



STUDENT CODE OF CONDUCT 2010-2011



Academy for Business
& Technology
Elementary School

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**Our Vision
& Purpose:**

**Paul Merritt, Ph.D.
School Leader**

ACADEMIC SUCCESS FOR ALL!

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Dear Parent(s)/ Guardian(s):

Welcome to the 2010-2011 school year at **The Academy for Business & Technology Elementary (ABTE)**! It promises to be exciting and educational for both you and your child.

In order to start the year in unison, we ask you to carefully review this **STUDENT CODE OF CONDUCT** with your child. The purpose of the Code is to inform parents and students of the rights, rules, and responsibilities associated with attending ABTE.

Please sign and return the back page of this Code to your child's teacher once it has been reviewed.

We look forward to a successful school year, which will only be possible with your support and involvement.

Sincerely,

The ABT Elementary School Staff

ABT ELEMENTARY VISION & PURPOSE STATEMENT

ACADEMIC SUCCESS FOR ALL!

ABT ELEMENTARY MISSION STATEMENT

The Academy For Business & Technology Elementary School, in cooperation with parents and community members, will provide all students with a clean, safe and caring environment, maximizing academic achievement, improving self-esteem, developing sound character; thereby, producing responsible citizens of a global society.

BELIEF STATEMENTS

The following beliefs are fundamental to all our policies and programs including the **STUDENT CODE OF CONDUCT**:

1. We believe all people can learn.
2. We believe all people have the right, ability and desire to learn.
3. We believe all individuals have unique needs, interests and abilities that impact the process of learning.
4. We believe every person has worth.
5. We believe adults are role models.
6. We believe all people in our community are essential to the learning process.
7. We believe we are participants in a global society and we value cultural diversity.
8. We believe in the value of caring, mutual respect and understanding.
9. We believe in an active partnership among parents, community and school.
10. We believe values, knowledge and skills are important.
11. We believe all individuals can develop their potential.
12. We believe every person has a gift to share.
13. We believe learning is a life-long process.
14. We believe in the importance of self-esteem.
15. We believe American democracy needs strong public schools.



At ABTE, there are certain **STUDENT RIGHTS AND RESPONSIBILITIES** that are essential. They include the following:

THE RIGHT TO:

1. Pursue, through study and self-application, a quality education which allows for growth through participation in school programs.
2. Participate in school activities without discrimination on any basis.
3. Practice freedom of speech, freedom of press and freedom of expression of ideas.
4. Express responsible views and personal opinions or protest in a manner that does not interfere with the rights of others or the orderly operation of the school.
5. Participate in activities that do not conflict with religious convictions; participate in patriotic exercises or refrain from participating.
6. Assemble peacefully on school property for school-related activities.
7. Have privacy in personal belongings and possessions on your person unless administration has reasonable cause to believe that illegal, inappropriate or dangerous materials are being carried or concealed by the student.
8. Dress in accordance with uniform code and groom according to personal taste and style, so long as it is suitable to the educational setting and so long as health, safety and respect for others are demonstrated.

THE RESPONSIBILITY TO:

1. Obey school rules and conduct them selves in a matter that promotes a positive educational environment.
2. Foster positive human relations and demonstrate courtesy, tolerance and respect when dealing with others.
3. Refrain from libel, slander, obscenity or personal attacks, in verbal and written expressions.
4. Recognize the rights of others to hold different view points tolerate the opinions of others and dissent in an orderly, respectful manner.
5. Request in writing to be excused from activities which conflict with religious beliefs and respect the rights of others who do not participate.
6. Assemble with administrative approval and according to established practices as to manner, time and place.
7. Carry only those materials on your person which are legal, appropriate and not hazardous to any person or property and to respect the rights, property and privacy of others.
8. Dress in accordance with school uniform code, groom to the educational setting, observe the basic standards of cleanliness and modesty, not disrupt the educational process and not endanger the health and safety of themselves.

CLASSROOM / SCHOOL RULES AND REGULATIONS

Students are expected to conduct themselves as persons who come to school to learn. Therefore, students will follow these classroom rules:

No Disruptive Behaviors

1. Remain in seats at appropriate times.
2. Raise hands to speak.
3. Work quietly. If in a group, use library voice level.
4. Listen carefully, follow directions the first time given.
5. Come prepared for class participation/discussion/activities.
6. Do not bring to school: toys, radios, pagers, cell phone, electronic games, knives, guns (toy guns included) bullets, shells or cartridges, baseballs, golf balls, tennis balls, super balls, yo-yos, water bottles, trading cards, milk/gel pens, crazy glue, skateboards, roller blades or shoes with wheels, sharp objects, music players, or any dangerous instruments.
 - If students have cell phones with them, they must remain in their backpacks, and should be turned off or on vibrate mode. Students are responsible if phones get lost, stolen or damaged.
7. While teachers may occasionally permit students to have candy at certain times during the day, gum or bubblegum is not permitted at school (this includes the classroom and the lunchroom).
8. No personal toiletries (combs, brushes, picks, perfume, nail polish, etc.) during the school day.
9. **Any type of weapon which is brought to school will be confiscated and not returned and the bearer of the weapon will be suspended or expelled.**

Respect for Peers, School Personnel and the Property of Others:

1. Show respect for all persons and property
2. Walk quietly and to the right in hallways
3. Attend school on time each day.
4. Be in full uniform at all times
5. Keep hands and feet to oneself, no shoving, pushing or fighting.
6. Enter the building through the assigned entrance no earlier than 8:00 a.m. (except those enrolled in the Enrichment Program that begins at 6:30 a.m.) and go directly to your classroom.
7. Refrain from taunting, harassing, and name calling.

These rules will be strictly enforced. This is being done to insure that your child/children will have the opportunity to receive the highest level of education in an atmosphere that motivates and stimulates learning.

CLASSROOM BEHAVIOR MANAGEMENT CARD SYSTEM

All students will begin their day on the color **Green** representing good behavior.

Teachers have the discretion to warn students the first time an inappropriate behavior occurs (depending on the severity of the behavior).

Yellow: After a student has received a warning (as above), the next occurrence of the behavior will result in the student being asked by the teacher or adult monitor to change their behavior card to **Yellow**. The consequences of any further occurrences of this behavior will be clearly explained to the student. Pre-established consequences or the loss of a privilege (e.g. loss of recess, etc.) may be part of this step.

Red: The next instance of misbehavior on the part of the student will result in their card being changed to red and will prompt a call to the parent by the teacher. The consequences of any further incidents are explained to both the student and the parent.

Office Disciplinary Referral (ODR): If any further instance of misbehavior occurs, the student will be written up with an ODR and sent to the school office to meet with the principal or other designated school administrator. Since the steps to correct the behavior(s) in the classroom were unsuccessful, the student will generally be sent home and/or suspended, depending on the severity and frequency of the behavior(s).

Immediate Red*: The student's card is immediately changed to red and he/she is written up with an Office Disciplinary Referral form. The student's parent is called by the school leader. The student may be suspended or recommended for expulsion.

**In extreme cases, students who threaten violence may be suspended or recommended for expulsion on their first offense. Students who are involved in fighting of any kind will be written up and they will be suspended.*

Repeat Offenses: An intervention plan may be created with the participation of the student, the teacher, the parent, and the social worker.

BULLYING POLICY

At the Academy for Business and Technology Elementary School, we support positive behavior. (PBS) Negative behavior affects not only the targeted student, but also affects the overall climate of our school. Therefore, at ABT Elementary School, we have a zero tolerance policy for bullying. Although there are many behaviors that may be considered bullying, the following is a list of some behaviors that are considered bullying:

- Name calling
- Teasing
- Racial or ethnic slurs
- Gossip/spreading rumors
- Making threats/intimidating others
- Texting inappropriate comments about other students
- Cyber bullying (posting inappropriate comments about other students online)

- Graffiti-writing on school property
- Excessive tattling for the purpose of getting another student in trouble

WEAPONS AND DRUG FREE ZONE POLICY

The Academy School Board and Administration are continually concerned about the safety and welfare of students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or is a threat to safety.

In compliance with State Law, the Board shall permanently expel any student who possesses illicit/unlawful drugs or uses drugs or alcohol. Any student who possesses a dangerous weapon in the weapon-free school zone or commits either arson or sexual assault in the school building shall be permanently expelled.

A student who has been expelled under this policy may apply for reinstatement in accordance with Board Policy.

BEHAVIOR CODE FOR STUDENTS

The mission of ABTE is to provide students with a clean, safe and healthy learning environment. Any behavior which endangers students, staff members or others on the grounds of ABTE is prohibited and cause for immediate suspension and/or expulsion. These types of behavior include, but are not limited to the following:

1. Possession of weapons/dangerous objects
2. Possession of drugs, alcohol, and/or tobacco
3. Fighting and play fighting
4. Destruction of property (personal and school)
5. Threats of violence or intimidation
6. Theft
7. Disrespect to students and staff (insubordination, use of profane language, defiance of authority)
8. Leaving school building or grounds without permission
9. Sexual harassment
10. Leaving classroom without teacher's permission
11. Present in an unsupervised area of building
12. Inappropriate sexual behavior (including inappropriate play, touch, gestures, language, non-verbal signs, etc.)
13. Skipping class
14. Arson and/or false fire alarms
15. Non-compliance with uniform code

DISCIPLINARY PROCESS FOR STUDENT MISCONDUCT

Disciplinary action will be taken against students who violate ABTE's **STUDENT CODE OF CONDUCT**. While most disciplinary actions take place in the classroom by the classroom teacher, it may become necessary to involve school administration in some instances. Disciplinary actions that result in suspensions or expulsions will only be carried out by the School Leader or other designated administrator.

DISCIPLINE STEPS

1. Conference with student
2. Communication with parent/guardian
3. Detention (Teacher calls parent & documents infraction)
4. Referral to Support Services/Administration
5. Short-term suspension (1 - 3 days)
6. Long-term suspension (4 or more days)
7. Expulsion from school

Note: Other forms of discipline may be utilized by the staff in dealing with an individual case. The Academy does not practice or promote any form of corporal punishment.

ADMINISTRATIVE AUTHORITY

When there is a discipline referral, the staff will explain the nature of the referral to the student. The student may admit or deny the accusation at this time. If the student denies the nature of the supporting evidence as presented, the student may explain his or her side of the case. When disciplinary measures are administered, the student and or parent/guardian may request a conference with the staff involved or with the next level of authority.

DEFINITION OF TERMS:

1. **DETENTION** – A time period set aside (usually the lunch period) in which a student is excluded from normal activities or interactions with other students.
2. **SHORT-TERM SUSPENSION** - Exclusion of a student from class or school premises for one to three days.
3. **LONG-TERM SUSPENSION** - Exclusion of student from school or school premises for 4 or more days. The suspension ends at the specified time or upon fulfillment of a specific set of conditions.
4. **EXPULSION** - The permanent exclusion of a student from school or school premises.

CAFETERIA RULES

Rules specific to the cafeteria are as follows:

1. Students must sit at assigned desks or tables.
2. Students must remain seated during the lunch period.
3. All students are escorted to and from their lunch area. Students must behave in an orderly manner.
4. Students are not permitted visitors (including family) during the lunch period.
5. Excessive noise will not be tolerated. Appropriate table manners are required.
6. Students are to keep their eating area clean and neat. Students must throw away/dispose of all trash.
7. Food and drinks may not be taken from the cafeteria area unless special arrangements are made with your teacher.
8. Students must either bring a lunch with them to school or purchase a school lunch.
9. Students are not to leave the grounds/building during the lunch periods.
10. Repeated poor lunch behavior could result in a child eating alone for a period of time, loss of lunch recess, a referral, a parent conference and/or detention or suspension.

ACADEMIC CODE

We believe all children are capable of learning. We expect to challenge all students to achieve their highest potential. We expect parents to actively participate in assisting their children to achieve success in their academic pursuits. Therefore, the following will be encouraged:

1. Completion of homework
2. Consistent passing marks on daily assignments, tests & classroom activities.
3. Continuous growth (includes arriving on time to classes with the necessary supplies,
4. Excellent attendance, following directions, and maintaining a cooperative attitude)

In an effort to encourage academic growth, the Academy offers the following services at the request of parents or teachers.

1. Tutoring
2. An evaluation to determine if there is a physical problem and/or a learning disability
3. Request for a scheduled conference attended by principal, teachers, parents, and students.
4. At the end of 4 academic weeks, there will be another evaluation made by the staff at which time a decision will be made as to how to proceed with interventions (tutoring and/or evaluation)

ATTENDANCE POLICY

Attendance and participation are an essential part of the learning process and are considered necessary to academic achievement. In addition, regular and punctual attendance is an important trait of responsibility and self-discipline for students to develop. Excessive absences are disruptive to the educational process. Improved attendance will result in greater student classroom success, and more efficient and effective use of the teacher's time.

Student Responsibility:

Good attendance is the responsibility of every student. It is the student's responsibility to try to be at school every day, and to complete all assignments missed because of an absence.

Parent Responsibility:

Parents are required to notify the office by telephone within 24 hours to excuse an absence. Calls can be received 24 hours a day and on weekends. Calls to excuse an absence will not be accepted after 24 hours. **The office phone number is 313.581.2223.**

ABSENCE GUIDELINES

Absences are cumulative for the entire marking period. On the occasion of each unexcused absence, the office will contact the parent. Students who accumulate 10 or more absences per semester will be referred to mediation.

TARDY GUIDELINES

Tardies are cumulative for the entire marking period. Excessive tardies will be referred to the school office, and a meeting between the parent(s) and the school leader will be scheduled.

MAKE-UP WORK - General Guidelines

1. Students are responsible for requesting make-up work (class work and homework).
2. Students will be given the same number of days as the number of days absent to hand in missed work.
3. Students who will be absent for an extended period of time may request homework from the Office by calling **313.581.2223**.

DRESS CODE / STANDARDS

ABTE has a dress code for its students. The dress code is designed to establish habits of neatness, proper grooming, good hygiene, and to create an environment conducive to learning.

As part of the school's dress code, students are required to wear shirts with the official Academy logo, along with docker pants or skirts.

Acceptable	Not Acceptable
Dress shoes or running shoes.	Bare or stocking feet, slippers, sandals, flip-flops, open heel or open-toe shoes.
Dress slacks ,docker-style pants or skirts Solid colors only: Black ,blue, brown ,tan, gray Olive green, ext.	Denim or corduroy of any color, baggy or sagging pants, leggings, warm-up pants, sweat suits or pajama pants. Halter tops, spaghetti straps, sleeveless undershirts
Shorts of " finger tip length" or no more than 2 inches above the knee may be worn in warm weather	Any clothing that is shorter than " finger tip length" or more than two inches above the knee.
Official ABT Elementary School shirts	Hats and hoods may never be worn in the building. This includes wave caps, bandanas, kerchiefs, scarves and hair picks.
Skirts of finger tip length.	No non-natural hair colors or designer hair-cuts are allowed.
The ABT logo must be visible on student's shirts at all times. ABT shirts must be worn as the TOP layer of clothing.	No chains or other attachments to personal wallet/keys or spiky jewelry may be worn. Bulky, oversized & flashy jewelry are also prohibited.

Any unacceptable items will be confiscated. The Academy will not be responsible for the theft or loss of these items.

UNIFORM VIOLATIONS: The dress code is to be taken seriously and consequences will be given to students who do not comply. Dress code violations will be written up by the teacher and the student will be ineligible to receive PBS points for that day; after 3 dress code violations the student will be sent to the office with an Office Referral Form, and her/his parent will be called. The next violation will result in a 1 day suspension.

FREE DRESS DAY: On designated days, students are permitted to wear clothes other than the school uniform. Clothing must still be of an **appropriate style and appearance** that does not distract from the learning environment in any way. Students with inappropriate clothing will be required to call home for a change of clothes. Free Dress Days cost \$1.00 to participate.

School Bus Transportation

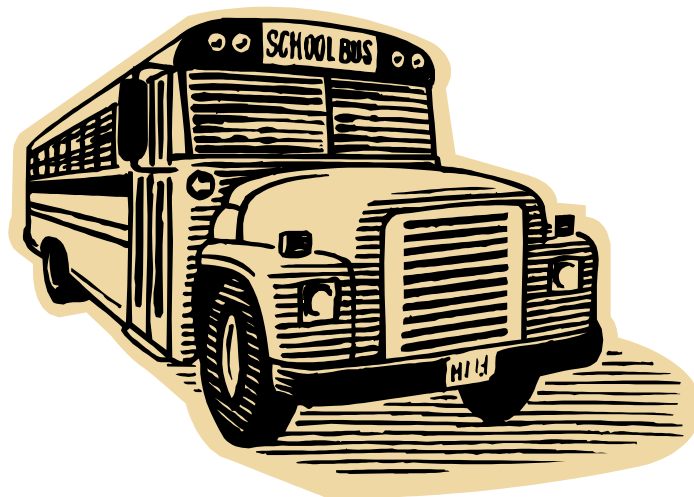
It is the policy of ABT that all students planning to ride the school bus to and from school and school sponsored events must be registered. Once registered at school your student is registered for school provided transportation. Bus pick-up and drop-off locations will be determined and published prior to the first day of school. Student emergency notification information must be kept current and should be updated immediately if it changes during the school year.

The School Bus driver will have a list of eligible riders for their route. If the student is not on the list the driver will allow the student to ride the bus to School and will verify the student's eligibility with the office.

For students riding the bus, parents must indicate whether the student will be picked up from the drop-off location after school or whether she/he will walk home. The bus driver will wait for a maximum of 15 minutes for a student to be picked up from the drop-off location. After this time, the driver will transport the student back to ABTE and will be placed in the After-School Enrichment Program – parents will be charged the \$5.00 Drop-In fee for their child attending the after-school program.

The Student code of Conduct applies during the entire time the student is on the bus.

Parents may get registration form in the main office.



Rules for students Riding School Bus

Any violation of these rules may be sufficient reason to discontinue bus transportation privileges for the student(s) involved and in certain cases suspension or expulsion from school.

- The driver is in full charge of the bus and students, and must be obeyed. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver may result in student's suspension or expulsion from the bus.
- A student may be assigned a seat permanently or temporarily at the driver's discretion.
- Students must arrive at the bus stop five minutes prior to designated bus pickup time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop.
- Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus, NEVER behind it. The driver will indicate with a nod of the head that it is safe to cross.
- Students are to remain seated facing the front of the bus while it is in motion. They may talk in a low, conversational tone.
- No student shall at any time extend head, hands, or arms out of the windows whether the school bus is in motion or standing still.
- Students will reimburse the school district for damage (including graffiti) to a school bus resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.
- Students will refrain from excessive noise, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment and bullying.
- Students must maintain clean bus interiors by keeping trash off the floor. Students may not throw refuse out of the windows. Eating or drinking on the bus is not permissible, unless authorized by school personnel.
- Aisles must be kept clear. Personal belongings, books, instruments, projects, etc. must be held on the students lap. ABT is not responsible for items left on the bus or lost while travelling on the bus.



STUDENT/PARENT/TEACHER/PRINCIPAL COMPACT 2010-2011

In order to accomplish our vision & purpose, students, parents, teachers, and the principal need to work together. We share the responsibility of guiding each child in achieving her or his greatest potential, in a safe and caring environment, so that every student will possess the skills needed to enter society as responsible citizens. We ask that you promise to do this by completing and signing the part of this agreement that belongs to you.

STUDENT AGREEMENT:

I believe it is important that I work to the best of my ability. Therefore I will:

1. Attend school regularly and arrive to class by 8:15 am each day.
2. Come to school in complete school uniform except on Casual Dress Days.
3. Return my assignments and home activities on time.
4. Display positive behavior towards peers, staff, teachers, visitors and administrators.
5. Follow school and classroom rules and expectations.
6. Come to school with all the materials needed for learning.
7. Show respect for myself and others, and for their belongings.
8. Do my best at all times, even when this seems difficult.
9. Believe that I *can* learn and that I *will* learn.
10. Do my part to keep my school environment clean and safe.

Student's Signature: _____ Date: _____

PARENT/GUARDIAN AGREEMENT:

I want my child to succeed. Therefore I will:

1. See that my child attends school regularly and is in the classroom by 8:15 am.
2. Support the school's policies and follow up on any signs of social misconduct.
3. Encourage daily reading and provide appropriate reading materials and opportunities to read.
4. Supervise the completion of homework and check to see that it is returned.
5. Read and review all information my child brings home from school.
6. Provide a quiet place for learning at home.
7. Attend all parent-teacher conferences.
8. Provide necessary school supplies.
9. Not bring in outside food into the classroom for my child without prior approval.
10. Attend at least two school functions during the year.
11. Support the school staff and respect the diverse cultures.
12. Encourage my child to do her or his best and to be in complete school uniform.
13. Have on-going communication with my child's teacher and be actively aware of her or his academic progress.
14. Assist my child in maintaining a clean and safe school environment.

Parent/Guardian's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

TEACHER AGREEMENT:

I believe that it is important that I work to the best of my ability for the sake of the students in my class. Therefore I will:

1. Provide a caring learning environment where your child can be responsible for learning.
2. Provide a safe, positive, healthy, creative, well-managed environment where children feel respected and appreciated.
3. Support and attend school functions.
4. Maintain open lines of communication with students, parents, and school administration.
5. Seek ways to involve parents in classroom activities.
6. Provide students with strategies to increase competence, both in academics and in their interactions with others.
7. Make effective use of instructional / academic learning time.
8. Provide appropriate and meaningful homework assignments.
9. Continue to be a lifelong learner, knowledgeable of current best practices in the field of education.

Teacher's Signature: _____ Date: _____

PRINCIPAL AGREEMENT:

I support this form of parent involvement and home-school interaction. Therefore I will:

1. Provide and maintain a positive atmosphere for learning.
2. Provide open communication with parents, students, staff, and community.
3. Provide a safe, healthy, well-managed environment where all children are treated fairly, with respect and compassion.
4. Support and attend school functions.
5. Support a challenging curriculum that is aligned with the standards of the State of Michigan.
6. Monitor and evaluate all components in the compact to ensure that we are meeting and achieving the goals of ABT Elementary.

Principal's Signature: _____ Date: _____

Our Vision & Purpose: **ACADEMIC SUCCESS FOR ALL!**



Academy for Business
& Technology
Elementary School

**PARENT/GUARDIAN AND STUDENT
STATEMENT OF RECEIPT AND REVIEW OF
THE STUDENT CODE OF CONDUCT (2010-11)**

1. Dress Code: No jeans, corduroy pants, sweat pants, camouflage pants, no writing on pants; Shirt (or sweatshirt) must be navy blue with the school logo; No flip-flops, sandals, open-heel or open- toe shoes.
2. Dismissal Times: All students will be dismissed from the classrooms at 3:15 PM. Students not picked up by 3:30 PM will be sent directly to the after-school enrichment program and be charged a drop-in fee.
3. Dress Down: Every Friday for \$1.00 your student can dress down. This is a way to raise funds for school activities, supplies and projects.

We, the undersigned, agree in collaboration with ABT Elementary School to join in efforts to successfully educate all of our students in a clean, safe and healthy environment.

Therefore, we have read, reviewed and agree to the policies as described in the Student Code of Conduct and the Student/Parent/Teacher/Principal Compact.

Student's Name (please print)

Student's Signature

Parent(s) / Guardian(s) Signature

Date