



Mid-Michigan Leadership Academy



*Student
Parent
Handbook*
2015 - 2016

Education for a changing world.®

Member of the **SABIS®** Network

Mid-Michigan Leadership Academy

Student/Parent Handbook

2015-2016

Please Note: Handbook is subject to change at any time

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Lansing, MI 48906
Phone: (517) 485-5379 Fax: (517) 485-5892

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This Handbook is meant to provide students, parents, and staff with useful information regarding Mid-Michigan Leadership Academy, a member of the SABIS® Network of Schools.

The SABIS® Network of Schools reserves the right to make changes in the school handbook at any time and without notice. The School also reserves the right to depart from policies and procedures.

Welcome

About this Handbook

The Handbook is meant to provide a *clear* and *visible* framework of understanding for students, parents, and staff. It provides answers, however brief, to such questions as, "What are the guiding principles of a school within the SABIS® Educational System. "What are our aspirations for our students?" "What responsibilities must we fulfill as members of a community?" In short, "*What are we about?*"

All handbooks should be manageable and should serve as reliable resources. While this *Student Handbook* is a work in progress that will change and be revised as we grow as a school, it still can help you understand "what we are about" today. Please read the handbook thoroughly and with care. Then, keep it at home within arm's reach for reference.

We seek your understanding and cooperation as we work together toward meeting our goals.

***Do not be afraid of the future, but beware of misusing its tools and potentialities.
Use the power it will give you to deepen the meaning of humanity in the world.***

- Charles Saad, President
The International Schools of Choueifat 1942-1981

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School Information

Mid-Michigan Leadership Academy

730 W. Maple Street | Lansing, MI 48906

Phone: (517) 485-5379 Fax: (517) 485-5892

School Contacts

Director	Dr. Sephira Shuttlesworth
AQC (Academic Quality Controller)	Adrienne Yates
SMC (Student Management Coordinator)	Darius Cunningham
Special Education Coordinator	Christine Ewell
Student Life Coordinator	Elvin Caldwell
Social Worker/Family Liaison	Kristen Warriner
Student Records/Receptionist	Angela Lee-Stevenson
Office Manager	Rebekah Cathey
Health Coordinator	Angela Lee-Stevenson

Board of Directors

Mia McNeil, President

Robert Macomber, Vice-President

Dr. Nettavia Curry, Secretary

Dr. Robert Geake, Treasurer

Dr. Versey Williams, Director

If you are unsure of whom to call, a member of the front office staff will be happy to direct you to the appropriate person.

For more information, visit the SABIS® network website at www.sabis.net. Additionally, our school has a dedicated website at mmla.sabis.net.

Introduction

A Brief History of SABIS®

The first school of what was later to become known as The SABIS® School Network was *The International School of Choueifat*. The school was founded in Lebanon in 1886 in the village of Choueifat, a suburb of Beirut. In 1975, a development program was started that expanded outside of Lebanon and developed into what is now known as The SABIS® School Network. The Network consists of Member and Associate Member schools that operate around the world. Each school is financially and administratively independent; however, they do share one thing and that is their implementation of the SABIS® Educational System.

Features of the SABIS® Educational System

All SABIS® schools are characterized by a non-selective admissions policy; a comprehensive and dynamic curriculum that is continually updated by the SABIS® Academic Development Department; a unique point system of teaching the objectives contained in the syllabus; a proprietary, computerized system of testing that is designed to monitor student learning and progress; and high levels of accountability for students, teachers, and administrators.

SABIS® Educational Systems Core Purpose

*To provide an outstanding education at a reasonable cost
and help all students achieve their full potential.*

SABIS® Core Values

1. Honesty and integrity
2. Upholding our principles at all times
3. Continually improving and never becoming complacent
4. Quality before profit
5. Making a difference
6. Recognizing and rewarding efficiency, loyalty, and commitment

Mission Statement

The mission of the Mid-Michigan Leadership Academy (MMLA) is to be a provider of top-quality education to a highly diverse student body. MMLA will prepare all students for success in college, equip them with the ability and desire for lifelong learning, and strengthen their civic, ethical, and moral values. MMLA will maintain high standards of efficiency and accountability throughout its operation.

The record of college placement by students in all SABIS® schools bears this out.

The SABIS® Network of Schools aims to:

- qualify every student for success in college;
- provide each student with a well-rounded education strongly based on a mastery of English and mathematics;
- enable students to acquire solid proficiency in a second language;
- train students in logical reasoning and critical thinking;
- prepare students to sustain an intellectual effort for long periods of time;
- generate excitement for life-long learning.

The Mid-Michigan Leadership Academy students are guided to:

- uphold high standards of conduct and promote ethical and civic values;
- make informed decisions on social issues;
- defend convictions and reverse negative peer pressure;
- participate in extracurricular activities, school management, and community work;
- foster tolerance, active cooperation, and teamwork;
- become responsible and skilled “citizens of the world;”
- develop a true understanding and appreciation of the people of the world through viewing differences as well as similarities

Non-Discrimination Policy

According to MCLS § 37.2102, Mid-Michigan Leadership Academy is committed to ensuring equal educational opportunities for all students, on a space available basis, and shall not discriminate on the basis of race, color, national origin, creed, sex, special need, proficiency in the English language or a foreign language, or academic achievement. Mid-Michigan Leadership Academy may limit enrollment of specific grade levels and may structure curriculum around particular areas of focus such as mathematics, science, or the arts.

The Board of Directors has approved grievance procedures for students, teachers and other employees who feel that they have been discriminated against. Copies of the policy and procedures, (Board Guideline 2260B, Policy 2260), are available at the administrative offices.

The Mid-Michigan Leadership Academy does not discriminate on the basis of race, color, and national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), or age (Age Discrimination Act of 1975) in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Dr. Sephira Shuttlesworth
Academy Director
730 W. Maple St., Lansing, MI 48906
Phone: (517) 485-5379 Fax: (517) 485-5892

Academic Procedures

The Academic Year

The school year is divided into two terms: September 8, 2015 – December 18, 2015 and January 4, 2016 – June 17, 2016. Within each term, three types of instructional days are scheduled to maximize learning – **(1) regular instruction days**, **(2) revision days**, and **(3) end-of-term exam days**. The academic year also contains **holidays and breaks**.

Regular Instruction Days

The majority of weeks of each term are devoted to regular instruction. This is the lengthiest segment of the term and is the time when students are given new material to learn in each subject. Homework is assigned frequently in third grade and above to help students reinforce concepts and to give them the opportunity to apply what they have learned. Homework is not graded; it is a tool for practice, for gaining fluency, and for independent problem solving.

Throughout each term, students in grades 1-8 are given periodic tests. At the beginning of each term, an exam schedule for the term is given to each student. We encourage all members of our community of learners to view testing as an opportunity for learning and for optimum performance. In a sense, it is a time to “show off” the knowledge they have acquired!

Revision Days for Students

The week prior to the end-of-term exams is assigned for revision. During this type of instructional day, no new material is taught. Instead, students have an intensive and comprehensive review of the material they covered in individual classes throughout the term. Revision packets are often part of this instructional experience.

End-of-Term Exam Days

The last week of the first term is devoted to comprehensive exams that cover the work of that term. At the end of the second term, final exams are comprehensive, covering material taught over the full academic year.

Holidays and Breaks

The School is closed on several holidays that occur during the academic year. In addition, the school calendar includes a winter break and a spring break. All holidays and breaks are clearly marked on the school calendar that is sent home at the beginning of the year.

Daily Schedule

The official school day for all students begins at 7:50 a.m. and ends at 3:30 p.m. Classes begin **promptly** at 7:50 a.m. It is essential that all children are present for the opening activities, which are scheduled at 7:45 a.m. prior to the first period. During this time announcements are given and the homeroom teacher escorts the students to homerooms. Those who wish to participate in the school’s free breakfast program may do so between 7:15 a.m. and 7:40 a.m. No student may arrive at school before 7:15 a.m. as there is no supervision available before that time.

Student Drop-off Procedures

The goal for establishing student drop off procedures is twofold: the first goal is to preserve optimum conditions for instructional time for students and teachers. The second goal is to ensure a safe environment for all students, pre- kindergarten through grade eight. To help this happen, we have designed a drop-off and pick-up plan. Please follow the directions that are available in the main office and cooperate with our staff as they guide you to the correct location.

Student Pick-up Procedures

The end of the day is a crucial time. During this time the students quietly complete Student Diaries, gather items to go home, and complete any work in progress. Students will be released and should be met outside the school building.

For the child's safety, a student may not be released to any person other than the parents or an **authorized** designee. If the person coming to pick up the child is not designated on the emergency card or "release of students" form, identity of the new person must be confirmed. Telephone authorization will be accepted **only** in the case of an emergency.

Student Transportation

Parents of MMLA students are responsible for getting their child to school on time. It is the intention of the Board of Directors to provide transportation for students of MMLA, limited to the seating capacity of the vehicles available.

All school buses and student transportation vehicles, whether purchased, leased, or contracted for shall comply with specifications defined in State law. Each operator of a school vehicle used by the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with federal and State laws. The license, a medical examiner's certificate, and record of continuing education must be in the driver's possession when driving.

The Board reserves the right to terminate transportation based on financial, legal, or other considerations. It is a privilege for students to ride a District vehicle and this privilege may be revoked if the student's attendance or conduct is in violation of the Code of Conduct.

Testing

The SABIS® approach to education rests on a firm belief in the “building block” method of knowledge acquisition. Initial units of knowledge are acquired and then additional units are built upon this foundation to advance further learning. To prevent gaps in knowledge acquisition, regular testing is administered as a method of assessing student needs and progress.

SABIS® Diagnostic Tests

Diagnostic tests assess student knowledge and are used primarily for placement purposes or for detecting specific learning gaps that may be impeding student progress. If a student receives special education services, parents are requested to provide all documentation, prior to testing, as to what special services are to be provided.

Student Classroom Placements

Classroom placements shall be at the sole discretion of the administration of the School. Parental requests for specific faculty members for their children will not be honored.

The SABIS® Academic Monitoring System

The SABIS® Academic Monitoring System (AMS), which begins in Grade 3 in both mathematics and English, is an integral part of the instructional process and is intended to monitor student learning. AMS tests are designed to check student learning and long-term retention. Test items focus on factual information and are intended to evaluate students' grasp of basic or core concepts. These tests consist of multiple-choice questions, and students record their answers on “bubble sheets.” These sheets are then scanned and computer-graded. AMS tests count for 20% of a student's total grade in a given subject. AMS retakes and/or make-up exams are given the same week.

Periodic/Unit Exams

Unlike the AMS tests, periodic/unit exams are comprehensive and use a variety of formats to assess knowledge and long-term retention. These exams are cumulative. Missed exams are typically given the following week.

End-of-Term Exams

Comprehensive exams are given at the end of each term. Exams at the end of Term I assess mastery of the material taught in the term. End of year exams, given at the end of Term II, measure a student's achievement over the course of the entire academic year. For grades 3 and up, end of year exams account for 40% of a student's grade in English and mathematics and 50% of a student's grade in all other subjects. For grades 1 & 2 end of year exams account for 50% of a student's grade in all subjects.

Standardized Tests

Standardized tests are given each fall to all students, starting in first grade. The results of these tests give the school a benchmark for student academic standing relative to their peers within the school and across the country. These external tests are given again each winter and spring so we can measure each student's progress based on national norms.

State Tests

All SABIS® schools administer those tests mandated by each state, according to state guidelines. These tests show how our students are performing relative to the state's requirements and relative to other schools and districts in the state.

Reporting Student Progress

Communication between the home and school helps bind the student, parents, guardians, teachers, and administration into a team working toward a common goal. The following section explains some of the means by which the school may report student progress.

Interim Reports

Interim reports, which are sent home midway through each term, or shared with parents at Parent-Teacher conferences, are designed to inform parents of potential academic problems their child may be experiencing. The reports are issued primarily for failing and borderline students. Students in both categories need to make the effort to catch up so they can do well for the remainder of the term.

Interim reports may also be used to acknowledge students who are doing outstanding work, such as a student who maintains an A+ average or a student who is making significant progress due to exceptional effort. For those students who are working very hard and making significant progress, the grade is not the issue, since the student is being measured against his/her own potential.

Parent-Teacher Conferences

Parent-Teacher conferences are held at least twice a year, in the fall and in the spring. Parents/guardians sign up for individual conferences and meet with teachers to discuss their child (ren)'s progress at school.

Report Cards

Report cards are mailed out two times a year at the end of each term. The report card for grades 1 and higher includes the student's numerical grades for each subject, attendance records, and an accounting of the student's behavior in school as communicated in the Student Code section of the report card. In addition, a summative comment regarding the attitude, progress, and behavior is included.

Grading System

The School employs a grading system that differs from other schools in the United States. The predominant reliance on testing as an assessment of student learning and the calculation of end-of-year grades are unique to the SABIS® System. The students' cumulative grades are based only on performance on exams. It should be noted that English and Mathematics are weighted more heavily, for they are the building blocks to other learning.

SABIS® Grades - Percentage and Letter Grades

Percentage Grade	Letter Grade	Description	Distinction/Honors
98-100	A+	Outstanding	High Distinction
93-97	A	Excellent	Distinction
90-92	A-	Excellent	Distinction
88-89	B+	Very Good	Honors
83-87	B	Very Good	Honors
80-82	B-	Good	
78-79	C+	Good	
73-77	C	Satisfactory	
70-72	C-	Satisfactory	
68-69	D+	Fair	
63-67	D	Fair	
60-62	D-	Fair	
59% and below	F	Fail	

Promotion Requirements

For students in grades 1-8, a student's overall average for the school year and the average in Math and English must be at least 60% to be considered for promotion into the next grade level.

A decision not to advance a student to the next grade level is made after very careful consideration of the student's academic standard and of the various factors that resulted in the failure to achieve minimum requirements for promotion. Each case is examined individually. The academic administration examines the student's grades, teacher evaluations on class performance, behavior records to determine attitude and effort, Student Life® records of participation in academic activities, and any other data available.

The final decision on retention rests with the Director. If a student starts falling behind in the course of the year, parents are contacted and informed of the seriousness of the situation and the remedies that may be employed to prevent retention. Options such as tutoring, after school classes, and Saturday classes are discussed.

As a general policy, the school requires that all students pass English and Mathematics. In the case of a student failing two or more of the core subjects, the student must repeat the grade level. The academic administration is charged with making the decision it deems is in the best interest of the student.

Decisions may include intervention classes, summer school, or re-taking a final exam and passing it as a condition for promotion. If a student attends summer school, he/she may have the opportunity to be promoted to the next grade level. However, participating in summer school does not automatically mean promotion.

Student Code

The report card communicates both academic progress and vital information regarding a student's behavior and ethics in school. You will find a section entitled STUDENT CODE, which contains ten characteristics or behaviors that students are encouraged to demonstrate. Each of these contains a rating from 1 to 10. The categories are as follows:

Honesty - never taking that which does not belong to oneself or taking credit for something one has not created, written, or done

Cooperation/helpfulness - working with teachers and fellow classmates for mutual benefit

Compliance with rules - acting in accordance with established rules

Self-control - exercising age-appropriate restraint over impulses, emotions, or decisions

Effort - working hard to achieve a particular end

Good manners - being polite, demonstrating appropriate social conduct

Responsibility toward academic work - paying attention in class, doing assigned work carefully, accurately, and in a timely manner

Punctuality - being on time for class

Wise use of time - exercising sound judgment in the use of time

Respect for faculty, students, and property - giving particular consideration or special regard to other members of the school community

In Grade 5 and above, Student Life[®] merit points and negative behavior management points are given in addition to the Student Code. This evaluation is labeled Student Life[®] on the report card. These are explained later in the handbook in the SABIS Student Life Organization[®] section.

Student Records

Student records are available to parents upon request. Requests for school records must be in written form. Please allow at least two working days for preparation of records.

Destruction of Student Records

Notice is hereby given that all hard copies of student records in our possession will be destroyed no later than five (5) years after that student transfers, graduates, or withdraws from the school. If the parent/guardian or eligible student wishes to obtain school records, he/she must put the request in writing prior to the last day of school. No additional notice will be provided to the parent/guardian or eligible student prior to the destruction of such records.

Non-Custodial Parent Access to School Records

A non-custodial parent shall not be entitled to access student records unless he or she can provide an Order from an appropriate Court granting him or her "joint legal" custody of the minor child and entitlement to the student's records.

SABIS Student Life Organization[®]

The school prepares students for college and a life of continuous learning. The aim of the school is to develop young men and women and equip them with the ability and the morality to face the challenges of the future and to ensure a better life for themselves, their communities, countries, and the world. Students are expected to uphold high standards of conduct and promote ethical and civic values.

The SABIS Student Life Organization[®] (SLO[®]) is a student organization that, in essence, mirrors the administration. Its mission is to improve and uphold the standard of life for the students in the school, which is a miniature society of its own. Like any other society, it is vital that its members work together to achieve the goals of its individual members and of the community.

SABIS Student Life Organization[®] Structure

Each and every student has a role in SLO[®]. All students are expected to be responsible and productive members of the school, abiding by school rules and supporting its philosophy. SLO[®] is implemented using a prefect system. Within this prefect system, students are assigned to, or volunteer for, a variety of tasks and are given varying degrees of leadership responsibilities within a hierarchy of authority. Students entrusted with any degree of leadership are called *prefects*.

At the top of the SLO[®] hierarchy is a leadership group advised by the Student Life Coordinator[®]. The Student Life Coordinator[®], in consultation with the Director, selects this group of Senior Prefects from the upper classes. These prefects are selected based on personal qualities and leadership potential appropriate for the specific positions and on their desire to serve. Senior Prefects work with the Head Prefect to lead the student organization and coordinate the work of all divisions.

SABIS Student Life Organization[®] Merit Points

Students who participate in SLO[®] earn merit points that reflect the quality and extent of their contribution to a better life in school. Points are assigned according to the level of responsibility required for the prefect role and the time necessary to complete the tasks required. These points are tallied each term and appear on students' report cards.

Student Management and Motivation

Every person in a SABIS[®] school is expected to treat every other person with dignity and respect. Staff and students will all work together to help every person in the school reach his/her fullest potential. Positive behavior, which helps someone grow and mature, will be encouraged, and any behavior or action which interferes with a person's growth, will not be tolerated.

In general, staff and students rely on the following guidelines to inform their decisions and actions:

- *Always try.*
- *Do your best.*
- *Cooperate and actively help others.*
- *Treat people and property with respect.*
- *Manage yourself*

Attendance

State Policy

Daily attendance of all who are enrolled in the Michigan Public Schools is required in accordance with the state law. Section 380.1561 of the revised Michigan School Code states "... every parent/guardian or other person in this state having control and charge of a child between the age of 6 to the child's sixteenth birthday, shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. A child becoming 6 years of age before December 1 shall be enrolled on the first school day of the following school year in which the child's sixth birthday occurs."

Parent Responsibility Act: (State of Michigan School Code, signed June 2015)

The "Parent Responsibility Act" adds truancy conditions to MCL 400.57b. If a child under the age of 16 does not meet the attendance requirements of the Michigan Revised School Code, the family independence program assistance group is prohibited from receiving assistance. The Michigan Revised School Code provides that a child's parent or guardian must send the child to a public school during the entire school year from age six to sixteen. MCL 380.1561(1). If the truant child is aged sixteen and over, that child is removed from the program group and the rest of the group may continue to receive assistance. For more information on the Parent Responsibility Act, visit this web page: <http://www.legislature.mi.gov/>

Students and parents/guardians are expected to adhere to the specific attendance rules of their buildings. **Violation of attendance rules resulting in excessive or patterned absence will be referred to the Ingham County Prosecutor's office for the purpose of criminal prosecution (Michigan Compiled Law 380.1599).**

Reporting Student Absences

In the best interest of all parties involved, the parent/legal guardian should notify the school on each and every day the student is absent. Teachers may not excuse their students directly from the classroom under any circumstances.

1. The parent/legal guardian, or person listed on the student's emergency card, must call the main office by 9:00 a.m. on the day the student is absent or before noon the following day to excuse their child's absence from school. However, the Family Liaison or designee will use his or her discretion for individual cases.
2. Documentation must be submitted to the Main Office on the day of the child's return in order to verify an excused absence.

If both of the above mentioned paragraphs have not been complied with, the absence may be deemed unexcused.

Excused Absences

Parents/Guardians who wish to have their child excused while school is in session must obtain this permission from the Attendance Office. An excused absence is a student absence from a scheduled class or day as per building guidelines. Reasons include, but are not limited to:

- Illness: note from a parent upon return to school – the Director reserves the right to require proof of illness (i.e. doctor's note in order to excuse the absence.) A statement from the attending physician should be submitted to the Director in order to make necessary arrangements for your child.
- Medical appointment: note from doctor's or dentist's office upon return to school
- Legal appointments: note from appropriate legal representative upon return to school
- Family emergency
- Death in the family
- Suspensions
- Hospitalization
- Homebound services
- Prearrangements
- Other circumstances may be excused at the Director's discretion

The Family Liaison and/or administration shall make every attempt to notify parents on a consistent basis when students are repeatedly absent from class(es). After the 3rd absence call-in for an excused absence, a doctor excuse is required.

Parents will be notified at the address provided to the school when a student reaches 5 or more days of absences, **excused or unexcused**. **In addition to the notification, persistent or questionable absences from school may result in a referral to court as a violation of the truancy law.**

Truancy is defined as: *Willfully and repeatedly absenting oneself from school in violation of Michigan Juvenile Code 712A.2.*

Please Note: *Unless there are extenuating circumstances, a truancy petition will be filed once a student has been **absent 5 days**, without any success from the School contacting the parents/guardians via phone calls, home visits, or scheduled meetings. In the event a student is absent for a **combined count of 10 days (2 weeks)** AND has met with the Family Liaison, Director, or designee and there is still no improvement, a truancy petition will be filed. The days above are **inclusive of attendance within other school districts within the same academic year**.*

Frequent absences, excused or unexcused, or tardiness in a class may seriously affect the student's academic progress and credit for that class. Attendance patterns of a student are the responsibility of the parent/guardian and the student.

Unexcused Absences

An unexcused absence is a student absence from a scheduled class or day other than those reported by parents/legal guardians or administration. Reasons include but are not limited to:

- Skipping/truancy – the willful absence from scheduled classes/activities without parent/legal guardian consent and/or administrative approval
- Oversleeping
- Lack of transportation / Car trouble
- Unverified absence – no parental notification
- Leaving school without permission
- Not following proper check-out procedures

The following procedure shall be followed for all unexcused absences:

First Unexcused Absence – School personnel will contact the parent/legal guardian by phone about the unexcused absence. If unsuccessful at reaching the parent/guardian, the Family Liaison, Student Management Coordinator or Director may send a letter to the parent/guardian.

Second Unexcused Absence – A letter will be sent home informing the parent/guardian of the second unexcused absence and further explanation of the attendance policy including the consequences of unexcused absences. The Family Liaison may conduct a home visit to address the situation and/or request a conference with the parent/guardian.

Third Unexcused Absence – The Family Liaison, along with the Student Management Coordinator, Director or designee will meet with the student and parent/guardian, review the student's attendance record, and assign the student an appropriate consequence.

Fourth Unexcused Absence – If a student has a fourth unexcused absence, the student will be recommended to the Director for suspension.

In extreme cases, a student may be recommended to the Board of Directors for expulsion.

Saturday School Detention

Saturday school detention may be used as a consequence for attendance and/or behavior infractions. Any student assigned to a Saturday detention must be on time and in uniform. Students must also bring an adequate amount of schoolwork. Students may not eat, drink, or sleep during detention. Any student who violates the rules will be dismissed from Saturday detention and a parent/guardian will be required to meet with the Director, Student Management Coordinator, or designated official upon returning to the school.

Tardy Policy

Part of the responsibility of parents and students is regular and prompt attendance. Students must be inside their designated classroom by 7:50 a.m. each morning. Staff and administration will assign a tardy slip to those students who fail to arrive on time to school.

A tardy is defined as not being in the classroom when the bell rings. After (5) tardies, the student will receive a consequence. The Student Management Coordinator, Director, or designee will handle excessive tardies on an individual basis.

Early Dismissal

For safety and security purposes, Mid-Michigan Leadership Academy requires that parents/guardians make all requests for early dismissal of students in writing on the day of such request. Parents/guardians are discouraged from picking up their children for early dismissal **without** prior written notice. All parental requests for early dismissal of students must be given to the main office and a copy will be made for their teacher. We will not disturb any class for early dismissal requests during examination and testing time. All early dismissal students must be signed out by the parent/guardian in the main office logbook.

Students are not permitted to leave the school grounds during the school day unless a parent/legal guardian accompanies them. All requests to leave the building must be approved by the office. If a student leaves the grounds without permission, it will be considered as skipping and an unexcused absence.

A school representative will monitor students who repeatedly are being requested for early dismissal close to the end of the day. A parent/legal guardian will be contacted if this is excessive. These interruptions interfere with the student's learning and academic achievement. Furthermore, it is a disruption for the entire class.

Excused early dismissal will only be granted for the following:

- Medical appointment - note from doctor's or dentist's office upon return to school
- Legal appointments - note from appropriate legal representative upon return to school
- Family emergencies
- Suspensions

Make-up Work

It is the student's responsibility to make up work missed due to an absence. In the case of a prearranged absence, students are expected to complete all work before leaving or as soon as possible after their return.

Students are encouraged to complete assignments that will be missed during their absence to enable them to continue their studies to the best of their abilities. These assignments can be completed prior to or during the absence and should be requested at the main office. At least three days' notice should be allowed for a request to be processed. The Academic Quality Controller shall honor all such requests, to the degree possible. Students must make up all missed exams upon return.

All Advanced Excused Absences – Extended absences will be considered excused *if the proper steps are taken*.

Make-up of Exams and Other School Work

Students, who have an excused absence from school or who have been suspended, shall be given the opportunity to make up work that has been missed. The student should contact his/her subject teacher as soon as possible to obtain assignments.

- Make-up work due to suspension must be completed by the time the student returns to school or within 1 day after the student's return to school.
- For an excused absence, students will be given the number of days which they missed within which to make up the work. If a student misses an exam due to an excused absence, he/she may make arrangements with the teacher to take the test. If he/she misses a standardized test, the student should consult with the AQC immediately to arrange for taking the test.

Uniform Requirements

Students are required to meet and follow the MMLA uniform policy. Ultimately, it is the parent/guardian's responsibility to carefully plan and monitor his/her child's attire prior to his/her arrival at school each morning. Should your child fail to meet any of the uniform standards below, a phone call shall be made home to review the uniform policy and to make arrangements for the appropriate uniform item(s) to be delivered to school. Students who fail to meet the uniform policy shall be subject to disciplinary action.

Boys:

- **Pants:** Navy blue or khaki uniform pants (worn around the natural waist)
- **Shorts:** Navy blue or khaki shorts (no more than 3 inches above the knee)
- **Shirt:** Buttoned white, navy, or light blue Oxford or polo shirt (All shirts must have collars and be tucked in at all times.)
- **Sweater:** Solid white, navy, or light blue sweater, sweatshirt (may have a hood), or vest (no logos, please)
- **Shoes:** Closed-toe shoes or sneakers **that do not distract from learning.** Boots may be worn in inclement weather (no sandals; shoe must cover the whole foot)
- **Belt:** plain black or brown in color, no attached items
- **Socks:** White, black, or navy blue

Girls:

- **Pants:** Navy blue or khaki uniform pants or capris (worn around the natural waist)
- **Shorts/Skirts:** Navy blue or khaki skirts/skorts/jumpers/shorts (no more than 3 inches above the knee)
- **Shirt/Blouse:** Buttoned white, navy, or light blue blouse or polo shirt (All blouses must have collars and be tucked in at all times.)
- **Sweater:** Solid white, navy, or light blue sweater, sweatshirt (may have a hood), or vest (no logos, please)
- **Shoes:** Closed-toe shoes or sneakers **that do not distract from learning.** Boots may be worn in inclement weather (no sandals; shoe must cover the whole foot.)
- **Socks/Tights:** White, black, or navy blue socks, leggings, or tights

No outerwear is allowed in class during instructional time.

Headwear: The only acceptable headwear in the building is a simple blue, black, or white headband worn for the purpose of holding hair back, not for fashion. Hoods attached to sweatshirts, sweaters, etc. may not be worn.

Exceptions for medical reasons or for the purposes of religious affiliation or practice will be considered. Requests for exceptions to this policy should be forwarded to the Director. Students wearing headgear in violation of this policy will be required to remove the item. Repeat offenses will lead to confiscation of the item which may be retrieved by a parent/guardian at any time.

The following items are not allowed on any school day, including on dress-down days:

- Open toed, high heels, high platform shoes
- Shoes with distracting elements such as lights or rollers in soles
- Tight pants
- Colored belts (black or brown only)
- Sunglasses
- Spaghetti strap tank tops

**Jewelry should be minimal so as not to present a safety concern or a distraction to learning.*

Extra-Curricular Activities

Participation in extra-curricular activities, while encouraged, is a privilege, not a right. Any student whose conduct in and out of school is inconsistent with the school mission may be denied the privilege of participating in extra-curricular activities at the discretion of the Director.

Athletics General Eligibility Requirements

For participation in sports, academic competitions, field trips, and other school-sponsored activities, all prerequisite paperwork including, but not limited to, parental consent, indemnification forms, and/or fee waiver forms, must be completed before a student can participate in an extracurricular activity in any manner.

Field Trips

During the school year, classes may participate in out-of-school activities that correlate with the educational program. At the beginning of the school year, parents and students are requested to sign a *Field Trip Permission Form* that is kept in the student's file. Thereafter, parents will not be required to sign a permission slip each time the child's class leaves school.

Parents will be informed in advance of plans for any trips, describing the time, destination, and cost. SABIS® is very protective of the school's instructional time. Field trips will be conducted on a limited basis. The school will **always** provide sufficient supervision for all out-of-school activities.

Food at School

A short snack break in addition to our breakfast program, will take place each day for students in grades K-8. Fresh fruits and vegetables will be provided several days of the week. However, on days in which a snack is not provided, please supply your student with a healthy snack. Nutritious snacks of single portion sizes are strongly encouraged; examples include: fruit, veggies, cheese and whole grain crackers. Please note: *Visits by parents with food from outside vendors for their children are prohibited.*

A well-balanced lunch is served daily. Students who bring lunch from home may receive milk at school. Fast food or other restaurant food may not be brought to school for student consumption.

MMLA is a peanut-aware school. This means children will not be allowed peanut butter or peanuts/tree nuts for a snack in the classroom and will not be served peanuts or peanut products for breakfast and/or lunch.

Birthdays

Birthdays are very special days for students; therefore, simple celebrations are acceptable. Parents may only send store-bought, pre-cut treats (no cakes) to share with the class, if they so choose. **No homemade treats or elaborate party favors are allowed.**

Student Services

Student services range from school guidance to programs that enhance the education and well-being of students. These student services consist of academic assistance and study tips; help with home, school, and/or social concerns; or any issues or questions students may want to discuss with the Student Life[®] Coordinator, Student Management Coordinator or, Social Worker/Family Liaison.

Special Services

The Mid-Michigan Leadership Academy attempts to meet the needs of each individual student. We have a team of special service personnel who work with students, parents, teachers, and building administrators to ensure each student's needs are met. This program gives guidance and support to students, teachers, and parents/guardians in special instances in which a student seems capable of succeeding in a school setting but is not doing so.

Response to Intervention Team (Rtl)

The Rtl program involves a team of professionals who meet regularly to identify areas of concerns and design interventions to address specific student needs **prior** to a referral for special education evaluation. When a student is struggling with academics or behavior, members of the team study past or current records, confer with teachers and parents/guardians, and meet with the student to determine a course of action. The team will then decide on an appropriate intervention and monitor the student's progress. If after many weeks of interventions in which the student shows no signs of progress, the team may refer the student for additional assessment and diagnostics to the Special Education Academic Coordinator.

Special Education Academic Coordinator

The Special Education Academic Coordinator oversees all special education services at the Mid-Michigan Leadership Academy, insuring services are occurring as detailed in Individualized Education Programs. The Special Education Academic Coordinator works with teachers, families, and students to ensure that all students have an opportunity to succeed.

Social Worker/Family Liaison

This person works with the child, home, school, and community agencies when special problems arise where such cooperation will be of benefit to a particular child.

For more information regarding special services, please contact the Special Education Academic Coordinator.

Civility Policy

Civility/Conduct of Parents, Visitors, and School Employees

It is the intent of SABIS® and the Mid-Michigan Leadership Academy to promote respect, civility, and orderly conduct among students, school employees, parents, and the public. It is not the school's intent to deprive any person of his or her right of freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents, and other members of the community. The School encourages positive communication and discourages volatile, hostile, or aggressive communications or actions.

Expected Level of Behavior

- School personnel will treat parents and other members of the public with courtesy and respect.
- Parents and other visitors will treat teachers, administrators, and other school employees with courtesy and respect.
- School personnel and visitors shall follow all traffic laws on public and private driveways while traveling to and from campus.

Unacceptable and Disruptive Behavior

- Using loud or offensive language, swearing, cursing, or displays of temper
- Threatening to do physical harm to a teacher, school administrator, school employee, or student
- Any other behavior that disrupts the orderly operation of a school, classroom, administrative function, or a safe campus environment
- Abusive, threatening, or obscene letters, e-mail, or voice mail messages

Parent Recourse

- Any parent who believes he or she was subject to unacceptable or disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor, appropriate administrator, and/or the Director.

Authority of School Personnel

Any individual who acts as follows may be directed to leave the school premises by any school administrator, including the Director, and school security personnel. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement personnel to take such action as is deemed necessary:

- Disrupts or threatens to disrupt school operations
- Threatens or attempts to do or does physical harm to school personnel, students, or others lawfully on school premises
- Threatens the health or safety of students, school personnel, or others lawfully on school premises
- Fails to follow campus / public / private way traffic and safety directives
- Intentionally causes damage to school property or the property of others on school premises
- Uses loud or offensive language
- Comes onto school premises without authorization; or
- Engages in unauthorized audio / videotaping or still photography

In the event that there is a serious threat of harm to student(s) or school personnel, the school may obtain an Order of No Trespass prohibiting the individual making said threat from entering school property.

Authority to Deal with Persons who are Verbally Abusive:

- If any member of the public uses obscenities or speaks in a loud, demanding, insulting, and/or demeaning manner, the employee to whom the remarks are addressed shall calmly and politely warn the speaker to communicate civilly.
- If the verbal abuse continues, the employee may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation.
- If the meeting or conference is on school premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises.
- If the person refuses to leave, the administrator or other authorized personnel shall seek the assistance of law enforcement personnel to take such action as is deemed necessary. If the employee is threatened with personal harm, he or she may contact law enforcement.

Should an individual persist in violating the terms of this policy, the school may limit and/or restrict the methods of communication that may be used by said individual. Such restrictions shall not apply in the event of emergencies or administrative functions such as TEAM meetings or disciplinary hearings.

Safety, Security and Emergencies

Safe and Secure Building Policy

In order to maintain safe and secure school buildings and grounds, Mid-Michigan Leadership Academy requires that all visitors report to the main office to secure a Guest identification badge. All visitors must properly wear this badge to display guest credentials for all school appointments / visits. All visitors are required to legibly print their names, their arrival time, their departure time and their destination when signing into the building. Visitors must be announced before receiving directions to their destinations.

- Impromptu parent visits for faculty conferencing are discouraged.
- Any or all audio/videotaping and/or still photography must be pre-approved by administration.
- Parents/guardians are directed to drop off students in respective school lobby areas, and refrain from walking students to their rooms or cafeteria.

Visitation privileges may be revoked for any reason at the discretion of the School Director or designee. Persons trespassing upon school properties will be reported to the Police Department.

Safety and Security Plan

In accordance with MI law MCL 333.7410

Mission Statement: The care and protection of students and staff of Mid-Michigan Leadership Academy is of primary concern to the School administration and to the Board of Directors. Therefore, the School is determined to establish and to maintain a comprehensive safety and security plan. A detailed plan is located in the school office and maintained by the School Director.

Goal: To enhance existing school safety and security procedures through on-going practice and plan development.

Needs Assessment

An annual needs assessment will be submitted to the Director by the appointed school designee. The assessment should review the School and grounds vulnerability to outsiders and review emergency procedures, safety and security equipment and materials, internal security, bus transportation safety, and other safety concerns. The annual needs assessment shall include a physical survey of the property, including but not limited to:

- Doors and windows (inclusive of all locking devices)
- Roof access
- Building and classroom access
- Lighting
- Intrusion devices (alarms)
- Current staff
- Internal security
- Emergency notification systems
- Communication systems
- Warning signs
- Safety equipment and materials
- Evacuation plan in case of emergency
- Access/Egress routes on public and private driveways

Employee Identification Cards and Classroom Keys

In order to promote a safer and more secure school environment, all SABIS® employees shall clearly and conspicuously display their photograph identification card at all times during school hours on school property. In addition, all personnel shall carry their keys at all times during school hours to secure and lock all classrooms for emergency lockdown situations.

Emergency Operations

Mid-Michigan Leadership Academy has a building-based Emergency Operations Team consisting of administrators, security personnel, social workers, and building maintenance personnel. Representatives from the Police and Fire Departments and Emergency Preparedness personnel will advise school personnel on a collaborative basis.

The purpose of the EO Team is to formulate safety and security plans within the School to ensure and promote a safe and secure school environment, develop specific protocols in response to emergencies, and disseminate safety advisory updates and information to students, staff, parents, and the community. The EO Team shall meet throughout the school year.

Building Evacuation/Lockdown Plans

The School possesses written building evacuation/lockdown plans to be employed in the event of emergency situations. The plans are located in the school office.

School Closings/Late Starts

If school is closed or starts late due to an emergency, severe weather, a power outage, or other problems, local radio or television will announce the closings. These will also be posted on our website. The decision to close school is made by the Director early in the morning. Announcements usually start about 5:45 a.m. Only under extreme circumstances will school be closed once students have arrived. Closings during the day are also announced on the radio, television and our website. Please call the school if you are in doubt.

Safety Drills and Procedures

One way to ensure the safety of the children and staff is to have a well-thought out and fully documented emergency procedure. The School has such procedures, and the manual in which they can be found is used to train teachers. The manual contains procedures for such emergencies as fire, tornado, earthquake, and unwanted intruders. Teachers are taught how to communicate difficulties without causing difficult situations to escalate. In addition, staff and students practice those procedures that involve a change of location, such as fire and tornado drills, regularly.

Safety Concerns

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

Written Reports

The Director shall document in writing all critical incidents including, by not limited to, misdemeanors which affect the health, safety, and welfare of students and/or staff, the outbreak of contagious diseases or illnesses, the intrusion of uninvited and/or unwelcome visitors, and all accidents and injuries, vandalism, felonies, and dangerous incidents involving weapons and controlled substances.

Drug Free School Zone

In accordance with Federal and State Law, the Board hereby establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any school property. Any person who violates the provisions of the law pertaining to the unauthorized manufacturing, distribution, dispensing or possession with intent to distribute a controlled substance while in or on, or within one thousand feet of the real property comprising a public or private elementary, vocational or secondary school, whether or not in session, shall be punished by a term of imprisonment. Lack of knowledge of school boundaries shall not be a defense to any person who violates the provisions of this section.

Anti-Bullying Policy

The Mid-Michigan Leadership Academy believes that a safe and secure educational environment is necessary for students to learn and achieve. It is the Mid-Michigan Leadership Academy's highest priority to provide an environment that is safe, secure and conducive to learning. Demonstration of appropriate behavior, treating others with respect, and refusing to tolerate harassment or bullying is expected of students, administrators, parents, faculty, staff, visitors, and volunteers.

Bullying is Prohibited

Bullying of a pupil, whether by other students, staff, visitors, parents, guests, contractors, or volunteers is prohibited. All students are protected under this policy, and bullying is prohibited without regard to its subject matter or motivating attitude.

Definition of Bullying

Bullying is defined as any written, verbal, or physical act, intentional gesture, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils.
2. Adversely affecting the ability of a pupil to participate in or benefit from the Mid-Michigan Leadership Academy's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying is prohibited at school. "At school" is defined as in a classroom, elsewhere on school premises, at school-sponsored activities or events, on a school bus or other school-related vehicle, or using a telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the Mid-Michigan Leadership Academy. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a).

Bullying that does not occur "at school," as defined above, including bullying that occurs over the internet (cyber bullying), that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

Reporting and Investigating Reports of Bullying

Every student is encouraged to report any act of bullying to a staff member, including a teacher, a counselor, the School Director, or other staff member. Staff members shall report any reports of acts of bullying to the School Director. Complaints against the School Director shall be reported to the Board of Directors.

Retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior.

Making intentionally false accusations about bullying is prohibited. Retaliation and making intentionally false accusations about bullying may result in disciplinary action up to and including expulsion.

All reports of a violation of this policy or a related complaint shall be promptly investigated. The School Director or the School Director's designee is responsible for the investigation. If the investigation results in a finding that an instance of bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, up to and including exclusion for parents, visitors, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, notification will be provided to the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying.

The Mid-Michigan Leadership Academy shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including discipline and referrals. The School Director shall provide a report of all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the Board of Directors on an annual basis.

The School Director is the school official responsible for ensuring that the policy is implemented.

Education and training

Mid-Michigan Leadership Academy will provide annual training on preventing, identifying, responding to, and reporting incidents of bullying to administrators, school employees, and volunteers who have significant contact with pupils.

Mid-Michigan Leadership Academy will provide annual educational programming for pupils and parents on preventing, identifying, responding to, and reporting incidents of bullying and cyber bullying.

Confidentiality

The Mid-Michigan Leadership Academy will comply with all applicable laws regarding confidentiality of personally identifiable information from education records.

Notification

This policy will be annually circulated to parents and students, and will be posted on the Mid-Michigan Leadership Academy website. The School Director is directed to develop administrative guidelines to implement this policy.

Reference: Matt's Safe School Law, Public Act 241 of 2011 (MCL § 380.1310b).

School Closings, Delays and Emergency Notifications

Notification of changes in the school's schedule including closings, delays, and emergencies will be posted on the school's website and distributed through a messenger service. The messenger service provides the option of automated phone calls, email, or SMS service. SMS (text messaging) service requires an opt-in, see website for details.

Emergency Cards

Parents/Guardians of all students at SABIS® are required to fill out two emergency cards that contain a medical release statement giving the school permission to seek medical attention for the student in case of an emergency. One card remains in the office and the other card is kept in the classroom and is taken on field trips.

In emergency situations, the school calls the numbers listed on the card. It is essential that parents/guardians update these cards if their addresses or phone numbers change.

Accidents

Any accident involving more than minor bruises or scrapes is recorded on an *Accident Report Form* and filed in the school office. Minor scrapes are listed on a Daily Accident Log, and the office notifies parents that first aid measures were carried out.

If it appears an accident is more serious, the following procedures are followed:

- Immediate first aid is administered.
- The parents are contacted to pick up the student for medical care.

When parents and designated emergency persons cannot be reached and immediate medical attention is needed, the school will call the local emergency unit for treatment and/or transportation to a hospital. A staff person will accompany the student to the medical facility and stay until the parent arrives. In some emergency situations, the staff may contact the local emergency unit before calling the parent.

Use of Telephones

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available at the School for students to use when they are not in class. Students are not to use telephones to call parents/guardians to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave the School.

Internet Usage Procedures

Through the Mid-Michigan Leadership Academy's internet connection, students have an unparalleled opportunity to participate in a global community of information and learning. With such an opportunity comes responsibility. For a student at the School to use the internet, he or she must comply with the following rules and sign the agreement. The agreement must also be signed by a parent or guardian. Signing the acknowledgment at the end of this handbook will serve as agreement to this procedure:

The School's internet connection is intended for educational purposes only. All authorized students are prohibited from knowingly accessing portions of the internet that do not promote the educational or instructional mission of the School. Access to the internet is a privilege, not a right. Inappropriate use not only reflects on the School, but may lead to penalties, including revocation of privileges, disciplinary action and, if warranted, legal action.

Among unacceptable uses of the internet are the following:

- Use at School for non-school related activities,
- Use in violation of federal, state or local laws, including sending or receiving copyrighted matter without permission.
- Commercial use,
- Sending harassing, intimidating, abusive or offensive language or material to or about others, in messages public or private. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Sending chain letters or pyramid schemes, “broadcasting” inappropriate messages to lists or individuals, and any other kind of use that would congest the internet or otherwise interfere with the work of others.
- Sending or receiving pornographic material, inappropriate text files or files dangerous to the integrity of the network. Students are prohibited to access inappropriate sites containing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful materials of any sort or manner.
- Vandalizing, defined as any deliberate attempt to change files not belonging to you, or harm, or destroy the work, systems, or data of another user, including uploading or creation of computer viruses, and the intentional introduction of any sort or manner.
- Engaging in the illegal distribution of software (“pirating”),
- Knowingly using another person’s password or misrepresenting your identity, or giving one’s own password to others. Students should only use those computer resources they have been authorized to use. Furthermore, students will not attempt to gain unauthorized use of computer resources in order to gain unauthorized access to computing facilities of other institutions, organizations, and/or individuals. These actions are illegal, even if only for the purpose of “browsing”.
- Failing, when downloading permitted information, to comply with any associated terms or conditions specified by the supplier of that permitted information.
- Expressing views or opinions not clearly identified as your own and not those of the School.
- Circumventing security measures on school or remote computers or networks.

Email

Should the school provide the student with an email address, the school’s email is not confidential and email communications are subject to monitoring by authorized school administrators.

No student should have any expectation of privacy as to his or her use of the internet or E-mail

E-mail is not like a letter in an envelope. E-mail is like a postcard. The contents of your message are out in the open. There is no easy way to mark a message “confidential”. Your message may be viewed during the mailing process. Your message, if inadequately addressed, may be read by a “postmaster” trying to redirect it correctly. Your message may be forwarded or printed. Your message may be stored, perhaps in the directories of the person who receives the message, indefinitely.

People who may never meet you will be forming impressions about you based on the way you compose your E-mail messages.

Internet Usage Agreement

The School is not liable for the actions of anyone connecting to the internet. All students shall assume full liability, legal, financial or otherwise, for their actions.

The School is not liable for damage, loss or theft of any students' personal computer equipment. Such equipment is brought to the School at the student's own risk. All students shall assume full liability, legal, financial or otherwise.

The School takes no responsibility for any information or materials transferred through the internet.

The School makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The School is not liable for any loss or corruption of data resulting while using the internet.

The School reserves the right to examine all data stored in the machines involved in the internet link to ensure that all students are in compliance with these regulations. The School disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing facilities.

Although each student has an individual password to access the system, it belongs to the School and all E-mail messages are school records*. No student should have any expectation of privacy as to his or her use of the internet or E-mail*. All internet access will be logged and the School reserves the right, for legitimate school purposes, to access and disclose the contents of students' electronic communications without regard to content. Students are encouraged to immediately report to the school administration any possible security problem and/or violation of the above guidelines by another individual. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.

**This applies to schools who assign E-mail addresses to their students.*

Code of Conduct

The Code of Conduct is the behavioral mainframe by which the school carries on its day-to-day operations. The code reflects academic standards and the right for every student to learn in a non-threatening environment. The code further reflects the school's desire to protect each individual's right to deal with violations of safety issues through consequences. SABIS® sees the implementation of such a code as a necessary element of providing a positive school experience for everyone. Students' behavior must not keep any of the members of the school community from doing their jobs.

The Code of Conduct that appears on the following pages governs the most serious and obvious types of student misconduct. The prohibited acts listed in the code are not to be construed as all-inclusive. Nor is the list to be seen as a limitation upon the authority of school officials to deal appropriately with violations of school rules and regulations or with other types of conduct which interfere with the good order of the school, the proper functioning of the educational process, or the health and safety of students.

The Code of Conduct applies before, during, and after school, as well as in school buildings, on school grounds, at school related activities, and on the way to and from these activities.

- When a student is at school.
“At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises;
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school staff; and
- When a student is using school telecommunications networks, accounts, or other district services.

The Code of Conduct establishes reasonable boundaries for students and provides a clear understanding of consequences for breaking the rules. It is expected that students, like the rest of us, will make mistakes.

It is our hope that students learn from their mistakes. By reading the code, we also expect students to understand the School's expectations and avoid transgressions in the first place.

Fair Treatment Procedures

The Mid-Michigan Leadership Academy is committed to treating all students, staff and parents in the school fairly and impartially. The Board of Directors is committed to assuring a school and working environment which is appropriate for institutions of learning and which assures the safety and welfare of all.

Philosophy of Discipline

The primary objective of the Mid-Michigan Leadership Academy is to assist each student to develop into a responsible, self-disciplined individual willing to assume his/her role as a productive member of society. An important aspect of this learning process is learning to respect the rules and regulations that are established for the protection of the rights of all members of the school community.

It is not the intent of the Mid-Michigan Leadership Academy through these policies to infringe upon students' exercise of constitutionally guaranteed rights. However, when a student's behavior presents a risk to his/her own well-being, interferes with the rights of others, or becomes disruptive to the educational process; school personnel must take corrective action through the Code of Conduct.

Every staff person in the school is an equal and contributing partner in the important area of student management. All adults have the obligation to report any inappropriate behavior to administration.

Corporal Punishment Policy

No school employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person, with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. *EXCEPTION: School employees may use reasonable force to restrain a student when necessary to prevent the child from injuring himself/herself, others, property, or to prevent bodily harm or death to another.*

Progression of Consequences

This Progression of Consequences below shall be applied in a manner consistent with the rights secured under federal and state laws to students who are determined to be eligible for special education programs and services.

There are three categories of violations: those that lead to pre-suspension consequences, those that lead to suspension, and those that may lead to expulsion. Each of these categories is explained in the following pages.

Classroom Consequences

Teaching and learning can only occur in an orderly environment. Within the classroom, teachers will provide direction, set limits, and promote self-discipline. They will be diligent in their role to create a learning environment that is neither overly permissive nor oppressive. Within that context, they will make every effort to motivate students to learn, to redirect them when their attention or behavior falters, and to continue with instruction. However, if a student demonstrates unwillingness to participate in this learning environment, he/she may be removed from the regular class setting. Students who are disruptive and who impede the learning of others may be directed to go to another part of the classroom or to another area where they will continue to do assigned work in the time-out area.

Detention

A student violating a school rule or policy may be required to spend a specific period of time before school, after school, during an unassigned class period, or on Saturdays at a specific location assigned by the Student Management Coordinator. A staff member will actively supervise such detention.

In-School Suspension

At the discretion of the Director or the Student Management Coordinator, a student may be directed to serve an in-school suspension for disciplinary reasons. The student would spend the period of this suspension in an alternative classroom where he/she will be allowed to continue his/her studies for credit, but may not participate in any athletic or extracurricular activities for the duration of the suspension.

1. The option of the in-school suspension will be administered where it is deemed in the best interest of the student and the school only.
2. All students who are given the opportunity to attend in-school suspension are expected to complete all assigned work given by teachers. If a student does not complete the work assigned to him or her, he/she may lose the privilege of in-school suspension. Failure to follow the rules can result in an Out-of-School Suspension.

Short Term Suspension

Any time a student is sent to the Student Management Coordinator for disciplinary consequences, the adult who is sending the student completes a referral notice. This form briefly describes the behaviors that caused the student to be removed from a class, hallway, playground, or activity. The Student Management Coordinator keeps a record of all such notices and sends a copy home for parent/guardian signature.

When students have accumulated a record that, in the Student Management Coordinator's view, reflects unwillingness to abide by school rules, the supervisor will refer the student's discipline record to the Director with a recommendation for suspension. Even without such a record of repeated misbehavior, students who break a rule in Category II may be sent home for a period of up to ten (10) school days. They will continue to do assigned work while suspended. If required, suspension pending a Manifestation Determination Review for students with an Individualized Education Program or Section 504 Plan will take place.

Long Term Suspensions

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. A violation of this school policy will be considered a trespass, resulting in immediate notification to the Lansing Police Department.

Suspension Pending an Expulsion Hearing

In the event an offense has been committed which, following investigation, results in an administrative recommendation for expulsion, the Director may impose a suspension pending the expulsion hearing before the Board of Directors.

Removal (Emergency Suspension Pending a Hearing)

If a student breaks the rules causing danger or threat of danger to himself, herself, any other person or property, the Director or Student Management Coordinator will have him or her removed from school without warning. The student, as well as anyone involved with the removal, may be present at the hearing.

Expulsion

In general, students who have had multiple suspensions and have shown little or no behavioral change toward more positive participation will be expelled. Such recommendation(s) shall be appropriately documented citing the disciplinary infraction(s) considered “gross misdemeanors or persistent disobedience.” In addition, students who break a rule in category III will be sent home for up to eighty (80) school days. However, if a firearm or knife were involved, then the expulsion can last up to one year. If there are fewer days left in the school year than the expulsion, students will serve the remaining days of the expulsion at the beginning of the next school year. If expelled, students may not come to school or to any school-related activities during the expulsion period, nor will they be permitted to enroll in any Michigan Public School. The School Director receives all recommendations for expulsions and submits the expulsion to the Board of Directors for final approval, adhering to all state law.

Parents/guardians shall be informed in writing of the school's intent to expel by the Director or his/her representative. Students and parent(s)/guardian(s) have the right to appeal this decision to the Board of Directors. The student shall be afforded all the rights of due process. The student shall be given all rights and protections afforded under Federal Law, Section 504 of the Rehabilitation Act of 1973.

Exclusion or Expulsion for Prior Misconduct in Another School District

In order to protect the health and safety of students and employees and to prevent threatened disruption to the educational process, an otherwise eligible resident student who seeks to enroll in the Mid-Michigan Leadership Academy and who has previously been found to have engaged in misconduct in another school district which resulted in a long-term suspension or expulsion, or who is alleged by school authorities to have engaged in such misconduct in another school district but withdrew from such school district prior to the misconduct being established, may be subject to suspension or expulsion from the Mid-Michigan Leadership Academy. Such student shall be permitted to enroll, but shall be held on suspension pending a hearing before the Director or his/her designee. A student who has been expelled from another school district for criminal sexual conduct, arson, or possession of a dangerous weapon in a weapon-free school zone, as those terms are defined in section 1311 and 1313 of the School Code of 1976, as amended (MCL 380.1311, 1313; MSA 15.41311, 41313) or who is found to have committed such offense prior to enrollment in the Mid-Michigan Leadership Academy shall not be admitted in the district except in accordance with Section 1311(5) of the School Code of 1976, as amended (MCL 380.1311(5); MSA 15.41311(5)).

The Student Management Coordinator, with the consent of the Director, shall determine whether the student's prior misconduct is of sufficient gravity that the student's presence in the school represents a threat to the health and safety of students and school personnel, or threatens the educational process in the school.

If the student's presence is deemed a threat, the student is temporarily suspended from school, and the student's parent(s) or guardian is notified of:

- a) The prior act of misconduct that is the basis of the Director's decision.
- b) The Director's recommendation regarding the suspension or expulsion of the student.
- c) The fact that a hearing will be held before the Board of Directors for expulsion.
- d) The time, place, location, and procedures followed at the hearing.

Category Violations

Category I: School Responses to Category I Violations

The following violations, in general, lead to classroom consequences, restorative practices, after school detention, parent meeting, or Saturday detention. The Student Management Coordinator will determine the appropriate consequences for repetitive violations based on each student's overall discipline record.

Displays of Affection

The display of affection between people is personal and not meant for public exhibit. Such displays include touching, kissing, petting, or any other physical contact that may be considered sexual in nature.

Unruly Conduct

All students must obey all adults in the school: administrators, teachers, educational assistants, secretaries, custodians, lunchroom helpers, security guards, and others. Students must do what these adults ask of them. Students must not talk back to adults. If a student does not obey the instructions and/or directions a teacher gives, his/her conduct will be considered unruly. If a teacher says to open a particular book, to write an assignment, to work with another student, to work in a group, to take a test, or to do any other class-related activity and a student refuses to do so, this is considered being unruly.

Being Out of Uniform

Students must wear a uniform to school every day except those days are announced by a school administrator as a "non-uniform day." All elements of our school uniform are listed in the Student Handbook, and it is the reference parents and students should follow.

Disorderly Conduct

Students must not break classroom or school rules. They may not keep teachers from teaching and students from learning. Students who cause a disruption in the classroom by talking, making noises, throwing objects, or otherwise distracting one or more of their classmates, are engaging in disorderly conduct. If the teacher is prevented from starting an activity or lesson or has to stop what he/she is doing to try to stop the distracting behavior, then the behavior is considered disorderly. Leaving the classroom without permission and inappropriate displays of affection are also considered to be disorderly conduct.

Failure to Cooperate

Students must not refuse to cooperate with school administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules. Students must not make false statements or give false evidence. Students must not refuse to testify or otherwise cooperate with school personnel in any disciplinary proceeding.

Falsification of Records

Students must not use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or records, nor shall they provide false, misleading, or inaccurate statements or information on school forms or records.

Trespass

Students may not be on school property or in a school building except to participate in the educational process and/or the specific enrolled activity of the school; nor may students loiter in building hallways, classrooms, bathrooms, etc. Students may not return to school without the Director's specific, written permission while suspended or expelled.

Electronic/Communication Devices

Students must not bring radios, headsets, MP3/CD, computer games, iPods, radios, or other electronic communication devices for receiving and/or transmitting messages to school. Not only will this behavior lead to the appropriate consequences, the items will be confiscated and held until a parent/guardian picks the items up or will be held until the last day of school.

Failure to Accept Pre-Suspension Consequences

Note: Failure to accept the consequences of Category I behaviors is considered a Category II offense.

Category II: School Responses to Category II Violations

These violations will most likely lead to a short-term suspension. A short term suspension occurs when a student is suspended for one (1) day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. The length of the suspension will be determined by the Student Management Coordinator and the Director and will be based on the student's discipline record and the seriousness of the offense(s). The Student Management Team, under the guidance and leadership of the Director, will investigate major breaches of the student Code of Conduct on a case-by-case basis, and make decisions accordingly. Repetitive violations will lead to a recommendation for expulsion to the Board of Directors.

Scholastic Dishonesty

Students must not engage in academic cheating. Cheating includes, but is not limited to, using a cell phone or camera phone during an exam, the actual giving or receiving of any unauthorized aid or the actual giving or receiving of unfair advantage on any form of academic work. Students must not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and representing it as one's own original work. A student must not unlawfully duplicate, reproduce, retain, or use copyrighted material. If a student is caught cheating, his/her parent/guardian will be notified. He/She could face failure of the test or automatic failure of the class for the term, depending on the severity of the incident. Loss of privileges is an accompanying penalty and suspension is a possibility, even on the first offense. Scholastic Dishonesty will be noted on the student's record.

Smoking

Students must not smoke, have, or use any kind of tobacco or possess a lighter or matches at school, on school grounds, or at any school-related activities.

Fighting

No Physical Contact! Students must not fight. They must not push, shove, or hit another with any part of their body or with an object.

Seclusion and Restraint Policy

As a part of the emergency procedures in place in our school, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with School Board policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law, including assaults on students and staff, will be reported to the police. The parents or guardian will be informed when any of these actions have occurred.

Profanity or Obscenity toward Adults

Students must not say or write inappropriate words or signs to anyone in our school community.

Being Repeatedly Out of Uniform

Students who are out of uniform five (5) days in any term will incur consequences up to and including suspension from school.

Stealing

Students must not take anything that does not belong to them. Students must not have anything that has been stolen in their possession.

Gambling

Students must not play games of cards, chance, or dice for money or any other game, which has money involved, unless these games are played as part of a special school activity.

Violent Disorderly Conduct

Students must not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.) cause the disruption, disturbance, or obstruction of any school function, activity, or event. Nor shall they engage in any such conduct if such disruption or obstruction is reasonably likely to result. Students may not urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

Defacement of Property

Students must not mark on, damage, break, or destroy school property or anything that belongs to someone else. Actions such as writing in school-owned textbooks or library books; writing on desks or walls; carving into woodwork, desks, or tables; and spray-painting surfaces are actions of defacement. Students who destroy or vandalize school property will be required to pay for losses or damages.

Destruction of Property

Students must not damage, break, or destroy school property or anything belonging to someone else. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

Breaking and Entering

Students must not force their way into any school building or classroom.

Sexual Misconduct

Students must not act or use any body parts or those of another in an unacceptable way. Unacceptable will be defined using a "reasonable person" standard. Basically, this means "if members of your family or other members of our community would find a given action to be rude or offensive, then it is unacceptable."

Harassment

Harassment of any type, including hazing and discriminatory harassment, is prohibited. Students must not engage in sexual advances, requests for sexual favors, or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or disability, (e.g. sexual or racial comments, threats or insults, unwanted touching, etc.).

Look-alike Weapons

Students must not possess, handle, or transmit any object or instrument that is a "look-alike" weapon or instrument, (e.g. rubber knife, toy gun, etc.)

Category III: Category III Violations That Lead To Mandatory Suspension with Recommendation for Expulsion

Students who engage in any of the violations in this level will be suspended for up to ten (10) school days with a recommendation by the Director for a possible expulsion to be presented to the Board of Directors.

Alcohol and Drugs

Students must not bring alcohol or drugs to school. They must not manufacture, sell, handle, possess, give, use, deliver, transmit or be under any degree of influence (legal intoxication is NOT required) of any alcoholic beverage, intoxicant, or drug. Students must not inhale any chemical substance for the purpose of becoming intoxicated or under the influence. Students are permitted to bring prescribed medication, in its original container, to the school office with a permission slip signed by the parent(s) and the authorization of a physician. Students must not sell or give a prescribed medication to another person at school.

Physical Assault

A student will not physically assault another person.

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b], MCL 380.1311a[12][b]).

If any student enrolled at Mid-Michigan Leadership Academy commits a physical assault at school against another student, then the Board of Directors or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If any student enrolled at Mid-Michigan Leadership Academy commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor then the Board of Directors or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1]).

Weapons: Dangerous Instruments

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances, stun guns, BB guns, pellet guns, razors, box cutters, hammers, baseball bats, or metal combs of any length with sharpened parts.

Weapons: Dangerous Weapons

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. A “dangerous weapon” means a firearm, dagger, dirk, stiletto, knife (with a blade over three inches in length), pocketknife opened by a mechanical device, iron bar, or brass knuckles. (MCL 380.1313).

A “firearm”, as defined in section 921, title 18 of the United States Code (18 U.S.C. § 921) means: Any weapon (including a starter gun) which will or is designed to, or may readily be converted to, expel a projectile by action of an explosive:

The frame or receiver of any such weapon;
Any firearm muffler or firearm silencer; or
Any destructive device.

The term “firearm” does not include an antique firearm (18 U.S.C. § 921).

State law requires the Board of Directors or its designee to permanently expel from the school district a student who possesses a “dangerous weapon” in a “weapon-free school zone”, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

However, the Board of Directors is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

The object or instrument possessed by the student was not possessed by the student for use as a weapon or for direct or indirect delivery to another person for use as a weapon;

The weapon was not knowingly possessed by the student;

The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon;

The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of school, or police authorities.

A “weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property. (MCL 750.237a).

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (MCL 750.237a).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is en route to or from school including on a school bus, the Board of Directors or its designee shall immediately report that finding to the student’s parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

Weapons: Use of Legitimate Tools as Weapons

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

False Fire Alarms or Bomb Reports

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded; nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the Board of Directors or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the Board of Directors or its designee. (MCL 380.1311a[2]).

Sexual Assault

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the Board of Directors or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311 (5). (MCL 380.1311[2]).

“Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

Robbery

A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.

Bullying or Extortion

Students must not make a person do anything he or she does not wish to do by using a threat or force. Students must not engage in the act of securing or attempting to secure money or other items of value from an unwilling person. Students must not, by threats and/or violence, force another person to perform an unwilling act.

Starting a Fire / Arson

A student will not intentionally, by means of starting a fire, cause harm to any property or person or participate in the burning of any property or person.

If a student commits arson in a school building, on school grounds, or on other school property, the Board of Directors or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311 (5). (MCL 380.1311[2]).

“Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).

Gang Activity

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission. (MDE Model Code of Student Conduct 2005)

Students must not wear or display any clothing, jewelry, colors, or insignia that may be reasonably perceived by a teacher or administrator as evidence of membership in, or affiliation with, a gang or otherwise symbolizes support of a gang. Students must not use any word, phrase, written symbol or gesture, which intentionally identifies them as members of a gang or otherwise symbolizes support of a gang. Students must not try to recruit others for gangs.

Fireworks and Explosives

Students must not handle, possess, or transport any substance or prepared chemical that can explode or is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person. Students may not bring any fireworks or firecrackers to school.

Felony

A student will not commit a criminal act that results in being convicted or, in some cases, charged with a felony offense.

Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property that does not belong to the student.

Verbal Assault against an Employee

A student will not bully, harass, intimidate, threaten, or coerce any school employee, contractor, or volunteer. If any student enrolled at Mid-Michigan Leadership Academy commits a verbal assault then the Board of Directors or its designee shall suspend or expel the student from the school district for a period of time as determined at the discretion of the Board of Directors or its designee. (MCL 380.1311a[2]).

Appeal to the Board of Directors for Reconsideration

A student aggrieved by the decision of the Board of Directors may, within five (5) days of receipt of the decision, petition the Board of Directors for the opportunity to request a review or reconsideration by the Board or its designee. The petition shall be in writing and contain the reasons that the Board or its designee's decision should be reviewed or reconsidered. The Board of Directors may grant or deny the request for an appeal or request for reconsideration. If granted, the Board shall notify the student in writing of the procedures to be used for the appeal or request for consideration.

Re-admittance Guidelines

Re-admittance to the Mid-Michigan Leadership Academy will not be considered until twenty (20) school weeks (summer school not included) have passed. Parents may contact the Director's Office to apply for re-admission. This process may include (but is not necessarily limited to) a meeting with the Director or designee and may also involve certain conditions such as a behavior agreement, communication with outside therapists, court caseworkers, etc. The student will be permitted to re-enroll for the term following his/her expulsion pending a parent/guardian, pupil, and school personnel conference discussing strategies to assist the pupil with improving his/her daily behavior. Students expelled two successive terms for truancy will not be considered for re-admittance until twenty (20) school weeks (summer school not included) have passed.

Students who have been expelled for possession of a dangerous weapon, arson, or criminal sexual conduct may be reinstated according to the provisions of Section 1311 of the Revised School Code, MCL 380.1311(5);MSA 15.41311(5).

Off Campus Activities

Students are subject to the rules and regulations of this handbook when on any school district property. Likewise, students at school-sponsored, off-campus events shall be governed by all school district rules and regulations as set forth in this handbook and are subject to the authority of school district personnel. Students failing to obey rules and regulations and/or failing to obey the lawful instructions of school district personnel shall be subject to the provisions of this handbook.

Gross Misdemeanor

Gross misdemeanor, or conduct which constitutes violation of school rules and regulations (in a school setting or at school-sponsored activities including school transportation to and from school) may include, but is not necessarily limited to, the following conduct:

1. Substantially interrupts or interferes with the orderly education of self and/or other students
2. Jeopardizes the physical and mental health and safety of staff and/or students
3. Represents willful disregard or disrespect for the constituted authority of the school
4. Willfully destroys school property
5. Disorderly behavior – jostling or roughly crowding people unnecessarily, tumultuous or threatening behavior, making unreasonable noise, congregating with others, and refusing to comply with a directive to disperse, creating a hazardous or physically offensive condition
6. An unreasonable accumulation of infractions of school rules, none of which by itself is serious enough to warrant suspension or expulsion

Property

Searches

The following section delineates the school's policy relative to searches. Within the context of this section "personal possessions" includes, but is not limited to, purses, backpacks, book bags, packages, cell phones, and clothing. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member; a student's suspicious behavior; a student's age and past history or record of conduct both in and out of the school context; or other reliable sources of information.

Desks

School desks are the property of the school. School officials, for any reason, may conduct inspection of the interior of desks at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and a Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will disclose a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Interviews of Students by Police or Other Public Agencies

The school district endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the Director that an interview has taken place.

Care of Property

Every student is responsible for the care of his/her personal property. The School will not be responsible for any student's personal property. Valuables, such as jewelry or irreplaceable items, should not be brought to school. The School may confiscate such items and return them to the student's parents/guardian.

Damage to, or loss of, the School's equipment and facilities wastes taxpayers' money and undermines the School's program. Therefore, if a student does damage to, or loses, the School's property, the student or his/her parent(s)/guardian(s) will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline, according to the student Code of Conduct.

Student Cell Phone Policy

A cell phone may not be on any student's body during school hours. The use of cell phones during school hours is strictly prohibited. **A student may possess a cell phone in school, on School property, at afterschool activities, and at School-related functions, provided that, during school hours and on a school vehicle, the cell phone remains off and stored in his/her backpack.** Also, during afterschool activities, when directed by the administration, faculty, or sponsor, cell phones shall be turned off and stored out of sight.

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

Using a Camera Phone

The Mid-Michigan Leadership Academy Board of Directors bans students from using camera cell phones or other recording devices on School property or during school-sponsored activities. Mid-Michigan Leadership Academy prohibits camera cell phones or other image-producing devices from any restroom, locker room, or other location where students and staff "have a reasonable expectation of privacy." A student caught improperly using any telecommunication device to take or transmit digital photographic or video images will face a 3-5 day suspension, loss of privileges, and may be recommended for expulsion.

Taking or transmitting digital images during testing is also prohibited. If a student is caught transmitting digital images or other communication during testing, he/she will automatically fail the exam and receive 3-5 days of suspension. He/She also faces automatic withdrawal from the class, depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

Parent Involvement

SABIS® representatives are regularly on-site at schools around the world. They work actively with the School's administration to involve parents in many ways in the life of the school community. SABIS® seeks a collaboration with parents and with the community at large, to complement the organization's efforts to provide an exemplary and multi-faceted education to the children attending the school.

Communication

Every member of the staff is committed to keeping parents informed. However, the methods of communication used in a SABIS® school may differ from those that are common in other schools with which you may be familiar. Types of written communication you can expect to receive include informative Friday Folders, comprehensive review packets on all essential material covered in class (sent home one week before final exams), and a monthly calendar. Parents/Guardians are encouraged to set up appointments with the Academic Quality Controller, (AQC) throughout the school year.

In addition, parents/guardians are also encouraged to attend Meet-Your-Teacher Night, Parent-Teacher Conferences, special assemblies, and end-of-the-year activities.

Parent Connection

The mission statement for the Parent Connection is “to create an optimum environment for students and parents and to facilitate communication between the school and parents/guardians.” It is our hope that parents will help make the school a true community and that this parent group will engage the students in positive activities outside the classroom, as well as during school hours, by sponsoring diverse social and educational activities and programs.

All parents/guardians are automatically members of the Parent Connection and can freely join any committees or activities. The Parent Connection's four primary goals and some possible means for achieving them are as follows:

Facilitate communication between parents and administration.

- Meetings featuring speakers from the school on topics of the parents' choice, e.g. curriculum explanations, computer programming, homework policies, Student Life®, etc.
- Orientations for parents whose children are moving from Lower School to Upper School.
- Orientation for new students and their families just before the start of school
- Evenings with the Director -- informal dialogue and discussion on a variety of topics.

Provide more social, cultural and developmental opportunities for students.

- In-school class parties
- School Dances
- Grade-level parties in the evening for students and their families
- Cultural programs
- Mentoring programs
- Out-of-school volunteer opportunities
- Fundraising to offset some of the cost of after-school, weekend, and holiday activities that will allow all students to participate

Provide more interaction among parents.

- Social events
- Family link-ups (matching families with compatible needs for car pools, emergency pick-ups, etc.)
- Parent Connection meeting assistance (car pools to meetings, cooperative babysitting arrangements)
- Used uniform sales and scholarships
- Parent Connection meetings

Provide a structure for Parent Volunteer activities.

- Library aides
- After-school activities

School Visitation

Instructional time in a SABIS® school is highly valued and protected. Teachers and students alike profit from a learning environment that is free from distraction or interruption. **For this reason and others, parents may not randomly visit a classroom.** That is, parents may not accompany their children to class and then stay after instruction has begun. An appointment may be set up with a school administrator in advance if a parent or guardian wishes to visit the student's class.

Expectations of Parents

It is the purpose of this handbook to provide a framework for understanding. It may, however, be useful to have a quick checklist of parental responsibilities relative to your child's education in one place. Therefore, the following list is provided. It is the school's expectation that the parent(s)/guardian(s) of each student shall:

1. Be familiar with the published school calendar, noting specifically which days school is in session and which days it is not.
2. Notify the school (via a call to the Attendance Office) the day before or the day of a student absence.
3. Speak regularly with your child about his/her school attendance, absence, and tardiness.
4. Attend Parent-Teacher conferences
5. Monitor your child's school performance in each class. Converse regularly with your child and as needed with his/her individual subject-area teachers.
6. Make sure your child schedules enough time for proper rest each evening, but especially on those evenings prior to school days.
7. Establish a rising time each morning school is in session, which allows your child time to prepare for school and to travel and arrive safely and on time.
8. Familiarize yourself with the Code of Conduct and Attendance Policy.
9. Attend and participate in meetings with administrators when educational placement of your child needs to be reviewed.
10. Request homework for your child if he/she is suspended from school or is on a long-term leave.
11. Understand that the school is not obligated to provide make-up work or additional instruction when students intentionally miss school without an excuse.

Parental Feedback

The school is committed to ensure that the communication we receive is handled effectively. This includes receiving, interpreting, and responding to parental input, requests for information, and concerns. Community feedback, critiques, and complaints, whether written or verbal, will be taken seriously by the school administration and will be dealt with promptly. Parents who choose to remove their child from the school will be asked to participate in an exit interview or to complete a survey to determine the reasons for the child's removal. SABIS® is committed to constant improvement of services. These surveys will assist the school in improving its operations.

Every attempt will be made to return all calls—positive or negative—within a 24-hour period, but in no more than 48 hours. Calls involving emergencies will be handled immediately. In cases where the school receives several calls from different parents with the same complaint, the issue will be immediately referred to the Director for action.

If you have a complaint, you should address it directly with the designated administrator.

If the initial conversation does not resolve the issue, you may refer the matter to the Director. In extreme situations, unresolved issues may be referred to the Regional Director. At this level, please submit a request for remedy in writing to the school office.

Fundraising

The School recognizes that occasionally there may be a need by the Student Life® Organization for fundraising. The School also recognizes a need to exercise constraint to prevent fundraising activities from becoming too numerous and overly demanding for employees, students, and the parents/guardians. It is the responsibility of the Student Life® Coordinator to assist students in developing recommendations to the Director that will result in a level of fundraising activity deemed acceptable by the School. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school. The Director must approve and coordinate all fundraising activities in advance. Participation in non-approved activities will be considered a violation of school policy.

The School expects all students who participate in approved fundraising activities to represent it in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

Distribution of Non-school-related Materials

The School recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material.

To protect such rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school, all parents, students, and employees must adhere to the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities.

1. Requests for distribution of non-school sponsored materials will be reviewed by the Director on a case-by-case basis.
2. Distribution of materials deemed inappropriate by the school is prohibited. Examples include any material that is obscene, is libelous or slanderous, is pervasively indecent or vulgar, advocates violence or other illegal conduct, constitutes insulting or fighting or discriminatory words, etc.
3. Administration sets the time, place, and manner of distribution. Non-school sponsored material may NOT be distributed during a normal school activity.

Health Policies and Procedures

Requirements

SABIS® schools follow those state laws that concern health records and the need for and definition of "proper immunization." The law requires that immunization records be on file before a student is allowed to attend school. These records are to be updated every year. Children will not be permitted to enroll without accurate records and current immunization.

Illness and Exclusion Policy

If a student shows any symptoms of illness such as a temperature, nausea, diarrhea, sore throat, or rashes, the student should not come to school until the seriousness of the condition has been determined or the symptoms have disappeared. This will help reduce the spread of infections at school. If a student shows such symptoms while at school, the student will be excluded from the regular program. In such instances, the following procedures are followed:

Parents are notified by the office to make arrangements to have the student picked up from school. If parents cannot be reached, the person designated on the emergency card is called. It is essential that parents list people on the emergency card who will be able to pick up the student if parents cannot be reached. It is also critically important that the school has accurate phone numbers for all contacts. Parents or the designated person are required to pick up their sick child **within an hour**.

If the child's condition warrants medical attention, the student's health care provider or the school's local emergency resource will be contacted.

Communicable Diseases

Parents should notify the school immediately if their child has contracted a communicable disease. The school will then notify parents of other students in the grade-level homeroom. If more than one case of a communicable disease occurs in a single homeroom, the school will contact its health consultant from the local health department. In the event of an epidemic, special precautions or exclusion policies may be necessary. After a communicable disease has been effectively treated, use the following guidelines to determine when to send your child back to school:

Chicken Pox	when blisters have dried and formed scabs (6 days)
Impetigo	24 hours after treatment begins
Lice	24 hours after treatment begins
Scabies	24 hours after treatment begins
Ring Worm	24 hours after treatment begins
Pink Eye	24 hours after treatment begins
Strep Throat	24 hours after treatment begins

Administration of Medication

The Health Coordinator administers medications ONLY when the following specific requirements are met:

- Parent/Guardian authorization for each medication is in writing.
- Parents/Guardians have completed the "Parental Request for Administration of Prescribed Medication" form. (Additional forms are available in the office.)
- All prescription medications brought to school are stored in the office with a signed form. (We do not allow students to self-medicate, except and to the extent the law permits use of an inhaler to alleviate asthma or epinephrine to treat anaphylaxis.) The administration at Mid-Michigan Leadership Academy is in compliance with Michigan state law, 380.1179, which requires that every school must have an epinephrine auto injector (Epi-pen) in the building and trained individuals on staff. There are two Epi-pens available at all times at Mid-Michigan Leadership Academy and multiple staff members who have gone through the training offered by a Registered Nurse, in accordance to Michigan State Bill 4352. If an Epi-pen is used on a student, 911 will be called and the parents/guardians will be notified immediately. Any and all use of Epi-pens will be submitted in writing to the Director. If your child has a prescription for an epinephrine auto injector, you need to inform the front office, complete the proper paper work and supply the school with an injector. The mandatory Epi-Pens are not a replacement for your child's epinephrine auto injector. In accordance with the state law, the Epi-Pens must remain on school property.
- Doctor's permission is in writing. (For prescription medication, the pharmacy label serves as the doctor's permission.)
- The medication is in its original container.
- The label states:
 - student's name
 - directions for use
 - name of the drug
 - physician's name
 - dosage
 - expiration date of a time-dated drug

The School does not issue any form of over the counter drugs, such as aspirin or Tylenol.

Parents/Guardians may sign a permission slip giving the School the right to administer Syrup of Ipecac to induce vomiting in case of accidental poisoning.

The School does its best to follow the medication instructions given to us, but it cannot be held responsible for forgetting or delaying the administering of medicine.

Reporting Suspected Child Abuse

If an employee of the school has reasonable cause to suspect, on the basis of his/her professional or other training and experience, that a child enrolled at the school is being neglected or abused; or if such neglect or abuse is reported to any staff member by a student, an immediate phone call will be placed to the proper authorities. All school staff members are mandated reporters. This is the law, and it will be followed.

Mid-Michigan Leadership Academy

Student/Parent Handbook Acknowledgement 2015-2016

Dear Students and Parents:

Please sign below as acknowledgement that you have read and understand the policies and information stated in the Mid-Michigan Leadership Academy's Student/ Parent Handbook, which includes descriptions of the school's expectations in such areas as attendance, uniforms, behavior, parent involvement, and health-related areas and an explanation of academic and emergency procedures. This form must be returned to the main office by September 16, 2015.

Sincerely,

Dr. Sephira Shuttlesworth
Director

"We acknowledge receipt of the Student Handbook and understand and agree that we are to strictly abide by the terms and conditions of the Student Handbook. We further acknowledge that we have read the Student Handbook and understand the terms and conditions set forth therein."

Date: _____

Student's name: _____

Student's signature: _____

Parent's/Guardian's name: _____

Parent's/Guardian's signature: _____

Copy A – Parent of Student to retain this copy

Mid-Michigan Leadership Academy

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Date: _____

Student's name: _____

Student's signature: _____

Parent's/Guardian's name: _____

Parent's/Guardian's signature: _____

Copy B – to be returned to the school