



# Family Handbook

## 2021/2022

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[www.lightoftheworldacademy.org](http://www.lightoftheworldacademy.org)

# VISION

Our educators and faculty are driven by personal relationships with students and their parents or caregivers. The teachers and administration will use a developmental lens to view every child's personality, confidence level, family circumstance and learning style to best serve the individual learner. These relationships also help us to know when we as a community can come alongside the families that need or want our support.

We provide a safe, positive, academic learning environment by validating every child's personal learning style. Thus, each child will have his or her own learning plan to develop academic skills, self-esteem, and confidence levels.

We equip children to maximize their academic potential through our instructional design and well-prepared classrooms. We believe the internal reward structures that result from a series of successes builds self-motivated learners. By instilling in children, the means and desire to learn independently, LOTWA creates a strong foundation for success at the high school and university level.

Because we are committed to bringing to fruition the full potential of the whole child, we maintain high moral standards in character education. We believe the core values of love, peace, joy, patience, kindness, goodness, faithfulness, gentleness and self-control develop a mindset of compassion and an active awareness of responsibility to one's community. When students are fulfilled and teach one another, their social interactions become positive interactions.

Because our Montessori teaching methods are firmly rooted in individualized formative assessments and differentiation, we maintain small class sizes and student-to-teacher ratios. We will therefore grow based on our ability to serve each child and family fully, and not seek growth for its own sake.

We recognize and celebrate our role in the local and global community, seeing in both many opportunities to live out our values by serving others. Students, teachers and staff participate in local and international service projects that are integrated into classroom activities. Our physical building is offered to the community as a safe and welcoming environment for social and civic activities, extracurricular clubs, fitness classes, educational outreach and more. We will continue to be a warm home not only to our children, but also to their parents, grandparents, caregivers and neighbors.

# MISSION STATEMENT

Light of the World Academy will provide a Montessori-based education which follows the child's individual growth intellectually, socially, emotionally, and physically by creating multi-age grouped classrooms which celebrate the learning process through independence, discovery, and exploration and provide a safe, peaceful, and respectful community that is grounded in service both locally and globally.

# CORE VALUES

We believe the core values of love, peace, joy, patience, kindness, goodness, faithfulness, gentleness and self-control develop a mindset of compassion and an active awareness of responsibility to one's community. When students are fulfilled and teach one another, their social interactions become positive interactions.

# BOARD OF DIRECTORS

The Board of Directors is the governing body for Light of the World Academy. The Grand Valley State University Board of Trustees appoints board members. Meetings are scheduled bi-monthly for the last Thursday of the month at the Academy. Special meetings are scheduled when needed. All Board meeting notices are posted at the main entrance of the Academy and all Board meetings are open to the public.

## 2021-2022 Board of Directors

Laura Burwell (President)

Lindsay Jahnke

Dennis Brewer

Geoff Boyer

This handbook is not an irrevocable, contractual commitment to the student, but only reflects the current status of the Board's policies and the Academy's policies and procedures as of July 30, 2021. If any referenced policies, procedures or administrative guidelines are revised after July 30, 2021, the language in the most current policy, procedure or administrative guideline prevails.

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# School Leadership

Alexis Salisbury, Principal

Kathy Moorehouse, Director of Montessori Programming and Culture



# SECTION I: General Information

## Goals in the Montessori Experience

The goals of Light of the World Academy are to:

- Provide a warm and loving environment in which each child feels secure, respected and loved
- Support and encourage the growth and development of the whole child
- Develop social skills, emotional growth, physical coordination, as well as cognitive preparation
- Help build self-confidence, self-esteem
- Foster the natural desire to learn
- Develop freedom within limits
- Develop and refine each child's sensory motor skills
- Lengthen each child's attention span
- Enable each child to move smoothly and purposefully
- Encourage the development of creativity in each child
- Provide a framework of discipline through which each child can develop self-discipline and personal strength
- Provide an environment with safe limits in which each child can become an active explorer and learner
- Provide opportunities for each child to develop social grace and courtesy
- Develop skills in observation, questioning and listening
- Promote order, coordination, concentration and independence
- Refine and develop each child's physical and mental capabilities and interests as they expand
- Help develop respect for themselves, for others, and for their environment
- To encourage a positive attitude toward school and learning
- To encourage concentration and positive learning habits
- To allow the child to progress at his own pace and rhythm by trusting his intuitive nature

## Montessori Philosophy and Method

Montessori education was founded in 1907 by Dr. Maria Montessori, the first female physician in Italy. She based her educational methods on scientific observation of children's learning processes. Her child-centered approach to academic excellence offers a rigorous course of study. It focuses on educating the whole child, and addresses character development through topics like the merits of service and peace education. The Montessori method is a philosophy that respects the unique individuality of each child. Dr. Montessori believed in the worthiness, value and importance of children. Her method does not compare a child to norms or standards that are measured by traditional educational systems. It is founded on the belief that children should be free to learn without restriction or criticism.

Montessori education is characterized by multiage classrooms, a special set of educational materials, student-chosen work in long time blocks, individual and small-group instruction in both academic and social skills. The classrooms are meticulously prepared learning environments that include Montessori materials and specially trained Montessori teachers. Global education is an integral part of the Montessori education, where children learn from the earliest age that there is a world outside their school walls.

Montessori emphasizes learning through all five senses, not just “traditional” learning, watching or reading. Activities include kinetic movement, spatial refinement, small and large motor skill coordination, and concrete knowledge that lead later to abstraction. Children in a Montessori classroom learn by doing and experimentation.

Children in Montessori classes learn at their own individual pace and per their own interests and choice of activities from hundreds of possibilities. Montessori promotes the joy of learning. This joy develops a well-adjusted person who has a purpose and direction in his or her own life. Learning is an exciting process of discovery leading to concentration, motivation, self-discipline and love of learning. Montessori works in a methodical way. Each step in the process leads to the next level of learning. Repetition of activities is an integral part of the learning process. It encourages children to develop their observation skills by doing many types of activities.

Another important skill it teaches is self-reliance and independence. It helps a child become independent by teaching life skills. The result of all of Dr. Montessori’s work is encouraging life-long learning, the joy of learning and happiness about one’s path and purpose in life.

## **Family and School Partnership**

Light of the World Academy believes that a strong partnership between parents and the school is optimal for the success of the student.

Parents have the right:

- To know that their child is cared for in a safe, supportive environment;
- To access to their children unless prohibited by a court order;
- To access to the school staff during the school’s normal hours of operation;
- To be informed about serious misbehavior on the part of their own child;
- To be regularly informed of school activities;
- To be regularly informed about the child’s progress or challenges, both socially and academically.

Parents can partner with the school by:

- Keeping their child’s records up-to-date;
- Letting the school office know if their child will not be attending on a regularly scheduled day;
- Noting any communications from the administrators or teachers regarding their child’s behavior, and to cooperate in any efforts to bring about improvement in the situation;
- Attempting to attend school activities that involve parents;
- Informing the school of any significant changes that occur in the home;
- Teaming with teachers and staff by helping with any challenges – socially or academically – that may occur

Parents can help their children learn by:

- Starting each day with a calm beginning;
- Making sure your child is well rested with at least 9-12 hours of sleep each night;
- Encouraging your child to have a healthy breakfast and lunch;
- Laughing and talking with your child about school experiences – listen attentively;
- Encouraging good attendance.
- Acknowledging your child for special accomplishments;
- Keeping the lines of communication open. Inform the teacher of any family situation that could influence your child's behavior;
- Having a special place for notes and notices about school events;
- Reading each day to your child. Encourage reading for pleasure, and utilize the public library regularly
- Stressing organization of your child's belongings;
- Encouraging independence in your child by showing him/her what he/she can do himself/herself;
- Working at home with skills taught at school

## Enrolling in the Academy

Light of the World Academy provides instruction for grades K-8. A child is eligible to enroll in kindergarten if he or she is at least five years of age on or before September 1 of the school year of enrollment. Children who will be five years old after September 1 and by December 1 of the school year may submit a Kindergarten Waiver form requesting enrollment in kindergarten. The Kindergarten Waiver form can be requested in the school office.

The Academy has a designated time period for open enrollment in the Academy. New families must enroll their child(ren) on or before the last day of the annual open enrollment period to ensure their child's placement in the Academy – OR – to ensure their child's placement on the waiting list if there are more students that want to enroll in the Academy than there are available seats.

Prior to the open enrollment period each year, all current students must re-enroll to attend the Academy the next year. During this period, siblings of current students not previously enrolled are allowed to enroll when and where space/seats permit.

The open enrollment period is announced to the public each year. For more information about the annual open enrollment procedures at the Academy, please contact an administrative assistant in the school office.

New students under the age of eighteen years old must be enrolled by their parent or legal guardian. Prior to enrolling, parents are welcome to participate in a guided tour of the Academy to obtain detailed information and ask questions. Upon acceptance, parents / guardians must provide copies of the following:

- A. a birth certificate or other reliable proof of identity
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. a current Health Appraisal form
- D. A copy of the driver's license of the person enrolling the student

Final enrollment at the Academy is not official until the child's student records are received by the sending district or by the sending institution of learning.

Homeless students who meet the Federal definition of homeless may enroll in the Academy. Such students will be under the direction of the Academy's Liaison for Homeless Children with regard to enrollment procedures. The Homeless Education Liaison is Alexis Salisbury.

No applicant for admission shall, on the basis of, race, color, ethnicity, national origin, immigration status, sex, (including sexual orientation or gender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry or genetic information be discriminated against.

A student who has been suspended or expelled by a previous school may be denied admission to the Academy pending a review of the records. Prior to denying admission, the School Leader or designee will facilitate a thorough review, including an opportunity for a discussion between the parents and the School Leader or designee regarding the circumstances of the suspension or expulsion and any other factors the School Leader or designee determines to be relevant.

## **Classroom Assignment**

The School Leader will assign each student to the appropriate classroom. Any questions or concerns about the assignment should be discussed with the School Leader.

All traditional seated courses may also be held virtually. Students requesting a fully virtual course option must indicate interest during the regular scheduling process and must amend their Education Development Plan (EDP) plan to include virtual learning prior to submitting their course request form. For students who do not currently have an EDP, students must complete an EDP within the first three weeks of the start of the semester. All virtual courses have two-way communication requirements and students must respond to teacher and/or mentor-initiated communications

## **School Hours**

The regular daily school schedule begins at 8:28 a.m. and ends at 3:15 p.m.

## **Attendance**

Regular school attendance is of the utmost importance to your child's adjustment to school and contributes to the realization of the importance of education. Students also miss valuable instruction and fall behind academically and socially when they are not in school. Please help your child by making sure that they take advantage of all the opportunities provided to them by being here on time. If you arrive late or must pick up your child early, please call the office (734-720-9760) where you need to sign your child in and out.

The Board of Directors requires all students enrolled in the School to attend regularly in accordance with the laws of the state of Michigan. The School's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in well-planned instructional activities under the tutelage of a competent teacher are vital to this purpose.

### **Absence/Unexcused Absence and Tardiness Defined**

"Absence" is defined as non-presence in the assigned location any time beyond the tardiness limit. "Unexcused Absence" is defined as an Absence for which no formal excuse has been approved (see

excusable reasons below). "Tardiness" is defined as not being in class within ten minutes of the start of class at 8:30a.m.

Parents are asked to email or call the school office to report absences.

### Reporting of Unexcused Absences

When a student has accumulated ten (10) unexcused absences during any school year, the Academy will report the student to the Attendance / Truancy Officer of the Livingston Educational Service Agency. The Academy shall report to the Center for Educational Performance and Information (CEPI) of the State of Michigan by June 30, in a manner prescribed by the Center, the number of students in the Academy who have had ten (10) or more unexcused absences during any school year.

### Excusable Reasons for Absence

- Personal Illness. The school requires a doctor's confirmation for any illness beyond three school days.
- Illness in the Family
- Quarantine of the Home. This is limited to the length of the quarantine as fixed by the proper health officials.
- Death of a Relative
- Observance of Religious Holidays - Any student shall be excused for observing a religious holiday consistent with his/her creed or belief.
- Absence During the School Day for Professional Appointments (such as doctor or dentist)- Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:
  - The student shall report back to the School immediately after his/her appointment, if school is still in session.

### Student Vacations During the School Year

Students are permitted to go on vacation with their parents during the school year without penalty (except the week ending each semester). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the school administration. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. The student may be given approximate assignments and materials for completion.

### Truancy

A student shall be considered truant each day or part of the day he/she is inexcusably absent from his/her assigned classes. A student will be considered tardy rather than absent if he/she is in his/her assigned location within ten (10) minutes after the official start of the school day or activity.

A student shall be considered a *habitual truant* if, warnings and/or his/her parent's efforts to ensure attendance, he/she has accumulated ten (10) unexcused absences.

Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter. Administrative action taken will be as follows:

- ⇒ A record of the truancy will be entered in the student's record file.
- ⇒ A parent conference may be held.
- ⇒ Habitual truants may be reported to the Attendance Officer (Livingston Educational Service Agency)
- ⇒ Disciplining truant students shall be in accord with Board policies and due process.

### Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can successfully accomplish this task alone.

A professional staff member's responsibility must include, but not be limited to, the following:

- Providing meaningful learning experiences every day; therefore, a student who is absent from any given class period would be missing a significant component of the course.
- Speaking frequently of the importance of students' being in class, on time, ready to participate;
- Keeping accurate attendance records (excused versus unexcused);
- Incorporating defined, daily participation into the teaching/learning process and each grading period;
- Requiring students to make up missed quizzes, tests, and other pertinent assignments before or after the regular school day and not permitting students to use instructional time to do make-up work.

### Make-Up Opportunities

Students are responsible for getting and completing any work they have missed due to absence from class. In cases of extended absence of more than five days due to illness, a student may request special consideration for additional time to make up work. This should be done in writing with a note from the student's parent / guardians to the classroom teacher. A student wishing to make up work must talk to or call his/her teacher to obtain assignments.

### Late Arrival

Students are marked tardy to school if they arrive after 8:40 a.m. Class activities begin promptly at 8:30 a.m. A tardy student must report to the office upon arrival

### Early Dismissal Requests

The student may need to leave school during the school day. Students will only be released to parents and designated adults. In child custody situations, the custodial parent must properly inform the school Principal of any limitations. Excessive early dismissals will be viewed similarly to excessive tardiness.

### Student Arrival and Dismissal

Arrival and dismissal of students will be supervised by staff members from 8:15 – 8:30 in the morning and from 3:15 – 3:25 in the afternoon.

School staff will be at the entrance to greet the children and help guide them to their classrooms. Parents and guardians wishing to escort their students into the building please park in the designated visitor parking lot and escort your child into the school.

## **Closed Campus**

The safety and security of students and staff is a primary concern. To assist in providing such conditions, the Academy will operate as a closed campus. Students shall remain on the school grounds from their time of arrival until classes are dismissed at the end of the school day. A student who leaves the school grounds without authorized permission shall be considered truant.

Students are to remain on campus throughout the school day with the following exceptions:

- A parent or guardian has provided permission for a student to leave school for a specific need (i.e., doctor appointment, bereavement) and this request has been approved by the Principal;
- A student is signed out by their parent or guardian;
- A student has a school-approved work release privilege; or
- A student is participating in an authorized dual enrollment program.

## **Transfer out of the Academy**

Parents must notify the School Leader in writing about plans to transfer their child to another school. Transfer will be authorized only after the parent and/ or student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Academy office for specific details.

When transferring student records, school officials are required to transmit disciplinary records including suspension and expulsion actions against the student.

Receipt of a request of records from another school is a statement from the parent / guardian confirming that their child is removed from the Academy enrollment and their child's seat is no longer reserved at the Academy from that point forward.

## **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 immunizations or waiver, 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. A certified waiver will be provided to the parent/guardian by the local health department to provide to the Academy. Immunization waivers will not be accepted by the Academy unless signed and stamped by the local health department. Any questions about immunizations or waivers should be directed to a staff member in the school office.

## **Student Well Being and Emergency Information**

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

In the event of an emergency, the student should be taken to the nearest hospital to receive appropriate medical care, regardless of parental preference. Typically, the decision is made by emergency medical technicians or other first responder.

## **Injury and Illness**

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

A student who becomes ill during the school day should request permission to go to the school office. The student's family will be contacted and a decision will be made as to whether or not the student should be picked up. No student will be released from school without proper parental permission.

In the interest of your child's health and for the protection of other students, we will expect you to come and pick up your child if he or she has a fever, persistent cough, rash, head lice, pink eye, COVID-19 symptoms or similar symptoms. The school office needs to be notified if your child is absent with a communicable disease. In this case, please see the section *Control of Casual Contact Communicable Diseases and Pests*. If your child has been ill, be sure that he or she is fully recovered before returning to school.

If your child is going to be absent from school, please call the office (734-720-9760). The school office will call parents in the case of unreported absence, so please let us know when your child will be absent.

**When to keep your child home:** We want to work together to assure that our children and their health are protected. Please keep your child home when they are sick. As a general guideline, a student should not return to school until they have been fever-free for 24 hours, not vomited in 24 hours and/or rashes have been addressed by the family's physician.

It is important to fill out your child's enrollment form very carefully with home and work phone numbers and to notify us of changes during the year. Also, be sure that the people listed as your emergency contacts are aware and willing to accept responsibility for your child if necessary. If your child becomes ill or is injured during school hours, we will make every effort to contact you first.

### COVID-19

Monitor your children for symptoms of COVID-19. If your child has one or more of the following symptoms, a fever greater than 100.4, a new or worsening cough, shortness of breath/difficulty breathing, runny nose and/or congestion, body aches and/or tiredness, vomiting and/or diarrhea and a new loss of smell or taste, keep the student home from school and follow up with a primary care provider. The Academy requires written notification that your child is okay to return to school.

Students who become ill with symptoms of COVID-19 during the school day will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to [CDC guidelines](#).



# Medication and/or Treatment Policy

The following definition of “medication” is adopted for use at the Academy: medication includes prescription, and U.S. Food and Drug Administration (FDA) approved non-prescription medications, preparations, and/or remedies that are taken by mouth, by inhaler, is injectable, is applied as drops to the eyes or nose, or applied to the skin. This policy also applies to any medically-prescribed treatments. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures which require special training.

The student’s parent/guardian will give the Academy written permission and request to administer medication(s) and/or treatment to their student.

Any student who requires prescription medications must have written instructions (Medical Action Plan) from a physician, which include the name of the student, name of the medication and/or treatment, dosage of the medication, route of administration, and time the medication and/or treatment is to be administered to the student shall accompany the request and be kept on record at the Academy.

Parental or guardian request/permission and a physician’s instructions for administration and/or treatment must be renewed every school year.

Prior to the beginning of the school year, parents/guardians are responsible for informing the Academy in writing of any medical issues that may require intervention during the school year. Examples of medical issues may include, but are not limited to, life-threatening allergies (i.e., the need for an epinephrine injector, Epi-Pen®), diabetes, epilepsy, asthma, seizures or any condition of a serious nature affecting the health of the student. The Academy, parents/guardians and the student’s physician will participate in developing a medical action plan.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at the Academy, on Academy-sponsored transportation, or at any Academy-sponsored activity, if the following conditions are met:

- There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler; and
- The School Leader or his/her designee has received a copy of the written approvals from the physician and the parent/guardian.

These students should be instructed by their parents/guardians to notify their teacher each and every time they use their inhaler so that frequent use can be communicated to the parents/guardians. It is recommended that an extra inhaler be kept in the Academy Office.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, providing that they meet the conditions established in the medical action plan.

Students may use a U.S. Food and Drug Administration (FDA) approved over-the-counter topical substance at school, such as sun screen, if both of the following conditions are met:

1. If the student is a minor, the student has written approval to possess and use the FDA substance from his or her parent or legal guardian.

2. The School Leader has received a copy of the written approval.

Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the policy and procedures that govern the administration of medications. Note: The policy and procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

### **Epinephrine Auto-Injectors**

Michigan Law allows the Academy to maintain a supply of emergency epinephrine auto-injectors to be used during emergency situations where a student, not previously diagnosed with known allergies, may suffer a life-threatening allergic reaction or anaphylaxis. Academy staff members are properly trained in the use of epinephrine auto-injectors in case of an emergency.

## **Control of Casual Contact Communicable Diseases and Pests**

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

Specific communicable diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, pink eye, measles, rubella, COVID-19 and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period in accordance with the guidance of the Health Department.

Parents/guardians are asked to notify the Student/Family office if their child has contracted a communicable disease, e.g., mumps, rubella, pink eye, COVID-19, etc. The Academy is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease. The Academy is required to notify the local health department when a confirmed case of COVID-19 is identified at the Academy. In addition, the Academy is required to cooperate with the health department in implementing department protocols for screening students, including contact tracing.

## **Safety Drills**

The Academy complies with all fire safety laws and will conduct fire, tornado, and lockdown 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.

During practice lockdown drills, entering and exiting the buildings will be restricted for approximately 15 minutes.

During an actual situation, a sign will be posted on the doors and parents, guardians and visitors must return to their vehicles. Updates and information will only be available on our website, email and/or text alerts. Situations may include external concerns such as hazardous material spills, police situations, etc.

If a school-wide evacuation becomes necessary, the school will send notice through phone and email. Please refrain from calling the school as it may tie up phone lines during an emergency.

## School Closing

The Academy will close for inclement weather when the Pinckney Community School District closes their schools.

There may also be instances when the school closes due to a building problem or other such emergency that is not consistent with Pinckney Community Schools. Look online or listen to WHMI 93.5 for school-closing information. In the event of an emergency closing during the school day, the Academy will contact parents to inform them of the closure. The school may be forced to dismiss students early. If school must be dismissed early, parents are encouraged to have prearranged, adult supervision of their children. Parents should discuss emergency procedures with their children in case there is nobody at home when the child arrives. Parents are expected to provide the school with an emergency number in case of the child's illness or emergency closing. If the parent cannot be contacted, the school will make reasonable efforts to contact the person designated for emergency situations.

## Fines, Fees, & Other Charges

The Academy will assess a fine when Academy equipment, property or supplies are damaged, lost or not returned by a student. The fee will be reasonable and charged to compensate for the loss or damage incurred.

## Verbal Communication

To promote and enhance effective communication between parents, teachers and administration, we ask that any problems or concerns be routed to the appropriate person as soon as possible. Part of problem solving is making sure the right people are aware and involved in the resolution process.

Parents who wish to address specific issues or concerns about their child's education are asked to speak first to their child's classroom teacher to seek a suitable resolution. Unresolved issues should be brought to the attention of the administration. The administration has primary responsibility for management of the school.

The communications "chain of command" is the following: 1. Teacher 2. Principal 3. Board.

Except in extreme or prescribed situations, a teacher will discuss a behavior problem with the student and the parent before a referral is made for additional help. Situations such as these are listed in the Code of Student Conduct.

## Playground Behavior

Students are provided with the opportunity to engage in unstructured, open-ended, social interaction during recesses. A classroom teacher who is responsible for student safety supervises recess time.

Equipment appropriate for use at recess time is available through classroom teachers. Consult with your child's teacher to find out if equipment from home is appropriate for use on the school playground. Equipment brought to school should be appropriate for group activity and should be shared with other students.

Children are expected to maintain the same level of respect on the playground as in the classroom. Respect for self, others and materials is essential. Students who disregard this will lose the privilege of recess until the next day where they have a chance to make a different choice.

## Birthday Snacks

Sometimes families like to provide a special treat on a child's birthday. We welcome the opportunity to celebrate. Please speak to your child's teacher about birthday treats that are consistent with our school nutrition policy. Some examples are fruit kabobs, muffins, fruit juice bars, healthy popsicles, fruit salad, popcorn, crackers and cheese, whatever is your child's favorite healthysnack.

## Lunches

Children are required to bring a nutritious lunch daily. Each lunch should contain water, milk or a pure fruit juice.

Nutrition is taught in each class and we believe it should be reinforced in the child's home environment. Children should be encouraged to help pack their own lunch using food from the four major food groups, thus learning the importance of nutrition in their daily diet. Please pack items your child likes. This is not the time to introduce new foods. Always keep in mind how big your child's appetite is and pack accordingly.

Good nutrition is an important aspect of mental and physical wellbeing. We offer the following suggestions as a helpful guideline:

- ⇒ Your goal is to pack a nutritious lunch which your child likes and will eat. This should include main course, drink, snack and healthy dessert (e.g., whole grain muffin, fruit, or yogurt).
- ⇒ We strongly suggest white milk, pure fruit juice or water as a beverage. Pop and high sugar energy drinks may not be sent to school.
- ⇒ Offer a variety of dips and spreads for raw veggies, cheese spread for crackers or bread sticks. Children enjoy handling food.
- ⇒ Keep sandwiches interesting by varying bread: wheat, pita, buns, bagels and muffins. Try cutting sandwiches into interesting shapes.
- ⇒ Try raw cucumbers, celery, cherry tomatoes, carrots or green peppers.
- ⇒ Try fresh, canned or dried fruit: apples, bananas, plums, oranges, melon, berries, pineapple, raisins, apricots, fruit cocktail, etc.
- ⇒ Please include napkin, silverware, paper plate, etc., daily.
- ⇒ Use containers with tight lids so that leftovers can be sent home. This is your best indication that you are packing too much or sending items your child does not like.

Your child's name should appear on the inside and outside of their lunch box and thermos. All containers and utensils should be included and labeled. A cold pack should be put in the lunch box to keep items cold and healthy until eating time. All rules are to benefit your child's health and safety, ensuring an enjoyable dining experience for everyone.

Lunchtime provides students with another opportunity to practice social skills in an informally structured environment. During lunch, students are expected to: speak softly and be considerate of classmates, remain seated while eating lunch, clean up after themselves, and be courteous.

### SNACKS

Please respect any notices regarding food allergies that are posted on your child's classroom bulletin board.

Children will have the opportunity for a nutritional snack every day during the morning. For some classrooms, parents may be asked to contribute to the classroom snack needs as notified. In other classes, students may bring an additional snack in their lunches. Check with your child's teacher for information.

## Photograph and Publicity Release Form

At the beginning of each school year, families are required to complete a *Photograph and Publicity Release Form* for their family to grant consent to the Academy to use the student's name, likeness, image, voice, and/or appearance as may be embodied in pictures, photos, video recordings, audiotapes, digital images.

## Publications

An individual or organization wishing to submit information for publication in the Academy Newsletter must submit the information to the Academy Administration for review at least one week prior to publication due date. The Academy reserves the right to review and determine content over school sponsored publications. The Academy does not solicit business for non-school related functions and/or organizations.

## Field Trips

Written parental or legal guardian permission is required for a student to go on any field trip off school grounds. Parents may sign a blanket permission slip for local (walking distance) field trips. For trips involving travel, teachers will inform parents of such details as destination, lunches, spending money, departure and arrival times, and any special rules. A permission slip will be sent home before each field trip involving travel. Teachers schedule field trips that are relevant to the school curriculum. Minimum guidelines for supervision of field trips is for every 10 students there will be 1 adult chaperone. Student/adult ratios may vary with the nature of the field trip.

Students who disobey school rules and/or defy teacher authority may be denied the right to participate in field trips. The school Principal in consultation with the teacher(s) conducting the field trip will make the decision. The Code of Student Conduct applies to students at school and on school related trips/activities away from school.

## Family and School Partnership

Light of the World Academy believes that a strong partnership between parents and the school is optimal for the success of the student.

Parents have the right:

- To know that their child is cared for in a safe, supportive environment;
- To access to their children unless prohibited by a court order;
- To access to the school staff during the school's normal hours of operation;
- To be informed about serious misbehavior on the part of their own child;
- To be regularly informed of school activities;
- To be regularly informed about the child's progress or challenges, both socially and academically.

Parents can partner with the school by:

- Keeping their child's records up-to-date;

- Letting the school office know if their child will not be attending on a regularly scheduled day;
- Noting any communications from the administrators or teachers regarding their child's behavior, and to cooperate in any efforts to bring about improvement in the situation;
- Attempting to attend school activities that involve parents;
- Informing the school of any significant changes that occur in the home;
- Teaming with teachers and staff by helping with any challenges – socially or academically – that may occur

Parents can help their children learn by:

- Starting each day with a calm beginning;
- Making sure your child is well rested with at least 9-12 hours of sleep each night;
- Encouraging your child to have a healthy breakfast and lunch;
- Laughing and talking with your child about school experiences – listen attentively;
- Encouraging good attendance.
- Acknowledging your child for special accomplishments;
- Keeping the lines of communication open. Inform the teacher of any family situation that could influence your child's behavior;
- Having a special place for notes and notices about school events;
- Reading each day to your child. Encourage reading for pleasure, and utilize the public library regularly
- Stressing organization of your child's belongings;
- Encouraging independence in your child by showing him/her what he/she can do himself/herself;
- Working at home with skills taught at school

## SECTION II: Student Code of Conduct

The Academy is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community, including students, staff and parents, must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

Students have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on Academy property, in an Academy vehicle, and during any other Academy-sponsored activity or event, whether or not it is held on Academy premises.
4. Respect the rights and feelings of fellow students, parents, staff, volunteers and visitors.
5. Work within the existing structure of the Academy to address concerns.
6. Know and comply with Academy policies, procedures, rules, including the Student Code of Conduct.

Parents have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the Academy's efforts to provide a safe and orderly learning environment.
6. Work within the existing structure of the Academy to address concern.
7. Know and comply with Academy policies, procedures, rules, including the Student Code of Conduct.
8. Advocate for your child(ren) and take an active role in the Academy community.
9. Attend your child(ren)'s parent/teacher conferences.

Teachers have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding.
2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the Academy community.
3. Cooperate and schedule conferences with students, parents and other Academy staff in an effort to understand and resolve academic and behavioral problems. Make an effort to accommodate families whose work schedules, access to transportation, or distance from the Academy limits their ability to meet.
4. Keep parent informed of their students' challenges, effort and success.
5. Encourage students to participate in classroom, extracurricular, and other Academy related activities.
6. Know and enforce Academy policies, procedures, rules, including Student Code of Conduct.

As a Michigan public school, we are required to follow laws relating to safe schools. The Board of Directors at the Academy endeavor to ensure that the Academy is a safe place for teaching, learning and working.

The Academy will take swift and appropriate disciplinary action for violation of any infractions listed in the Family Handbook or inappropriate behavior where notice has been given. All Academy rules will be enforced while on Academy property, in an Academy vehicle, and during any other Academy-sponsored activity or event, whether or not it is held on Academy premises. This includes when a student is using school communication networks, accounts or other Academy services.

Additionally, the Academy reserves the right to discipline students for off-campus behavior that has a nexus to and/or directly impacts the operation, order, discipline or general safety and welfare of the Academy.

Violations, including violations of the electronics and wireless communications devices and Network and Internet use policies, may result in an out-of-school suspension, long-term suspension, or expulsion depending on the severity of the offense and the requirements of the law.

The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining student with disabilities.

### **Due Process Rights**

All students suspended and/or expelled will be provided notice and an opportunity to be heard in accordance with a student's due process rights under the law. Nothing in this Policy shall diminish or be in derogation of the due process rights accorded to students who have been determined to be eligible for special education services under federal and State laws.

## **Offenses**

### **Gross Misdemeanors or Persistent Disobedience**

Any student guilty of gross misdemeanors, persistent disobedience or persistent disobedience of dress code policy may be suspended or expelled. Examples include but are not limited to aggressive behavior, inappropriate language, inappropriate physical contact, insubordination, failure to cooperate with Academy staff, theft, academic dishonesty, disruption of educational environment, violation of school policies or procedures, etc.

### **Weapons, Arson or Criminal Sexual Conduct**

Any student in possession of a firearm on the Academy property, in an Academy vehicle or at an Academy sponsored event shall be permanently expelled from the Academy, subject to reinstatement under the law.

Any student in possession of a dangerous weapon (excluding firearms), as defined by law, or who commits arson or criminal sexual conduct on the Academy property, in an Academy vehicle or at an Academy sponsored event or commits criminal sexual conduct against another student enrolled in the same school may be permanently expelled from the Academy, subject to reinstatement under the law.

A student who pleads to or is convicted of or is adjudicated for criminal sexual conduct against another student enrolled in the same school shall be permanently expelled (after considering mitigating factors) from the Academy, subject to reinstatement under the law.



Dangerous weapons are defined as firearms\*, daggers, dirks, stilettos, knives with blades over 3 inches in length, pocket knives opened by a mechanical device, iron bars and brass knuckles. The definition of *“firearm” is any weapon(including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.*

Possession, use or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may result in the student being suspended or expelled.

A dangerous item is any object capable of inflicting bodily harm as determined within the sole discretion of the authorized school district administrator (including but not limited to knives, bullets, fireworks, smoke bombs, any parts of a weapon, or toy weapons).

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

### **Physical Assaults against School Personnel**

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Under the Revised School Code, any student in grade 6 or above who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, in an Academy vehicle, or at an Academy-sponsored activity or event may be expelled permanently, subject to reinstatement after 180 days.

Under Academy guidelines, any student in grade 5 or below who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, in an Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled depending on the severity of the circumstances.

### **Physical Assaults against Students**

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Under the Revised School Code, any student in grade 6 or above who commits a physical assault against another student in Academy property, on an Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled for up to 180 days.

Under Academy guidelines, any student in grade 5 or below who commits a physical assault against another student on Academy property, in an Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled depending on the severity of the circumstances.

### **Verbal Assaults**

Under the Revised School Code, any student in grade 6 or above who commits a verbal assault on Academy property, in an Academy vehicle, or at an Academy sponsored activity or event against an Academy employee or against a person engaged as a volunteer or contractor for the Academy, or another student may be suspended or expelled for a period of time determined in the discretion of the Board or designee.

Under Academy guidelines, any student in grade 5 or below who commits verbal assault on an Academy staff member, person engaged as a volunteer, contractor for the Academy, or another student, on Academy property, in an Academy vehicle, or at an Academy sponsored activity or event may be suspended or expelled for a period of time determined in the discretion of the Board or designee.

“Verbal assault” means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person (example: excessive taunting or teasing, bullying or other verbal harassment); a bomb threat (or similar threat) directed at a school building, other school property, or a school event. For purposes of this policy, the definition of assault also includes written threats.

### **Bullying Prohibition**

It is the policy of the Academy to provide a safe educational environment for all of its students in compliance with the law. Bullying is strictly prohibited.

All students are protected under this policy while on Academy property, in an Academy vehicle, at any Academy sponsored event, or while using an Academy owned and/or operated telecommunications service provider or Academy owned and/or operated telecommunications access device.

Under state law, bullying is defined as any written, verbal or physical act or electronic communication, including but not limited to cyberbullying that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits or programs.
- Adversely affecting the ability of a student to participate in or benefit from the Academy’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a student’s physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

Bullying is equally prohibited without regard to its subject matter or motivating animus.

The School Leader is responsible for establishing procedures for the effective implementation of this policy. Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to the School Leader. The student may also report the situation to a teacher or counselor who will be responsible for notifying the School Leader. Any complaints against the School Leader should be filed directly with CS Partners. All complaints are to follow established complaint reporting procedures.

Each complaint of bullying will be investigated by the School Leader in a prompt, thorough and impartial manner. The School Leader will look at the totality of the circumstances and evaluate facts, including but not limited to:

- Description of the incident- nature of the behavior and the context of the alleged incident
- How often the conduct occurred
- Nature and severity of behavior

- Any past incidents or continuing pattern of behavior
- The relationship between the parties
- Characteristics of the parties involved, i.e., age, grade, etc.
- Does the student that is perpetuating the bullying behavior have a plan that identifies problem behaviors and how to address them
- The bullying definition

Restorative Practices will be considered in the correction of bullying behavior. Restorative practices means practices that emphasize repairing the harm to the victim and the school community caused by the student's misconduct.

The School Leader will report the occurrence of a bullying incident to the parents or legal guardians of all students involved.

The Academy prohibits retaliation or false accusations against a target of bullying, a witness or another person with reliable information regarding an act of bullying. The highest level of confidentiality shall be maintained for an individual who reports an act of bullying.

### **Harassment**

The Academy prohibits any type of harassment. Harassment includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an individual that places an individual in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or a staff member's work performance, or has the effect of substantially disrupting the orderly operation of the Academy.

Harassment may be based on an individual's race, color, ethnicity, national origin, sex (including sexual orientation and gender identity or expression), pregnancy, mental or physical disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information that are protected by Federal civil rights laws. Harassing conduct is not limited to in-person activity; it may include the use of cell phones or the Internet. Such behavior may take many forms, including, but not limited to, stalking, name-calling, taunting, cyberbullying, and other disruptive behaviors.

Harassment does not have to include the intent to harm another individual, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by the Academy.

All administrators, staff, parents, volunteers, and students are expected not to tolerate harassment and to demonstrate behavior that is respectful and civil towards all other individuals associated with the Academy. Complaints alleging discrimination or harassment based on a student's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination, bullying or harassment complaints.

Since bystander support of harassment can encourage these behaviors, the Academy prohibits both active and passive support for acts of harassment. Such active and passive support can result in disciplinary action.

## **Sexual Harassment**

Sexual harassment is defined as:

1. An employee conditioning the provision of an aid, benefit, or service of the public school academy on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment); or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive **and** objectively offensive that it effectively denies a person's equal access to the Academy's education program or activity; or
3. Any incident of sexual assault, dating violence, domestic violence, and stalking as defined under federal law.

Sexual harassment includes, but is not limited to, the following:

- Physical assaults (e.g., intentional physical conduct that is sexual in nature, such as touching, pinching, or brushing against another individual's body);
- Unwelcome sexual advances, comments, requests for sex, sexual activities concerning one's employment or advancement, regardless of whether they are accompanied by promises or threats concerning one's grades, safety, job or performance of duties;
- Sexual displays or publications such as calendars, screen savers, sexual jokes, posters, cartoons, verbal or written harassment or abuse, or graffiti; and
- Other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive work environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

No staff member or student in the Academy shall be subjected to any form of harassment, including sexual harassment, on Academy premises, on an Academy bus or vehicle or at any Academy sponsored event or activity. Students, who engage in harassment, including sexual harassment, will be subject to disciplinary action.

Factors for determining consequences may include, but are not limited to:

- age, development, and maturity levels of the parties involved
- degree of harm
- surrounding circumstances
- nature and severity of the behavior(s)
- incidences of past or continuing pattern(s) of behavior
- relationship between the parties involved and
- context in which the alleged incident(s) occurred

The Academy prohibits intentionally making a false report of alleged sexual harassment, submitting a false formal complaint, or making or submitting false statements or information during the Title IX grievance process. Violation of this prohibition will result in disciplinary action.

### **Hazing**

Hazing is defined as an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition. The term “organization” includes, but is not limited to, a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.

Hazing is a violation of state criminal law and prohibited at all times. A student who commits hazing on Academy property, in an Academy bus or vehicle, or at an Academy sponsored event will be subject to disciplinary action.

### **Prohibition of Smoking**

The Academy prohibits the possession and/or use of any tobacco or nicotine product on Academy property, in an Academy bus or vehicle or at any Academy sponsored event. In addition, any tobacco or nicotine advertising or promotion is strictly prohibited.

This prohibition includes tobacco products, tobacco-related devices, imitation tobacco products, lighters, vaporizers (including any substance used in vaporizers), electronic cigarettes, electronic nicotine delivery systems or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

### **Prohibition against Alcohol and Drugs**

In line with the Safe and Drug Free School Policy, it is the belief of the Academy administration that drug and alcohol abuse in any school is a threat to the safety and health of students, staff and the school community as a whole. It is the policy of the Academy to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents violating this policy. Disciplinary action includes, but is not limited to substance abuse assessment, participation in a substance abuse rehabilitation program, drug and alcohol prevention activities, suspension and/or expulsion.

When handling violations of this policy, the School Leader will take into account all of the circumstances surrounding the incident, including but not limited to:

- nature, severity and frequency of the misconduct;
- type of substance;
- the context in which the alleged incident occurred;
- past incident or continuing pattern of behavior

The Academy prohibits the use, possession, concealment, sale, delivery, or distribution of alcohol, drugs (including marijuana), and/or any mind-altering substances and/or related paraphernalia on Academy

property, in any Academy bus or vehicle or at any Academy sponsored event. Students under the influence of such substances on Academy property, in any Academy bus or vehicle or at any Academy sponsored event will be subject to this policy regardless of amount taken.

Possession includes any substances as described below including but not limited to bath salts, K-2, etc. and/or related paraphernalia found on the student's person, purse, backpack, locker, vehicle, etc. Any searches will be conducted as outlined in the Search and Seizure section.

The term "drugs" includes:

- Controlled substances as so designated by state and federal law;
- All chemicals which release toxic vapors;
- Mind altering substances and any otherwise legal substances which, when used or consumed in an inappropriate manner, create alteration in perception, mood consciousness, cognition or behavior. Mind altering substances are not intended to include caffeine and like substances when consumed in moderation;
- Marijuana;
- Any prescription or patent drug, except those for which permission to use at the Academy has been granted pursuant to Academy policies and procedures;
- "look-alikes";
- Performance-enhancing drugs as determined annually by the Department of Community Health; and;
- Any other illegal substance so designated and prohibited by state and federal law.

Also, if a student is found using or possessing a non-prescribed medication without parent/guardian authorization, he/she will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's drug policy and will be disciplined in accordance with the drug-use provision below.

### **Medical Marijuana & Prescription Drug Policy**

The Academy prohibits the abuse, possession, sale, or distribution of prescription drugs and medical marijuana. If a student disobeys this prohibition, the student will be subject to disciplinary action in line with board policies and Academy disciplinary policies and procedures.

The Michigan Medical Marijuana Act states that a person shall not sell or possess marijuana or otherwise engage in the use of marijuana, even if for medical use, in a school vehicle or on the grounds of any preschool or primary or secondary school.

### **Reasonable Suspicion Drug Testing**

The Administration will require a student to submit to drug testing if the Administration has a "reasonable suspicion" that the student is using or is under the influence of any illegal drug, alcohol or any other mind-altering substance (whether illegal or not). Reasonable suspicion may arise from the following:

1. A student's behavior, along with physical appearance, action or odor, indicating that the student has used an illegal drug, alcohol or any other mind-altering substance (whether illegal or not);

2. The student's possession of drugs, alcohol or any other mind-altering substance (whether illegal or not) or related paraphernalia; or
3. Information communicated to an Academy Administrator by a teacher, parent, law enforcement, or a student that indicates a student is using, possessing or under the influence of drugs, alcohol or any other mind-altering drug (whether illegal or not). Any such report will be investigated by the Academy Administration and will be substantiated by other physical indicators or physical appearance, if deemed necessary.

The Academy Administrator will look at the totality of the circumstances when determining "reasonable suspicion".

After reasonable suspicion has been established and if the student denies using drugs, the student will be asked to take a drug test administered by an Academy staff member. The student is suspended pending the drug test results. The Academy Administration will contact the student's parents/guardians as soon as practicable. The cost of the test will be paid by the Academy and will be used for disciplinary action.

The student is expected to cooperate fully with this policy and the direction of staff in the administration of the drug test. If the student refuses to take the test; the student will be advised that such denial will be considered insubordination under the student code of conduct with the same consequences listed below. The student will then be given a second opportunity to take the test.

If the results of the drug test are positive:

1. First Offense – Up to ten (10) day suspension, with the possibility of long term- suspension or expulsion, depending on severity of the circumstances. Law enforcement contacted.
2. Second Offense - If a student violates the drug policy a second time, the student will be given a long-term suspension or permanently expelled from the Academy. Law enforcement contacted.

Drug test results are considered confidential, but may be discussed with the student's guidance counselor and any other Academy staff members if it is deemed necessary by the Administration in order to provide assistance to the student or for use in disciplinary action.

During a suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle or to participate in or attend any before or after school activities (including, but not limited to the student's attendance as a spectator, participation in sport activities, or weekend activities occurring during the suspension/expulsion).

It is the policy of the Academy that a student's eligibility for participation in interscholastic athletics will be affected by the use of any performance-enhancing substance as provided by statute, including but not limited to those performance enhancing substances banned in bylaw 31.2.3.4 of the bylaws of the National Collegiate Athletic Association, identified on any list developed by the Michigan Department of Community Health and any other substances within the discretion of the State Board of Education.

### **Gang Activity**

Gang activity intended to commit illegal acts under state and federal law and/or intended to violate Academy policies and procedures, including under the Code of Conduct, is not tolerated and is prohibited at all times on Academy premises, on an Academy bus or vehicle or any Academy sponsored events.

“Gang” means an ongoing organization, association or group of students, other than a nonprofit organization, that identifies itself by all of the following:

- a unifying mark, manner, protocol, or method of expressing membership, including a common name, sign or symbol, means of recognition, geographical or territorial sites, or boundary or location
- an established leadership or command structure
- defined membership criteria

### **Gambling**

A student will not engage in any game of chance for money or profit or where other items of monetary value are awarded to the winner, except for those games and contests authorized by the Academy administration as official Academy functions.

### **Chewing Gum in School**

Students are not permitted to bring chewing gum (including with their lunches and/or snacks) to school. Violations will result in the chewing gum being taken from the student.

### **Damage of Property**

Vandalism and disregard for school property will not be tolerated. Actions include, but are not limited to, writing in textbooks or library books, writing on desks or walls, carving into woodwork, desks or tables, damaging Academy equipment and spray painting surfaces (Graffiti is considered vandalism.) Violations could result in physical or financial restitution.

### **Profanity and/or Obscenity**

A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or obscene language and obscene gestures toward students, staff working at the Academy, volunteers and visitors.

### **Academic Dishonesty**

Academic dishonesty is considered a grave offense. Academic dishonesty (cheating and plagiarism) is willingly and knowingly copying or using the work of others to represent it as one's own and/or act of using books, notes, or other materials on an assessment without the knowledge or approval of the instructor. It is also considered cheating when one obtains copy of an assessment and/or assessment answers prior to taking an assessment with the intention or anticipation of using the information obtained on the assessment. Academic dishonesty includes tampering with educational materials and assessments, including State assessments.

### **Public Displays of Affection**

Demonstration of one's affection toward another person has an appropriate time and place. Public displays of affection should be limited to those types of displays that are deemed appropriate by staff as proper decorum in a school setting.

### **Improper, Negligent, or Reckless Operation of a Motor Vehicle**



A student will not intentionally or recklessly operate a motor vehicle so as to endanger the safety, health, or welfare of others on Academy property.

### **Leaving the Academy without Permission**

Students shall remain on Academy grounds from their time of arrival until classes are dismissed at the end of the school day. A student shall not leave Academy premises without permission from authorized Academy staff.

### **Appropriate Dress Code**

A student will not dress in manner that disrupts the educational process or is detrimental to the health, safety, or welfare of other. Repeated violation of the dress code/uniform policy will be viewed as insubordination and persistent disobedience. Please see Dress Code/Uniform Policy.

### **Contraband**

In addition to illegal items under state and federal law, contraband items that are not to be brought to school include, but are not limited to, water pistols, toys, lighters, matches, smoke bombs or stink bombs and other items deemed to disrupt the instructional environment. The administration may add to this list at any time. Items confiscated by the Administration pursuant to this policy will be returned to the parent/guardian.

### **Insubordination**

A student will not willfully ignore or refuse to comply with directions or instructions given by Academy staff. This also includes refusing to wearing required facial covering.

### **Sexting**

Students may not send, receive or possess sexually explicit or otherwise inappropriate pictures or images via cell phone, computer or other digital device.

### **False Fire Alarm**

Unless an emergency exists, a student may not intentionally sound a fire alarm or cause a fire alarm to be sounded. A student may not destroy, damage, or otherwise tamper with a fire alarm system in an Academy building or at an Academy sponsored event.

### **Theft or Possession of Stolen Property**

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

### **Forgery**

Students will not fraudulently write the name of another person or falsify times, dates, grades, addresses or other data.

### **Disorderly Conduct**

A student will not behave in a manner that causes a disruption or obstruction to the educational process.

### **Other Illegal Conduct**

Students shall not engage in any activity that constitutes a violation under city, state or federal law on Academy premises, on an Academy bus or vehicle at any Academy sponsored events or the on-line classroom.

### **Application to Students with Disabilities**

This policy shall be applied in a manner consistent with the rights secured under Federal and State law to students who are determined to be eligible for special education programs and services. The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education or Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. However, the Academy can decide unilaterally to remove a student from his/her educational placement to an interim alternative educational setting, even when the student's behavior was found to be a manifestation of the student's disability, in the following circumstances as defined by federal law:

- The student carries a weapon to or possesses a weapon at the Academy or at an Academy function.
- The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at the Academy or at an Academy function.
- The student has inflicted serious bodily injury upon another person while at the Academy or at an Academy function.

### **Exclusion during Suspension/Expulsion**

During a suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle or to participate in or attend any before or after school activities (including attendance as a spectator at weekend activities occurring during the suspension/expulsion). For further information, please review the administrative guidelines for suspension and expulsion.

### **Progressive Discipline**

The Academy uses progressive discipline to determine the severity of the consequence for the student. Progressive discipline involves increasing the severity of the penalty each time the student displays inappropriate conduct. This process is intended to correct the behavior of the student, not to punish the student. The investigator will take into account all of the circumstances surrounding the incident, including, but not limited to: the nature, severity and frequency of the misconduct; the student's age; the student's disciplinary record; whether student has a disability; development and maturity of the students involved; whether the violation or behavior threatened the safety of any other student or staff; whether a lesser intervention would address the violation or behavior; whether restorative practices will be used; and the context in which the alleged incident(s) occurred. Restorative practices shall be considered as an alternative or in addition to suspension or expulsion.

### **Implementation**

The Academy shall develop administrative guidelines for dealing with discipline of students authorized by this policy. The regulations shall include procedures for reporting violations of this policy to the student's parents(s)/guardian(s), Executive Director and Board, procedures for referring permanently expelled students to appropriate Family Independence Agencies or County Community Health Agencies, specifics of the appeals process and the process for the reinstatement of students. Please see the Principal for a copy of those guidelines.

### **Annual Review**

As part of its oversight function, the Board will revisit this policy annually and review the effectiveness of the policy and, if necessary, consider any policy or procedural changes that may increase the policy's efficacy.

*LEGAL REF: MCL 380.1311; 750.82; 759.235.891 (Weapons Free School Law). MCL 380.1309 (Teacher Suspensions); MCL 380.1311a (Physical and Verbal Assaults Against School Personnel); MCL 380.1310 (Physical Assaults against Students).*

## **Academic Integrity**

In order to foster a healthy and appropriate atmosphere for learning, the Academy strives for its students to maintain certain standards of academic integrity. At the Academy, we strive for students to understand that they are in control of their own actions and behavior. In order to be effective students and life-long learners, it is imperative to hold high standards for success and academic honesty. Students should use their own abilities to complete assignments and projects, unless instructed to work collaboratively with classmates or outside individuals. Plagiarism, cheating, and dishonest behavior are not characteristic of a student. Steps toward this type of activity will result in academic consequences.

## **Students 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 rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all Academy rules, procedures and code of conduct.

Parents have the right to know how their child is succeeding at the Academy and 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 are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her education goals.

## **Children's Rights and Responsibilities**

Children have the right:

- To experience a safe, supportive, and consistent environment
- To use all the program equipment, materials, and facilities on an equal basis with all the other children;
- To receive respectful treatment;
- To experience discipline that is fair and non-punitive;
- To receive nurturing care from staff members.

Children have the responsibility:

- To be accountable for their actions;
- To respect the school rules that guide them while at school;
- To remain with the group and staff always;
- To care for materials and equipment properly.

# Dress Code

Appropriate dress and grooming ensures that the least disruptive learning environment is maintained always. All students need to have indoor shoes that are different from boots, or any shoes that are worn exclusively outside.

## General Attire for All Students

- ⇒ Hats, visors, bandanas and sunglasses are not to be worn in the building
- ⇒ Jewelry, if worn, should be lightweight, simple in style and kept to a minimum.
- ⇒ Hair should be neat and clean.
- ⇒ No body piercings, except ears.
- ⇒ Clothing should be neat, clean and modest. Please keep in mind that students in a Montessori school do a lot of work on the floor, so dress appropriately.

Clothing is to be a proper fit for the child and must be properly worn (i.e. regular floor length pants, worn at waist level and not excessively baggy). Clothing should be clean, without holes, and in good repair. Students are to be neat and well-groomed for school. Shoes must be worn always. Advertisements, buttons, patches, pins, or other accessories that are considered offensive and disruptive (sexually suggestive, profane, obscene, tobacco or alcohol advertisements, etc.) are not permitted. Sunglasses, hats, coats, and jackets may be worn outdoors only. Parents are urged to see that their children are properly dressed for inclement or cold weather.

## Policy Compliance

If a student's attire for the school day or school-related activity is found to be unacceptable according to the dress code/uniform policy standards, the teacher will notify the parent and ask them to bring the appropriate item of clothing to school. The Academy may be able to loan the item from the school clothing inventory for the rest of the day. If an item is loaned to the student, the item will need to be washed and returned to the Academy. Accepting the premise that compliance with the Academy dress code policy begins at home, the school encourages parents to have a contingency plan for times they may not be able to bring a clothing item to school. This contingency plan, similar to the one you would follow if your daughter/son becomes sick during the school day, might involve a relative or neighbor who would act on your behalf. Repeated violation of the dress code/uniform policy will be viewed as insubordination and persistent disobedience.

The Academy recognizes the importance of individually-held religious beliefs. The Academy will try to reasonably accommodate students' sincerely-held religious beliefs that are in conflict with this Dress Code Policy unless the reasonable accommodation would be detrimental to the educational process or cause any issues to the safety or welfare of others. Students requesting such reasonable accommodations should contact the School Leader.

Any other students requesting reasonable accommodations to the Dress Code Policy should also contact the School Leader.

## Student Valuables

Students should not bring items of value to the Academy. The Academy cannot be responsible for their safe keeping and will not be liable for loss or damage to personal valuables. Examples of valuable items include, but is not limited to, cash, wireless communication devices (MP3 players, iPods, handheld games, etc.), trading cards, jewelry, expensive clothing etc.

## Electronics and Wireless Communication Devices (Cell Phones)

During school hours, CD players, MP3 players, iPods and other music devices must be turned off and stowed. If these items are visible or audible, the item will be confiscated and the parent will be notified. The equipment will be returned to the parent only.

Students may not possess or use wireless communication devices (WCDs) (including cell phones, pagers, etc.) without advance written permission from their parents or guardians and the Principal. A “wireless communication device” includes any device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. WCDs include, but are not limited to, cellular phones, personal digital assistants (PDAs), e-readers (e.g., Kindles, Nooks, etc.), I-pods, Smartphones, WI-FI enabled devices, video broadcasting devices, tablets, laptops and smart watches. The Principal will not give such permission unless the student’s parents or guardians have signed the Wireless Communication Devices (WCDs)/Cell Phone Acceptable Use Agreement and Network and Internet Acceptable Use Agreement. If a personal WCD is used on Academy property, in an Academy vehicle or at any Academy–sponsored event, students must only use the Academy’s filtered Network for data access (either wirelessly or through a direct connection).

Students who obtain the necessary permission to possess or use WCDs must have them silent and stowed during the school hours. “School hours” is defined as any time that children are in the care of school staff. This includes: arrival time, dismissal time, enrichment, as well as any activities sponsored before, during or after school. Cell phone use is only permitted before or after official school hours. ***If cell phones are visible or heard during school hours, the item will be confiscated and the parent/guardian will be notified.*** The equipment will be returned to the parent/guardian only. Second offense will necessitate a parent meeting to retrieve the device.

Cameras, cell phones or other WCDs may not be used to take pictures or videos without the express permission of a teacher or an Administrator. WCDs, cameras, video cameras or any equipment that has video and/or camera capability may not be activated or used at any time in any Academy situation where a reasonable expectation of privacy exists. Pictures or videos taken in locker rooms or restrooms are strictly forbidden. Additionally, if any prohibited pictures or videos are taken and subsequently posted to the Internet, it will be considered an additional infraction. These students will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Safe Schools Discipline Code of Conduct.

The Academy prohibits any electronic item from containing inappropriate material (as determined by the Administration) including offensive or inappropriate language, pictures or images; language that would promote violence or hatred; and sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”

Students are prohibited from using WCDs to transmit test information or any other information in a manner constituting fraud, theft, academic dishonesty or violating the student expectations as outlined in the Family/Student Handbook.

A student’s possession of any electronic item on Academy grounds, in an Academy vehicle or at an Academy sponsored activity or event constitutes consent to the search of that electronic item. Students should also understand that any student who possesses a cell phone, WCD or other electronic items shall assume responsibility for its care.

The Academy assumes no responsibility for theft, loss, or damage of a personal wireless communication device brought to Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event, or the unauthorized use of such devices. Students bring these devices at their own risk. If a theft occurs, the user should contact a school administrator to make him/her aware of the situation so it will be handled the same way as any other theft. Damage or theft is the sole responsibility of the owner.

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

Any equipment found in violation of this policy will be confiscated and returned to a parent or legal guardian only; permission to use the network possibly permanently revoked; may result in student discipline action (including suspension and/or expulsion); and possible referral of the matter to law enforcement if there is a suspicion of illegal activity (e.g., child pornography).

Students refusing to relinquish their electronic device immediately upon request of a staff member will be considered insubordinate and will be disciplined according to handbook guidelines.

Confiscated phones, cameras, and/or electronic devices will be discarded if not picked up by a parent or legal guardian/guardian within 30 days. A notification of that disposal will be sent to the student's mailing address on file in the School Office prior to such disposal.

These prohibitions are in effect any time on Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event.

Students may make school-related calls to parents or other designated childcare providers from the classroom or office, with permission from classroom teachers. Please make sure that after school rides are arranged in advance, so students do not need to use the telephone at the close of school to make such arrangements.

## Network and Internet Acceptable Use

The Academy is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Academy operations. It also recognizes that safeguards have to be established to ensure that the Academy's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

In order for anyone to use the local and wireless network, Internet connection and/or data and exchange servers, he/she must read these guidelines and sign the Network and Internet Acceptable Use Agreement. **The agreement must also be signed by a parent or guardian.**

A user name and password will be issued to users upon receipt of a signed Agreement. Until then, network use will not be allowed. The use of the Internet is a privilege, not a right. **Inappropriate behavior or violation of the acceptable use agreement may lead to penalties including the revocation of a user's account, disciplinary action (including suspension and/or expulsion) and/or legal action.**

Inappropriate Internet and network use is not limited to the following:

- using offensive or inappropriate language or language that would promote violence or hatred;

- revealing one's (or other's) personal address, phone number or credit card information;
- harassing anyone by sending uninvited communication;
- sending or accessing electronic information from accounts that do not belong to you without the owner's authorization;
- accessing unauthorized or inappropriate areas of the network and changing or interfering with information found in the network;
- accessing areas blocked by the Academy's firewall without authorization;
- e-mailing is restricted to topics related to instruction and school activities;
- soliciting or distributing e-mail for non-educational or non-business purposes;
- misrepresenting oneself or others;
- making unauthorized copies of software or information, such as software pirating;
- printing of materials excessively;
- downloading and/or installing unauthorized software, including games, on Academy computers without specific permission from Administration;
- accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, or threatening material or other materials harmful to minors;
- violating federal copyright laws or otherwise using the property of another individual or organization without permission. All work must be original work. Copy and pasted material may only be used as a resource when properly cited;
- violating any local, state or federal statute; and
- accessing personal social networking sites, such as but not limited to Discord, Reddit, Facebook, Twitter, MySpace, YouTube, Google+, Instagram, Snap Chat, Tumblr, Pinterest, TikTok, Vine, Yik Yak, VK, LinkedIn and Flickr etc. without specific permission from the Administration.

Academy students will receive a password only after signing the Network and Internet Acceptable Use Agreement. The assignment of a password does not guarantee confidentiality. There is no expectation of privacy as to prevent examination or monitoring. The Academy reserves the right to examine all data stored in the machines and/or network (including e-mail) to make sure that all users are in compliance with these regulations. The Academy reserves the right to monitor or review Internet files, including web pages and usage logs. Any flash drive used at the Academy must also be free of any inappropriate content.

The Academy monitors the on-line activity of all users in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Students are prohibited from participating in the transfer of inappropriate or illegal materials or material that may be considered treasonous or subversive through the Network and Internet connection. In some cases, the transfer of such material could result in legal action against a student.

Students, who happen to find materials that may be deemed inappropriate shall refrain from downloading this material, immediately leave the Internet site, shall not identify or share the location of this material, and will immediately report it to a teacher or the Administration. The transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence.

All computers, local and wireless network, Internet connection and/or data and exchange servers are the Academy's property and shall only be used for educational and business purposes. The computer hardware

(monitors, terminals, keyboards, mice, etc.) are Academy property and any mistreatment or damage will be considered destruction of property or vandalism.

The Academy makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The Academy and any of the sponsoring organizations shall not be liable for any loss or corruption of data resulting while using the Internet connection.

The Academy strongly condemns the illegal distribution of software otherwise known as pirating. Software piracy is a Federal offense punishable by fine or imprisonment.

Students are prohibited from allowing other individuals to use their account or use other individuals' accounts for Network and Internet activities.

Through the use of the Internet, any actions taken by students reflect upon the Academy system as a whole. As such, all students are required to behave in an ethical and legal manner.

Users must release CS Partners, the Academy, and all other sponsoring organizations related to the Internet connection from any liability or damages that may result from the use of the Internet connection prior to having access. In addition, users must accept full responsibility, as well as legal and financial liability for the results of their actions regarding their use of the Internet. Users must release the Academy and related organizations from any liability relating to consequences resulting from their use of the Internet.

Students will be subject to disciplinary actions if Academy technology and/or networks are abused in any way or used in an illegal or unethical manner. Any inappropriate use of the computer networks or violation of these guidelines by students will result in the loss of the privilege to use network and possible disciplinary action (including suspension and/or expulsion).

The Academy administration reserves the right to change these rules at any time.



## SECTION III: Curriculum

For students to be prepared and ready for instructional activities, students will be expected to be at school on time and to have proper instructional materials with them. Teachers will provide parents with a list of supplies needed for each class.

### Primary Classrooms (Kindergarten)

In this program, children enjoy exploring in beautifully prepared Montessori environments. Our classes are designed to offer individualized learning and provide the necessary Montessori materials to help each student develop skills essential for this age group. Each classroom offers the children experiences in the practical life, sensorial, language, math and cultural (geography, history, science, music and art) areas. The materials in these curriculum areas are self-correcting. This enables each child to gain greater confidence and perfection through his/her choice and repetition. Children gain a sense of independence as they take an active role in the Montessori environment. Below is a list of skills students in the Preprimary program work toward developing.

#### Practical Life develops:

- Independence
- Coordination
- Fine motor development
- Sense of order
- Concentration

#### Sensorial develops:

- Differentiating the five senses
- Improving each of the five senses
- Building a foundation for learning

#### Mathematics develops:

- Number concepts
- Operations
- Mathematical thinking
- Time and money
- Measuring Language

#### Language Arts develops:

- Letter sounds
- Handwriting
- Grammar
- Vocabulary
- Reading

#### Additional Studies:

- Geography
- History
- Science
- Art
- Music

### Lower Elementary Class (1-3)

Freedom of movement, open work areas and uninterrupted blocks of time for individual and group projects help to support the child's drive toward autonomy. Students are guided through a rich and challenging curriculum as they continue to work both individually, and in small groups. The program permits a variety of approaches using colorful manipulatives that make sense of abstract principles. The subject matters include math, reading, grammar, sentence analysis, penmanship, spelling, creative writing, geography, history, general science, botany, zoology, and art.

Montessori reminds us of these important tendencies at the elementary age:

- ⇒ The child's mind moves from the concrete to abstract reasoning.
- ⇒ The child develops a moral sense.
- ⇒ Children are fascinated with the grandeur of the world at large. They have continual drive to explore our natural and social environment.

## **Upper Elementary (4-6)**

The upper elementary curriculum is built upon the foundation laid in the primary and lower elementary classrooms. New materials are introduced as the child moves from concrete to abstract thinking. The curriculum is integrated, individualized, academically challenging and meets the developmental needs of each child, intellectually, socially, physically and emotionally. The students experience individual, small and large group lessons and projects. Subject areas include: Language Arts (penmanship, spelling, grammar, reading, study of words, creative writing, sentence analysis and diagramming of sentences), Math (arithmetic, geometry, algebra), Geography (physical, political, and economical), History, Science (botany, human anatomy, zoology, astronomy, chemistry, physics) and Practical Life (cooking, sewing, cleaning, community service). Children build time lines, record science experiments, research and present written reports and projects, and learn computer skills. Field trips that relate to areas of study are scheduled to enhance the child's learning experience. Organizational skills and independence are developed using classroom work plans, homework planners and weekly schedules. Class meetings encourage cooperative efforts as questions of right and wrong lead to discussions on fairness, rules and procedures. Also, literature circles serve as a venue for discussions about character development, responsibility and accountability in our personal lives.

## **Middle School (7-8)**

The middle school curriculum is built upon the Montessori foundation laid in the prior levels and takes the ideals of movement, choice, intrinsic motivation, and collaborative group learning to the next level for secondary abstract learners. The curriculum is integrated, individualized, academically challenging and meets the developmental needs of each child, intellectually, socially, physically and emotionally.

Subject areas include: Language Arts (grammar, reading, study of words, creative and expository writing, grammar, vocabulary and etymology), Math (arithmetic, geometry, algebra), Geography (physical, political, economical), Social World and History, Natural World (life science, physical science, earth science, chemistry) and Practical Life (economics and business, sewing, health and nutrition, community service). Students build time lines, experience hands-on learning, research and present written reports and projects weekly and enhance technology and social skills. Related immersion activities and trips complement the curriculum.

Additionally, to support adolescents in their Personal World during this time of change, students work and reflect daily to develop and define their identity. Organizational skills, personal accountability, and independence are developed using daily, weekly and cycle-long management and communication tools. Daily morning meetings encourage citizenship, a necessary sense of fun, and grace and courtesy, as well as providing the integral social needs of the adolescent learner.

## **Multi-Age Grouping**

A Montessori classroom is a mixed age group of students who stay with the same teacher for several years. They become a unique "family" of learners. Every child is given opportunities to find success in his or her own personal development. This grouping leads to peer tutoring and cooperative learning. Some of the benefits include:

- ⇒ Continuous learning
- ⇒ Respect for the individual child
- ⇒ Family unit
- ⇒ Cooperative social interaction
- ⇒ Cross age learning
- ⇒ Mentoring/leadership
- ⇒ Several years with the same teacher

Montessori students are unusually adaptable. Since they have learned to make decisions from an early age, they are usually problem solvers who can manage time well and make appropriate choices. They have been encouraged to exchange ideas. Their good communication skills ease the way in new settings.

## **Report Cards/Conferences/Progress Reports**

Parents will have an opportunity to meet with their child's teacher to receive a progress report on the child's academic, behavioral, and citizenship progress. Parents are encouraged to discuss the information on the progress report with their child and to encourage excellence in achievement and behavior. The purpose of report cards is to communicate to parents and students the child's progress on the knowledge and skills the student is working on in class and to provide insight into the child's behavior.

## **Portfolios**

Your child's teacher will work with your child to compile a portfolio of his or her work throughout the year in all academic and interest areas. The portfolio will provide a documented record of your child's developing knowledge base, skills, and work quality.

## **Character Education**

Light of the World Academy is committed to the development of responsible adults and successful leaders of the future. We work to build a strong, supportive community of learners in each classroom. Communication skills, conflict resolution, grace and courtesy, team building activities and character traits education are a vital part of our Montessori curriculum.

# **SECTION VI: Required Legal Notices**

## **Equal Education Opportunity/Civil Rights Designee**

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

Any person who believes that s/he has been discriminated against on the basis of his/her, race, color, ethnicity, national origin, sex, (including sexual orientation or gender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, while at the Academy, or an Academy activity, should immediately contact the School Leader or designee below.

Complaints will be investigated in accordance with the administration's guidelines, established by the Academy. Any student making a complaint or participating in an academy investigation will be protected from any threat or retaliation. The School Leader or designee can provide additional information concerning equal access to educational opportunity.

Parents or students who wish to file a complaint or believe any of their Federal or State rights have been violated (including nondiscrimination under Title II, Title IV, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Americans with Disability Act, and Section 504 of the Rehabilitation Act of 1973) should contact:

Civil Rights Representative/Compliance Officers: Alexis Salisbury & Patrick Ritt

Website Accessibility Coordinator: Amy Williams, Office Manager, 550 E. Hamburg St. Pinckney, MI, (734) 720-9760 and [amy@lotwa.org](mailto:amy@lotwa.org)

or the Office for Civil Rights 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812 , 216-522-4970, Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov).

## **Title IX Notice**

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. Title IX protects students, staff members, applicants for admission and employment, and other persons from all forms of sexual harassment, sexual violence and sex discrimination.

The Academy does not discriminate on the basis of sex in its education programs or activities, and is required by Title IX and its implementing regulations not to discriminate. This requirement extends to admission and employment at the Academy.

The Academy's Title IX Coordinator is Amy Williams, Officer Manager. She may be reached at (734) 720-9760 , via email [amy@lotwa.org](mailto:amy@lotwa.org) or at 550 E. Hamburg St. Pinckney MI, 48169

Any questions related to the application of Title IX and its implementing regulations to the Academy may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Academy's grievance procedures provide for the prompt and equitable resolution of complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. These procedures address how to report or file a complaint of sex discrimination, how to report or file a formal complaint, and how the Academy will respond.

These grievance procedures are posted on the Academy's website and are available here - <https://www.lightoftheworldacademy.org/>

## **Student Assessments**

The Academy administers state-mandated M-STEP tests at grades 3-8. In addition, the Academy administers a computer based adaptive assessment, to all grades as a universal screener, three times per year as required by our Charter Contract with Grand Valley State University. This enables us to more effectively and accurately monitor the growth and identify the needs of our students. The results of the state assessment tests and the computer-based test are used to guide instruction and assist in the improvement of curriculum and instruction. Parents will be sent individual scores of their children, when available. Test scores will be included in the child's cumulative folder.

## **Post-Secondary Enrollment Option**

Although the Academy does not offer high school and college credit while a student is at the elementary level, as a student progresses through their academic journey, they will have opportunities to receive post-secondary credits while enrolled in the Secondary school of their choice. Secondary schools contain programs such as dual enrollment and advanced placement. These future opportunities highlight the importance of good study habits and academic success at the elementary level.

## **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 rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all Academy rules, procedures and code of conduct.

Parents have the right to know how their child is succeeding at the Academy and 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 are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her education goals.

## **Parent/Family Involvement**

Our educators and faculty are driven by personal relationships with students and their parents or caregivers. The teachers and administration will use a developmental lens to view every child's personality, confidence level, family circumstance and learning style in order to best serve the individual learner. These relationships also help us to know when we as a community can come alongside the families that need or want our support.

Our physical building is offered to the community as a safe and welcoming environment for social and civic activities, extracurricular clubs, fitness classes, educational outreach and more. We will continue to be a warm home not only to our children, but also to their parents, grandparents and neighbors.

Light of the World Academy enjoys a cooperative spirit between families, caregivers and school staff.

There are many opportunities for parents, caregivers and extended families to partner with the school. These include:

- Volunteer in the classrooms as a volunteer reader or teacher helper.
- Take part in afterschool clubs and activities (including Theater Club, sports clubs, outreach projects, etc.), as well as school outings (including our annual Great Wolf Lodge/Kalahari trip, our fall outing, our Meet You at the Park event and more) and field trips.
- Taking part in our fall and spring cleanup days.
- Parents can sit on various school committees.
- Parents can volunteer to chair or help with our many local and global outreach programs, including 5K Run for the Gold; We Day Event; and our annual fundraiser auction.

Light of the World Academy believes that ongoing communication with families is essential to the success of the student. Light of the World Academy communicates in several ways, including:

- Formally scheduled parent-teacher conferences during the school year. The staff is always available to meet outside these times to discuss student progress, special circumstances and other matters.
- The Academy will distribute a newsletter on a regular schedule. The newsletter contains information about school activities and programs as well as an updated calendar for the month. For the good of the environment, we will send newsletters through email unless a paper copy is specifically requested.
- Newsletters from each class.
- The staff makes themselves available for communication with families before and after school.
- The staff can be reached via phone or email.
- We have an active Facebook page and website that keeps families informed about school activities and news.
- Connecting families in need with community resources.
- For special circumstances, we can design daily or weekly communication systems. These include individual learning challenges, health situations, family circumstances, etc.

We have several events during the year that help facilitate parent involvement, including:

- Orientation meetings, curriculum nights, parenting classes and support opportunities.
- School participation in community events (fairs, festivals, parades, etc.)

# Visiting the Academy

All visitors including volunteers, parents and other family members included must register in the school office. A daily sign-in sheet will be available for the use of parents and pre-approved visitors to visit in the school. Please stop in the office, sign-in, and tell the school secretary whom you wish to visit. Sign-in and approval procedures are necessary for the safe protection of our children and to avoid disruption of classes'

Visitors will be required to secure permission of the administration to be on school grounds. Visitors who are not known by the school secretary or administration will be required to present a form of official identification, for example, driver's license, to have their request to visit in the school or to be on school grounds approved. No one is to bypass the office and go directly to the classroom or to the playground area. The staff must provide safe, secure supervision of all children. Parents are always welcome to visit in classrooms and are requested to make advanced arrangements with the teacher for in-class visitation. Children who are not students at the school are not permitted to visit classrooms during school hours unless pre-authorized by the classroom teacher.

Children accompanying visiting parents must be directly supervised at all times inside the school building, on the playground, and in the parking lot and walkways. This applies to Academy-enrolled children before school and after school hours and to non-Academy-enrolled children at all times.

The Academy strictly prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Academy for the purpose of school activities (subject to a few exceptions below and as permitted by law). These settings include Academy-sponsored events (both on and off Academy property and traveling to and from such events), Academy premises (leased, owned or used by the Academy), Academy vehicles, and at any activity authorized or approved by the Academy. Any person who violates the policy will be referred to law enforcement.

Certain weapons may be excluded from this policy if:

- a. The weapon is under the control of law enforcement personnel
- b. The weapon is pre-approved by the School Leader to be used as part of a class or individual presentation, with adult supervision, and the weapon is used for the purpose and manner approved. (Working firearms and any ammunition will never be approved)
- c. The weapon is merely a non-dangerous theatrical prop, only used in appropriate settings
- d. The weapon is a starter pistol used in appropriate events
- e. The weapon is under the control of a properly licensed retired police or law enforcement officer.

Visitors, who are rowdy, commit a verbal assault on the premises, or who are otherwise disorderly, will be asked to leave the premises; this type of behavior is unacceptable.

## Sex Offenders

Visitors, including parents, who are registered sex offenders, are required to so notify the Academy administration before they visit the Academy and to strictly comply with all applicable school safety legislation. The Academy administrator may impose conditions on the presence of registered sex offenders on Academy premises, or at Academy functions, as he or she deems reasonable and appropriate.

Parents/Guardians, who are registered sex offenders, must safely and expeditiously drop off their children and pick them up during the prescribed times for drop off and pick up and then promptly and safely exit the Academy premises. The Academy administration may allow additional access for registered sex offenders, who are parents/guardians of a registered student, to school grounds under the following conditions:

- Prior permission from the Academy administration is required.
- The offender must check in at the school office immediately upon arrival.
- May not observe or visit a classroom when students are present except for specified family events. During these family events, the offender must stay in view of a staff member at all times.
- If a staff escort is assigned to them, the offender must stay with that escort during their entire stay.
- The offender must leave school grounds immediately upon conclusion of their business.
- The offender must leave school grounds immediately if requested to do so by an Academy administrator or his/her designee.

## Messages to Students and Staff

Messages to students and or staff must be dropped off or called into the school office. Messages will not be delivered when it will disrupt classroom activities. Parents are encouraged to communicate the message as early as possible to ensure timely delivery to the proper person. All staff members have email accounts that parents and guardians can communicate. Safe, secure classrooms and disruption-free instruction require us to seek cooperation of parents, by not going directly to the classroom to deliver messages.

## Protocol for Volunteers

The Academy welcomes and encourages parents to volunteer. The teachers appreciate this adult assistance and have prepared in advance specific tasks that can be readily assigned to their classroom volunteers.

The role of the parent volunteer in the classroom is to assist the teacher(s) in facilitating the learning activities that occur throughout the day. To provide such assistance will require the full attention of the classroom volunteer, and a willingness to work cooperatively with the classroom teacher(s) on behalf of the students in the classroom.

The following guidelines serve as a framework for volunteers in the classroom; we expect that all volunteers will abide by these important guidelines:

1. It is preferred that classroom volunteers make advance arrangements with the teacher(s) regarding date(s), time, and length of service in the classroom whenever possible.
2. To optimize the assistance provided to the teacher and students, parents are not permitted to bring younger siblings/children during their volunteer time.
3. The classroom volunteer must be willing and prepared to:
  - Engage with, and assist any student, or group of students as directed by the classroom teacher(s).
  - Learn and support classroom procedures, social protocols, and routines.
  - Engage in a positive manner with all students, and refer all incidents of injury and/or medical issues to the classroom teacher, as well as any incidents of disruption, non-compliance, or concerning student behavior (i.e., do not engage in disciplinary action with students).
  - If there is more than one parent volunteer in the classroom at the same time, their full attention must be given to assisting the teacher and supporting the students. If the volunteers wish to chat with each other, they must do so outside of the classroom.
  - Do not use cell phones and other electronic devices in the classroom.



- Photographs and video recordings (including cell phone recordings) taken on academy property, in an academy vehicle, or at any academy sponsored activity or event shall not be published without the expressed prior consent by a member of the School Leader.
- 4. Confidentiality is of the utmost importance, especially when parents volunteer in the classroom and school. Communication of personal and educational information regarding students, parents, staff or administration must be regarded as confidential and safeguarded.
- 5. Volunteers must not be privy to student personal and educational information in the course of the duties assigned to them (i.e. copying move-up certificates, helping with report cards, transferring assessment data of any kind, etc....)

The purpose of these guidelines is to ensure that the learning environment is optimized for students. We appreciate the cooperation of parents in following these important guidelines, and we are very appreciative of those parents who are able and willing to dedicate their time to supporting the education of all students.

All volunteers working with students must be in a location that is visible to teachers and staff (i.e., not alone in a room or office with no visibility).

## **Background Checks**

In order to provide a safe environment for all Academy students, volunteers (including parents) may be screened through internet sites, such as the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) or other similar site for background checks, prior to volunteer assignments. Volunteers are required to submit a form and a copy of their driver's license for this purpose. The School Leader may impose conditions on the presence of volunteers, as he or she deems reasonable and appropriate. Any decisions made by the Academy are final and are subject to the Academy's sole discretion. The School Leader may be contacted for any questions or for further information.

## **Search and Seizure of Student's Person, Lockers, Locker Contents and Motor Vehicles**

All lockers, cubbies, and other storage places assigned to students are the property of the Academy. At no time does the Academy relinquish its exclusive control of these storage places. Students have no expectation of privacy in lockers, cubbies or other school-supplied storage areas. The School Leader or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the School Leader or his/her designee. The School Leader or his/her designee may search lockers, locker contents, cubbies or other school-supplied storage areas, as well as open lockers for repairs, at any time, without notice and without parental/guardianship or student consent.

The Academy assigns lockers, cubbies, and other storage places to its students for the students' convenience and temporary use. Students are to use these storage areas exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use these storage areas for any other purpose, unless specifically authorized by Academy board policy or the School Leader or his/her designee, in advance of students bringing the items to the Academy. Students are solely responsible for the contents of their lockers, cubbies and other storage places and must not share these storage areas with other students, nor divulge locker

combinations to other students, unless authorized by the School Leader or his/her designee. The locations at which searches of students and student property may be conducted are not limited to the Academy building or at Academy property, but may be conducted wherever the student is involved in a school-sponsored function.

The School Leader or his/her designee may search a student and/or a student's personal items in the student's possession (such as but not limited to purses, backpacks, lunch boxes, book bags, etc.) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated, is violating, or is about to violate either state law, Board policies or Academy rules. A student's failure to permit searches and seizures as provided in this policy will be considered insubordinate and will be disciplined under the gross misdemeanors section of the discipline code of conduct.

The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive given the student's age, gender and the nature of the infraction. If a pat down search of a student's person is conducted, it will be conducted in private by an Academy official of the same sex and with an adult witness of the same sex present. Strip searches are prohibited.

Academy computers, software and internet access are school property. Students are only authorized to use Academy computers and other similar educational technology consistent with the educational mission of the Academy. Academy officials may search school computers, software and internet access records at any time for any reason and without student consent.

The School Leader or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a search. The School Leader or his/her designee shall supervise the search. In the course of a search, the School Leader or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against Academy policy and rules.

When conducting searches, the School Leader or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the School Leader or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property.

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the School Leader or his/her designee will be seized and held by Academy officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen years of age or older, shall be notified by the School Leader or his/her designee of items removed from the storage area.

## **Individuals with Disabilities**

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Contact administrative staff to inquire about evaluation procedures and programs. Alexis Salisbury is the Section 504 Coordinator.

## **Children and Youth in Transition**

It is the policy of the Academy to ensure that students who meet the Federal definition of children and youth in transition have equal access to the same free, appropriate public education as provided to other students. In addition, these students are given meaningful opportunities to succeed at the Academy. The Board annually appoints a McKinney-Vento Homeless Liaison to perform all duties as legally required. The Academy's Homeless Liaison is the School Leader.

The Academy is committed to ensuring that there is no barrier to enrollment, attendance, or the success of children and youth in transition. In addition, children and youth in transition will not be discriminated, stigmatized or segregated on the basis of their status.

The Academy's Homeless Liaison collaborates and coordinates with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth. Anyone seeking additional information regarding homeless students should contact Alexis Salisbury at 734-720-9760.

## **English Learner**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of an academy. It is, therefore, the policy of the Academy that those students identified as English Learners will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the Academy. Parents should contact the School Leader at 734-720-9760 to inquire about procedures and programs offered by the Academy.

## **Access to Student Records**

The Academy maintains many student records including both directory information and confidential information. Educational records of students at the Academy are safeguarded by policies under the federal legislation entitled Family Educational Rights and Privacy Act of 1974 (FERPA) and Michigan law. Parents/guardians and/or students (eighteen years of age or older) may inspect and review their student's records, request amendment or changes to their student's file, may prevent disclosure to third parties (certain limited exceptions) and may file a complaint concerning alleged failure of the Academy to comply with FERPA. The Academy is not required to provide copies of student records, unless for reasons such as great distance, it is impossible for the parent/guardian to review the records. The Academy may charge a fee for copies of the student's records.

If the Academy receives a record request from another school the Academy will send, without consent, personally identifiable student information to that other school. FERPA authorizes the release of personally identifiable information from the student's education records to school officials with legitimate educational interests. The term "school official" includes Academy administrators, staff, teachers, supervisors, Board members, support staff or contractors to whom the Academy has outsourced institutional services or functions. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

If requesting student records, please contact the Academy office to begin this process and allow up to 45 days for the school to comply with your request.

Parents or eligible students who wish to amend a student record should contact the School Leader or designee, clearly identify the part of the record they want to amend, and specify why it needs to be amended. If the Academy wishes not to amend the student record as requested, the Academy will notify the parent or eligible student of their decision and of their right to an appeal regarding the decision.

Any complaints regarding FERPA should be directed to:

Family Policy and Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202 -5920

## Directory Information

The Family Education Rights and Privacy Act ("FERPA") requires that the Academy, with certain exceptions, obtain the written consent of the parent or guardian of a student prior to the disclosure of personally identifiable information from their child's education records. However, the Academy may disclose appropriately designated "directory information" without written consent, unless you have submitted a signed opt-out form to the Academy. The primary purpose of directory information is to allow the Academy to include this type of information from your student's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Individual or group recognition of achievement and /or accomplishments;
- Graduation programs; and
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks

If you do not want the Academy to disclose directory information from your child's education records you must submit a signed opt-out form to the Academy. The Academy has designated the following information as directory information:

- student's name
- participation in officially recognized activities and sports
- address (except for students participating in the address Confidentiality Program Act)
- telephone numbers (e.g., home, cell, etc.)
- weight and height of members of athletic teams
- Academy assigned electronic mail address
- photograph/video/DVD/electronic image

- honor roll and awards received
- date and place of birth
- dates of attendance
- grade level and/or classroom assignment

Legal Ref.: Section 9528 of the ESEA (20 USC §7908), as amended by the Every Student Succeeds Act of 2015; the Education Bill; 10 USC §503, as amended by §554; the National Defense Authorization Act for Fiscal Year 2002 (PL 107-107); Family Education Rights and Privacy Act of 1974, 20 USC §1232g.

## **Teacher and Para-professional Qualifications**

All of the teachers at the Academy are properly certified and are teaching in the areas that they are certified to teach. Each teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate. Academy teachers and para-professionals are all considered highly qualified. Any parent that wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the School Leader at any time.

## **Review of Instructional Materials and Activities**

Parents have the right to review instructional materials being used in the school and to observe instruction in their child's classroom. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the Academy. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **Preparedness for Toxic and Asbestos Hazards**

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

## **Pesticide Notice**

The Academy is required by Act 451 Part 83 to maintain an effective pest control program for our buildings. As part of an effective pest management program, school buildings and grounds may be treated as needed to control or eliminate pests. The least hazardous methods will always be incorporated to remove pests as per the Michigan Pesticide Control Act. Under most circumstances chemical treatments will be a last resort.

Only a licensed person or company shall be allowed to apply commercial grade pesticides or herbicides. Advance notice of the pesticide application will be given at least 48 hours before the application. Notices of the application will be posted at Academy entrances and on the Academy website. Additional applications may be necessary.

In addition, parents may request in writing to receive written notification at least three (3) day prior to the pesticide application. In case of an emergency, pesticides may be applied without prior notice. The Academy will provide notice of the emergency application as soon as possible.

Parents/guardians may review the Academy's integrated pest management program and records of pesticide applications.

If you have any questions or wish to request prior notification of the application, please contact Alexis Salisbury at 734-720-9760 or [alexis@lightoftheworldacademy.org](mailto:alexis@lightoftheworldacademy.org).

## **Mandated Reporter**

Academy administrators, teachers, counselors and social workers are required by law to immediately report any and all suspected cases of child abuse or neglect to Children's Protective Services at the Department of Human Services. Please be aware that the staff takes this responsibility seriously and will act immediately to meet this reporting requirement of the law.

## **Concussions**

Before a student may participate in an athletic activity (physical education classes, organized practices and competitions) operated by the Academy, student athletes and parents/guardians must review the educational materials found below.

The acknowledgement receipt found at the bottom of the education materials must be signed by both the student and parent/legal guardian and subsequently turned into the School Office.

If a student is suspected of having sustained a concussion, the student must provide the Academy with written clearance from an appropriate health professional before the student can return to physical activity. The health professional must be licensed or authorized to engage in a health profession whose scope of practice includes the recognition, treatment, or management of concussions. Schools will closely scrutinize any written medical slips submitted by students to make sure that an appropriate health professional has authorized their release.



# Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

## WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports **one or more** symptoms of concussion listed below after a bump, blow, or jolt to

### Did You Know?

- Most concussions occur *without* loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETES
Appears dazed or stunned	Headache or "pressure" in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness ( <i>even briefly</i> )	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can't recall events <i>prior</i> to hit or fall	Confusion
Can't recall events <i>after</i> hit or fall	Just not "feeling right" or "feeling down"

## CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

## WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

### *Remember*

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

## WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

It's better to miss one game than the whole season. For more information on concussions, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

\_\_\_\_\_  
Student-Athlete Name Printed

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Printed

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date



# Student Agreement

I will work to the best of my ability. Therefore, I will strive to do the following:

- Support LOTWA mission and vision
- Come to school ready to learn.
- Return my assignments and home activities completed and on time.
- Follow the rules of the school.
- Do my part in keeping my school clean and safe.
- Set aside a regular time and place to complete homework.
- Show my school communications and papers to a parent or guardian.
- Attend school regularly and be punctual.
- Have the supplies I need for class.
- Show respect for myself, my school, and other students.

I will support the code of conduct and policy as outlined in this document.

---

Student Signature

Date

---

# Parent Agreement

I want my child to achieve. Therefore, I will encourage him or her by doing the following:

- Support LOTWA mission and vision
- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Encourage my child's efforts to do his or her best.
- Encourage positive attitudes.
- Stay aware of what my child is learning.
- Attend parent---teacher conferences and other school functions.
- Communicate with teachers and/or school officials regularly.
- Supervise the completion of homework and projects, being careful to guide learning.
- Establish time for sharing daily school experiences and completing homework.
- Read with my child and let my child see me read.
- Provide at least 15 volunteer hours to support the school.
- Provide nutritious lunches and snacks that follow school policy.

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Parent /Guardian Signature:

Date:

---

Print Student name

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Grade Level

---

Print Teacher name

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# Acknowledgment

I have received and reviewed the 2021 – 2022 Light of the World Academy Family Handbook, including the student code of conduct. I agree to abide by the policies and procedures contained therein, including the policies in the student code of conduct. I understand that the policies contained in the handbook may be added to, deleted, or changed at any time.

Please complete this form and return to the school office.

List all children attending the Academy:

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Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_