



2023 – 2024

STUDENT & PARENT HANDBOOK

Student/Parent Handbook

for the

Gerald Dawkins Academy

Welcome to the Gerald Dawkins Academy! All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Mark Frost, Academy Principal **616-219-0027**

Dia Noble, Academy Office Manager **616-219-0027**

Adopted by the Board of Directors on September 12, 2023.

Board of Directors

Mr. Jerry McComb (President)
Rev. Jerry Bishop (Vice President)
Mr. Brian Cloyd (Treasurer)
Dr. Andrea Smith (Secretary)

Master Calendar

2023-2024 Gerald Dawkins Academy Staff Calendar

Month	Su	Mo	Tu	We	Th	Fr	Sa	Important Dates
August	30	31	1	2	3	4	5	August 8-August 18—Staff PD TBD! August 22—First Day of School! August 28— Staff Meeting (4:15-5:00)
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31	1	2	
September	3	4	5	6	7	8	9	September 1 & 4 – Building Closed (Labor Day)
	10	11	12	13	14	15	16	September 11 – Staff Meeting (4:15-5:00)
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	September 25 – Early Release @ 2:35 (Students) / Staff PLC (3:00-4:30)
October	1	2	3	4	5	6	7	October 9 – Staff Meeting (4:15-5:00)
	8	9	10	11	12	13	14	October 12 – Half Day (Students) / Conferences (1:00-7:00)
	15	16	17	18	19	20	21	October 13 – NO SCHOOL (Students) / Staff PD (8:30-3:00)
	22	23	24	25	26	27	28	October 23 – Early Release @ 2:35 (Students) / Staff PLC (3:00-4:30)
	29	30	31	1	2	3	4	
November	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	November 13 – Staff Meeting (4:15-5:00)
	19	20	21	22	23	24	25	November 22, 23 & 24– NO SCHOOL (Thanksgiving Break)
	26	27	28	29	30	1	2	November 27 – Staff Meeting (4:15-5:00)
December	3	4	5	6	7	8	9	December 1 – End of 1 st Trimester (Grades Due: December 8)
	10	11	12	13	14	15	16	December 11 – Early Release @ 2:35 (Students) / Staff PLC (3:00-4:30)
	17	18	19	20	21	22	23	December 22 – Half Day (Students) / Staff Records Comp. Day (1:00-3:00)
	24	25	26	27	28	29	30	December 25 – January 5 – NO SCHOOL (Holiday Break)
January 2024	31	1	2	3	4	5	6	
	7	8	9	10	11	12	13	January 8 – Staff Meeting (4:15-5:00)
	14	15	16	17	18	19	20	January 15 – NO SCHOOL! (MLK Day)
	21	22	23	24	25	26	27	
February	28	29	30	31	1	2	3	January 29 – Early Release @ 2:35 (Students) / Staff PLC (3:00-4:30)
	4	5	6	7	8	9	10	February 9 – NO SCHOOL (Students) / Staff PD (8:30-3:00)
	11	12	13	14	15	16	17	February 12 – Staff Meeting (4:15-5:00)
	18	19	20	21	22	23	24	February 19 & 20 – NO SCHOOL (Mid-Winter Break)
March	25	26	27	28	29	1	2	February 26 – Early Release @ 2:35 (Students) / Staff PLC (3:00-4:30)
	3	4	5	6	7	8	9	March 8 – End of 2 nd Trimester (Grades Due: March 15)
	10	11	12	13	14	15	16	March 11 – Staff Meeting (4:15-5:00)
	17	18	19	20	21	22	23	March 21 – Half Day (Students) / Student-Led Conferences (1:00-7:00)
April	24	25	26	27	28	29	30	March 25 – Early Release @ 2:35 (Students) / Staff PLC (3:00-4:30)
	31	1	2	3	4	5	6	March 29-April 5 – NO SCHOOL (Spring Break)
	7	8	9	10	11	12	13	April 8 – Staff Meeting (4:15-5:00)
	14	15	16	17	18	19	20	
May	21	22	23	24	25	26	27	April 22 – Early Release @ 2:35 (Students) / Staff PLC (3:00-4:30)
	28	29	30	1	2	3	4	May 6 – Staff Meeting (4:15-5:00)
	5	6	7	8	9	10	11	May 20 – Early Release @ 2:35 (Students) / Staff PLC (3:00-4:30)
	12	13	14	15	16	17	18	May 27 – NO SCHOOL (Memorial Day)
June	19	20	21	22	23	24	25	May 31 – End of 3 rd Trimester (Final Grades Due: June 7)
	26	27	28	29	30	31	1	June 3 – Staff Meeting (4:15-5:00)
	2	3	4	5	6	7	8	June 6 – Last HALF Day of School (Students) / Staff PD (12:30-4:00)
	9	10	11	12	13	14	15	June 7 – Full Day for Records / Clean-up (Last Day for Staff)

Master Schedule

Huisken-K	Faubin-K	Holwerda-1st	Smith-2nd	Bacon-3rd
8:25-8:45 Breakfast	8:25-8:45 Breakfast	8:25-8:45 Breakfast	8:25-8:45 Breakfast	8:25-8:45 Breakfast
8:45-9:00 SEL	8:45-9:00 SEL	8:50-9:30 Reading Knowledge (A)	8:45-9:00 SEL	8:45-9:00 SEL
9:00-9:40 Reading Knowledge (A)	9:00-9:40 Reading Knowledge (A)		9:00-9:45 Reading Knowledge (A)	9:00-9:45 Movement & STEAM
9:40-10:40 Reading Skills	9:40-10:40 Reading Skills	9:30-10:30 Reading "Skills"	9:50-10:35 Movement & STEAM	9:50-11:35 Math
10:40-11:05 Reading Knowledge (B)	10:40-11:05 Reading Knowledge (B)	10:30-10:50 Knowledge (B)	10:35-11:35 Reading "Skills"	
11:10-11:30 Recess	11:10-11:30 Recess	10:55-11:10 SEL		
11:30-11:50 Lunch	11:30-11:50 Lunch	11:30-11:50 Lunch	11:35-11:55 Recess	11:35-11:55 Recess
11:50-12:25 Stretch Time	11:50-12:25 Stretch Time	11:50-12:25 Stretch Time	11:55-12:15 Lunch	11:55-12:15 Lunch
12:25-1:55 Math	12:25-1:55 Math	12:25-1:10 Movement & STEAM	12:15-12:45 Stretch Time	12:15-12:45 Stretch Time
			12:45-1:15 Knowledge (B)	12:45-1:50 Reading
1:55-2:10 Recess	1:55-2:10 Recess	1:10-2:50 Math	1:15-2:50 Math	
2:10-2:55 Science/Social Studies	2:10-2:55 Movement & STEAM	2:50-3:05 Recess	2:50-3:05 Recess	2:50-3:05 Recess
2:55-3:40 Movement & STEAM	2:55-3:40 Science/Social Studies			
		3:05-3:40 Science/Social Studies	3:05-3:40 Science/Social Studies	3:05-3:40 Science/Social Studies
Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Directors and Administrative Guidelines developed by the School Leader. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August, 2023. If you have questions or would like more information about a specific issue or document, contact your School Leader, or access the document on the Academy's website: www.dawkinsacademy.org .
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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. If any of the policies or administrative guidelines referenced are revised after August 1, 2023, the language in the most current policy or administrative guideline prevails.

This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the School Leader.

The board reserves the right to make changes and/or additions to this document. The school will make changes known to the community via the website.

MISSION OF THE ACADEMY

Gerald Dawkins Academy ensures a dynamic and equitable learning community where students, families and teachers will learn, lead, aspire, and achieve optimal intellectual growth.

VISION OF THE ACADEMY

Students and their families will grow and thrive as productive citizens in our global world. Gerald Dawkins Academy will instill in future generations the power of learning and the importance of giving back to their communities.

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that they have been discriminated against on the basis of their race, color, age, disability, religion, belief, gender, sexual orientation, or national origin, while at the Academy or an Academy activity should immediately contact the Academy Principal or the Academy's Compliance Officer listed below:

Angela O'Brien
Director of Business Operations
(517) 281-8626

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

PARENT INVOLVEMENT

The Board of Directors recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the Academy policy.

The Elementary and Secondary Education Act (ESEA), as amended by Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental and Family Engagement Plan by which a school-partnership can be established and provided to the parent of each child in the Academy. The plan must encompass parent participation, through meetings and other forms of communication. The Parental and Family Engagement Plan shall reflect the Board's commitment to the following:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools; ^{1,2}
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; ^{1,2}
4. providing coordination, technical support and other support to assist schools in planning and implementing family engagement activities. ²

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities; ^{1,2}

3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable; ^{1,2}
5. providing information and involving families in monitoring student progress; ²
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; ^{1,2}
7. preparing families to be involved in meaningful discussions and meetings with school staff. ^{1,2}

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities; ²
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family engagement events. ²

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; ^{1,2}
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home. ¹

E. Engaging Families in Decision Making and Advocacy

1. engaging families as partners in the process of school review and continuous improvement planning; ²
2. engaging families in the development of its Academy-wide parent and family engagement policy and plan and distributing the policy and plan to families. ^{1,2}

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources; ^{1,2}
2. coordinating and integrating parent and family engagement programs and activities with Academy initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. ^{1,2}

Implementation

The School Leader will provide a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the Academy's continuous improvement, and individual school improvement plans. The Academy's plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the Academy plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

ACADEMY DAY

Office Hours (8:15-4:15)

**Doors open at 8:25

Breakfast (8:25-8:45)

School Hours (8:45-3:45)

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. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of the student's behavior.

Parents have the right to know how their child is succeeding in school 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 the child's educational goals.

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

STUDENT WELL-BEING

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

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

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

INJURY AND ILLNESS

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

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

Homebound Instruction

The Academy shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the Academy administration regarding procedures for such instruction. Applications must be approved by the principal. The Academy will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE ACADEMY

In general, State law requires students to enroll in the Academy in which their parent or legal guardian resides; unless enrolling under the Academy's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school/academy must have an official transcript from their previous school/academy in order to have credits transferred. The office administrator will assist in obtaining the transcript if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Academy Liaison for Homeless Children with regard to enrollment procedures.

A student who has been expelled or otherwise removed for disciplinary purposes from a public school in Michigan or another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the Academy during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the Academy had the student committed the offense while enrolled in the Academy. Prior to denying admission, however, the School Leader shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the School Leader determines to be relevant.

SCHEDULING AND ASSIGNMENT

The school leader will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the school leader.

EARLY DISMISSAL

No student will be allowed to leave the Academy prior to dismissal time without a written request signed by a person whose signature is on file in the Academy office or the parent coming to the Academy office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE ACADEMY

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

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

WITHDRAWAL FROM THE ACADEMY

No student under the age of eighteen (18) will be allowed to withdraw from the Academy without the written consent of the student's parents.

IMMUNIZATIONS

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

ANNUAL HEALTH INFORMATION FORM

The Board has established a policy that every student must have an Annual Health Information Form completed and signed by the student's parent in order to participate in any activity off Academy grounds. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year.

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the School Leader before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the School Leader's office.
- D. Medication that is brought to the office will be properly secured.

- E. Any unused medication unclaimed by the parent will be destroyed by Academy personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the School Leader and updated annually.

Nonprescribed (Over-the-Counter) Medications

No staff member will be permitted to dispense nonprescribed, over-the-counter (OTC) medication to any student.

Parents may authorize the Academy to administer a nonprescribed medication using a form which is available at the Academy office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to nonprescribed medications. The student may be authorized on the request form by their parent to self-administer the medication in the presence of a staff member. No other exceptions will be made to these requirements.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because an 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 Academy's 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 diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Mark Frost (Principal) at 616-219-0027 or Amaris Porter (Academy Special Education Teacher) at 616-219-0027 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the Academy. It is, therefore the policy of this Academy that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the Academy. Parents should contact Mark Frost (Principal) at 616-219-0027 to inquire about evaluation procedures and programs offered by the Academy.

STUDENT RECORDS

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

Neither the Board nor its employees shall permit the release of the social security number of a student, except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Each year the Educational Service Provider shall provide public notice to students and their parents of the Academy's intent to make available, upon request, certain information known as "directory information."

The Board designates as student “directory information”:

- A. a student’s name;
- B. dates of attendance.

The Academy designates Academy-assigned email accounts as “directory information” for the limited purpose of facilitating students’ registration for access to various online educational services, including mobile application/apps that will be utilized by the student educational purposes.

The Educational Service Provider will also develop a list of uses for which the Academy commonly would disclose a student’s directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his or her child’s directory information disclosed for 1 or more of these uses.

Each student’s parent or legal guardian will be provided with the opt-out form within the first 30 days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the Academy by a student’s parent or legal guardian, the Academy shall not include the student’s directory information in any of the uses that have been opted out of in the opt-out form.

Parents and eligible students may also refuse to allow the Academy to disclose any or all of such “directory information” upon written notification to the Academy within 10 days after receipt of the Academy’s public notice.

For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which was presented upon enrollment and is posted on the academy website.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the Academy is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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

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

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

Consistent with the PPRA and Board policy, the School Leader shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

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

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

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

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

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

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

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES, FINES, AND SUPPLIES

Dawkins Academy may charge specific fees for noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to Academy property. The Academy and staff do not make a profit.

The Academy will provide all basic supplies needed to complete the required course curriculum. The student and/or their family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

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

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

Failure to pay fines, fees, or charges may result in the withholding of extracurricular events.

Technology Device Care

Students are not to remove, deface, or alter the identifying stickers, labels, or barcodes on school issued computers in any way, shape, or form. Intentional removal of identifying marks may result in disciplinary action and/or removal of technology privileges.

STUDENT FUND-RAISING

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

- (X) Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- (X) Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.

- (X) Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- (X) Students may not participate in fund-raising activities off Academy property without proper supervision by approved staff or other adults.
- (X) Students may not engage in house-to-house canvassing for any fund-raising activity.
- (X) Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- (X) Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on Academy property without the approval of the School Leader.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the Academy. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the School Leader prior to coming to the Academy. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the Academy alone. It will be necessary for the Academy staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the school principal.

The Academy participates in the National School Lunch Program and makes lunches available to students. Students may also bring their own lunch to school to be eaten in the Academy's cafeteria. No student shall be allowed to leave the Academy premises during the lunch period without specific written permission granted by the School Leader.

Applications for the Academy's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that they are eligible, contact the office administrator.

FIRE, LOCK DOWN AND TORNADO DRILLS

The Academy complies with all fire safety laws and will conduct fire drills in accordance with State law. 5 drills will be conducted throughout the school year, with 3 of the drills occurring before December 1. 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. All drills will be announced over the PA system.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. 2 drills will be conducted throughout the school year, with one of the drills occurring in March. All drills will be announced over the PA system.

Lock down drills in which the students are restricted to the interior of the Academy building and the building secured will occur a minimum of three times each school year, with at least one before December 1 and one after January 1. All drills will be announced over the PA system indicating code red or code yellow.

The Academy shall conduct at least one safety drill during the lunch or recess period or another time when a significant number of students are gathered, but not in the classroom.

EMERGENCY CLOSINGS AND DELAYS

If the Academy must be closed or the opening delayed because of inclement weather or other conditions, the Academy will provide notification of the closing by 6:30am. Closing information will be communicated via:

- SchoolMessenger voice message and text
- Email
- Facebook Announcement

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

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

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

USE OF ACADEMY EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area is in the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be donated at the close of the school year.

STUDENT SALES

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

USE OF TELEPHONES

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

USE OF CELL PHONES AND SMART WATCHES

Students may possess personal communication devices (PCDs) in school, on school property, during after school activities and at school-related functions, however they must be powered completely off and stored out of sight during school hours.

For purposes of this handbook, “personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones, smartwatches (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Distracting behavior that creates an unsafe environment will not be tolerated.

If a PCD is used during school hours, the device will be confiscated by a staff member. A parent or guardian will have to retrieve the device from the school leader.

“Sexting” is prohibited at any time on Academy property or at Academy functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

The school prohibits cyber-bullying, an act involving the use of information and communication technologies, including but not limited to e-mail, text messages, blogs, instant messages, personal Web sites, on-line social directories and communities, video-posting sites, and online

personal polling Web sites, to support deliberate or repeated hostile behavior, by an individual or group, that is intended to defame, harm, threaten, intimidate, or harass students, staff members, or the school during or outside school hours and on or off school premises.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The school assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the School Leader. The School Leader will try to respond to requests for approval within twenty-four (24) hours of their receipt.

The Academy has a central bulletin board located in the front vestibule which may be used for posting notices after receiving permission from the School Leader.

SECTION II - ACADEMICS

CURRICULUM

Reading and Writing

Core Knowledge Language Arts (CKLA): The K–3 program consists of two separate strands of instruction. The Knowledge Strand (referred to as the Listening and Learning Strand) and the Skills Strand. The Knowledge Strand engages students in culturally diverse, interactive read-aloud texts that are fiction and non-fiction based. Students read, think, talk, and write about topics meaningful to them that build understanding across content areas.

The Skills Strand systematically and explicitly teaches students to recognize phonemes in words and then blend sound-by-sound to decode words (i.e., synthetic phonics), using a multisensory approach. Students then apply their learning authentically in engaging, decodable texts. The skills strand contains a deliberate review of skills that are interspersed throughout. In addition, the program explicitly teaches handwriting, spelling, and grammar as well as provides students with guided support in expressive writing.

Social Studies

Core Knowledge History (CKHG): This is a comprehensive, inquiry-based program with built-in alignment to national frameworks and state standards for social studies. It is constructed with inquiry-based instruction at its core, focusing on cross-curricular connections. The focus areas include World History, American history and geography, while integrating topics in civics and the arts. The program builds students' background knowledge and develops oral language acquisition and vocabulary skills.

Science

Core Knowledge Science (CKSci): This program is designed to assist students with 1) Building knowledge of core ideas in life, physical, earth sciences, and engineering design; 2) Developing scientific practices through firsthand experience in scientific inquiry, engineering, and technology; and connecting scientific learning to concepts across various disciplines, such as mathematics and literacy.

Math

Bridges in Math: This program features a combination of whole-group, small-group, and independent multidisciplinary activities that are at first problem centered with student exploration and then broken up into three key areas of teacher led instruction which is a blend of direct instruction, structured investigations, and open exploration. Within this framework there are two main areas, Number Corner and Problems & Investigations.

Social/Emotional

Move This World: A social & emotional learning program that is has been recently developed based on each grade level's individual needs and age range. Students are given daily lessons using technology, movement, actions, and creativity opportunities through a web-based platform that provides students, staff, and families with the skills to develop emotional competencies and understand the world in which they live and function beyond the classroom walls. Students walk away having common language across grade levels and positive ways for expressing their emotions.

GRADES

Standards - Based Reporting of Grades

Standards-based grading measures the mastery of learning targets. It is based on a specific set of standards that students need to meet for each grade/content area. Marks are not a comparison of one student to another, but rather a way to measure how well students are performing on grade-level/content area standards. A standards-based approach allows parents and students to understand more clearly what is expected of students and how to help them be successful.

4-Point Proficiency Scale

Scale Score	Proficiency Rating
4	Beyond Expectation
3	At Expectation
2	Approaching Expectation
1	Developing Expectation

STUDENT ASSESSMENT

K-3rd grade NWEA/MAP in Math and Reading (3x/year)
3rd grade Math and Reading MSTEP

STUDENT GRADE PLACEMENT, ACCELERATION, PROMOTION OR RETENTION

The principal is authorized to make initial grade placement of a student and to promote, accelerate or retain students after initial grade placement. After initial grade placement, a student is expected to progress through the grades one year in each grade receiving the benefits of academic, social and physical growth usually accompanied with a full year of development. On occasion, it may be in the best interest of the student to have a new grade placement, be accelerated more than one grade, or be retained in the current grade. In this event, supporting documentation with interventions already offered to the student will be provided by the school. If a student's parent or teacher believes one of these grade changes should be considered, a written request for consideration should be provided to the principal, including the reasons for such consideration. The final decision regarding placement, acceleration, promotion, or retention of a student rests on the decision of the administrative team.

The principal shall consider the following, when making such decisions:

1. The education record of the student, including but not limited to a student's grades, standardized test scores, reading, speaking and math skills, the curriculum of each grade, the available teacher(s) skill(s) delivering the instruction and available programs
2. Attendance
4. The physical, social and emotional readiness of the student for the curriculum of each grade
5. The recommendation of the student's parents and teachers
6. The applicable laws governing these decisions. The goal of placing, accelerating, promoting or retaining a student is to enhance the opportunity for the student to achieve learning goals, meet state and school performance expectations, and to be prepared for high school, college, and career plans.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

FIELD TRIPS

Field trips are academic activities that are held off Academy grounds. There are also other trips that are part of the Academy's co-curricular and extracurricular program. No student may participate in any Academy-sponsored trip without parental consent. Attendance rules apply to all field trips.

COMPUTER TECHNOLOGY AND NETWORKS

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

The Educational Service Provider may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The Educational Service Provider is directed to prepare procedures which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by minors online.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address. The Educational Service Provider is responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

The Board directs the Educational Service Provider to implement procedures, guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, the Educational Service Provider will implement monitoring procedures for the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

All students who use Academy Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying procedures.

Students will be assigned an Academy-provided email account that they are required to utilize for all Academy-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the Academy with whom they are communicating for Academy-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their Academy-assigned email account when signing up/registering for access to various online educational services/apps.

In order to keep Academy Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all Academy-established cybersecurity procedures for which they have been trained. The Educational Service Provider is responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students are responsible for good behavior when using Academy Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures.

Students may only use Academy Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of Academy Information & Technology Resources that are not authorized by this policy and its accompanying procedures.

The Board designates the Educational Service Provider as the person(s) responsible for initiating, implementing, and enforcing this policy and its accompanying procedures as they apply to students' use of Academy Information & Technology Resources.

SECTION III - STUDENT CONDUCT

ATTENDANCE

Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other Academy activities which cannot be replaced by individual study.

Students at Gerald Dawkins Academy are learning something important every single day!

Truancy

Unexcused absence from the Academy (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 days of truancy, a student will be considered "chronically absent". While extenuating circumstances and appropriate documentation will be considered; chronic absenteeism may result in:

- A. a poor work-ethic grade which will become a part of the student's permanent record
- B. Loss of participation in Academy activities and events and potential expulsion from the academy.
- C. a hearing before a judge in a court of law
- D. a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause acceptable to the School Leader.

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

Parents must provide an explanation for their child's absence by no later than 10:00 am on the day of the absence. They are to call the school office at 616-219-0027 and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the

School Leader, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 5 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in noncurricular Academy activities and events and a notation made on their grading record and/or transcript concerning their frequent absence from school.

Suspension from the Academy

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon the student's return to the Academy. Assignments may be obtained from the classroom teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

Excusable or Approved Absences

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy and the student may be given the opportunity to make up the school work that is missed.

Unexcused Absences

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

Notification of Absence

If a student is going to be absent, the parents must contact the Academy 616-219-0027 by 10:00 am and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the Academy staff will try to help parents improve their child's attendance.

It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or project-based learning opportunities cannot be made up and, as a result, may negatively impact a student's grade.

Tardiness

A student who is not in their assigned location by 8:45 shall be considered tardy. Any student arriving late to school is to report to the Academy office before proceeding to class.

Students are to remain in school until dismissal at 3:45.

If a pattern is established of dropping students off late or picking students up early, parents will be contacted by the school leader.

Vacations During the School Year

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

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact the classroom teacher as soon as possible to obtain assignments.

STUDENT ATTENDANCE AT ACADEMY EVENTS

The Academy encourages students to attend as many Academy events held after school as possible, without interfering with their school work and home activities. Enthusiastic participation helps to build Academy spirit.

All students must be accompanied by a parent or guardian when attending any school event held outside of school hours. The Academy will only admit students who are accompanied by an adult.

Students must comply with the Code of Conduct at Academy events, regardless of the location.

CODE OF CONDUCT

A major component of the educational program at **Gerald Dawkins Academy** is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- (X) abide by national, State, and local laws as well as the rules of the Academy
- (X) respect the civil rights of others
- (X) act courteously to adults and fellow students

- (X) be prompt to Academy and attentive in class
- (X) work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
- (X) complete assigned tasks on time and as directed
- (X) help maintain an Academy environment that is safe, friendly, and productive
- (X) act at all times in a manner that reflects pride in self, family, and in the Academy.

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the Academy environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the School Leader.

Care of Property

Students are responsible for the care of their own personal property. The Academy will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to the Academy.

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

Dress Code

To enable students to reach high academic standards, the school has put in place a dress code designed to reduce distractions. Implementing a dress code promotes student learning and increased academic instruction time. Interpretation of the Dress Code is at the principal and staff's discretion and their decision is final.

Uniform

All students will wear the designated school uniform unless otherwise specified by the principal.

- Polo shirt in navy, light blue or white
- Khaki or navy blue pants, shorts or skirt

General Expectations

Tops

- Shirts and tops must cover the back, shoulders, chest, and midriff. Undergarments must not be visible.
- Spaghetti strap shirts, halter tops, tank tops, undershirts, muscle shirts, sheer, or any other clothing items that show bare midriff are not permitted.

Bottoms

- Pants, capris, and shorts must be fitted or belted at the waist to prevent sagging and undergarments must not be visible.
- Shorts must extend past the mid-thigh (mid-thigh is determined as halfway between inseam and knee).
- Skirts, skorts, dresses, and jumpers must be no more than two (2) inches above the knee in length.
- Pajama pants are not permitted without administrative permission.

Shoes

- For safety reasons, students are required to wear shoes appropriate for indoor and outdoor activity.
- Shoes that are unsafe (for example shoes with wheels) are not permitted.
- Slippers are not permitted without administrative permission.

Headwear & Accessories

- Hats and other headwear, except for religious or medical purposes, must not be worn inside the school building.
- Any jewelry, chain, or other apparel posing a safety risk is not permitted.
- Hair must not obstruct vision or distract from the learning environment.
- Sunglasses are not permitted inside unless for medical purposes.

Miscellaneous

- Revealing clothing is prohibited. All clothing must fit appropriately and must not be excessively tight or loose. Such clothing includes all sheer, low-cut, or otherwise revealing garments.
- Areas typically covered by undergarments must not be visible.
- Clothing, accessories, or grooming may not depict or advertise weapons, alcohol, tobacco, drugs, drug paraphernalia, sexual or obscene language or images, threats, or racial or ethnic slurs/symbols, or promote conduct expressly prohibited by the Student Code of Conduct.
- Wearing, carrying, and displaying gang paraphernalia, names, signs, or symbols is prohibited.
- Spirit week and other special occasion attire may be worn only with administrative permission.

Violation of Dress Code Policy

Dress code will be strictly enforced. Parents/guardians will ensure that their child is dressed in uniform clothing in accordance with the dress code established by Gerald Dawkins Academy. The academy will provide uniform attire in the event that one cannot be afforded.

Repeated violations will result in a referral to the administrative staff for disciplinary action.

TITLE IX SEXUAL HARASSMENT

The Board of Directors of the Gerald Dawkins Academy (hereinafter referred to as “the Board” or “the Academy”) does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the Academy has actual knowledge of Sexual Harassment in its education program or

activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Educational Service Provider employees, students, third-party vendors and contractors, guests, and other members of the Academy community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the Academy's education programs and activities.

STUDENT DISCIPLINE CODE

The Board of Directors has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the Academy staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the Academy's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

(Organized by Rule Number)

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

1. Use of drugs

The Department of Community Health periodically distributes to the Academy the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The Academy is a "Drug Free" zone that extends 1000 feet beyond the Academy boundaries as well as to any Academy activities. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The Academy prohibits the sale, distribution, use, or possession of any form of tobacco. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff

Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

3. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any Academy activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, the student is encouraged to contact the School Leader to discuss the proper way to plan such an activity. Students who disrupt the Academy may be subject to suspension or expulsion.

4. Possession of a weapon

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

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

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

5. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

6. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe Academy environment, students are required to report knowledge of dangerous weapons or threats of violence to the School Leader. Failure to report such knowledge may subject the student to discipline.

7. Purposely setting a fire

Anything, such as fire, that endangers Academy property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

8. Physically assaulting a staff member/student/person associated with the Academy

Physical assault at the Academy against an Academy employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and may subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

9. Verbally threatening a staff member/student/person associated with the Academy

Verbal assault at the Academy against an Academy employee, volunteer, or contractor or making bomb threats or similar threats directed at an Academy building, property, or an Academy -related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

10. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

11. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

12. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

13. False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

14. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

15. Trespassing

Although academies are public facilities, the law does allow the Academy to restrict access on Academy property. If a student has been removed, suspended, or expelled, the student is not allowed on Academy property without authorization of the School Leader. In addition, students may not trespass onto Academy property at unauthorized times or into areas of the Academy determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

16. Theft

When a student is caught stealing Academy property or someone's property, the student will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to the Academy that is not needed for learning without prior authorization from the principal. The Academy is not responsible for personal property. Theft may result in suspension or expulsion.

17. Disobedience

Academy staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

18. Damaging property

Vandalism and disregard for Academy property will not be tolerated. Violations could result in suspension or expulsion.

19. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

20. Unauthorized use of the Academy or private property

Students are expected to obtain permission to use any Academy property or any private property located on Academy premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

21. Refusing to accept discipline

The Academy may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

22. Aiding or abetting violation of Academy rules

If a student assists another student in violating any Academy rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

23. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

24. Possession of Personal Communication Devices (PCDs)

A student may possess a personal communication devices (PCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on Academy property, at after Academy activities, and at Academy related functions provided that during school hours the PCD or other ECD/ESD remains out of sight and off.

Except as authorized under Board policy, use of PCDs and electronic storage devices in school, on Academy property, at after Academy activities and at Academy-related functions will be subject to disciplinary action.

The Academy prohibits the use of any camera or video device from anywhere in the school. A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

25. Violation of individual Academy/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the Academy. Persistent violations of rules could result in suspension or expulsion.

26. Disruption of the educational process

Any actions or manner of dress that interferes with Academy activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

27. Harassment

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the Academy environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the Academy to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on Academy property and to all Academy sponsored activities whether on or off Academy property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to Academy disciplinary procedures. Such behavior is considered harassment whether it takes place on or off Academy property, at any Academy-sponsored function, or in an Academy vehicle if it is considered to have a negative impact on the Academy environment.

Any student that believes they have been/ or is the victim of harassment should immediately report the situation to a teacher, the School Leader or any staff member, or may report it directly to the Director of Educational Support Services at 616-219-0027. Complaints will be investigated in accordance with AG 5517.

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

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

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

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

Harassment, may include, but is not limited to:

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the Academy;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the Academy;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse
- B. pressure for sexual activity
- C. repeated remarks with sexual or demeaning implications
- D. unwelcome touching
- E. sexual jokes, posters, cartoons, etc.
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another

- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history

28. Bullying and Other Aggressive Behavior

It is the policy of the Academy to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at Academy" activities in the Academy, including activities on Academy property and those occurring off Academy property if the student or employee is at any Academy-sponsored, Academy-approved or Academy-related activity or function, such as field trips or athletic events where students are under the Academy's control, or where an employee is engaged in Academy business. Misconduct occurring outside of the Academy may also be disciplined if it interferes with the Academy environment.

Notification

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

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The School Leader is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the Academy reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the Academy program.

Procedure

Any student who believes they have been or are the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the School Leader or designee. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the School Leader should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The School Leader (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit. And should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the School Leader. The School Leader shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, they should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At Academy" is defined as in a classroom, elsewhere on Academy premises or at an Academy-sponsored activity or event whether or not it is held on Academy premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off Academy premises if either owned by or under the control of the Academy.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. 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;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school/academy, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all Academy employees and Board members.

"Third parties" include, but are not limited to, coaches, Academy volunteers, parents, Academy visitors, service contractors, vendors, or others engaged in Academy business, and others not directly subject to Academy control at inter-Academy or intra-Academy athletic competitions or other Academy events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Directors

Model Anti-Bullying Policy, Michigan State Board of Directors

Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a Academy building or on Academy property, including Academy buses and other Academy transportation.

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

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610).

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

Criminal Acts

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

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

Safety Concerns

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in Academy hallways or Academy pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

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

DISCIPLINE

It is important to remember that the Academy rules apply going to and from Academy, at Academy, on Academy property, at Academy-sponsored events.

Ultimately, it is the School Leaders responsibility to keep things orderly. In all cases, the Academy shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the Academy. It could include:

- (X) change of seating or location
- (X) lunch-time or after-school detention
- (X) in-school restriction
- (X) loss of privileges
- (X) phone call home
- (X) selected restorative practice strategies

Detentions

A student may be detained after school or asked to come to school early, after giving the student and their parents one (1) day's notice.

In-School Discipline

Failure to timely serve in-school restriction or detention may lead to a suspension from school for a period not to exceed 2 days. Any such suspension shall be in accordance with Academy guidelines on suspension and expulsion.

The following rules shall apply to in-school restriction or detention:

- (X) Students are required to have class assignments with them.
- (X) Students are not to communicate with each other unless given special permission to do so.
- (X) Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year.

Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the principal and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled, the parents will be given written notice of the hearing and will be expected to attend. The school leader then takes testimony and determines if the student is to be expelled. This decision may be appealed to the board of directors. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

If a student commits a crime while at the Academy or an Academy-related event, the student may be subject to Academy disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain their side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the School Leader will make a decision whether or not to suspend. If a student is suspended, the student and their parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the school leader or to the Director of Educational Support Services. The request for an appeal must be in writing.

During the appeal process the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Directors, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, they may make-up after the return to school, or while on suspension if assignments can be gathered.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- * the charge and related evidence;
- * the time and place of the Board meeting;
- * the length of the recommended suspension or a recommendation for expulsion;
- * a brief description of the hearing procedure;
- * a statement that the student may bring parents, guardians, and counsel;
- * a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- * a statement that the student may give testimony, present evidence, and provide a defense;
- * a statement that the student may request attendance of Academy personnel who were party to the action or accused the student of the infraction;
- * the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from the Academy. A formal hearing is scheduled with the building administrator, during which the student may be represented by their parents, legal counsel, and/or by a person of the student's choice.

Within 10 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Board of Directors. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Directors. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Dawkins Academy makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-Academy disciplinary action, they should contact the principal.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

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

Students are provided desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the Academy and may be searched at any time if there is reasonable suspicion that a student has violated the law or Academy rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of Academy rules or the law may be taken and held or turned over to the police. The Academy reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against Academy policy.

All computers located in classrooms, labs and offices of the Academy are the Academy's property and are to be used by students, where appropriate, solely for educational purposes. The Academy retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Academy's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

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

STUDENT RIGHTS OF EXPRESSION

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

- A. Material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent and pervasively or vulgar
 - 2. advertises any product or service not permitted to minors by law
 - 3. intends to be insulting or harassing
 - 4. intends to incite fighting or presents a likelihood of disrupting school or an Academy event
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of the Academy or Academy activities, a violation of Academy regulations, or the commission of an unlawful act

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

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

SELF-TRANSPORTATION TO THE ACADEMY

Because the school does not own a fleet of buses, parents are expected to provide the means for their children to get to and from school. Students should arrive at school no later than 8:45 a.m. and be picked up no later than 4:00 p.m. Staff members will not assume responsibility for the supervision and safety of any student before 8:25 a.m. or after 4:00 p.m. (or after 2:45 on early release days or 12:45 a.m. on half days of school) unless the student is involved in a school-sponsored, after-school activity. In such case, parents are responsible for picking up their children immediately after the activity. Siblings must still be picked up by 4:00 p.m. This allows staff members to attend to their other after-school responsibilities.

Vehicle Drop-Off & Pick-Up Expectations:

For their safety, students may only exit and enter vehicles that are parked along the school on Fisk Road (heading East). Please don't leave your vehicle; students will be walked out to you.

Walker Drop-Off & Pick-Up Expectations:

Students must be walked to the "check point". Please do not leave your student unattended.

Walkers

Parents or guardians who wish their students to walk home from school must complete the Student Walk Home Release form. Students who walk to and from school should go directly home following dismissal. Failing to do so may cause undue worry for parents and staff members.