



Parent / Student Handbook & Code of Conduct 2024-2025



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Alberta Galarza, School Leader
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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 of retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunities.

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: 10:55 a.m. – 11:25 p.m.

Lunch 2-3: 11:35 p.m. – 12:05 p.m.

Lunch 4-5: 12:15 p.m. - 12:45 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. A 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. **Please note that excessive absences will be considered during the decision-making process for retention.** 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 the school office (313-581-2223) to inform the school that the student will not be attending that day. ***Please note that your child will be marked "unexcused absent" unless the parent submits a medical excuse to the school.*** 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 the teacher 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 absence 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 with 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, 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, be 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 the 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 Semester Fees:
After School	3:30 p.m. – 6:00 p.m.	<i>\$150 per Child/\$200 per Family</i>

*Before/After School care is ONLY available to those that have registered and paid for the program. **There are limited spaces available for 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

Due to the safety of our students and staff, all visitors to the school, during school hours, must schedule an appointment before coming into the building. **Visitors who did not schedule an appointment from the school office will not be allowed entrance into the building.** If a parent or guardian is dropping off items to a student (i.e. lunches), office staff will meet them at the main entrance.

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 the teacher's 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
- **Absolutely no blue jeans, hoodies, sweat suits, jogging pants, pajamas, leggings, etc.**
- Any style shoes (must have toe AND heel – no slippers, sandals or Crocs)

UNIFORM VIOLATIONS: If a student comes to school wearing inappropriate attire, their classroom teacher will complete a dress code violation form. After the 3rd 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 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 websites 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 2024-2025 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 request 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 food service department or at the school office.

- **IMPORTANT NOTE: Our school is a nut free school. Nuts are prohibited due to students having severe food allergies.**

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 are 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 personalized instruction that meets the needs of individual learning styles and intellectual strengths. Our curriculum is aligned with 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 10, 2024

Thursday, December 12, 2024

Thursday, March 20, 2025

Thursday, May 29, 2025 (by Request Only)

Report Cards

Thursday, November 8, 2024

Thursday, January 31, 2025

Thursday, April 25, 2025

Thursday, June 23, 2024 (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 or in ELA (English Language Arts), math, science and social studies OR GPA of 3.0.

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) OR GPA of 3.0.

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. Please note that excessive absences throughout the year can impact the student's readiness for the next grade.** 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 your hand to speak.
3. Work quietly. If in a group, use the library voice level.
4. Listen carefully, and 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, 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 will be collected and stored in the main office until the end of the school day.** If there is an emergency and 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 yourself, 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 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 buildings 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 the 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 the 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 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 traveling 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.
- Parents must call the main office at (313) 581-2223 before 12pm if they want to make any changes to their child's bus schedule. This should not be the responsibility of the child. Changes will only be made once the parent has called the main office.

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 the 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 the student, followed by negative Dojo points
2. Communication with parent/guardian
3. Referral to Support Services/Administration with ODR
4. A short-term suspension (1 - 3 days)
5. A 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 any way causes physical harm to a staff member or his/her property.

SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love



Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose



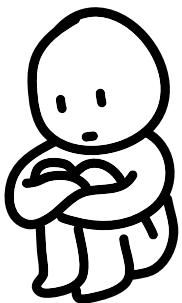
Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")



Sexual harassment can make someone feel many emotions

You may feel scared, uncomfortable, upset, embarrassed or angry.



When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.



What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

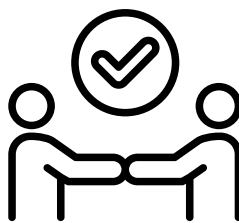
- Touching someone's genitals, breast, or butt without their permission (consent)
- Unwanted behavior or touch over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

**Sexually assaulting another person is wrong and it is against the law.
In Michigan statute, this is called “Criminal Sexual Conduct.”**

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said “yes” before, does not mean “yes” now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts it is sexual assault.



What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who...").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.



- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.



Resources

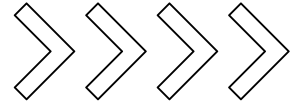
There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Sexual Assault Hotline (VOICES4)

Text: 866-238-1454 **Call:** 855-864-2374

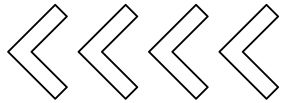
Chat: <https://mcedsv.org/sexual-violence-hotline-chat/>



Michigan's Domestic/Dating Violence Hotline (VOICEDV)

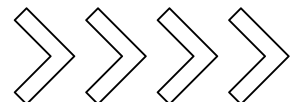
Text: 877-861-0222 **Call:** 866-864-2338

Chat: <https://mcedsv.org/hotline-domestic-violence/>



Youth Resources Web Page

<https://mcedsv.org/resources>



School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.



Sexual Harassment/Assault Info Guide

District Title IX Coordinator

- Michelle Thomas
- 2125 University Park Drive, Okemos, MI 48864
- 517.203.3774
- TitleIXCoordinator@leonagroupmw.com

District Policies Related to Sexual Harassment and Sexual Assault

- **Policy 2260**
 - The Academy does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry or genetic information in its educational programs or activities. The Academy also does not discriminate in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the School, or social or economic background, to learn through the curriculum offered in this School. Educational programs shall be designed to meet the varying needs of all students.
- **Policy 2266**
 - The Academy does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Academy prohibits Sexual Harassment that occurs within its education programs and activities. When the Academy has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- **Policy 5517**
 - It is the policy of the Academy to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Academy.
 - The Academy encourages those within the School community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Academy will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Academy will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.