



Parent / Student Handbook & Code of Conduct 2021-2022



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



Dear Parent or Guardian:

Thank you for enrolling your child(ren) in the **Academy for Business & Technology Elementary School (ABTE)**.

As a charter public school, we are pleased to offer you a **free** and quality educational choice. On the following pages you will find information concerning the policies, practices, and procedures that are in place at ABTE. **We ask that you read these pages carefully as we have made some changes from last year**, and go over them with your child(ren), so that you are familiar with all of our school's procedures and practices. In order for our students to have academic success, it is essential that the school and home work together to achieve excellence. Each ABTE family is encouraged to be actively involved in the education process, so that we can continue to build a solid learning community: one with a strong academic foundation, within a safe, caring, and respectful environment.

We are pleased you have chosen ABT Elementary School for your child(ren) and look forward to working with you and your student(s) to achieve this educational excellence.

Sincerely,

Alberta Galarza
School Leader

**Our Vision &
Purpose:**

ACADEMIC SUCCESS FOR ALL!

VISION & PURPOSE STATEMENT

Academic Success for All!

MISSION STATEMENT

The Academy for Business & Technology School District will prepare students for the 21st Century by engaging all learners in meaningful educational experiences that will develop a growth mindset and meet the highest educational and ethical standards in a caring, collaborative learning community supported through partnerships with parents and families, businesses, civic organizations, and higher education.

CHARTERED BY
EASTERN MICHIGAN UNIVERSITY

MANAGED BY



™ THE LEONA GROUP, L.L.C. • *A new kind of public school*™

The Academy for Business & Technology Elementary School is a free public charter school that is governed by a local board of directors and managed by The Leona Group, L.L.C., an educational management company. Funding for charter schools is provided by state monies, as determined by legislators. Charter schools are held to virtually identical laws and regulations that apply to traditional public schools. We are proud to help provide parents with the right and ability to choose the best educational setting for their children, one that not only sets high standards for academic achievement but also provides a safe, caring, and nurturing environment.

For more information on charter schools, visit www.charterschools.org/.

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, Alberta Galarza, School Leader at 313-581-2223.**

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.

I. GENERAL INFORMATION

SCHOOL OFFICE HOURS

The school office is open during business hours 7:30 a.m. – 4:00 p.m.

ABTE DAILY SCHEDULE

7:50 a.m. – 8:15 a.m. Free Breakfast Available – Classroom

7:50 a.m. – 8:15 a.m. Students enter school*

8:15 a.m. – 3:15 p.m. School Day

Lunch K-1: 11:00 a.m. – 11:30 p.m.

Lunch 2-3: 11:40 p.m. – 12:10 p.m.

Lunch 4-5: 12:20 p.m. - 12:50 p.m.

3:30 – 6:00 p.m. After-School Enrichment Program**

*Bus students enter at Gym door and Drop off students enter at Exit Door 2

**Fee is required. Please see notes under “Enrichment Program” below.

Arrival/DISMISSAL PROCEDURES

Students should be dropped off at Exit Door 2 every morning. Students will report to their classrooms upon arrival.

Students will be dismissed from the Gym at 3:15 p.m.

Important Notice to Parents: Students that are not picked up by 3:30 p.m. will be taken to the main office until the arrival of a parent and/or guardian. Students must be picked up from school no later than 3:30 p.m. Procedures for those that do not follow this guideline:

1st Offense: Warning notice will be sent out

2nd Offense: Meeting with be scheduled with parent/guardian

3rd Offense: School will contact Local Police

EARLY DISMISSAL

No student will be allowed to leave the Academy prior to dismissal time without a parent checking them out in the office prior to 3:00 p.m. No student will be released to a person other than the custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian.

Parents picking up their children early must first sign them out in the school office before the student is sent down to the Office. **Regular early dismissals are strongly discouraged because of the disruption of instruction for other students in the classroom. There will be no early dismissals between 2:30 – 3:00 p.m.**

TRANSFER OUT OF THE ACADEMY

Parents/guardians must notify the School Leader about any plans to transfer their student to another school. 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 Office Manager, Mrs. Wendy Cronce, for specific details.

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 Office Manager, Mrs. Wendy Cronce.

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.

ATTENDANCE

Daily attendance in school is a necessary part of academic success: when students miss school, even if the missed work is made up, they still miss out on the experiences that take place in the classroom. We encourage parents and students to make every effort to get their children to school on time each day, and to schedule appointments for off-school hours/days.

When it is necessary for a child to be absent, parents must call Mrs. Wendy Cronce in the school office (313-581-2223) to inform the school that the student will not be attending that day. If the student will be absent for more than one day, the parent should contact their child's teacher to pick up missed work/assignments, in order to allow the student to remain current with class work. **Please give teacher's 48 hour notice before picking up the work/assignments.**

The State of Michigan has a Compulsory Education Law (MCLA 380.1561), which makes it the responsibility of the parents or guardians for a child to see that any child up to age 16 attends school properly equipped to participate in the school activities. The child's attendance must be continuous and consecutive for the school year. ***The State of Michigan considers a child "Truant" once they are absent without an excuse 10 or more days during the school year.***

Instances of excessive absences/tardiness will result in the case being referred to the Wayne County Prosecuting Attorney's Office and Child Protective Services.

After the 10th unexcused absences in a school year, a student will be dropped from the school enrollment. It is the administration's discretion to determine whether or not an absence is excused or unexcused.

TARDINESS

Punctuality and “being on time” are traits that are valued and encouraged in our society, and this is likewise true at ABTE: students and parents are advised to take their commitment to school seriously. Daily attendance is taken by the classroom teachers at 8:15 a.m. and submitted to the school office. Those students who are not “present” in the classroom are marked as “ABSENT” in the attendance record. **Any students arriving at school after this time must first report to the school office to pick up a Tardy Pass, which will allow her/him entrance into their classroom.** Students who arrive at the classroom without a Tardy Pass will be sent to the office to get one. Tardies are cumulative for the entire semester.

10 tardies will be equivalent to 1 unexcused absence: repeated offenses will be handled on a case by case basis.

SCHOOL CANCELLATIONS & UNSCHEDULED DISMISSALS

On occasion it may be necessary to cancel school (or close school early) because of inclement weather or other unforeseen incidents (e.g. power outages or water main breaks). At such times, school administrators will contact local television stations (Fox 2, WDIV 4, WXYZ 7), and News Radio AM 760 WJR. We also have an automated phone system in place that will call you to inform you of school closings and other events at ABTE. Please update your phone number, if changed, with the Main Office.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the 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(s) 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 parent/guardian should seek help from the Academy Social Worker.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in either the instructional or extra-curricular programs of the Academy. It is, therefore, the policy of

this Academy that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular programs offered by the Academy. In addition to the information provided on the Home Language Survey, the Academy also relies on results obtained through a language screener, for students new to the Academy. Parents/guardians should contact the **ESL Coordinator** to inquire about evaluation procedures and programs offered by the Academy.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, **cell phones** and the like, are tempting targets for theft and extortion. **The Academy cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.**

FIRE, TORNADO, and LOCKDOWN 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 inclement weather season using the procedures provided by the State.

Lockdown drills prepare students for situations where the building needs to be put on lockdown because of a situation either outside or inside the building.

ENRICHMENT PROGRAM

Before and after school care (Enrichment Program) will be provided for students attending the Academy. A fee is charged for this service.

Session:	Times:	Per Quarter Fees:
After School	3:30 p.m. – 6:00 p.m.	\$50.00 per Child/\$75.00 per Family

*Before/After School care is ONLY available to those that have registered and paid for the program. There are limited spaces available for the before school care. Please contact the main office for more information.

There is a standard late fee of \$100.00 for children not picked up by 6:00 p.m. This is strictly enforced. **Payment is required upon registration.**

Students will participate in the Enrichment Program after payment has been submitted.

SCHOOL VISITORS

Any visitors to the school, during school hours, must receive permission and clearance from the school office before proceeding to the classroom. **Visitors who do not have a pass from the school office will not be allowed entrance into any of the classrooms.**

Visitors during school hours are asked not to engage teachers in conversation during instructional time. ***No phone calls to classrooms will be allowed during instruction hours.*** Messages will be placed in teachers mailboxes and will be returned at the teacher's convenience.

STUDENT DRESS CODE

The Academy Dress Code will be strictly enforced, except on designated Dress Down Days. All clothing, including those worn on Dress Down days, must be neat, and clean. Cell phones and all other electronic devices are prohibited and will be confiscated if found. The Dress Code for all students is as follows:

- Docker-style pants: black, navy blue or khaki (no prints)
- Skirts: black, navy blue or khaki (must be fingertip length, no shorter)
- ABT logo school shirt (short- or long-sleeve)
- Navy blue button down sweater (No hoodies)
- Absolutely no blue jeans, sweat suits, etc.
- Any style shoes (must have toe AND heel – no sandals)

UNIFORM VIOLATIONS: If a student comes to school wearing inappropriate attire, their classroom teacher will complete a dress code violation form. After the 5th violation, students will receive a 1 day detention after school. Parents must pick up students from the school by 4:30 p.m. when they serve detention. Bus transportation will not be provided. See Dismissal Policy above. If detention is not served, students will serve an In-School Suspension the following day.

SUSPECTED CHILD ABUSE

State law requires all school personnel only to report (not investigate) suspected abuse or neglect of a child to the appropriate law enforcement agency. Failing to do so is a Class B misdemeanor.

RIGHTS OF HOMELESS CHILDREN AND YOUTHS

According to the McKinney-Vento Homeless Assistance Act, children who are homeless have the right to attend school, to have access to comparable services, and to be treated with respect. Assistance for families in homeless situations is available from the school office homeless liaison, Ms. Chelsea Zajac, and/or by calling the National Center for Homeless Education (1-800-308-2145). Additional information is included in the school's registration packet.

INTERNET ACCESS

The school provides staff and students with Internet access as a tool to enhance learning. This access is a privilege and not a right. Students with permission to use the Internet will be permitted to do so only under the supervision of a staff member. However, students are responsible for good behavior, with the same general rules applied as outlined in the Student Code of Conduct. **Viewing and accessing web sites deemed to be inappropriate and unbecoming for an ABTE student will result in suspension.** Parents share in this responsibility. A copy of the Internet Acceptable Use Policy is part of the academy's enrollment package, and is available at www.abtelementary.com.

STUDENT WELL-BEING

Student safety is the responsibility of the Academy's staff. All staff members are familiar with emergency procedures (such as fire, tornado & lockdown 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 card 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.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

If your child becomes ill or shows signs of developing any of the communicable diseases, you will be contacted immediately to pick up your child. In the event that your child does become infected with a contagious disease, you are requested to contact the office. Your child will be readmitted to school according to a physician's clearance. This includes impetigo, head lice, ringworm, measles, mumps, pink eye, etc.

STUDENT ILLNESS/ACCIDENT WHILE AT SCHOOL

If a child becomes ill or has an accident while at school, efforts will be made to contact and inform parents. If the injury or illness is severe enough to warrant immediate medical attention, the Academy's staff will call 911 and notify the parent/guardian.

MEDICATION

Physicians may find it necessary to prescribe medication to be given during school hours. **If your child is taking any medication it must be dropped off at the school office by the parent, who must make arrangements with the school to take this medication.** Such medication must be in its original container and accompanied by the physician's written instructions, containing the following information:

1. Student's name
1. Name of prescribing doctor
2. Name of medication
3. Instructions such as dosage and time to be given

It is understood that parents/guardians shall immediately notify school personnel in writing in the event the prescription shall be discontinued or modified. Refills of the prescription shall be the responsibility of the parent/guardian. **At no time will the school distribute any non-prescription medicine.**

LUNCH PROGRAM

The Academy participates in the National School Lunch Program (NSLP). The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. All parents are requested to complete a Household Information Survey to qualify for the free breakfast and lunch program.

The Academy has implemented a **free Breakfast and Lunch program**. Breakfast is served in the classrooms from 7:50 a.m. – 8:15 a.m.

****All students will receive free Breakfast & Lunch for the 2021-2022 school year.****

A menu is provided every month to each family and posted on the Academy's website. Please go over the menu with your child and see what they like and don't like. If they do not like what is being served that day, have them bring a bag lunch. Students will **NOT** be allowed to call home to requesting a lunch. When sending a lunch please keep in mind that we are promoting healthy eating habits. Snacks should be small and **pop is prohibited! Also, chips such as Hot Cheetos and Takis are not allowed.** Glass containers are not allowed. **There will be no warming of lunches brought from home.**

It is very important for the food service staff to be aware of **all** food allergies. Therefore, if your child has a food allergy a medical statement from your child's doctor must be on file in the food service department. If the Doctors statement suggests a disability, an alternative lunch will be provided. If the allergy is **not** a form of disability, it is up to the food service staff to use their discretion in meal replacements. Medical statement forms can be picked up in the foodservice department or at the school office.

- **IMPORTANT NOTE: Our lunch menu provides two lunch options. The second lunch option is for those children with food allergies and for religious purposes ONLY! The first option is served to everyone else.**

SUPPORTIVE SERVICES

Truancy, tardiness, excessive absences, and continual behavior problems will result in a referral to supportive services. These supportive services must include one or more of the following:

- 1) Conference with teacher
- 2) Conference w/ parent & School Leader
- 3) Referral to Counselor
- 4) Referral to school Social Worker
- 5) Referral to Special Ed.
- 6) Referral to outside agency

EARLY WITHDRAWAL OF STUDENTS

Each student is responsible for all work assigned from the first day of school until the conclusion of the last school day. Students who are withdrawn from school or stop attending prior to the last day of school will be expected to complete any missed work as a result of their absence. Students who fail to turn in any missed assignments as a result of their absence will be given no credit and receive a failing grade for that work. Any resulting failing grades will be considered when the final marking period grade is computed, and may cause the marking period average to become lower.

LOST AND FOUND

Parents are encouraged to mark the clothing and personal belongings of their children. Lost items will be displayed in a designated "Lost & Found" area at the Main Entrance (Calhoun). **The Academy is not responsible for lost or stolen items (including money).**

DISCIPLINE

Disciplinary action will be taken against any students who violate the Academy's Student Code of Conduct. The Academy does not practice, promote, or tolerate any form of corporal punishment. The disciplinary action of detentions will be carried out by faculty and/or administration. Suspensions will only be carried out by the school leader (or designated individual) according to the Disciplinary Procedure Guide.

ASBESTOS MANAGEMENT PLAN

The safety and security of students and staff is the primary concern of The Academy for Business & Technology Elementary School. Therefore, we have inspected the building for asbestos containing materials in compliance with the Asbestos Hazard Emergency Response Act (AHERA). All public schools must have a management plan for asbestos, regardless of whether there are actually asbestos containing materials present. A Plan has been completed for the Academy by an EPA accredited management planner. The plan is available in the Main Office during school hours for review by parents/guardians, teachers and employees.

II. ACADEMICS

A QUALITY EDUCATION

At the Academy, we believe that every child can learn and that it is our responsibility to provide a personalized instruction that meets the needs of individual learning styles and intellectual strengths. Our curriculum is aligned to the Common Core State Standards.

GRADES / PROGRESS REPORTS / REPORT CARDS

The Academy's Standards-based Student Report Card includes an overall grade for each subject area, and a performance level rating (from 1-4) on essential state content standards. Assessments and Tests are weighted so as to make up approximately half of the grade for each subject. Questions regarding the grading system should be directed first to the classroom teacher and then, if necessary, to the School Leader.

Academic reports of progress are sent home approximately every 4-5 weeks. **Progress Reports** are issued midway through each marking period. **Report Cards** are issued following the conclusion of each marking period. **Parent Teacher Conferences are held from 4:00-6:00 p.m. each day Progress Reports are issued.** Parents should take advantage of these times to consult with the teacher about their child's progress.

Progress Reports

Parent Teacher Conferences 4-6 p.m.

Thursday, October 7, 2021

Thursday, December 9, 2021

Thursday, March 10, 2022

Thursday, May 19, 2022 (by Request Only)

Report Cards

Thursday, November 11, 2021

Thursday, February 3, 2022

Thursday, April 21, 2022

Thursday, June 21, 2022 (Mailed Home)

Parents who wish for more frequent academic updates on their child should log into the Parent Portal (letters will be sent out during the first quarter).

STUDENT AWARDS

Following each marking period, students' accomplishments in both academics and behavior/conduct are recognized through a number of awards: Principal's List, Honor Roll, Academic Improvement, Perfect Attendance, and Citizenship. Requirements for achieving these awards are:

FOR ALL GRADES:

Super Citizens	Exemplary in citizenship for the marking period
Perfect Attendance	No absences for the marking period
Most Improved	The student who has shown the most dramatic improvement for the marking period

KINDERGARTEN REQUIREMENTS:

Principal's List	A grades in reading readiness, language arts, math, science and social studies.
Honor Roll	An A or B grade (80%) or better in ELA (English Language Arts), math, science and social studies.

GRADES 1-5 REQUIREMENTS:

Principal's List	A grade of A in all subjects.
Honor Roll	An A or B grade (80% average or better) in core subjects (math, science, social studies, ELA).

STUDY TRIPS / FIELD TRIPS

School study and field trips are an extension of the classroom experience, and students' participation should not be viewed as optional. The majority of the trips undertaken will be single-day or less in duration. All study/field trips are contingent upon the availability of funds and adequate supervision. Some fees may be necessary to cover the cost of participation and/or travel to and from a specific trip. The classroom teacher bears the sole responsibility for selecting field trips.

Any parent that would like to be part of the field trip must inform the classroom teacher and get clearance from the main office at least 2 weeks before the field trip.

INSTRUCTIONAL PHILOSOPHY

IDEA 97 states that, to the maximum extent appropriate, children with disabilities should be educated with children who are not disabled. Special classes, separate schools or other removal of children with disabilities from the regular educational environment should occur only when the nature or severity of the disability of a child is such that education within regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. The Academy embraces this philosophy, believing that special education students can best be educated in the regular classroom. Our teachers accept responsibility for all students in their classroom and modify, accommodate, and adjust teaching techniques and classroom activities to meet the learning abilities of all children.

The Academy makes every effort to identify, locate, and evaluate all children who may have disabilities (to one degree or another). For more information regarding assistance for students with disabilities or if you suspect a child may have a disability, please contact the school leader. This academy supports the principle that all persons are entitled to equal education and employment opportunities without regard to race, religion, color, gender, age, disability, English language proficiency, or national origin. Questions regarding Title IX and 504 compliance may be addressed to the school office.

ADDITIONAL ASSISTANCE & STUDENT CONCERNS

If after speaking with your child's teacher you would like further assistance in the case of a particular child or have unresolved concerns/issues, please contact the Academy Administrators in this order: (1) School Leader, then (2) the school's Core Team Leader.

PROMOTION, PLACEMENT, AND RETENTION

Student promotions and retentions are based on teacher recommendation – which comes only after intervention strategies have been tried in the classroom, and the student has been observed by members of the MTSS (Multi-Tiered Systems of Support) Team. This team is composed of the MTSS coach, classroom teacher, one or more additional classroom teachers, one or more special education teachers, a reading/writing teacher, the school social worker, the instructional coach and the school leader. The team then makes the decision whether to promote or retain the student. While each recommendation made to the team is handled on an individual basis, the general rule for a student to be considered for retention at that grade level is that she/he must have a cumulative grade of “E” in two or more of the major content areas; ELA, Mathematics, Science, Social Studies. The retention of a student in any grade is a serious matter and is always used as a last option where student academic success and development is at issue. This highlights the importance of parents being both aware of any difficulties that their child is having in any subject area and proactive in aiding the student during out-of-school times. Student success is most often realized when the school and family work together!

STUDENT RECORDS

The Academy's access to all student records is protected by the Family Education Rights and Privacy Act (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/guardians, 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. Costs 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. You will be given an appointment with the appropriate person, who will answer any questions and 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.

The Academy for Business & Technology Elementary School
Parent Involvement Plan
(Adopted 3/19/09)

The Academy for Business & Technology Elementary School (ABTE) believes that student academic achievement is enhanced when there is a cooperative partnership between the school and the student's parents. Such a partnership has those goals that are listed in The Academy for Business & Technology Board of Directors Parent Involvement Policy as:

- A. developing and implementing appropriate strategies for helping their child accomplish the learning outcomes;
- B. providing a school and home environment which encourages learning and augments at home the learning experiences provided by the school;
- C. establishing and supporting a consistent and shared approach to child guidance and discipline;
- D. providing for the proper health, safety, and well-being for their child.

In compliance with this Board of Directors Parent Involvement Policy, ABTE hereby presents this Parent Involvement Plan whose end is to establish a school-parent partnership which will include the following strategies:

- A. Provide child's individual assessment results, reading results, quarterly report cards with interim progress reports and parent conferences.
- B. A Parent-Student Handbook, Student Code of Conduct, School Calendar, and periodic Parent Updates that will inform parents of School policies, procedures and information about the events at the school.
- C. A Student/Parent/Teacher/Principal Compact that outlines how parents and school staff will share the responsibility for improved student achievement of their children.
- D. Regularly scheduled Progress Reports with Parent Teacher Conferences at approximately weeks 5, 15, 25 and 34 during the school year and regularly scheduled Report Cards at approximately weeks 10, 20, 29 and 40.
- E. Annual home language surveys to identify students for whom English is a second language so that individual and/or small group instruction can be made available, as needed.
- F. Encouraging parents to serve as chaperones for class field trips and other activities.
- G. Periodic meetings to present test results and/or school programs with time allowed for parent questions.
- H. Individual sessions as necessary to provide for parent, administration, and staff discussions about students having difficulties.

ABTE feels that it is the parents who have the ultimate responsibility for their children's behavior. During school hours, therefore, ABTE through its administrators, faculty and staff, recognizes the responsibility to monitor students' behavior in accordance with the ABTE Student Code of Conduct, and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, ABTE believes that parents have a responsibility to encourage their child's career in school by living up to their commitments as stated in the ABTE Student/Parent/Teacher/Principal Compact. A copy of the Student/Parent/Teacher/Principal Compact is included below.

III. Student Code of Conduct

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, **cell phones**, electronic games, knives, guns (toy guns included) bullets, shells or cartridges, baseballs, golf balls, tennis balls, basketballs, bey blades, 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 be turned off and not used during school hours. If you need to contact your child during school hours, please call the main office. Students are responsible if phones get lost, stolen or damaged. If a student violates this policy, the cell phone will be confiscated by any staff member.**

- **1st offense, the cell phone will be returned by the end of the day.**
- **2nd offense, a parent must pick up the cell phone from the school.**
- **3rd offense, the cell phone will be returned by the end of the school year.**

7. While teachers may occasionally permit students to have candy at certain times during the day, gum or bubble gum 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 7:50 a.m. and go directly to the classroom.
7. Refrain from taunting, harassing, and name calling.

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

Office Disciplinary Referral (ODR): If any of the misbehavior occurs, the student will be written up with an ODR and sent to the Reset room to meet with the Behavior Interventionist or other designated school administrator. At this time, restorative practice interventions will be used to correct the behavior. The student will return to the classroom, if the misbehavior continues, the student might be sent home and/or suspended, depending on the severity and frequency of the behavior(s).

****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: A behavior intervention plan may be created with the participation of the student, the teacher, the parent and the social worker. Also, if the student is suspended 3 or more times, the student can be recommended to the board for expulsion.

CLASSROOM BEHAVIOR MANAGEMENT SYSTEM

ClassDojo is our school-wide behavior tracking system, and the mobile app for parents is available for both Apple and Android devices. From this app, parents will be able to see the positive and negative points given to their children as they happen. In addition, it features a messaging platform that will allow parents, teachers, and administrators to communicate anytime they wish. Teachers may also post classroom pictures, videos, and announcements directly to the app to keep our parents informed about what is going on. The Dojo points earned by our students are used to earn prizes from our school store and the monthly percentages are used to earn parties and other rewards. We highly encourage all parents to get involved with ClassDojo to enhance the important communication that takes place between school and home!

The Academy is also using **Restorative Practice** as an intervention. Restorative Practice is an approach that encourages students to take responsibility for their actions. It aims to decrease suspensions and create a more positive school culture, the Restorative Practices (RP) approach uses various communicative techniques focused on affective statements and proactive community building activities. Students are taken to the "Reset Room" to meet with the behavior interventionist to help them process their emotions and reflect on their behaviors. When students are ready, they are sent back to the classroom since the main goal is to keep students in the classroom.

BULLYING POLICY

At the Academy, a Positive Behavior Support Intervention System (PBIS) is utilized. Negative behavior affects not only the targeted student, but also affects the overall climate of our school. Therefore, at the Academy, 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 when they occur in a **repeated and consistent pattern**:

- 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 the Academy 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 the Academy 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 the classroom without the 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
16. Taking pictures of other students and recording other students
17. Posting pictures/videos of other students in social media

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 receive a school lunch.
9. Students are not to leave the grounds/building during 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 and classroom activities.
3. Continuous growth (includes arriving on time to classes with the necessary supplies, 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)

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. 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 students 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 pick-up 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. The Academy is not responsible for items left on the bus or lost while travelling on the bus.
- Students must refrain from using their cell phones inside the bus. This includes taking pictures and recording other students. See cell phone policies above.

DISCIPLINARY PROCESS FOR STUDENT MISCONDUCT

Disciplinary action will be taken against students who violate the Academy'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. Disciplinary actions that result in suspensions or expulsions will only be carried out by the School Leader or other designated administrator.

DISCIPLINE STEPS

1. Redirection or conference with student, followed by negative Dojo points
2. Communication with parent/guardian
3. Referral to Support Services/Administration with ODR
4. Short-term suspension (1 - 3 days)
5. Long-term suspension (4 or more days)
6. 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.

NOTICE TO PARENTS/GUARDIANS AND STUDENTS

Parents/guardians/students who threaten or use abusive language towards staff, other parents or students will be barred from the school and not permitted within 1,000 feet of school property as the law allows. The school will seek legal action against any parent, student, or guardian who strikes or in anyway causes physical harm to a staff member or his/her property.