



**BARACK OBAMA**  
LEADERSHIP ACADEMY

**Parent & Student  
Handbook  
2021-2022**

## OUR VISION AND MISSION

Behind our efforts at Barack Obama Leadership Academy are a powerful vision and a clear mission. Together they define our common aim and purpose. All staff is expected to conduct themselves and their work in a manner consistent with the mission toward realization of the vision.

### ***Our Vision***

*To build and maintain a model child-centered institution that develops leaders of tomorrow.*

Our vision represents the direction toward which all of our collective efforts are focused.

### ***Our Mission***

*At the Barack Obama Leadership Academy, we are dedicated to providing the highest quality educational experience and to develop and build upon the leadership characteristics that are inherent in all children.*

The Barack Obama Leadership Academy mission, inspired by Barack Obama, does not depart from the original mission of Timbuktu Academy, but rather recognizes the importance of a strong focus on developing the leadership abilities of our students to enable them to cast visions for their futures as innovators and leaders.

### ***Core Values***

On a daily basis, each staff plays an important role in the collective fulfillment of Our Mission. Our values—that is, what we hold dear—make fulfilling the mission possible. We value...

1. African-Centeredness
2. Applied / Experiential learning
3. Holistic learning
4. Integrity in thought and deed
5. Nurturing learning community
6. Self-Determination

## FOREWORD

The purpose of this Student/Parent Handbook is to answer many of the commonly asked questions that students and families may have during the school year and to provide specific information about certain policies and procedures of Barack Obama Leadership Academy [hereafter referred to as the Academy] Board. This handbook contains important information that you should know, so become familiar with it and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the School Leader.

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

This handbook is not an irrevocable, contractual commitment to the student, but only reflects the current status of the Board's policies and the Academy's rules as of June 30, 2020. If any referenced policies or administrative guidelines are revised after June 30, 2020, the language in the most current policy or administrative guideline prevails.

## **SECTION I - GENERAL INFORMATION**

### **EQUAL EDUCATION OPPORTUNITY**

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

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at the Academy or an Academy activity should immediately contact the Academy's Compliance Officer listed below:

\_\_\_\_\_  
Kim Pritchett, Superintendent-Principal

\_\_\_\_\_  
(313) 823-6000  
\_\_\_\_\_

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in an Academy investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

### **K-8 SCHOOL DAY**

School hours are as follows: **Breakfast inside the classroom 8:00am-8:30am**

**Monday through Friday, 8:00am-3:45pm**

The school day begins promptly at 8:05am. All students must report to their grade-level door. If students arrive before 8:00 a.m. the student must report to the auditorium. A general schedule of the school day is as follows:

8:05am-8:30am	Breakfast/Do Now
8:30am-11:15am	Classroom Instruction
11:15am-12:40 pm	Lunch Period
11:45am-3:45pm	Classroom Instruction

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Barack Obama Leadership Academy are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those same rights of their fellow students and the Academy's staff. Students will be expected to follow teachers' directions and to obey all rules of the Academy. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

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

Students must arrive at the Academy on time, prepared to learn, and must participate in the educational program. If, for some reason, this is not possible, the student should seek help from her or his teacher.

## **STUDENT WELL-BEING**

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

State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the Academy's office. A student may be excluded from the Academy until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs, along with proper documentation by a physician, to the Academy Office.

## **INJURY AND ILLNESS**

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from the Academy without proper parental permission.

An incident report will be sent home with the child. Additional copies may be requested in the main office.

## **HOMEBOUND INSTRUCTION**

Parents/guardians of students who are not able to attend classes because of a physical or emotional disability for a period of five (5) days or longer, may request homebound instruction.

Such requests for individual instruction must be made in writing and shall be signed by a physician licensed to practice in this state, parent/guardian, student, or other caregiver. The physician must do the following: certify the nature and existence of the medical condition; state the probable duration of the confinement; request such instruction; and present evidence of the student's ability to participate in an educational program. Requests for homebound instruction must be approved by the School Leader.

## **VISITORS**

Visitors, particularly parents/guardians, are welcomed at the Academy. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the Academy to obtain a pass. Any visitor found in the building without a pass shall be reported to the School Leader. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the Academy in order to schedule a mutually convenient time.

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

## **EARLY DISMISSAL**

No student will be allowed to leave the Academy prior to dismissal time without a written request signed by the parent/guardian, a person whose signature is on file in the Academy's office or the parent/guardian who comes to the Academy's office to request the student's release. No student will be released to a person other than the custodial parent(s), guardian or an eligible adult. An eligible adult is one who has been identified on the student information sheet as someone who can pick up the child.

## **TRANSFER OUT OF THE ACADEMY**

Parents/guardians must notify the School Leader about any plans to transfer their student to another school. If a student plans to transfer from Barack Obama Leadership Academy the parent/guardian must notify the School Leader. Transfer will be authorized only after the student has completed the arrangements, returned all of the Academy's materials, and paid any fees or fines that are due. The Academy's records may not be released if the transfer is not properly completed. Parents/guardians are encouraged to contact the Principal's Office for specific details.

The Academy's officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **WITHDRAWAL FROM THE ACADEMY**

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

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the School Leader may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Main Office.

## **EMERGENCY MEDICAL AUTHORIZATION**

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

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

## **USE OF MEDICATIONS**

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

- A. Parents/guardians should determine, with their physician's counsel, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. Appropriate Medication Request and Authorization Forms must be filed with the School Leader before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the School Leader's office.
- D. Medication that is brought to the office will be properly secured.
  - i. Medication may be conveyed to the Academy directly by the parent/guardian. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

- ii. Medication MAY NOT be sent to the Academy in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication, unclaimed by the parent/guardian, will be destroyed by personnel when a prescription is either no longer to be administered or at the end of a school year.
- F. The parents/guardians shall have sole responsibility to instruct their student to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained, which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### **Asthma Inhalers**

Students, with appropriate written permission from the physician and parent/guardian, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

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

A physician's prescription or order may be necessary to allow students to take non-prescription medication at the Academy. No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

Parents/guardians may authorize the School Leader to administer a non-prescribed medication by signing an authorization form, which is available at the Academy's office. A physician does not have to authorize such medication, but all of the other conditions described above under "Non-Prescribed Medications" will also apply. The student may be authorized on the form by his/her parent/guardian to self-administer the medication in the presence of a staff member of the Academy. No other exceptions will be made to these requirements.

Any student who distributes a medication of any kind to another student, or is found to possess a medication other than the one authorized, is in violation of the Academy's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board requires the written prescription and instructions from the student's physician, accompanied by the written authorization of the parent/guardian. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board requires the prior written consent of the parent/guardian along with a waiver of any liability of the Academy for the administration of the medication. The parent/guardian must also authorize any self-medication by his/her student.



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

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

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

Any removal of a student will be for only the contagious period as specified in the Academy's administrative guidelines.

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

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

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

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

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the Academy's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parental involvement in this procedure is important and is required by Federal (IDEA) and State law. Contact the Principal's Office to inquire about evaluation procedures and programs.

## **STUDENT RECORDS**

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

Directory information includes the following:

- 1) a student's name;
- 2) hobbies or interests;
- 3) participation in officially recognized activities and sports; height and weight, if a member of an athletic team;
- 4) awards received;
- 5) honor rolls.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent/guardian. Parents/guardians may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Board’s annual notice, *Family Education Rights and Privacy Act (FERPA)*, which can be found in the Main Office or at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the Academy is prohibited from releasing confidential educational records to any outside individual or organization without the prior written consent of the parents/guardian, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Such “confidential records” include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents/guardians have the right to review and receive copies of all educational records. C.O.osts for copies of records may be charged to the parent/guardian. To review a student’s records, please provide a written notice, identifying the requested records, to the School Leader Kim Pritchett, Superintendent). You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents/guardians and adult students have the right to amend a student’s record when they believe that any of the information contained in the record is inaccurate or misleading or is in violation of the student’s privacy. A parent/guardian or adult student must request the amendment of a student record in writing and, if the request is denied, the parent/guardian or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the Academy has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the Academy's program or curriculum, without prior written consent of the parents/guardian to submit to or participate in any survey, analysis, or evaluation that reveals information concerning the following:

- A. political affiliations or beliefs of the student or his/her parents/guardian;
- B. mental or psychological problems of the student or his/her family;
- C. sexual behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents/guardians; or
- H. income (other than that required by law to determine eligibility for participation in a program or to receive financial assistance under such a program).

Further, upon request, parents/guardians have the right to inspect a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the Academy to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the School Leader.

The School Leader will provide notice directly to parents/guardians of students enrolled in the Academy of the substantive content of this policy, at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in this policy. In addition, the School Leader is directed to notify parents/guardians of students in the Academy, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with the following:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov)  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov)

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

Barack Obama Leadership Academy may charge fees for non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to the Academy's property. The Academy and staff do not make a profit.

Fees may be waived in situations where there is financial hardship.

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

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

### **MEAL SERVICE**

The Academy participates in the National School Lunch Program and makes lunches available to students for a nominal fee. [Fees will be sent to parents at the beginning of the school year.] Students may also bring their own lunch to school to be eaten in the Academy's cafeteria. No student shall be allowed to leave the Academy's premises during the lunch period.

Applications for the Academy's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that he/she is eligible, contact the Main Office.

The Academy strives to provide a healthy, balanced meal during both the breakfast and lunch programs. Each month a meal calendar will be made available to parents and students for review and recommendations.

### **FIRE AND TORNADO DRILLS**

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

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

## **EMERGENCY CLOSINGS AND DELAYS**

If the Academy must be closed or the opening delayed because of inclement weather or other conditions, the Academy will notify all the robo call system, local radio and television networks.

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

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

The Academy is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of the Academy's officials or from the presence of asbestos materials used in previous construction. A copy of the Academy's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

## **USE OF THE ACADEMY'S EQUIPMENT AND FACILITIES**

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

## **LOST AND FOUND**

The *lost and found* is located in room 118. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the first semester.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. Electronic devices are not allowed, such as music players (hand gaming systems, video games or other electronic toys). Such devices are distracting and the source of conflict. They will be confiscated and held until and unless a parent picks it up. The second infraction may lead to the device being taken for the remainder of the school year.

The Academy cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## USE OF TELEPHONES / CELL PHONE

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

Students are not to use telephones to call parents/guardians to receive permission to leave the Academy. Office personnel will initiate all calls on behalf of a student seeking permission to leave the Academy.

Students who bring a cell phone or any other electronic communication device **must keep it turned off**. Students are permitted to use these devices before entering and after exiting the building.

If an electronic device is **seen**, whether it is in use or not, will be confiscated.

1. 1<sup>st</sup> Offense: Returned to student at end of day by the Principal or Family Service Worker
2. 2<sup>nd</sup> Offense: Parent must pick up the device at the end of the day
3. 3<sup>rd</sup> Offense: Electronic device will be confiscated until the end of the semester( If phones are not picked up by June 30<sup>th</sup> of the current year, they will be donated to charity)

Cell phones are not permitted during school. If a student is seen with a cell phone during school hours, the phone will be confiscated through the end of the year. If a student needs to contact a parent, she/he must do so through the office.

If a cell phone was used during the school day to inform, instigate, threaten and/or attempt to harm or create trouble during or after school, the caller will receive at minimum 1 day suspension in addition to other consequences resulting from related actions.

**Using Camera Phone:** The Barack Obama Leadership Academy, Board of Directors bans students from using camera cell phones on Academy property or during Academy-sponsored activities. The Academy prohibits camera cell phones from restrooms or other locations where students and staff "have a reasonable expectation of privacy." A student caught improperly using any telecommunication device to take or transmit digital photographic images will face a 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 during testing, he/she will automatically fail the exam and receive 3 days of Alternate Day Assignment or be suspended. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

The Academy prohibits the use of any video device in any restroom or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit such video images will face disciplinary action up to, and including, a suspension, loss of privileges, and/or expulsion.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, he/she will automatically fail the exam and be suspended. Loss of privileges is an accompanying penalty.

## STUDENT FUNDRAISING

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

- A. When soliciting funds, students involved in the fund-raiser must not interfere with students participating in other activities.
- B. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- C. Students may not engage in house-to-house canvassing for any fund-raising activity.
- D. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for ....," will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the School Leader.

### **STUDENT SALES**

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

### **STUDENT FUNDRAISING**

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

- E. When soliciting funds, students involved in the fund-raiser must not interfere with students participating in other activities.
- F. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- G. Students may not engage in house-to-house canvassing for any fund-raising activity.
- H. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for ....," will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the School Leader.

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

## **SECTION II - ACADEMICS**

## **FIELD TRIPS**

Field trips are academic activities that are held away from the Academy's grounds. All field trips must explain how the learning experience will align with our school's vision. There are also other trips that are part of the Academy's co-curricular and extracurricular program. No student may participate in any Academy-sponsored trip without parental consent. Attendance rules may apply to all field trips.

## **GRADES**

Barack Obama Leadership Academy has a standard grading procedure, as well as additional notations, that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. The weighted grading system will be provided in each grade-level syllabus.

### **Grading Periods**

Students shall receive a report card at the end of each 9-10 week period, indicating their grades for each course of study for that portion of the academic term.

Teachers may prepare bi-weekly progress reports on each student regarding her/his progress during the specified time period. When a student appears to be at risk of failure, additional notification will be provided to the parents/guardian so they can talk with the teacher about what actions need to be taken to improve poor grades.

## **PROMOTION, PLACEMENT, AND RETENTION**

Retention is based on the following criteria:

- A. Student's Cumulative Grade Point Average does not equal a 1.0 or better.
- B. Have more than 12 days of unexcused absences during the school year.
- C. Standardized Test Scores are showing below grade level proficiency
- D. Teacher and Parent recommendation
- E. Failing 2 or more core academic subjects (Math, ELA, Science and S.Studies)



## COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the Academy's computer network and the Internet, he/she and his/her parents/guardians must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account, possible disciplinary action, as outlined in the Student Code of Conduct, and/or referral to law enforcement authorities. Copies of the Academy's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parental agreement will be distributed at Parent and Student Orientation.

### **Network and Internet Acceptable Use and Safety**

Students and staff are encouraged to utilize the Internet to develop the resource sharing, innovation, and communication skills and tools, which will be essential to life and work in the 21<sup>st</sup> century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

To protect its students, Barack Obama Leadership Academy has implemented technology protection measures which block/filter Internet access to visual displays and that monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Students and staff members are responsible for good behavior on the Academy's computers/network and the Internet just as they are in classrooms, hallways, and Academy sponsored events. Communications on the Internet are often public in nature. General Academy rules for behavior and communication apply. The board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

## **SECTION III- STUDENT CONDUCT**

### **ATTENDANCE**

#### **Academy's Attendance Policy**

When students are late for school, they not only miss out on an important part of their education (that cannot be made up with homework), but they also develop the belief that education is not valuable. Therefore it is imperative for students to be on time and prepared.

Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success in the future. One of the most important characteristics to have is dependability in coming to school every day and on time. This is a habit the Academy wants to help students develop as early as possible in their educational careers.

Barack Obama Leadership Academy believes that daily and timely attendance in classes is necessary for all students to obtain a quality education. Daily attendance prepares students for future expectations in higher education and in the world of work. In order to assist students to meet their educational goals, the following regulations have been developed.

#### **Absenteeism**

Students are expected to be in school except in cases of emergency or for reasons as explained below. Excessive absences are considered truancy. Students absent more than ten days not verified by a doctor will be evaluated for external referral. If a student is skipping school or classes, the parent will be notified as soon as possible. If the student is missing from the building without a parent's knowledge, a police contact may be made.

#### **Notification of Absence**

If a student is going to be absent, the parents/guardians must contact the Main Office at (313) 823-6000 by 8:00am and provide an explanation. If prior contact is not possible, the parents/guardian should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused, and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the Academy's staff will try to help parents/guardians improve their student's attendance.

An excused absence allows the student to make up all possible work. Students are responsible for obtaining missed assignments. Certain kinds of school work, such as labs or skill-practice sessions, cannot be made up and, as a result, may negatively impact a student's grade.

Skipping classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow. [see *Truancy* below]

#### **Tardiness**

A student who is not in his/her assigned location by 8:06 am shall be considered tardy. Any student arriving late to school is to report to the Academy's office before proceeding to class.

While unexpected events may delay on-time arrival, it is important to recognize that tardiness delays and ultimately impedes student learning and academic progress. Excessive tardiness may lead to denial of participation in school sponsored extracurricular activities.

Each student is expected to be in his/her assigned location throughout the school day. Students who are more than 20 minutes late will be considered absent for that instructional period.

### **Excused Absences**

Students may be excused from the Academy for one or more of the following reasons and will be provided an opportunity to make-up missed class work and/or tests. The term EXCUSED will refer to any absence from class based on the following:

- A. Personal illness of the student or of an immediate family member where the student's presence is needed;
- B. Death of a family member or close friend of the family or student;
- C. Medical or dental care;
- D. Legal business;
- E. Out-of-school suspension;
- F. Pre-planned absences only when administrator approval has been obtained in advance.

Any other type of absence will not be considered excused. In the event of an absence, it is the student's responsibility to keep all schoolwork current.

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

Parents/guardians must provide an explanation for their student's absence no later than 8:15am on the day of the absence or by the following day. They are to call the Office Manager and explain the reason for the absence. If the absence can be foreseen, the "good cause" must be approved by the School Leader. The parent/guardian should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up for the missed class work.

Students, regardless of any reasons, will be considered "frequently absent." If there is a pattern of frequent absences for "illness," the parents/guardians will be required to provide a statement from a physician, describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness." Students are subject to disenrollment.

During the next grading period, a "frequently-absent" students will monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular activities and events, and a notation will be made on his/her grading record concerning his/her frequent absence from school. Students are subject to disenrollment.

### **Truancy**

Unexcused absence from the Academy (truancy) is not acceptable. A student is truant if he/she does not attend school without a valid excuse, leaves school without permission, or does not attend all classes. Students who are truant will receive no credit for school work that is missed. Multiple truanies may lead to the following results:

- A. Assignment to an alternative placement, with loss of ability to participate in activities and events of the Academy;
- B. Assignment to detention for hours missed;

### **Suspension from the Academy**

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up all classwork due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to the Academy. Assignments may be obtained from his/her teacher beginning with the first day of a suspension. Making up missed tests may be scheduled when the student returns to the Academy.

- A. The student will be given credit for properly completed assignments and a grade on any made-up tests.
- B. The student's grade for work ethic will be diminished and will indicate "absence from school due to discipline."

### **Unexcused Absences**

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

### **Vacations During the School Year**

Parents/guardians are encouraged not to take their student out of the Academy for vacations. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the School Leader and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### **Make-up of Tests and Other School Work**

Students, who are excusably absent 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 teacher as soon as possible to obtain assignments.

- A. Make-up work due to suspension must be completed within 3 days after the student's return to school.
- B. Students will be given the number of days of excused absence within which to make up work.

If a student misses a teacher's test due to an excused absence, he/she may make arrangements with the teacher to take the test. If he/she misses a M-STEP or other standardized test, the student should consult with the School Leader to arrange for taking the test.

## **STUDENT ATTENDANCE AT THE ACADEMY'S EVENTS**

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

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent/guardian or adult chaperone when they attend the event. The Academy will not be able to supervise unaccompanied students and will not be responsible for students who arrive without an adult chaperone.

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

## **STUDENT DISCIPLINE CODE**

Barack Obama Leadership Academy is committed to ensuring a school climate that nurtures learning and assures the safety and welfare of all students and staff. A major component of the educational program at Barack Obama Leadership Academy is to provide students with a firm academic, applied scientific, and moral educational experience via a rigorous African-centered curriculum.

School staff members promote growth in skills, attitudes, and habits so that students can develop a strong sense of individual worth and achievement. Students are expected to assume responsibility for their own actions and to work together with dignity and respect.

Students enjoy numerous privileges and are expected to cooperate in maintaining a climate where learning is valued. A strong school and family partnership is essential to prevent and resolve discipline problems. This partnership maintains a productive learning environment that will result in increased student participation and school success.

Students and parents must recognize that the unacceptable behaviors specified in this Rights & Responsibilities section will be subject to disciplinary action. When it is necessary to take corrective measures, the actions should be appropriate to the nature of the offense consistent with applicable law, constructive and limited to that which is reasonably necessary to promote the district's educational objectives.

### **Expected Behaviors**

Each student shall be expected to conduct himself and herself in the following manner:

- A. Behave according to the principles of MAAT and the Nguzo Saba;
- B. Be truthful, hardworking, and just;
- C. Give his/her best at all times;
- D. Abide by national, state, and local laws and obey the rules of the Academy;
- E. Respect the rights of others;
- F. Act courteously toward adults and fellow students;
- G. Be on time to school and attentive in class;

- H. Work cooperatively with others when involved in accomplishing a common goal;
- I. Complete assigned tasks on time and as directed;
- J. Raise questions and concerns with the appropriate people when necessary;
- K. Help maintain a school environment that is safe, friendly, and productive;
- L. Act at all times in a manner that reflects pride in self, family, and the Academy.

### Principles of MAAT

MAAT is an Ancient Egyptian concept that represents truth, justice, truth-in-justice, balance, and moral uprightness. The Academy strives to embody MAAT in policy and practice and expects the same from students.

### The Nguzo Saba

The Nguzo Saba are principles that are used to promote unity within the community of Barack Obama Leadership Academy of Science and Technology. All children, teachers, administrators, and staff are expected to model the values that the Nguzo Saba represent, academically and socially.

- A. **Umoja (oo-MOE-jah)** (Unity): To strive for and maintain unity in the family, community, nation and race.
- B. **Kujichagulia (koo-jee-cha-goo-LEE-ah)** (Self-Determination): To define ourselves, name ourselves, create for ourselves and speak for ourselves.
- C. **Ujima (oo-JEE-mah)** (Collective Work and Responsibility): To build and maintain our community together and make our brother's and sister's problems our problems and to solve them together.
- D. **Ujamaa (oo-JAH-mah)** (Cooperative Economics): To build and maintain our own stores, shops and other businesses and to profit from them together.
- E. **Nia (nee-AH)** (Purpose): To make our collective vocation the building and developing of our community in order to restore our people to their traditional greatness.
- F. **Kuumba (koo-OOM-bah)** (Creativity): To always do as much as we can, in the way we can, in order to leave our community more beautiful and beneficial than we inherited it.
- G. **Imani (ee-MAH-nee)** (Faith): To believe with all our heart in our people, our parents, our teachers, our leaders and the righteousness and victory of our struggle.

### Dress and Grooming

While fashion changes, the reason for being in school does not; students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Students are required to dress according to the Academy's dress code, which is presented in the table below. Please note that

- (1) Brothers **must** wear belts;
- (2) Hair and clothes must be worn neatly;
- (3) Nothing may be worn on the head except African head wraps or Muslim scarves (no hats, nylon scarves, etc.)

	<b>Sisters</b>	<b>Brothers</b>
<b>Uniform</b>	Red, Dark Blue, Black, Green Uniform Shirt (K-8th grades) Black, Blue, Khaki Uniform Pants	Red, Dark Blue, Black, Green Uniform Shirt (K-8th grades) Black, Blue, Khaki Uniform Pants
<b>Undershirts</b>	White undershirts	White undershirts
<b>Belts</b>	Optional with skirt	<b>Required</b>
<b>Leg wear</b>	White, yellow, or black socks or tights	White or black socks
<b>Shoes</b>	<b>Black Uniform Shoes</b>	<b>Black Uniform Shoes</b>
<b>Jewelry (not required)</b>	Minimal	Minimal
<b>Hair</b>	Braided, locked, combed, or otherwise neatly done.	Braided, locked, combed, or otherwise neatly done.

### **Dress Down Attire**

If a student has selected a manner of appearance that is judged by the School Leader to be beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, the student may be removed from the educational setting.

1. Shirts must fully cover the chest, cleavage, shoulders and stomach (sisters);
2. Pants must be pulled up above the behind (especially brothers);
3. No shirts with the following messages: vulgar language, alcohol, drugs, gangs, violence;
4. Skirts and shorts must be at or below the knee

### **Gym Class**

Students enrolled in the gym are strongly encouraged to wear the designated gym uniform. The uniform for gym class is as follows:

- Shirt: Barack Obama Leadership Academy T-Shirt\* or Plain yellow (no writing)
- Bottom: Black sweatpants, yoga pants or shorts (*shorts must be knee length*)
- Shoes: Tennis shoes

**On gym days**, students will be permitted to wear the official gym uniform\* (in lieu of the school uniform) for the entire school day. *The BOLA t-shirt will be available for purchase from the school store.*

### **Care of Property**

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

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

## STUDENT RIGHT OF EXPRESSION

The Academy recognizes the right of students to express themselves. With the right of expression, however, comes the responsibility to do it appropriately. Students may distribute or display the following at appropriate times: non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following guidelines of the Academy:

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

Students who are unsure whether or not materials they wish to display meet the Academy's guidelines may present them to the School Leader twenty-four (24) hours prior to display.

## RIGHTS

### Students have a right to:

- Learn and study in a positive atmosphere for learning -- one that is unbiased, nonjudgmental, and free from prejudice, discrimination, verbal or physical threats and abuse.
- Expect that school rules will be enforced in a consistent, fair and reasonable manner.
- Discuss and receive assistance with educational concerns from the school staff.
- Receive a copy of the Rights and Responsibilities handbook.
- Receive fair discipline without discrimination.
- Use computers and other equipment for learning.

### Parents and guardians have a right to:

- Be treated respectfully and fairly by teachers and staff.
- Receive official reports of the student's academic progress and attendance.
- Request and be granted conferences with teachers, family service workers and/or the principal.
- Receive explanations from teachers about the student's grades and disciplinary procedures.
- Read all school records pertaining to their student.



**School Personnel have a right to:**

- Be treated fairly and respectfully by children and families.
- Work in a positive atmosphere for learning and teaching.
- Receive support when enforcing student discipline as outlined by Board policies.
- Teach and work in an atmosphere free from verbal or physical threats and abuse.
- Expect compliance with rules by staff and students.
- Be present, when appropriate, at conferences and hearings concerning classroom and school disruption.

**RESPONSIBILITIES****Students have a responsibility to:**

- Attend school regularly, arrive on time, bring appropriate materials and be prepared to participate in class and complete assignments.
- Strive for academic growth.
- Respect the rights, feelings, and property of fellow students, parents, school staff, visitors, guests, and school neighbors.
- Conduct themselves properly on school grounds, buses, at bus stops, at any school-related activity, and in the classroom, so as not to interfere with the rights of another student to learn.
- Make up work resulting from an excused absence or suspension.
- Follow discipline guidelines adopted by the school.
- Read and ask questions to understand the information in this booklet.
- Use computers in an appropriate manner as defined in the school's Computer User Agreement that is signed by each student.

**Parents/Guardians have a responsibility to:**

- Be partners with school staff by sharing appropriate ideas for improving student learning and by helping to prevent and/or resolve student discipline problems.
- Provide supervision for the student's health, physical and emotional well being, and assume responsibility for the student's timely regular attendance.
- Promptly provide the school with explanations for student absences or tardiness.
- Review and discuss with the student the Statewide Safe School Legislation.
- Encourage student compliance with school and district rules.

**School personnel have a responsibility to:**

- Develop, communicate and implement written classroom expectations for students' behavior and grades.
- Work with parents to prevent discipline problems.
- Inform parents/guardians of student progress, behavior and attendance.
- Refer students to other staff or programs as appropriate.
- Maintain accurate student records.
- Supervise students in the school building and grounds in accordance with school policies and procedures.
- Protect and respect confidentiality of students, parents, and school staff.

- Protect students' health, safety, and welfare.
- Record disciplinary actions in accordance with state laws.

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

The Academy exists for the benefit of the students. The Academy's staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the Academy, he/she should feel free to offer them. Written suggestions may be presented directly to the School Leader or to the student government.

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

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

## STUDENT CODE OF CONDUCT AND CONSEQUENCES

This code of conduct applies to any student who is on school property, who is in attendance at school or at any school sponsored activity or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools or maintaining the safety and welfare of the students and staff. These consequences and sanctions are cumulative. **Each succeeding action level may include the consequences or sanctions of the prior level.** The administration reserves the right to exercise discretion in determining the action level based upon the student's age and any previous violations.

### PROHIBITED CONDUCT AND CONSEQUENCES

#### Previous Misconduct in Another Educational Institution

A student who seeks to enroll in Barack Obama Leadership Academy and who previously has been found to have engaged in misconduct in another educational institution as the term "misconduct" is defined in this handbook or by the other educational institution and which resulted in long-term suspension or expulsion, or who is alleged by school authorities to have engaged in such misconduct in another educational institution but withdrew from such educational institution prior to the misconduct being established, may be subject to suspension or expulsion from Barack Obama Leadership Academy. Such a student shall be permitted to enroll but shall be held on suspension pending a hearing before the superintendent or his/her designee in accordance with Action Level 4 and/or 5 of the Rights and Responsibilities Handbook (Long-Term Suspension or Expulsion).

A student who has been expelled from another educational institution for criminal sexual conduct, arson or possession of a dangerous weapon in a weapon-free school zone, as those terms are defined in Sections 1311 and 1313 of the School Code of 1976, as amended (MCL 380.1311, 1313; MSA 15.41311, 41313) or who is found by Barack Obama Leadership Academy to have committed such offense prior to enrollment shall not be admitted to school in the district except in accordance with Section 1311(5) of the School Code of 1976, as amended (MCL 380.1311(5); MSA15.41311(5)). "Educational Institution" shall have the same meaning as that set forth in MCL 37.1401.

## **DISCIPLINARY ACTION LEVELS**

**GENERAL REQUIREMENTS.** One or more of the actions listed below are taken by the administration or other designated person. A meeting, letter, or telephone call with the parent or guardian and the student must take place in addition to the level of action. The communication must include discussion of the student's achievement, unacceptable conduct and a plan for dealing with a similar situation in the future. The student will be able to continue his/her schoolwork.

First level administrative action involves the student in a discussion of student achievement, his/her unacceptable behavior, and a mutually agreed upon plan for dealing with similar situations in the future. Repeated violations will result in the student being placed on a *Behavior Intervention Track*. [See below]

**NOTE:** These consequences and sanctions are cumulative. Each succeeding action level may include the consequences or sanctions of the previous level.

The disciplinary actions contained in this booklet apply to all students, including students receiving special education services. However, due to the unique needs of special education students and federal and state laws, the procedures determining the appropriate disciplinary action will vary somewhat from regular education when a special education student is involved. See the section on Special Education Suspension and Expulsion.

### **ACTION LEVEL 1**

**CONFERENCES BETWEEN TEACHER AND STUDENT.** A discussion about changes in behavior, use of a travel card, or conflict management skill building activities.

**CONTRACT WITH STUDENTS.** A written statement developed collaboratively, listing steps to be taken by the student to improve behavior, the date for a review, and the consequences if the contract is not honored.

**COMMUNICATION TO PARENT OR GUARDIAN.** Notification to the parent/guardian of a meeting by telephone call or letter that a behavior problem exists, the action taken, expectations for future behavior and necessary follow-up.

**CONFERENCE WITH STAFF, PARENT/GUARDIAN AND STUDENT.** A meeting or telephone conversation with staff, parent/guardian and student to discuss student achievement and unacceptable conduct, better ways of behavior and a plan for future behavior.

**OFFICIAL WARNING TO STUDENT.** A written notice to the student specifying the action to be taken if the same or similar misconduct is repeated within a stated period of time. A copy of the notice should be sent to the parent/guardian and one kept for the record.

**REFERRAL TO OUTSIDE AGENCY.** Action taken by the building administrator or in consultation with staff, parent/guardian and student when behavior signals a need.

**SPECIAL ASSIGNMENT.** Assignment to an activity or program that builds awareness, knowledge and skills to meet similar situations more positively.

**REFERRAL TO STUDENT STUDY TEAM.** The Child Study Team made up of building staff who interact with the identified student provides relevant information and makes recommendations to meet the student's needs. Actions may include counseling, classroom interventions, evaluation or assessment and/or participation in a school-based support group, etc.

**TIME-OUT SYSTEM.** A program that assigns a student to a different location in the classroom or building, coordinated by staff members, teachers or school administrators.

**EXCLUSION FROM EXTRACURRICULAR ACTIVITIES.** This action denies the student the opportunity to participate in extracurricular activities for a specified period of time.

**OTHER SCHOOL-AUTHORIZED ACTIONS.** Other appropriate actions, such as community service, which comply with school district policies and administrative regulations, may be carried out in conjunction with the school's discipline management plan.

**IN-SCHOOL DETENTION.** Students are required to be in school for up to one hour before or after the regular school day. Parents of students will be notified prior to the detention. Supervision is provided by school staff for all detained students.

**ONE-SCHOOL-DAY SUSPENSION.** In accordance with state law, a student may be denied the right to attend a class/school activity for one school day, one subject, or one activity period. Hours accumulate to equal one school day (6 hours). This suspension counts as one day of the ten days a special education student may serve before an IEP (Individualized Educational Planning) meeting is mandated, or will count as one of the ten days a classroom teacher can impose on any one student during the school year.

**ONE-TO-FIVE-DAY SUSPENSION.** After an informal hearing, an administrator may impose an action to deny a student's right to attend classes and activities for one (1) to five (5) school days. Homework will be provided and make-up privileges will be the same as for an excused absence.

**IN-SCHOOL SUSPENSION (2-5 DAYS).** After an informal hearing, a student may be barred from attending scheduled classes and be required to attend a special program for up to 5 consecutive school days.

**COLLECTION OF UNAUTHORIZED MATERIALS.** School administrators and teachers may collect materials that students are prohibited from possessing during the school day, for example, cigarettes, video games, cd/dvd players, radios and tape recorders, and laser pointers. Illegal items will not be returned.

**FINANCIAL/SERVICE SETTLEMENT.** In cases where student behavior causes damage, destruction, or loss of property, the parent/guardian and student will be expected to pay the cost of repair or replacement. The terms of repayment or replacement will be determined by the school staff and/or the central office.

## **ACTION LEVEL 2**

**GENERAL REQUIREMENTS.** One or more of the actions listed below are taken by the administration or other designated person. A meeting, letter, or telephone call with the parent or guardian and the student must take place in addition to the level of action. The communication must include discussion of the student's achievement, unacceptable conduct and a plan for dealing with a similar situation in the future. The student will be able to continue his/her schoolwork.

**NOTE:** These consequences and sanctions are cumulative. Each succeeding action level may include the consequences or sanctions of the previous level.

**ALCOHOL OR DRUG ASSESSMENT AND FOLLOW-UP RECOMMENDATIONS.** See the section on controlled substances for disciplinary actions.

**POLICE REFERRAL.** For conduct that violates the rules and which may also be a violation of criminal law a referral may be made to the police.

**FINANCIAL/SERVICE STATEMENT.** The same as in Action Level 1.

**IN-SCHOOL SUSPENSION.** The same as in Action Level I (2-5 days).

### **REMOVAL FROM SCHOOL:**

**EMERGENCY REMOVAL.** Removal of a student from school prior to an informal hearing when the administrator determines that the student's continued presence is an immediate danger to persons or property or is disruptive to orderly school operation. A hearing must be held within three days after the student's removal.

**SIX-TO-TEN-DAY SUSPENSION.** An action, taken after an informal hearing by the building administrator and in consultation with the hearing officer, which denies a student the right to attend all classes and school activities for a minimum of six (6) to a maximum of ten (10) days. Homework will be provided during the exclusion from classes and make-up privileges will be the same as for an excused absence.

**PROBATION.** This is an action taken following reinstatement from suspension which may include a behavior contract and may require the student to forgo participation in specified activities. Examples include Cultural Wednesdays, athletics, school-sponsored after-school activities, assemblies, and other activities for a limited, defined period or time.

## **ACTION LEVEL 3**

**GENERAL REQUIREMENTS.** One or more of the actions listed below are taken by the administration or other designated person. A meeting, letter, or telephone call with the parent or guardian and the student must take place in addition to the level of action. The communication must include discussion of the student's achievement, unacceptable conduct and a plan for dealing with a similar situation in the future.

The student will be able to continue his/her schoolwork.

NOTE: These consequences and sanctions are cumulative. Each succeeding action level may include the consequences or sanctions of the previous level.

SUSPENSION WITH ASSIGNMENT TO A SPECIALIZED PROGRAM. For second possession of drugs/alcohol or first sale or transfer. See section on Controlled Substances.

POLICE REFERRAL. Same as Action Level 2.

FINANCIAL/SERVICE SETTLEMENT. Same as Action Level 1.

SEMESTER-OR-LESS SUSPENSION AND ALTERNATIVE PLACEMENT. Suspension can be from eleven (11) school days to a semester in length. The authority to issue a long-term suspension rests with the principal or other building administrators. A student who has been suspended is not permitted to attend class, remain on school grounds (except in the case of in-house suspension) or participate in any extracurricular activities during the period of the suspension.

A student in special education may not be suspended for more than ten (10) days, cumulative, including in-school suspension, without holding a special meeting, except when emergency removal is necessary. See Special Education Suspension and Expulsion.

#### **ACTION LEVEL 4**

GENERAL REQUIREMENTS. One or more of the actions listed below are taken by the administration or other designated person. A meeting, letter, or telephone call with the parent or guardian and the student must take place in addition to the level of action. The communication must include discussion of the student's achievement, unacceptable conduct and a plan for dealing with a similar situation in the future. The student will be able to continue his/her schoolwork.

Any violation that requires a disciplinary action at Level 4 is subject to possible suspension or expulsion. Following a behavior that qualifies as disciplinary Action 4, an informal hearing must take place prior to any suspension except when emergency removal is necessary.

The disciplinary actions contained in this booklet apply to all students, including special education students. However, due to the unique needs of special education students and federal and state laws, the procedures determining the appropriate disciplinary action will vary somewhat from regular education when a special education student is involved.

NOTE: These consequences and sanctions are cumulative. Each succeeding action level may include the consequences or sanctions of the previous level.

LONG-TERM SUSPENSION AND/OR ALTERNATIVE PLACEMENT (One semester up to 180 days). In the event an action warrants suspension, the principal or assistant principal will investigate the incident and schedule a meeting with the student and parent to share the charges and proposed disciplinary action.

The student has a right to present evidence or witnesses for support.

Students or their parents/guardian may apply for readmission 30 school days prior to the end of the specified period. A hearing before the Reinstatement Committee shall be convened before a student is readmitted from an expulsion or long-term suspension. Requests for reinstatement should be made, in writing, to the Superintendent. The Reinstatement Committee includes two Board members, a parent with students in the district, an executive administrator and a teacher. The Committee makes a recommendation to the Superintendent for or against reinstatement.

## **ACTION LEVEL 5**

**GENERAL REQUIREMENTS.** One or more of the actions listed below are taken by the administration or other designated person. A meeting, letter, or telephone call with the parent or guardian and the student must take place in addition to the level of action. The communication must include discussion of the student's achievement, unacceptable conduct and a plan for dealing with a similar situation in the future. The student will be able to continue his/her schoolwork.

**NOTE:** These consequences and sanctions are cumulative. Each succeeding action level may include the consequences or sanctions of the previous level.

**EXPULSIONS.** The Barack Obama Leadership Academy Board of Directors recognizes that exclusion from the education programs of the district is the most severe sanction that can be imposed on a student and is one that cannot be imposed without due process since exclusion deprives a child of the right to an education. The Board of Directors reserves to itself the authority to make expulsion decisions. However, in some instances, the Board's discretion is narrowly circumscribed by state law.

The expulsion procedures cannot be used to diminish the due process rights of students. Each student subject to expulsion shall have his/her situation reviewed by the Superintendent and the Board of Directors on a case-by-case basis.

The Superintendent reviews the documentation for each case and determines if the recommendation to expel the student is to be upheld and forwarded to the Board of Directors. The parent/guardian will be responsible for finding alternative education for the student

While the review and hearings are taking place, the student will be suspended from school and homework will be provided. The Board will hold an open or closed meeting, by choice of the parent/guardian, to hear the evidence and make a decision about the expulsion.

**EXPULSIONS FOR WEAPONS, ARSON, AND CRIMINAL SEXUAL CONDUCT.** The Revised School Code states that a student must be expelled from all public schools in the state if the student commits criminal sexual conduct (rape), arson or is found to be in possession of a dangerous weapon. The 1999 state law added expulsion from public school for physical or verbal assault on school employees, volunteers, or contractors. The expulsion must be recorded on the student's permanent record.

The District is not required to expel a student for possessing a weapon if at least one of the following



criteria is established in a clear and convincing manner:

- The weapon was not possessed for use as a weapon
- The student did not know the item was a weapon
- The weapon was not knowingly possessed by the student
- The weapon was in the student's possession with the permission of school or police authorities.

There are no exceptions for students found to have committed criminal sexual conduct or arson. Students expelled for weapons, arson, or rape will be referred to law enforcement.

**REINSTATEMENT PROCESS.** The parents or legal guardian of a student enrolled in grade 5 or below at the time of the expulsion may petition the Board of Directors for reinstatement of the student after sixty (60) school days but the student may not be reinstated before the expiration of ninety (90) school days after the date of expulsion.

If the student in grade 5 or below is expelled for a reason other than the possession of a firearm or threatening another person with a dangerous weapon, the student's parent or legal guardian may petition for the pupil's reinstatement at any time, but the student may not be reinstated before the expiration of ten (10) school days after the date of expulsion. The parents or legal guardian of a student enrolled in grade 6 or above at the time of expulsion, may petition for reinstatement after 150 school days, but the student may not be reinstated before the expiration of 180 school days after the date of expulsion.

A hearing before the Reinstatement Committee shall be convened before a student is readmitted from an expulsion or long-term suspension. Requests for reinstatement should be made, in writing, to the Superintendent.

A Reinstatement Committee includes two Board members, a parent with students in Barack Obama Leadership Academy, a central administrator and a teacher. Recommendations from this committee are forwarded to the Board of Education for a vote for unconditional reinstatement or against reinstatement.

### **SPECIAL EDUCATION SUSPENSION AND EXPULSION**

If a student is receiving special education services through an Individualized Educational Program Team (IEPT) and/or 504 services, removal from school that exceeds ten (10) school days in one school year constitutes a change in placement. Therefore an IEPT must be convened to review the current behavior plan and to determine if the behavior subject to discipline is a manifestation of the student's disability.

A special needs student may be subject to a suspension exceeding a total of ten (10) school days within a school year, an administrative transfer or expulsion only after an IEPT determines that:

- The determination of eligibility is appropriate; and the student's IEP currently reflects the special education programs and services needed to meet the unique educational needs of the student.
- The student's disability did not impair the student's ability to understand the impact and consequences of the behavior subject to disciplinary action; and
- The student's disability did not impair the student's ability to control behavior subject to disciplinary action.

If the IEPT determines that the behavior is a manifestation of the disability, disciplinary procedures are stopped and the IEPT and the IEPT determines appropriate programs and services for the student.

If the IEPT determines that the behavior is not a manifestation of the disability, the eligibility has been appropriately determined, and/or the current program and/or services are appropriate for the student, then this information is included in the written IEPT report and sent to the Superintendent’s designee.

The suspension may be given or the Board of Education may expel the special needs student using the same procedures the Board would follow when expelling regular education students. If the IEPT decision is appealed, the student remains in the placement determined in the last uncontested IEP.

When the behavior subject to disciplinary actions involves drugs, dangerous weapons, or if the student is deemed to be a danger to him/herself or others, the IEPT shall determine an interim alternative placement and services for up to 45 calendar days.

When considering suspensions, administrative transfers, or expulsions of a student, if the district has reasonable cause to believe that the student has special needs, the student will be given the same rights that are given to students who are eligible for special education services.

### **SUSPENSION/EXPULSION LAWS**

In accordance with state law, the Board of Directors must permanently expel a student for possession of a dangerous weapon, arson or criminal sexual conduct. The Board of Education may expel students for physical and verbal assault as described below. Classroom teachers may suspend students from their classrooms for any conduct that violates the rules described above:

<p><b>If...</b> a student in grade 6 or above commits a physical assault (intentionally causing or attempting to cause physical harm to another through force or violence) against a person employed by, or engaged as a volunteer or contractor by the school board in a classroom, on school premises, on a school bus/vehicle, or at a school-sponsored activity or event (whether or not on school premises.)</p>	<p><b>Then...</b> the law requires the school board to EXPEL the student from the school district permanently, subject to possible reinstatement after 180 school days as defined by the law; makes it the parent’s responsibility to find a suitable educational program and to enroll the individual in such a program during the expulsion; AND requires the district to report the expulsion to law enforcement officials, as well as to enter on the student’s performance record that he or she has been permanently expelled.</p>
<p><b>If...</b> a student in grade 6 or above commits a physical assault against another student.</p>	<p><b>Then...</b> the law requires the school board to SUSPEND or EXPEL the student from the school district for up to 180 school days. If the student is expelled, the law makes it the parent’s responsibility to find a suitable education program and to enroll the individual in such a program during the expulsion; AND requires the district to report the expulsion to the Michigan Department of Education.</p>

<p><b>If...</b> a student in grade 6 or above commits a verbal assault against a person employed by, or engaged as a volunteer or contractor by the school board, or makes a bomb threat or similar threat directed at a school building, other school property or a school-related event.</p>	<p><b>Then...</b> the law requires the school board to SUSPEND or EXPEL the student from the school district for a period of time as determined by the school board. If the student is expelled the law makes it the parent's responsibility to find a suitable education program and to enroll the individual in such a program during the expulsion; AND requires the district to report the expulsion to the Michigan Department of Education.</p>
<p><b>If...</b>a teacher in a public school has good reason to believe that the conduct/behavior of a student of any age in class, subject, or activity warrants suspension as described in this booklet.</p>	<p><b>Then...</b> the law allows the teacher to SUSPEND the student from the class, subject, or activity for up to one (1) full school day.</p>

### **CONTROLLED SUBSTANCES**

Barack Obama Leadership Academy is dedicated to providing a healthy, comfortable and productive environment for all members of the school community. The Academy acknowledges that use of controlled substances requires a variety of interventions; there is a critical need for counseling, education and treatment in addition to disciplinary action. The possession, use or sale of tobacco, alcohol or other drugs interfere with a healthy environment and are prohibited on school premises, or at district functions. The Academy is committed to a three-part approach to controlled substances: 1) prevention, 2) intervention and 3) support. Consequences of the unacceptable behaviors listed below regarding alcohol and other drugs will include disciplinary actions, substance abuse assessment and educational experiences. The term "drug" is defined as alcohol and all mood-altering substances that have not been medically prescribed for the student.

Substance abuse assessment answers the following questions: Does an alcohol/drug problem exist? What is the nature and extent of the problem? What action is recommended at this time?

These consequences and sanctions are cumulative. Each succeeding action level may include the consequences and/or sanctions of the prior level.

### **SMOKING POLICY**

No person, at any time, shall smoke, chew or otherwise use tobacco products of any kind on school district property or property under the control of the school district, in any school buildings, indoor facilities or school district vehicles.

### **HARASSMENT**

A student has a right to participate in all district activities without being subjected to conduct that is discriminatory, humiliating, demeaning, offensive or embarrassing.

Harassment refers to sexual harassment, as well as ethnic, religious and general harassment.

Sexual Harassment includes an unwelcome sexual advance or sexual behavior, including verbal behavior, (1) that is tied to a student's educational benefits, opportunities or performance; or a student's physical or psychological well-being; (2) that substantially interferes (or will substantially interfere) with a student's educational benefits, opportunities or performance; or a student's physical or psychological well-being; or (3) that is intimidating.

Furthermore, Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's education or creating an intimidating, hostile or offensive educational or social environment on school property or at any school sponsored or related event or activity.

Sexual harassment may include but is not limited to:

- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Inappropriate patting or pinching
- Intentional brushing against another person's body
- Any sexually motivated, unwelcome touching
- Obscene gesture
- Written, electronic or graphic harassment or abuse

Religious and General Harassment includes slurs, verbal references, gestures, or other behavior which tends to demean, humiliate, intimidate and/or threaten others on the basis of creed, religion, or personal characteristics.

A student shall not engage in unwelcome 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, sexual orientation, or disability (e.g., sexual or racial comments, threats, or insults, unwanted sexual touching, etc.)

A student should report incidences of harassment to the building administrator with any supportive evidence that is available. The principal will examine the evidence and, if merited, speak directly to the person alleged to have harassed the complainant. If proven, the building administrator will:

- Have the offender sign a contract regarding appropriate behavior toward the complainant, and/or
- Refer the offender to an outside agency, and/or
- Initiate suspension/expulsion procedures

This disciplinary action should be commensurate with the behavior and the developmental level of the student.

## **SEARCH AND SEIZURE**

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

Students are provided lockers, desks, and other equipment in which to store materials. This equipment is the property of the Academy and may be searched at any time if there is reasonable suspicion that a student has violated the law or the Academy's rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or duplicate key to the School Leader. Anything that is found in a search that may be evidence of a violation of the Academy's rules or the law may be either taken and held or turned over to the police. The Academy reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against the policy of the Academy.

All computers located in classrooms, labs, and offices of the Academy are the Academy's property and are to be used by students, where appropriate, solely for educational purposes. The Academy retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Academy's computer system and email. Students should not expect any information contained on such systems to be confidential or private.

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

### **DUE PROCESS RIGHTS**

The right to due process in disciplinary proceedings is applicable in all instances where the behavior of the student is being evaluated for possible suspension or expulsion. The student must always be treated with fundamental fairness, has a right to be fully informed about his/her alleged breach of behavior and must be provided with an opportunity to respond to such charges. In imposing discipline on students, Barack Obama Leadership Academy adheres to the requirement of state and federal law and constitutional due process. To the extent that the procedures described in this hand- book exceed the requirements of the law, a deviation from the procedures shall not prevent the imposition of the disciplinary actions set forth earlier in this document. Records that result from the student's actions or his/her consequences should clearly state whether the charge of misbehavior was or was not substantiated.

**Informal Hearings.** Most discipline problems not leading to long- term suspension or expulsion are resolved at the building level through an informal hearing involving the student, parent/guardian and teacher or building administrator. During the hearing, the student and parent/guardian hear the charges, evidence and consequences. The student tells his/her side of the story. Various problems-solving strategies may be used.

**Formal Hearings.** Formal hearings are held as a part of the due process procedure for long-term suspensions and all expulsions. An impartial three person administrative panel reviews a case and determines if the recommendation to suspend or expel a student is supported by evidence during the hearing.

The Superintendent's designee, after reviewing the report, witnesses' statements and any other relevant documents or items schedules a hearing within ten (10) school days of the disciplinary action. The Superintendent's designee's office will also prepare the packet of information for the hearing. The parents or guardians will receive a letter, disciplinary forms with date, specific rules that were violated, copy of the disciplinary procedural process and any other relevant information.

The student is afforded the following procedural due process:

- Written notice of prohibited conduct
- Written notification of hearing (time and location) and procedures to be followed

- Impartial hearing
- Access to evidence
- Opportunity to present witnesses and evidence on his/her own behalf
- Opportunity to have counsel present

The hearing will be audio taped. The participants, including the student, parents or guardian, advocate witnesses, three panelists and a building administrator/designee sign-in for the hearing and will receive a packet of information to be used at the hearing.

### **THE HEARING AGENDA**

- The administrative chair introduces him/herself as the chair and calls upon each person in attendance to introduce him/herself and give the role he/she will be performing at the hearing.
- The building administrator gives an explanation of why the hearing is being held, information about the student and the specific statements of the charge and the disciplinary action recommended.
- The building administrator presents evidence of the charges, including witnesses and any written statements.
- The student and/or his/her advocate, respond to the charges and present witnesses and any written statements.
- Both the building administrator and the student and/or his/her advocate give closing statements.
- The chair informs the group of the decision process. Within two school days of the hearing, the chair will notify the student and his/her parent(s)/guardian(s), orally or in writing, of the panel's decision to uphold, modify or reverse the suspension. Written notification must follow.
- The chair dismisses the group after all questions have been answered and explains the appeal procedure.
- The three panelists discuss the evidence and proceedings and may make the following decisions:
  - Waive charge(s)
  - Reduce charge(s)
  - Change/modify the administrator's recommendation or disciplinary action.
  - Support the administrator's recommendation and disciplinary action.
  - Increase the recommendation and disciplinary action.

### **THE APPEAL PROCESS**

A. SUSPENSIONS OF ONE (1) TO FIVE (5) SCHOOL DAYS. There is no appeal for suspension of one (1) to five (5) school days.

B. SUSPENSIONS OF SIX (6) TO TEN (10) SCHOOL DAYS. A request for an appeal of a short-term (ten or less school days) suspension shall be made in writing and directed to the building administrator, by the parent/guardian or student 18 years of age, within two (2) school days of the date that the disciplinary action was taken. This written request must include the reason for the appeal. Reasons for the appeal might include:

- Penalty too harsh

- Additional evidence surfaced
- Evidence/issues/mitigating factors not considered
- Denial of procedural due process
- Consequence in contradicting of procedure/policies

The Principal or designee will conduct a review of the appeal request. Following this review, the building principal will notify the student and his/her parent(s)/guardian(s) in writing, of his/her decision to uphold, modify or reverse the suspension.

If the suspension exceeds five (5) school days, the decision may be appealed. A written request must be made to the superintendent stating the reason(s) for the appeal and asking for a review by a three-member review panel. The panel will be comprised of one (1) administrator, and one (1) parent.

C. SUSPENSION EXCEEDING TEN (10) SCHOOL DAYS. Review of long-term suspensions (those exceeding ten (10) days) are to be directed to the Superintendent's designee within three (3) school days of the date the disciplinary action was taken. This appeal must be made in writing stating the reason for the appeal and the adjustments requested. Reasons for the appeal might include:

- Penalty too harsh
- Additional evidence surfaced
- Evidence/issues/mitigating factors not considered
- Denial of procedural due process
- Consequence in contradicting of procedure/policies

A three-person administrative hearing panel will conduct a review within ten (10) schools days of the suspension. This panel will be chaired by a Board member and comprised of an additional building administrator. Within two (2) school days of the hearing, the panel chairperson will notify the student and his/her parent(s)/guardian(s), orally or in writing, of the panel's decision to uphold, modify, or reverse the suspension. Written notification must follow.

The suspension remains in effect during the appeal process.

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

Each of the behaviors described below may subject the student to disciplinary action, including suspension and/or expulsion from the Academy.

- 1. Use of drugs:** The Academy has a "Drug Free" zone that extends 1000 feet beyond the school boundaries. "Drug Free" also applies to any Academy activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs; alcohol; fake drugs; steroids; inhalants; or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled, and law enforcement officials may be contacted. "Sale" also includes possession or sale of over-the-counter medication to another student.
- 2. Use of tobacco:** Smoking and other tobacco uses are a danger to a student's health and to the health of others. The Academy prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any Academy activity. This prohibition also applies when going to and from the Academy and at school bus stops. Violations of this rule could result in suspension or expulsion.



- 3. Possession of a weapon:** A “weapon” includes, but is not limited to the following: firearms; guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded); knives; razors; clubs; electric weapons; metallic knuckles; martial arts weapons; and explosives. “Weapon” may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon was brought onto the Academy’s property by a student (other than the one who possessed the weapon), that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from the Academy, subject to a petition for possible reinstatement if he/she brings onto or has in his/her possession on the Academy’s property or at an Academy-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item;
- B. any cutting instrument with a sharp blade over three (3) inches long fastened to a handle;
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.).

The Board of Directors prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Board for the purpose of the Academy’s activities, approved and authorized by the Board, including, but not limited to, property leased, owned, or contracted for by the Board or an Academy-sponsored event. A parent or legal guardian of a student of the Academy, who is properly licensed to carry a concealed weapon, may carry a concealed pistol while in a vehicle on school property, if he/she is dropping the student off or picking up the student from the Academy.

- 6. Use of an object as a weapon:** Any object that is used to threaten, harm, or harass another person may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.
- 7. Knowledge of Dangerous Weapons or Threats of Violence:** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the School Leader. Failure to report such knowledge may subject the student to discipline.
- 8. Purposely setting a fire:** Anything, such as fire, that endangers the Academy’s property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.
- 9. Physically assaulting a staff member/student/person associated with the Academy:** “Physical assault” is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.” Physical assault at school against an employee of the Academy,

volunteer, or contractor, which may or may not cause injury, may result in charges being filed against the student and subject the student to expulsion.

10. **Verbally threatening a staff member/student/person associated with the Academy:** “Verbal assault” is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. Verbal assault at school against an Academy employee, volunteer, or contractor or making bomb threats or similar threats, directed at the Academy’s building, property, or an Academy-related activity, will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion.
11. **Extortion:** “Extortion” is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.
12. **Gambling:** “Gambling” includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.
13. **Falsification of school work, identification, forgery:** Forgery of hall/bus passes and excuses, as well as false I.D.'s, are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties and disciplinary action. Violations of this rule could result in suspension or expulsion.
14. **False alarms, false reports, and bomb threats:** A false emergency alarm, false report, or a bomb threat will not be tolerated because any or all of them may endanger the safety forces that respond to the report, the citizens of the community, and persons in the building. Violations of this rule could result in suspension or expulsion.
15. **Explosives:** Explosives, fireworks, and chemical-reaction objects such as smoke bombs; pipe bombs; bottle bombs; small firecrackers; and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.
16. **Trespassing:** Although schools are public facilities, the law allows the Academy to restrict access on Academy property. If a student has been removed, suspended, or expelled, the student is not allowed on Academy property without authorization of the School Leader. In addition, students may not trespass onto Academy property at unauthorized times or into areas of the Academy determined to be inappropriate. Violations of this rule could result in suspension or expulsion.
17. **Theft:** When a student is caught stealing the Academy’s or someone's property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from his/her teacher. The Academy is not responsible for personal property. Theft may result in suspension or expulsion.
18. **Disobedience:** The Academy staff is acting "in loco parentis," which means they are allowed by law to direct a student as a parent would. This applies to all staff of the Academy, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

19. **Damaging property:** Vandalism and disregard for Academy property will not be tolerated. Violations could result in suspension or expulsion.
20. **Persistent absence or tardiness:** Attendance laws require students to be in the Academy all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in the Academy and in the world-of-work. Excessive absence could lead to suspension from the Academy.
21. **Unauthorized use of the Academy's property or private property:** Students are expected to obtain permission to use any property of the Academy or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.
22. **Refusing to accept discipline:** The Academy's staff may use informal discipline to prevent the student from being removed from the Academy. When a student refuses to accept the usual discipline for an infraction, however, the refusal can result in a more severe action, such as suspension or expulsion.
23. **Aiding or abetting violation of the rules of the Academy:** If a student assists another student in violating any rule of the Academy, both students will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
24. **Displays of affection:** The display of affection between students is considered inappropriate. Such displays include touching, petting, or any other physical contact that may be considered inappropriate in nature. Such behavior between students may result in suspension from the Academy or possibly expulsion.
25. **Possession of electronic equipment/Use of camera cell phones:** Most electronic equipment necessary in school is supplied by the Academy. Students are not allowed to bring to the Academy any radios; "boom-boxes;" portable TV's; electronic toys; pagers; cell phones; laser pens; and the like without the permission of the Teacher. Such property will be confiscated, and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.
26. **Violation of individual classroom rules:** Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment or classroom. Students will be oriented to specific classroom rules, all of which will be consistent with the policies of the Academy. Persistent violations of rules could result in suspension or expulsion.
27. **Disruption of the educational process:** Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons; assemblies; field trips; athletic events; and performing arts events.
28. **Harassment/Bullying/Hazing:** Harassment of students is prohibited and will not be tolerated. "Harassment" includes inappropriate conduct by other students as well as any other person in the school environment, including employees; Board members; parents/guardians; guests; contractors; vendors; and volunteers. The Academy's policy is to provide a safe and nurturing educational

environment for all of its students. This policy applies to all activities on the Academy's property and to all Academy-sponsored activities whether on or off school property.

"Harassment" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This definition includes harassment based on any of the legally protected characteristics, such as gender; race; color; national origin; religion; height; weight; marital status; age; or disability. This policy, however, is not limited to these legal categories and includes any harassment that negatively impacts students, including such activities as stalking; bullying; name-calling; taunting; hazing; and other disruptive behaviors.

Any student who believes he/she has been/or is the victim of harassment should immediately report the situation to the teacher or the School Leader. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must**, report any situation that they believe to be harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment has occurred, prompt and appropriate remedial action will result. Such remedial action may include up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation is prohibited against any person who complains about harassment or participates in a harassment investigation. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally falsifying reports may result in disciplinary action as indicated above.

The following examples of harassment are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, he/she should report it and allow the administration to determine the appropriate course of action.

**Harassment** may be said to have occurred under the following circumstances:

- A. Submission to such un-welcomed conduct or communication is made either an explicit or implicit condition of using or benefiting from the services, activities, or programs of the Academy;
- B. Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in the terms, conditions, or privileges of the Academy;
- C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the

student's educational opportunities at the Academy. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual harassment** may include, but is not limited to the following:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggestion or demand for sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

**Bullying** is intimidation of others by acts, such as the following, but is not limited to these:

- A. threatened or actual physical harm;
- B. unwelcome physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement.

**Hazing is defined as** any type of initiation procedure for any Academy-related activity, which involves conduct such as the following, but is not limited to these actions:

- A. Illegal activity such as drinking or drugs;
- B. Physical punishment or infliction of pain;
- C. Intentional humiliation or embarrassment;
- D. Dangerous activity;
- E. Activity likely to cause mental or psychological stress;
- F. Forced detention or kidnapping;
- G. Undressing or otherwise exposing initiates.

**Confidentiality:** Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

**Notification:** Notice of this policy will be **annually** circulated to all buildings and departments within the Academy and will be discussed with students. This policy will also be incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the Academy will be required to review and sign off on this policy and the related complaint procedure.

- 29. Possession of a firearm, arson, and criminal sexual conduct:** The Academy has a "Weapons Free" zone that includes the Academy building and extends 1000 feet beyond the school boundaries. "Weapons Free" also applies to any Academy activity and transportation. In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon within the Academy's "Weapon Free" zone or commits either arson or criminal sexual conduct in a building or on property operated by the Academy, including buses and other Academy transportation.

A "dangerous weapon" is defined as "a firearm; dagger; dirk; stiletto; knife with a blade over three (3) inches in length; pocket knife opened by a mechanical device; iron bar; brass knuckles," or any other devices designed to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the School Leader's office.

- 30. Criminal acts:** Any student engaging in criminal acts at or related to the Academy will be reported to law enforcement officials and will be disciplined by the Academy. It is not considered double jeopardy (being tried twice for the same crime), when Academy rules and the law are violated.

Students should be aware that state law requires that the School Leader and teachers of the Academy and appropriate law enforcement officials notify each other when any student of this Academy is involved in crimes related to physical violence; gang-related acts; illegal possession of a controlled substance; alcohol or other intoxicants; trespassing; and property crimes (including, but not limited to, theft and vandalism) occurring in the Academy as well as in the community.

- 31. Safety Concern:** 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 Academy. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices is prohibited. Students violating this expectation will be subject to disciplinary action.

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

## SECTION IV – TRANSPORTATION

### **Bus Transportation to and from the Academy**

The Academy provides limited transportation to and from school and for field trips.

### **Bus Conduct**

Students riding to and from the Academy on transportation provided by the Academy are required to follow all basic bus safety rules (see below). This applies to Academy-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Previous to loading (on the road and at the Academy), each student shall comply with the following basic bus safety rules:

- A. be on time at the designated loading zone/bus stop;
- B. stay off the road at all times while walking to and waiting for the Academy's transportation;
- C. line up single file on the sidewalk to enter;
- D. wait until the Academy's transportation is completely stopped before moving forward to enter;
- E. refrain from crossing a roadway until the driver signals to cross;
- F. go immediately to a seat and be seated.

During the trip, each student shall comply with the following basic bus safety rules:

- A. remain seated while the Academy's bus or other transportation is in motion;
- B. keep head, hands, arms, and legs inside the Academy's vehicle at all times;
- C. do not litter in the Academy's vehicle or throw anything from the vehicle;
- D. keep books, packages, coats, and all other objects out of the aisle;
- E. be courteous to the driver and to other riders;
- F. do not eat or play games, cards, etc;
- G. do not tamper with the Academy's vehicle or any of its equipment.

When leaving the bus, each student shall comply with the following basic bus safety rules:

- A. remain seated until the vehicle has stopped;
- B. cross the road, if necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- C. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than the school or destination of an Academy sponsored trip.

### **Penalties for Infractions**

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

### **Transporting Students**

On rare occasions the Principal and/or designee will transport students home, to medical facilities, field trips, or emergency contacts residence.