

Parent/Student Handbook



Midland Campus
4860 Midland Avenue
Waterford, Michigan
48329

Elizabeth Lake Campus
4350 Elizabeth Lake Road
Waterford, Michigan
48328

Contents

Campus Information	5
Office Hours	5
Authorizer	5
Mission.....	5
Vision	5
Beliefs.....	6
Overview of Programs	6
Primary: Preschool and Kindergarten	6
Elementary	6
Middle School.....	6
Before and After Care	7
Specials	7
Field Experiences	7
Recess.....	7
Parent Volunteer Group (PVG)	7
Everyday Policies Parents Must Know	8
Admission and Reenrollment.....	8
Admission	8
Reenrollment	8
Health Appraisals and Vision Screening	8
Child Information Record Card	9
Contact Information Changes	9
Classroom Placement	9
Homeless Students and Families	9
Withdrawal from Preschool Program	9
School Day Schedule	10
Drop off and Pick up – Access to Building	10
Daily Arrival and Dismissal Times	10
Valet Drop Off	11
Late Arrival	11
Valet Pick Up	11
Parking	12
Attendance	12
Excusable reasons for Absence	12
Unexcused Absence	13
Late Arrival to School	13
Early Dismissal.....	14
Health and Wellness	14
Accident or Injury	14
Immunizations	14
Medication	14

Policy for Storage and Access to Medication	15
Procedures for Storage and Access to Medication	15
Self-Administration/Self-Possession of Medications	16
Policy for Record Keeping related to Medications	16
Procedures for Record Keeping related to Medications	16
Annual training Pertaining to Medication Distribution/Epi-Pen	16
Epinephrine Auto-Injector (Epi-Pen)	16
Allergies	17
Peanut, Tree Nut, Sesame, and other Food Allergies	17
Student Illness.....	17
Lice	17
Food and Nutrition	19
Allergies	19
Peanut, Tree Nut, Sesame, and other Food Allergies	19
Classroom Snack Table	19
Healthy Classroom Snacks	19
Birthday Treats	21
Lunchroom	21
Student Property	21
Personal Communication Devices	21
Lost and Found	22
Parent/School Communication and Student Progress	22
Academy Communications	22
Access to the School and Classrooms	23
Telephone Calls to Classrooms	23
Parent Teacher Conferences	23
Student Progress	24
Problem Solving	24
Severe Weather/Emergencies	24
Tornado Watch-Tornado Warning	24
School Closings	25
Fire Drills	25
Lightning	25
Emergency Evacuation	25
Uniform/Dress Code	25
School Uniforms	25
Gym Days	26
Casual Days	26
Spirit Days	26
Important Notifications	26
Abuse and Neglect	26
Pesticide Application	27
Photo Usage	27
Asbestos	27

Child Care Licensing Notebook	28
Concussion Awareness	28
Equal Educational Opportunity	28
Non-Discrimination	28
Tobacco and Smoke-Free School Zone	28
Video and Audio Monitoring System	28
Student Network and Internet Acceptable Use Policy	29
Student Discipline and Code of Conduct	31
Discipline	31
Academic Integrity	31
Student Code of Conduct	32
Incidents reported to Law Enforcement	32
Level I Violations	33
Level I Discipline Procedures	33
Level II Violations	34
Level II Discipline Procedures.....	36
Level III Violations	36
Level III Discipline Procedures	37
Level IV Violations	38
Level IV Discipline Procedures	39
Long-term Suspension or Expulsion Considerations	29
Restorative Practices	39
Long-term Suspension or Expulsion Procedures	40
Pre-Hearing	40
Hearing	41
Voluntary Discipline Agreement	41
Post Hearing	41
Anti Bullying Policy	41
Notification	42
Implementation	42
Procedure	42
Non-Retaliation/False Reports	43
Definitions	43
Anti-Harassment Policy	44
Anti-Harassment Compliance Officer	48
Investigation and Complaint Procedure	49
Informal Complaint Procedure	49
Formal Complaint Procedure	50
Searches of Lockers and Contents	51

Campus Information



Midland Avenue Campus

4860 Midland Avenue
Waterford, MI 48329
Phone: 248-674-2400 #1
Fax: 248-674-2424

Elizabeth Lake Campus

4350 Elizabeth Lake Road
Waterford, MI 48328
Phone: 248-674-2400 #2
Fax: 248-706-6148

Office Hours:

School Year
8:00 a.m. – 4:30 p.m.
Monday through Friday

Summer Hours (July 1 - August 1) 9:00 - a.m. – 3:00 p.m.
Monday through Friday

Authorizer

The Academy is proudly authorized by Saginaw Valley State University.

Our Mission

Waterford Montessori Academy's mission is to assist its students to reach their full potential in all areas of life, while promoting academic rigor, moral leadership and personal responsibility.

Our Vision

Utilizing the Montessori philosophy and curriculum, Waterford Montessori Academy will create a stimulating, prepared learning environment that nurtures each student to continuously strive towards intellectual, spiritual, physical, artistic and academic excellence to realize his or her full ability. The students will learn to work in cooperation with others, to build a strong school community that is respectful, responsible, safe and positive. The faculty will strive to become educational leaders who foster a love of teaching and learning to help students become life-long learners. Our middle school program graduates will have the necessary academic skills and knowledge, personal confidence and discipline, and social-emotional expertise to succeed in any high school program.

Our Beliefs

We believe:

- that students' intellectual, spiritual, physical, artistic and academic growth are our top priorities,
- in meeting students wherever they may be in their social and academic development, and allowing their aptitudes and interests to shape the course of their education,
- in providing concrete, multi-sensory experiences to enable children to learn independently at their own pace,
- in multi-age learning communities,
- in providing practical life experiences that build order, concentration, coordination and independence which sets the foundation for success in all other areas of life,
- in the importance of developing a sense of stewardship for the physical and natural environment,
- that education is the shared responsibility of students, parents, staff and the community, • that creating a zeal for knowledge in a positive, loving environment creates a community of life-long learners.

Overview of Programs

Waterford Montessori Academy began in the 2013-2014 school year with a Pre-K-3rd grade program at the Midland Avenue Campus and has added a grade each year, reaching PreK-8th grade in 2018-19. The Academy's Elizabeth Lake campus opened in fall 2018.

Primary: Preschool (tuition-based, Midland Campus only), and Kindergarten

Three to five-year old children enjoy exploring in a beautifully prepared environment scaled to their size. There are exercises of practical life, sensorial, language, math and cultural studies (geography, science, music and art). Children are shown precisely how to handle and use the Montessori materials. The self-correcting quality of the work enables each child to gain greater confidence and perfection through choice and repetition. Children gain a sense of independence as they take an active role in the classroom environment.

For a child to enroll in preschool, he/she needs to be 3 years old and MUST be completely toilet trained – no exceptions. Available program (half day and full day) schedules and payment options are reviewed annually and available through the school office.

Elementary

The lower elementary program consists of children ages 6 to 9 (grades 1-3). The upper elementary consists of children ages 9 to 12 (grades 4-5 at WMA). The Montessori elementary classroom is a mixed-age group of students who become a unique "family" of learners. Every child is given opportunities to find success in his or her own personal development. This grouping leads to peer tutoring and cooperative learning. Some of the benefits include continuous learning, respect for the individual child and family unit, cooperative and social interaction, cross-age learning, mentoring, and leadership. Since they have learned to make decisions from an early age, Montessori students are usually problem solvers who can manage time well and make appropriate choices. They have been encouraged to exchange ideas and communicate effectively.

Middle School

The middle school at WMA consists of 6th through 8th grade students. Middle school at WMA is a blend of Montessori and traditional education, enabling the adolescent to transition smoothly from Montessori to a

traditional high school experience. Concepts such as introducing new ideas concretely, utilizing small groups to meet individual needs, group work, peer mentoring, leadership and character development are all components. These are utilized to help meet each child at his or her developmental level while including whole-class learning at grade level for all subjects. These things make WMA's middle school a unique experience. The children utilize Google Classroom, many Google apps, and technology throughout their day. The middle school students are exposed to different teachers throughout the day.

Before and After Care

The Academy provides both scheduled and unscheduled "drop-in" services for before and after care. Before care is open from 7:00 a.m. to 8:15 a.m. at the Midland Campus and 7:00 a.m. to 8:00 a.m. at Elizabeth Lake. After care at the Midland campus is open from after school until 6:00 p.m. and at the Elizabeth Lake campus until 4:30 p.m. Students requiring after care past 4:30 p.m. will be bussed at school dismissal to the Midland campus.

Behavioral expectations from the Student Code of Conduct are upheld in the before and aftercare programs.

Specials

The Academy offers physical education, music and art classes to all elementary students. Middle school student as an opportunity to choose these classes for their electives.

Field Trips

Students may have the opportunity to go on field trips throughout the school year. These extended learning opportunities are educational and fun. Parents/Guardians will receive advance notice. A permission slip, included in the notice, must be completed for a student to participate. While on the field trip, students are subject to dress code and the school code of conduct and remain under the direct responsibility and supervision of teachers and school staff. Students will be allowed on field trips at the discretion of the teacher and administration. Parents/guardians will be asked to volunteer to help with field trips as necessary.

Recess

Our K-5 children have outdoor recess throughout the year in all kinds of weather. Please ensure your child is dressed appropriately for the season. **In winter, this means a suitable coat, gloves or mittens, hat, snow pants, and warm boots or shoes.**

Parent Volunteer Group (PVG)

The PVG was established to provide volunteer opportunities for interested Academy parents. This group is chaired by a parent volunteer. Meetings are held as needed. While all parents are welcomed to suggest events for the PVG, the administration reserves the right to approve or deny any events held on behalf of the Academy or on or off school grounds. Any person who volunteers to work with the Academy shall be subject to an Internet Criminal History Access Tool (ICHAT) criminal history records check. Parent volunteers do not work before and after care.

Everyday Policies Parents Must Know

Admission and Reenrollment

The Academy and its Board of Directors do not discriminate based on race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information in its educational programs or activities.

To be considered for our Pre-School (Primary) classroom, a child must be three years of age and toilet trained by September 1.

Admission

Interested parents should contact the school office for an appointment with an administrator to discuss the Montessori philosophy and our mission, tour the school (with classroom observation, if available), and have their questions answered.

Applications are available on the school's website and can be completed prior to the tour. However, a tour and discussion is provided prior to enrollment. Classes fill quickly and are processed at the end of the open enrollment period. If there are more applications for a grade level than are spots available, a lottery for that grade level will be held and a waitlist created.

If space is available, the family will be contacted by the office as soon as possible to arrange for continuing the enrollment process for the new student. All required paperwork must be completed and records received before a new student begins attending. WMA must have all IEP or 504 documentation provided during the enrollment process and prior to a student beginning school.

If a space is not immediately available, the child's name will be placed on a waiting list. Notification of waiting list status will be updated periodically, as necessary.

Reenrollment

Reenrollment is an annual requirement for current students and must be completed to hold a space for the following year. Failure to complete the MiStar reenrollment form may result in a student being dropped as a student for the next school year and replaced with a newly enrolling child. Reenrollment takes place after the first of the new year, prior to the two-week open enrollment period. Parents are notified in writing and through other means.

Students who are enrolled in our Preschool program do not have preferential enrollment for our Kindergarten program unless there is an elementary-age sibling.

Health Appraisals and Vision Screening

All Kindergarten students are required to have a current, physician-completed Health Appraisal form and vision screening prior to entering. Health Appraisal forms are available in the school office.

All new students, 1st – 8th grade required to have a current, physician completed and signed health appraisal form.

Michigan state law requires all preschool (primary) children to have a yearly physical health form on file before the first day of school. The form must be signed by a physician and must include a physical examination and an immunization record. The office must be notified each time your child receives additional immunizations.

Child Information Record Card

The Academy is required to maintain a child information record card for each student. A copy of this card **MUST BE FILLED OUT IN ITS ENTIRETY** before your child's first day of school. **EVERY LINE** on the card must be filled out **COMPLETELY**. Parents must keep the information on the card current. Each student's card must be reviewed and updated or replaced each year.

Contact Information Changes

It is vital that all school contact information is current. If a change occurs during the school year, please update your information in the MiStar parent portal. It is in the best interest of the student that someone can be contacted at any time of the day in case of an emergency.

Classroom Placement

Every effort is made to maintain a balance in each classroom, which in turn provides a positive environment for each child. Therefore, administrative discretion will be used to make the final placement decision, factoring in age, availability, siblings, aligning families with the same start/end time, and individual class structure. Parents should expect their requests for teachers to be heard and considered, but we cannot always honor them.

Homeless Students and Families

Homeless children and youth are individuals who lack a fixed, regular, and adequate nighttime residence. This includes sharing housing due to housing loss or economic hardship; living in motels, campgrounds, or trailer parks due to lack of adequate accommodations; living in shelters or a hospital; sleeping in a residence not ordinarily used for sleeping, or cars, bus stations, etc. Homeless children are provided a free and appropriate public education in the same manner as all other students of the Academy and are not stigmatized or segregated because of their homelessness. No homeless student is denied enrollment based on a lack of proof of residency, and school policies and practices support the enrollment, attendance, and school success of homeless children. Homeless students are provided services comparable to other students in the Academy. Homeless families are provided with transportation and other assistance to attend conferences and school events, chaperone school field trips, and be involved with their child's education to the same extent as non-homeless parents.

Student Records

All student records shall be treated as confidential and exist primarily for local school use or as otherwise stipulated. Parents may access their child's school records in the office with three days prior notice.

Withdrawal from Preschool Program

Waterford Montessori Academy reserves the right to ask for withdrawal of your child from preschool if any of the following occur:

- Tuition nonpayment after 60 days
- Repeated failure of the child or the child's parents to follow rules and policies as established for the safety

of all our children and personnel.

- Student is not fully potty trained.
- If your child’s needs are not being met in our program, or if your child causes repeated disruptions to the program and/or harm to others or him/herself. Dismissal will be recommended only after all possible measures have been tried and proven unsuccessful. We will do everything we can to help you place your child in a more suitable environment.

As a school, teachers are employed and materials are purchased when students are enrolled. Therefore agreements are for one complete school year. All preschool charges are due and payable in accordance with the terms of the enrollment agreement without regard to absence or withdrawal.

School Day Schedule

To ensure student drop off and pick up are safe and stress-free for all students, the Academy has staggered start and end times for the school day.

Drop off, Pick Up, and Valet Service

Drop off and Pick Up – Access to Building

Parents are not permitted in the building without an appointment. No appointments will be granted during arrival or dismissal. All families must use the car line to drop off and pick up their child/children.

Daily Arrival and Dismissal Times

Midland Campus

A full and half day drop off and pick up schedule for the Midland campus is as follows:

	Full Day Drop off	Full Day Pick Up
Upper Elementary & Kindergarten	8:00-8:15	3:15-3:30
Pre School & Lower Elementary	8:15-8:30	3:30-3:45
	Half Day Drop off	Half Day Pick Up
Upper Elementary & Kindergarten	8:00-8:15	11:45-12:00
Pre School & Lower Elementary	8:15-8:30	12:00-12:15

If you have multiple children with different arrival and pick up times, all your children may be dropped off at your family’s earliest drop off time and picked up at your latest times. For example, a family with a kindergarten student and a lower elementary student would drop off both between 8:00 a.m. and 8:15 am and pick up both between 3:30 pm and 3:45 pm. Feel free to contact the office if you have questions concerning this.

Because our teachers and support staff have important obligations once the school day begins, we are understandably firm about operating by the above times. Valet service ends at 8:15 a.m. for Upper Elementary & Kindergarten and 8:30 for Lower Elementary. Sometimes this means that service ends with vehicles still in line. We ask in advance for your understanding and patience.

Preschool students will be dropped off at the preschool door.

Elizabeth Lake Campus

A full and half day drop off and pick up schedule for the Elizabeth Lake campus is as follows:

	Full Day Drop Off	Full Day Pick Up
Middle School	7:30-7:45 am	2:50-3:00 pm
Lower and Upper Elementary (2 nd – 5 th)	7:45-7:55 am	3:00-3:10 pm
Early Elementary K/1	7:55-8:05 am	3:10-3:20 pm

	Half Day Drop Off	Half Day Pick Up
Middle School	7:30-7:45 am	11:20-11:30 am
Lower and Upper Elementary (2 nd – 5 th)	7:45-7:55 am	11:30-11:40 am
Early Elementary K/1	7:55-8:05 am	11:40-11:50 am

If you have multiple children with different arrival and pick up times, all your children may be dropped off at your family's earliest drop off time and picked up at your latest times. For example, a family with a kindergarten student and a sixth grade student would drop off both students between 7:30 a.m. and 7:45 a.m. and pick up both between 3:10 p.m. and 3:20 p.m. Feel free to contact the office if you have questions concerning this.

Because our teachers and support staff have important obligations once the school day begins, we are understandably firm about operating by the above times. Valet service ends at 7:45 a.m. for middle school, 7:55 Lower and Upper Elementary (2nd – 5th) and 8:05 for Early Elementary K/1. Sometimes this means that service ends with vehicles still in line. We ask in advance for your understanding and patience.

Valet Service

To ensure everyone's safety, Academy staff provide "valet" service escorting your children to and from your car.

Valet Drop-Off

When entering the driveway, please remember to follow the designated route to the pick-up/drop off area. Upon reaching the pick-up/drop off area, please place your vehicle in park and unlock your doors. If your child/children are capable of unlocking his/her seatbelt please have them do so. If they are not able to do it themselves, our friendly staff will assist them as much as possible. For safety reasons, children may exit the vehicle from the passenger side only.

Late Arrival – If you arrive after the "Valet" has ended for your designated arrival time, your child must be brought back for the late arrival times.

Valet Pick Up

Please arrive not earlier than five (5) minutes before your designated pick-up time. As you enter the parking lot please hang your child's provided "CAR SIGN" from the rear view mirror. During pick up, pull up to the same pick up/drop off area, put your car in park and unlock the doors. A staff member will direct your child/children out to the car. For safety reasons, children may enter the vehicle from the passenger side only. No child will be allowed in a car unless the car is at a complete stop. Staff reserve the right to prohibit a child from traveling with a driver if the driver appears to be unable to safely operate the vehicle.

Please be prompt at both arrival and dismissal. When your child arrives late in the morning, he/she misses a vital part of the class day when new materials are introduced and

demonstrated. Let your child know that you consider school important by setting an example of promptness.

Parking

Midland Campus

Parents are encouraged to use the valet for drop off and pick up. If you have an appointment, please park in the side parking lot and enter the front doors of the building. Preschool students will be dropped off at the preschool door.

Elizabeth Lake Campus

Parents are encouraged to use the valet for drop off and pick up. If you have an appointment, please park in the center of the parking lot. **Please do not park directly in front of the building as this will be used for valet service only.**

Attendance

Excusable Reasons for Absence

The Academy accepts the following as excusable reasons for absence from school.

- A. Personal Illness
The Academy will require documentation as absences mount.
- B. Illness in the Family
This is a limited exception to accommodate (1) the infrequent day a parent(s) is ill and unable to transport the student(s) to school, and (2) rare circumstances in which a family member is suffering from a serious illness or effects from an accident or other tragedy.
- C. Quarantine of the Home
Exceedingly rare and limited to the length of the quarantine as fixed by the proper health officials.
- D. Death of a Relative
This is limited to a period of three (3) days unless reasonable cause is shown for a longer absence. The Academy may require documentation as absences mount.
- E. Observance of Religious Holidays
Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.
- F. Absence During the School Day for Professional Appointments
Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part or all of the day:
 - 1. the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc, to the effect that he/she reported promptly for the appointment;
 - 2. the student shall report back to the school immediately after his/her appointment, if school is still in session;
 - 3. recurring appointments can be pre-approved by the school office.
- G. Other Emergency Circumstances
School administration shall determine whether the reason for the absence constitutes good and sufficient cause.
- H. Absences Due to COVID-19
Absence due to having contracted COVID-19 are excused. Families must report COVID-19 positive results to school officials upon receipt of information.

Michigan law places responsibility on each student to attend school on time, every day regularly and on each parent/guardian to send their child to school every day. The Board of Directors requires that all students attend school during the days and hours that the Academy is in session. Students are expected to be at school every possible day because they miss valuable instructional time and fall behind in their studies. Attendance is also an important habit to learn in preparation for work. Each student is expected to receive a minimum of 1,098 hours of instruction to be promoted to the next grade or receive credit in coursework.

Parents are asked to call the school office to notify the school of their child's absence, leave a message or email info@waterfordmontessori.org whenever their child will be absent from school. Parents are encouraged to notify the office manager prior to 9:00 AM. The school phone number is 248-674-2400. Choose Option 1 for the Midland Campus and Option 2 for the Elizabeth Lake Campus.

As a rule, oral or written communication regarding excusable reasons for absence from the parent to the school secretary is sufficient to record the absence as excused. The School Director may require a doctor's statement. A doctor's statement of illness must be presented if a student is absent more than three consecutive days, or more than ten absences during a semester.

When a student is absent from school for ten consecutive days without the knowledge of the School Director, the student will be withdrawn from the Academy and the student's directory information will be reported to the county truancy officer. The School Director will attempt to contact the student's parent/caretaker during the period of consecutive absences.

When a student accumulates six absences, a letter will be sent notifying parents of an attendance issue. When a student accumulates twelve absences, unexcused or excused, a letter to the parents will be sent to arrange a meeting with school administration. This meeting will determine the course of action that will be taken, which may include the development of an attendance improvement plan (AIP). When a student accumulates twenty absences, excused or unexcused, a report will be filed with the county truancy officer.

Unexcused Absences

In accordance with applicable state guidelines, students shall be considered truant upon accruing ten or more unexcused absences. Academy officials shall report all cases of truancy to appropriate local officials.

Late Arrival to School

Students are tardy to school if they arrive after the school day begins for that student. Teachers are expected to begin opening exercises promptly and transition smoothly into instruction. A late entering student disrupts class and draws attention away from classroom activity. Our expectation is that students will arrive on time every day. A student who is tardy six times will receive a letter sent home to the parents for the parent's signature. If a student receives twelve unexcused tardies or twenty excused tardies during the school year, an attendance improvement plan will be developed with the student, parent and School Director. Tardy students interrupt learning for other students and that cannot be tolerated.

All students must be escorted to the main front door of the building by an adult. Ring the buzzer at the door and someone will allow your child to enter the building and facilitate sign in of the child.

Elementary students arriving up-to and including the time school is scheduled to begin are considered on-time. Elementary students arriving within one hour of their classroom's start time are considered tardy to

school. Elementary students arriving after one hour of their classroom's start time are considered absent half day. Middle school students arriving more than 15 minutes late for a class period are considered absent for the class period.

Early Dismissal

The student may need to leave school during the school day. The parent is to receive approval of the School Director or office personnel in advance by written or personal request for a justifiable reason, including early dismissals for doctor's appointments, religious observations, family funerals, and other pre-arranged events.

Health and Wellness

Accident or Injury

The health and well-being of your child is of the highest importance to the Academy. Academy staff seek to minimize accidents through safe practices, facility inspections, and routine maintenance. We ask that if you see something unsafe, you report it to the office for follow-up.

When an accident occurs, Academy staff provide necessary and appropriate first aid and comfort. Academy staff are trained regularly in first aid and CPR. Incident reports are completed for all injuries requiring first aid. Reports document the incident and treatment provided. Parents are notified when outside care might be required or there is an injury to a child's neck or head area. Parents are generally not notified of minor incidents that involve cuts, scrapes, and bruises. Incident reports are kept in the main office.

Immunizations

All students are required by law to be immunized against certain diseases, provide proof of the same when enrolling in a public school, and to maintain their fully immunized status through booster shots and new immunizations as they age. You are required to make sure your child gets all required immunizations upon notification by the school office. Your child may be excluded from school until all required immunizations are complete. If you have an objection to an immunization, you may obtain a nonmedical waiver from your county health department. If your child has a medical reason for not receiving a vaccine, you may obtain a completed, physician-signed State of Michigan Medical Contraindication form from your physician or have a document executed by the county health department.

Medication

These policies and procedures apply to all students, including those with disabilities who have an Individualized Educational Program (IEP) or Section 504 plan.

Definition

"Medication" includes prescription, non-prescription, and herbal medications, and includes those taken orally, through an inhaler, by injection, as eye drops or nose drops, or by application to the skin.

Procedure

- The pupil's parent/guardian will give the school written permission and a request to administer medication(s) to their child. The permission/request shall include written instructions from a physician, which include the name of the child, name of the medication, dosage of the medication,

route of administration, and time the medication is to be administered to the pupil. The permission/request and physician's instructions must be renewed in writing each year.

- The building administrator will designate an individual(s) responsible for administering medications to students.
- Medications must be administered by one adult in the presence of a second adult, except where the individual administering the medication is a licensed registered professional nurse (as described in the Michigan Revised School Code, Section 380.1178), or when an emergency threatens the life or health of the child.

Please have the pharmacy supply the oral medication in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills.

Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the child's parent/guardian immediately.

Any errors made in the administration of medications shall be reported to school administration immediately and a written report shall be completed and entered into the child's school record. School administration is responsible for reporting the medication error to the child's parent/guardian immediately.

When it is necessary for a child to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container, and record the necessary information on the medication log upon return from the trip/activity.

Policy for Storage and Access to Medications at WMA

All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the child's name, the name of the medication, dosage, and the frequency of administration. Medication shall be stored in the school office in a secure location. Emergency medications such as Epi-pens shall be stored in an area that is readily accessible to the individual designated to administer them.

All controlled substance medications will be counted and recorded upon receipt from the parent/guardian. The medication shall be recounted on a regular basis (monthly or bi-weekly) and this count reconciled with the medication administration log/record. "Controlled substance" means a drug regulated by the Federal Controlled Substances Acts, including opiates, depressants, stimulants, and hallucinogens.

Procedures for Storage and Access to Medications at WMA

All medication must be brought to the school by the child's parent or guardian.

No changes to medication dosage or time of administration will be made except by instruction from a physician.

Expiration dates on prescription medications, Epi-pens, and inhalers are checked at least twice each school year. They are checked before school starts and within one month of return from the holiday break in December/January.

Medication left over and not picked up by a parent or guardian after a given school year or after a child has left the Academy will be disposed of, and the disposition will be noted on the medication log. This procedure will be witnessed and initialed by a second adult.

Self-Administration/Self-Possession of Medications

“Self-administration” means the pupil is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction.

“Self-possession” means that the pupil may carry certain medication on his/her person to allow for immediate and self-determined administration.

A pupil whose parent/guardian and physician provide written permission will be able to self-administer and self-possess his/her own medications. A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration. A pupil’s use cannot be denied if the conditions of written permission and physician directions are met. School administration may discontinue a pupil’s right to self-administer and self-possess if there is misuse by the pupil. The denial shall follow a consultation with the parent/guardian.

For example, 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 pupil’s physician and parent/guardian on record at the school. School administration shall notify the teacher(s) of a self-administering/self-possessing student of this approval.

Policy for Record-Keeping Related to Medications

A log of medication administration for each pupil shall be kept in the school office and filed in a pupil’s permanent record at the end of each school year. The individual pupil log shall be kept until the student transfers from the Academy, whereupon it will be included in the transfer of records to the succeeding school.

Procedure for Recordkeeping Related to Medication

The medication log shall include the pupil’s name and the name and dosage of the medication. The individual giving the medication shall record the date and time of administration of the medication. The log shall be signed and witnessed by a second adult.

If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log.

Annual Training Pertaining to Medication Distribution/Epinephrine auto-injector (EpiPen)

Academy staff are provided training by a medical professional in the use of an epinephrine pen and dispensing medication.

Epinephrine auto-injector (EpiPen)

The Academy complies with all laws regarding the availability of EpiPens/Auvi Qs in the building. In addition to the EpiPens/Auvi Qs provided by parents of students suffering from life-threatening allergies, the Academy maintains required school EpiPens available in the office. EpiPens/Auvi Qs are carried by teachers or staff to various locations on property as well as during field trips. Expiration dates on EpiPens/Auvi Qs and all medication brought to WMA are reviewed prior to acceptance of the medication and periodically throughout the school year. Written notification will be sent to all parents whose students’ medication is expiring or has expired.

Allergies

The Academy is sensitive to the needs of children with allergies. We consider individual needs and how we can secure each child's safety. Each teacher is made aware of the allergies of the children in the classroom.

Peanut, Tree Nut, Sesame, and other Food Allergies

The Academy has many students with life-threatening allergies to certain food substances. We work together as a school community to help keep our friends safe at all times. Your family has a role to play in this effort, so please review the following closely.

The Academy is a peanut free school. Peanut-containing products or non-peanut products that were manufactured or made in a facility in which peanuts or particulates of peanuts may be present are not permitted in the building. If a child brings something into the school that does not comply with this rule, the child will be asked to return the item to his/her lunch box and eat it upon returning home.

Nuts other than peanuts may be eaten in the lunchroom **during the lunch period only**. No nuts are allowed within the classrooms.

When notified of food allergies, the Academy creates a 504 Plan, with parents and health care providers, for students with severe allergies to peanuts, other nuts, sesame, and other food products.

Student Illness

Please do not send your child to school with fever (i.e. 100.5 or higher without medication), diarrhea, conjunctivitis (pink eye), excessive runny nose, or cough. Any contagious illness puts everyone in good health at risk. In general, please be considerate in making your decisions to send your child to school when his/her health is in question. The child's general temperament is often a good indicator. If your child is COVID-19 positive you will need to follow current CDC and Oakland County Public Health recommendations for return to school.

Children are expected to go outside for recess with their regular class. Generally, if a child cannot play outside for recess, he or she should stay home until well enough to go outside. Please contact the office to discuss special situations or conditions relating to your child's health and outdoor play.

The Academy may refuse entry if a student is believed to be ill, contagious, or not ready to return after an extended illness. A doctor's note indicating the child is not contagious to others may be requested from the parent.

Lice

Policy Recommendation

Pursuant to policy recommendations from the Michigan Department of Community Health, the Centers for Disease Control, American Academy of Pediatrics, and the state and National School Nurses Associations, the Academy policies relating to lice are centered on the exclusion of active infestations only. Active infestations are defined as the presence of live lice or nits found within one quarter inch of the scalp. Nits that are found beyond one quarter inch of the scalp have more than likely hatched or are no longer viable.

- Any student with live lice (or nits within one quarter inch of the scalp) may remain in school until the end of the school day. Immediate treatment at home is required. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel find

no live lice on the child, the child may reenter the school. If nits are found farther than one quarter inch from the scalp, the student will be allowed to reenter school.

- Parents should remove nits daily and treat if live lice are observed.

Roles and Responsibilities

Parent's Role

- Becoming educated about head lice.
- Performing regular checks on all individuals in the home.
- Treating a child with head lice as soon as possible and committing to following through until there are no longer signs of an infestation.
- Teaching children how to minimize the chance of getting head lice by avoiding head-to-head contact, not sharing hats, combs, brushes, and hair accessories, and by containing long hair in braids or ponytails.

School's Role

- Develop and adhere to the school's policies and procedures.
- Evaluate cases of suspected or confirmed head lice.

Procedures

1. Student identified during school hours to have an active case of head lice:
2. Students may return to class but restricted from activities involving close head-to-head contact or sharing personal items with other children. Immediate removal of the child is unnecessary—if the child has lice, they probably have been infested for weeks and prompt removal of the child could lead to embarrassment and ridicule. The child can be sent home at the end of the day.
3. Notify parents/guardians directly.
4. Send home a copy of the “Quick Guide for Managing Head Lice” and parent documentation of treatment form.
5. Send to parents in the student's classroom a notification, “Myths and Facts,” and link to the [State Head Lice Manual](#).

Student with suspected case of head lice returns to school:

1. Parents must accompany their child to the school office with documentation of the treatment form.
2. Designated school personnel will re-examine the student's hair:
 - a. Students will be readmitted to school if no live lice are found.
 - b. If live lice are found, the student may not be readmitted to class.
 - i. Review with parents the manual lice removal techniques (*caution: if chemical treatments were used, they should not be used again for another 7-10 days*).
 - ii. Suggest parents call their pediatrician for further assistance.
 - iii. May also contact the local health department for assistance.
 - c. Any student with no live lice, but nits farther than one quarter inch from the scalp should return to class.
 - d. If nits are found within one quarter inch of the scalp, educate the parents about the need for removal of those potentially viable eggs and return the child to class. School personnel re check for lice and nits the next school-day to verify removal of potentially viable nits.
3. Periodic checks of the student's hair by designated school personnel should be done over the next few weeks to assure successful treatment. **Remember, confidentiality is important.
4. Request parents to continue daily lice checks and nit removal for the next two to three weeks. Retreat as necessary according to the product label.

Food and Nutrition

Allergies

The Academy is sensitive to the needs of children with allergies. We consider individual needs and how we can secure each child's safety. Each teacher is made aware of the allergies of the children in the classroom.

Peanut, Tree Nut, Sesame, and other Food Allergies

The Academy has many students with life-threatening allergies to certain food substances. We work together as a school community to help keep our friends safe at all times. Your family has a role to play in this effort, so please review the following closely.

The Academy is a peanut free school. Peanut-containing products or non-peanut products that were manufactured or made in a facility in which peanuts or particulates of peanuts may be present are not permitted in the building. If a child brings something into the school that does not comply with this rule, the child will be asked to return the item to his/her lunch box and eat it upon returning home.

Nuts other than peanuts may be eaten in the lunchroom **during the lunch period only**. No nuts are allowed within the classrooms.

When notified of food allergies, the Academy creates a 504 Plan, with parents and health care providers, for students with severe allergies to peanuts, other nuts, sesame, and other food products.

Classroom Snack Table

The Academy encourages students to bring a healthy snack to school. A snack is defined as something that can be consumed in less than five minutes. The snack should be packaged separately from your child's lunch and should be labeled with your child's name on it.

Children are also encouraged to bring a clean water bottle each day for use during the school day. Only clear water without any additives may be consumed in the classroom. **All snacks consumed in the classroom must be peanut and tree nut free, without exception, to protect the health and welfare of allergen-sensitive children.**

Healthy Classroom Snacks

We are promoting healthy "brain" food for our students during the school day. In order to limit sugary treats, please see the list below.

1. **Delicious dippers** - Kids love to dip their foods. Whip up a quick dip for veggies with yogurt and seasonings such as herbs or garlic. Serve with raw vegetables like broccoli, carrots, or cauliflower. Fruit chunks go great with yogurt and cinnamon or vanilla dip.
2. **Caterpillar kabobs** - Assemble chunks of melon, apple, orange, and pear on skewers for a fruity kabob. For a raw veggie version, use vegetables like zucchini, cucumber, squash, sweet peppers, or tomatoes.
3. **Fruity butterfly** - Start with carrot sticks or celery for the body. Attach wings made of thinly sliced apples with non-peanut butter and decorate with halved grapes or dried fruit.
4. **Bugs on a log** - Use celery, cucumber, or carrot sticks as the log and add Wowbutter or SunButter. Top with dried fruit such as raisins, cranberries, or cherries, depending on what bugs you want!

5. **Homemade trail mix** - Skip the pre-made trail mix and make your own. Use your favorite dried fruits, such as dried apples, pineapple, cherries, apricots, or raisins. Add whole-grain cereals to the mix too.
6. **Coconut chips** - Swap the high-fat potato chips for coconut chips and you're onto a winner. These unique chips are flavorful and satisfying. They're made from thin slices of coconut which have been roasted to a crunch.
7. **Apple** - Fall is a great season to try different varieties of apples. An apple a day keeps the doctor away. Apples are full of vitamin E, a powerful antioxidant that helps stop oxidation throughout the body, allowing cells to continue functioning properly and efficiently.
8. **Bananas – A bunch of potassium!** Fresh or frozen, if you haven't tried it, frozen banana puree frozen into Dixie cups tastes like banana ice-cream.
9. **Blueberries/blackberries/strawberries** - Berries are an amazing health food. They're full of antioxidants and contain lots of fiber, meaning your cells will be better protected from oxidative stress and your digestive system can more effectively pull nutrients out of the food that you eat.
10. **String Cheese** – Protein packed string cheese is a scientific phenomenon! The manufacturing process aligns the proteins in the cheese, which makes it stringy. When mozzarella is heated to 60°C, the milk proteins line up. Sweet!
11. **Low Sugar Yogurt** – Stonyfield, YoKids and Yoplait are brands of yogurt that contain the least amount of sugar.
12. **Pretzels** – Tie the knot with a relationship with pretzels rather than potato chips (or) bake your own experimenting with yeast.
13. **Popcorn or popcorn cups**: Have your child help decorate plain 12-oz. paper cups with stickers, glitter glue or even his photo, and then fill with homemade popcorn. Alternatively, decorate small paper bags or purchase movie theater-style popcorn boxes or bags.
14. **Yogurt parfaits**: In clear plastic cups, alternate layers of your child's favorite yogurt and fresh fruit such as blueberries, strawberries or mangos (and don't forget spoons!).
15. **Mini muffins**: Carrot, blueberry and banana are all great choices. Use all or part whole-wheat flour or add ground flaxseeds for a nutritional boost, reduce the amount of sugar, the consistency stays the same.
16. **Banana bread**: Cut in slices like cake and serve with fruit salad.
17. **Zucchini bread**: Don't try to hide the fact that there's zucchini in here! Instead, let your child help grate it, then bring in a whole zucchini for the class to see, touch and smell.
18. **Fresh fruit served in cupcake wrappers**.
19. **Berries with sugar-free whipped cream**: Take individual clear plastic glasses and fill halfway with any mixture of strawberries, blueberries and blackberries. Top with a dollop of freshly whipped cream.
20. **Fruit wands**: Similar to fruit kabobs but made to look like a wand, with a whimsical star fruit at the top.
21. **Homemade fruit roll-ups**: No corn syrup or artificial food coloring; just pure fruit. While the prep is quick, it will take hours for these to set—so leave plenty of time.

Birthday Treats

No food related birthday treats are allowed in the classrooms.

Ideas for non-food celebrations

Not every party has to involve food! Consider talking to your child's teacher about other ways to celebrate student birthdays, such as:

- *Bring in his favorite game, book or special art project to share with the class.
- *Purchase and wrap an item for the class from a "Classroom Wish List."
- *Purchase and wrap a book for the classroom.

Lunchroom

The Academy does not have a hot food program. Each family is required to provide lunch for their own child/children. We ask that each child bring a clean lunch container FREE of CHARACTERS containing a HEALTHY lunch, free of excess sugars and dyes. Please note that all containers, including a thermos, must be free of characters. Clear water, fruit juice and white or chocolate milk are considered healthy drinks for lunch purposes. The Academy provides paper towels, plastic spoons and forks, and disposable wipes for use during lunch. Lunch will be held in the gymnasium or other space as necessary.

Student Property

Students may not bring expensive or inappropriate items to school, e.g. cameras, electronic games, iPods/iPads, recording devices, large amounts of money, "toys" of any kind, and any other expensive item. If such items are brought to school, a teacher or staff member may retain the item. The Academy is not liable for the loss of or damage to any student property.

Personal Communication Devices (PCDs)

A. Purpose

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging electronic communications technologies students may possess. MCL 380.1303 allows local schools to determine the policy on the use and possession of PCDs.

B. Authority

Waterford Montessori Academy holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school-sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

The Academy shall not be liable for the loss, damage, or misuse of any electronic device brought to school by a student.

C. Delegation of Responsibility

Students, parents/guardians, and staff shall be notified of this policy annually.

D. Guidelines

1. Respect for the Educational Environment
 - a. Students may bring mobile phones and other personal communication devices into school

buildings on two conditions: first, that parents and students agree to permit Academy personnel to search the contents of those PCDs whenever they have reasonable suspicion a student has violated the Student Code of Conduct and the PCD may contain information concerning that violation; and, second, that students not use PCDs during instructional time. With prior approval of administration, teachers may permit the purposeful use of PCDs in support of curriculum learning objectives.

- b. Students shall not use any PCD that in any way disrupts or detracts from the educational environment.
 - c. Use of mobile phones or other PCDs is prohibited during the school day.
 - d. In the case of medical necessity or emergency, a student shall be permitted to possess or use a mobile phone or other PCD provided the student receives advance authorization from administration.
 - e. Mobile phones and other PCD shall be turned off and kept out of sight during instructional time.
2. Respect for Privacy Rights
- a. Students shall not photograph or record other individuals at school or at school-sponsored events without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
 - b. Students shall not email, post to the Internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
 - c. Use of phones or other personal communication devices is strictly prohibited in locker rooms and restrooms.
- E. Assuring Academic Integrity
- Students shall not use cellular phones or other personal communication devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.
- F. Compliance with Other Academy Policies
- Use of cellular phones or other personal communication devices must not violate any other Academy policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one (1) Academy policy, consequences for each policy will apply.

Lost and Found

A “Lost & Found” area is maintained outside the school office for misplaced items. Please check it first for lost articles. If unclaimed, these articles are donated to charitable organizations.

Please LABEL all clothing, lunch boxes, school shoes, gym shoes, sweaters, jackets, boots, hats, gloves, and scarves with the student’s name. Please establish a “DO NOT LEAVE HOME WITHOUT IT” place where these things can be gathered the night before.

Parent/School Communication & Student Progress

Academy Communications

The home–school connection is vital, and the Academy makes every effort to communicate effectively with its families. The Academy sends home important information with its students throughout the year. Please read written information carefully and make notes of date changes and events.

We also use email to share news and information. The email addresses collected during enrollment are used for this purpose. To add or change the registered email address, please log into the MiStar parent portal. School Messenger communication service is used by The Academy. Please contact the office about signing up for School Messenger.

Access to the School and Classrooms

For the safety of all students and staff, please make an appointment if you wish to visit the school. No appointments will be granted during drop off or dismissal. All visitors must sign in at the office and must return to the office and sign out before leaving.

Please understand that the Academy is probably more restrictive with respect to school and classroom access than other area schools, and this is by design. We endeavor to minimize internal and external distractions to students and teachers in the classroom, so their important work is uninterrupted.

Although we value our parents and partners, we do not have parents or others volunteer in the classroom, and we keep outside entities' visitations to a minimum.

If you request to observe your child's classroom, the observation will most likely be from the hallway. Again, we understand this is different from most other schools, but we assure you it is a purposeful difference.

As a final note, students may not invite friends or relatives to visit the classroom.

Telephone Calls to Classrooms

Your child's teacher is engaged in important work, and we keep interruptions to an absolute minimum. We therefore do not call teachers to the phone when they are in class. If you need to speak with a teacher, please call the school office to leave a message, send a note with your student, or send an email – your child's teacher will get back with you.

Students can use the school telephone for urgent matters only. Forgotten items are not considered urgent in most cases. When a student makes a call from a school telephone, it requires permission from a staff member. Students will not be called out of class for phone calls, so please make all arrangements for your child's day before your child comes to school.

Parent Teacher Conferences

Parent teacher conferences help school staff understand and serve students better, and help parents understand how their child is growing socially and academically. We suggest both parents attend conferences so all adults in the child's life are informed and work together. To help make the conference more productive:

- Decide what you'd like to discuss or ask the teacher
- Write questions down
- Share any important information influencing your child's behavior, learning, or development

Conferences are scheduled twice a year and are listed on the school calendar. The directors and teachers are available to talk throughout the year as questions and concerns come up. Special conferences may be scheduled through the school office.

Parents of middle school students will be participating in conferences at the same time as the elementary and early childhood classrooms. However, the format may be different.

Student Progress

If Academy staff believe that a child may be learning differently or have special needs, a conference will be scheduled to discuss the possibility of testing and a plan of action for helping the child. Every case is handled individually, and the cooperation of parents and school is critical.

Problem Solving

The Academy Board and staff are committed to resolving concerns collaboratively and in the best interests of our students and school community. Problems and concerns are best addressed directly, politely, and promptly. Part of problem solving is making sure the right people are aware and involved in the resolution process. Toward that end, we ask that you communicate your concerns to the person(s) most directly involved and in the best position to understand and respond. With respect to classroom concerns, the appropriate first contact is with the teacher.

If the concern remains unresolved after discussion with the teacher, please make an appointment with school administration, who may request information in writing.

Finally, if your concern is still not resolved after discussion with school administration, you may appeal to the Board of Directors. Requests for review and/or a hearing may be made in writing through the school office.

Severe Weather/Emergencies

When severe weather conditions occur, we receive a flood of phone calls from parents asking us to give messages to their children. As you can understand, this is impractical and ties up our staff and phone lines. Please contact the office only when truly necessary.

If you request, children will be released to you during a severe storm, provided the release does not endanger other students or staff.

Tornado Watch – Tornado Warning

A tornado watch means conditions are right for possible tornadoes over a large geographic area such as southern Michigan. This does not mean that a tornado is expected to strike in our immediate area. Therefore, children are typically kept in school if this occurs during the school day.

A tornado warning means that a tornado may strike in the immediate area. Points to remember:

- During a tornado warning, staff and students have been instructed as to proper procedure and will follow it.
- Weather bureau statistics reveal that most tornadoes strike between 3 p.m. and 7 p.m. and rarely occur during normal school hours.
- Tornado procedures are practiced each year as required by law.

The Academy's administration will make decisions that are in keeping with the safety and welfare of your child/children.

School Closings

Generally, **but not always**, the Academy follows Waterford Public Schools for inclement weather closings. The Academy publishes school closing information through the following media outlets.

TV Stations	Fox (Channel 2) WXYZ (Channel 7)	WDIV (Channel 4) CW50	WWJ (Channel 62)
Radio	WWJ 950 AM	WJR 760	

The Academy also uses School Messenger to communicate when the school is closed. Parents should have an emergency plan ready that is understood by their child in case of an emergency closing of the school.

Fire Drills

Fire drills are completed each year as required by law. These drills are conducted during appropriate weather whenever possible.

Lightning

If lightning can be seen, it is dangerous to be outside. All outdoor activities cease when lightning is spotted.

Emergency Evacuation

In case of an emergency evacuation, the Midland children will be evacuated to the annex between the United States Post office and Radio Shack located in the shopping center on the corner of Dixie Highway and Midland Avenue in Waterford, MI. Elizabeth Lake students will be evacuated to Fountain Coin Laundry at 4140 Elizabeth Lake Road. Parents/guardians and those persons listed on the students' emergency forms are the only people allowed to pick up a student. WMA will hold drills for evacuation as required by law.

Uniform/Dress Code

Waterford Montessori Academy requires that all students adhere to the following dress code. Uniforms may be purchased through Dennis Uniform Company, 1532 N. Opdyke Rd., Suite 450, Auburn Hills, 48326; (248)340-8890. Uniforms may be ordered online at www.dennisuniform.com (the school code is HWM).

Student Dress Code

GIRLS

Early Childhood (Preschool – Kindergarten), Lower Elementary, Upper Elementary

- Plaid shift, plaid skorts, navy blue pants, or navy blue shorts
- White short-sleeve butterfly blouse, white long-sleeve peter pan blouse, or WMA logo white or gray polo (short-sleeve or long-sleeve)
- White or navy blue leggings (to be worn under the shift, not separate), tights or socks
- Black dress shoes

Middle School (Grades 6-8)

- WMA logo navy blue or white polo (short-sleeve or long-sleeve)
- Khaki or plaid skort or khaki pants
- White or navy leggings (to be worn under the shift, not separate), tights or socks
- Brown dress shoes

BOYS

Early Childhood (Preschool – Kindergarten), Lower Elementary, Upper Elementary

- Navy blue pants or navy blue shorts
- WMA logo white or gray polo (short-sleeve or long-sleeve)
- Navy blue, black, or white socks
- Black dress shoes

Middle School (Grades 6-8)

- WMA logo navy blue or white polo (short-sleeve or long-sleeve)
- Khaki shorts or khaki pants
- Khaki socks
- Brown belt
- Brown dress shoes

GYM UNIFORM (BOYS & GIRLS), (only middle school students enrolled in PE need a gym uniform)

- WMA logo sweatpants or shorts
- WMA logo gray t-shirt or navy blue sweatshirt
- Non-marking tennis shoes (no characters or light ups)

Gym Days

On elementary gym days, students may wear a combination of the Dennis Uniform WMA logo T-shirt or DU sweatshirt, and the DU gym shorts or DU sweatpants. Athletic shoes with non “light up” and non-marking soles must be worn on gym days. Middle school students change into their gym uniforms while elementary children wear theirs throughout the day.

Casual Days

Occasionally students are invited to wear “casual dress” in support of school functions. “Casual dress” days have specific guidelines that are expressed when casual dress days are announced.

Spirit Days

On Fridays, students may wear a spirit shirt (any t-shirt/sweatshirt that says WMA, from our spirit store or from school sponsored events along with non-uniform bottoms.

Important Notifications

Abuse and Neglect

As a licensed child care provider and public school, teachers, school administrators, and other school personnel must immediately report suspected abuse and neglect to the Michigan Department of Human Services.

“Child abuse” means harm or threatened harm to a child’s health or welfare by a person responsible for the child’s health or welfare which occurs through non-accidental, physical or mental injury, sexual abuse, or maltreatment.”

“Child neglect” means harm to a child’s health or welfare by a person responsible for the child’s health or welfare which occurs through negligent treatment including the failure to provide adequate food, clothing, shelter or medical care.”

Pesticide Application

State law requires schools and day care centers that apply pesticides on school or day care property to provide an annual advisory to parents and guardians. Please be advised that the Academy utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, the Academy posts notices prior to the application of a non-emergency pesticide (insecticide, fungicide or herbicide), other than a bait or gel formulation. 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. Advance notification of pesticide applications, other than a bait or gel formulation, will be given by a written posting at the main entrance to the school/day care center, and in the school office.

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

Photo Usage

The Academy will not publish a photo or other electronic image of a student without the consent of the family. Academy personnel will take photos of classroom activities and/or individual students from time-to-time for either release to local media, use in Academy media or brochures. Identification of students is always limited to name, school, and grade. For further information, contact the school office.

Asbestos

A comprehensive survey of the school facility was performed in accordance with Asbestos Hazard Emergency Response Act (AHERA). The original report was completed April 12, 2012 for the Midland campus and November 1, 2019 for the Elizabeth Lake campus. The purpose of the comprehensive survey was to identify, quantify and assess the Asbestos-Containing Building Materials (ACBM) present at this location. This survey satisfies the Local Education Agency's (LEA) obligations regarding asbestos assessment in accordance with 40 CFR 763, AHERA.

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

The Management Plans detail:

- Inspection and re-inspection information and requirements
- Response Actions and Post-Response Action Activities.

Surveillance inspections and re-inspections will be performed in this facility in accordance with AHERA.

The Management Plan is available for review at the school office. Please contact the administrative coordinator at 248-674-2400 for more information.

Child Care Licensing Notebook

The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigations, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at www.michigan.gov/michildcare.

Concussion Awareness

In 2013, Michigan became the 39th state to enact a law requiring all school districts and sports-related organizations to provide educational materials about concussion awareness and the risks of concussions. Concussions are a serious brain injury caused by a blow, bump, or jolt to the head. According to the Centers for Disease Control and Prevention, each year there are an estimated 170,000 sports and recreation-related concussions among children and adolescents, with the highest number of reported injuries occurring in boys' football and girls' soccer.

For more information about concussions, or the new Concussion Awareness law, please go to the michigan.gov/sports concussion website. The Michigan Department of Community Health has also launched this very helpful website with resources for coaches, parents and athletes. Please see the attached brochure for more information.

Equal Educational Opportunity

The Academy and its Board of Directors does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry or genetic information in its educational programs or activities and will not permit discrimination in any of these categories from its staff or educational service provider.

Non-Discrimination

The Academy and its Board of Directors do not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, in its programs and activities, including employment opportunities. It is the expectation of the Board of Directors that its educational service provider will also not discriminate on any of the bases set forth above.

Tobacco/Smoke Free School Zone

The use of any tobacco products within the school buildings, the school facilities or on the school grounds by any individual, including school personnel and parents, is prohibited.

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be used on school buses and a video and/or monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audio or video recording, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

Student Network and Internet Acceptable Use and Safety

The Academy's internet system has not been established as a public access service or a public forum. The Board of Directors has the right to place restrictions on its use to assure that use of the school's internet system is in accord with its limited educational purpose. Student use of the school's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.

The internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources bring with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to limit through filters access to services and resources through the school's internet connection to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum.

Pursuant to Federal law, the Board shall implement technology protection measures which block/filter Internet access to visual displays that are obscene, pornographic, or otherwise harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that have not been authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/guardians assume risks by consenting to allow their child to participate in the use of the internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the internet.

The technology protection measures may not be disabled at any time when students are using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- The dangers inherent with the online disclosure of personally identifiable information; The consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online; and
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members provide instruction for their students regarding the appropriate use of technology and online

safety and security as specified above. Furthermore, staff members will monitor online activities while students are at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, and use of specific monitoring tools to review browser history and network, server, and computer logs.

Students and staff members are responsible for good behavior on the school's computers, Network, and internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for uses of the internet not authorized by this Board policy and its accompanying guidelines.

Middle school students will be utilizing Google Classroom, blogging, and other online resources. Separate permissions may be sent home as part of technology class in addition to those that are currently included in the handbook.

The Board designates the director as the person responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the internet for instructional purposes.

Discipline and Student Code of Conduct

Discipline

We believe in open communication between the school and home in matters of student discipline. Students are always expected to follow the school rules.

The word “discipline” is derived from “disciple,” which means teacher. Therefore, the purpose of discipline is to teach the child acceptable ways to handle various situations. Inherent in the Montessori philosophy is RESPECT: for the child, for classmates, for adults, and for classroom materials. When this respect is violated by the child, the staff will always use positive methods of discipline that encourage the development of positive self-esteem, self-control, self-direction, and cooperation. Experience and research show that children thrive when they understand the behavior expected of them, are given the opportunity to make behavior choices, and accept responsibility for the natural consequences. Our teachers are trained in “redirecting the child’s behavior” and find this approach most consistent with Dr. Montessori’s philosophy.

The goal of self-discipline is of foremost importance at WMA. Counseling and assistance are provided by faculty and staff to help young children use good judgment and make wise choices. Children are always expected to be polite and respectful and to respond to the requests of the teacher. The following discipline procedure will be followed by WMA staff:

- Redirection of the child, along with discussion and brainstorming solutions.
- If a child refuses to follow a certain rule involving the rights of another, use of materials, or class cooperation, the child will be directed to the peace corner for peaceful contemplation of his/her actions. This is followed by a discussion with a staff member and finally rejoining class activities.
- More serious discipline problems or reoccurring problems that are not solved using steps 1 and 2 may involve parent contact and a conference may be necessary.

All classes have rules and expectations modeled, discussed and reinforced for a child’s success. Safety issues are discussed openly. If a child’s classroom time is not used wisely due to discipline concerns, the child may be requested to complete his/her classwork during recess, physical education or at home.

Prohibited forms of discipline are hitting, spanking, biting, pinching or inflicting other forms of corporal punishment. A child’s movement will not be restricted unless it is deemed necessary to prevent harm of self, another person, or property. Withholding meals, snacks, rest or toilet use will never be used as a form of punishment.

Academic Integrity

In order to maintain an academic climate conducive to each student's success in the pursuit and transmission of knowledge, the Academy has established a set of academic standards for all students. We want all students to develop into strong leaders and be well prepared for the experiences of lifelong learning. Because academic integrity is critical for personal success, we have established the following standards.

Students are expected to conduct themselves to the highest standards of personal integrity. Students must adhere to the rules prohibiting academic dishonesty and resist peer pressure to violate these high standards of integrity. Students are expected to use honest methods to fulfill academic expectations and responsibilities.

Students should ask their teacher when they have procedural questions, or they are faced with ethically questionable choices.

Academic dishonesty is defined as cheating, plagiarism or otherwise obtaining grades under false pretenses. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance, or actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and representing it as one's own original work.

Student Code of Conduct

The Student Code of Conduct is an official declaration of policy, and its provisions apply to all students in all grades. Differences in age and maturity are recognized and will be considered when determining intervention strategies or disciplinary actions.

The Student Code of Conduct is in effect:

- A.** When students are traveling to or from school or a school-sponsored activity, including bus transportation.
- B.** When students are present in or on school property.
- C.** When students are at any school-sponsored activity, regardless of its location.
- D.** When students are using school devices, telecommunication networks, accounts or other services.
- E.** When students are engaged in misconduct in the community that is reasonably likely to materially interfere with the educational process at school.

Violations of the Student Code of Conduct

The four levels of violations on the following pages are not all inclusive, but only representative and illustrative. A student who commits an act of misconduct which is not listed may also be subject to disciplinary action.

Incidents Reported to Law Enforcement

All Michigan public schools are required by law to report the following incidents to local law enforcement:

1. Armed Subjects
2. Arson
3. Death or homicide
4. Drive-by shooting
5. Drug possession or sale
6. Drug use or overdose
7. Explosion
8. Intruders, after being asked to leave or check in at office and have refused
9. Larceny over \$1000.00
10. Minor in possession of tobacco or alcohol
11. Physical Assaults w/a visible injury
12. Robbery or extortion
13. School bus incident
14. Sexual assault
15. Suicide attempt

16. Suspected armed subject or hostage
17. Telephone bomb threat
18. Threat of suicide, after investigation by school staff, and found to be reasonable
19. Unauthorized removal of student
20. Vandalism (M.D.O.P) over \$1000.00
21. Weapons on school property

The Academy may also report other incidents to local law enforcement, as deemed appropriate.

Level I Violations

A Level I violation is behavior that disrupts the educational process. **Depending on severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.**

1. **Disruptive Behavior** – Behaving in a manner that disrupts or interferes with educational activities.
2. **Inappropriate Dress and Grooming** – Dressing or grooming that disrupts or interferes with the educational process. and/or does not comply with the school dress code.
3. **Inappropriate Personal Property** – Possessing personal property prohibited by school rules or otherwise disruptive to the educational process.
4. **Leaving without Permission** – Leaving the school, classroom, or assigned area without permission.
5. **Tardiness** – Failing to be in a place of instruction at the assigned time after arriving at school without a valid excuse.
6. **Inappropriate Use of School Resources** – Use of school materials, supplies, or equipment contrary to an educational purpose or in a manner that disrupts or interferes with the educational process.
7. **Insubordination** – Refusal to comply with adult direction or disrespectfully undermining staff authority.

Level I Discipline Procedure

Level I violations result in intervention strategies to repair the harm caused by the student’s behavior, monitor and/or support student compliance, bring family attention to the matter, or remedy the violation.

Minimum Action

Teacher/student conference or reprimand.

Additional Actions in the Teacher’s Discretion

1. Teacher/student contact.
2. Teacher/parent contact.
3. Referrals and conferences involving various support staff or agencies.
4. Daily/weekly progress reports.
5. Behavioral contracts.
6. Restoration of the environment, relationship(s), or peaceful culture.
7. School service assignments.
8. Confiscation of inappropriate item(s).
9. Denial of participation in class and/or school activities.
10. Other intervention strategies as needed.

Level II Violations

A Level II violation is behavior that seriously disrupts the educational process or interferes with teaching and learning. For the most part, Level II violations disrupt or interfere with another person's right to an appropriate learning environment. In addition, depending upon severity or repetition, a Level II violation may be reclassified as a Level III violation.

1. **Assault** – Placing a reasonable person in imminent fear of harmful or offensive contact.
2. **Battery** – Intentionally contacting a person, physically or offensively, without consent.
3. **Bullying/Intimidation** – Verbal or nonverbal behavior or statements that intentionally embarrass or intimidate another person.
4. **Disseminating/Possessing Indecent Material** – Intentionally possessing or disseminating vulgar, lewd, or indecent material by electronic or other means.
5. **Misrepresentation** – Intentionally misrepresenting information to school personnel or possessing documents containing misrepresentations. Examples include, but are not limited to, using the name of another person; falsifying times, dates, grades, addresses or other data on school records; or providing false, misleading or inaccurate information on school records.
6. **False Statements** – Intentionally making false statements or giving evidence to school staff during an investigation.
7. **Misconduct** – Intentional wrongdoing or deliberate violation of reasonable standards of behavior not covered specifically by the Code of Conduct.
8. **Off-Campus Conduct** – Students in attendance at school-sponsored, off-campus events are subject to the direction and authority of school staff and governed by all applicable school rules. In addition, a student's off-campus actions which cause, or are likely to cause, a material and substantial negative effect on the general safety and welfare of students and staff, or the good order and functioning of the school, may result in disciplinary action whether or not part of a school-sponsored activity.
9. **Off-Campus Internet Sites and Usage** – Students may be subject to appropriate disciplinary action for off-campus internet use that causes, or is likely to cause, a material negative effect on the general safety and welfare of students and staff, or on the good order and functioning of the school. This paragraph shall not be applied contrary to the protections of the First Amendment.
10. **Persistent Misbehavior or Repeated/Serious Level I Violations** – Accumulating Level I violations or reclassification of a serious Level I violation.
11. **Harassment** – Unwelcomed behavior or statements related to a person's sex, race, color, national origin, age, religion, height, weight, marital status, disability, or sexual orientation that are pervasive, severe and objectively offensive.
12. **Physical Aggressiveness** – Aggressively pushing, shoving, tripping, etc.
13. **Possession/Use of Tobacco Products** – Possessing or using a cigarette or other tobacco products, such as smokeless tobacco, or a vaping device or other paraphernalia.
14. **Recording Without Permission** – A student shall not record by any means a communication from a school employee without the expressed permission of that employee to record that particular communication.
15. **Theft, Possession, or Transfer of Property of Others (Valued Less Than \$100)** – Intentionally taking, possessing, or transferring another's property valued less than \$100 without the owner's consent.

- 16. Trespassing** – Being present in a school building or on school premises, or in a particular part of a school building or school premises, without permission or authorization.
- 17. Use of Profanity** – Writing, saying, or gesturing in a manner conveying an offensive, obscene, or suggestive message, including abusive or vulgar words, gestures, pictures, or sounds.
- 18. Vandalism** – Intentionally damaging, defacing, disabling, or otherwise harming school property or the property of others, including situations in which minor damage can be repaired or replaced at no cost to the Academy.
- 19. Improper Possession or Use of Electronic Communication Devices** – Improperly possessing or using an electronic communication device capable of transmitting or receiving data or images. A student may possess and bring mobile phones and other personal communication devices (PCDs) into school buildings if (1) the parent and student agree to permit school personnel to search the contents of those PCDs whenever they reasonably suspect the student has violated this Code of Conduct and believe the PCD contains information concerning that violation; and (2) students not use PCDs except when specifically authorized. School staff may temporarily confiscate a PCD when improperly possessed or used by a student.
- 20. Improper Use of School Technology** – The unapproved or prohibited use of school computers or other technology, including:
- a. Disregarding the privacy of other users, such as using or attempting to use or learn other users' passwords;
 - b. Unauthorized copying, changing, reading, accessing or attempting to access or using other users' files;
 - c. Gaining or attempting to gain unauthorized access to school equipment, systems, programs, files or other users' accounts;
 - d. Introducing or attempting to introduce a virus into any school equipment, systems, programs or files;
 - e. Using or attempting to use school equipment, systems, programs or files to disturb or harass others; and
 - f. Damaging or attempting to damage any school equipment, systems, programs or files.
- 21. Academic Dishonesty** – Engaging in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance, or the actual giving or receiving of unfair advantage on any form of independent academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea, and/or thought of another and represent it as one's own original work.
- g. **Academic Dishonesty includes but is not limited to:**
 - Copying another student's work.
 - Submitting copied information from the Internet or other source.
 - Allowing another student to copy one's work.
 - Disclosing test-related material.
 - Dishonest actions reported by the teacher.
 - Using or possessing "crib" or "cheat" notes, or accessing text when not permitted on quizzes and tests.
 - b. **Plagiarism includes but is not limited to:**
 - Submitting another student's work or previously published material or ideas.
 - Intentionally leaving your work available to copy, electronically

- sending, or sharing it with another student.
- Altering words or the order of words from another source and submitting them as one's own.
- Submitting another's written work as one's own.
- Submitting work produced by unauthorized collaboration on independent assignments.

Level II Discipline Procedures

Level II violations result in teacher/student conference, parent notification, and referral to administration. Any or all of the following intervention strategies and disciplinary actions may be used by administrators for Level II violations.

Minimum Actions

1. Administrator/student conference or reprimand.
2. Administrator/parent notification.

Additional Actions as Deemed Appropriate

1. Referrals and conferences involving other staff.
2. Daily/weekly progress reports.
3. Behavioral contracts.
4. Restoration of the environment, relationship(s), or peaceful culture.
5. School service assignments.
6. Confiscation of inappropriate item(s).
7. Restitution/Restoration.
8. Denial of participation in class and/or school activities.
9. Police notification.
10. Deferred or pending suspension.
11. Out-of-school suspension (one to five days).
12. Other intervention strategies as needed.

Level III Violations

A Level III violation is aggravated - and generally unlawful - and disrupts or interferes with the school's effective functioning. **Depending upon severity or repetition, a Level III violation may be reclassified as a Level IV violation.**

1. **Aggravated Assault and Battery** – A battery that causes an injury but does not involve the use of a weapon.
2. **Arson** – Intentionally causing a fire or combustion on school property not covered by Level IV violations.
3. **Bomb Threats and Similar Threats** – Making a false or intentionally incorrect report of a bomb or similar threat.
4. **Breaking and Entering** – Entering any school building, facility, office, room, storage space or other enclosure without authority to do so.
5. **Disorderly Conduct** – Behaving in a violent or grossly inappropriate manner.
6. **Endangerment** - Developing plans or not reporting information that could lead to a threat to the health, safety, or well-being of other students and/or school staff or threaten disruption to the educational

process.

7. **Extortion** – Utilizing unlawful or otherwise inappropriate means to persuade and/or force another person(s) to act against their will, such as demanding money or favors under threat of harm. **False Fire Alarms** – Reporting a fire to school or fire officials, setting off a fire alarm without a reasonable belief that a fire exists, or tampering with any fire safety device.
8. **Felonious Assault or Battery** – An assault or battery with a weapon.
9. **Fighting** – Engaging in aggressive, physical conflict.
10. **Persistent Misbehavior or Repeated/Serious Level I or Level II Violations** – Accumulating Level I or Level II violations or reclassification of a serious Level I or Level II violation.
11. **Possession or Use of Firework/Explosives** – Possessing or using fireworks or explosives not covered by Level IV violations.
12. **Possessing Weapons/Dangerous Instruments** – Possessing, using, selling, distributing, or concealing any kind of weapon, material used like a weapon, or a dangerous instrument, including, but not limited to, BB guns, pellet guns, look-a-like guns, martial arts weapons, pepper spray, knives with a blade of three (3) inches or less (length of knife blade to be measured from point where handle ends), razor blades, or replica weapons, except possession with the prior written approval of a teacher or an administrator for appropriate education use.
13. **Possession of Drug Paraphernalia** – Possessing drug paraphernalia, such as bongs, vaping devices, pipes, rolling papers, etc.
14. **Possession/Use of Alcohol/Drugs** – Possessing, using, intentionally misusing, or being under the influence of regulated, controlled, or unauthorized substances not specifically prescribed by a physician, including, but not limited to, alcoholic beverages, marijuana, intoxicants, drugs, imitation controlled substances, e-cigarettes, vaping devices; “designer” drugs, synthetic spice, incense or drug replicas; steroids, human growth hormone, or other performance enhancing substances; inhalants (e.g. glue, or aerosol can, when not for their intended uses), or over-the-counter medications/substances.
15. **Robbery** – Aggressively taking property from a person by force or threat.
16. **Theft, Possession, or Transfer of Property of Others (Valued \$100 or More)** – Intentionally taking, possessing, or transferring another’s property (valued \$100 or more) without the consent of the owner.
17. **Threats with or the Use of a Weapon** – Using a weapon to threaten another person with bodily injury or to cause injury.
18. **Unlawful Interference with School Authorities** – Interfering with administration, teachers or other school personnel by threat of force or violence.
19. **Verbal/Written Assaults (MCL 380.1311a(2))** – Communicating intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Level III Discipline Procedure

Any or all of the following intervention strategies or disciplinary actions may be used by administrators for Level III violations:

Minimum Actions

1. Administrator/student conference or reprimand.
2. Administrator/parent contact.

Additional Actions as Deemed Appropriate

1. Police notification.
2. Deferred or pending suspension.
3. Out-of-school suspension from 6 to 10 school days (may vary at elementary level).

4. Recommendation for placement in an alternative education program.
5. Recommendation for suspension for longer than 10 days.
6. Recommendation for expulsion.
7. Other intervention strategies as needed.

Student possession or use of illicit or nonspecifically prescribed drugs or alcohol is wrong and harmful.

Level III Violation – Possession or Use of Alcohol/Drugs

- First offense: suspension will be set at a minimum of five school days with no long-term suspension recommendation if the parent agrees to the student’s participation in an alcohol/drug assessment and/or course provided by Oakland County Community Health or other agency as appropriate.
If the parent refuses to meet the above condition any deferred suspension days will be imposed with a possible recommendation for expulsion.
- Second offense: the student will be referred to the Board of Directors with a recommendation for expulsion.

Level IV Violations

Level IV violations may result in expulsion consistent with Michigan law and school board policy.

1. **Possession of a Dangerous Weapon on School Property (mandatory permanent expulsion if student is in grade six or above)** – A “dangerous weapon” is defined 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; or another device designed to (or likely to) inflict bodily harm, including, but not limited to, an air gun or explosive device that expels, or may be readily converted to a device that expels, a projectile by action of an explosive; or any explosive or incendiary device.
2. **Arson (Mandatory permanent expulsion)** – Defined as felony violation of chapter X of the Michigan Penal Code, MCL 750.71 to 750.80.
3. **Criminal Sexual Conduct (mandatory permanent expulsion)** – Committing criminal sexual conduct defined as a violation of section 520b, 520c, 520d, 520e, or 520g of the Michigan Penal Code, MCL 750.520b-e, 750.520g:
On school property, including school transportation.
Upon a school employee, contractor, volunteer, or student.
And pleads to, is convicted of, or is adjudicated for same
4. **Physical Assaults Against School Employee (mandatory permanent expulsion)** – Intentionally causing or attempting to cause physical harm against a school employee, contractor, or volunteer.
5. **Possession with Intent to Distribute Alcohol/Drugs** – Selling, supplying, delivering, giving away, intending, or otherwise transferring to another person any regulated, controlled or unauthorized substances, including, but not limited to, alcoholic beverages, marijuana, inhalants administered by vaping, intoxicants, drugs, “look- alike” substances that are misrepresented as drugs to another person, or imitation controlled substances.

Minimum Actions

1. Out-of-school suspension will be set at a minimum of 10 school days.
2. Police will be notified.
3. Recommendation for expulsion will be made.

Level IV Discipline Procedure

The following actions must be taken for all Level IV violations:

1. Conference to include student and administrator. Due process investigation completed.
2. Notification of police.
3. Contact between administrator and parent.
4. Suspension of student pending a school board hearing.
5. The board will hear evidence at such hearing, and if the student is found to have committed any Level IV offense s/he may be permanently expelled.
6. The Academy will refer the expelled individual to the Department of Social Services, Community Mental Health, and criminal justice agencies within three school days, and so notify parents; further, consistent with applicable federal and state laws, the Academy will refer the expelled individual to the local law enforcement agency and juvenile section of the probate court where appropriate.
7. Petition for Reinstatement - Dangerous Weapons - If the dangerous weapon is a firearm or a threat was made with the dangerous weapon, parents or legal guardians of students in grade 5 or below may petition for reinstatement after sixty (60) school days, to take effect ninety (90) school days from the expulsion date. If the dangerous weapon is not a firearm and no threat was made with the dangerous weapon, parents or legal guardians of students in grade 5 or below may petition for reinstatement at any time, to take effect not less than ten (10) school days after the expulsion date.
8. Parents or legal guardians of students in grade 6 or above may petition for reinstatement after 150 school days, to take effect after 180 school days.
9. This policy does not diminish the due process rights of those eligible for special education programs and services.

Long-term Suspension or Expulsion Consideration

Presumption Against Long-Term Suspension or Expulsion and Consideration of Individual Factors. Consistent with Michigan law, the Academy has a rebuttable presumption students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., more than 60 school days) unless the Academy determines, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student is disabled within the meaning of IDEA or ADA/Section 504;
4. The seriousness of the student's misconduct or behavior;
5. Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
6. Whether restorative practices will be used to address the student's misconduct or behavior; and,
7. Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., 10 school days or fewer) or to a student who possesses a firearm in a weapons free school zone. However, with respect to all out-of-school suspensions and expulsion (short-term or long-term), the administrator implementing the suspension shall consider and document consideration of the seven (7) factors listed above on an Academy-approved form.

Restorative Practices

Consistent with Michigan law and in every case, the Academy will consider restorative practices as an addition

or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm to the victim and the community caused by a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in Section 1310c(2) of the Revised School Code [link] or in a similar manner, depending on the circumstances as a whole in the sole discretion of the administrator assigned to handle the misconduct or behavior or the Board of Directors (if the Board is handling the misconduct or behavior).

Consistent with Michigan law and in every case, the Academy will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm to the victim and the community caused by a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in [Section 1310c\(2\) of the Revised School Code](#) or in a similar manner, depending on the circumstances as a whole, in the sole discretion of the administrator assigned to handle the misconduct or behavior, or the Board of Directors (if the Board is handling the misconduct or behavior).

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment, bullying and cyberbullying.

Long-term Suspension or Expulsion Procedures

Pre-hearing: Recommendation for Long Term Suspension or Expulsion

Step One: (Investigation)

Building administrator investigates and decides that suspension for eleven (11) or more days or expulsion is warranted. A packet is compiled, scanned, and emailed to the superintendent, which includes the written recommendation for long term suspension or expulsion.

Step Two: (Correspondence)

The student and parents receive written notification which includes the following information:

1. the charges against the student
2. the recommended disciplinary action (long-term suspension or expulsion)
3. the fact that a hearing will be held before the board of directors
4. the procedures to be followed at the hearing, including the student/parent's right to explain the student's account of the incident/subject of the hearing, to provide evidence, to call witnesses, and to ask school officials questions
5. copies of all documentation and a description of evidence to be presented at the hearing.
6. the right to representation at the hearing by an attorney

Step Three: (Scheduling the hearing)

Ideally, the long-term suspension/expulsion hearing should take place before the initial maximum ten (10) day suspension period is exhausted. However, if scheduling conflicts prohibit this to occur, the administration may decide whether the student's presence in school would present a danger to the student himself/herself, or to other students, school personnel or the educational process. In the case where it would present a danger or disruption, the student shall remain out of school pending the decision of the Board of Directors or the

Board's student disciplinary committee. If the student would not present a danger or disruption as described above, the student may be returned to school pending the decision. Schoolwork will be provided throughout all suspension periods or extended days out of school.

Hearing

A hearing before the Board will be held for the purpose of determining the truth or falsity of the charges against the student and the disciplinary action to be imposed. If the student and his/her parent(s) or guardian notify the Academy that they waive their right to a hearing before the Board, administration's recommended disciplinary action shall be imposed.

The Board may amend the administration's recommendation based on evidence presented at the hearing. This amendment may include the imposition of a greater or lesser penalty than recommended by administration.

Voluntary Discipline Agreements

At any time during the disciplinary proceedings, administration may enter into a written contract with the student and his/her parent(s) or guardian, creating an agreement and settlement of the matters. In such cases, the written agreement shall be final and binding and may not be later challenged by administration or the student and his/her parent(s) or guardian.

Post-Hearing

The board's decision shall be given orally to the student and parent(s) or guardian within two (2) school days after the close of the hearing and in writing and mailed/mailed not later than four (4) school days after the close of the hearing. These timelines, however, may be extended due to extenuating circumstances. The board's decision shall be final and not subject to further appeal.

Anti-Bullying Policy

It is the policy of the Academy to provide a safe and nurturing educational environment for 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 Academy, including activities on school property, in school provided transportation, 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 Academy's control, or where an employee is engaged in Academy business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

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 Director is responsible to implement this policy, and may develop further procedures, 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 Academy 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 Director. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate School Director. Complaints against the building director should be filed in writing in a sealed envelope in either campus office to the attention of the Board President.

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 based on an anonymous report.

The School Director (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 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 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 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 Director. The School Director 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 to get someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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 Academy.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld 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 Academy'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 Academy.

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 a 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 Academy business, and others not directly subject to Academy control at inter-scholastic or intra-scholastic athletic competitions or other Academy events.

Anti-Harassment Policy

It is this School's policy to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during a school activity.

The School will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the Academy community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The School will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the School will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "Academy community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on Academy property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the Academy community at school-related events/activities (whether on or off Academy property).

Other Violations of the Anti-Harassment Policy

The School will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or Academy employee that:

- A. places a student or Academy employee in reasonable fear of harm to his/her person or damage to his/her property;

- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of the Academy.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by an employee or other adult member of the Academy community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

[NOTE: Sexual conduct/relationships with students by school employees or any other adult member of the Academy community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant to such a criminal charge and/or with respect to the application of this policy to school employees or other adult members of the Academy community.

Racial/Ethnic Harassment

Prohibited racial or ethnical harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or ethnicity and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or ethnicity, such as slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial or ethnic customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Students and other members of the Academy community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, an administrator, supervisor or other Academy official so that the conduct may be addressed before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other Academy employee or official who receives such a complaint shall file it with the Academy's Anti-Harassment Compliance Officer within two (2) school days.

Members of the Academy community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the School Director believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the School Director will report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the School Leader shall suspend his/her 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the School Director informed of the status of the 3362 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officer

The Board designates the following individual to serve as "Anti-Harassment Compliance Officer" for the Academy. They are hereinafter referred to as the "Compliance Officers".

Chris Schoenherr District Director 248-674-2400

The Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the Academy community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the Academy community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties agree to participate in an informal process.

Compliance Officer shall accept complaints of unlawful harassment directly from any Academy community member or visitor to the Academy. Upon receipt of a complaint, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations or will oversee the preparation of such recommendations by a designee. All members of the Academy community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Academy personnel who directly observe unlawful harassment of a student are obligated to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Academy employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Academy employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student or the student's parents within two (2) school days to advise s/he/them of the intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed or retaliated may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving an Academy employee or any other adult member of the Academy community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, for certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; and/or (2) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own or appoint another individual to facilitate an informal resolution.

The Academy's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns.

Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the Board's records retention policy and/or Student records policy. (See Policy 8310 and Policy 8330)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, or other Academy employee at the student's school, the Compliance Officer, or another Academy employee who works at another campus. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other Academy employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Information concerning the formal complaint procedure may be obtained through the Compliance Officer.

Searches of Lockers and Contents

Lockers are School Property

All lockers assigned to students are school property. At no time does the school relinquish its exclusive control of its lockers. The building administrator or his/her designee shall have custody of all combinations to all lockers or locks if utilized. Students are prohibited from placing locks on any locker without advance approval from the School Director.

Legitimate Use of School Lockers

The school assigns lockers to its students for the students' convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids or lunch. Students shall not use the lockers for any other purpose unless specifically authorized by Board policy or the School Director, in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the School Director or his/her designee.

Search of Locker Contents

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensuring proper maintenance of school property, and providing greater safety and security for students and personnel. Accordingly, the Board authorizes the School Director or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent.

If school authorities have reasonable suspicion that a student(s) may possess illegal items (firearms, weapons, drugs, etc.) or other items determined to be a threat to the safety or security of the student or others, or items which are used to disrupt or interfere with the educational process, the School Director or his/her designee may search that student's person and/or personal property, including but not limited to bags, briefcases, satchels, and purses. Where practicable all searches will be carried out in the presence of an adult witness.

The School Director or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The School Director or his/her designee shall supervise the search. In the course of a locker search, the School Director or his/her designee shall respect the privacy rights

of the student regarding any items discovered that are not illegal or against school policy or rules.

Seizure of Locker Contents

When conducting locker searches, the School Director or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the School Director or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to, the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the School Director or his/her designee shall be removed from the locker and held by school officials. The parent/guardian of a minor student shall be notified by the School Director or his/her designee of items removed from the locker. In the course of a search conducted, the privacy rights of the pupil shall be respected regarding any items that are not illegal or against school policy.

Revised 10/05/2023