



**2016-2017 School Year
Student Handbook**

Student Name: _____

Parent and Student Signature Page

2016-2017

Dear Parent,

Please read the student handbook with your child. After reading the handbook, please sign and cut out this form and return the form to the student's first period teacher.

Thank You,

Mrs. Ramga-Alatorre

Assistant Principal 8th-12th

Mrs. Murray

Assistant Principal K-7th

I have read and agree to abide by the 2016-2017 student handbook at Michigan Math and Science Academy.

Parent's Signature Date

Student's Signature Date

Grade:_____

Table of Contents

<i>DIRECTOR'S LETTER</i>	<i>6</i>
<i>1. INTRODUCTION</i>	<i>9</i>
<i>2. UNIFORM AND PERSONAL APPEARANCE</i>	<i>9</i>
<i>3. GRADING SCALE</i>	<i>11</i>
<i>4. PROMOTION / RETENTION POLICY</i>	<i>11</i>
<i>5. HOMEWORK POLICY</i>	<i>14</i>
<i>6. ILLNESS, INJURY, AND MEDICATION POLICIES</i>	<i>14</i>
<i>7. LOCKERS</i>	<i>15</i>
<i>8. LOST AND FOUND</i>	<i>15</i>
<i>9. PHONE CALLS</i>	<i>15</i>
<i>10. LUNCH PERIODS</i>	<i>15</i>
<i>11. PUBLIC AREAS: HALLWAYS, STAIRWELLS, AND LAVATORIES</i>	<i>15</i>
<i>12. SCHOOL ACTIVITIES</i>	<i>16</i>
<i>13. PICK UP AND DROP OFF PROCEDURES</i>	<i>17</i>
<i>14. AFTER SCHOOL RULES</i>	<i>18</i>
<i>15. TEXTBOOK AND SUPPLIES</i>	<i>18</i>
<i>16. VISITORS</i>	<i>18</i>
<i>17. ATTENDANCE</i>	<i>19</i>
<i>18. STUDENT CONDUCT AND DISCIPLINE</i>	<i>22</i>
<i>19. UNACCEPTABLE STUDENT BEHAVIORS</i>	<i>22</i>
<i>20. DUE PROCESS</i>	<i>30</i>
<i>21. FERPA</i>	<i>31</i>
<i>22. SECTION 504</i>	<i>33</i>
<i>23. ELIGIBILITY FOR SPECIAL EDUCATION</i>	<i>33</i>

DIRECTOR'S LETTER

Dear Students,

Welcome to the 2016-2017 school year at Michigan Math and Science Academy! This year represents a new beginning, and new futures. The administrative team is excited about this school year, and the staff at Michigan Math and Science Academy is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for our students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents, and staff. The goal of the Michigan Math and Science Academy is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work and play together in harmony.

Michigan Math and Science Academy is a reflection of us all. Our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in your school by getting involved in your classes and joining clubs and activities.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. Because this is a "Student" Handbook, it is written to you, the student. Each section begins with a general description of the issue involved, and then it addresses you and your actions and attitudes very specifically. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire Michigan Math and Science Academy staff and community, best wishes for a great 2016-2017 school year!

Sincerely,

Oguzhan Yildiz

Principal

VISION and MISSION STATEMENTS

Vision: At Michigan Math and Science Academy, our vision is to emphasize math and science education, along with all other core subject areas, in order to increase student achievement and academic excellence, and to motivate 100 percent of our students to attend college.

Mission: It is our mission to build an educational environment in which teachers, parents, and students work together to help students excel in a college preparatory curriculum in all four core subjects, as well as in elective courses. We will enhance student learning through after-school tutoring and an extended school year. In addition, our teachers will focus on the achievement of individual students through our advisory program. Through the increased involvement of parents and teachers, our students will develop their skills in all content areas with an emphasis on math, science, and technology in order to become bold inquirers, analytical thinkers, and ethical leaders in the 21st century.

Because of the nature of its mission, Michigan Math and Science Academy does not discriminate against any member of its community on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

**MICHIGAN MATH AND SCIENCE ACADEMY
STUDENTS
RIGHTS AND RESPONSIBILITIES**

STUDENTS' RIGHTS

- ✓ To feel safe in the school environment,
- ✓ To take full advantage of the learning opportunities,
- ✓ To work in an environment free from disruptions,
- ✓ To express their opinions, ideas, thoughts, and concerns,
- ✓ To have a healthy environment that is smoke, alcohol, and drug free,
- ✓ To use school resources and facilities for self-betterment under appropriate supervision,
- ✓ To expect courtesy, fairness, and respect from all members of the community,
- ✓ To be informed of all expectations and responsibilities,
- ✓ To take part in a variety of school activities, and
- ✓ To have the right to due process.

STUDENTS' RESPONSIBILITIES

- ✓ To be caring and honest,
- ✓ To do his or her best to learn and master all he or she can,
- ✓ To respect school rules, regulations, and policies,
- ✓ To be sure that personal expressions do not interfere with the rights of others,
- ✓ To follow state law and school policies concerning substance abuse,
- ✓ To respect and protect the personal and property rights of others and of the school,
- ✓ To treat all members of the community with full respect, fairness, and courtesy,
- ✓ To abide by all the expectations of the school and its community,
- ✓ To follow the prescribed guidelines for participation in school activities, and
- ✓ To adhere to due process procedures.

1. INTRODUCTION

To achieve our mission, every member of the Michigan Math and Science Academy Community must respect the rights of all members of the community. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for the behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a “Student” Handbook, it is written to the student. Each section begins with a general description of the issue involved, and then it addresses you and your actions and attitudes very specifically.

2. UNIFORM AND PERSONAL APPEARANCE

MMSA has a dress code policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. You will be expected to arrive to school and leave school dressed properly in uniform every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents’ and/or guardians’ support in helping maintain this dress code. Uniform shirts can be purchased from the school office.

Michigan Math and Science Academy
8155 Ritter Ave. Center Line, MI 48015
www.mmsaonline.org

PLEASE NOTE...

If you arrive at school out of uniform, your parent will be notified, and they will be asked to bring you the proper uniform or pick you up.

Please refer to the guidelines for enforcing the dress code found on the next page in the handbook.

The Michigan Math and Science Academy Uniform for Boys and Girls

Uniform Top

- **Short/Long Sleeve, navy blue or burgundy color polo shirt. Shirts cannot be tied or knotted. Shirts need to be worn straight down or tucked in.**
- MMSA uniform hoodies are permitted on Fridays only.
- Uniform top must have the school logo on it on the upper left chest area (Available from the school)
- Turtlenecks, mock necks, and short/long sleeved t-shirts may be worn under the uniform shirt. **NO HOODIES, VESTS, OR SWEATSHIRTS PERMITTED OVER UNIFORM TOP. NO HOODIES ARE PERMITTED TO BE WORN UNDER UNIFORM SHIRTS.**
- Additional uniform options may be purchased through Schoolbelles.
- **Students must wear their MMSA Uniform Shirts Mondays-Thursdays.** MMSA sports teams t-shirts/hoodies, club t-shirts/hoodies, etc. are only allowed on Fridays.

Grades K-8 *Tan color original Pants, Skirts (girls only), or Shorts NO JEANS or DENIM MATERIAL. No leggings or jeggings. Grades 9-12 Black or Tan color original pants, Skirts (girls only), or shorts. No Jeans or Denim material. No leggings or jeggings. Slacks for all grades need to be dress style slacks or uniform style pants. (Examples of appropriate pants include Dockers, Carharts, and Dickies.)*

If you are unsure if the pants, skirts, or shorts meet the dress code, please bring the item to school before wearing it.

Footwear

- **Socks:** They must wear socks (any color).
- **Shoes:** Dress shoes or gym shoes (Elementary Students need to wear dress shoes that are flats.)

ADDITIONAL DRESS CODE REQUIREMENTS AND LIMITATIONS

In addition to making sure you are wearing the school uniform, MMSA requires that you follow these additional guidelines in terms of uniform appearance and personal appearance.

No Sweatshirts or Hoodies except for ones purchased through Schoolbelles;

Shirts, Pants, Shorts, or Skirts:

- Pants, Shorts, or Skirts must fit properly
- Pants, Shorts, or Skirts may not be baggy or sag
- Belts must fit properly and not hang down when buckled
- Shirts cannot be tied or knotted. Shirts need to be worn straight down or tucked in.
- Skirts or Shorts must be to finger tip length with shoulders down (even with leggings)

Footwear

- No sandals, flip-flops, or clogs

Personal Appearance:

- No extreme jewelry (administrative discretion)
- Cosmetics should be appropriate for school and not attract undue attention
- Unusual use of hair dyes and bleach that cause a disruption to the learning environment
- Extreme hairstyles that cause a disruption to the learning environment

Outerwear:

- Hats, caps, and other headgear may not be worn in the building.
- Jackets, hoodies, and sweatshirts cannot be worn inside the building. **(MMSA Sweatshirts/shirts purchased through Schoolbelles may be worn throughout the year.)**

Consequences for *not* following the MMSA dress code (The student will remain in the ISS room and will not be able to attend the classes until the parent brings the uniform.)

1. **First Offense:** Sent to the office. Call home to get school appropriate clothing. Warning referral in the database.
2. **Second Offense:** Sent to the office. Call home to get school appropriate clothing. Second referral in the database. Detention assigned.
3. **Third Offense:** Sent to the office. Call home to get school appropriate clothing. Third referral in the database. ISS assigned.
4. **Fourth Offense:** Sent to the office. Call home to get school appropriate clothing. Fourth referral in the database. 2 Day Suspension. Placed on Behavior Contract.

5. Fifth Offense: Sent to the office. Expulsion.

If appropriate clothing cannot be brought, the student will remain in In-School Suspension.

Book Bags/Purses

- Book bags and purses are not permitted in the classrooms.

Dress Down Days' Dress Code

- No underclothing showing
- Must have sleeves at least 3 adult fingers wide
- Shorts and skirts to finger tip length with shoulders down (even with leggings)
- No bare midriffs even with arms raised
- No explicitly suggestive clothes
- Appropriate necklines as deemed by administration

3. GRADING SCALE

All classes at MMSA will follow this standard scale for assigning letter grades for quarter and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

98 - 100 = A+	87 - 89 = B+	77 - 79 = C+	67 - 69 = D+	0 - 59 = F
93 - 97 = A	83 - 86 = B	73 - 76 = C	63 - 66 = D	
90 - 92 = A-	80 - 82 = B-	70 - 72 = C-	60 - 62 = D-	

Grading scale is based on a 4 point scale.

A+ = 4.0 points	B+ = 3.33 points	C+ = 2.33 points	D+ = 1.33 points	F = 0 point
A = 4.0 points	B = 3.0 points	C = 2.0 points	D = 1.0 points	
A- = 3.67 points	B- = 2.67 points	C- = 1.67 points	D- = 1.0 points	

4. PROMOTION / RETENTION POLICY

There are two areas in which students must meet requirements to be promoted to the next grade level or to graduate: attendance and academics.

Attendance

According to our attendance policy, students who have in excess of 18 unexcused absences in a school year will result in the student not being promoted to the next grade level. (The student will repeat the grade regardless of the grades in their classes.) Please see page 19 of this handbook for the full attendance policy.

Academics

A student's promotion status is determined by the following measures in grades K-2:

Students must show sufficient mastery of reading, language arts, and math skills to be promoted. Promoting students to the next grade level will be based on a committee decision. The committee members are formed of school administrators, classroom teachers and special education teachers if needed.

A student's promotion status is determined by the following measures in grades 3-8:

1. Students must have the passing grades (D- or above at the end of the year) **in all four** core subjects (Language Arts, Mathematics, Social Studies, and Science)
2. If a student fails two elective/special courses (Computer, Art, Music, Health, Physical Education, Character Education, GTT, Foreign Language, etc.), that student will not be promoted to the next grade level.
3. Students in 8th grade cannot take summer credits for promotion to 9th grade.

A student's promotion status is determined by the following measures in grades 9-12:

Ninth Grade Promotion

To be promoted from ninth to tenth grade, students must pass at least three of their core subject courses (Math, Science, English and Social Studies) and must have successfully completed a minimum of 6 units of credit.

Tenth Grade Promotion

To be promoted from tenth to eleventh grade, students must accumulate a total of six core subject credits (Math, Science, English, and Social Studies) and must have successfully completed a minimum of 12 units of credit.

Eleventh Grade Promotion

To be promoted from eleventh to twelfth grade, students must accumulate a total of ten core subject credits (Math, Science, English, and Social Studies) and must have successfully completed a minimum of 20 units of credit.)

Mathematics (4credits)	English Language Arts (4credits)	Science (4credits)	Social Studies (3 credits)	Other	Electives	Total
Algebra I	English I	Biology	World History & Geography	2 (same) Foreign Language Credits	8 elective course credits	28 credits
Geometry	English II	Chemistry and/or Physics	US History & Geography	1 Fine/Performing Arts Credit		
Algebra II	English III	Additional Science Elective	Government & Economics	1 Computer Technology Credit		
Pre-Calculus and/or an Additional Math Elective	English IV	Additional Science Elective		1 Physical Ed. &Health Ed. credit		

* In case of a scheduling conflict, Michigan Math and Science Academy reserves the right to apply the graduation requirements of the Michigan State Department of Education

CREDITS (HIGH SCHOOL ONLY):

Credit is given for each course the student takes and passes at proficient level during high school. The proficient level will be 61%.

5. HOMEWORK POLICY

Homework is an essential part of your successful educational program at MMSA. Completing and turning in homework on time will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. If you or your parents have questions about homework, immediately contact the teacher who assigned it.

6. ILLNESS, INJURY, AND MEDICATION POLICIES

ILLNESS OR INJURY DURING THE SCHOOL DAY

Please follow these three rules if you become ill or are injured during the school day.

- Tell your teacher and ask for permission to go to the office.
- If you do not inform the office and simply miss class, you are truant from class.
- Do not leave the building on your own.

MEDICATION POLICY

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- The medication to be administered by designated school personnel must be
 - 1) sent directly from the pharmacy or physician's office
 - 2) **or** brought to school by the student's parent/guardian.
- The school must receive a Medication Administration Directions Form signed by the student's physician and/or parent/guardian.
- The following information must be clearly printed on the medication container:
 - ✓ Student's Name
 - ✓ Name of the medication
 - ✓ Dosage
 - ✓ Time the medication must be taken.
- Bring only the amount of medication that is needed for a school day.
- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the main office.
- A log book will be kept in the office detailing when a student receives medicine.

Students are not allowed to carry any medication with them to school.

Students may carry and administer their medication ***if these two conditions are met:***

- It is warranted by a potentially life-threatening condition and advised by their physician and
- A Medication Self-Administration Form is on file in the office signed by the student's parent, and/or physician, and the principal.

7. LOCKERS

Each student will be assigned a locker for his/her individual use at MMSA. This locker is for storing books, coats, and personal items necessary for school. **The lockers should not be used to store valuable items you bring from home. MMSA will not be liable for personal items you leave in your locker or bring to school with you.** To keep your school items safe, we strongly advise you to keep your locker private and a locked lock on your locker. Do not trade lockers with another student. Do not let another student share your locker. Do not give your combination to another student. It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism or non/working condition of your locker to the office. If you do not report vandalism, damage or non-working condition of your locker, you will be held responsible for it. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and what is in it. Periodic locker checks will be made by MMSA staff to ensure that lockers are kept clean and orderly.

8. LOST AND FOUND

There is a lost and found closet in the office. If you find books, clothing or personal items on the school grounds, please bring these items to the office. If you lose something, check the lost and found. Every two weeks the lost and found items will be sent to a charity, and the school will no longer be responsible for them.

9. PHONE CALLS

Teachers will not allow students to make phone calls during class time. If a student comes down to the main office to use the phone for any other reason beyond sickness or an emergency, they will be told to return to class.

Parents should call the school during normal hours to speak with their child only in the case of an emergency. Messages will not be taken for any student, and if one is taken the message will be delivered 8th period. Messages taken after school hours will be given to the child by paging the child to the main office to pick it up.

10. LUNCH PERIODS

All students will remain in school during their lunch period. During the lunch period, you will be expected to display good manners and courtesy. You must eat your lunch only in the lunch area. You will be expected to clear your place and dispose of all trash appropriately. Staff on duty during the lunch period will hold you responsible for your behavior.

11. PUBLIC AREAS: HALLWAYS, STAIRWELLS, AND LAVATORIES

Hallways, stairwells, and lavatories are areas used by all members of MMSA. Because everyone uses these areas, there are rules of conduct that all students must follow.

- You will help keep the halls, lunchroom and lavatories clean at all times by reporting any leaks, spills, or other problems to a staff member.
- You will help keep the common areas clean and appropriately dispose of all trash.

- You will eat only in the cafeteria, not in the common areas. All food will remain in the cafeteria unless sealed.
- You will walk in the common areas, not run.
- You will use proper language in the common areas.
- You will use your inside voice in the common areas. Save your outside voice for the choir.
- You will do your part to keep these areas clean and safe.
- You will keep your belongings inside your locker.
- You will be kind and respectful to the others in the common areas as well as the rest of the school.

During class time, students are not to be in the halls, stairwells, or lavatories without a pass from their teacher or the main office.

12. SCHOOL ACTIVITIES

MMSA will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

FIELD TRIPS

Field Trips offer exciting ways to learn. MMSA students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- You must bring the Field Trip Permission Slip to school signed by your parents or guardian by the specified date. No phone calls will be accepted as permission.
- You must wear your school uniform unless otherwise specified.
- You must abide by MMSA codes of student conduct while on the field trip.
- You may not attend if on social probation unless accompanied by a parent.

International Trips

- Due to the extensive amount of planning and teacher responsibility that these trips require, different regulations will apply and will be based on the judgment of the teachers.

AFTER-SCHOOL ACTIVITIES

There is no better way for students to enrich their education than by taking part in clubs and after-school activities or working with a teacher. These opportunities will allow you to explore more deeply things you already enjoy and to try other areas that may interest you. If you stay for an after-school activity, you will be expected to follow these rules:

- You must be with a teacher or other staff member at all times.
- You must arrange for your own transportation to arrive promptly at the end of the activity.
- You must abide by the MMSA code of student conduct while participating in the activity.
- You may not stay after school to wait for another student.
- You may not roam the hallways and if you are caught roaming the hallways you will be asked to leave and have a detention assigned.
- You may not attend any clubs if on social probation.

A full list and description of after school clubs and activities will be posted after school starts and students will have an opportunity to explore each one that interests them.

If you are not attending a school activity or tutoring, you are required to leave the building or you will be asked to attend latchkey. If there is any inappropriate behavior, your parents will be called and they will need to pick you up immediately.

Social Probation if suspended (6th-12th grades only): No field trips, clubs, dances, sporting events, concerts, plays, sports, or cheerleading

- 9 weeks from the date of the suspension
- Full semester for college field trips
- Parent has to attend any trips if suspended.
- For sports, please see the athletic director.

13. PICK UP AND DROP OFF PROCEDURES

Students are to be dropped off and picked up at the back of the building by the back gym doors. Students are to be dropped off between 7:45a.m. and 8:05a.m. and picked up by 3:43p.m. Students who arrive before 7:45a.m. will report to latchkey (if enrolled), and students not picked up at the designated time will report to latchkey or leave school grounds. **Please be aware that students may not be picked up from the front/side entrance off of Ritter Street.**

K-3rd grade parents will need to pick up their child at the parking lot area near the church entrance off of Engleman Street. All other grade levels will be dismissed at the back parking lot areas.

Students cannot be picked up during 8th period (2:39-3:20p.m. on regular school days or 2:04-2:44p.m. on early release days) unless there is an emergency or a scheduled doctor's appointment. Parents need to contact the school before 8th period if their child has a doctor's appointment.

Students Driving to School

Students who drive to school are expected to comply with the regulations stated below. The regulations are for the safety of the entire school.

1. Students choosing to drive to and from school must register their vehicle by completing a student parking permit application and obtaining a parking permit for their vehicle. There is a \$5.00 fee for a parking permit. Students must supply their driver's license and proof of insurance to obtain a parking permit.
2. Vehicles are off limits to all students during the school day unless the student has written parental permission stating he/she is permitted to leave early. The student needs to report to the office and sign out if leaving early.
Driving to school is a privilege granted to the student for his/her convenience. Should a student choose to abuse his/her driving privilege, the school reserves the right to revoke driving privileges to school.
3. Students driving to school must park in the designated area noted on the student parking permit application. The spaces closest to the building are for staff and visitors. All vehicles driven to school by students must be registered to park on school property. Vehicles illegally or inappropriately parked may receive a warning or be towed at the owner's expense.
4. All vehicles parked on school property are subject to searches by school personnel without reasonable suspicion.

14. AFTER SCHOOL RULES

If a student is not attending an after school activity or receiving tutoring, the student will be asked to leave the building by 3:50 p.m. If, for any reason, the student needs to stay to be picked up, they will need to report to latchkey. If the student's behavior is not within the proper conduct guidelines, he or she will be referred to an administrator. In order for the student to be released, a parent/guardian will need to enter the school and pick them up. Phone calls will not be accepted as a request to release a child. Latchkey rates will start for students after 3:45 p.m. Monday through Friday.

All students at school past 3:50p.m. who are not attending tutoring or a club must report to latchkey or leave school grounds. On early dismissal days, students who are not picked up by 3:05p.m. must report to latchkey or leave school grounds.

15. TEXTBOOK AND SUPPLIES

MMSA will provide students with textbooks for use in class. MMSA will hold each student responsible for the condition of the textbook issued to him or her. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged. When textbooks are distributed, make sure you write your name in the appropriate place. Teachers will write down the number of the textbook you have and the condition of the book.

Many of the classes will use consumable supplies – such as poster board, paper, pencil, ink pens, erasers, binders, folders, etc.. Students will be required to pay for these consumable materials. If there is a special circumstance, families should meet with the administration. Please make sure your child has pencils, paper, erasers, ink pens, etc. (Please refer to your child's grade level supply list.)

16. VISITORS

Visitors for educational reasons are welcome at MMSA. Visitors must make an appointment in advance and register with the office when they arrive. Parents must also check in the office to pick up a badge for security purposes. Guests are not permitted at the school without prior arrangements being made.

Classroom Visitation Policy And Procedures

Parents and guardians are always welcome at the Michigan Math and Science Academy. For visitors planning to observe a class, it is required that an appointment be made at least 24 hours in advance by email or through the school office to see a teacher or visit a classroom. The school policy is to accept only those visitors who have legitimate business at the school.

All visitors will be subject to a criminal background check through Internet Criminal History Access Tool (ICHAT) by the State of Michigan. If a criminal report is returned from ICHAT, the individual will not be allowed to visit our school. All visitors must report to the main office immediately upon arrival to the school. Visitors must sign in and present a valid state issued identification card. Information from the identification card will be used for verification through ICHAT. Visitors will be given a "Visitor Badge" identifying their name. The badge must be displayed at all times while in the building. All visitors must return their badge and sign out in the main office prior to leaving the building.

Classroom observation visits will not be allowed on testing days. When observing a class, visitors are not permitted to converse with students or teachers as it creates a distraction. Visitors will be asked to leave if a distraction is caused by their presence. Classroom observation times are not to be used to address concerns regarding observations. Visitors must request a conference to discuss observations at a time other than during the visit. Persons other than custodial parents/guardians, must have written permission to visit on the behalf of a student. A signed letter from the custodial parent/guardian must be presented to an administrator prior to each visit.

17. ATTENDANCE

Students enrolled in the Academy must attend the Academy regularly in accordance with the laws of the State. The educational program offered by the Academy is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

Attendance shall be required of all students enrolled at the Academy during the days and hours that the Academy is in session unless exempted by the Director or pursuant to state law.

Absence and Tardiness

MMSA recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand your and your parents'/ guardians' responsibilities. Also, you need to be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

Excused Absences

Parents or guardians must notify the school any morning their child is not attending. When the student returns to school, he/she must bring an explanatory note from his/her parent or guardian. (To be marked as an excused absence, the student or parent must bring in the note within 2 days of the absences. Failure to bring in the note will result in the absence being marked as unexcused.) An excused absence from school may be approved for one (1) or more of the following reasons or conditions:

- Personal Illness
- Illness in the Family
- Quarantine of the Home
- Death of a Relative
- Observance of Religious Holidays
- Professional Appointments

We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, the student must bring a note to the office the day of the absence stating clearly the time he/she is to be dismissed. In addition, the following rules shall apply to this kind of dismissal during the school day:

- Parents must come to the office to pick the student up.
- The student and his/her parent must sign the student out of school; when the student returns to school, he/she must sign in.
- The student must return to school when finished, providing that school is still in session.

Unexcused Absences

An unexcused absence does become part of a student's Academy record. You will be marked for an unexcused absence if you:

- Fail to bring a written note within two school days following an absence,
- Leave school without signing out of school at the office,
- Are absent from class without permission - including walking out of class,
- Are absent from school without parental permission,
- Get a pass to go to a certain place but do not report there, and/or
- Are absent for reasons not acceptable to the administration.

If applicable, the Director may require from the parent of a student, or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Director reserves the right to verify such statements and to investigate the cause of each single absence.

The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of sixteen (16). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the Student from the regular Academy program.

Any student who, due to a medically documented physical or mental impairment, exceeds or may exceed the required limit on excused absence shall be referred for evaluation of eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 for appropriate accommodations.

Make-up Work for Excused Absences

An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work.

On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed.

If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to set another time for the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

Make-up Work for Unexcused Absences

If you have an unexcused absence, your grade(s) in a class or classes will be affected in one of these ways.

- You may not make up work following an unexcused absence.
- Unexcused absence may result in an "F" or "zero" for the day in each class missed.
- Teachers are not obligated to allow you to make up quizzes or tests.

Truancy

Truancy means that a student is absent from his or her assigned location without the knowledge of a parent. MMSA shall consider any student truant if he/she is inexcusably absent from his/her assigned location without the knowledge of a parent.

Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant,

- No credit will be recorded for work you missed as result of truancy.
- A record of the truancy will be entered into your record file.
- A conference with your parents will be held.

Tardiness

Tardiness to school and to class is unacceptable – whether the result of oversleeping, missing the bus, car problems, baby-sitting, athletic workouts, socializing or lingering in the halls .

Excused Tardiness

You must have your parent or guardian call the office and write an explanatory note if you arrive late to school. Report to the office when you arrive to school and get a “late slip” to be admitted to class. If you fail to do this, you will receive an unexcused tardy.

Unexcused Tardiness

If you arrive at school late but without a note, report to the office to check in. You will get a “late slip” for admittance to class.

Class Tardiness

If you are late between classes, report directly to your next class. You will be marked unexcused tardy in the database.

Early Dismissal of Students from School

Because MMSA is very concerned about your education, safety, and well being, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to insure students’ safety.

- Students cannot be picked up during 8th period unless there is an emergency or a scheduled doctor’s appointment. Parents need to contact the school before 8th period if their child has a doctor’s appointment.
- The administrators may release you before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian or for emergency reasons
- The student may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- The student may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause the student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the administrators and with the knowledge and approval of your parents or guardian.
- You will not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the administrators.

18. STUDENT CONDUCT AND DISCIPLINE

MMSA has as its goal to help every student fulfill his or her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the MMSA administrators and teachers shall not allow the following behaviors during school, on school property, or during any school-sponsored activities.

19. UNACCEPTABLE STUDENT BEHAVIORS

On field trips, or during school activities, students are considered to be subject to the authority of the school even though those activities may not take place on school grounds. Some examples include athletic meets and games, field trips, contests, and concerts. Misbehaviors, which occur at such events, as outlined below will be subject to the same penalties as misbehaviors that occur on school grounds.

TYPE I – SEVERE STUDENT MISBEHAVIORS

Severe student misbehaviors are overt behaviors that threaten the safety and welfare of other students and staff. Examples of such misconduct are physical attacks, fighting, possession/use of weapons and/or controlled substances, abusive language, disrespect to a staff member, threats, theft, sexual harassment, sexual misconduct, vandalism, and continually displaying Type II misbehaviors.

INTERVENTIONS/CONSEQUENCES

Such offenses will be referred immediately to the Assistant Principal of School Culture or other appropriate administrator. Examples of the administrators' interventions/consequences are in-school suspension, out-of-school suspension, social probation, placement on a behavior contract, and/or expulsion.

TYPE II – MISBEHAVIORS THAT DISRUPT THE LEARNING PROCESS FOR OTHERS

Misbehaviors of this type disrupt the classroom and the learning process of others as well as the offender. Examples would include violating the posted classroom rules, name-calling, being out-of-seat, talking out of turn, failure to follow a reasonable request, horseplay, etc.

INTERVENTIONS/CONSEQUENCES

The teacher shall work with the student and parent to extinguish these types of misbehaviors through counseling, warnings, parent communications, assigning, or writing administrative referrals. Consequences may include detentions, referral to the Child Study Team, placement on a weekly management plan, social probation, placement on a behavior contract, and/or administrative referrals.

TYPE III – MISBEHAVIOR THAT DISRUPT THE LEARNING OF THE VIOLATOR

Student misbehaviors that only disrupt the learning process of the violator can become a serious problem that can lead to little or no academic progress for the student. Type III misbehaviors are acts such as being tardy to school or class, refusing to participate, cheating, not doing homework, not bringing books, pencils, and other supplies to class, having electronic devices out at school, public displays of affection, inappropriate use of technology, or in the case of physical education, not dressing for participation.

INTERVENTION/CONSEQUENCES

Teachers shall inform the parent of these types of misbehaviors that occur on a continual basis and are preventing a student from experiencing academic success. Teachers will contact the parent to expedite a solution using the Child Study Team if necessary. Consequences may include detentions, placement on an organizational plan, placement on a weekly management plan, and/or administrative referrals.

Administrative Consequences

A. Detention - A student may be assigned a detention by a staff member or administrator.

1. Detentions will be held in the area which is designated for this purpose. Assigned students are to report by 3:45 pm after school dismissal and will be dismissed from detention at 4:15 p.m.
2. Students will not be permitted to attend any school activities that may be in progress. They are expected to leave campus immediately.
3. Students who have been assigned a detention will be allowed a minimum of twenty-four (24) hours in which to make any necessary arrangements to meet the time demands of the detention. However, no other school activities or personal commitments will constitute a basis for an exemption from detention.
4. While in detention, students will not be permitted to sleep or to communicate in any fashion with other students. Students will be given an assignment to be completed during detention regarding the reason for the detention. Also, students are to bring materials to the detention room such as homework, class work, etc. to be completed after they finish the detention assignment.
5. Students who violate the rules of the detention will be reported to the Assistant Principal of School Culture. If the student violates the rules of detention, he/she will be assigned ISS.
6. Students who fail to serve detention on the assigned date or disrupt the detention are subject to ISS.

B. Saturday Detention. - A student may be assigned a Saturday Detention by an administrator.

1. On each assigned day of Saturday Detention, students are to report directly to the assigned room upon arrival to school.
2. While in the Saturday Detention room, students will not be permitted to sleep.
3. Students will be provided scheduled restroom breaks.
4. Students who violate the rules of the Saturday Detention room, or are uncooperative with Saturday Detention personnel, will be assigned in-school suspension.
5. A student who receives a Saturday Detention cannot attend any after school activities or field trips unless accompanied by a parent.

C. In-School Suspension- A student may be assigned in-school suspension by an administrator.

1. Students will report directly to the middle school/high school office or be escorted to ISS staff. Iss is from 8:10a.m.-3:43p.m.
2. All work for that day will be provided by their teachers that morning.

3. Students will not be permitted to sleep or use electronic devices. All electronic devices will be turned over to the ISS staff upon entering the ISS room and will be given back at the end of the school day.
4. Students will sit in lunch detention during their lunch.
5. Students will be provided scheduled restroom breaks as a group.
6. Students who violate the rules of ISS will receive out-of-school suspension.
7. A student who receives ISS cannot attend any after school activities or field trips unless accompanied by a parent.

D. Out-of-School Suspension- A student may be assigned an out-of-school suspension by an administrator.

1. The student who is assigned OSS cannot be present at school or on school property during the time of the suspension.
2. A student cannot attend any after school activities or field trips unless accompanied by an adult.
3. The suspension is for school days(Days school is in session). If school is canceled for any of the day(s), the day(s) will be added to the end of the suspension to add up to the number of school days a student was suspended.

****Students in Elementary (KG-5th grade) need to refer to the elementary discipline rubric.** (The only exceptions to this will be if a student brings a weapon/dangerous instrument, drugs/alcohol, or is smoking or in possession of tobacco, lighters, or matches. Please refer to p.27 of the handbook for consequences.)**

TARDINESS TO SCHOOL (Unexcused)

Fifth violation	Initial written communication to the home. 1 day of ISS assigned
Twelfth violation	2 nd written communication to the home. 2 days of ISS assigned. Parent conference scheduled.
Eighteenth violation	3 rd written communication to the home. 3 days of ISS assigned. Truancy charges may be filed.

TARDINESS TO CLASS- Teachers will track tardiness to each of their classes.

First violation	Lunch Detention
Second violation	Lunch Detention
Third violation-	1 day of ISS/Parent Contact
Fifth violation	2 days of ISS/Parent Contact
Seventh violation	1 day Suspension/Parent conference/weekly management plan
Ninth Violation	3 day Suspension/ Parent Conference/ Behavior Contract

TRUANCY- IN SCHOOL- skipping all or part of a class, coming to class more than 5 minutes late without an excuse, leaving class without permission

First violation	1 day of ISS
Second violation	1 day Suspension/ Parent Teacher Conference
Third violation	2 day Suspension/ Parent Teacher Conference/ Behavior Contract

CHEATING- Plagiarism, copying someone’s work or homework, changing the name on a paper, use of electronic devices during a test

First violation	1 day of ISS/Parent Notification/Zero Credit on Assignment
Second violation	2 days of ISS/Parent Notification/Zero credit on the assignment/test

Third violation 1 day Suspension/Parent Conference/Zero Credit on Assignment

CLASSROOM DISRUPTION/HORSEPLAY/FAILURE TO FOLLOW A REASONABLE REQUEST- (After general classroom interventions were unsuccessful)

First violation In-School Suspension/Parent Teacher Notification
Second violation In-School Suspension/Parent Conference/ Weekly Management Plan
Third violation 1 Day Suspension/Parent Conference
Fourth violation Two Day Suspension/ Parent Conference/Behavior Contract

DRESS CODE

The students have to follow the dress code at all times at the school including after school. If the student comes to school without uniform, the parent will be contacted. The student will remain in the ISS room and will not be able to attend the classes until the parent brings the uniform. If the student does not follow the dress code, the following consequences will be enforced:

First violation Warning in database/Sent to Office/Call home to get appropriate clothes
Second violation Detention/Sent to Office/Call home to get appropriate clothes
Third violation 1 day of ISS/Sent to Office/Call home to get appropriate clothes
Fourth violation 2 Day Suspension/Sent to Office/ Call home to get appropriate clothes/
Behavior Contract

DISRESPECT TO A STAFF MEMBER/USE OF PROFANITY OR ABUSIVE LANGUAGE OR OBSCENE GESTURES (Not sexual in nature)

First violation 3 day Suspension / Parent Teacher Conference/Weekly Management Plan
Second violation 5 day Suspension / Parent Teacher Conference/Behavior Contract
Third violation Recommendation for Expulsion

INAPPROPRIATE USE OF TECHNOLOGY - Use of games without permission, going on unauthorized websites (when regular classroom interventions were unsuccessful)

First Violation: 1 day of ISS/Parent Notification
Second Violation 2 days of ISS/Parent Conference
Third Violation- 1 day Suspension/Parent Conference/ Revoked computer privileges for nonessential work

ABUSIVE LANGUAGE/PROFANITY TO STUDENT OR OBSCENE GESTURES

First violation Detention
Second violation In-School Suspension/Parent Notification
Third violation One day Suspension, Parent Teacher Conference, Weekly Management Plan

THREATS, COERCION, INTIMIDATION, HAZING AND HARASSMENT

Threats to do bodily or physical harm to others the attempt to force one's will upon another by coercion or intimidation; the act of belittling others thorough hazing, physical or verbal harassment or undue hazing are offensive and prohibited. Racially or ethnically offensive remarks are prohibited.

A. General

First violation	One Day Suspension/Parent Conference/Weekly Management Plan
Second violation	Two days Suspension / Parent Teacher Conference/Behavior Contract
Third violation	Recommendation for Expulsion

B. Sexual Harassment - Unwelcome behavior of a sexual nature that ranges from mild annoyances to sexual assault that interferes with the person’s ability to work, learn, study, or participate in school activities. (Includes lewd comments, physical contact, leering looks, pornographic materials, or any other act or comment of a sexual nature.)

First violation	Recommendation for Expulsion
-----------------	------------------------------

C. Threats Made to School Employees

First violation	Five days Suspension /Parent Teacher Conference/Behavior Contract
Second violation	Recommendation for Expulsion

D. Sexual Misconduct

No student shall have sexual contact with or make gestures, comments, etc. to another student, staff member, or person at any time on the school grounds or at a school sponsored activity. (Includes kissing at school, heavy petting, laying on each other, and other excessive public displays of affection)

First violation	3 days of ISS/Parent Conference
Second violation	5 day Suspension/Parent Conference/Behavior Contract
Third Violation	Recommended for Expulsion

ELECTRONIC DEVICES/TOYS

Radios, CD Players, MP3 Players, PSPs (and other gaming device), Tape Players, Earphones, and Cell Phones (should be placed in book bag in the off position upon entering the school). Electronic devices are not permitted to be used once a student enters the building. If a student refuses to give up the electronic device to the staff member who requests it, he/she will be assigned an In-School Suspension or an Out-of –School Suspension. This includes the gym, bathrooms, halls, classes, and lunch room. If visible or heard:

First violation	Confiscated and returned to student at the end of the day
Second violation	Confiscated and returned to parent / Detention
Third violation	Confiscated and returned to parent/Two Day Suspension

PUBLIC DISPLAYS OF AFFECTION - Hand holding, lingering hugs, arms around each other, etc.

First Violation	Warning in Data Base
Second Violation	Detention/Parent Notification
Third Violation	1 day of ISS/Parent Conference

THEFT/STEALING

First violation	Three days Suspension/ Parent Teacher Conference
-----------------	--

Second violation	Five days Suspension/ Parent Teacher Conference/Behavior Contract
Third violation	Recommendation for Expulsion

VANDALISM, DAMAGE, DEFACEMENT OR DESTRUCTION OF SCHOOL OR PERSONAL PROPERTY

First violation	One Day Suspension/Restitution/Parent Conference
Second violation	Three days Suspension/Restitution/Parent Conference/Behavior Contract
Third violation	Restitution and Recommendation for Expulsion

SMOKING/POSSESSION OF TOBACCO, LIGHTERS OR MATCHES

First violation	Five days Suspension/Behavior Contract
Second violation	Recommendation for Expulsion

DRUGS, NARCOTICS, CONTROLLED SUBSTANCES, STIMULANT DRUGS (Including counterfeit or look alike drugs) and ALCOHOL BEVERAGES

First violation	Recommendation for Expulsion. Reporting to proper authorities.
-----------------	--

WEAPONS AND DANGEROUS INSTRUMENTS (Including look alikes) – They will be confiscated and kept by the school or turned over to the proper authorities.

First violation	Recommendation for Expulsion. Reporting to proper authorities.
-----------------	--

FIGHTING/DISAGREEMENTS

Student fights are infrequent, but they can have profound effects both on the participants and on the total school atmosphere.

Due to the severity of a given incident, school officials may find it necessary to waive all penalties stated below and immediately remove a student from school pending a parent conference. An out-of-school suspension, not to exceed ten days, or recommendation for expulsion could result.

There are many ways for students to resolve their differences without resorting to a fight. Parents, classroom teachers, and administrators are all available for counseling students to help resolve differences and prevent fights.

A. A disagreement between individuals that leads to loud and/or disruptive behavior and/or near fight.

First violation	In-School Suspension/Parent Notification
Second violation	One Day Suspension/Parent Teacher Conference/Weekly Management Plan
Third violation	Three Day Suspension/Behavior Contract

B. A fight between two individuals over a personal grievance between them and not directly involving other students is typical of most fights occurring in school. This type of fight nearly always has some type of provocation of a prior personal grievance between the parties. **If a**

student instigates a fight through words or actions, he/she shares equally in the guilt.

The penalty will be the same as fighting for this person or persons. If it can be clearly established that a student used only defensive, evasive actions to try and avoid a fight, that student may receive a lesser penalty. If a student is provoked, the student's discipline will be decided by an administrator's discretion.

First violation	Five Day Suspension, Parent Conference/Behavior Contract/Center Line Public Safety Citation
Second violation	Recommendation for Expulsion/Center Line Public Safety Citation

C. A physical attack is the type of incident where a student with no provocation physically attacks another student.

First violation	Ten Day Suspension/ Parent Conference/ Recommendation for Expulsion/ Report to proper authorities
-----------------	---

MISCONDUCT IN NON-INSTRUCTIONAL AREAS (LAVATORIES, HALLS, AND CAFETERIA)

Student conduct in these areas is expected to reflect good taste and respect for the safety and welfare of fellow students and staff members. Running, shouting, eating in places other than the cafeteria, and extremely boisterous behavior are not acceptable conduct, nor is the school setting a place for embracing and other signs of affection.

Students using lavatories are to cooperate with teachers or others checking or supervising lavatories. Staff personnel have been directed to prevent student congestion, intimidation, smoking, eating, and loitering in lavatories. These directions are for the welfare of all students. **Staff members may assign detentions as warnings.** However, students who **continually** violate these expectations or ignore corrective measures will be referred to the Dean of Students for further disciplinary action.

A. General Misconduct

First referral	Detention
Second referral	In-School Suspension/Weekly Management Plan
Third referral-	Two Day Suspension/Parent Conference/Behavior Contract

B. Cafeteria Procedure and Rules

Students eating in the cafeteria are to follow a set of reasonable rules to enable the cafeteria to operate smoothly and to permit all students to eat in as pleasant a setting as possible

1. Students must remain in the cafeteria for their entire scheduled lunch time. Only emergency passes to the restroom, office, etc., will be issued as decided by the Dean of Students
2. After entering the cafeteria, students must be seated as soon as possible. Throwing objects will not be tolerated. After eating, students are responsible for cleanup of the table and surrounding area and then they are seated until dismissed.
3. Students are to use an indoor voice so they can hear staff directions.

4. Students are expected to conduct themselves appropriately in the cafeteria at all times. Disruptive behavior will not be tolerated.
5. Students cutting in line ahead of others will be instructed to go to the end of the line by the staff member on duty.
6. Students not purchasing lunch must also remain in the cafeteria until dismissed.

Consequences for Infractions of Cafeteria Rules

The following is designed to correct and appropriately penalize improper cafeteria behavior. Possible consequences for breaking rules are as follows:

Verbal Warning

Staff on cafeteria duty will warn a student who has violated a cafeteria rule.

Assigned Seat

Student is assigned to eat at an assigned seat for the rest of the period, or any number of days as assigned by the Dean of Students.

Administrative Referral

Student is to be referred to the Dean of Student on the administrative form when it becomes apparent that the above steps have not been successful in modifying the student's behavior and/or the student has refused to accept any of the above penalties.

Explanation of Weekly Management Plan, Weekly Organizational Plan, Social Probation, and Behavior Contract

Weekly Management Plan: A student can be placed on this eight week plan when it becomes apparent that the student continues to disrupt the classroom and learning environment of others as well as due to not following the classroom rules, name-calling, out of seat, talking out of turn, etc. A meeting will be held with the parent(s), student, and grade level team to discuss the placement of the student on the weekly management plan. The student carries the plan to each class and gives it to the teacher at the beginning of class and is responsible for getting the plan from the teacher at the end of the class signed. The student, teachers, and parent(s) monitor whether the student is respecting the teacher, respecting others, turning in homework, being productive in class, and turning in classwork. The teacher also writes a short explanation of the homework assigned. The student is responsible for taking the plan home each night and having a parent sign the form for that day. The plan will be turned in to the Dean of Students on the following Monday, and the Dean of Students will meet with the student regarding the progress on the plan.

Weekly Organizational Plan: A student can be placed on this eight week plan when it becomes apparent that the student has made little or no academic progress due to not participating in class, not doing homework, not bringing needed supplies to class, etc. A meeting will be held with the parent(s), student, and grade level team to discuss the placement of the student on the weekly organizational plan. The student carries the plan to each class and gives it to the teacher at the beginning of class and is responsible for getting the plan from the teacher at the end of class signed. The student, teachers, and parents monitor whether the student is keeping an organized binder/folder, bringing materials to class, turning in homework, being productive in class, and turning in class work for each period. The teacher also writes a short explanation of the homework assigned. The student is responsible for taking the plan home each night and having a parent sign

the form for that day. The plan will be turned in to the grade chair on the following Monday, and the grade chair will meet with the student regarding the progress on the plan.

Social Probation if suspended (6th-12th Grades): No field trips, clubs, dances, sporting events, concerts, plays, sports, or cheerleading

- 9 weeks from the date of the suspension
- Full semester for college field trips
- Parent has to attend any trips if suspended.
- For sports, please see the athletic director.

Behavior Contract: This contract becomes necessary when a student is being considered for expulsion due to severe misconduct and failing to adhere to the school rules. The student must follow all of the rules and regulations as stated in the student handbook for the remainder of the time at MMSA. If the student is referred to the office for violating school rules, the student will be immediately expelled

20. DUE PROCESS

All students at MMSA are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the Unacceptable Student Behaviors listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students at MMSA have the right to feel that they are physically, emotionally, and intellectually safe.

Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

SUSPENSION

The reasons for the suspension will be given to the student in writing by the Assistant Principal of School Culture after hearing the issues involved in a situation. If you are suspended, you will have the opportunity to make up work that you missed during the suspension.

You and your parent/guardian may appeal a suspension within one (1) school day of the suspension being issued. This appeal will be made to the Director in writing and heard by a disciplinary board made up of three (3) administrators. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work. All disciplinary board hearings will be held within two (2) school days of the appeal being made.

EXPULSION

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the Assistant Principal of School Culture after hearing about the events involved in a situation.

You and your parent/guardian may appeal an expulsion within two (2) school days of the expulsion being issued. This appeal will be made to the Director in writing and heard by a disciplinary board made up of three

(3) administrators. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work. All disciplinary board hearings on expulsions will be held within four (4) school days of the appeal being made.

21. FERPA

705 STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act (“FERPA”) affords parents/guardians (“parents”) and students over 18 years of age (“eligible students”) certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access.

Parents or eligible students should submit to the Academy Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may request the Academy to amend a record that they believe is inaccurate. The parent or eligible student should clearly identify, in writing, the part of the record they want changed, and specify why it is inaccurate. If the Academy does not amend the record as requested by the parent or eligible student, the Academy will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their requested amendment. Information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Academy may disclose educational records without consent to Academy officials with legitimate educational interests. An Academy official is defined as a person employed by the Academy as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Academy Board; a person or company with whom the Academy has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another Academy official in performing his or her tasks.

An Academy official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Academy may disclose education records without consent of the parent or eligible student to officials of another public school academy or district in which a student seeks or intends to enroll. The Academy will make a reasonable attempt to notify the parent or eligible student of the records request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. Any FERPA complaints should be sent to:

Family Policy Compliance Officer

United States Department of Education
400 Maryland Avenue SW
Washington DC 20202-5920

705.1 DIRECTORY INFORMATION POLICY

The Family Educational Rights and Privacy Act (“FERPA”) requires that the Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Academy may disclose appropriately designated “directory information” without written consent, unless you have advised the Academy to the contrary in accordance with Academy procedures. The primary purpose of directory information is to allow the Academy to include this type of information from your child’s education records in certain school Academy publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can 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. In addition, two federal laws require local educational agencies (“LEAs”) receiving assistance under the Elementary and Secondary Education Act of 1965 (“ESEA”) to provide military recruiters, upon request, with three directory information categories: names, addresses, and telephone listings, unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Academy to disclose directory information from your child’s education records without your written consent, you must notify the Academy in writing by September 15 of the current school year. The Academy has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and heights of members of athletic teams
- Electronic mail address
- Photograph, video, DVD
- Degrees, honors, and awards received
- Date and place of birth

Major field of study

Dates of attendance

Grade level

The most recent education agency or institution attended.

22. SECTION 504

The Director is the 504 Coordinator of the Academy. He/She may be contacted at the Academy's main office, 8155 Ritter Ave. Center Line, MI 48015. The phone number 586-920-2163. The director may be reached between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.

23. ELIGIBILITY FOR SPECIAL EDUCATION

LD Pattern: To determine the existence of a Specific Learning Disability (SLD), Michigan Math and Science Academy utilizes a method that evaluates the student's Patterns of Strengths and Weaknesses (PSW) called the Aptitude-Achievement Consistency Model, which is based on CHC Theory.

Child Find: Under "Child Find," Michigan Math and Science Academy is required to identify, locate, and evaluate children with disabilities who are attending the Academy. Child Find also applies to children who have progressed from grade to grade, however, may be "suspected" of having a disability.

Child Study: Child Study is a comprehensive look at the student's strengths and weaknesses, both at home and at school. The purpose is to understand how we can help the student better reach his/her potential. It does not always result in a student being referred to special education.

The team is comprised of individuals who are connected to the student (parents, teachers, administrators, etc.) who collectively identify the student's potential and areas of unrealized achievement to then develop strategies for helping the student in the areas identified.