



2018-2019 SCHOOL YEAR
K-5TH GRADE
STUDENT HANDBOOK

STUDENT NAME: _____

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Parent/Student Signature Page

Parent and Student Signature Page 2018-2019

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. Shepard
Principal

Mr. Buza
Assistant Principal

////////////////////////////////////
I have read and agree to abide by the 2018-2019 student handbook at Michigan Math and Science Academy .

Parent Printed Name:

Parent's Signature:

Student Printed Name:

Student's Signature

Grade:-----

Date -----

Principal's Letter

Dear Students,

Welcome to the 2018-2019 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 2018-2019 school year!

Sincerely,

Michelle Shepard

Mission and Vision

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.

Rights and Responsibilities

Student 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.

Student 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.

Bell Schedule and Calendar

Michigan Math & Science Academy 2018-2019 Bell Schedule:

Michigan Math & Science Academy 2018-19 Bell Schedule					
Regular Schedule					
Elementary (K-5th)		Middle School (6th-8th)		High School (9th-12th)	
Breakfast	7:45-8:05	Breakfast	7:45-8:05	Breakfast	7:45-8:05
K-2 AM Class	8:10-10:31	1st Period	8:10-8:55	1st Period	8:10-8:55
3-5 AM Class	8:10-11:19	2nd Period	8:59-9:44	2nd Period	8:59-9:44
K-2 Lunch	10:31-10:56	3rd Period	9:48-10:33	3rd Period	9:48-10:33
3-5 Lunch	11:19-11:44	4th Period	10:37-11:22	4th Period	10:37-11:22
K-2 Recess	10:58-11:13	5th Period	11:26-12:11	5th Period	11:26-12:11
3-5 Recess	11:46-12:01	Lunch	12:15-12:42	6th Period	12:15-1:00
K-2 PM Class	11:16-3:13	6th Period	12:46-1:31	Lunch	1:04-1:31
3-5 PM Class	12:04-3:13	Advisory	1:35-2:05	Advisory	1:35-2:05
Advisory	3:13-3:43	7th Period	2:09-2:54	7th Period	2:09-2:54
Dismissal	3:43-3:50	8th Period	2:58-3:43	8th Period	2:58-3:43

Michigan Math & Science Academy 2018-2019 Early Release Bell Schedule:

Michigan Math & Science Academy 2018-19 Bell Schedule					
Early Dismissal Schedule					
Elementary (K-5th)		Middle School (6th-8th)		High School (9th-12th)	
Breakfast	7:45-8:05	Breakfast	7:45-8:05	Breakfast	7:45-8:05
K-2 AM Class	8:10-10:16	1st Period	8:10-8:50	1st Period	8:10-8:50
3-5 AM Class	8:10-10:59	2nd Period	8:54-9:34	2nd Period	8:54-9:34
K-2 Lunch	10:16-10:41	3rd Period	9:38-10:18	3rd Period	9:38-10:18
3-5 Lunch	10:59-11:24	4th Period	10:22-11:02	4th Period	10:22-11:02
K-2 Recess	10:43-10:58	5th Period	11:06-11:46	5th Period	11:06-11:46
3-5 Recess	11:26-11:41	Lunch	11:50-12:17	6th Period	11:50-12:30
K-2 PM Class	11:01-2:33	6th Period	12:21-1:01	Lunch	12:34-1:01
3-5 PM Class	11:44-2:33	Advisory	1:05-1:35	Advisory	1:05-1:35
Advisory	2:33-3:03	7th Period	1:39-2:19	7th Period	1:39-2:19
Dismissal	3:03-3:10	8th Period	2:23-3:03	8th Period	2:23-3:03

Michigan Math and Science Academy 2018-2019 ACADEMIC CALENDAR

	Aug - '18	Sept - '18																																																																																					
27: Teachers report to school 27-30: Teacher Institute	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> Instructional Days: 0	S	M	Tu	W	Th	F	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table> Instructional Days: 19	S	M	Tu	W	Th	F	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	3: Labor Day - School Closed 4: First Day for Students 4: Professional Development (Early Dismissal) 10-14: Fall EOC/DA Assessments 10-28: NWEA Fall MAP Testing (Grades K-8) 20: Curriculum Night (Early Dismissal)
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3: Professional Development (Early Dismissal) 10: Official PSAT (Grades 9-11) 11: 1st Quarter PTC (Early Dismissal) 12: Professional Development - Staff Only	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> Instructional Days: 22	S	M	Tu	W	Th	F	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table> Instructional Days: 19	S	M	Tu	W	Th	F	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		2: First Quarter Ends (43 days) 7: Professional Development (Early Dismissal) 14: SAT Practice-1 (Grade 11 Only) 21-23: Fall Break - No School
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5: Professional Development (Early Dismissal) 12: SAT Practice-2 (Grade 11 Only) 13: 2nd Quarter PTC (Early Dismissal) 14: Professional Development - Staff Only 24-4: Winter Break	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> Instructional Days: 14	S	M	Tu	W	Th	F	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> Instructional Days: 18	S	M	Tu	W	Th	F	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			7: School Resumes 9: Professional Development (Early Dismissal) 14-18: Winter EOC Assessments 14-1: NWEA Winter Testing (Grades K-8) 21: Martin Luther King Day - No School 22-25: High School Midterm Exams 25: Second Quarter Ends (46 days)
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6: Professional Development (Early Dismissal) 13: SAT Practice-3 (Grade 11 Only) 18-19: Mid Winter Break - No School 28: 3rd Quarter PTC (Early Dismissal)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td></tr> </tbody> </table> Instructional Days: 18	S	M	Tu	W	Th	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table> Instructional Days: 20	S	M	Tu	W	Th	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1: Professional Development - Staff Only 6: Professional Development (Early Dismissal) 13: SAT Practice-4 (Grade 11 Only)
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3-7: EOC/DA Assessments 7: Senior's Last Day 12: Showcase (Early Dismissal) 13-19: High School Finals 14: High School Graduation 19: Kindergarten Promotion 19: 5th Grade Promotion 19: 8th Grade Promotion 19: Fourth Quarter Ends (44 days) 20: Summer Break Begins*	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table> Instructional Days: 13	S	M	Tu	W	Th	F	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	<ul style="list-style-type: none"> Teacher Institute/Professional Dev. Days - No School Special Days - No School Parent/Teacher Conference Testing Days Professional Development (Early Dismissal) End of Quarter
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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.

Pick Up and Drop Off Procedures

Drop Off

Students are to be dropped off on the south side of the building by the cafeteria. For student safety, Parents must drop students off at the designated areas only. Students are to be dropped off between 7:45 a.m. and 8:05 a.m. and picked up by 3:43 p.m. Students who arrive before 7:45 a.m. will report to latchkey (if enrolled). **Parents are responsible for picking up students by 3:55 pm. If Student is not picked up by 3:55 pm, CPS or Warren Police may be notified for abandonment based on site, scope, and sequence. If a parent is aware of running late, please notify the office. On early dismissal days, students are to be picked up by 3:15 pm. Students arriving prior to 7:45 am are not supervised by staff and are not the responsibility of the school.**

Students should not walk through the parking lot. Cars cannot be left unattended in the car loop lane during drop off or pick up. Please refrain from conferences with your child’s teacher, use cell phones, or playing loud music while in the car loop lane.

The area directly in front of the school is a fire lane and No Stopping zone. Parking is only allowed in designated spaces. If you arrive late; you will need to park your car and escort your student(s) into the building.

Dismissal

Students cannot be picked up during 8th period (2:58 – 3:43 p.m. on regular school days or 2:23 – 3:03 p.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.

Student Pick Up Procedures

Grades K - 5 will be walked by their teachers to the south entrance near the cafeteria (closest to Dequindre) in the same general area as drop off. Please be aware, that students may not be picked up in any surrounding parking lots. For safety reasons, a parent must physically meet with their child’s teacher who will relinquish the child to the parent (or designated person). Weather permitting, students will be lined-up by grade with their siblings outside along the building. The area will be designated by cones or barriers by grade. Parents will then walk with their child back to their car. **NO** student will be allowed to walk to a car without being escorted by a parent (or designated person). During inclement weather, student may be lined up by grade, directly inside the building, in the multi-purpose room.

In addition, any students who participate in after school enrichments, tutoring, athletics and After Care, will only be dismissed to adults who have signed them out either at the front door or with the event supervisor.

It is the responsibility of the parent to pick their student up on time. Any students not picked up by 3:55 p.m. will be taken with their teacher to the multi-purpose room, if not picked up by 4:00 p.m. students will be placed in aftercare and parents will be charged a fee. If a parent cannot pick up their student at the designated time, they should be enrolled in after school care. If unforeseen circumstances prevent this for any reason, a parent should be in direct contact with the school about the surrounding circumstances. **Students should have transportation available within 15 minutes after all school function and are to wait in the designated area.** If a child is not picked up within a reasonable time and a parent cannot be reached, authorities may be called due to abandonment.

After School and Before School Care

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 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. **Aftercare** rates will start for students after 3:45 p.m. Monday through Friday. **Aftercare is only reserved for students who are currently registered in aftercare.**

The After School Care (ASC) program is a service we provide for parents for a reasonable fee. The ASC program begins immediately after school until 6:00 p.m. If payments are not made consistently, students will be taken out of the current after school care enrollment and be placed at the bottom of a waiting list.

Parents are to pick up students by 6:00 p.m., if the parent or the contacts listed cannot be reached and a reasonable amount of time has passed, authorities may be called due to abandonment.

Illness, Injury, and Medication Policies

Illness or Injury During the School Day

In the event of illness, please follow these guidelines

- 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 is 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 unless:

- 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.

Attendance Policy

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

Students are limited to ten (10) excused absences. 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.

Leaving School Early

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.

Because **MMSA** is very concerned about your education, safety, and well being, it is important that students stay in school for the entire day. If leaving school early is necessary, 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 their behalf.
- 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.

Schools are required to follow state and federal policies as they relate to student care. To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents that indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's birth certificate and/or data card. Failure to provide the school legal documentation outlining

visitation rights will result in any parent listed on the birth certificate being permitted to pick up a child. Friends and strangers will be denied access to a student in the absence of verified parental consent.

Make-up Work for Excused Absences

An absence from school, even for several days, does not excuse you from responsibilities in the classroom. 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 student's 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, which could result in a zero.

Unexcused Absences

An unexcused absence does become part of a student's record. Your child will be marked as an unexcused absence if a parent fails to notify the office of the absence that day.

The principal may report to appropriate authorities infractions of the law regarding the attendance of students below the age of sixteen (16).

Unexcused Absences or Tardiness to School (per year)

Fifth Offense: Initial Written Communication Home.

Twelfth Offense: Second Written Communication Home/Request Parent Conference.

Eighteenth Offense: Third Written Communication Home/Truancy Charges Filed with the Appropriate County Attendance Officer.

Truancy

MMSA shall consider any student truant if he/she is inexcusably absent from his/her assigned location with or 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.

Make-up Work for Unexcused Absences

If you have an unexcused absence, your grade(s) in a class or classes may be affected in the following ways:

- For each day a student is absent they have that same number of days to make up an assignment with the exception of the last week of the quarter.

- Teachers will schedule make up quizzes or tests and students are responsible for making it to the scheduled test/quiz.

Tardiness

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

Excused Tardiness

Only students with medical appointments will be excused for tardiness to school. You must have your parent or guardian provide an explanatory note from the doctor's office if you arrive late to school. You must have your parent or guardian call the office or 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.

Cancellations and Emergency Closings

When school is closed or cancelled due to inclement weather or emergency situations, an official announcement will be issued through the news media. Parents/guardians should monitor local media outlets to determine if school has been canceled or closed early. MMSA will also utilize the "School Messenger" notification system to alert community members through a phone call. An email or text may also be utilized. Parent's contact information is automatically enrolled into our School Messenger system upon enrollment. If you are not receiving School Messenger information regarding school closures, early releases, and important school activities, please contact the main office with your current phone and email information.

Change of Contact Information

Please contact the school immediately to update directory information that may change including address, phone number (home, work, or cell), email, and emergency contacts.

Concept Student Information System (SIS) Access

All parents will have access to the Parent Student Information System via any internet computer. Usernames and passwords are available through the front office. Parents can get up to date grades, attendance, and tardy records, while also having access to email teachers, view school calendar, and see how your student is faring with the State Standards in each class and benchmark test. It is very important that you keep phone numbers, addresses, and contact information updated.

Communication Procedures

If you have a question concerning your child, please first contact the teacher. If the teacher is not able to resolve the situation, please contact the appropriate Assistant Principal. If the administrator is not able to resolve the

situation, please contact the Principal. If the Principal is not able to resolve the concern, please contact the Superintendent. If the situation needs further resolve please ask us who to contact.

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. 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 www.schoolbelles.com**

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. Consequences for being out of uniform may apply.

Uniform Top

Michigan Math and Science Academy short/long sleeve, navy blue or burgundy color polo shirt.

Michigan Math and Science Academy polo shirt.

Uniform top must have the school logo on it on the upper left chest area (available from **Schoolbelles.com**).

Shirts cannot be tied or knotted.

Shirts need to be worn straight down or tucked in.

Other MMSA t-shirts are permitted on scheduled days.

Turtlenecks, mock necks, and short/long sleeved t-shirts may be worn UNDER the uniform shirt.

Non-MMSA, vests, jackets, cardigans, sweaters, or sweatshirts are not permitted over uniform top. **HOODIES ARE NOT PERMITTED TO BE WORN.**

If jackets or cardigans are to be worn over uniform top, they must have the MMSA logo, these additional uniform options can be purchased through Schoolbelles. <http://www.schoolbelles.com>

Uniform Bottom

Only tan color original slacks, skirts, or shorts **are permitted for dress code.**

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.)

Slacks, shorts, or skirts must fit properly, and may not be baggy or sagging.

Belts must fit properly and not hang down when buckled.

Skirts or shorts must be to fingertip length with shoulders down (even with leggings).

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

Footwear

Socks are required (any color).

Dress shoes (flats) or gym shoes .

No sandals, flip-flops, or clogs.

Personal Appearance/Accessories

Hats, caps, and other headgear (including do-rags) may not be worn in the building.

Book bags and purses are not permitted in the classrooms.

No extreme jewelry (administrative discretion).

Cosmetics should be appropriate for school and not attract undue attention.

Unusual use of hair dyes and bleach, or extreme hairstyles that cause a disruption to the learning environment.

Dress Code for Dress Down Days

Must have sleeves at least 3 adult fingers wide.

Shorts and skirts to fingertip length with shoulders down (even with leggings).

No bare midriffs even with arms raised.

No explicitly suggestive clothes.

No undergarment showing.

Appropriate necklines as deemed by administration.

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	

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 13 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 3-5:

1. Students must have 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, Foreign Language, etc.), that student will not be promoted to the next grade level.

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.

Textbooks 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.)

Lockers

Students in certain grades 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. **No students are allowed to sell items for personal profit.** Periodic locker checks will be made by **MMSA** staff to ensure that lockers are kept clean and orderly.

Cell Phone Policy

Cell phones are a distraction from the learning environment, therefore we do not allow students to have them in the classroom. If a parent wants to communicate a message to a student we require that it be done through the school phone number (with our office staff) and the message will be related to the student based on severity and convenience. If a student does have a cell phone in a non designated area they will be asked to put the phone away. If the student does not comply with the request, the phone may be confiscated. Inappropriate use of cell phones includes, but is not limited to: taking pictures or recording individuals without their permission, using social media, playing music or videos, and other activities that can cause distractions or disruptions. Refer to the Student Conduct section of the handbook for consequences of inappropriate cell phone use.

Lost and Found

There is a lost and found 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.

Visitors

MMSA is a Gun-Free Zone. Firearms are strictly prohibited within the school, even if the visitor possesses a CPL license to carry, with the exception of law enforcement.

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 identification 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. Visitors are limited to designated areas of the school established during check-in with the office.

All adults given a supervision or chaperone roll will be subject to a criminal background check 48 hours prior to the activity. The background check is conducted through Internet Criminal History Access Tool (ICHAT) by the State of Michigan through our main office by designated school personnel. 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. While in classrooms, visitors will refrain from cell phone use and ensure devices are set to silent. Younger siblings or young children are not permitted to observe a classroom with a parent/guardian. Visitors are strictly prohibited from interacting with other students. Photos and video recording is also prohibited. 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.

In accordance with health and safety concerns, animals are not permitted on school property or to school sponsored events unless they are considered "service animals". Students may be exposed to live animals as part of assemblies or school activities. Please notify the office of any allergies.

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.

A vending machine has been installed in the cafeteria. Elementary Students are not to use vending machines at any time during school hours.

Public Areas: Hallways, Stairways, and Lavatories

Hallways, stairways, 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.

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.

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.

After-School Activities

There is no better way for students to enrich their education than by taking part in clubs, after-school activities, or working with a teacher. These opportunities will allow you to explore more deeply things you already enjoy and to discover 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.

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.

Birthday Celebrations

In order to maintain our learning environment, student birthday celebrations during the school day are to remain minimal. If the student wishes to bring a treat for their classmates to celebrate, arrangements must be made in advance with the teacher. Parents are not permitted to visit the classroom to celebrate with the students. Treats can be dropped off at the front office at 3:00 pm, should be one item per student. We will not allow for multiple items to be served as a "birthday party" celebration. "Birthday Parties" are to be hosted outside of the school setting, to which, students within the school may be invited. Please be mindful of student diet restrictions and allergies. In order to address any known allergy concerns, a label listing ingredients should be affixed to the package. Homemade treats will not be distributed to students. Any extra treats will be sent home with the student.

Positive Behavior Intervention and Support (PBIS)

Behavior Intervention is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behaviors; we desire to teach the students to do what is right. We do not discipline a student out of anger or for the sake of convenience, but with a true desire to help the student make a positive choice to do what is right.

In an attempt to increase positive behavior, **MMSA** uses a PBIS Rewards program that allows students to earn points for good behavior, and those points can be exchanged for rewards in the PBIS store at schedule times. Teachers can also create their own PBIS stores in their classrooms for additional incentives. Students and parents can use the PBIS app to track their points and view incentives. Login information will be sent home in the mail in the fall.

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.

Mandatory Expulsion

State law mandates that public schools *shall* expel students permanently for specific behaviors. Students may be reinstated after a period of time mandated by the state. Reinstatement is based on the discretion of the school. The state mandates permanent expulsion for the following acts as defined by the state:

- Possessing a Dangerous Weapon
- Criminal Sexual Conduct
- Arson
- Physical assault to employee, volunteer, or contractor

Reporting to Law Enforcement

If a student engages in criminal activity in the school or at a school sponsored activity, the school may call law enforcement. These activities include but are not limited to possessing controlled substances, weapons, sexual assault, arson, physical assault, theft, etc.

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.

Type I Interventions

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, restorative practices, social probation, placement on a weekly management plan, 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, cheating, etc.

Type II Interventions

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, restorative practices, and administrative referrals.

Type III – Misbehaviors 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, refusing to participate, not doing homework, not bringing books, pencils, and other supplies to class, having electronic devices out at school, and inappropriate use of technology (depending on circumstances could be considered type II).

Type III Interventions

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 restorative practices, detentions, placement on an organizational plan, placement on a weekly management plan, and administrative referrals.

Administrative Consequences

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

1. Lunch Detentions will be held in the cafeteria away from the general population. Assigned students are to report to a staff member in the lunchroom for their designated seat.
2. While in detention, students will not be permitted to sleep or to communicate in any fashion with other students.
3. 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 additional consequences.

B. After School Detention – A student may be assigned a detention by a staff member or administrator.

1. After School Detentions will be held in the area which is designated for this purpose. Assigned students are to report by 3:45 p.m. 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 after.
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 may 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.

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

1. Students will report directly 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.
4. Students will be provided scheduled restroom breaks.
5. Students who violate the rules of ISS will receive out-of-school suspension.
6. A student who receives ISS cannot attend any after school activities or field trips occurring that day 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 assigned OSS will be placed on social probation and cannot attend any after school activities or field trips occurring within 9 weeks of the incident, unless accompanied by a parent or guardian.
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.

E. Restorative Practices – Practices that emphasizes repairing harm to the victim and/or school community caused by a pupil's misconduct.

1. May be used as an additional consequence or alternative consequence to interventions listed above.
2. Restorative consequences would be incorporated into an agreement that sets time limits for completion and consequences for failure to follow. Will be signed by all parties.
3. Examples of restorative practices include but are not limited to: an apology, community service, counseling, restitution, restoration, restorative program, etc.

Site, Scope and Sequence Defined

Site is a matter of where the incident took place, scope means the level of severity of the offense, and sequence refers to the number of times the offense has occurred.

Cheating – Plagiarism, copying someone's work or homework, changing the name on a paper, use of electronic devices during a test. (per year)

First Offense: Warning/Parent Notification/Zero Credit on Assignment/test.

Second Offense: Detention/Parent Notification/Zero credit on the assignment/test.

Third Offense: In School Suspension/Parent Conference/Zero Credit on Assignment.

Subsequent Offenses: Up to Three Days In or Out-of-School Suspension and/or Parent Conference

Falsification of Information – Purposefully providing false information for the purpose of deceiving school personnel, forging documents, or altering records.

Any Offenses: Consequences determined by site, scope and sequence.

Truancy in School – Skipping all or part of a class, coming to class more than 5 minutes late without an excuse, or leaving class without permission (per year).

First Offense: Warning in Database/Restorative Practice.

Second Offense: Up to Two Days of In-School Suspension.

Subsequent Offenses: Up to Three days In-School or Out-of-School Suspension/Parent Teacher Conference/ and or Behavior Contract

Classroom Disruption/(After general classroom interventions were unsuccessful.)

First Offense: Warning and/or Loss of Privileges/Parent Notification

Second Offense: Detention and/or Loss of Privileges/Parent Conference

Subsequent Offenses: Up to Three Days In-School or Out-of-School Suspension/Parent Conference/Weekly Management Plan/Behavior Contract, and/or Recommendation for Expulsion

Horseplay – Pushing, tripping, wrestling, etc.

First Offense: Detention/Parent Teacher Notification

Second Offense: In-School Suspension/Parent Conference

Subsequent Offenses: Out-of-School Suspension/Parent Conference/Weekly Management Plan

Failure to Follow a Reasonable Request

First Offense: Detention/Parent Teacher Notification

Second Offenses: In-School or Out-of-School Suspension/Parent Conference/Weekly Management Plan

Subsequent Offenses: Up to Three Days In-School or Out-of-School Suspension/Parent Conference, and/or

Recommendation for Expulsion

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. A parent will be required to bring the uniform. If the reason for failure to follow dress code relates to disobedience or insubordination consequences will fall under that section of the student handbook. If the student does not follow the dress code, the following consequences will be enforced:

First Offense: Warning/Parent contact about expectations

Second Offense: Call home to get appropriate clothes/Parent Contact

Third Offense: Call home to get appropriate clothes/Parent Conference

Further Offenses: Administrative actions may be taken

Disrespect to a Staff Member:Use of Profanity or Abusive Language or Obscene Gestures (Not sexual in nature)

First Offense: Up to Three Days Out-of-School Suspension/Parent Teacher Conference/Weekly Management Plan.

Subsequent Offenses: Up to Five Days Out-of-School Suspension/Parent Teacher Conference and/or

Recommendation for Expulsion

Inappropriate Use of Technology – Use of games without permission, going on unauthorized websites, accessing/manipulating/deleting other student or staff files (when regular classroom interventions were unsuccessful). Depending on the severity of the incident, administrators may have more severe consequences sooner.

First Offense: Student Conference/Parent Notification/Limited Computer Privileges

Second Offense: Detention/Parent Conference/Revoked computer privileges for nonessential work

Abusive Language/Profanity to Student or Obscene Gestures

First Offense: Detention/Parent Notification.

Second Offense: In-School Suspension/Parent Notification.

Subsequent Offenses: Up to Three Day In-School or Out-of-School 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 through hazing, physical or verbal harassment or undue hazing are offensive and prohibited. Racially or ethnically offensive remarks are prohibited.

A. General

First Offense: In-School or Out-of-School Suspension/Parent Conference/Weekly Management Plan/Possible Restorative Practices.

Second Offense: Up to Three Days In-School or Out-of-School Suspension/Parent Teacher Conference/Behavior Contract.

Third Offense: Recommendation for Expulsion.

B. Sexual Harassment – Unwelcome behavior of a sexual nature that interferes with the person's ability to work, learn, study, or participate in school activities. (Includes lewd comments, pornographic materials, or any other act or comment of a sexual nature.)

First Offense: Up to Three days of In-School or Out-of-School Suspension/Parent Conference.

Second Offense: Up to Five Days of Out-of-School Suspension/Parent Conference and/or possible Recommendation for Expulsion

C. Threats Made to School Employees

First Offense: Up to Five days Out-of-School Suspension/Parent Teacher Conference and/or Behavior Contract.

Second Offense: Recommendation for Expulsion.

This section will apply based on individual student circumstances

D. Sexual Misconduct – No student shall have sexual contact to another student, staff member, or person at any time on the school grounds or at a school sponsored activity.

First Offense: Up to Three days Out-of-School Suspension/Parent Conference/Weekly Management Plan.

Second Offense: Up to Five day Out-of-School Suspension/Parent Conference/Behavior Contract.

Third Offense: Recommended for Expulsion.

This section will apply based on individual student circumstances

Electronic Devices – Radios, CD players, MP3 players, handheld gaming device, 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 Offense: Confiscated and returned to student at the end of the day.

Second Offense: Confiscated and returned to parent/Detention.

Third Offense: Confiscated and returned to parent/In School Suspension.

Fourth Offense: Confiscated and returned to parent/Out-of-School Suspension.

Theft/Stealing

First Offense: Up to Three Days In-School or Out-of-School Suspension/Parent Teacher Conference/Possible Restorative Practices.

Second Offense: Up to Five Days In-School or Out-of-School Suspension/ Parent Teacher Conference/Weekly Management Plan.

Subsequent Offenses: Up to Tene Days Out-of-School Suspension and/or Possible Recommendation for Expulsion.

Dependent on value, site, scope, and sequence

Vandalism, Damage, Defacement or Destruction of School or Personal Property

First Offense: Up to Three Days In-School or Out-of-School Suspension/Restitution/Parent Conference.

Second Offense: Up to Five Days Out-of-School Suspension/Restitution/Parent Conference/Weekly Management Plan and/or Behavior Contract

Subsequent Offenses: Up to Five Days Out-of-School Suspension/Restitution/Parent Conference/Restitution and/or Recommendation for Expulsion.

Smoking – Includes possession of tobacco, vape, e-cigarette, lighters, or matches.

First Offense: Five Day Suspension/Behavior Contract.

Second Offense: Recommendation for Expulsion.

Drugs – Includes narcotics, controlled substances, stimulant drugs, and alcoholic beverages, as well as counterfeit or look alike drugs.

Any Offense: One to Ten Day Out-of-School Suspension, Recommendation for Expulsion, or Reporting to Proper Authorities.

Weapons and Dangerous Instruments – Can include a firearm, dagger, dirk, stiletto, knife with blade over 3 inches, pocket knife, iron bar, brass knuckles, or possibly toys that resemble these items. They will be confiscated and kept by the school or turned over to the proper authorities. Based on determination of possession and intent, the following consequence will apply.

Any Offense: Recommendation for Expulsion. Reporting to proper authorities.

Dangerous Behavior – to oneself or others (including the throwing of snowballs, rocks, etc.)

Any Offenses: Warning/Detention/Up to Five Days In-School or Out-of-School Suspension

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 Offense: Parent Teacher Conference/Detention

Second Offense: In School Suspension/Parent Teacher Conference/

Third Offense: Out-of-School Suspension/Parent Teacher Conference/Weekly Management Plan.

Fourth Offense: Three Day Out-of-School Suspension/Parent Teacher Conference/Behavior Contract.

B. Hostile behavior (including punching, hitting, fighting, kicking, biting, etc., with the intent to do harm)

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 Offense: **Up to** Three Days Out-of-School Suspension/Parent Conference/Warren Civil Infraction Citation.

Second Offense: **Up to** Five Days Out-of-School Suspension/Behavior Contract/Parent Teacher Conference/Warren Civil Infraction Citation/**Possible Recommendation for Expulsion**

Third Offense: Recommendation for Expulsion`

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

First Offense: Ten Day Suspension/Parent Conference/Recommendation for Expulsion/Report to proper authorities.

Encouraging a Fight – Manipulating one or both parties of a disagreement in order to foster a fight.

Any Offenses: Detention, loss of privileges, in-school suspension, or out-of-school suspension

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 Assistant Principal of School Culture for further disciplinary action.

A. General Misconduct

First Offense: Detention.

Second Offense: In-School Suspension/Weekly Management Plan.

Third Offense: 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 lunchroom staff.
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

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 Assistant Principal of School Culture s.

Administrative Referral

Student is to be referred to the Assistant Principal of School Culture 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.

Off-Campus Misconduct

Students may be disciplined for behavior that takes place outside of school if there is a direct relationship or connection between the misconduct and the school operations. Off-campus behavior that causes substantial disruptions include the following:

1. Substantial disruption to school operations
2. Foreseeable risk of substantial disruption in school operations
3. Material and substantial interference with school operations

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 Assistant Principal of School Culture on the following Monday, and the Assistant Principal of School Culture 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.

Anti-Bullying Policy

The **Michigan Math and Science Academy** board of education recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the board of education prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behavior, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on school grounds, in the school building, while using school technology, or while at a school sponsored event off school property.

“Bullying” is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

“Harassment” is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment, whether in the classroom, on school premises, or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

The **Michigan Math and Science Academy** board of education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The **Michigan Math and Science Academy** board of education believes that a comprehensive health education curriculum, within a coordinated school health framework, helps students attain knowledge and skills vital to school success, a productive workforce and good citizenship. Critical skills include anticipating consequences of choices, making informed decisions, communicating effectively, resolving conflicts, and developing cultural competency.

The **Michigan Math and Science Academy** board of education recognizes that in order to have the maximum impact, it is critical to provide a minimum of annual training for school employees and volunteers who have significant contact with pupils on school policies and procedures regarding bullying and harassment. Training will

provide school employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

The **Michigan Math and Science Academy** board of education believes that standards for student behavior must be set through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, parents, and community members.

The **Michigan Math and Science Academy** board of education believes that the best discipline for aggressive behavior is designed to (1) support students in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and solve problems that motivated the aggressive behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline and make better choices in the future.

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students *not* to be part of the problem; *not* to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. Periodic classroom meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal classroom discussions and activities designed to provide awareness and increase student connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

The **Michigan Math and Science Academy** board of education requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a student or staff member who commits one or more acts of bullying and harassment. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Note: In order to ensure students' perception of fair and impartial treatment, a student's academic or athletic status is *not* a legitimate factor for determining consequences. Consequences must be perceived as fair and impartial.

Factors for Determining Remedial Measures

Personal

- Life skill competencies
- Experiential deficiencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

Environmental

- School culture
- School climate and lack of connectedness
- Student-staff relationships and staff behavior toward the student
- Level of consistency in staff responses to bullying or harassing behaviors
- Level of consistency in application or severity of consequences given to students
- Staff-staff relationships witnessed by students
- General staff management of classrooms and other educational environments
- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation
- Range and number of opportunities for student engagement, involvement, and recognition for achievement (beyond academics and athletics)

Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved code of student conduct or employee handbook. School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a school-wide approach to adopt a rubric of

bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Admonishment
- Participation in a guided reflection process designed to teach alternative behavior
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week for students
- Out-of-school suspension
- Legal action
- Expulsion or termination

Examples of Remedial Measures

Strategies for Individual Behavioral Change:

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Transformative conferencing/restorative justice practices
- Supervised peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of an Intervention and Referral Services team, peer mediation, etc.
- Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences

Strategies for Environmental Change (Classroom, School Building, or School District):

- Activities or strategies designed to help the student who engaged in bullying or harassment reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
- Change process to improve school culture
- School climate improvement/improvement in conditions for learning and instructional pedagogy (incorporation of brain-compatible strategies)
- Adoption of research-based, systemic bullying prevention programs

- Modifications of schedules
- Adjustments in hallway traffic
- Modifications in student routes or patterns traveling to and from school
- Increased supervision and targeted use of monitors (e.g., hallway, cafeteria, bus)
- General professional development programs for certificated and non-certificated staff
- Professional development plans for staff in key disciplinary roles
- Disciplinary action for school staff who contributed to the problem
- Parent conferences
- Increased involvement of community-based organizations
- Increased opportunities for parent input and engagement in school initiatives and activities
- Development of a general bullying/harassment response plan
- Peer support groups
- Increase communication with and involvement of law enforcement (e.g., school resource officer, juvenile officer)
- Engage in community awareness events and planning sessions

The **Michigan Math and Science Academy** board of education requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

The **Michigan Math and Science Academy** board of education requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment must be recorded by the school for annual data review.

The **Michigan Math and Science Academy** board of education prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The **Michigan Math and Science Academy** board of education prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a *school employee* found

to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

The **Michigan Math and Science Academy** board of education requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

The school district shall incorporate information regarding the policy against harassment or bullying into each school employee training program and handbook.

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

An expulsion is to exclude a pupil from school for disciplinary reasons for a period of 60 school days up to permanent removal. 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.

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.

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.

Family Rights and Privacy Act

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

