



**MULTICULTURAL  
ACADEMY**

*"Building Diversity and Great Minds"*

# Elementary and Middle School Parent/Teacher/Student Handbook

**2019-2020**  
School Year

## **ADDRESS**

5550 Platt Road  
Ann Arbor, Michigan 48108

## **CONTACT INFORMATION**

School Phone #	734-677-0732
School Fax #	734-677-0740
School Email	<a href="http://www.macademyk8.com">www.macademyk8.com</a>
School Website	<a href="http://www.macademyk8.com">www.macademyk8.com</a>

## **SCHOOL HOURS**

### **Monday – Thursday:**

Elementary and Middle School

8:30 a.m. – 3:30 p.m.

### **Friday**

8:30 a.m. – 2:00 p.m.

Breakfast is served

8:00 a.m. – 8:30 a.m.

## **ADMINISTRATION**

Principal

Mohana Mukherjee..... [mmukherjee@macdemyk8.com](mailto:mmukherjee@macdemyk8.com)

## **CHARTERING AGENCY**

Bay Mills Community College

## **SCHOOL COLORS**

Blue & Gold

## **MASCOT**

Chargers

## **OUR ACADEMY HISTORY**

Multicultural Academy is a public charter school that serves students from Pre-K through grade 8. The school opened as a K-8 academy in September 2004, with 87 students and 6 teachers. One year after its establishment, the school moved to a newly constructed building on Platt Road as enrollment grew to approximately 180 students. Soon after, the demand for preschool education initiated the addition of our early childhood program, and more students were added to the roster.

## **OUR MISSION**

The mission at Multicultural Academy is to create and maintain a learning environment that maximizes the potential of our diverse learners

## **OUR VISION**

The vision at Multicultural Academy is to impact the lives of our students to enable them to become creative thinkers and lifelong learners

## ACADEMIC INFORMATION

### **Students of MA will:**

- Acquire an academic foundation which promotes continuing scholastic success and personal growth
- Feel confidence in their learning ability
- Develop problem solving and higher order thinking skills
- Communicate effectively and develop an environmental and global awareness
- Have opportunity to experience foreign language and culture study
- Understand and practice sound personal physical health
- Recognize the relevance of current schooling to future learning and living
- Explore a variety of educational, social and personal experiences, and/or interests
- Contribute to the development of an honest and trusting school environment
- Acquire an awareness of technology's role in their future and develop the skill to utilize and expand that awareness

Multicultural Academy is experienced-based, interdisciplinary, and collaborative. There is an emphasis on educating the whole child-the intellectual, emotional, and physical aspects of the person. One of the most important organizing principles of education at Multicultural Academy is that in order for children to learn in school and to become lifelong learners, they must interact with their environment (people, places, and things) and interpret the experience. There are different ways of talking about educational philosophy of Multicultural Academy.

### **MULTICULTURAL ACADEMY SCHOOL GRADING POLICY**

#### **Kindergarten and First Grade**

#### **Grade Scale for Academic Achievement, Behavior and Citizenship:**

- 1 = Excels at Standards
- 2 = Meets Expectations
- 3 = Approaching Standards
- 4 = Concern Area

#### **Third Grade through Eighth Grade**

Letter Grade	Percentage	GPA
A+	101	4.100
A	95-100	4.000
A-	90-94	3.667
B+	86-89	3.333
B	83-85	3.000
B-	80-82	2.667
C+	76-79	2.333
C	73-75	2.000
C-	70-72	1.667
D+	66-69	1.333
D	63-65	1.000
D-	60-62	0.67
E	0-59	0.000

### **Honor Roll Criteria**

- High Honors (Gold Honor Role) is a Grade Point Average of 95% and above
- Honors (Blue Honor Role) is a GPA of 90-95%

### **Grading Information**

- Grades are an indication of a student's mastery of material
- Letter grades are issued four times per year at the conclusion of each quarter
- Semester grades are recorded twice during the school year
- A student who has an E for a card marking or semester is required to enter into an Individual Learning Plan that may include after-school tutoring and academic interventions
- A student who has an E for the year in a required course must retake the class the following year or receive a passing grade during summer school
- Conduct grades are issued for every student. It is an assessment of the student's classroom behavior and effort put forth, and is not connected to the academic grade

### **PROGRESS REPORTS AND REPORT CARDS**

Report cards are distributed four times during the school year. Parent/Teacher Conferences are held during the spring and fall. They are distributed during conference time in November and April. Parent – Teacher Conferences are a very important part of your child's learning process. It is vital that you attend conferences. Progress reports are distributed approximately every 4-5 weeks (at the mid-quarter point of the card-marking) for all students. You can also check your child's progress reports on power school.

### **PROMOTION AND RETENTION**

Promotion to the next grade requires that students master a minimum of 65% of current grade level material in core subjects, show continued progress on mid-year NWEA assessments, score in the 35<sup>th</sup> percentile or higher on the M-STEP, and have no more than 15 excused absences and/or 7 unexcused absences. Cases of retention are decided by the principal, with input from the student's teacher and parents/guardians. Decisions are made on a case-by-case basis.

### **AWARDS**

At the end of each semester, Multicultural Academy shows its appreciation for outstanding students in an Honors Awards Celebration. Awards are presented at the discretion of the class teacher and the principal. Parents/guardians are invited to the Honor's Celebration.

### **HOMEWORK**

Homework is necessary to master academic subjects and is mandatory for every grade. Students must check daily for homework assignments before leaving the building each day. Parents/guardians should provide a quiet place at home where students can complete homework. MA's homework schedule is:

Kindergarten and First Grade: 15-25 minutes every night

Second and Third Grade: 20-35 minutes every night

Fourth and Fifth Grade: 30-45 minutes every night

Sixth and Seventh Grade: 40-60 minutes every night

Eighth Grade: 60-90 minutes every night

## ACADEMIC INTEGRITY

Academic integrity is the foundation of an effective school. The core premise of academic integrity is that the work a student turns in is the product of his or her own thinking. Academic dishonesty infractions are cumulative throughout a student's school enrollment and each infraction will be documented and placed in their permanent file. Academic integrity violations occur, primarily, in two areas:

- **Cheating** or the use or attempt to use unauthorized materials, assistance and/or aids in an effort to gain an unfair advantage. Cheating also refers to actions that compromise a teacher's ability to get accurate assessment information. Examples include, but are not limited to, the following:
    - Copying and presenting the work of another student as one's own
    - Stealing test materials
    - Providing answers (allowing another student to copy homework, test, quiz, project, presentation notes, math problems, portfolio entries)
    - Receiving answers
    - Fabrication of data in a lab setting
    - Using concealed notes on a test
  - **Plagiarism** or the presentation, in whole or in part, of another person's words or ideas as one's own without giving proper acknowledgment of sources.
- The first time a student is caught cheating he/she will receive a zero for the work in question and a parent will be notified.
  - A second incident, the student will be referred to the principal for discipline measures that are left to the intervention specialist discretion. Possible consequences are: in-school suspension, failure of class or unit, detention, etc.
  - After the second incident, student will be ineligible for leadership roles in any clubs, sport, or school activity that year or other honors for that year.

## ASSESSMENT GUIDELINES

Assessment is an integral part of the school's curriculum, providing information to improve teaching and learning. Assessments measure each student's academic development over time. They also evaluate subject mastery through a variety of methods, which are applied in a consistent and uniform fashion. Collaboration between student and teacher serves to clarify assessment criteria and outcomes, fosters accountability on both parts, and enhances self-evaluation by the student. MA maintains the following grading protocols:

- Report card academic grades are based only on achievement and participation. Class participation points counts towards 10% of the overall grade.
- Attendance is related to achievement. Students must be present on a daily basis for instruction to maintain a fundamental knowledge base. Students will be allowed to make up work from excused absences only. Students will not be allowed to make up work from unexcused absences, or class expulsions.
- Effort/participation will be recorded separately or will be counted as part of the academic grade. Attendance and tardiness will affect the participation grade.
- A failing grade will be recorded as an incomplete grade.
- Work handed in late for legitimate reasons (**illness, hospitalization, school sponsored trip, family emergency,**) is to be considered as such:
  - The work must be turned in according to the new time-line established by the teacher
  - If work is not completed an E is recorded in grade book
  - Extended legitimate absences of more than five days will be treated on a case-by-case basis

- Work submitted late for reasons that are not legitimate (see above), will be considered as such:
  - A full grade penalty per day up to 3 consecutive days from due date
  - Work handed after the 4<sup>th</sup> day from due date will receive an E (0)
- Individual extra credit work, corrective instruction, and enrichment opportunities for all students can be given when warranted, at the discretion of the class teacher.
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### **FIELD TRIPS**

Field trips are carefully planned by teachers to supplement classroom curriculum. They offer unique opportunities to learn outside of the classroom, and therefore attendance is not optional. Students should plan on attending all class trips because they will be responsible for any material covered/presented. Permission slips must be signed by parents/guardians prior to the date of the trip and there is usually a small fee required to cover costs. Full uniform is required unless otherwise specified on the permission slip. Students that do not have a signed permission slip will not be allowed to attend that trip.

### **STUDENT DRESS CODE APPEARANCE AND GROOMING**

Multicultural Academy has a specific dress code that will be strictly enforced every day of the school year. Research shows a definite relationship between proper dress, cleanliness, having good work habits, and proper school behavior. ***Any type of attire that attracts undue attention to the wearer, or causes a disturbance in the school, is NOT acceptable.*** Closed-toed shoes or other appropriate footwear are required at all times as per state law and health regulations.

### **APPROVED UNIFORM K-8**

Item	Acceptable	Unacceptable
Skirts and Jumpers  Pants	<b>Solid Khaki Only (K-2)</b>	Jeans/denim Non-dress pants Spandex/sweats Cargo
Shirts and Blouses  Shirts	<b>Solid Navy Blue Polo (Long or Short sleeve.</b>	Characters  Tank tops Mesh or sheer material
Sweaters	<b>Solid Navy or Black Only</b>	Hoodies are NOT permitted Oversized Sweaters
Abaya	<b>Solid Navy or Black (K-8)</b>	Prints or designs jeans or colored clothing underneath
Shoes	<b>Solid Black or Brown Athletic shoes or closed toe shoes.</b>	Open heel/toe, sandals, Multi colored, Colors other than permitted. Clogs
Scarf/ Head Dress	<b>Black or White (K-8)</b>	

## DRESS CODE VIOLATIONS

### Adornments

- Bandanas, hats, caps, or sun glasses are not permitted during school hours.
- Girls will be permitted one pair of small earrings of a small and non-distracting style no larger than a dime, to be worn in the ear lobe only. **Boys will not be permitted any earrings.** Students will not be permitted any visible piercing other than those stated above.
- Students will have no visible tattoos of any nature.
- Make-up may be worn sparsely (at the principal's discretion) by middle school girls only. K-5<sup>th</sup> grade students may not wear makeup of any kind.
- No dyed or bleached hair.
- No Mohawks or symbols shaved into hair. Boy's hair no longer than the nape of the neck.
- No chains.
- **No outer wear to be worn in class.**

### Shirts

- No emblems (larger than a business card), signs or medallions will be worn, stuck on, or pinned to any of the uniform.
- No crop tops or spaghetti straps.
- Only the top one or two buttons unbuttoned.

### Pants

- Pants will be proper-fitting, clean and in good repair.
- **No sagging pants.**
- Pants will be no longer than the top of the shoe and no shorter than the top of the shoe.
- Pant waistbands must be worn at the waist.
- No rubber bands worn at ankles, no rolled-up pants, no boots worn over pant legs.
- No Shorts

### Socks and Shoes

- Black or brown athletic shoes may be worn by students. All students must wear comfortable shoes that have soles of one inch or less and heels of less than two inches
- All shoes must have closed toe and heel
- All shoes will be clean and in good repair, with shoelaces tied

### Coats, Hats, Boots, Gloves, Backpacks, and Lunch Boxes.

- All outerwear will be clean and in good repair, with no offensive wording or images
- No outerwear can be worn during class time

**The Academy Administration's Interpretation of Dress Code Violations are Final.**

## DRESS-DOWN DAYS

The students may have 'dress-down' days throughout the school year. Students are not required to wear their full uniform on these days, but some rules still will be enforced. In general, all the above violations still apply except that:

- Students may only wear the attire that is authorized by administration during "dress down day"
- Attire must fit appropriately

- Hoodies are NOT allowed

### **DRESS CODE VIOLATION CONSEQUENCES**

Students who are not in uniform will not be allowed in class. Parents/guardians will be called from the office and asked to bring a change of clothes. Students will remain in the office until proper attire arrives. Students will serve a 1day OSS for 3 or more uniform violations.

### **ATTENDANCE POLICY**

Regular school attendance is essential to the progress and achievement of the students. In-class work and discussion are as important to a student's education and understanding of the curriculum as the completion of assignments or the passing of a test. A student should make every effort to attend school regularly and to limit any absences. It is the parents'/guardians' responsibility to ensure regular attendance and promptness. Medical and other appointments should be arranged outside of class time.

- Only school administration has the authority to send a student home. Students are not allowed to use their cell phones for any reason within the building.
- All students arriving after 8:30 A.M. or departing from school during the school day must sign in or out at the office. The purpose of this is to enable the school to accurately track whether a student is in or out of school.
- Students are expected to attend all assigned classes on time.

### **Tardy to school**

Tardiness is disruptive to the educational process and has an adverse effect on the academic performance of the student and the class. Students who arrive after 8:20 A.M. will be counted as tardy for the day.

- Students who arrive on campus after 8:30 A.M. must report directly to the office with a written excuse from parents. There, they must add themselves to the lunch count, and receive a pass to class.
- Three days of being tardy to class will equal one unexcused absence on the attendance record. Students with three tardies also must serve detention on the assigned date.
- Excessive tardies will result in a letter to parents, a meeting with parent or a 1day OSS

### **Truancy**

- Students are expected to attend all scheduled classes.
- Students who do not attend class will be considered truant. Any student caught truant will automatically serve an in-house suspension the next day. If a pattern of truancy is observed, a parental conference will be arranged.

### **Absences**

Absences must be verified by a parent or guardian. Parents/guardians should call the school office by 8:00 a.m. on the day their child is absent, or a note must accompany the child upon return. Students may not be absent from school for more than 15 days for excused/legitimate reasons. **Any student with more than 15 days of excused absences may be required to attend summer school before being promoted to the next grade.** Students may not be absent from school for more than 10 days with unexcused absences. **Any student with more than 10 days of unexcused absences may be required to attend summer school before being promoted to the next grade.** Excused/legitimate absences are limited to the following: student illness, family emergency, death in the family, and religious holidays. All other

absences, such as missing the bus, suspension from the bus, trips/vacations, family gatherings, or incomplete homework, are not excused and are subject to disciplinary action.

- Any student ill for one or two days must return with a note from their parents or doctor.
- Any student absent for illness three or more days must return with a note from a doctor.
- An attendance letter may be sent home for any student having more than seven absences, further letters will be sent home at eleven and fourteen absences.
- Once a student reaches seven absences a parent conference may be held.
- Once the student reaches twenty absences, the student will be referred to the juvenile court and a JC150 will be filled out and put on file.
- Students are responsible to arrange for any make-up work or tests missed due to an excused/legitimate absence.
- It will be at the principal's discretion to allow students to participate in extracurricular activities if they are absent for that day.

### **Pre-Arranged Absences**

- If a family situation arises that might cause a student to miss school for an extended period, the parents must contact the principal at least one week in advance to discuss the reasons for the pre-arranged absence.
- Returning students will be tested on missed material to assess competency. Students receiving failing grades may be required to attend summer school before being promoted to the next grade (at the discretion of the principal). If the student has been absent for more than 50% of the year, and receives failing grades on tests of subject mastery, the student will be retained in the current grade for the next school year.

### **Work Missed During Absences**

- Parents/guardians and students are responsible for checking with their teacher to make a plan to complete all missed work during excused absences (see Assessment Guidelines).

## **SCHOOL CLOSINGS**

It is essential that parents/guardians listen to the following radio or TV stations for announcements about school cancellations and/or closings due to extreme weather or other emergency situations. School personnel will not be able to make contact with individual families when the school closes unexpectedly. These stations are:

<i>TV stations</i>	WDIV (Channel 4) WXYZ (Channel 7) FOX (Channel 2)
<i>Radio</i>	WWJ 950 AM

Parents should have an existing emergency plan for alternative child care ready in case of an emergency closing of the school.

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act ("FERPA") protects the privacy of student educational records. An educational record includes a range of information about a student that is maintained by the School in a variety of formats (handwriting, print, electronic, audio).

### Parents and Eligible Students

For the purposes of this section, “eligible students” shall include any student who is at least eighteen (18) years of age or an emancipated minor. Parents and eligible students shall receive annual notice of their rights under this section.

Parents and eligible students have the right to inspect and review the student’s education records within forty-five (45) days of the receipt of a request for access to such records. Such request must be in writing and the school shall make arrangements for access to such records and shall notify the parent or eligible student of the time and place where such records may be inspected. Parents and eligible students have the right to request in writing an amendment of a record that they believe is inaccurate. In the event the school determines that the requested amendment will not be made, the parent or eligible student shall be informed of the reasons for such decision in writing and the school shall advise the parent or eligible student of their right to a hearing regarding the request for amendment.

### Disclosure of student records or communications by teachers or employees

No School employee shall disclose any information contained in a student educational record or communications about a student educational record without the consent of either the parents or guardian or the eligible student or an administrator in the case of student records excepted under FERPA.

### Release of Directory Information

The School may disclose directory information if it has given public notice to parents or students of the types of personally identifiable information that the School has designated as directory information. The School shall provide annual notice to parents and eligible students regarding their rights under FERPA and also whether the school will make available, upon request, “directory information” (see below).

Directory information may (but does not have to) include a student’s name, address, telephone number, electronic mail address, major field of study, participation in school activities, degrees, honors and awards, date and place of birth, grade level, and date of attendance. In its notice, the School shall clearly specify which of the above information it designates as directory information. Such information shall not be provided to any organization for profit-making purposes. Within ten (10) days of receiving notice of the intent to disclose directory information, a parent or eligible student may object to the release of such information without prior written consent, upon notification of which the school shall not release directory information without first obtaining such consent.

See Appendix to Policy on Notice of Rights Under the Family Educational Rights and Privacy Act (“FERPA”) and Authorization to Release Student Directory Information.

Exceptions to the release of personally identifiable information, and the need to secure a release for the release of a student’s education records, are allowed in the following circumstances:

1. to school officials who have a legitimate educational interest.

A “School Official” is a person employed by the School in an administrative, supervisory, academic or support staff position; a member of the school law enforcement unit, or a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on the Board.

A School Official has a “legitimate educational interest” in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student’s education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student’s family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student’s education.

2. to officials of other schools or school systems in which the student seeks or intends to enroll, upon the condition that the student’s parents be notified of the transfer, receive a copy if desired and have an opportunity for a hearing to challenge the content of the record.

3. to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals. This exception is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student’s education record.

4. when images of students captured on security video tapes are maintained by the school’s law enforcement unit;

5. when information is obtained through a school official’s personal knowledge or observation and not from the student’s education record. For example, if a teacher overhears a student making threatening remarks to other students, that information is not protected and the teacher may disclose what he or she overheard to appropriate authorities.

#### Student Records Log

School officials maintaining records shall keep a log identifying all individuals (whether from the school or not), agencies or organizations, who request or obtain access to non-directory information within a student’s education record. The log shall contain the reason why access was requested and shall be kept by the person responsible for maintaining the records. All student records must be reviewed on the School premises.

#### Health and Safety Emergency Exception

The School may, taking into account the totality of the circumstances, disclose personally identifiable information from an education record to appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of a student or others. The School must determine and record the articulable and significant threat, and it then may disclose information from education records to any person whose knowledge is necessary to protect these individuals.

### **NAME, ADDRESS, PHONE CHANGES**

It is vital that all school contact information is current. If a change occurs during the school year, please contact the office immediately so records can be updated. It is in the best interest of the student that the school office is able to contact parents/guardians at any time of the day in case of emergency.

### **HEALTH INFORMATION**

Every student must have a complete and updated medical history form on file. Parents/guardians may receive notice periodically that their child must have a complete physical

and/or updated inoculations from a licensed physician. Parents/guardians whose children have special medical concerns should notify the office and teacher in writing at the beginning of the school year. Students that need medication during the school day must keep their medication in the school office to be administered by office staff and a medication form must be on file.

Students participating in any team sports must have a sports physical on file before they can practice or play in a game.

Students who need to leave school early because of illness must have permission from their teacher go to the office. Office staff will call home to make arrangements for a pick up. Parents are asked not to make medical appointments for their children during the school day.

### **ACCIDENT/INJURY**

When an accident occurs, it must be reported at once to the teacher in charge. The teacher will then report it to the office. Proper medical referrals will be made when necessary. First aid packs are located in the school office, gym and in every classroom. In all such events, an incident report must be completed by the staff member witnessing the event and a copy given to the student to take home.

### **MEDICATION/FIRST AID**

First aid shall be limited to the applying of simple bandages, infection preventatives, or ice, and to any justifiable emergency aid, such as stopping excessive bleeding to prevent further injury, disability or death. Neither diagnosis nor treatment, except under emergency conditions, are within the responsibilities of school personnel, since school personnel are not trained to make medical decisions.

In the event that any student is the recipient of any type of injury, the following procedures are to be observed.

- Immediate attention will be brought to the adult in charge of building operation.
- Immediate attention will be given to determine the extent of injury.
- Immediate efforts will be made to contact the parent/guardian should the extent of the injury warrant such contact, in the opinion of the supervisory adult.
- A clear understanding of arrangements will be completed for the transfer of the student to a medical service facility if deemed appropriate.
- A follow-up investigation to clearly identify precisely what happened and why will occur as soon as possible. This may include obtaining written statements.
- An accident report must be completed.

Only those school employees qualified by school-approved training, and then only in case of emergency, may administer first aid or CPR to the students. School employees shall not attempt to treat any student injury after the initial treatment of emergency first aid. The school will not assume liability under these policies for employees acting outside the scope of their authority as set forth herein.

### **ADMINISTRATION OF MEDICATION**

Definition of Medication "Medication" shall include prescription (prescribed by a physician) and non-prescription (over-the-counter) drugs, preparations, treatments, and/or remedies taken by mouth, inhaler, an injection (such as Epi-pen or insulin), applied as drops to eyes or nose, or applied to skin.

The school shall not be responsible for the diagnosis and treatment of student illness except as provided above in the first aid and CPR policy. The administration of prescribed

medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment was not made available during school hours, or the student is disabled and requires medication to benefit from his/her educational program.

**Procedures:**

- The student's parent/guardian must provide the school with written permission and request to administer medication. A *Medication Administration Permission Form* that will be sent to all families prior to the school year must accompany such permission and request. Written instructions must include the name of the student, name of medication, dosage, and time to be administered, route of administration, date and duration of administration and **must accompany the medication**.
- The administrator, teacher or other adult designated by the administrator and in the presence of another adult, must administer the medication.
- The medication should be brought to school by the parent/guardian.
- The medication shall be examined by the school employee administering the medication to determine in his/her judgment that it appears to be in the original container, that it is properly labeled by a medical professional when provided by the parent/guardian, and that the appropriate, corresponding information for the administration of the medication is found on a Medication Authorization Permission Form for the student listed on the label.
- The administrator or designated school employee will count the amount of medication received and record the amount. The medication should be recounted and recorded on a regular basis.
- All prescription medication must be kept in a labeled container prepared by a pharmacy, physician, or pharmaceutical company and labeled with the name of the student, the name of the medication, the dosage, the time of the administration, and the frequency of administration.
- The school will not provide any non-prescription (over-the-counter) medications to students without a prescription from a physician as well as written permission from the parent/guardian to administer it. All non-prescription medication for a student must be provided by the parent/guardian in an original container.
- Medication will be stored in a locked cabinet within the school's office with limited access except at time of administration.
- A log of medication administration, by individual, is kept in the office. The person giving the medication will record the date and time of administration of the medication, record any appropriate comments or observation pertaining to the administration, and their initials. They will then obtain the initials of a second person for verification of information entered.
- If any changes occur in medication required, a new Medication Administration Permission Form must be filled out and kept on file in the school office.

Self-administration of medication (including asthma inhalers and diabetic insulin) shall be allowed under the following conditions:

- Parent/guardian must provide a Medication Administration Permission Form completed by a physician that indicates that the medication may be self-administered in addition to all other necessary information pertaining to the administration of it.
- The medication will be stored in a locked cabinet within the school's office.

- The medication will be self-administered under the supervision of the administrator or his/her designee.
- No student is allowed to provide or sell any type of prescription or nonprescription medication to another student. Violations of this rule will be considered violations of the school's Illegal Drugs and Controlled Substances policy with all the discipline associated therewith.

Additional Instruction for students with diabetes:

The school will provide to designated personnel training for the management of students with diabetes as follows:

- Information about the disease
- The signs and symptoms of hypoglycemia and hyperglycemia
- What to do in a medical emergency and the special planning needed for the student with diabetes during school functions such as parties, field trips, participation in sports, and after school activities.
- Such training should take place annually for any school in which there is a student with diabetes, or as needed if a student is newly diagnosed with this disease.
- In addition to all other procedures contained within this document, the parent/guardian of a student with diabetes must complete and provide the school with the two-page SCHOOL-BASED CARE PLAN for STUDENT with DIABETES.

## **CONDUCT & DISCIPLINE**

It is expected that students will observe the highest standards of personal conduct. Each individual's responsibility is to behave in a manner that reflects positively on the school and on him/herself. Certain rules and regulations are necessary in order to maintain a positive and supportive environment in any community. By themselves, however, rules are not sufficient, and without an underlying spirit of cooperation, consideration, and respect for others, no community will be truly productive.

The purpose of school rules and disciplinary actions are to help develop positive behavior in students and have them be responsible for their actions. The behavior expected from a student rests on three basic points: **respect for self, respect for others, and respect for all property.**

**MA expects that all students will follow both the letter and the spirit of the following standards of behavior:**

- Personal honesty is essential to preservation of trust in a community and is expected at all times.
- Repeated or frequent violation of minor rules and expectations is disruptive to the learning environment and will not be tolerated.
- Respect towards all persons and things is expected at all times. Vandalism, theft, harassment, physical violence, bullying or any form of disrespect is not permitted.
- Students may not possess or consume alcoholic beverages or any other controlled substance (including tobacco products) while in school premises or under the jurisdiction of the school.
- Students are expected to behave, both on and off campus, in ways that reflect favorably upon themselves and the school. We will hold students accountable for actions taken at school sponsored events off campus and towards school personnel or school property. Note that actions in the community, even outside of school hours, that negatively reflect upon MA or the individual are subject to review and possible disciplinary action.

<b>Behavior Level 1</b> (to include but not limited to)	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
-Chewing Gum -Disruption -Eating/Drinking -Horseplay -NO Materials	- 15 second verbal intervention - Teacher intervention and documenting	- 15 second verbal intervention - Teacher intervention and documenting	- 15 second verbal intervention - Teacher intervention and documenting - Phone call home	- 15 second verbal intervention - Teacher intervention and documenting - Phone call Parent and student meeting with administration
<b>Behavior Level 2</b> (to include but not limited to)	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
-Leaving classroom -Disorderly conduct -Dishonesty/Cheating -Improper technology -Insubordination -Paraphernalia -Petitions -Trespassing/Loitering -Unauthorized Protest -Unauthorized use of school equipment	- 15 second verbal intervention  - Classroom reflection paper on behavior  -Contact parents by phone	- 15 second verbal intervention - Classroom reflection paper on behavior -Classroom reflection notice sent home for parent's signature, <b>if not returned will result in an after school detention</b>	- 15 second verbal intervention  -Classroom reflection paper on behavior  -Classroom reflection notice sent home for parent's signature and <b>one (1) day In School Suspension</b>	- 15 second verbal intervention  - Classroom reflection paper on behavior  -Classroom reflection notice sent home for parent's signature and <b>one (1) day ISS.</b>
<b>Behavior Level 3</b> (to include but not limited to)	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
-Damage to school property -Cheating / Forgery -Gambling -Disrespect to staff -Inappropriate display of affections -Insubordination/ defiance/ unruly conduct -Obscenity/Profanity -Skipping detention or school or leaving school grounds without permission	- 15 second verbal intervention - Referral form and send student to office - Reflection paper -Administration will contact parents by phone and or mail -Administration may issue <b>1-2 days After School Detention or 1 day In School Suspension</b> -Restitution paid when valid	- 15 second verbal intervention - Referral form and send student to office - Reflection paper - Administration will contact parents by phone and or mail - Administration may issue <b>3-5 days After School Detention or 2-3 day In School Suspension</b> -Restitution paid when valid	- 15 second verbal intervention - Referral form and send student to office - Reflection paper - Administration will contact parents by phone and or mail -Administration may issue <b>3-5 days ISS School Suspension</b> -Consideration for Expulsion -Restitution paid when valid	- 15 second verbal intervention - Referral form and send student to office - Notify administration - Reflection and contact parents by phone and mail - Immediate parent conference - <b>3-5 days ISS School Suspension</b> Pending expulsion -Restitution paid when valid

<b>Behavior Level 4</b> (to include but not limited to)	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<ul style="list-style-type: none"> <li>- Bullying (as defined in the student handbook)</li> <li>- Discriminatory harassment</li> <li>- Fighting</li> <li>- Improper Communication (verbal, written or gestured to <b>any student or staff</b>)</li> <li>- Intimidation( threat of force or violence to <b>any staff or student</b>)</li> <li>- Threat of violence</li> </ul>	<ul style="list-style-type: none"> <li>- Referral Form and copy sent to administration for a one (1) day In School Suspension (ISS)</li> </ul>	<ul style="list-style-type: none"> <li>- Parent must accompany student to class for a day, if parent does not accompany student this <b>will</b> result in a one (1) day In School Suspension (ISS)</li> </ul>	<ul style="list-style-type: none"> <li>- Student will receive a one (1) day School Suspension (ISS) and meeting with administration before re-admission to school</li> </ul>	<ul style="list-style-type: none"> <li>- Student will receive a three (3) School Suspension (ISS) and meeting with principal before re-admission to school</li> </ul>
<b>Behavior Level 5</b> (to include but not limited to)	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<ul style="list-style-type: none"> <li>- Bringing inappropriate or dangerous objects to school</li> <li>- Criminal Acts (As defined by federal, state, or local law)</li> <li>- Distribution of Fireworks</li> <li>- Extortion</li> <li>- False Allegation</li> <li>- Indecency</li> <li>- Possession fireworks / explosive materials</li> <li>- Possession of tobacco</li> <li>- Smoking</li> <li>- Stealing / Possession of stolen property</li> <li>- Tampering with another person's food or beverage</li> <li>- Verbal assault / profanity against a staff member</li> </ul>	<ul style="list-style-type: none"> <li>- Contact administration immediately</li> <li>-Reflection paper and contact parents</li> <li>- Parent meeting</li> <li>- Administration may issue a 1-3 day Out of School Suspension (OSS)</li> <li>-Law enforcement may need to be involved</li> <li>-Restitution paid when valid</li> </ul>	<ul style="list-style-type: none"> <li>- Contact administration immediately</li> <li>-Reflection paper and contact parents</li> <li>- Parent meeting with principal and/or Board of Education</li> <li>- Administration may issue a 3-5 day Out of School Suspension (OSS)</li> <li>-Consideration for expulsion</li> <li>-Law enforcement may need to be involved</li> <li>-Restitution paid when valid</li> </ul>	<ul style="list-style-type: none"> <li>- Contact administration immediately</li> <li>-Reflection paper and contact parents</li> <li>- Parent meeting with principal and/or Board of Education</li> <li>- Administration may issue a ten (10) day Out of School Suspension (OSS)</li> <li>-Consideration for expulsion</li> <li>-Law enforcement may need to be involved</li> <li>-Restitution paid when valid</li> </ul>	<ul style="list-style-type: none"> <li>- Contact administration immediately</li> <li>-Reflection paper and contact parents</li> <li>- Parent meeting with principal at the Board of Education Meeting</li> <li>- Administration may issue suspension pending expulsion</li> <li>-Law enforcement may need to be involved</li> <li>-Restitution when valid</li> </ul>
<b>Behavior Level 6</b> (to include but not limited to)	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<ul style="list-style-type: none"> <li>-Alcohol or Controlled Substance</li> <li>-False fire alarm</li> <li>-Gang related activity</li> <li>-Hazing</li> <li>-Possession of mace, stun gun etc.</li> <li>-Physical Assault</li> <li>-Arson / Use of Fireworks</li> <li>-Vandalism</li> <li>-Bomb threat</li> <li>-Criminal sexual conduct</li> <li>-Weapon possession</li> </ul>	<ul style="list-style-type: none"> <li>-Notify administration immediately and confiscate item</li> <li>-Reflection / contact parents</li> <li>-Restitution paid</li> <li>-Parent conference with principal</li> <li>- Law enforcement may need to be involved</li> <li>- Administration will issue a five (5) day Out of School Suspension (OSS)</li> <li>-Referral for possible expulsion depending on severity</li> </ul>	<ul style="list-style-type: none"> <li>-Notify administration immediately and confiscate item</li> <li>-Reflection / contact parents</li> <li>-Restitution paid</li> <li>- Parent conference with principal and Board of Education</li> <li>-Refer expulsion</li> <li>- Law enforcement involved</li> <li>- Administration may issue a five (5) day Out of School Suspension (OSS)</li> </ul>	<ul style="list-style-type: none"> <li>-Notify administration immediately and confiscate item</li> <li>-Reflection / contact parents</li> <li>-Restitution paid</li> <li>- Parent conference with principal and Board of Education</li> <li>-Refer expulsion</li> <li>- Law enforcement involved</li> <li>- Administration may issue a ten (10) day OSS and possible expulsion up to 180 days</li> </ul>	<ul style="list-style-type: none"> <li>-Notify administration immediately and confiscate item</li> <li>-Reflection / contact parents</li> <li>-Restitution paid</li> <li>-Parent conference with principal</li> <li>- Law enforcement involved</li> <li>- Administration may issue a five (5) day Out of School Suspension (OSS)</li> <li>-Referral for possible expulsion depending on severity</li> </ul>

The Board of Directors of MA has adopted certain policies related to discipline at MA. Those policies may be found here: <http://macademyk8.com/Board.html> and are hereby incorporated herein by reference. To the extent Board policy may conflict with this handbook Board policy shall control.

**Arson \***

A student will not intentionally, by means of starting a fire, causes harm to any property or person, or participate in the burning of any property. If a student commits arson in a school building, on school grounds, or on other school property, than the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement.

**Assault on a School Employee \***

A student will not physically assault another person. An assault will result in an immediate suspension from school. If a student commits an assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement. Assault means intentionally causing or attempting to cause physical harm to another through force or violence.

**Assault on a Student \***

Students who commit an assault are subject to suspension for up to ten school days and a possible expulsion recommendation. Assault means intentionally causing or attempting to cause physical harm to another through force or violence.

**Bullying / Harassment / Intimidation (ZERO TOLERANCE)**

MA's complete policy regarding Bullying, harassment or intimidation is provided in MA Board of Directors policy #5517.01, which can be found on MA's website at: <http://macademyk8.com/Board.html> and is hereby incorporated herein by reference.

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

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the School's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or

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

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

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

### **Disturbance**

A student will not disturb others or misbehave in a manner that causes disruption to or obstruction of a safe and orderly environment. Any action or behavior that interferes with school activities or disrupts the educational process is unacceptable. Disruption can be caused by talking, making noises, throwing objects, not following directions, or otherwise distracting others.

### **False Fire Alarm or Bomb Report \***

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building. If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school related event, the student will be suspended immediately pending an expulsion recommendation.

## Insubordination

A student will not ignore or refuse to comply with directions or instructions given by school staff.

## **Verbal Assault on an Employee \***

A verbal assault is any written or electronically transmitted threat to inflict injury upon another person, under such circumstances that create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury. A verbal assault at school against a person employed by or engaged as a volunteer or contractor by the school board will result in a suspension of up to ten school days and / or an expulsion recommendation.

## **Weapons \***

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances; stun guns; BE guns; pellet guns; razors; or box cutters.

## **Weapons, Dangerous \***

A student will not possess, handle, transmit, or use as a dangerous weapon an instrument capable of harming another person. A "dangerous weapon" means a firearm, dagger, dirk, stiletto, or knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles. Firearms include any weapon which will, or is designed to, or may readily be converted to expel a projectile by action of an explosive.

*\*These incidents require police notification.*

## **IMPORTANT**

Students who accumulate an unreasonable amount of school rule violations and suspensions may be subject to expulsion.

Discipline Referral Forms are issued to the student. Additionally, social work referrals, student conferences, parent conferences, and law enforcement contact may be required.

All student referrals will be reviewed on an individual basis by administration. Discretion is used when extenuating circumstances exist.

Students who are suspended out of school are not allowed on any MA property and are prohibited from attending any school sponsored events or activities.

Administration reserves the right to do what is in the best interest of the Academy.

## **ADMINISTRATIVE INFORMATION**

### **PARENT INVOLVEMENT**

In order for our students to be successful, parents and guardians must work in partnership with teachers and administration to reach academic, social and behavioral goals. In addition, the healthy maintenance of the school requires parent/guardian participation in many realms. Multicultural Academy has a mandatory parent involvement requirement of a minimum of 20 hours per academic year.

We encourage parent/guardian participation in the following ways which includes but is not limited to:

- Being a class room volunteer
- Chaperoning field trips
- Participating in school and class fundraisers
- Volunteering time to help with lunch or supervising at special events
- Donating time and services in areas of expertise
- Attendance at report card conferences in November and April
- Attendance at all-school and class information evenings

We also encourage parent/guardian participation in other ways:

- Returning of phone calls/emails within 24 hours
- Monitoring of homework completion
- Signing of forms and reports, and overseeing their safe return to school
- Updating of all required information in student files and notifying the school office when there is a change in address or phone number

Our parent/guardian volunteers are a valuable asset to the school, and we cannot function without the help and support of the families we serve. Parent/guardian volunteers should report to the office to sign in and get a volunteer sticker. When they are ready to leave, they should sign out in the office. Volunteer hours are tracked using the sign in sheet in the main office as well as the sign-in at evening events. Hours are reported in the Annual Report that the school is required to complete each year.

### **VISITORS**

For the safety of all students and staff at Multicultural Academy, all visitors, including parents/guardians and family members, must first report to the office. If they have legitimate business in the classrooms, they must sign in, state their reason for being in the building, and obtain and wear a visitor pass or parent/guardian badge. At the conclusion of their visit, we ask that all visitors return to the office and sign out. The reason for these precautions is two-fold:

- To safely protect all students
- To monitor all persons in the building in case of emergency

Multicultural Academy welcomes visitors and encourages parents/guardians to visit the school, but these visits must be scheduled beforehand with the teacher or the office staff. Young friends and family members may not spend the day in the classroom with a student.

This is a courtesy and safety issue and your cooperation is appreciated.

### **CONTACTING A TEACHER**

Parents/guardians who wish to speak to a teacher should call the school office. A message will be given to the teacher, and a response will be made within 24 hours (if teacher is

absent, it is 24 hours upon return). Teachers will not be called to the phone while they are in class. Teachers will also respond to emails and hand-written notes within 24 hours.

### **CONTACTING A STUDENT**

The school phone is for school business, and not personal conversation. Parents/guardians who wish to speak to a student must leave a message in the school office. Students will not be called from class to speak on the phone. Students are allowed to use the school telephone for urgent matters only. When a student makes a call from a school telephone, it requires permission from a staff member. Please make all arrangements for your child's day before your child comes to school, i.e. transportation and after school events. In most cases, forgotten items are not considered real emergencies.

### **LOST AND FOUND**

A "Lost & Found" bin will be maintained in the school lobby for misplaced items. Please check it first and frequently for lost articles. Unclaimed items will be sent twice a year to charitable organizations. We encourage parents to label all clothing, backpacks, supplies, and personal items with the student's name for easy identification and return.

### **NEWSLETTER**

A monthly newsletter will be distributed to families from the elementary and middle school classrooms. A monthly event calendar and lunch calendar are also sent at the same time. Reminders are sent out as needed. Please take the time to read about events going on at MA. This will help you to keep your student organized and timely with important events.

### **TORNADO WATCH – TORNADO WARNING**

A tornado watch means possible severe weather that are favorable to tornadoes, or that tornadoes may occur 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 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. Every school is required to hold a minimum of two tornado drills a year.
- Weather bureau statistics reveal that most tornadoes strike between 3 p.m. and 7 p.m. and rarely occur during normal school hours.
- It is not possible for office staff to deliver messages to students when severe weather conditions occur.
- Students will be released exclusively to parents/guardians or those persons listed on the students' emergency form during a severe storm.

All decisions rest directly with the principal, who will make every effort to do what he/she thinks is best for the safety and welfare of the students.

### **FIRE DRILLS**

By law, each school is required to conduct Five fire drills during the school year. Students are instructed on how to leave a building safely and practice leaving from different areas of the

school, in accordance with the Fire Safety Regulations. Every attempt will be made to hold drills during appropriate weather.

### **LIGHTNING**

If any children are outside and lightning is spotted, the activity the children are engaged in will be immediately discontinued and the students will reenter the building. This applies to recess and classes that are outside for special activities.

### **EVACUATION**

In case of an emergency evacuation, the only persons allowed to pick students up from the evacuation site are parents/guardians or those persons listed on the students' emergency forms. Multicultural Academy will hold two emergency evacuation drills a year.

### **PESTICIDE APPLICATION**

As part of Multicultural Academy's pest management program, pesticides are occasionally applied. All families will be informed once a month in the school newsletter when a monthly pesticide application is coming up. These applications occur after school hours. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. A pesticide notification request will be sent home at the beginning of each school year for your review and signature.

### **GRIEVANCE PROCEDURE**

The Board of Directors wishes to support the school staff. However, it also wishes to provide for the investigation of complaints from Multicultural Academy. The procedure to be followed in the event of a complaint must be:

- First talk with your student's teacher
- If you are not satisfied with the teacher's response, make an appointment with the Academy Principal, for elementary, middle school, or , who may request information in writing. A meeting with all parties will be held.
- If you are still not satisfied, you may call Universal Management Company, LLC. Contact information is available in the school office.
- Finally, if you wish to appeal the determination of the principal/administrator, a letter to the President of the Board of Directors requesting an appeal hearing is in order. You will be contacted by the board president and the procedure from here will be decided on a case-by-case basis.

## GENERAL POLICIES

### **SOCIAL EVENTS**

MA hosts a number of major events during the year which are held during daytime or evening hours. Students may not leave early without the permission of the teacher or chaperone in charge.

- All MA rules are in effect at social events.
- Dress regulations may vary, depending on the social occasion. Use common sense, in any case.
- Prompt pick-up after an event is mandatory. Any student who delays the departure of chaperones jeopardizes the right to attend future events.
- Students currently on disciplinary probation are not allowed to attend any MA event.

### **TRANSPORTATION**

Transportation is the responsibility of the parent/guardian. **Bus services are a privilege, not a right.** When bus service is interrupted parents are expected to transport students to and from school. When a change in after school pick-up is necessary, a note or phone call must be made in advance of the school day.

### **AFTER SCHOOL PICK UP**

Students that get rides from parents/guardians must be picked up promptly at release time (3:30 for all students). Students that are left waiting after 3:45 will be escorted back into the building to wait with the teacher on duty.

### **BUS CONDUCT**

**To provide a safe and comfortable trip, students are required to observe all school rules in addition to the following:**

#### *Waiting for the Bus*

- Arrive at the bus stop 5 to 10 minutes early
- Avoid horseplay while waiting
- Stay out of the danger zone: stand at least 10 feet away from the edge of the road
- Wait until the bus stops, the door opens and the driver says it's okay to board the bus
- Use sidewalks when walking to your designated bus hub
- Don't talk to strangers

#### *Getting on and off the Bus*

- Walk at all times, never run to or from the bus
- Keep the aisle clear: watch clothing or backpacks with dangling drawstrings or straps
- Never try to retrieve an item dropped near the bus - get out of the danger zone immediately
- Be sure the bus driver can see you and you can see the driver
- Walk in front of the bus, never behind the bus
- Look both ways before crossing the street
- Wait for the driver's signal before crossing

- Always cross at least 10 feet in front of the bus
- Stand back from the curb

***Riding on the Bus Mon-Fri AND on fieldtrips***

- Obey the bus driver
- Be courteous at all times. Foul language is prohibited.
- Stay in your seat and face forward: never stand on a moving bus or when bus stopped
- Keep noise level down and do not distract the driver (no yelling or shouting) Talk quietly on bus at all times
- Do not throw anything on the bus or out the window
- Keep hands and feet to yourselves
- Don't push, shove and hit
- Keep hands, head and other items inside the bus windows
- Keep arms, legs, head and other items out of center aisle at all times
- No eating or drinking allowed on bus
- No weapons of any kind will be allowed on the bus
- Cell phone/i-Pod music to be listened to ONLY with ear phones/ear buds

**THERE WILL BE ZERO TOLERANCE ON THE BUS.**

**ANY INFRACTIONS WILL BE REPORTED AND DISCIPLINARY ACTION WILL BE TAKEN.**

***Bus privileges may be suspended for a time period or permanently determined by the Administrator.***

## CELLULAR PHONES AND ELECTRONIC DEVICES

In general, if deemed necessary for any student to have a cell phone during school hours, and so we encourage students to leave their cell phones at home. MA will not be responsible for lost, stolen, or damaged cell phones. Students are not allowed to use their cell phones for **any reason** during school hours or on school property, including classrooms, restrooms, hallways, on the playground, or on the bus. A student who uses a cell phone for any reason and is seen by any staff member in the building will have it confiscated. Phone calls to and from parents/guardians should not be made to the student's personal cell phone but to the front office.

- 1<sup>st</sup> offense – Confiscation, and returned to student at the end of school day
- 2<sup>nd</sup> offense – Confiscation, and returned to parent or guardian at the end of the current marking period.
- 3<sup>rd</sup> offense - Confiscation, and returned to parent or guardian at the end of school year.

Student music devices are not allowed at school for any reason other than for accommodations made in an individualized educational plan. A student who uses an MP3 player for any reason and is seen by any teacher in the building will have it taken away. The same disciplinary action will be taken as for cell phones.

## ACCEPTABLE USE POLICY FOR COMPUTERS

Computers at MA are the property of the school and are intended for educational use only. Any use that interferes with a computer's normal operation or another user's ability to use a computer is a violation of this policy and will result in disciplinary action including but not limited to, loss of all computing privileges at MA. Students are on their honor, and are required to report knowledge of another user's misbehavior on computers to a teacher immediately.

Unacceptable computer use includes the following:

**vandalism or hacking**, i.e. putting foreign objects into CD or disk drives, deleting or altering another user's files, using another student's profile, releasing a virus into the computer network, attempting to gain access to e-mails, computer files or directories for which one is not authorized, or making any changes to the computer's settings or operating system.

**Installing or downloading software** from the internet without the permission of the network administrator. Computers are equipped with software that automatically scans for computer viruses. Any attempt to uninstall this software will be treated as an act of vandalism.

**Repairing computers, printers, or photocopiers** without the permission of a teacher. If there is a technical problem with a computer, the student should inform a teacher or staff member immediately.

**Deliberately accessing pornographic or offensive internet sites.** While it is rare to stumble upon such sites accidentally, a student should immediately tell the teacher if this happens so that the computer network administrator can be informed and have the record of this access deleted from the student's profile (see infraction table).

**Personal e-mail, or computer games.** Permission to use the computer for e-mail must be given by a teacher, and is given only when the email is directly related to schoolwork. Downloading or playing computer games is not allowed.

**Social** related sites such as **Instagram, My Space, Twitter, or Facebook** are not permitted at any time.

## **PHOTO POLICY**

It is the policy of MA to have parental/guardian consent to photograph students, either individually or as part of a group, to use in/on local media, or to publish photographs within the school itself. Academy personnel will also take photos of classroom activities and/or individual students from time to time for release to local media or in Academy brochures. Identification of students is always limited to name, school, and grade. The opportunity to decline permission is in the student enrollment packet and is in the parent packet distributed at the beginning of each year. For further information, contact the school office.

## **FOOD, CANDY, AND GUM**

Candy, gum, soft drinks or powered mix are not allowed at school, except when distributed to the entire class by the teacher for a special occasion. Food of any sort is not allowed on the bus before or after school. Snacks and lunches brought from home should be healthy and balanced.

## **PUBLIC DISPLAY OF AFFECTION**

No physical contact is permissible on school grounds or at school activities. Physical contact will be dealt with accordingly with the academy administration.

## **DESKS, AND LOCKERS**

Desks and lockers (for elementary and middle school students) are the property of the school. They are assigned to students for their convenience and for the purpose of storing supplies, books, and materials for use at school. They will be issued in good condition, and it is expected that students will treat school property with respect.

- Students are responsible for the physical condition of their desks and lockers.
- Desks and lockers should be kept tidy and clean, and no food is to be left overnight.
- **Graffiti, abuse of lockers, or opening another student's desk or locker are offenses that can result in the loss of privileges and further disciplinary measures.**
- Students may use a lock on their lockers if the teacher has either a spare key to the locker or the combination.
- No valuables should be kept in desks or lockers.
- The school is not responsible for any lost or stolen articles.

## **BIRTHDAYS, PARTIES, AND INVITATIONS**

Students may bring in treats on their birthday for the **entire class**. Please contact your child's teacher at least two days prior for planning purposes. Party invitations may not be given out at school unless the entire class is invited.

## **RECESS**

Students in grades K-5 have recess breaks scheduled daily. Middle school students have recess at the discretion of their teacher. Recess breaks can be used as a time to make up missing work.

## **STUDENT AFFAIRS**

### **COMMUNITY SERVICE**

MA's co-curricular program provides students with a sense of well-being and belonging. Aspects of this program reinforce the importance of community service, leadership qualities,

and meaningful contact with the local community in a positive and constructive way. MA's commitment to its community is reflected in the fact that community service is a graduation requirement for middle and students. These activities teach students that being a citizen means accepting responsibilities as well as enjoying rights.

### **STUDENT COUNCIL**

Student decision-making is an important part of the educational program. MA encourages students to become more involved in the life of the school community by providing an arena that empowers students to voice their opinions and concerns. Middle and have representation on Student Council, where the thoughts of classmates can be heard and acknowledged. Student Council:

- Provides a forum to express opinions relating to issues that directly impact students.
- Enables students to participate in the process of democratically selecting leaders and accepting responsibility for the leadership demonstrated.
- Allows for participation in the consultation and decision making processes that relate to the student body.
- Allows for participation in the planning and provision of student-focused social, recreational, and service-oriented projects.
- Recognizes students who represent the student body outside of MA.

The Student Council represents the students, receiving its authority from a constitution adopted by the student body. Student Council consists of two representatives from each grade level (3 - 8), and a faculty advisor. To be on the council, students need to have a minimum cumulative GPA of 2.5 and cannot be on Academic Probation or Disciplinary Probation.

**ALL STUDENTS WILL BE GIVEN DUE PROCESS FOR ANY INFRACTIONS OR COMPLAINTS THAT THEY ARE INVOLVED IN.**

<p style="text-align: center;"><b>Notice of Rights Under the Family Educational Rights and Privacy Act (“FERPA”) and Authorization to Release Student Directory Information</b></p>
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FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
  
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
  
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or support staff position; a member of the school law enforcement unit, which consists of the School Leader; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on the Board. A School official has a “legitimate educational interest” in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student’s education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student’s family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student’s education. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.
  
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

5. The school intends to forward any and all education records to another school or post-secondary institution at which the students seeks or intends to enroll, upon the condition that the student's parents be notified of the transfer, receive a copy if so desired, and have an opportunity for a hearing to challenge the content of the record.

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' education records. Under FERPA, most information about our students cannot be made public without the consent of parents/guardians. However, if the School designates information as directory information, FERPA allows the release of student directory information unless the student's parent(s)/guardian(s) inform the School in writing not to release such information.

**We have read, discussed and understand all pages of the 2019-2020 Parent/Student Elementary and Middle School handbook and hereby acknowledge this by our signatures below:**

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

This form must be signed by student and parent(s)/guardian(s) and returned to the Academy office. If a signed form is not received, the academy administration will contact the parent(s)/guardian(s) to obtain one.