

Cole Academy



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WELCOME TO COLE ACADEMY...

and to another year of education, where there is a strong tradition of success and progress for each elementary school child. We are committed to a school/family partnership in order to promote a strong educational foundation for each of our student’s development. To accomplish this goal, we believe in solid/clear communication between home and school. Our mission, together, will be to equip all students “with the necessary skills to excel in middle school, high school and college.”

Brian Shaughnessy, Principal/Superintendent
Stacey Johnson, Assistant Principal
Michelle Helmick, Administrative Assistant

FOREWORD

This handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the School Administrator.

MISSION OF COLE ACADEMY

Cole Academy provides a challenging learning environment with high expectations for each child. Students receive developmentally-appropriate instruction that allows for individual differences and learning styles in a safe, orderly, caring and supportive environment. Cole Academy graduates will be equipped with the necessary skills to excel in middle school, high school and college.

VISION STATEMENT

Cole Academy will be a quality choice in education, a place where collaboration, uniqueness, and diversity are celebrated. Students are given the opportunity to enhance their growth through utilizing individual learning styles. Staff members will become nurturing facilitators empowered with the knowledge and resources, which promote quality growth. We strive to foster respect, personal responsibility, and confidence. Authentic experiences will allow each child to succeed.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this Academy to provide an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at the Academy or an Academy activity should immediately contact the School Administrator. 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 School Leader can provide additional information concerning equal access to educational opportunity.

SCHOOL DAY

School Opens at 8:00 A.M.

Classes end at 3:30 P.M.

Half Day Schedule: 8:15 A.M. - 12:15 P.M.

Regular School Office Hours: 7:45 A.M. – 4:00 P.M.

Breakfast 7:45-8:05 A.M. Students may purchase breakfast.

*Prices for meals may be adjusted based on free/reduced applications and results. Please see website for current prices.

Grade	Lunch	Recess
K	11:15-11:35	11:35-12:00 (noon)
1st	11:25-11:45	11:45-12:10
2nd	11:40-12noon	12:00 (noon)-12:25
3rd	11:50-12:10	12:10-12:35
4th	12:05-12:25	12:25-12:50
5th	12:15-12:35	12:35-1:00
6th	12:30-12:50	12:50-1:15

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 before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding at the Academy and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Students must arrive at the Academy on time, prepared to learn and participate in the educational program.

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

Cole encourages all parents to participate in the community. It is expected that parents will attend planned conferences, school open houses, and other school events showcasing their children. There are also a number of family activities scheduled throughout the year and a highly active PTO all indicated on our school calendar and on our website. We encourage our parents to participate and also have hard-copy available for all communications in the event families do not have access at home. (E-mail and MMS Generations) The Board of Directors and staff believe that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief and commitment to significant educational goals for a student, a plan for the means of accomplishing those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goals. The Board and staff at Cole Academy further acknowledge that parents have the ultimate responsibility for the children's behavior. In exchange, it is our responsibility to watch over our students in absence of the parent or legal guardian during school hours. Board believes that children come first and parents have a responsibility to encourage their child's career in school by:

- A. Supporting the school in requiring their child to observe all school rules and regulations, and by accepting their own responsibility for their child's willful in-school behavior.
- B. Sending their children to school with proper attention to his/her health, personal cleanliness and dress.
- C. Maintaining an active interest in their child's daily work and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study.
- D. Reading all communications from the school, signing, and returning them promptly when required.
- E. Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he 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 the injury is minor, 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 school without proper parental permission for injury or illness.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from the State Health Department. If a student does not have the necessary shots or waivers, the School Administrator 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 School Administrator.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year.

USE OF MEDICATIONS

Prescribed 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 if the medication schedule can be adjusted to avoid administering medication during school hours.
- B. Medication Request and Authorization Forms must be filed with the Main Office before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Main Office.
- D. Medication that is brought to the office will be properly secured. Medication brought to school directly should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, backpack, pocket, or other means on or about his/her person. It must be registered in the main office by an adult.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. Parents shall instruct their child to take the medication at the scheduled time as monitored by appropriate staff.
- 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 in the school student database along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers

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. Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific communicable diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be for only the contagious period based on the administrator's discretion.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her 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 school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases such, 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 will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the Academy's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Contact the School Administrator 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 extra-curricular programs of the Academy. It is, therefore, the policy of this Academy that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the Academy. Parents should contact the School Administrator to inquire about evaluation procedures and programs offered by the Academy.

STUDENT RECORDS

Access to 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. 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 no later than fifteen [15] days after a request has been made. A fee will be charged to defray the costs of labor and copying.

STUDENT FEES, FINES, AND CHARGES

Cole Academy may charge specific fees for non-curricular activities and programs (Ex.: lost or damaged library books or texts). Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. The school also has a right to withhold records and report cards until all fees and bills are paid in full.

STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities will seek guidance and approval from Principal/Superintendent.

STUDENT VALUABLES and CELL PHONE

Students are encouraged not to bring items of value to school. The Academy will not be responsible for safekeeping of valuable items and will not be liable for loss or damage to personal valuables. The school may confiscate such items and return them to the student's parents. Students may not use cell phones during school hours. Cell phones being used during school hours will be confiscated and returned to the student at the end of the day. Repeat offenses of this policy will be addressed by the Principal and parents will be asked to come to the school to retrieve the cell phone at their convenience.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. 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 Administrator prior to visiting to Cole Academy. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The school will have lunches served under a contractual agreement with Okemos Public Schools. Lunches are available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Applications for the school's Free and Reduced-Priced Meal program are distributed to all students and a copy must be returned to the school. If a student does not receive one and believes that s/he is eligible, contact the main office.

FIRE, LOCKDOWN AND TORNADO DRILLS

Fire, Lockdown and Tornado drills, in accordance with State law, will be posted on the school website. The school complies with all Michigan fire safety laws and will conduct fire drills. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building during a fire drill. Tornado drills will be conducted during the tornado season, using the procedures provided by the State. Lockdown drills will also be conducted during the school year.

EMERGENCY CLOSINGS AND DELAYS

If the Academy must be closed or the opening delayed because of inclement weather or other conditions, the following television stations will be notified: Television: WILX News 10; WLNS News 6; FOX 47 WSYM.

Parents and students are responsible for knowing about emergency closings and delays. Delays or closings will also be posted on the school website and notifications will be made using our "One Call Now" automated system.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

No asbestos materials or supplies were used in construction of the Academy.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to ensure quality instructional practice and schedule a mutually convenient time.

LOST AND FOUND

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There may be other trips that are part of the school's co-curricular and extra-curricular program. Participating students in any school-sponsored trip require written parental consent. The Principal has the right to restrict student participation based on any disciplinary or safety issue regarding trips. Parents and guardians will have advanced notice, unless the proximity of an incident(s) is an issue.

GRADES

Cole Academy has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a parent is not sure how their student's grade will be determined, s/he should ask the teacher.

Grading Periods

Students shall receive a report card at the end of each period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can discuss with the teacher what actions can be taken to improve poor grades.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade (or level) and new student placement is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity
4. Excessive absence may affect promotion

Cole Approved Policy states that Cole Academy Administration will make the final grade placement of all children based on the above criteria.

HOMEWORK

The assignment of homework can be expected across grade levels. Student grades will reflect the completion of all work, including outside assignments. Homework is not used for disciplinary reasons but only to enhance the student's learning.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Academy policy.

Additional group tests are given to students to monitor progress, determine educational mastery levels, and new student placement. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. The M-Step (grades 3-6) and MAP Series tests (grades 1-6) are given annually to students.

ATTENDANCE POLICIES AND PROCEDURES

The staff members of Cole Academy are dedicated to presenting a quality educational opportunity for your child. We provide a variety of lessons, projects and experiences to guide your child through learning experiences. Regular and punctual attendance is essential for your child to achieve his/her best potential. Absences and tardiness interfere with your child's education and the classroom's learning environment.

Compulsory School Law

Michigan School Code section 380.1561 states, in part, “. . . every parent, guardian, or other person in this state having control and charge of a child from the age of 6 to the child's sixteenth birthday shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed to the school district in which the child is enrolled.” Violation of the truancy statute requires school personnel to issue complaints against the student's parent or legal guardian.

Attendance

A student's parent/legal guardian must contact Cole Academy as soon as possible, but no later than 48 hours following the student's absence to explain the reason for absence. Excused absences and excused tardies are coded as such only when accompanied by a doctor's or dentist note. School attendance is a parent responsibility. Students should attend classes every day in order to receive full advantage of the programs. Whenever possible, family vacations should be scheduled to coincide with school breaks. If a child is too sick to attend school in the morning, it is necessary to call the school. If a child is absent and the school has not been notified, the secretary will call home to verify the absence. Unless students are excused, school personnel will bring excessive absences or tardiness to the parents' attention. **If the situation does not improve (more than ten unexcused absences in one year), involvement of the ISD attendance officer, CPS, or loss of state and federal benefits may be applicable.** If your child should become ill during the school day, you will be notified immediately. Be sure the school has an emergency number to call in such cases. You should give the school this number at registration time. Please update the office immediately when the emergency number changes.

Tardy Policy

School starts at 8:15 a.m. Any child not in his/her classroom will be considered tardy. This means that your child should arrive at school between 8:00 a.m. and 8:10 a.m. Unexcused, excessive tardiness will result in a parent/student meeting with the school administrator.

Early Dismissal

An adult must sign out any child leaving early. Unexcused, excessive, early dismissals will result in a parent/student meeting with the school administrator.

Suspension from School

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 required that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained by contacting the main office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school or at the discretion of the teacher.

CODE OF CONDUCT

A major component of the educational program at Cole Academy is to prepare students to conduct themselves properly and in accordance with established standards. In order to accomplish this school-wide direction, Cole Academy uses the **CHAMP Program** throughout the building. For more information on this program, go to www.coleacademy.org

Conversation: Can students talk to each other during this activity/transition?

Help: How can students ask questions during this activity/transition? How do they get a teacher's attention?

Activity: What is the task/objective of this activity/transition? What is the expected end product?

Movement: Can students move about during this activity/transition? Is this a good time to sharpen their pencil?

Participation: What does appropriate student work behavior for this activity/transition look/sound like?

Expected Behaviors

- Each student shall be expected to: abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others; act courteously to adults and fellow students; be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal; complete assigned tasks on time and;
- act at all times in a manner that reflects pride in self, family, and in the school.

NETWORK CODE OF CONDUCT

Use of the network, which includes the Cole Academy computer network as well as the Internet, shall be in support of education and research that is consistent with the mission of the school. Internet use is limited to those students who have completed the appropriate agreement form on page 17.

1. Use the network in such a way that it does not disrupt its use by others.
2. Maintain the integrity of files and data. Modifying or copying files/data of other users without their consent is not permitted.
3. Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the network.
4. Treat information created by others as the private property of the creator. Respect copyrights.
5. Use the network to access only educationally relevant material.
6. Protect your password(s) from others.
7. Computer hardware or software should not be destroyed, modified or abused in any way.
8. "Hacking", i.e., damaging or interfering, the system is not permitted.
9. The network is not to be used for commercial purposes.
10. Respect the privacy of others. Use only your password.

The school reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

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 school 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 Cole Academy staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

It is important to remember that the school's rules apply going to "on school property" and at "school-sponsored events" only. Cases involving the internet will be considered "school related" if they are brought into school or the event has an adverse impact on student learning. In all cases, the academy shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. The School Administrator, or designee, has the authority to suspend or expel students from the school. The school retains the right to administer whatever discipline is appropriate in a given situation; the school may use progressive discipline, as outlined below, at its discretion.

The Cole Academy staff wants all of you to have a very successful year. No one has to feel uncomfortable in school because other students are treating you poorly. You have a right to an education that is free of emotional, physical, or social threats. Therefore, the administration will enforce the following regulations throughout the school, school grounds, and on all school related trips, bus transportation, and after-school activities:

- A. Every person has the right to a safe school environment; therefore, no physical harm is to be inflicted by any student, teacher or staff members (no weapons of any kind will be tolerated).
- B. Every student has a right to learn; therefore, no student may disrupt any school activity (academic or social).
- C. No cell phones are allowed in class. 1st offense; item removed for the day. 2nd offense; item removed to be picked up by parent. 3rd offense; suspension.
- D. Every student and staff member has the right to an environment free from profane, obscene or generally unacceptable displays of clothing, printed material, or language, etc.
- E. Every student must understand that this school maintains a zero tolerance policy regarding drugs, alcoholic beverages, and cigarette smoking anywhere on school grounds.
- F. Every student must maintain actions that help keep general order (health and safety) in the building. Actions like running in the hallway, false fire alarms, theft, destruction of property, threats or intimidation, etc. are banned since these actions lessen the general health and safety level of the building.
- G. In addition, there will be no food or beverages permitted outside the cafeteria or cooking rooms without permission from an administrator or teacher.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

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

Use or possession of drugs

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student may 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. General alcohol policy; Adults may not attend school under the influence or in possession of alcohol or non-prescription drugs.

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.

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.

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 school environment, students are required to report knowledge of dangerous weapons or threats of violence to the School Administrator. Failure to report such knowledge may subject the student to discipline.

Purposely setting a fire

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

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

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

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

Verbal assault at school against a School/Academy employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-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.

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.

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.

Falsification of school work, identification, forgery

Forgery of hall 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. Parents/guardians are not permitted to complete student homework or assignments. Violations of this rule could result in suspension or expulsion.

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.

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.

Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the School Administrator. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate.

Theft

If a student is caught stealing the school's or someone's property, whether or not the item leaves the school, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the School Administrator. The school is not responsible for personal property. Theft will result in suspension and or expulsion.

Disobedience

School 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 will result in expulsion.

School Property

Damage to or loss of school equipment, facilities and materials wastes money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her 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.

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 workplace.

Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school 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.

Refusing to accept discipline

The school 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.

Aiding or abetting violation of school rules

If a student assists another student in violating any school 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.

Displays of affection

Students may not demonstrate affection between each other. 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.

Possession of electronic equipment/use of camera cellular telephones

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, portable TV's, video devices, video/camera watches, electronic toys, pagers, cellular telephones, ipods, handheld gaming systems, laser pens, and the like without the permission of the School Administrator. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

Violation of individual school/classroom rules

Each learning environment and grade level may have 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 school. Persistent violations of rules could result in suspension or expulsion.

Disruption of the educational process

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

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 school 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 school property and to all school sponsored activities whether on or off school property. Harassment is defined as inappropriate conduct that is repeated enough or is 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. This would include such activities as stalking, bullying, name calling, taunting, hazing, and other disruptive behaviors. Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher and the School Administrator. Complaints will be investigated accordingly following policy. 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, s/he should report it and allow the administration to determine the appropriate course of action.

A. Harassment

- a. Submission to un-welcomed 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 un-welcomed 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 school/Academy;
- c. The unwelcome 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.

B. 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. un-welcomed touching;
- e. sexual jokes, posters, cartoons, etc.;
- f. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student will be guilty of criminal "child abuse" as defined in State law. M. C. L. A. 722.621 et. seq.

C. Hazing

The Board of Directors believe that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any school sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- a. illegal activity, such as drinking or drugs
- b. physical punishment or infliction of pain
- c. intentional humiliation or embarrassment
- d. dangerous activity
- e. activity likely to cause mental or psychological stress
- f. forced detention or kidnapping
- g. undressing or otherwise exposing

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

D. Bullying-Matt's Safe School Law

The Board will not tolerate any gestures, comments, threats, or actions to any student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the school including activities on school property and those occurring off school property if the student or employee is at any school sponsored, school approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as (but not limited to) the following:

- a. threatened or actual physical harm
- b. un-welcomed physical contact
- c. threatening or taunting verbal, written or electronic communications
- d. taking or extorting money or property
- e. damaging or destroying property
- f. blocking or impeding student movement

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. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats. Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building Principal/Superintendent. Retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying is prohibited. All adults working in the building are responsible for ensuring the safety of all students and enforcing this policy. The Principal/Superintendent will be responsible for follow up investigations, discipline, and notification to police, if necessary. In addition to the student handbook, the Cole Academy Bullying Policy will be accessible via the school website.

A student who engages in any act of bullying is subject to appropriate disciplinary action up to and including suspension, expulsion, or referral to law enforcement officials.

Cole Academy Bullying Response follows current state guidelines (including cyberbullying):

- permits anonymous reports of bullying by students and written identifiable reports of suspected bullying by the parent or guardian;
- requires teachers and other school staff to notify school administrators in writing of bullying acts they witness and students' reports they receive;
- requires the school administrator to investigate parents' or guardians' written reports and review students' anonymous reports, except that no disciplinary action shall be taken solely on the basis of any anonymous report;
- requires the school to notify parents or guardians of all students involved in a verified act of bullying and invite them to attend at least one meeting. The notice must describe the school's response and any consequences that may result from further acts of bullying;
- requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurring perpetrated bullying incidents by the same individual that may include both counseling and discipline.

Bullying Prevention and Intervention Strategy:

The District shall implement a prevention and intervention strategy which may include, but not limited to:

- Implementation of a positive behavioral intervention and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education. (CHAMP)
- A school survey to determine the prevalence of bullying
- School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts
- Adequate adult supervision of outdoor areas, hallways, the lunchroom, locker rooms and other specific areas where bullying is likely to occur
- Individual interventions with the bully, parents, and school staff, and interventions with the bullied child, parents, and the school staff
- School-wide training related to safe school climate

A comprehensive approach, involving everyone in the schools and the community, to address this issue at all school levels is essential to reducing incidences of bullying. Such an approach must involve proactive school-wide, classroom, and individual intervention. In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the incidence of bullying. It is important and necessary to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during any investigative process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

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 the school building or on school property, including school buses for trips and other school transportation as designated. 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 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. General weapons policy; All weapons, with a permit or not, concealed or unconcealed, are not allowed on school property. Please view this as you would an alcohol policy; certainly within your rights, but not appropriate in an elementary school setting.

The School Board need not expel for possession of a dangerous weapon if the student can establish to the satisfaction of the Board that:

- A. the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
 - B. the weapon was not knowingly possessed;
 - C. the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon.
 - D. the weapon was possessed at the suggestion, request or direction of, or with the express permission of the School Administrator or the police.
- *The above will not apply to student misconduct involving sexual conduct or arson.

Request for Reinstatement

The School Administrator shall ensure that the weapons expulsion is duly noted in the student's records and that the student has been referred to the Family Independence Agency or Mental Health Department within three (3) school days after the expulsion and the parents informed of the referral. In compliance with federal law, the School Administrator shall also refer any student expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the school. A student who has been expelled under this policy may apply for reinstatement in accordance with the following guidelines:

- A. If the student was expelled for possessing a firearm or threatening another person with a dangerous weapon, the student's parents or legal guardian may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
- B. If the student was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the student's parents or legal guardian may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
- C. The student's parent or legal guardian shall submit the request for reinstatement to the school administrator.
- D. The school administrator shall, within ten (10) school days after receiving the request, submit the request, together with any other information deemed pertinent to the requested reinstatement, to a Board appointed committee consisting of two (2) Board members, the school administrator, a teacher and a parent of a student.
- E. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement or non-reinstatement, based on the committee's consideration of:
 - a. the extent to which reinstatement would create a risk of harm to students or School personnel;
 - b. the extent to which reinstatement would create a risk of the school or individual liability for the Board or school personnel;
 - c. the age and maturity of the student;
 - d. the student's record before the expulsion incident;
 - e. the student's attitude concerning the expulsion incident;
 - f. the student's behavior since the expulsion and the prospects for remediation;
 - g. if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
 - abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
 - participate in an anger management program or other counseling activities;
 - cooperate in processing and discussing periodic progress reviews;
 - meet other conditions deemed appropriate by the committee;
 - accept the consequences for not fulfilling the agreed upon conditions.

The committee may also allow the student's parent or legal guardian to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district requests admission to this school, the Board shall, in making its decision to:

- A. follow the same procedure it has established for reinstatement of a school student;
- B. rely upon the recommendation of the School Administrator, who shall in all cases obtain information from the previous school before making a recommendation and;
- C. if it has been determined that a student was enrolled at the Academy without knowledge of a current suspension or expulsion from the student's previous school, district, parent or guardian, that student will not be allowed to attend Cole Academy. Full disclosure must be shared regarding discipline history.

The School Administrator shall ensure that the School's Due Process Policy is adhered to when dealing with possible suspension or expulsion.

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated. Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of the school is involved in crimes occurring in the school, as well as in the community, related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, and property crimes including but not limited to, theft and vandalism.

Safety concerns for personal transportation devices

Students should not use in-line skates (roller blades), shoes with wheels on the bottom, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or school 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 judgment 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.

PROGRESSIVE DISCIPLINE PROCEDURES

Each grade in the community has specific classroom rules and consequences. Your teachers will explain the classroom rules. The administration supports these teachers and their regulations. There will be consequences when a student decides to act against the basic school regulations. All of the following consequences are applied equally to every student.

The Administrator does have the right to modify the consequences based on the seriousness of the violation. The general Administrator response to regulation infractions:

1. Warning
2. Half-hour detention
3. Half-hour detention/call home
4. 1 hour detention/parent conference
5. In-School Suspension
6. Any combination of actions up to and including Out-of-School Suspension.

Out of school suspensions will be determined by the School Administrator and Board policy.

Prior to reinstatement after out-of-school suspension, the student must complete all schoolwork for the days that he/she was suspended. Further, the student's parents must meet with the School Administrator prior to reinstatement. The student's suspension will continue until these requirements are met.

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.

SEARCH AND SEIZURE

Search of a student and his/her possessions, 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 school 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 lockers, cubbies, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the School Administrator. If locks are left on lockers without the key or combination being provided to School Administrator, they will be removed at the expense of the parent/guardian.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school 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 school policy. All computers located in classrooms, labs, and offices of the academy are the school's property and are to be used by students, where appropriate, solely for educational purposes. The school 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 school'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 school with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the school retains the right to access information in spite of a password. All passwords or security codes must be registered with the teacher and/or administration. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

With the right of expression comes the responsibility to do it appropriately. All items must meet the following school guidelines:

- A. Material cannot be displayed if it:
 - a. is obscene to minors, libelous, indecent, or vulgar;
 - b. advertises any product or service not permitted to minors by law;
 - c. intends to be insulting or harassing;
 - d. intends to incite fighting or presents a likelihood of disrupting school or a school event;
 - e. present 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 school or school activities, a violation of school 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 to the building.

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. 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. As with suggestions, written concerns and grievances may be directed to the School Administrator. A student may not petition to have a change in grade.

Dear Parents:

This Student/Parent Handbook is designed to provide you and your child with important information about the procedures and rules at Cole Academy. We are looking forward to working with you this year to ensure your child's success.

We ask that you read the entire handbook with your child and place special emphasis on the following policies: sexual harassment, illegal substance, weapons, attendance and the bullying policy. After reviewing the handbook with your son or daughter, please sign below.

Thank you in advance for your cooperation now and throughout the year. Your effort helps us maintain an outstanding educational environment at Cole Academy. We are looking forward to a wonderful year!

Sincerely,
Mr. Brian Shaughnessy
Principal/Superintendent

Please check ✓

- We have read and reviewed the handbook together.
- We understand the Attendance policy.
- We understand the Sexual Harassment Policy.
- We understand the Expulsion/Weapons Policy.
- We understand the Bullying Policy.
- We understand the Network Code of Conduct.

Parent Signature: _____

Please Print Name: _____

Student Signature: _____

Please Print Name: _____