



# **PARENT-STUDENT HANDBOOK**

## **2022-2023**

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# **BUILDING FAMILIES AND COMMUNITIES THROUGH EDUCATION**

## **FOREWORD**

This handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your Classroom Teacher or the Principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Directors and the Academy. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the Academy's rules as of June 30, 2021. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2021, the language in the most current policy or administrative guideline prevails.

The Academy uses video surveillance/electronic monitoring.

## **MISSION OF THE ACADEMY**

### **District Vision Statement**

Weston Preparatory Academy, in cooperation with the families and the surrounding community, dedicates itself to creating a universal culture of achievement, by instilling high expectations for all students and incorporating a challenging level of academic rigor. Weston Preparatory Academy places a strong emphasis on effective and efficient communication skills, analytical and problem solving skills, and proficiency in use of technology that will allow all students to have a competitive edge upon enrolling in a four year university, post-secondary institution, or entering the global workforce.

### **Elementary and Middle School Mission Statement**

Weston Preparatory Academy will facilitate and encourage educators, family, community, and business partners to contribute to the education of our students utilizing academic skills, creativity, and technology through well-defined academic goals and behavior expectations which will lead to lifelong learning and continuing education in order to become productive members of a peaceful global society.

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## **SECTION I: GENERAL INFORMATION**

### **SCHOOL DAY**

Weston Academy's class hours for students are from 8:00 a.m. to 3:30 p.m. Monday- Thursday. Class hours on Friday's are from 8:00 a.m. to 2:00 p.m. The Academy will open at 7:30 a.m. for students each school day.

### **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students have an emergency medical card completed and signed by a parent/guardian. A student may be excluded from the Academy until this requirement has been fulfilled.

Emergency cards are stored in the main office and utilized when a staff member needs to contact a parent/guardian. Most importantly, the emergency cards are utilized in the event of an emergency. It is essential that the emergency card include a current address, phone number, cell number and work number that will allow the Academy to contact a parent/guardian. In the case of a phone number that allows the Academy to contact the parent/guardian at their place of employment, a work extension number or department name must be included if necessary.

On the emergency card it is also important to list the names of any adult who has the permission of the parent/guardian to pick up the student from school. An additional page can be attached to the emergency card if necessary to list additional people who have the permission of the parent/guardian to pick up the student from school.

If there is a question of custody, the Academy must have a court document on file naming the custodial parent/guardian. Without a legal document, the Academy does not have the right to refuse to release a student to a person who is listed on the birth certificate as a parent.

In the event of an emergency, the student should be taken to the nearest hospital to receive appropriate medical care, regardless of parental preference. Typically, the decision is made by emergency medical technicians or other first responder.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the main office staff. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the Academy's emergency procedures. Parents/guardians will be notified immediately.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. If a student is ill to the extent where s/he cannot participate in regular class activities, the parent/guardian will be contacted and asked to take the student home. If a parent/guardian is unavailable to pick up a student that is ill during the school day, they must arrange for another adult to pick up the student.



Students who are ill may not remain in the office for the duration of the day. The parent/guardian must list the names and phone numbers of all adults the main office staff can contact if a child is ill on the student's emergency card.

In the interest of your child's health and for the protection of other students, we will expect you to come and pick up your child if he or she has a fever, persistent cough, rash, head lice, pink eye, COVID-19 symptoms or similar symptoms. The office needs to be notified if your child is absent with a communicable disease. In this case, please see the section *Control of Casual Contact Communicable Diseases and Pests*. If your child has been ill, be sure that he or she is fully recovered before returning to school.

### **When to keep your child home**

We want to work together to assure that our children and their health are protected. Please keep your child home when they are sick. As a general guideline, a student should not return to school until they have been fever-free for 24 hours, not vomited in 24 hours and/or rashes have been addressed by the family's physician.

If the student has a medical issue that affects the student's use of the restroom, it is the responsibility of the parent / guardian to notify the Academy by providing a note from the student's doctor. A doctor's note is necessary if the student's medical issue affects how many times the student will need to use the restroom during the school day, how long the student will spend in the restroom, or the student's control over his/her bodily functions.

When an appropriate physician, hospital or treatment facility provides written documentation that a student will be home bound with an illness or hospitalized for a period longer than five (5) consecutive school days, that student becomes eligible for two 45-minute periods of home instruction per week. The Academy will provide this service within three (3) school days after being notified. Certification may be made by M.D. or D.O. physicians only. Psychologists, chiropractors or other professional may not certify.

Parents will be responsible for providing an appropriate environment as well as the necessary supervision to ensure productive instructional sessions.

For students with an individualized education program, students shall receive a minimum of two (2) nonconsecutive hours of instruction per week by a properly certified special education teacher.

Applications for homebound instruction must be approved by the Principal.

### **COVID-19**

Monitor your children for symptoms of COVID-19. If your child has one or more of the following symptoms, a fever greater than 100.4, a new or worsening cough, shortness of breath/difficulty breathing, runny nose and/or congestion, body aches and/or tiredness, vomiting and/or diarrhea and a new loss of smell or taste, keep the student home from school and follow up with a primary care provider.

Students who become ill with symptoms of COVID-19 during the school day will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to [CDC guidelines](#).

## COMMUNICATION

The Classroom Teacher is the primary contact regarding questions about student behavior and academic progress, as well as incidents that occurred during the school day. Specific problems, questions, concerns or compliments from parents/guardians regarding their student are to be brought to the Classroom Teacher's attention first.

Parents/guardians are responsible for communicating to their student's Classroom Teacher any information that might affect the student's performance in the classroom. Details are not necessary about personal matters, but the Classroom Teacher should be made aware of anything that might affect a student's behavior or academic performance. The teacher may be able to help alleviate any extra stress being placed upon the student.

Information regarding the school as a whole, such as problems traveling to and from school and school closures should be brought to the attention of the main office staff.

Additional information concerning school events will be available through classroom notes and school-wide newsletters. Parents/guardians are responsible for checking their student's book bags, folders, pockets, etc. for these items.

Parents/guardians are required to participate in parent-teacher conferences at the end of the first and third marking periods or whenever requested by the Classroom Teacher or an administrator.

From 7:45a.m.-8:00a.m., classroom teachers are facilitating the arrival of their students. From 3:30 p.m.-3:45 p.m., teachers are in the process of dismissing students. **Teachers are not available at these times to conference with parents/guardians.** The teachers are required to be focused on the safe arrival and dismissal of the students during these transition times and they cannot be distracted. Conference times with teachers are to be made before 7:45 A.M. or after 4:00 p.m. or at a mutually agreed upon time with the teacher, **not during the time teachers are responsible** for the students.

## DRESS CODE POLICY

Weston Preparatory Academy has adopted the following **zero tolerance policy** as it relates to our **School Dress Code** for the entire school. Students will be checked for proper dress code when they arrive at school. If the student is out of uniform, the following policy will be followed:

- **First Offense:** Student will call home to try and get the item(s) needed to correct the uniform and if unable to correct the uniform a pass for the day will be issued.
- **Second Offense:** Student will receive a silent lunch and the parents will be notified.
- **Third Offense:** The parent/guardian is notified, the student is written up for a dress code violation and will receive an In School Suspension.

The Academy recognizes the importance of individually-held religious beliefs. The Academy will try to reasonably accommodate students' sincerely-held religious beliefs that are in conflict with this Dress Code Policy unless the reasonable accommodation would be detrimental to the educational process or cause any issues to the safety or welfare of others. Students requesting such reasonable accommodations should contact the School Leader. Any other students requesting reasonable accommodations to the Dress Code Policy should also contact the School Leader.

## **BOTTOMS:**

### **Kindergarten – 8<sup>th</sup> Grade**

Bottoms must be a solid color, **Navy Blue**. *Casual dress pants, skirts, long shorts, skorts or jumpers* may be worn. **NO BLUE JEANS OR DENIM of any type or color including overalls will be allowed under any circumstances without prior written – no exceptions.**

## **TOPS:**

### **Kindergarten – 5<sup>th</sup> Grade**

Collared shirts (Polo type) must be the academy approved uniform shirt (**Orange with Navy Blue Collar and Weston Crest**). Tank tops, t-shirts, open mesh, jersey shirts, and hooded sweatshirts are **NOT** allowed. During cooler weather, the academy approved cardigans, sweater vests and crew-neck sweatshirts as well as plain sweaters, may be worn as long as they are solid white or solid navy blue free of writing, logos, or designs- **no exceptions.**

### **Grades 6<sup>th</sup>-8<sup>th</sup>**

Collared shirts (Polo type) must be the academy approved uniform shirt (**Orange with Navy Blue Collar and Weston Crest**). Tank tops, t-shirts, open mesh, jersey shirts, and hooded sweatshirts are **NOT** allowed. During cooler weather, the academy approved cardigans, sweater vests and crew-neck sweatshirts as well as plain sweaters, may be worn as long as they are solid white or solid navy blue free of writing, logos, or designs - **no exceptions.**

**Hooded sweaters, sweatshirts, and hats cannot be worn in school.**

## **FOOTWEAR**

### **Kindergarten-8<sup>th</sup> Grade**

**Shoes with a rubber sole are required (i.e. gym shoes).** For safety reasons, **NO slides, sandals, thongs or other open-toed or open heeled shoes may be worn at school at any time.**

During inclement weather, if boots are worn to school, the student **MUST bring their uniform shoes to change into**

## **HEADWEAR**

### **Kindergarten-8<sup>th</sup> Grade**

Hats, sweatbands, kerchiefs, flowers, bandanas or headbands (if not solid blue, black, or white) or any items deemed distracting are NOT allowed to be worn in the building. Although beads are an

acceptable hair accessory, beads with sound effects (such as bells or noise makers) are NOT appropriate for school.

**Earrings:**

Female students may not wear long dangling earrings or Hoop earrings larger than an inch and a half in diameter.

**COMPLAINT PROCEDURE**

The Academy places a high value on courtesy, respect and responsibility. In order to preserve such an environment, any requests, suggestions, or complaints concerning staff, the curriculum, or operations of the Academy should be filed according to the following procedure:

1. Anyone wishing to present a request, suggestion or complaint shall discuss this matter with the instructor or staff member that has direct responsibility of that matter. If the discussion revolves around a particular incident, the complainant must initiate this process within seven (7) days of the incident. If the issue deals with a violation of laws or with school-wide policies, the Principal would be the appropriate staff member.
2. If the Principal is the accused perpetrator of harassment or other violation of the law, then the complaint should be sent directly to the Academy's management company, CS Partners. However, if CS Partners determines that the issues/complaint do not fall into that category, then the complainant will be required to first address their issues/complaint with the Principal. This procedure requires that the Principal have an opportunity to resolve any issues/complaint that are not considered harassment or are illegal in nature prior to the involvement of CS Partners.
3. If the aggrieved person is not adequately satisfied with the results of that discussion, that person has seven (7) days to submit their complaint in writing to the Principal.
4. The Principal will conduct their own investigation of the incident by speaking to all relevant parties and try to resolve the issue through discussions with those people. After completion of that investigation, the Principal will give a decision to the complainant and the reasons for that decision.
5. If the original discussion was with the Principal, and the concern was not adequately resolved by the Principal, then the complainant must submit their concern in writing to CS Partners using the CS Partners complaint form (available at the school office) no later than one month after the Principal's decision is given to the complainant.
6. Upon receiving the written complaint, CS Partners shall investigate the incident/conduct. In determining whether the alleged conduct violates any policy or procedure, the totality of the circumstances will be investigated and reviewed. Appropriate action will then be taken. A response will be given to the complainant if requested.
7. Only signed, written complaints are investigated. Anonymous complaints are not.
8. If the complainant is not satisfied with CS Partners' response, the complainant may present the concerns before the Board of Directors in accordance with the Public Participation guidelines.

9. Parents cannot request limited staff interaction when the situation warrants the staff member to be involved in his/her professional role.
10. In order to complete a full and fair investigation, CS Partners cannot guarantee the confidentiality of a complainant.

Anyone utilizing this procedure will not suffer any form of reprisal. All claims of retaliation will be investigated. Any retaliatory activity may result in discipline, up to and including, discharge.

### **ENROLLING IN THE SCHOOL**

New students must be enrolled by their parent or legal guardian. When enrolling, parents/guardians must provide copies of the following:

1. A birth certificate or other reliable proof of identity
2. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
3. Proof of immunizations
4. A copy of the driver's license of the person enrolling the student

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official student record, including transcript/report card, from their previous school. The School Secretary will assist in obtaining the student record, if not presented at the time of enrollment. Placement in a grade shall not be final until receipt of the official transcript/report card. (See Student Records for a complete description.)

Homeless students who meet the Federal definition of "homeless" may enroll and will be under the direction of the Academy Liaison for Homeless Children with regard to enrollment procedures. The Homeless Education Liaison is Tracy Parker.

No applicant for admission shall, on the basis of, race, color, ethnicity, national origin, immigration status, sex, (including sexual orientation or gender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry or genetic information be discriminated against.

A student who has been suspended or expelled by a previous school in Michigan may be temporarily denied admission to the Academy during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the local school district.

Likewise, a student, who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the Academy during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the suspending school had the student committed the offense while enrolled in the school.

Prior to denying admission, the Principal shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors determined to be relevant.

Once enrollment has been established students must report to school within two school days or be withdrawn the morning of the 3<sup>rd</sup> day and placed on a waiting list if applicable.

## **RETURNING STUDENTS**

All returning students must re-enroll during our “re-enrollment period” (begins in late spring). Students that do not re-enroll during this period will be withdrawn and required to begin the enrollment process as a new student. If our current enrollment has reached capacity the student(s) will be placed on a waiting list.

## **SCHEDULING AND ASSIGNMENT**

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

All traditional seated courses may also be held virtually. All virtual courses have two-way communication requirements and students must respond to teacher and/or mentor-initiated communications

## **ARRIVAL/DISMISSAL PROCEDURES**

### **Arrival**

Weston Academy’s class hours for students are from 8:00 a.m. to 3:30 p.m. Monday - Thursday and Friday from 8:00 a.m. to 2:00 p.m. Teachers will begin classroom work by 8:00 a.m.; therefore, students need to be in their seats, ready to begin class work by 8:00 a.m. The doors to the building will open in the morning at 7:30 a.m. Doors are closed at 7:55 a.m., so students arriving after the doors are closed should report directly to the office to receive a tardy pass. Students who are more than 15 minutes late may be marked absent for the morning half of their class or for their first hour for secondary students. Parents/guardians or the adult designated by the parent/guardian to bring the student to school are responsible for the supervision of the student prior to the school opening at 7:30 a.m. each school day. *\* Students must attend the first week of school to remain on our enrollment roster. Students will be dropped after the 3<sup>rd</sup> day of the first week of school and seats will potentially be taken by those that are first on our waiting list.*

### **Dismissal**

A parent or guardian must contact the office **NO LATER THAN 2:30 p.m. Monday-Thursday or 1:30 p.m. on Fridays** if there is a change in their student’s daily dismissal routine (i.e. if someone else will be picking up their student).

Students will be dismissed from a variety of locations on the Weston Academy campus. The Academy will inform parents/guardians of the exact location for their student’s dismissal.

After 4:00 p.m., students must be picked up from the main office entrance.

### **Early Dismissal - Dismissal before 3:30 p.m.**

Important appointments or family emergencies sometimes occur during the school day. Due to these situations, parents/guardians may need to pick up their student from school prior to the end of the school day. To protect the safety of the students, the Academy requires that a parent, guardian, or designated adult listed on the student’s Emergency card come to the office and sign the student out.

At this time, if the adult picking up the student is not a parent or guardian, the main office staff will request a form of photo identification (ideally a valid driver's license). If the adult picking up the student matches the adult shown on the photo identification, the main office staff will check student's emergency card to verify that the adult has been listed by the parent/guardian as an adult permitted to pick up the student. If the adult is not listed on the emergency card, the main office staff will attempt to contact the parent/guardian by phone to request permission to dismiss the student. If the adult is not listed on the emergency card and a parent/guardian cannot be contacted the Academy will not dismiss the student to the adult. It is the responsibility of the parent/guardian to maintain an up to date list of adults that are permitted to pick up the student from school on the student's emergency card. Any questions regarding the student's emergency card should be addressed to the School Secretary.

It is also the responsibility of the parent/guardian to inform any adult they permit to pick up their child from school of the Academy's policies (i.e. the adult must have a form of photo identification) regarding the early dismissal of students.

The Academy requests that prior notice be given to the Classroom Teacher, when possible, regarding medical appointments. The Academy strongly recommends that medical appointments be scheduled after school hours or when school is closed to keep absences from class to a minimum.

Students cannot be dismissed early on a regular basis. It is the responsibility of the parent/guardian to make appropriate arrangements which allow the student to remain in school for the full school day (from 8:00am to until 3:30pm). The student's enrollment in the Academy indicates the parent's/guardian's acceptance of this policy.

Early dismissal is discouraged because it disrupts the student's school day. The School Secretary should be notified by a parent/guardian by 9:00 a.m. the day a student will be picked up before 3:30pm so that the student and his/her Classroom Teacher can be prepared. If proper notice has not been given, the student may have to wait until the class period ends to be dismissed. Students WILL NOT be dismissed from their classroom until a parent, guardian, or designated adult listed on the student's Emergency card arrives in the main office to pick them up. Teachers are not permitted to dismiss a student without a pass from the main office.

### **TRANSFER OUT OF THE ACADEMY**

Parents must notify the Principal about plans to transfer their child to another school. Transfer will be authorized only after the parent and/or student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact the Office Manager for specific details.

When transferring student records, school officials are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **WITHDRAWAL FROM ACADEMY**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the

Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. A certified immunization waiver will be provided to the parent/guardian by the local health department to provide to the Academy. Immunization waivers will not be accepted by the Academy unless signed and stamped by the local health department. Any questions about immunizations or waivers should be directed to the Office Manager.

## **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

## **USE OF MEDICATIONS**

### **Prescribed Medications**

The following is the definition of "medication" for use at the Academy: medication includes prescription, and U.S. Food and Drug Administration (FDA) approved non-prescription medications, preparations, and/or remedies and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin. This policy also applies to any medically-prescribed "treatments". "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

1. Parents should, with their physician's counsel, determine if the medication schedule can be adjusted to avoid administering medication during school hours.
2. Authorization of Administration of Prescribed Medication form must be filed with the Principal before the student will be allowed to begin taking any medication during school hours.
3. Medication Request and Authorization Forms must be renewed every school year.
4. All medications must be registered at the main office.
5. Medication that is brought to the office will be properly secured.
6. Medication may be brought to school directly by the parent. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
7. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
8. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
9. Parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
10. Prior to the beginning of the school year, parents/guardians are responsible for informing the Academy in writing of any medical issues that may require intervention during the school year.



Examples of medical issues may include, but are not limited to, life-threatening allergies (i.e., the need for an epinephrine injector, Epi-Pen®), diabetes, epilepsy, seizures, asthma or any condition of a serious nature affecting the health of the student.

11. The Academy, parents/guardians and the student's physician will participate in developing a medical action plan.
12. Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the policy and procedures that govern the administration of medications. Note: The policy and procedures do not violate either the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act.

Asthma Inhalers- Students, with appropriate written permission from the physician and parent on file with the school, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. In addition, there must be a file at the school containing a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet these conditions. Staff members working at the Academy are properly trained in the use of epinephrine auto-injectors in case of an emergency.

Students may use a U.S. Food and Drug Administration (FDA) approved over-the-counter topical substance at school, such as sun screen, if both of the following conditions are met:

1. If the student is a minor, the student has written approval to possess and use the FDA substance from his or her parent or legal guardian.
2. The School Leader has received a copy of the written approval.

### **Non-prescribed (Over-the-Counter) Medications**

No staff member will be permitted to dispense non-prescribed, over the counter (OTC) medication to any student.

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication, but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements. Please note: cough drops are considered over the counter medication and are subject to the above policy.

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific communicable diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19 and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period as specified in the school's administrative guidelines.

Parents/guardians are asked to notify the Student/Family office if their child has contracted a communicable disease, e.g., mumps, rubella, pink eye, COVID-19, etc. The Academy is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease. The Academy is required to notify the local health department when a confirmed case of COVID-19 is identified at the Academy. In addition, the Academy is required to cooperate with the health department in implementing department protocols for screening students, including contact tracing.

### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases such, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **CONTROL OF ALLERGIES AND ALLERGIC REACTIONS**

In order for the staff to respond appropriately to medical emergencies, parents must be careful to list all student allergies which might result in a health risk as a result of exposure, such as bee stings, peanut or other food allergies, glue, etc. Proper medication for allergic reactions should be kept in the front office for emergencies.

Due to the increasing number of children with peanut allergies, the Academy has adopted the following guidelines. All snacks and treats provided to students, by either the school or parents (birthday snacks, etc.), must be free of peanuts or peanut by-products. All labels on packages will be inspected for peanut warnings before given to students. Children are still permitted to bring peanut products in their lunches, such as peanut butter; however, an occasion may arise when a classroom must be peanut-free. The administration will notify all parents if a particular classroom or area must be peanut-free. Items that contain hazardous materials, such as shoe shine kits, are not permitted at school. Pets (other than assistance animals) are not allowed in the building without administrative approval.

### **STUDENT FEES, FINES, AND CHARGES**

Weston Academy charges specific fees for some activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to

school property. The school and staff do not make a profit. Examples of fees charged by the Academy include but are not limited to:

- Replacement of lost textbooks, library books, or other property belonging to the Academy – Replacement cost will be determined by the Principal on an as needed basis. Cost will be based on replacing the lost item with a new item.
- Damage to school property -Replacement cost will be determined by the Principal on an as needed basis. Cost will be based on repairing or replacing the damaged property. The Principal will determine if the damaged property can be repaired or if it needs to be replaced.

All fees must be paid in cash or money order payable to Weston Academy. **Personal checks CANNOT be accepted.**

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Unsettled accounts such as, but not limited to, lost books, library fines, unreturned items that are the property of the Academy, are due at the end of the school year. Failure to pay fines, fees, or charges may result in the withholding of grades, diplomas, dance tickets, or other privileges, up to and including, participating in commencement ceremonies. Unresolved obligations can be appealed to the Principal or designee.

### **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraising activities:

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The Academy cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

### **FIRE, TORNADO AND LOCKDOWN DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for the safe, prompt, and orderly evacuation of the campus.

Tornado drills will be conducted during the tornado season, using the procedures provided by the

State. The alarm system for tornadoes differs from the alarm system for fires and consists of an alert broadcasted on the school's paging system.

**False representation of a fire or tornado emergency is a serious offense. Not only is this dangerous, but it is also costly to the Academy. Schools are billed for false alarms and must pay a fee. Any student who participates in this type of activity, encourages another person to cause a false alarm, or otherwise causes the staff and students of Weston Academy to believe there is an emergency when there is not, will be suspended and possibly expelled from the school. Parents/guardians will also be responsible for any monetary fees incurred through false alarms.**

Lockdown drills will be conducted during the school year, to practice securing the campus. The alarm system for a Lockdown drill differs from the alarm system for fires and tornadoes. A lockdown alarm consists of a unique alert broadcasted on the school's paging system.

### **EMERGENCY CLOSINGS AND DELAYS**

Parents and students are responsible for knowing about emergency closings and delays.

During inclement weather, if the Detroit Public Schools are closed, Weston Academy will also be closed. Please note that Weston Academy is **not** a part of the Detroit Public School system, so **this pertains ONLY to weather.** If the Academy must be closed or the opening delayed because of inclement weather or other conditions, the Academy will notify the following television stations:

**Fox2 WJBK-TV**  
**WDIV/TV 4**  
**WXYZ/ TV 7**

Additionally, parents will be notified by "**School Messenger**" the school's notification system for any school emergency or necessary school wide communication. Parents may also call the school call at (313) 387-6038, for clarification if feasible.

In the event that school must be closed after the beginning of the school day, parents/guardians or their designated representative will be notified to pick up their student within one hour of notification.

Weston Academy notifies parents/guardians in advance of any scheduled school closing or half days. It is the responsibility of the parent /guardian to check the student's book bag and folders for newsletters or notes with these updates. Weston Academy also furnishes a calendar of scheduled events and holidays at the beginning of the school year, and encourages parents and guardians to keep that in a visible place (i.e. on the front of a refrigerator) throughout the school year to refer to as needed.

Weston Academy's school calendar will not necessarily coincide with the Detroit Public Schools' or any other school system's calendar so please plan accordingly.

### **VISITORS**

Visitors, particularly parents and guardians, are welcome at Weston Academy. In order to properly monitor the safety of students and staff, each visitor must report to the main office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the

Principal. All visitors must check in and out in the front office. Visitors to classrooms must have prior approval from the classroom teacher and/or administration. Visitors are not allowed to deliver items to the classroom. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. It is at the school's sole discretion to allow visitors other than parents/guardians, access to the school building.

Children accompanying visiting parents must be directly supervised at all times inside the school building, and in the parking lot and walkways. This applies to Academy enrolled children before school and after school and to non-enrolled children at all times.

The Academy strictly prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Academy for the purpose of school activities. These settings include Academy-sponsored events (both on and off Academy property and traveling to and from such events), Academy premises (leased, owned or used by the Academy), Academy vehicles, and at any activity authorized or approved by the Academy. Any person who violates the policy will be referred to law enforcement.

Visitors, who are rowdy, commit a verbal assault on the premises, or who are otherwise disorderly, will be asked to leave the premises; this type of behavior is unacceptable.

Students may not bring visitors to school without prior written permission from the Principal.

### **Sex Offenders**

Visitors, including parents, who are registered sex offenders, are required to so notify the Academy administration before they visit the Academy and to strictly comply with all applicable school safety legislation. The Academy administrator may impose conditions on the presence of registered sex offenders on Academy premises, or at Academy functions, as he or she deems reasonable and appropriate.

Parents/Guardians, who are registered sex offenders, must safely and expeditiously drop off their children and pick them up during the prescribed times for drop off and pick up and then promptly and safely exit the Academy premises. The Academy administration may allow additional access for registered sex offenders, who are parents/guardians of a registered student, to school grounds under the following conditions:

- Prior permission from the Academy administration is required.
- The offender must check in at the school office immediately upon arrival.
- May not observe or visit a classroom when students are present except for specified family events. During these family events, the offender must stay in view of a staff member at all times.
- If a staff escort is assigned to them, the offender must stay with that escort during their entire stay.
- The offender must leave school grounds immediately upon conclusion of their business.
- The offender must leave school grounds immediately if requested to do so by an Academy administrator or his/her designee.

### **PHYSICAL EDUCATION**

Most students will be scheduled for Physical Education classes.\* On days when a student is scheduled

for "gym class," s/he must dress appropriately to participate in all Physical Education activities. Boys and girls should wear pants. Girls that choose to wear dresses or skirts should wear shorts underneath. Students are required to wear gym shoes to participate in Physical Education classes. Part of the student's grade will reflect his/her ability to come to gym class prepared to participate with proper shoes. If a parent/guardian has questions pertaining to this policy they are encouraged to speak with the Physical Education Teacher.

To protect their safety: Students should carry nothing in their pockets during their gym class. Students should not run or slide across the gym floor unless requested to do so. Students are not permitted to wear jewelry (rings, bracelets, and/or necklaces) in the gym area. Students should use equipment ONLY when they have been instructed to do so. The Physical Education Teacher must have a doctor's note on file if there is a medical condition limiting a student from participation in gym class.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **LOST AND FOUND**

Students who have lost items should check with the main office and may retrieve their items if they give a proper description. The Academy highly recommends that parents or guardians use an indelible marker to place the name of the student on all of the student's belongings that are brought to school, especially all clothing items. Unclaimed items will be given to charity at the close of the school year.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

### **USE OF OFFICE TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

### **LUNCH/FOOD POLICY**

Students may participate in the Academy's lunch service. A bagged lunch may include a non-carbonated beverage. The Academy strongly encourages parents/guardians to provide their student with a healthy lunch. The Academy requests that parents/guardians avoid including "fast food" such as items from McDonald's, Burger King, Coney Island, etc. in their student's lunch.

Some classroom teachers allow students to have a morning snack. The Academy strongly encourages parents/guardians to provide their student with a nutritious snack. Healthy foods, such as fruits, vegetables, cheese, crackers, raisins, popcorn, etc. are recommended snacks for students.

All food items that students bring to school for the purpose of snack and lunch must be stored in some type of lunch container (i.e. disposable or reusable lunch bag or box). The student's snack and lunch

must be stored in this container until the designated snack and lunchtime. An area, out of the way of classroom activities, will be designated in each classroom by the Classroom Teacher where students must store their lunch container until snack and lunchtime. Students are not to store or carry food items in their pockets, purse, desk, or any other area besides their lunch container at any time during the school day.

Beverages in cans are strongly discouraged because the sharp edges of these containers can injure the student. Glass bottles are not permitted. Students will not be allowed to drink carbonated beverages (i.e. pop/soda) during the school day.

It is the responsibility of the parent/guardian to verify that the student has a lunch when s/he comes to school. All student lunches brought to school after 8:00 am must be labeled with the student's name and dropped off in the Academy's main office. The main office staff will deliver the lunch to the student at an appropriate time.

**Students are not permitted to bring, chew, or consume candy and/or gum at school.** Students will be asked to dispose of these items if they are brought to school. Refusal to dispose of these items and/or repeated use of these items may lead to disciplinary action

The Academy's staff is aware that many of our students enjoy having their birthday recognized at school. Any parent/guardian interested in acknowledging their birthday during the school day **in grades K-5 only** shall first consult with their student's Classroom Teacher 48 hours in advance for a list of the acceptable food items. Party Favors, or anything containing peanuts or peanut products will not be allowed in the classroom

## **COURSE OFFERINGS**

Weston Academy provides self-contained classroom instruction for Kindergarten through fifth grade. In addition, special classes, including Physical Education/Health, Art, Mathematics and Reading Interventions are provided on a regular basis for all classes. Middle school grades sixth through eighth will rotate between their core curriculum classes of Math, English Language Arts, Science, Social Studies Math Interventions and ELA Interventions as well as special classes, including Physical Education/Health and Art

## **GRADES**

Weston Academy has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

### **Grades 2-8:**

100% and above =A+  
99%- 92% + A-  
91%-90% -A-  
89%-88%= B+  
87%-82% =B  
81%-80%= B-

79%- 78% = C+  
77%-72%= C  
71%-70%= C-  
69%-68%- D+  
67%-62%= D  
61%-60%= D-  
59% and below=E

## **Grades K-1**

O=Outstanding  
S= Satisfactory  
P= Progressing  
N= Needs Improvement

## **Grading Periods**

Students shall receive a report card at the end of each marking period indicating their grades. When a student appears to be at risk of failure, notification will be provided to the parents so they can discuss with the teacher what actions can be taken to improve poor grades.

## **PROMOTION**

Promotion to the next grade is based on the following criteria:

Kindergarten and First Grade:

Students will be promoted if 75% or more of their grade level objectives fall in the "Satisfactory or Outstanding Category".

Grades 2-5:

Students must earn a grade point average of 1.4 or better for the entire school year in Reading, Writing, Mathematics, Social Studies and Science to be promoted to the next grade level.

Grade 6-8:

Students must earn a grade point average of 1.4 or better for the entire school year in English Language Arts (ELA), ELA Lab (Writing), Mathematics, Science and Social Studies to be promoted to the next level.

Special Promotion

If a student is performing significantly above grade level, that student may be promoted pending review of assessment scores, report cards, and teacher recommendation. All promotions will be reviewed and discussed with Principal, Teachers, and Curriculum and Instructional Coordinator. Students may be placed on a "trial basis" to determine accurate placement.

## **Placement**

All students (K-8) must demonstrate an ability to perform essential skills at their respective grade level. Students will be placed according to their ability to demonstrate proficiency on a variety of assessments.



## **Retention**

Kindergarten and First Grade:

Students may be retained if 50% or more of the grade level objectives fall in the "Needs Improvement Category."

Grades 2-5:

Students may be retained if they earn a grade point average of 1.3 or lower for the entire school year in Reading, Writing, Math, Science and Social Studies.

Grade 3:

Pursuant to the "Read by Grade Three Law" students who are one or more grade levels behind in reading as indicated by the M-STEP may be retained. For more information please contact our Curriculum Coordinator: Terri Cook at (313) 387-6038.

Grades 6-8:

Students may be retained if they earn a grade point average of 1.3 or lower for the entire school year in English Language Arts (ELA), Mathematics, Science and Social Studies.

When a student appears to be at risk of retention, notification will be provided to parents and a date for a formal meeting will be arranged to discuss what actions can be taken to improve failing grades.

**\*The Principal will have the final determination in regards to placement, promotion, and retention of students.**

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

While the Academy encourages parents and guardians to monitor their child as they complete their homework, the Academy strongly encourages all students to work as independently as possible. Homework assignments are intended to provide an opportunity to independently practice the concepts studied in the classroom.

**ALL** students at Weston Academy are expected to complete ALL of their homework assignments. The classroom teacher determines policies regarding the makeup of homework or homework extensions with approval from the administration. Students are required to read every night for 30 minutes and be able to retain the highlights of what they read.

## **VACATIONS DURING THE SCHOOL YEAR**

Parents/guardians are encouraged not to take their child out of school for vacations. When a family

vacation must be scheduled during the school year, the parent/guardian should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the vacation.

### **MAKE UP OF TESTS AND OTHER SCHOOL WORK**

Students who have been excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The parent/guardian should contact the Office Manager at (313) 387-6038 as soon as possible to obtain assignments.

Make up work due to suspension must be completed:

- Within the same number of days of the suspension after returning to school (i.e. for a one day suspension the student will have one day to complete their missed assignments after returning to school, for a two day suspension the student will have two days to complete the work, etc.). Work is available in the front office by 8:00 a.m. the first day of the suspension. It is highly recommended that work be picked up and completed during the suspension.
- Make up work due to excused absence must be completed within the same number of days of the excused absence after returning to school (i.e. for a one day excused absence the student will have one day to complete their missed assignments after returning to school, for a two day excused absence the student will have two days to complete the work, etc.).

If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a state or school required test or other standardized test, the student should consult with the Principal to arrange for taking the test.

Please give the main office staff and classroom teacher 48 hours' notice when requesting assignments for a student who has been absent. All assignments prepared for students who are absent can be picked up from the main office.

### **ELECTRONIC and WIRELESS COMMUNICATION DEVICES (including Cell Phones)**

During school hours, Cell phones, smart watches, MP3 players, iPods and other music devices must be turned off and stowed. If these items are visible or audible, the item will be confiscated and the parent will be notified. The equipment will be returned to the parent only.

Students may not possess or use wireless communication devices (WCDs) (including cell phones, pagers, etc.) without advance written permission from their parents or guardians and the Principal.

A "wireless communication device" includes any device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. WCDS include, but are not limited to, cellular phones, personal digital assistants (PDAs), e-readers (e.g., Kindles, Nooks, etc.), I-pods, Smartphone's, WI-FI enabled devices, video broadcasting devices, tablets, laptops and smart watches. WCDS include, but are not limited to, cellular phones, pagers/beepers, personal digital assistants (PDAs), e-readers (e.g., Kindles, Nooks, etc.), I-pods, BlackBerry's/Smartphone's, WI-FI enabled devices, video broadcasting devices, tablets and laptops. The Principal will not give such permission unless the student's parents or guardians have signed the Wireless Communication Devices (WCDs)/Cell Phone Acceptable Use Agreement and Network and Internet Acceptable Use Agreement.

If a personal WCD is used on Academy property, in an Academy vehicle or at any Academy-sponsored event, students must only use the Academy's filtered Network for data access (either wirelessly or through a direct connection).

Students who obtain the necessary permission to possess or use WCDs must have them silent and stowed during the normal school day. Cell phone use is only permitted before or after official school hours. **If cell phones are visible or heard during the normal school day, the item will be confiscated and the parent/guardian will be notified.** The equipment will be returned to the parent/guardian only.

Cameras, cell phones or other WCDs may not be used to take pictures or videos without the express permission of a teacher or an Administrator. WCDs, cameras, video cameras or any equipment that has video and/or camera capability may not be activated or used at any time in any Academy situation where a reasonable expectation of privacy exists. Pictures or videos taken in locker rooms or restrooms are strictly forbidden. Additionally, if any prohibited pictures or videos are taken and subsequently posted to the Internet, it will be considered an additional infraction. These students will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Student Code of Conduct.

The Academy prohibits any electronic item from containing inappropriate material (as determined by the Administration) including offensive or inappropriate language, pictures or images; language that would promote violence or hatred; and sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."

Students are prohibited from using WCDs to transmit test information or any other information in a manner constituting fraud, theft, and academic dishonesty or violating the student expectations as outlined in the Family/Student Handbook.

A student's possession of any electronic item on Academy grounds, in an Academy vehicle or at an Academy sponsored activity or event constitutes consent to the search of that electronic item. Students should also understand that any student who possesses a cell phone, WCD or other electronic items shall assume responsibility for its care.

The Academy assumes no responsibility for theft, loss, or damage of a personal wireless communication device brought to Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event, or the unauthorized use of such devices. Students bring these devices at their own risk. If a theft occurs, the user should contact a school administrator to make him/her aware of the situation so it will be handled the same way as any other theft. Damage or theft is the sole responsibility of the owner.

Possession of a cell phone or WCD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Any equipment found in violation of this policy will be confiscated and returned to a parent or legal guardian only; permission to use the network possibly permanently revoked; may result in student

discipline action (including suspension and/or expulsion); and possible referral of the matter to law enforcement if there is a suspicion of illegal activity (e.g., child pornography).

Students refusing to relinquish their electronic device immediately upon request of a staff member working at the Academy will be considered insubordinate, and will be disciplined under the gross misdemeanors section in the student code of conduct.

Confiscated phones, cameras, and/or electronic devices will be discarded if not picked up by a parent or guardian within 30 days. A notification of that disposal will be sent to the student's mailing address on file in the School Office prior to such disposal.

These prohibitions are in effect any time on Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event.

Students may use telephones located in the classrooms and office for emergency reasons with the permission and supervision of a teacher or office personnel.

### **NETWORK AND INTERNET ACCEPTABLE USE**

The Academy is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Academy operations. It also recognizes that safeguards have to be established to ensure that the Academy's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

In order for anyone to use the local and wireless network, Internet connection and/or data and exchange servers, he/she must read these guidelines and sign the Network and Internet Acceptable Use Agreement. **The agreement must also be signed by a parent or guardian.**

A user name and password will be issued to users upon receipt of a signed Agreement. Until then, network use will not be allowed. The use of the Internet is a privilege, not a right. **Inappropriate behavior or violation of the acceptable use agreement may lead to penalties including the revocation of a user's account, disciplinary action (including suspension and/or expulsion) and/or legal action.**

Inappropriate Internet and network use is not limited to the following:

- using offensive or inappropriate language or language that would promote violence or hatred;
- revealing one's (or other's) personal address, phone number or credit card information;
- harassing anyone by sending uninvited communication;
- sending or accessing electronic information from accounts that do not belong to you without the owner's authorization;
- accessing unauthorized or inappropriate areas of the network and changing or interfering with information found in the network;
- accessing areas blocked by the Academy's firewall without authorization;
- e-mailing is restricted to topics related to instruction and school activities;

- soliciting or distributing e-mail for non-educational or non-business purposes;
- misrepresenting oneself or others;
- making unauthorized copies of software or information, such as software pirating;
- printing of materials excessively;
- downloading and/or installing unauthorized software, including games, on Academy computers without specific permission from Administration;
- accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, or threatening material or other materials harmful to minors;
- violating federal copyright laws or otherwise using the property of another individual or organization without permission. All work must be original work. Copy and pasted material may only be used as a resource when properly cited;
- violating any local, state or federal statute; and
- accessing personal social networking sites, such as but not limited to Tik Tok, Discord, Reddit, Facebook, Twitter, MySpace, YouTube, Google+, Instagram, Snap Chat, Tumblr, Pinterest, Vine, Yik Yak, VK, LinkedIn and Flickr etc. without specific permission from the Administration.

Academy students will receive a password only after signing the Network and Internet Acceptable Use Agreement. The assignment of a password does not guarantee confidentiality. There is no expectation of privacy as to prevent examination or monitoring. The Academy reserves the right to examine all data stored in the machines and/or network (including e-mail) to make sure that all users are in compliance with these regulations. The Academy reserves the right to monitor or review Internet files, including web pages and usage logs. Any flash drive used at the Academy must also be free of any inappropriate content.

The Academy monitors the on-line activity of all users in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Students are prohibited from participating in the transfer of inappropriate or illegal materials or material that may be considered treasonous or subversive through the Network and Internet connection. In some cases, the transfer of such material could result in legal action against a student.

Students, who happen to find materials that may be deemed inappropriate shall refrain from downloading this material, immediately leave the Internet site, shall not identify or share the location of this material, and will immediately report it to a teacher or the Administration. The transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence.

All computers, local and wireless network, Internet connection and/or data and exchange servers are the Academy's property and shall only be used for educational and business purposes. The computer hardware (monitors, terminals, keyboards, mice, etc.) are Academy property and any mistreatment or damage will be considered destruction of property or vandalism.

The Academy makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The Academy and any of the sponsoring organizations shall not be liable for any loss or corruption of data resulting while using the Internet connection.

The Academy strongly condemns the illegal distribution of software otherwise known as pirating. Software piracy is a Federal offense punishable by fine or imprisonment.

Students are prohibited from allowing other individuals to use their account or use other individuals' accounts for Network and Internet activities.

Through the use of the Internet, any actions taken by students reflect upon the Academy system as a whole. As such, all students are required to behave in an ethical and legal manner.

Users must release CS Partners, the Academy, and all other sponsoring organizations related to the Internet connection from any liability or damages that may result from the use of the Internet connection prior to having access. In addition, users must accept full responsibility, as well as legal and financial liability for the results of their actions regarding their use of the Internet. Users must release the Academy and related organizations from any liability relating to consequences resulting from their use of the Internet.

Students will be subject to disciplinary actions if Academy technology and/or networks are abused in any way or used in an illegal or unethical manner. Any inappropriate use of the computer networks or violation of these guidelines by students will result in the loss of the privilege to use network and possible disciplinary action (including suspension and/or expulsion).

The Academy administration reserves the right to change these rules at any time.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and Academy policy.

Unless exempted, each student will be expected to pass the appropriate state required test. Students in grades three through eight will be administered the Michigan Test of Educational Progress (M-STEP) in the subjects stipulated by the state of Michigan for their respective grade level.

All students (K-8) will take the Northwest Evaluation Association (NWEA) Assessment, a computer adaptive test that pinpoints proficiency level of students.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Students will not be required, as part of the school program or Academy curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Weston Academy will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Extra-curricular activities may not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, playing musical instruments, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no academy staff person is actively involved in the event, that the event will not interfere with academy activities and that non-school persons do not play a regular role in the event. All academy rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with academy rules and must provide equal opportunity to participate.

No non-school/academy-sponsored organization may use the name of the school or school mascot.

### **ATTENDANCE**

Michigan law requires that every parent/guardian having charge of a child aged six to sixteen shall send that child to school for the entire school year and the child's attendance shall be continuous and consecutive. Parents who violate the School Compulsory Law are subject to court action that could result in a fine, imprisonment, or both. School Administration will handle all attendance issues. The general supervisor of properly recorded attendance is the Classroom Teachers and the Office Manager.

Regular school attendance is vital to each child's academic success. Since even occasional absences constitute a handicap of the student's progress, your cooperation in keeping absences at a minimum is expected. Learning goes on every day, and if a child is absent excessively, they will find it difficult to keep up with their schoolwork. Habits are formed in early years that have lasting results.

***IF THE HABIT OF BEING ON TIME IS FORMED EARLY, THE PATTERN WILL BE CARRIED THROUGHOUT THE YEARS TO COME.***

### **Academy Attendance Policy**

It is imperative that students be in attendance each school day so they do not miss a significant portion of their education. There is no substitute for actual participation in daily classroom discussion and work. Regular attendance is a necessity for several reasons:

- Law requires it.
- It is essential to success, enjoyment, and achievement in schoolwork.
- Irregular attendance may lead to loss of interest in school; poor or careless study habits and possible failure of the grade the student is in.
- Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

The Academy will excuse any tardiness or absence related to a homeless student's living situation when applying any school policy regarding tardiness or absences.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a documented excuse shall be considered truant and the student and his/her parents/guardians shall be subject to the truancy laws of the State.

No credit shall be given for any school work not completed as a result of truancy.

If a student is truant for more than five (5) days in a semester or ten (10) days for the school year, s/he will be considered a "habitual" truant and will be reported to the proper authorities. Students who miss ten (10) consecutive days or a total of thirty (30) nonconsecutive days will be dropped from the Academy.

### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student shall be considered a "habitual truant" when, in spite of warnings and/or his/her parent's/guardian's efforts to ensure attendance, s/he has accumulated five (5) days during a card marking or ten (10) days for the semester.

No credit will be recorded for work missed as a result of truancy. A record of truancy will be entered in the student's record file. A parent conference will be held.

### **Excused Absences**

An excuse for absence from school may be approved for one or more of the following reasons or conditions:

- Personal illness
- Quarantine of the home (This is limited to the length of the quarantine as fixed by the proper health officials)
- Death of a relative (requires official documentation)
- Observance of religious holidays
- Court appointment (requires official documentation)
- Absence during the school day for professional appointments (requires official documentation)

Parents/guardians 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 of the day, the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment.

Students with a health condition that causes repeated absence are to provide the school office with a written explanation of the condition from a registered physician.

If the absence can be foreseen, the "good cause" must be approved by the Principal, and the parent/guardian should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than (3) days in a marking period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parent/guardian will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. The authorized absence will not be considered truancy. A suspended student will be responsible for making up school work missed due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the classroom teacher in the front office by 8:00 A.M. the first day of the suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made up tests.

### **Notification of Absence**

If a student is going to be absent, the parent/guardian must contact the Student Absence Report Line at (313) 387-6038, extension 21, by 8:00 A.M. to leave a voice mail that explains the reason for the absence. If prior contact is not possible, the parent/guardian should provide an official excuse (doctor's note, court documentation, etc.) on the day the student returns to school. Notes from parents/guardians will not be considered an official excuse. When no excuse is provided, the absence will be unexcused, and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents/guardians improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the Principal, a student may not make up the work.

### **Tardiness**

Weston Academy strives to create a learning environment that is in the best interest of all students. Constant interruptions on a daily basis are not conducive to anyone's learning style.

Students arriving late to school disrupt the learning environment of the class, depriving others of the

opportunity to learn. A student who is not in his/her assigned seat by 8:00 A.M. shall be considered tardy. Any student arriving late to school is to report to the school office for a tardy pass before proceeding to class. Classroom Teachers will only admit students to their classrooms after 8:00 A.M. if they have a tardy pass.

Each time a student earns (3) tardies, it will count as one (1) absence. If a student earns three (3) absences during a quarter, a parent conference must be held before the student can be readmitted to class. The student may be suspended until the conference is held.

### **Retention Due to Absenteeism**

Students who have more than (20) absences for the school year will be recommended for retention and required to repeat their current grade level. School administration reserves the right to make the final decision based on the following:

- GPA
- Number of excused absences
- Frequency of absences
- Reason for the high number of absences
- Assessment scores
- Teacher Recommendation
- Discipline Records

### **Appeal Process**

If the student/ parent wish to appeal this decision based on extenuating circumstances, that appeal must be submitted in writing to the School Administrator within two (2) days. Once received, the School Administrator will arrange a meeting to discuss the attendance issue. The School Administrator will contact the Leadership Team for input prior to that meeting. The administration reserves the right to use discretion regarding this attendance policy. Every attempt will be made to ensure that this policy is applied fairly and consistently to all students.

### **STUDENT ATTENDANCE AT ACADEMY EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent, guardian, or adult chaperone when they attend the event. The Academy will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in an academy activity. Students must comply with the Code of Conduct at school events, regardless of the location.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

The school may confiscate such items and return them to the student's parents. Students are **NOT** allowed to bring toys to school. This often leads to problems because students want to play with the toys during class, they want to share toys with other students, or the toys could be lost, stolen, or broken. Any of these behaviors can lead to a discipline problem that the student and teacher would prefer to avoid. Teachers will send these items home in a sealed envelope with a written request that the item(s) not return to school.

Absolutely **NO** cell phones, pagers, headphones, electronic games, portable CD players, or electronic equipment of any type is allowed at school. These items could be lost, stolen, or cause a distraction to the class. If these items are seen or **heard**, the item will be confiscated by a staff member. After three write ups, the item will be held until the end of the year.

Damage to or loss of school equipment and facilities wastes money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without written parental consent. Attendance rules apply to all field trips.

### **TRANSPORTATION/BUS CONDUCT**

Students who are riding to and from a school sanctioned field trip on transportation provided by the school are required to follow all basic safety rules. This applies to school buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules.

Previous to loading (on the road and at school), each student shall:

- Be on time at the designated loading zone.
- Stay off the road at all times while walking to and waiting for the school transportation.
- Line up single file off the roadway to enter.
- Wait until the school transportation vehicle is completely stopped before moving forward to enter.
- Refrain from crossing a highway until the driver signals it is safe to cross.
- Go immediately to a seat and be seated.

During the trip, each student shall:

- Remain seated while the school transportation vehicle is in motion.
- Keep head, hands, arms, and legs inside the school vehicle at all times.
- Not litter in the school vehicle or throw anything from the vehicle.
- Keep books, packages, coats, and all other objects out of the aisle.
- Be courteous to the driver and to other riders.
- Not eat or play games, cards, etc.
- Not tamper with the school vehicle or any of its equipment

Leaving the bus, each student shall:

- Remain seated until the vehicle has stopped.
- Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe.
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than school or the designated destination of a field trip.

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

Weston Academy does not provide transportation to or from school for students. It is the sole responsibility of the parent/guardian to arrange or provide transportation for their student. It is the responsibility of the parent/guardian to arrange or provide transportation for their student that will allow their student to arrive in class on time and to be picked on time at the end of the school day. Weston Academy staff will facilitate the safe arrival and dismissal of students.

## SECTION II: STUDENT CODE OF CONDUCT

The Academy is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community, including students, staff and parents, assume responsibility in promoting behavior that enhances academic and social success. Courteous, respectful and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

Students have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on Academy property, in an Academy vehicle, and during any other Academy-sponsored activity or event, whether or not it is held on Academy premises.
4. Respect the rights and feelings of fellow students, parents, staff, volunteers and visitors.
5. Work within the existing structure of the Academy to address concerns.
6. Know and comply with Academy policies, procedures, rules, including the Student Code of Conduct.

Parents have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the Academy's efforts to provide a safe and orderly learning environment.
6. Work within the existing structure of the Academy to address concern.
7. Know and comply with Academy policies, procedures, rules, including the Student Code of Conduct.
8. Advocate for your child(ren) and take an active role in the Academy community.
9. Attend your child(ren)'s parent/teacher conferences.

Teachers have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding.
2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the Academy community.
3. Cooperate and schedule conferences with students, parents and other Academy staff in an effort to understand and resolve academic and behavioral problems. Make an effort to

accommodate families whose work schedules, access to transportation, or distance from the Academy limits their ability to meet.

4. Keep parent informed of their students' challenges, effort and success.
5. Encourage students to participate in classroom, extracurricular, and other Academy related activities.
6. Know and enforce Academy policies, procedures, rules, including Student Code of Conduct.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the Academy staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

As a Michigan public school, we are required to follow laws relating to safe schools. The Board of Directors at Weston Academy endeavors to ensure that the Academy is a safe place for teaching, learning and working. Physical and/or verbal assaults committed by a student against school personnel and/or other student(s) are not tolerated. Student possession of any dangerous weapons or use of any object as a weapon is not tolerated.

The Academy will take swift and appropriate disciplinary action for a violation of any of the infractions listed in the Family Handbook or inappropriate behavior where notice has been provided.

All Academy rules will be enforced while on Academy property, in an Academy vehicle, at all school activities, and at any other Academy-sponsored activity or event (including but not limited to afterschool programs) whether or not it is held on Academy premises. This includes when a student is using school communication networks, accounts or other Academy services. Additionally, the Academy reserves the right to discipline students for off campus behavior that has a nexus to and/or directly impacts the operation, order, discipline or general safety and welfare of the school.

Violations, including violations of the wireless communications devices and internet use policies, may result in an out-of-school suspension, long term suspension, or expulsion depending on the severity of the offense and the requirements of the law may result in an out-of-school suspension, long-term suspension, or expulsion depending on the severity of the offense and the requirements of the law. The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities.

### **Gross Misdemeanors or Persistent Disobedience**

Any student guilty of gross misdemeanors, persistent disobedience or persistent disobedience of dress code policy may be suspended or expelled. Examples include but are not limited to aggressive behavior, inappropriate language, inappropriate physical contact, insubordination, failure to cooperate with Academy staff, theft, academic dishonesty, disruption of educational environment, violation of school policies or procedures, etc.

## Prohibition against Drugs and Alcohol

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation.

In line with the Safe and Drug Free School Policy, it is the belief of the Academy administration that drug and alcohol abuse in any school is a threat to the safety and health of students, staff and the school community as a whole. It is the policy of the Academy to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents violating this policy. Disciplinary action includes, but is not limited to substance abuse assessment, participation in a substance abuse rehabilitation program, drug and alcohol prevention activities, suspension and/or expulsion.

When handling violations of this policy, the Principal and/or Designee will take into account all of the circumstances surrounding the incident, including but not limited to:

- nature, severity and frequency of the misconduct;
- type of substance;
- the context in which the alleged incident occurred;
- past incident or continuing pattern of behavior

The Academy prohibits the use, possession, concealment, sale, delivery or distribution of alcohol, drugs (including marijuana), and/or any mind altering substances and/or related paraphernalia on Academy property, in any Academy bus or vehicle or at any Academy sponsored event. Mind altering substances are defined as illegal drugs. Students under the influence of such substances on Academy property, in any Academy bus or vehicle or at any Academy sponsored event will be subject to this policy regardless of amount taken.

Possession includes any substances as described below including, but not limited bath salts, K-2, etc... and/or related paraphernalia found on the student's person, purse, backpack, locker, vehicle, etc. Any searches will be conducted as outlined in the Search and Seizure section in the Student Handbook.

The term "drugs" includes:

- Controlled substances as so designated by state and federal law;
- All chemicals which release toxic vapors;
- Mind altering substances and any otherwise legal substances which, when used or consumed in an inappropriate manner, create alteration in perception, mood consciousness, cognition or behavior. Mind altering substances are not intended to include caffeine and like substances when consumed in moderation;
- Marijuana;
- Any prescription or patent drug, except those for which permission to use at the Academy has been granted pursuant to Academy policies and procedures;
- "look-alikes";
- Performance-enhancing drugs as determined annually by the Department of Community Health; and
- Any other illegal substance so designated and prohibited by state and federal law.

Also, if a student is found using or possessing a non-prescribed medication without parent/guardian authorization, he/she will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's drug policy and will be disciplined in accordance with the drug-use provision below.

#### Medical Marijuana & Prescription Drug Policy

The Academy prohibits the abuse, possession, sale, or distribution of prescription drugs and medical marijuana. If a student disobeys this prohibition, the student will be subject to disciplinary action in line with Academy disciplinary policies and procedures.

The Michigan Medical Marihuana Act states that a person shall not sell or possess marihuana or otherwise engage in the use of marihuana, even if for medical use, in a school vehicle or on the grounds of any preschool or primary or secondary school.

#### Reasonable Suspicion Drug Testing

The Administration will require a student to submit to drug testing if the Administration has a "reasonable suspicion" that the student is using or is under the influence of any illegal drug, alcohol or any mind altering substance (whether illegal or not). Reasonable suspicion may arise from the following:

1. A student's behavior, along with physical appearance, action and/or odor, indicating that the student has used an illegal drug, alcohol or any mind altering substance (whether illegal or not);
2. The student's possession of an illegal drug, alcohol or any mind altering substance (whether illegal or not) and/or related paraphernalia; or
3. Information communicated to an Academy Administrator by a teacher, parent, law enforcement, or a student that indicates a student is using, possessing or under the influence of an illegal drug, alcohol or any mind altering drug (whether illegal or not). Any such report will be investigated by the Academy Administration and will be substantiated by other The Academy Administrator will look at the totality of the circumstances when determining "reasonable suspicion".

After reasonable suspicion has been established and the student denies using drugs, the student will be asked to take a drug test administered by an Academy staff member. The student is suspended pending the drug test results. The Academy Administration will contact the student's parents/guardians as soon as practicable. The cost of the test will be paid by the Academy and will be used for disciplinary action.

The student is expected to cooperate fully with this policy and the direction of staff in the administration of the drug test. If the student refuses to take the test; the student will be advised that such denial will be considered insubordination under the student code of conduct with the same consequences listed below. The student will then be given a second opportunity to take the test.



If the results of the drug test are positive:

1. First Offense – Up to ten (10) day suspension, with the possibility of long term- suspension or expulsion, depending on severity of the circumstances. Law enforcement contacted.
2. Second Offense - If a student violates the drug policy a second time, the student will be given a long-term suspension or permanently expelled from the Academy. Law enforcement contacted.

Drug test results are considered confidential, but may be discussed with the student's guidance counselor or other Academy staff member if it is deemed necessary by the Administration in order to provide assistance to the student or for use in disciplinary action.

During a suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle or to participate in or attend any before or after school activities (including, but not limited to the student's attendance as a spectator, participation in sport activities, or weekend activities occurring during the suspension/expulsion).

It is the policy of the Academy that a student's eligibility for participation in interscholastic athletics will be affected by the use of any performance-enhancing substance as provided by statute, including but not limited to those performance enhancing substances banned in bylaw 31.2.3.4 of the bylaws of the National Collegiate Athletic Association, identified on any list developed by the Michigan Department of Community Health and any other substances within the discretion of the State Board of Education.

#### Use of breath-test instruments

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered insubordination under the student code of conduct with the same consequences listed above. The student will then be given a second opportunity to take the test.

#### **Use of tobacco**

Smoking and other tobacco use is a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession and/or use of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

This prohibition includes tobacco products, tobacco-related devices, imitation tobacco products, lighters, vaporizers (including any substance used in vaporizers), electronic cigarettes, electronic nicotine delivery systems or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

### **Student Disorder/Demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to a suspension or expulsion.

### **Weapons, Arson or Criminal Sexual Conduct**

Any student in possession of a firearm on the Academy property, in an Academy vehicle or at an Academy sponsored event shall be permanently expelled from the Academy, subject to reinstatement under the law.

Any student in possession of a dangerous weapon (excluding firearms), as defined by law, or who commits arson or criminal sexual conduct on Academy property, in an Academy vehicle or at a school sponsored event or commits criminal sexual conduct against another student enrolled in the same school may be permanently expelled from the Academy subject to reinstatement under the law.

A student who pleads to or is convicted of or is adjudicated for criminal sexual conduct against another student enrolled in the same school shall be permanently expelled (after considering mitigating factors) from the Academy, subject to reinstatement under the law.

Dangerous weapons are defined as firearms\*, daggers, dirks, stilettos, knives with blades over 3 inches in length, pocket knives opened by a mechanical device, iron bars and brass knuckles. "Firearm" is any weapon(including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.

If at least one of the following can be proved by clear and convincing evidence, the student qualifies for an exception from the general expulsion rule:

- The object or the instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the student.
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.
- The weapon was possessed by the student at the suggestion, request or direction of, or with the express permission of school or police authorities.

Possession, use or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may result in the student being suspended or expelled.

A dangerous item is any object capable of inflicting bodily harm as determined within the sole discretion of the authorized school district administrator (including but not limited to knives, bullets, fireworks, smoke bombs, any parts of a weapon, or toy weapons).

A student will not use a legitimate tool, instrument, or equipment as a weapon with the intent to harm another. These items include, but are not limited to, pens, pencils, compasses, or combs

### **Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

### **Physical Assaults against School Personnel**

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

Under the Revised School Code, any student in grade 6 or above who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, in an Academy vehicle, or at an Academy-sponsored activity or event may be expelled permanently, subject to reinstatement after 180 days.

Under Academy guidelines, any student in grades 5 or below who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, in an Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled depending on the severity of the circumstances.

### **Physical Assaults against Students**

Under the Revised School Code, any student in grade 6 or above who commits a physical assault against another student on Academy property, in an Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled for up to 180 days.

Under Academy guidelines, any student in grade 5 or below who commits a physical assault against another student on Academy property, on an Academy vehicle, or at an Academy-sponsored activity or event may be suspended by or expelled depending on the severity of the circumstances.

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

## **Verbal Assaults**

Under the Revised School Code, any student in grade 6 or above who commits a verbal assault\* on Academy property, in an Academy vehicle, or at an Academy sponsored activity or event may be suspended or expelled for a period of time as determined in the discretion of the Academy board or its designee.

Under Academy guidelines, any student in grade 5 or below who commits a verbal assault on Academy property, in an Academy vehicle, or at a school sponsored activity or event against an Academy staff member, person engaged as a volunteer, contractor for the Academy, or another student may be suspended or expelled depending on the severity of the circumstances.

*“Verbal assault” means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person; a bomb threat (or similar threat) directed at an Academy building, other Academy property, or an Academy event. For purposes of this policy, the definition of assault also includes written threats.*

## **Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

## **Gambling**

Gambling includes casual betting, betting pools, organized sports betting, games of chance and any other form of wagering for money or profit or where other items of monetary value are awarded. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion. This does not apply to those games and contests authorized by the Academy administration as official Academy functions.

## **Chewing Gum**

Students are not permitted to bring chewing gum (including with their lunches and/or snacks) to school. Violations will result in the chewing gum being taken from the student.

## **Falsification of school work, identification, forgery**

Forgeries by students of signatures and/or messages from their parents or guardians are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

## **False alarms, false reports, and bomb threats**

A false emergency alarm, report, or bomb threat endangers the safety forces that are responding, the

citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

### **False Fire Alarm**

Unless an emergency exists, a student may not intentionally sound a fire alarm or cause a fire alarm to be sounded. A student may not destroy, damage, or otherwise tamper with a fire alarm system in an Academy building or at an Academy sponsored event.

### **Explosives**

Explosives, fireworks, and chemical reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

### **Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

### **Theft**

A student may not, without permission of the owner or custodian of the property, take property or have in his or her possession property which does not belong to the student. The student may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

### **Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in suspension or expulsion.

### **Damage of property**

Vandalism and disregard for school property will not be tolerated. Actions include, but are not limited to, writing in textbooks or library books, writing on desks or walls, carving into woodwork, desks or tables, damaging Academy equipment and spray painting surfaces. Violations could result in physical or financial restitution.

### **Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the workplace. Excessive absences and/or tardies could lead to suspension from school.

### **Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the

Internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

### **Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

### **Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

### **Public displays of affection**

Students demonstrating affection between each other is not appropriate for the elementary school setting featured at Weston Academy. Public displays of affection should be limited to those types of displays that are deemed appropriate by staff as proper decorum in a school setting. Such behavior will result in a parent conference and may result in suspension from school or possibly expulsion.

### **Leaving the Academy without permission**

Students shall remain on Academy grounds from their time of arrival until classes are dismissed at the end of the school day. A student shall not leave Academy premises without permission from authorized Academy staff.

### **Possession of electronic equipment/use of camera cellular telephones**

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", portable TV's, electronic toys, pagers, laser pens, and other devices in line with the Electronics and Wireless Communications Devices policy. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

### **Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

### **Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions include the delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

### **Harassment**

The Academy prohibits any type of harassment. Harassment includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an individual that places an individual in reasonable fear of harm to his/her

person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or a staff member's work performance, or has the effect of substantially disrupting the orderly operation of the Academy.

Harassment may be based on an individual's race, color, ethnicity, national origin, sex (including sexual orientation and gender identity or expression), pregnancy, mental or physical disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information that are protected by Federal civil rights laws. Harassing conduct is not limited to in-person activity; it may include the use of cell phones or the Internet. Such behavior may take many forms, including, but not limited to, stalking, name-calling, taunting, cyberbullying, and other disruptive behaviors.

Harassment does not have to include the intent to harm another individual, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by the Academy.

All administrators, staff, parents, volunteers, and students are expected not to tolerate harassment and to demonstrate behavior that is respectful and civil towards all other individuals associated with the Academy. Complaints alleging discrimination or harassment based on a student's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination, bullying or harassment complaints.

Since bystander support of harassment can encourage these behaviors, the Academy prohibits both active and passive support for acts of harassment. Such active and passive support can result in disciplinary action.

Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the Academy.

### **Sexual Harassment**

Sexual harassment is defined as:

- An employee conditioning the provision of an aid, benefit, or service of the public school academy on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment); or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive **and** objectively offensive that it effectively denies a person's equal access to the Academy's education program or activity; or
- Any incident of sexual assault, dating violence, domestic violence, and stalking as defined under federal law.

Sexual harassment includes, but is not limited to, the following:

- Physical assaults (e.g., intentional physical conduct that is sexual in nature, such as touching, pinching, or brushing against another individual's body);
- Unwelcome sexual advances, comments, requests for sex, sexual activities concerning one's employment or advancement, regardless of whether they are accompanied by promises or threats concerning one's grades, safety, job or performance of duties;
- Sexual displays or publications such as calendars, screen savers, sexual jokes, posters, cartoons, verbal or written harassment or abuse, or graffiti; and
- Other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive work environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

No staff member or student in the Academy shall be subjected to any form of harassment, including sexual harassment, on Academy premises, on an Academy bus or vehicle or at any Academy sponsored event or activity. Students, who engage in harassment, including sexual harassment, will be subject to disciplinary action, including suspension or expulsion.

Factors for determining consequences may include, but are not limited to:

- age, development, and maturity levels of the parties involved
- degree of harm
- surrounding circumstances
- nature and severity of the behavior(s)
- incidences of past or continuing pattern(s) of behavior
- relationship between the parties involved and
- context in which the alleged incident(s) occurred

The Academy prohibits intentionally making a false report of alleged sexual harassment, submitting a false formal complaint, or making or submitting false statements or information during the Title IX grievance process. Violation of this prohibition will result in disciplinary action.

### **Hazing**

The Board of Directors believe that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in Academy facilities, on Academy property, and at any Academy sponsored event.

Hazing is defined as an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.



The term “organization” includes, but is not limited to, a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.

Hazing is a violation of state criminal law and prohibited at all times. A student who commits hazing on Academy property, in an Academy bus or vehicle, or at an Academy sponsored event will be subject to disciplinary action, including suspension and expulsion, and legal action.

### **Bullying Prohibition**

It is the policy of the Academy to provide a safe educational environment for all of its students in compliance with the law. Bullying is strictly prohibited.

All students are protected under this policy while on Academy property, in an Academy bus or vehicle, at any Academy sponsored event, or while using an Academy owned and/or operated telecommunications service provider or Academy owned and/or operated telecommunications access device.

Under state law, bullying is defined as any written, verbal or physical act or electronic communication, including but not limited to cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits or programs.
- 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.
- Having an actual and substantial detrimental effect on a student's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the academy.

Bullying is equally prohibited without regard to its subject matter or motivating animus.

The Principal and/or designee are responsible for establishing procedures for the effective implementation of this policy.

Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to the Dean of Students or the Principal. The student may also report the situation to a teacher or administrator who will be responsible for notifying the Dean of Students Principal. Any complaints against the Principal should be filed directly with CS Partners. All complaints are to follow established complaint reporting procedures.

The principal is responsible for determining whether an alleged act constitutes a violation of the Board's policy. Each complaint of bullying will be investigated in a prompt, thorough and impartial manner. The investigation is to be completed within three school days after a report or complaint is made if at all possible. Interviews with the alleged victim should be documented and kept

confidential. Interviews with the alleged victim, perpetrator, and witnesses should be conducted privately and separately. All interviews should be documented and kept confidential. The Principal and/or Designee will look at the totality of the circumstances and evaluate facts, including but not limited to:

- Description of the incident- nature of the behavior and the context of the alleged incident
- How often the conduct occurred
- Nature and severity of behavior
- Any past incidents or continuing pattern of behavior
- The relationship between the parties
- Characteristics of the parties involved, i.e., age, grade, etc.
- Does the student that is perpetuating the bullying behavior have a plan that identifies problem behaviors and how to address them
- The bullying definition

Restorative Practices will be considered in the correction of bullying behavior. Restorative practices means practices that emphasize repairing the harm to the victim and the school community caused by the student's misconduct.

The Principal/Designee will report the occurrence of a bullying incident to the parents or legal guardians of all students involved.

The Academy prohibits retaliation or false accusations against a target of bullying, a witness or another person with reliable information regarding an act of bullying. The highest level of confidentiality shall be maintained for an individual who reports an act of bullying,

### **Gang Activity**

Gang activity intended to commit illegal acts under state and federal law and/or intended to violate Academy policies and procedures, specifically under the Code of Conduct, is not tolerated and is prohibited at all times on school premises, on a school bus or vehicle or any school sponsored events.

"Gang" means an ongoing organization, association or group of five (5) or more people, other than a nonprofit organization, that identifies itself by all of the following:

- a unifying mark, manner, protocol, or method of expressing membership, including a common name, sign or symbol, means of recognition, geographical or territorial sites, or boundary or location
- an established leadership or command structure
- defined membership criteria

### **Academic Dishonesty**

Academic dishonesty (cheating and plagiarism) is the willingly and knowingly copying or using the work of others to represent it as one's own and/or act of using books, notes, or other materials on an assessment without the knowledge or approval of the instructor. It is also considered cheating when one obtains a copy of an assessment and/or assessment answers prior to taking an assessment with the intention or anticipation of using the information gained on the assessment. Academic

dishonesty includes tampering with educational materials and assessments, including State assessments

Academic dishonesty will result in academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion. Dishonesty will result in academic penalties as well as disciplinary action.

### **Forgery**

Students will not fraudulently write the name of another person or falsify times, dates, grades, addresses or other data.

### **Other Illegal and/or Prohibited Acts**

Any student engaging in any activity acts in violation of federal, state and local laws on Academy premises, on an Academy bus or vehicle at any Academy sponsored events or the on-line classroom will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of the Academy is involved in crimes occurring in the school, as well as in the community, related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, and property crimes including but not limited to, theft and vandalism.

### **Safety concerns for personal transportation devices**

Students should not use in-line skates (roller blades), bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or Academy pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### **Profanity**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane, and/or violates community-held standards of good taste will be subject to disciplinary action.

A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or obscene language and obscene gestures toward students, staff working at the Academy, volunteers and visitors.

### **Appropriate Dress Code**

A student will not dress in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of other. Repeated violation of the dress code/uniform policy will be viewed as insubordination and persistent disobedience. Please see Dress Code/Uniform Policy.

### **Contraband**

In addition to illegal items under state and federal law, contraband items that are not to be brought to school include, but are not limited to, water pistols, toys, wireless communication devices (WCDs),

lighters, matches, smoke bombs or stink bombs and other items deemed to disrupt the instructional environment. The administration may add to this list at any time. Items confiscated by the Administration pursuant to this policy will be returned to the parent/guardian.

### **Insubordination**

A student will not willfully ignore or refuse to comply with directions or instructions given by Academy staff. This also includes refusing to wear required facial covering.

### **Sexting**

Students may not send, receive or possess sexually explicit or otherwise inappropriate pictures or images via cell phone, computer or other digital device.

### **Disorderly Conduct**

A student will not behave in a manner that causes a disruption or obstruction to the educational process.

## **APPLICATION TO STUDENTS WITH DISABILITIES**

This policy shall be applied in a manner consistent with the rights secured under Federal and State law to students who are determined to be eligible for special education programs and services. The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education or Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. However, the Academy can decide unilaterally to remove a student from his/her educational placement to an interim alternative educational setting, even when the student's behavior was found to be a manifestation of the student's disability, in the following circumstances as defined by federal law:

- The student carries a weapon to or possesses a weapon at the Academy or at an Academy function.
- The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at the Academy or at an Academy function.
- The student has inflicted serious bodily injury upon another person while at the Academy or at an Academy function.

## **EXCLUSION DURING SUSPENSIONS/EXPULSIONS**

During a suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle or to participate in or attend any before or after school activities (including attendance as a spectator or weekend activities occurring during the suspension/expulsion). For further information, please review the administrative guidelines for suspension and expulsion.

## **PROGRESSIVE DISCIPLINE**

The Academy uses progressive discipline to determine the severity of the consequence for the student. Progressive discipline involves increasing the severity of the penalty each time the student

displays inappropriate conduct. This process is intended to correct the behavior of the student, not to punish the student. The investigator will take into account all of the circumstances surrounding the incident, including, but not limited to: the nature, severity and frequency of the misconduct; the student's age; the student's disciplinary record; whether student has a disability; development and maturity of the students involved; whether the violation or behavior threatened the safety of any other student or staff; whether a lesser intervention would address the violation or behavior; whether restorative practices will be used; and the context in which the alleged incident(s) occurred. Restorative practices shall be considered as an alternative or in addition to suspension or expulsion.

### **IMPLEMENTATION**

The Academy shall develop administrative guidelines for dealing with discipline of students authorized by this policy. The regulations shall include procedures for reporting violations of this policy to the student's parents(s)/guardian(s) and Academy Board, procedures for referring permanently expelled students to appropriate Family Independence Agencies or County Community Health Agencies, specifics of the appeals process and the process for the reinstatement of students. Please see the Principal for a copy of those guidelines.

### **ANNUAL REVIEW**

As part of its oversight function, the Board will revisit this policy annually and review the effectiveness of the policy and, if necessary, consider any policy or procedural changes that may increase the policy's efficacy.

LEGAL REF: MCL 380.1311; 750.82; 759.235.891 (Weapons Free School Law). MCL 380.1309 (Teacher Suspensions); MCL 380.1311a (Physical and Verbal Assaults Against School Personnel); MCL 380.1310 (Physical Assaults against Students).

## **SECTION III: LEGAL NOTICES**

### **CONCUSSIONS**

Before a student may participate in an athletic activity (physical education classes, organized practices and competitions) operated by the Academy, student athletes and parents/guardians must sign and return the Parent /Athlete Concussion Information Sheet to the school office.

If a student is suspected of having sustained a concussion, the student must provide the Academy with written clearance from an appropriate health professional before the student can return to physical activity. The health professional must be licensed or authorized to engage in a health profession whose scope of practice includes the recognition, treatment, or management of concussions. The Academy will closely scrutinize any written medical slips submitted by students to make sure that an appropriate health professional has authorized their release.

### **STUDENT ASSESSMENTS**

It is the policy of the Academy to monitor individual student academic growth in each subject area at least twice during the academic year using a competency-based online assessment. The results of the assessment shall be communicated to the students and parents/guardians.

The Michigan Student Test of Educational Progress (M-Step) is also administered each spring. This required test is administered to all public school students in the State. Parents may review test information for their child upon request.

### **EQUAL EDUCATION OPPORTUNITY/CIVIL RIGHTS DESIGNEE**

It is the policy of the Academy to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her, race, color, ethnicity, national origin, sex, (including sexual orientation or gender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, while at the Academy, or an Academy activity, should immediately contact the School Leader or designee below.

Complaints will be investigated in accordance with the administrations guidelines, established by the Principal. Any student making a complaint or participating in an academy investigation will be protected from any threat or retaliation. Farrah Adams, principal at (313) 387-6038 can provide additional information concerning equal access to educational opportunity.

Parents or students who wish to file a complaint or believe any of their Federal or State rights have been violated (including nondiscrimination under Title II, Title IV, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Americans with Disability Act, and Section 504 of the Rehabilitation Act of 1973) should contact:

Civil Rights Representative/Compliance Officers: Farrah Adams and Ryan Mariouw

Website Accessibility Coordinator: Dominique Morris, 22930 Chippewa Street, Detroit, MI 48219.

or the Office for Civil Rights 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812 , 216-522-4970, Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov).

## **TITLE IX NOTICE**

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. Title IX protects students, staff members, applicants for admission and employment, and other persons from all forms of sexual harassment, sexual violence and sex discrimination.

The Academy does not discriminate on the basis of sex in its education programs or activities, and is required by Title IX and its implementing regulations not to discriminate. This requirement extends to admission and employment at the Academy.

The Academy's Title IX Coordinator is Tracy Parker, Assistant Principal. She may be reached at (313) 387-6038, via email at [tparker@westondetroit.com](mailto:tparker@westondetroit.com) or at 22930 Chippewa Street, Detroit, MI 48219.

Any questions related to the application of Title IX and its implementing regulations to the Academy may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Academy's grievance procedures provide for the prompt and equitable resolution of complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. These procedures address how to report or file a complaint of sex discrimination, how to report or file a formal complaint, and how the Academy will respond.

These grievance procedures are posted on the Academy's website and are available here- <https://westondetroit.com/>

## **HOMELESS STUDENTS**

It is the policy of the Academy to ensure that students who meet the Federal definition of children and youth in transition have equal access to the same free, appropriate public education as provided to other students. In addition, these students are given meaningful opportunities to succeed at the Academy. The Board annually appoints a McKinney-Vento Homeless Liaison to perform all duties as legally required. The Academy's Homeless Liaison is Tracy Parker.

The Academy is committed to ensuring that there is no barrier to enrollment, attendance, or the success of children and youth in transition. In addition, children and youth in transition will not be discriminated, stigmatized or segregated on the basis of their status.

The Academy's Homeless Liaison collaborates and coordinates with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth. Anyone seeking additional information regarding homeless students should contact **Tracy Parker at 313-387-6038**.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no

individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the Academy's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Contact the Special Education Teacher at (313) 387-6038 to inquire about evaluation procedures and programs. Tracy Parker is the Section 504 Coordinator.

### **ENGLISH LEARNER**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the Academy. It is, therefore, the policy of this Academy that those students identified as English Learners will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the Academy. Parents should contact the Principal at (313) 387-6038 to inquire about evaluation procedures and programs offered by the Academy.

### **MANDATED REPORTER**

Academy administrators, teachers, counselors and social workers are required by law to immediately report any and all suspected cases of child abuse or neglect to Children's Protective Services at the Department of Human Services.

### **PARENT INVOLVEMENT IN THE SCHOOL PROGRAM**

Weston Academy recognizes the importance of parent involvement. The Academy's programs, activities and procedures must be integrated into the Academy's overall plan for achieving high standards for all students and parents are encouraged to participate in these procedures, programs, and activities. Weston Academy strongly encourages parent involvement on a continuous basis. The Principal will implement, evaluate, and revise, on a continuous basis, processes to inform and disseminate information, through various forms of school-to-family communication/media, regarding parent involvement opportunities; the annual meeting for parents of participating children; the program's curriculum, design, and execution; processes for sharing experiences and making suggestions; school performance profiles; and individual student results.

All parents/guardians are required to participate in a Parent-Teacher Conference at the conclusion of the first and third marking periods. All parent/guardians are also required to provide accurate contact information to the Academy, including up to date phone numbers and an address. If this contact information changes at any point during the school year, the Academy must be updated

### **PESTICIDE NOTICE**

State of Michigan law requires that schools that may apply pesticides on school property must provide an annual notification to parents or guardians of students attending the facility.

Please be advised that Weston Preparatory 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 school will provide advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school buildings or grounds. Advance notice will be provided, even during periods when not in session. Advance notice is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without advance notice to prevent injury to students, but the school will provide notice following any such application.

Advance notice of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods by which advance notice of the applications of a pesticide will be given at least 48 hours before the application. The first method will be by posting at the main entrance to the school. The second method will be on the Academy website.

Please be advised that parents or guardians of children attending the school are entitled to receive the 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 contact the school office by calling 313-387-6038.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request. Contact Farrah Adams, Principal 313-387-6038, fadams@westondetroit.com.

#### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The Academy is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Academy's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the school's main office upon request. Please contact the Principal at (313) 387-6038.

#### **REVIEW OF INSTRUCTIONAL MATERIALS AND TEACHER CREDENTIALS**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the Academy. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

The Academy has a comprehensive health education program known as the Michigan Model for Comprehensive School Health Education. Parents may review the materials to be used and topics covered prior to instruction. The Academy conducts instruction in this program, throughout the school year.

Parents have to the right to know the professional qualifications of the classroom teacher who instructs their child. Such information includes: teacher certification, teacher permits, teacher's college degree(s)/major, and whether any paraprofessionals will provide services to your child. Please contact the Principal at (313) 387-6038 if you would like receive this information immediately.

## **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

All of the teachers at the Academy are properly certified and are teaching in the areas that they are certified to teach. Each teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate. Academy teachers and Paraprofessionals are all considered highly qualified. Any parent that wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the Principal at 313-387-6038.

## **STUDENT RECORDS**

The Academy maintains many student records including both directory information and confidential information.

## **ACCESS TO STUDENT RECORDS**

Educational records of students at the Academy are safeguarded by policies under the federal legislation entitled Family Educational Rights and Privacy Act of 1974 (FERPA) and Michigan law. Parents/guardians and/or students (eighteen years of age or older) may inspect and review their student's records, request amendment or changes to their student's file, may prevent disclosure to third parties (certain limited exceptions) and may file a complaint concerning alleged failure of the Academy to comply with FERPA. The Academy is not required to provide copies of student records, unless for reasons such as great distance, it is impossible for the parent/guardian to review the records. The Academy may charge a fee for copies of the student's records.

If the Academy receives a record request from another school the Academy will send, without consent, personally identifiable student information to that other school. FERPA authorizes the release of personally identifiable information from the student's education records to school officials with legitimate educational interests. The term "school official" includes Academy administrators, staff, teachers, supervisors, Board members, support staff or contractors to whom the Academy has outsourced institutional services or functions. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

If requesting student records, please contact the Academy office to begin this process and allow up to 45 days for the school to comply with your request.

Parents or eligible students who wish to amend a student record should contact the School Leader or designee, clearly identify the part of the record they want to amend, and specify why it needs to be amended. If the Academy wishes not to amend the student record as requested, the Academy will notify the parent or eligible student of their decision and of their right to an appeal regarding the decision.

Any complaints regarding FERPA should be directed to:

Family Policy and Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW

## **DIRECTORY INFORMATION**

The Federal "Family Educational Rights and Privacy Act of 1974" (FERPA) provides parents or guardians of students under the age of 18 the right to examine official records, files, and data relating to the student.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students; to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into such records the parent's written explanation of the content of such records.

Any eligible parent/guardian or student may inspect the records of the student during regular Academy office hours. The district reserves the right to interpret selected records to students and/or parent/guardian at the time of the inspection.

In situations where the parents of a student are divorced or separated, each parent custodial and/or non-custodial has equal rights to their child's records unless a court order specifies otherwise. Private agreements between the student's parents shall not be recognized by the Academy's personnel.

Please contact the Student/Family office to begin this process and allow up to 45 days for the school to comply with your request.

The Academy maintains many student records including both directory information and confidential information.

The Family Education Rights and Privacy Act ("FERPA") requires that the Academy, with certain exceptions, obtain the written consent of the parent or guardian of a student prior to the disclosure of personally identifiable information from their child's education records. However, the Academy may disclose appropriately designated "directory information" without written consent, unless you have submitted a signed opt-out form to the Academy. The primary purpose of directory information is to allow the Academy to include this type of information from your student's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;  
The annual yearbook;  
Individual or group recognition of achievement and /or accomplishments;  
Graduation programs; and  
Sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks

If you do not want the Academy to disclose directory information from your child's education records without your prior written consent, you must submit a signed opt-out form to the Academy. The Academy has designated the following information as directory information:

- student's name
- participation in officially recognized activities and sports
- address (except for students participating in the address Confidentiality Program Act)
- telephone numbers (e.g., home, cell, etc.)
- weight and height of members of athletic teams
- Academy assigned electronic mail address
- photograph/video/DVD/electronic image
- honor roll and awards received
- date and place of birth
- dates of attendance
- grade level and/or classroom assignment

Legal Ref.: Section 9528 of the ESEA (20 USC §7908),); the Education Bill; 10 USC §503, as amended by §554; the National Defense Authorization Act for Fiscal Year 2002 (PL 107-107); Family Education Rights and Privacy Act of 1974, 20 USC §1232g.

### **SEARCH AND SEIZURE OF STUDENT'S PERSON, LOCKERS, LOCKER CONTENTS**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Directors if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students may be provided with lockers, desks, and other equipment in which to store materials. At no time does the Academy relinquish its exclusive control of these storage places. Students have no expectation of privacy in lockers, desks or other school-supplied storage areas. The Principal or designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the Principal or designee. The Principal or designee may search lockers, locker contents, desks or other school-supplied storage areas, as well as open lockers for repairs, at any time, without notice and without parental/guardianship or student consent. The Academy assigns lockers, cubbies, and other storage places to its students for the students' convenience and temporary use.

Students are to use these storage areas exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use these storage areas for any other purpose, unless specifically authorized by Academy board policy or the School Leader or his/her designee, in advance of students bringing the items to the Academy.

Students are solely responsible for the contents of their lockers, cubbies and other storage places and must not share these storage areas with other students, nor divulge locker combinations to other students, unless authorized by the School Leader or his/her designee. The locations at which searches of students and student property may be conducted are not to the Academy building or at Academy property, but may be conducted wherever the student is involved in a school-sponsored function.

The School Leader or his/her designee may search a student and/or a student's personal items in the student's possession (such as but not limited to purses, backpacks, lunch boxes, book bags, etc.) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated, is violating, or is about to violate either state law, Board policies or Academy rules. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action under the gross misdemeanors section of the student code of conduct under the gross misdemeanors section of the student code of conduct.

The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive given the student's age, gender and the nature of the infraction. If a pat down search of a student's person is conducted, it will be conducted in private by an Academy official of the same sex and with an adult witness of the same sex present. Strip searches are prohibited.

Anything that is found in the course of a search that may be evidence of a violation of school rules Board policy, the law or any other item reasonably determined by the Principal or designee to be a potential threat to the safety or security of others may be taken and held or turned over to the police. 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. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

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 Leader or his/her designee will be seized and held by Academy officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen years of age or older, shall be notified by the School Leader or his/her designee of items removed from the storage area.

All computers located in classrooms, labs, and offices of the Academy are the Academy's property and are to be used by students, where appropriate, solely for educational purposes. The Academy retains the right to access and review all electronic computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Academy's computer system and electronic mail at any time for any reason without consent. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Academy with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the Academy retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## **STUDENT RIGHTS OF EXPRESSION**

The Academy recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, buttons, badges, clothing, insignia,

banners, audio and video materials. All items must meet the following school guidelines:

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event,
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes, or is likely to cause, a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
6. Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the Academy are designed to allow each student to obtain a safe, orderly, and appropriate education. Students will be expected to follow the directions of the staff and to obey all Academy rules.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If this is not possible, the parent or legal guardian of the student should meet with the Principal to determine how this responsibility can be fulfilled.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, written concerns and grievances may be directed to the Principal.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **VOLUNTEERS**

At the Academy we welcome and encourage parents to volunteer. The teachers appreciate this adult assistance and have prepared in advance specific tasks that can be readily assigned to their classroom volunteers.

The role of the parent volunteer in the classroom is to assist the teacher(s) in facilitating the learning activities that occur throughout the day. To provide such assistance will require the full attention of the classroom volunteer, and a willingness to work cooperatively with the classroom teacher(s) on behalf of the students in the classroom.

The following guidelines serve as a framework for volunteers in the classroom; we expect that all volunteers will abide by these important guidelines:

1. It is preferred that classroom volunteers make advance arrangements with the teacher(s) regarding date(s), time, and length of service in the classroom whenever possible.
2. To optimize the assistance provided to the teacher and students, parents are not permitted to bring younger siblings/children during their volunteer time.
3. The classroom volunteer must be willing and prepared to:
  - Engage with, and assist any student, or group of students as directed by the classroom teacher(s).
  - Learn and support classroom procedures, social protocols, and routines.
  - Engage in a positive manner with all students, and refer all incidents of injury and/or medical issues to the classroom teacher, as well as any incidents of disruption, non-compliance, or concerning student behavior (i.e., do not engage in disciplinary action with students).
  - If there is more than one parent volunteer in the classroom at the same time, their full attention must be given to assisting the teacher and supporting the students. If the volunteers wish to chat with each other, they must do so outside of the classroom.
  - Do not use cell phones and other electronic devices in the classroom.
  - Photographs and video recordings (including cell phone recordings) taken on academy property, in an academy vehicle, or at any academy sponsored activity or event shall not be published without the expressed prior consent by a member of the administration.

The purpose of these guidelines is to ensure that the learning environment is optimized for students. We appreciate the cooperation of parents in following these important guidelines, and we are very appreciative of those parents who are able and willing to dedicate their time to supporting the education of all students.

All volunteers working with students must be in a location that is visible to teachers and staff (i.e., not alone in a room or office with no visibility).

**Background Checks**

In order to provide a safe environment for all Academy students, volunteers (including parents) may be screened through internet sites, such as the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) or other similar site for background checks prior to volunteer assignments as established by the Leadership Team. Volunteers will be notified prior to their assignment if a criminal background check will be required. If a criminal background check is required for that particular volunteer activity, volunteers must submit a form and a copy of their driver's license. All volunteers participating in field trips are required to have a satisfactory criminal background check. The School Leader may impose conditions on the presence of volunteers, as he or she deems reasonable and appropriate. Any decisions made by the Academy are final and are subject to the Academy's sole discretion. The Principal may be contacted for any questions or for further information.



## ACKNOWLEDGEMENT 2022-2023

I will review the Weston Academy parent/student handbook located on the school website, including the student code of conduct. I agree to abide by the policies and procedures contained therein, including the policies in the student code of conduct. I understand that the policies contained in the handbook may be added to, deleted, or changed at any time. I understand if I desire a printed copy of the handbook, I can place a request with the main office and one will be provided to me within 48 hours of my request.

**Please complete this form and return to the school office.**

List all children attending the Academy:

1.		Grade
2.		Grade
3.		Grade
4.		Grade

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_; Cell Phone: \_\_\_\_\_; Work Phone: \_\_\_\_\_

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

\_\_\_\_\_  
Date