



Parent Handbook

**Success Mile Academy
2016-2017**



Mission

CSUSA creates and operates high quality schools with an

- Unwavering dedication to student achievement
- Unyielding commitment to ethical and sound business practices Providing a choice for communities, parents, students and professionals that fosters educational excellence in America.

Values

- Passion
- Purpose
- Integrity
- Grit

Vision

We will be one of the premier education companies in the world. Our dominant brand and ability to drive student success will create unprecedented demand.

- Communities will petition us to develop a school in their area.
- All of our schools will be fully enrolled with waiting lists.

Our superior capabilities will allow us to be a catalyst to spawn new synergistic business units and companies which will continue to fuel our growth and geographic reach. We will make a positive difference to millions of students worldwide.

MORAL CREED

We commit to:

- Living a *purpose* focused on student achievement,**
- Displaying intense *passion* toward making a difference,**
- Exhibiting *integrity* in everything we do, and**
- Driving toward the goal with determination and *grit*.**

Chicago / Michigan Regional Moral Creed

We commit to guaranteeing that 100% of our students are afforded the opportunity to learn, grow & develop into exceptional citizens. We commit to building capacity of staff & stakeholders & establishing positive links within the community. We commit to fostering an environment that addresses the unique challenges our students face, ensures that each student is prepared to learn everyday & produces students who are college & career ready upon graduation.

Principal's Personal Moral Creed

I, Thomas Gladieux, commit to providing my staff with the support within my power to advance their skills to advance student achievement; academically, socially, behaviorally, and in character. I commit myself similarly to model and motivate staff and students through my personal performance.



Welcome from the Principal

Dear Parents and Students,

Welcome to an exciting year at Success Mile Academy. We are thrilled to have the opportunity to work with you and your children to create an enriching learning environment.

This handbook is designed to assist you in understanding the policies and guidelines used at Success Mile Academy. Please read this handbook very carefully and discuss appropriate items with your child. After reviewing the handbook, please complete the back page of the handbook and return it to your child's teacher. Please remember that you will be accountable for all information included in this handbook.

We look forward to working with you throughout the year. If you have any questions regarding the handbook, please do not hesitate to call the school's main number, 586-353-2108, so that you may be directed to the appropriate person to assist you further.

We recommend that you keep this booklet handy and refer to it during the school year from time to time. Our partnership in providing educational excellence every time for all of our students can only grow stronger with close communication between school and home.

Together as partners, we provide and prepare our children with the skills and tools to triumph over the challenges and excel in the adventurous journey of life.

Sincerely,

Mr. Gladieux

Principal

Table of Contents

Mission.....	2
Values	2
Vision.....	2
Moral Creed	2
Chicago / Michigan Regional Moral Creed	3
Principal’s Personal Moral Creed	3
Welcome from the Principal	4
2016-2017 School Year Calendar.....	8
After School Care and Before School Care.....	9
Unexpected Circumstances Care	9
Occasional Fee Schedule.....	9
Arrival and Dismissal	9
School Hours	9
Student Drop Off.....	9
Dismissal	10
Student Pick Up Procedures	Error! Bookmark not defined.
Early Dismissal.....	11
Attendance Policy	11
Absences.....	11
Planned Extended Absences.....	12
Tardies	12
Excused Tardies.....	12
Unexcused Tardies.....	13
Birthday Celebrations	13
Book Bags/Folders/Personal Items	13
Bus Transportation.....	13
Cafeteria.....	13
Cafeteria Behavior	13
Care of School Property	14
Cell Phone Policy	14
Character/Citizenship.....	15
Character Education Student of the Month	15
Communication between Home and School	15

Positive Behavior Intervention	Error! Bookmark not defined.
Levels of Consequences for Inappropriate Action.....	16
Time Out.....	17
State Law and Student Discipline	17
Suspension.....	17
Disciplinary Meetings and Action	18
Suspensions of 10 Days or Less	18
Suspensions of More Than 10 Days and Expulsions	18
Discipline of Students with Disabilities	18
Emergency Hearing for Dangerousness	Error! Bookmark not defined.
Permanent Dismissal.....	20
Dress Code	20
Hair and Make Up	21
Shoes	21
Socks	21
Shirts.....	21
Bottoms	21
Outerwear.....	22
Belts.....	22
Jewelry.....	22
Gym Uniforms.....	22
General	22
Uniform Violations.....	22
Emergencies	22
Illness	22
Emergency Evacuation.....	23
Enrichment Programs	23
Athletics	23
Family Rights and Privacy Act	23
Field Trips.....	24
Grading Scale.....	246
Honor Roll Requirement.....	25
Quarterly Awards	25
End of the Year Awards	25

Students' Rights.....	25
Grievance Procedure	25
Report Card Distribution.....	25
Hallway Behavior	25
Home Learning	25
Injury.....	26
Medication	26
Pediculosis (Head Lice) and Eye Infections	26
Instructional Books, Equipment, Materials, and Supplies	27
Labels	27
Lost and Found.....	27
Parent Teacher Organization (PTOs).....	27
Student Information System (PowerSchool).....	28
Teacher Conferences.....	28
Telephone.....	28
Severe Weather Information	28
Visitors.....	28
Student Information System.....	Error! Bookmark not defined.
Special Populations	28
Special Education Services	28
Individuals with Disabilities Education Act (IDEA) /Child Find Policies.....	29
Special Education Evaluations	31
Section 504 Service Plan	30
Child Abuse	Error! Bookmark not defined.
PARENT COMPACT 2016-2017	Error! Bookmark not defined.
Handbook Acknowledgement.....	34
Acceptable Internet Use Policy.....	35
Policy and Procedures Prohibiting Discrimination, Including Sexual and Other Forms of Harassment	37

2016-2017 School Year Calendar

August 22-26	NTI
August 29	NTI
September 30- 2	RTO
September 6	First Day for Students – Quarter 1 Begins
October 7	Progress Reports Distributed
November 11	Quarter 1 Ends (49 Days)
November 14	Quarter 2 Begins
November 17	Report Cards Distributed – Parent Teacher Conferences 4-7pm
November 23	Fall Break - No School for Teachers and Students
November 24	Thanksgiving Holiday - School Closed
November 25	CSUSA Holiday – School Closed
December 2	Professional Development – No School for Students
December	Progress Reports Distributed
December 23	Winter Break - No School for Teachers and Students
December 26	Winter Holiday – School Closed
December 27	CSUSA Holiday – School Closed
December 28	Winter Break - No School for Teachers and Students
December 29-30	CSUSA Holiday – School Closed
January 2-3	Winter Break - No School for Teachers and Students
January 16	School Closed – MLK Day
January 27	Quarter 2 Ends (41 Days) End of First Semester (90 Days)
January 30	Quarter 3 Begins
February 2	Report Cards Distributed – Parent Teacher Conferences 4-7pm
February 17	Professional Development – No School for Students
February 20	President’s Day Holiday - School Closed
March 3	Progress Reports Distributed
March 31	Quarter 3 Ends (43 Days)
April 3– 7	School Closed – Spring Break
April 10	Q4 Begins
April 14	School Holiday – No School for Teachers and Students
May 12	Student Progress Reports
May 29	Memorial Day - School Closed
June 16	Last Day of School – (Half Day) Quarter 4 Ends (48 Days) End of Second Semester (91 Days)
June 19	Staff Records/Professional Development Day (Inclement Weather Make-Up Day)

After School Care

The After School Care (ASC) program is a service we provide for parents for a reasonable fee. The ASC program begins immediately after school until 6:00 p.m. Parents will be charged a one-time non-refundable \$15.00 registration fee per family.

During the first hour of ASC time, students are to work on their academic work and/or to read a book. After academic/reading time is over, students are provided a snack and a drink. Students are given time for recess, games, and a variety of structured activities. Please see our web site for payment procedures and policies.

Students may not be picked up from ASC during dismissal time (2:45 – 3:30 p.m.). ASC Students will not be dismissed until after 3:30 p.m.

Any student picked up after 6:00 will be assessed an additional \$5.00 fee. Police and/or Child Protective Services may be called if the parent or the contacts listed cannot be reached and a reasonable amount of time have passed.

Unexpected Circumstances Care

Students will be accepted for an unexpected circumstance or for an emergency. The parents will be charged \$20.00 for Emergency Aftercare. Emergency care fees should be paid at the time of service.

Occasional Fee Schedule

Parents will be charged a one-time non-refundable \$15.00 registration fee per family and at a rate of \$10.00 per child.

Arrival and Dismissal

In preparation for career and college readiness, students need to learn the importance of regular school attendance and the importance of reporting to school on time. Students can be dropped off at the designated entrance from 7:30 a.m. – 7:55 a.m. Students need to be at their workstations sitting in classroom by 8:00 a.m. There is no supervision before 7:30 a.m. for students. For this reason, students are not permitted to be dropped off before 7:30 am.

School Hours

School hours are from	8:00 a.m. until 3:00 p.m.
Student Arrival	7:30 – 7:55 a.m.
Student Dismissal	K-8 3:00 p.m.
After School Care*	All grades 3:00 - 6:00 p.m.

**Refer to separate After Care Handbook*

Student Drop Off

Traffic will loop around the parking lot and students will be dropped off in the designated drop off areas. For student safety, Parents should only drop students off at the designated areas.

Students should not walk through the parking lot. Cars cannot be left unattended in the car loop lane during drop off or pick up. Please refrain from conferences with your child's teacher, use cell phones or playing loud music while in the car loop lane.

The area directly in front of the school is a fire lane and No Stopping zone. Parking is only

allowed in designated spaces. If you arrive late; you will need to park your car and escort your student(s) into the building.

The safety of your children is our first priority. Please follow drop-off and pick up procedures very carefully to keep all of our children safe.

Dismissal

For the 1st week, we will continue to utilize the Car Loop and License Tags.

Starting with the second week of school; students will be dismissed at 3:00 pm. from their classrooms. Student Pick Up Procedures

- **Grades K, 1st 2nd, 3rd along with their older siblings** will be walked by their teachers to the south entrance {morning drop off doors) just off of the cafeteria. Parents will need to park their cars facing Dequindre Road within the designed parking spaces. Parents will be issued a special placard with their children's name(s) and grade(s). This placard will be shown to the teacher, who then will release the children to the parent (*or designated person*). Weather permitting, students will be line-up by grade with their siblings outside along the building. The area will be designated by cones or barriers and grade location. Parents will then walk with their child back to their car. NO student will be allowed to walk to a car without being escorted by a parent (*or designated person*). During inclement weather and winter months, student will be lined up by grade, directly inside the building, in the multi-purpose room.
- **Grades 4th, 5th, 6th, 7th, and 8th** will be walked by their teachers to the east side (back of school) at the double door entrance by the blue poles. Parents will need to park their cars facing the back of the building within the designed parking spaces. Parents will be issued a special placard with their children's name(s) and grade(s). This placard will be shown to the teacher, who then will release the children. Weather permitting, students will be line-up by grade outside along the building. The area will be designated by cones or barriers. Parents will then walk with their child back to their car. NO student will be allowed to walk to a car without being escorted by a parent (*or designated person*). During inclement weather and winter months, student will be lined up by grade, directly inside the building, in the gym.
- In addition, any students who participate in after school enrichments, tutoring, athletics and After Care, will only be dismissed to adults who have signed them out either at the front door or with the event supervisor.

Only individuals listed on the Emergency Contact Card will be allowed to pick-up students from the school. Information should be update whenever changes occur. Valid photo identification will be required of all individuals' picking-up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the student will **not** be released to them

Schools are required to follow state and federal policies as they relate to student care. To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents that indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's birth certificate and/or data card. Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate being permitted to pick up a child. Friends and strangers will be denied access to a student in the absence of verified parental consent.

Students not picked up on time will be placed in the After Care Program and the parent will be charged according to the Unexpected Circumstance or the Occasional Fee Schedule.

If making changes to your child's dismissal plan, please fax the information with a copy of your Driver's License and signature to the school before 2:00pm. No phone calls will be accepted.

Examples of changes to the child's dismissal plan:

- An After School Care Student going home in "parent-pick-up" instead of going to the After School Care Program.
- Requesting that a student be placed in After School Care for the day instead of going to "parent-pick-up".
- Requesting that a student be held for "parent-pick-up" instead of riding the bus home.

NOTE: We will NOT accept a student's verbal explanation of a change in dismissal procedures unless we also have written parent verification and/or verbal confirmation from the parent with a Success Mile Academy staff member.

For the safety of our students as well as others, all drivers are expected to comply with the traffic flow patterns and designated parking areas as set up by the school facilities personnel.

Early Dismissal

Excused early dismissals are given for doctor's appointments with notes from the doctor. To receive an excused early dismissal, a doctor's note must be brought to school the next day. No doctor's notes will be accepted late.

If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out and a school employee will send for your child. Please park in the parking lot and not at the curb when picking your child(ren) up for early dismissal. Students will not be dismissed from the classroom to a parent. Parents need to sign their child out on the sign-out log and wait for their child to come to the main office.

Attendance Policy

Absences

1. Michigan State Law mandates that children must be in school every day.
2. Parents will call the office to notify the school if the student is going to be absent. Parents have two days to excuse the absence. Failure to do so will result in the absence being unexcused.
3. When absences become a concern (5 or more unexcused absences in a calendar month/15 or more unexcused absences in a 90 day period), the attendance clerk will double check for medical excuses for absences turned in and recorded.
4. The attendance clerk will contact the parent regarding excessive absences (5 or more unexcused

- absences in a calendar month/15 or more unexcused absences in a 90-day period) or early dismissals via phone conference, email, teacher/parent conference or letter.
5. If absences continue, a formal referral letter for lack of attendance will be made to administration with supporting documentation of parent contact and non-medical absences stapled to the referral. A copy will be placed in the student's file.
 6. A student must be present for a minimum of 4 hours of instruction time to be considered present.
 7. Students with excused absences will have 1 additional day, for each day missed, to complete make up work.
 8. If a student is picked up early, they will be marked absent for any classes they miss.
 9. Students exceeding a combination of 20 unexcused absences, tardies, or early dismissals may lose automatic re-enrollment privileges.

Anytime a student returns to school after an absence, a note MUST be brought from home.

Students must be in school unless the absence has been permitted or excused for one of the following reasons. Please note that vacations are considered unexcused absences.

1. Illness of student
2. Illness of immediate family member
3. Death in the family
4. Religious holidays of the student's own faith
5. Required court appearance or subpoena by a law enforcement agency
6. Special event (public functions, competitions, exceptional cases of family need)
7. Scheduled medical or dental appointments
8. Students who have, or are suspected of having communicable disease

If you need to take your child out of school before the end of the school day, come to the school office before 2:00 p.m. to sign him/her out and a school employee will send for your child. **There will be no early release dismissals after 2:00 pm, or before 3:30pm at the office.**

Planned Extended Absences

Parents are urged to plan family trips during school vacations so as not to interfere with the learning process. Missing school for a family vacation is strongly discouraged. However, if an extended student absence is unavoidable, the school must be notified in writing at least one week before the first day a student is out. Make-up work will be given to student either before or after the absence, based on what the teacher deems as most beneficial for the student.

Tardies

A child is tardy when he/she is not in their classroom by 8:00 a.m. All late students must enter the front office and be issued a tardy pass.

Excused Tardies

A student will be considered as excused only if a parent/guardian personally escorts their child to the front desk and presents one of the following reasons for an excused tardy.

1. Doctor's appointments with notes from the doctor/orthodontist or
2. Extreme emergencies approved by administration. Excused tardies will not count toward the student's tardy record. **Any other tardies will be considered unexcused.**

Unexcused Tardies

A tardy will be considered as unexcused because of last minute vacations, alarm clock failures, car trouble, and inclement weather conditions. Unexcused tardies will count toward the student's tardy record. **Your children must be IN school and ON TIME by state law.**

The procedures for abiding by state law are as follows:

1. At 5 tardies, the attendance clerk will double check for medical excuses or extreme emergencies approved by the administration for the tardies turned in and recorded.
2. At 5 tardies, the attendance clerk will contact the parent regarding excessive tardies or early dismissals via phone conference, teacher/parent conference or letter.
3. If tardies continue, a referral letter will be given to administration with supporting documentation of parent contact and non-medical or emergency tardies stapled to the referral. A copy will be placed in the student's file. Appropriate consequences will follow.

Birthday Celebrations

Students are welcome to celebrate their birthday at school. Individual store bought snacks (cupcakes, cookies, etc.) and a drink may be brought to school to share with your child's homeroom. In consideration of our academic time and individual allergic re-actions to some foods, **arrangements must be made in advance with the classroom teacher.** *No party bags, balloons, decorations, etc. are permitted. Siblings may not attend this celebration as it would be disruptive to another class. Celebrations cannot interfere with "Prime Academic Time" or the lunch program.*

Book Bags/Folders/Personal Items

Book bags, backpacks, folders, or any other personal items must not display obscene words, gang signs, or any other item that would be deemed inappropriate, offensive, or reflect negatively on CSUSA. Failure to comply will constitute a uniform violation and be subject to parental notification or other appropriate consequences.

Bus Transportation

Bus transportation for the 2016-2017 school year has been determined. To start the year, a single bus route will be utilized to cover the southern border of Warren running along 8 Mile road from Dequindre Road to Wyoming Street. The schedule of pick-up and drop-off times has not yet been determined. Notification of that schedule will be sent out once it is established.

Cafeteria

Preferred Meals provides all breakfast and lunches for Success Mile Academy. A standard menu will be used, and the monthly menu can be picked up or viewed online. Breakfast and lunch will be served in the cafeteria/multi-purpose room. Students who bring lunch from home are able to have a milk. Students are **not allowed to bring sodas** to school. Since we are trying to promote healthy eating habits, **we request that fast food not be brought to school** when a child forgets his/her lunch. In addition, we discourage sugary foods, candy, cookies, gum, and foods heavy in red dye. These foods can lead to hyperactivity and interfere with the learning process. Students are **NOT allowed to share food** that has been brought from home nor are they allowed to share any food that has been opened. The only exception is if the food is individually wrapped or the packing has not been opened; then they can only share the entire package, not parts of it.

Cafeteria Behavior

Each student is required to show good manners, courtesy and consideration of other students and adults in the cafeteria. Students will enter and exit the cafeteria in an orderly fashion. Students will stand in a single file line while waiting for food, keep communication noise levels low, and stay seated unless they have been given permission to leave their seat. Students are expected to sit in their seat with both feet in front of them and on the floor. Students are also expected to keep their hands to themselves, not to touch another student's person or belongs, or food.

Containers are provided for the disposal of trash and each student is required to dispose of the trash from the top of his/her table and the area surrounding it before the lunch period is over (or immediately upon the request of the monitors). No student is allowed to leave the cafeteria during the breakfast or lunch periods. A student is not allowed to leave the school grounds during the lunch period.

No Food or Beverage is to be Taken Out of the Designated Dining Area at Anytime. The cafeteria rules are posted and all students are expected to follow them at all times. Food or objects are not allowed to be thrown at any time while in the cafeteria as this poses a safety concern; such acts may result in disciplinary action.

All students enrolled at Success Mile Academy are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2016-2017 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application, due to the school participating in the Federal Lunch Program.

A healthy snack vending machine has been installed in the cafeteria. This is **NOT** part of the **Federal Free Lunch Program**. The items may be purchased for a cost. These **items may not be taken out of the cafeteria;** just like any other food or beverage.

Care of School Property

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings for proper disposal of waste. Marking or defacing school property is a serious offense leading to disciplinary action. Any student who damages/vandalizes school property will be required to make full restitution for damages. Chewing gum in the school building is forbidden. All food must be consumed in the cafeteria. Students are not permitted to play in the bathrooms. Any student who disregards rules pertaining to care of school property will be subject to disciplinary action.

Cell Phone Policy

The use of a cell phone by a student when school is in session is not allowed. Students who use cell phones at school will have the cell phone confiscated, and the phone will only be returned to the parent/guardian. If a cell phone is brought to school, and then lost or stolen, the school is not responsible for the loss or replacement.

Unauthorized electronic devices, such as handheld games are not allowed to be brought to school. Students who bring unauthorized electronic devices to school will have them confiscated, and the device will only be returned to the parent/guardian. If these items are brought to school, and then lost or stolen, the school is not responsible for the loss or replacement.

Consequences are as following:

First Offense: The electronic device will be returned to the parent/guardian of the student.

Second Offense: The electronic device will be returned to the parent/guardian of the

student and the student receives a designated disciplinary consequence.

Third Offense: Parent must sign paperwork that acknowledges that the electronic device will be returned at the end of the academic year.

Failure to surrender items when requested; will result in a more severe disciplinary consequence.

Character/Citizenship

Students are expected to demonstrate superior character and citizenship. We encourage students to always do the right thing and seek the assistance of staff members when a troublesome situation arises. Follow the golden rule: Do unto others, as you would have them do unto you. Lend a helping hand whenever possible, always make good choices and act responsibly.

Character Education Student of the Month

Each month students have the opportunity to be recognized for displaying the Character Trait for the month. Students must demonstrate the following qualities:

- Make good decisions
- Display leadership
- Show respect for other people, for your own personal property and school property
- Act responsibly at all times
- Arrive to school on time, dressed appropriately and prepared for class
- Exhibit self-control and follow safety procedures
- Refrain from any behavior that would be deemed unacceptable and against the school rules and student code of conduct

Students will be nominated for Character Education Student of the Month by their teachers based on their behavior.

Communication between Home and School

Communication is absolutely essential for success at school. The administration and staff recognize this and will strive to facilitate open and frequent communication with parents at all times. Teachers will communicate with parents on behavior and academics. However, please make sure that you check your child's backpack daily for notes from the teacher or from our staff in their folder.

Progress Reports will be sent home once during the middle of each grading period. Parents may also view their child's current academic status through the Parent/Student Information System (PowerSchool). Username and passwords will be sent home at the beginning of the school year or you can call the front office. Also, visit our school's web page at www.successmileacademy.org. Pertinent information about school functions and events will appear on this page.

Please feel free to consult with the teacher regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parents and student, and every teacher welcomes a conference with any parent. We do urge, however, that such visits be arranged by making an appointment with the teacher at a convenient time before or after-school. Parents are asked not to meet with a teacher unless a conference has been

scheduled.

Impromptu conferences with teachers at the classroom door before or after school are not permitted. This distracts the teacher from supervision of the students during a crucial time of instruction.

An End of the Year Survey will be conducted annually. Your participation is crucial so that the school can determine areas that are working well and areas that need improvement.

Positive Behavior Intervention

Behavior Intervention is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behaviors; we desire to teach the students to do what is right. We do not discipline a student out of anger or for the sake of convenience, but with a true desire to help the student make a positive choice to do what is right.

Each teacher will establish appropriate procedures for Behavior in his/her classroom based on these guidelines. **The following list is not all-inclusive:**

1. Students are expected to respect the authority of school personnel which includes but is not limited to: administration, teachers, staff, and substitutes.
2. Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
3. Students shall help keep the school clean at all times. There is to be no gum chewing in the school building or on the school grounds.
4. Items such as water pistols, matches, Ipods, skateboards, hand held game devices, toys, weapons of any sort, etc. are not permitted at school.
5. No items will be permitted that carry pictures or slogans referring to the drug culture or alcohol. No profane, abusive or slang language is to be used.
6. Cell phones or other personal electronic devices should not be brought to school and use is prohibited during school hours. School phones are available in case of emergency. Possession of a cell phone or other personal electronic devices during the school day will result in the equipment being collected and returned directly to the parent.
7. There is zero tolerance for aggression, drugs and alcohol at school.

Students that push, hit, bite, kick, harass, bully or use the internet in a negative way will be assigned an appropriate consequence, up to and including suspension or dismissal from the school.

Levels of Consequences for Inappropriate Action

There are three (3) levels of Consequences for Inappropriate action and the levels are determined by the seriousness of the act.

Level I Actions- In order to resolve Level I discipline problems, the following options are available:

- Conference with teacher
- Parent Contact
- Conference with teacher and parent(s)
- Conference with Principal or designee

- Conference with counselor
- Behavioral Contract
- Detention (lunch or recess)

Level II Actions- In order to resolve a Level II offense, more formal disciplinary actions shall be used. Formal actions include, but are not limited to:

- Detention (after school administrative)
- Detention (after school teacher)
- Time Out
- Conference with Principal or designee
- Out of school suspension if repeated offense
- Alternative to External Suspension

Level III Actions- In order to resolve Level III offenses, the options available are:

- Out of school suspension
- Dismissal from school
- Administrative review and reassignment

Time Out

Time out is a consequence for inappropriate action that allows the students time to reflect and refocus. The child is given time to sit quietly, to calm down and to refocus on the expected behaviors before returning to group instruction. It can be given in the classroom, in the office or in another classroom. Middle school students may be assigned a consequence that is more age-appropriate.

State Law and Student Discipline

In addition to the offenses listed above, Michigan law requires a school district to remove students for certain behaviors. Examples of these behaviors include:

- Possession of a dangerous weapon
- Arson
- Criminal sexual conduct
- Physical assault against a school employee or volunteer.
- Physical assault against another student
- Making a bomb threat, or similar threat.

For more information regarding these behaviors and the mandatory consequences, please consult the Revised School Code, MCL 380.1 *et. seq.*

Suspension

Suspension is a disciplinary action that temporarily removes a student from a class, or all classes for a prescribed period of time not to exceed ten (10) school days. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to suspending a student except in emergencies, disruptive conditions, or incidents involving serious misconduct.

Disciplinary Meetings and Action

Discipline referrals to the administration are reviewed individually, consistent with the Code of Student Conduct. Discipline problems are best resolved expediently and closest to their source by the parties most directly involved. Most discipline issues are resolved with minimal administrative intervention. In the best interests of the student and the school, several disciplinary options are available.

Suspensions of 10 Days or Less

Students who face suspension for 10 days or less shall be afforded a conference with the administrator of the department before being suspended. Parents of the students must be notified of the conference. During the conference, the student shall be:

- informed of the alleged violation and any of the surrounding circumstances examined;
- given an opportunity to respond to the accusations if he/she has not already done so;
- informed of the recommended remedial measure; and
- informed of the consequences of future infractions.

After the conference with the student, the administrator shall implement the recommended remedial measure and send the parent a disciplinary letter to inform them of the student's violation, the length of the suspension and the day on which the student and parent/guardian are permitted to return to class. When a student's actions are of such a nature that there is a concern for the health, safety and welfare the student, others and the execution of the academic process, then that student may be removed (suspended) from school immediately.

Suspensions of More than 10 Days and Expulsions

For possible suspension of more than 10 days and expulsions, a formal hearing must be held and should be private unless requested by the parent or guardian to be public. An expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extracurricular activities.

An expulsion is for an indefinite time, unless otherwise specified. Written notice describing the misconduct containing specific reference to the rules and the setting the times and place of the hearing must be sent to the student's parent or guardian.

In the case of possible expulsion, the student:

- may be represented by an attorney;
- has the right to have the information on the prosecution's witnesses;
- has the right to testify and present witnesses on his own behalf; and
- has the right to appeal to the appropriate judicial authority

Discipline of Students with Disabilities

If a student with a disability violates the Code of Student Conduct, before consequences or punishment are imposed, it must be considered whether the student has a disability evidenced by evaluation documents current or pending. While all students may be disciplined, it is unjust to punish a child when the offense is directly related to his disability or when the IEP is not

implemented. Students with disabilities are afforded extra legal protections when the discipline constitutes a change in placement.

A change in placement is a legal term that applies to the following situations:

- removal is for more than 10 consecutive days, and/or
- if the student has been subjected to a series of suspensions that constitute a pattern.

If the offense and subsequent suspensions do not exceed 10 consecutive days nor constitute a pattern or suspensions using the Discipline Worksheet Planning Report form, then it is not a change in placement and the student may be subject to the same consequence that school applies to all students who violate the Code of Student Conduct.

If the offense is a change in placement, the IEP team (including the parent or guardian) must hold a Manifestation Determination Review meeting within 10 days of the decision to remove the student to determine two issues:

- was the student's misconduct caused by or directly and substantially related to the student's disability?
- was the student's misconduct directly related to the school's failure to follow the student's IEP

The parent/guardian must be provided a copy of the Special Education Procedural safeguards. If the team answers yes to either question, then the student's behavior is a manifestation of his or her disability, and the student may not be suspended, expelled or transferred to a remedial disciplinary school as a punishment for misbehavior. The team must conduct a functional behavioral assessment and create a behavior plan addressing ways that the school can help a student with the conduct at issue. If the student already has a behavior plan, the plan must be reviewed and modified to address how the school can better assist the student with the conduct at issue.

If all team members agree that the student's conduct was not a manifestation of his disability, then the student may be subject to the same consequences as all students. However, during the period of expulsion or transfer to an alternative placement or remedial disciplinary setting, the student must continue to receive special education services prescribed by his IEP and a Behavior Plan must be created or revised to address the offending conduct.

If a student:

- carries a weapon; or
- knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance

at school or during a school related activity, the school may immediately remove the student for up to forty-five (45) calendar days to an alternative or remedial disciplinary setting, because drugs or weapons are so dangerous to a safe school regardless of whether a child has a disability or even if the team believes that the behavior is a manifestation of the student's disability.

During the forty-five (45) calendar day period, the school must convene a manifestation determination meeting. If the school determines that the conduct is a manifestation, the school may have the child re-evaluated, create or revise an existing behavior plan, or hold an IEP meeting to

consider a more intensive special education placement upon the expiration of the 45 calendar day alternative placement or sooner. If the team determines that the conduct was not a manifestation of the student's disability, then the 45 school day emergency placement may proceed to a disciplinary proceeding afforded to all students.

If the parent disagrees with the team's decision that the behavior was not a manifestation of the student's disability, the parent may request a due process hearing to challenge this finding. If the hearing officer agrees with the parent, the students will remain in the school where the offence was committed unless the parent and the school agree otherwise.

Permanent Dismissal

The Principal may recommend dismissal of a student to the Board of Directors for any of the following:

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick or club.
2. Possession, use of or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of the school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school.

Suspended offenses include but are not limited to the following:

1. Fighting or other dangerous and/or disruptive behavior.
2. Smoking on school grounds.
3. Being under the influence or having alcoholic beverages and/or drugs on school grounds.
4. weapon, including but not limited to: knife, brass knuckles, Chinese stars, chains, mace, etc.
5. Defacing or vandalism of school property.
6. Igniting any flammable substance.

Dress Code

A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days for every student.

Success Mile Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. If a student comes to school without the proper uniform, they will be kept/sent to the front office and stay there until a parent/guardian brings the proper uniform for the student.

All uniforms must be purchased from Schoolbelles. No other shirt or pant bottom will be permitted. Schoolbelles of Lathrup Village, 17641 W. 12 Mile Rd, Lathrup Village, Mi 48076. (248)395-3940 <http://www.schoolbelles.com>

- **Students in grades K-5** will wear a red polo shirt with the SMA logo
- **Students in grades 6-8** will wear a white or navy blue polo shirt with the SMA logo.

Hair and Make Up

Hair must be neat and clean with no "unnatural" colors i.e. fluorescent, bright green, mohawks, spikes, head symbol shavings, etc. Hair that is distracting to the educational setting will not be allowed. The decision about whether hair or make up is appropriate will be at the administration's discretion. No hats, hoodies, headbands, scarves, or bandanas may be worn. If a student wears make-up to school, they may be asked to remove it in the front office. The parent may be contacted for inappropriate hair or make up, as necessary.

Shoes

Students must wear closed shoes at all times. No heavy military type boots or shoes with metal tips may be worn. No stacked or pumped shoes may be worn. We recommend sneakers or flat dress shoes. No wheeled sneakers, bedroom/other slippers, or pointed/cowboy boots. All shoes must have a closed toe and back. Students should not wear black sole shoes as they scuff the classroom and dining room floors. Tennis shoes must be worn, no black soles, in order to participate in Physical Education classes on the gym floor surfaces.

Socks

Socks must be worn daily and must be white or dark colored. Socks should be worn no higher than the knee. Fishnet stockings or other inappropriate leg wear is not acceptable. Stockings or tights worn under skirts **must be solid in color** and need to either be **white, black or navy blue**.

Shirts

All shirts must be tucked in and purchased from Schoolbelles with the school's logo. Elementary students' color is red. Elementary students' are required to wear polo shirts with short or long sleeves bearing the school logo.

Middle school students' colors are navy blue or white with long sleeves or short. T-shirts are not allowed as normal school day wear. Only one solid white, gray, or black t-shirt may be worn underneath the polo shirts. T-shirts may not be visible below the shirt hem or cuff. The polo shirt must be worn every day to school.

Bottoms

Students in grades K-8 must wear CSUSA Khaki or Navy bottoms (shorts, slacks, skorts) with CSUSA logo.

Absolutely no jeans will be allowed on any day (no matter the temperature), except on designated Jeans Days when the student may wear appropriate jeans if the student chooses to participate on Jean Day.

Outerwear

School authorized jackets and school authorized zippered sweatshirts without hoodies are the only outerwear permitted at Success Mile Academy. Parents may purchase the school's navy blue jacket or sweatshirt from Schoolbelles that provides the rest of the school uniform.

Hoodies are not allowed to be worn anywhere in the building. If a child complains that they are cold, they are able to wear an approved Success Mile Academy sweatshirt or jacket.

Belts

A belt must be worn at all times with any article of clothing as belt loops are part of the school uniform pant. It should be fitted around the waist so that excess length can be tucked in loops and NOT hanging. Belts must be plain khaki, brown, black or navy (not white or bright-colored). Belts cannot have dangling items, large buckles, or logo/written items.

Jewelry

Students may not wear body piercing other than earrings in the ear lobe. One earring per ear may be worn. For safety reasons, only a stud or a tiny hoop earring can be worn. (Tiny hoops can be no larger than an adult pinky finger.) Limited jewelry can be worn such as a watch, small bracelet, and thin necklace/chain. For safety reasons, necklaces/chains should be worn inside of school uniform, NOT on top of the uniform shirt. Bracelets need to be limited to one per wrist to eliminate unnecessary noise and distractions.

Gym Uniforms

Students must wear the Success Mile Academy gym uniform: gray t-shirt with blue shorts, with the SMA logo, on gym day in order to participate in Physical Education classes. No other gym attire is acceptable. Gym uniforms must be purchased at Schoolbelles. ,

General

At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty. **All Clothing Should be Labeled With the Students Name.** Parents of students in Kindergarten are encouraged to leave a Ziploc bag labeled with the child's name with a spare change of clothes in the classroom throughout the year for emergencies.

Uniform Violations

Level I- School sends home a uniform violation stamp/note. A telephone call is made to the parent from the school office.

Level II – Student will call parent from office to obtain correct uniform. Student will wait in the office for parent to bring correct uniform.

Repeated offenses will be referred to administration. A parent conference may be required to understand the problem and help correct the situation.

Emergencies

Illness

The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill. Students will be sent home if they have a temperature of 99 degrees or

above. In order for a child to return to school, he/she must be fever-free, diarrhea, vomit-free for a minimum of 24 hours. If a student becomes ill during the school day and it appears that they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency. Please update Emergency Contact Information whenever changes occur.

Emergency Evacuation

Your child's safety is one of our major concerns. We need to be prepared for the unexpected. We hold fire drills, lockdowns drills, and extreme weather drills as required by state law. Under no circumstances will parents be allowed to pick up their child at school during an evacuation period. For information during such an emergency you may contact CSUSA @ 954-202-3500. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well.

Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home/cell phone numbers.

Enrichment Programs

The enrichment program functions independently from the After School Care program; therefore, it is not a requisite to be enrolled in the After School Care program to participate in enrichment activities. Students have several opportunities to participate in extracurricular activities for an additional fee.

An enrichment guide will be posted on our website as well as flyers will be available at school which will include the activities offered, the days, time and cost. Fees are due monthly or according to the program policies.

Athletics

Number one for any player is keep up on academics. Players must maintain a 2.5 grade point average within the current grading or progress period in order to be eligible to play. If you feel as a parent your child's grades are slipping because of sports, please talk with the coach to make necessary arrangements or changes. The new policy this year is any student that has a progress report with a D has one week to improve the grade or they will sit out of practice and study during that time. Sitting out at practice will mean they will sit out of a game.

Family Rights and Privacy Act

The revised Family Rights and Privacy Act became a Federal law in November, 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records with a signed release.

Field Trips

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. Parents accompanying students on overnight field trips must be fingerprinted and background checked per the Jessica Lunsford Act, in effect since September 2005.

Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and also while at the site. Students who fail to follow instructions will be given an appropriate consequence upon return to school. If a student is suspended during the first semester, they may be excluded from participating in any field trips or dances during the first semester. If a student is suspended during the second semester, they may be excluded from participating in any field trips or dances during the second semester.

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to each field trip. Money and permission slips must be turned in according to the teacher's instructions, prior to the field trip. Students will not be permitted to take part in the field trip without a completed signed permission slip. Students are to wear their uniform on field trips for security reasons (unless authorized otherwise by administration). All open balances owed to the school must be remitted prior to the student attending the field trip i.e., before/after care, lost books, volunteer hours. All chaperones must ride with the class on the school bus. Early dismissal from a field trip site is not permitted.

- All field trip money will be collected by the classroom teacher.
- Field trips must be paid in cash only.
- Money will not be accepted at the front office.
- Money, permission slips and any other forms required and need must be submitted to the teacher per his or her instructions and timelines. Failure to meet these deadlines could cause a student to miss the field trip.

Grading Scale:

<u>Grades K-2</u>	<u>Grades 3-8</u>
E* – Excellent Progress	90-100% A – Outstanding Performance
S* – Satisfactory Progress	80-89% B – Above Average Progress
N – Needs Improvement	70-79% C – Average Progress
U – Unsatisfactory Progress	60-69% D – Lowest Acceptable Progress
	0-59% F – Failure
	S** – Satisfactory Progress
	N** – Needs Improvement

*E, S, N, and U are used on the Kindergarten and Grade 2 report cards for Reading and Math and for all grades for citizenship grades.

S and N are used for all other subject areas.

Honor Roll Requirement

Quarterly Awards

- **Principal's Award** - All As or equivalent in academic subjects and must have an "E" in citizenship.
- **Honor Roll** - All As and Bs or equivalent in academic subjects and must have an "E" or "S" in citizenship.

End of the Year Awards

A variety of awards will be given covering numerous academic and nonacademic areas at the end of the school year.

Students' Rights

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they could result in a meeting with the staff, parents, child and possibly administration. If a student does not feel safe, or has been threatened they need to report this immediately to a staff member.

Grievance Procedure

If a student or his/her parents feel they have a grievance or complaint, they should do the following:

1. Carefully analyze the problem and be sure you have **All the Facts**.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher, if applicable, through appointment.
4. If you believe the problem is not resolved, meet with school administration.
5. If left unresolved, you should contact School Support, CSUSA @ 954-202-3500.
6. If still unresolved, you should contact the Governing Board. Please call the school for contact information.

Report Card Distribution

Report cards will be sent home with the student at the end of Quarters 1, 2, 3 and 4.

Progress reports will be sent home four weeks into each quarter.

Students with special education needs, who have an IEP, will receive a progress report on progress to IEP goals at the end of each quarter.

Hallway Behavior

Students should travel through the hallways quietly to avoid interrupting ongoing classes.

Students should always arrive to class on time. Students are NOT allowed to show "Public Displays of Affection". For safety reasons students should walk on the right side of the hallway and keep their hands, feet and other objects to themselves and off the corridor walls.

Home Learning

The purpose of home learning is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have

been assigned. If a child does not understand his/her assignment after trying to do it at home, please send a note to the teacher indicating the problem.

All students will be required to write their assignments in their notebook or school agenda. Parents are required to sign the agenda weekly to ensure effective communication.

Parents not signing the agenda will result in a parent contact being made.

Injury

An accident report will be completed and filed if the student is sent to the office for an injury or for an ice pack. For a student illness such as a headache or stomach ache, the student will call home from the classroom.

The procedures listed below will be followed for an injured student:

- Teachers will send the student to the office if the injury is minor.
- Teachers will notify the office if the student is unable to be moved.
- School personnel will administer basic first aid.

The parent(s) will be called and the injury described. For minor injury, the parent will make the decision about retrieving the student from the school. Emergency contact persons will be called if parent cannot be reached.

- The Emergency Services will be called for critical injuries that require the type of care that school personnel cannot offer, and the parent or emergency contact will be notified.
- If a student has a health plan on file at the school, the health plan will be followed.

Medication

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of the school without specific written authorization by the physician & parents of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, and a physician's form is not signed, the parent may come to the school to administer medication personally. A Physician's Form may be obtained from the school office. The medication will be kept in the office and will be administered by office personnel. Students are not allowed to have any medication (not even over the counter medication) in their possession. Parents must pick up and drop off medicine in the office. Students are responsible to come to the office at the appropriate time to ask for their medication. It is not the responsibility of the office staff to remind the student. Please inform your child's teacher of any medication procedures.

Pediculosis (Head Lice) and Eye Infections

Students will be checked periodically for head lice. Students will be sent home immediately if school personnel suspect lice in his/her hair.

The students **may NOT** return to school until treatment has been administered and all nits have been removed from the hair. Upon returning to school, the student will be checked to determine if any nits are still present before admission to class. To prevent an outbreak of head lice, parents are asked to examine the hair of their children weekly, and shampoo frequently.

Any eye conditions that do appear to be infectious must be cleared by a doctor in order for the

student to return to school. This is for the protection of the student and their classmates.

Instructional Books, Equipment, Materials, and Supplies

All textbooks needed by students for school are furnished by the school from tax dollars.

Students need to realize that books are expensive and that they should be cared for properly. Students should print their names and room number on the front of each book inside cover. Books must **not be written in or on**. Charges will be made for damaged or lost books. Students must learn to be responsible for the care of personal and school materials.

A list of all needed basic supplies can be found on the school's home Website or a paper copy can be picked up in the office. Please help your child come prepared for school by packing his/her supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

Labels

Please have your child's name on all personal property such as: lunch boxes, sweaters, raincoats, etc.

Lost and Found

Throughout the school year, items which have been lost are turned into the front office. Many of our problems would be solved if clothing and personal belongings were labeled with the student's name. Anytime a student loses an item, he/she may go to the "Lost and Found" in the lunch room to claim it. There are many items lost and never claimed each year. Therefore, please label your child's personal belongings. Any items not claimed at the end of the school year will either be donated to charity, re-cycled or thrown away at the school's discretion.

Parent Teacher Organization (PTOs)

Success Mile Academy truly believes that the involvement of parents in the education of a child is essential. Not only is academic communication important, the volunteer involvement of parents is important to benefit the programs of the school. The PTO is structured in a manner that respects the importance of time with family, engagement in the school community, and the opportunity to enrich the programs of the school for students.

A major component of the Success Mile Academy PTO will be the team structure for events, fundraisers, and identified needs of the school. A parent can focus their talents and areas of personal enjoyment with the events and opportunities of the school. Volunteer organizations have always known that putting the right volunteers in the right places always increases retention of volunteers and the success of the organizational efforts. Success Mile Academy intends to put these lessons into practice and harness the immense abilities within our school.

The classroom volunteer's involvement with your child's class and homeroom teacher will also help the efforts, with the teacher, to keep everyone informed and engaged.

The primary mode of volunteering will always be with your child's classroom and grade level. Each grade level will facilitate major events for their students. This will require close cooperation between the parents and teachers. Teachers will share the major events they are planning and

coordinate with parents to form teams to make the event a success. Most grade levels will host one major and one minor event each year. Teachers will coordinate with parents to organize small groups and teams to host a successful event. These events will also facilitate a parent's ability to completely fulfill their volunteer hour obligation. Parents with multiple children in the school will always be able to find opportunities to work with multiple grade level events and fulfill their hours.

Student Information System (PowerSchool)

All parents will have access to the Parent Student Information System via any internet computer. It can also be viewed on your cell phone once you download the application. User names and passwords are available through the front office. Parents can get up to date grades, attendance, and tardy records while also having access to email teachers, view school calendar, and see how your student is faring with the State Standards in each class and benchmark test. It is very important that you keep phone numbers, addresses, and contact information updated.

Teacher Conferences

All parents will meet with their child's teacher(s) at least once during the school year. We encourage you to have conferences more often, as effective communication is one of the cornerstones of education. Conferences are scheduled after 1st quarter and 3rd quarter.

Telephone

The school has a business telephone to help transact the business of the school. Students may not use the telephone without permission. It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Only emergency messages will be delivered to the student in the classroom.

Severe Weather Information

Parents should watch the local news for information about school closings. Parents may also check the school Webpage for a list of television and radio stations that will have alerts. Additionally, information may be made available through a weather radio.

Visitors

Visitors, **including parents**, are **NOT** permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid Michigan Drivers License which will be processed through the Raptor Screening System. Parents must also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

Special Populations

Special Education Services

Success Mile Academy's Special Education Program meets the individual needs of students by using specially designed instruction with a standards based curriculum. Frequent

assessment of student progress is necessary, and attendance in these sessions is required. Special Education Programming and Related Services are provided to Success Mile Academy students at no cost to the parent or guardian. Students with disabilities needing special education are entitled to a free and appropriate public education (FAPE), with services conforming to the student's Individualized Education Program (IEP).

Individuals with Disabilities Education Act (IDEA) /Child Find Policies

The 2007 Amendments to the Individuals with Disabilities Education Act (IDEA) mandate that every school district in the country develop a system to identify children (from birth through age 21), with disabilities, who live in that specific district. Success Mile Academy will make a concerted effort to identify, to locate and to evaluate children who enroll in Success Mile Academy and have a confirmed or suspected disability, in accordance with all federal regulations and state standards. In addition, it shall be the policy of Success Mile Academy that children with disabilities, as well as their parents/guardians, shall be provided with safeguards as required by law, throughout the identification, evaluation, and placement process and to provide these children with a free, appropriate, public education.

Parents suspecting their child may have a disability requiring special education programming and services may request an evaluation, in writing, at any time.

Parents of preschool aged children (ages three through five) may request an evaluation of their child from their local school district's early intervention services.

Special Education Evaluations

Success Mile Academy will conduct evaluations to determine eligibility for special education and related services. Prior to this evaluation, existing data regarding the student's progress, achievement, and functioning in the general education curriculum/setting is reviewed, as well as the student's response to any interventions attempted in the general education setting to improve student success. Analysis of state and district test results, as well as any independent educational evaluations or additional data from parents, teacher input, classroom observations, and many other data sources will be used to determine whether any additional data is required. Prior to any formal assessment, parental consent will be obtained. Provided consent is given, once all data is gathered (not to exceed 30 school days), the Multidisciplinary Evaluation Team (MET) will meet to determine whether or not the student meets the eligibility criteria outlined by IDEA and state law, to receive special education services in one of the 13 eligibility categories listed below.

- Autism Spectrum Disorder
- Cognitive Impairment
- Deaf-Blindness
- Early Childhood Developmental Delay
- Emotional Impairment
- Hearing Impairment
- Other Health Impairments
- Physical Impairment
- Specific Learning Disability

- Speech and Language Impairment
- Severe Multiple Impairments
- Traumatic Brain Injury
- Visual Impairment

Success Mile Academy is committed to the full implementation of the No Child Left Behind Act and IDEA. When students with special education needs are given the support necessary for success as outlined by their IEP, we believe they can achieve at the same high standards that are required for all students enrolled in our school. Therefore, we will ensure that our enrolled students with special education needs have full access to those curricular offerings aligned to Common Core State Standards (CCSS) and Michigan Grade Level Content Expectations (GLCE).

Section 504 Service Plan

Under Section 504 of the Federal Rehabilitation Act of 1973, and under the Federal Americans with Disabilities Amendment Act, some school-age children with disabilities who do not meet the eligibility criteria for special education programs and services may nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. A 504 Plan is a general education plan. Children are entitled to such protections, adaptations, and accommodations if they have a documented mental or physical disability that substantially limits or prohibits participation in, or access to, an aspect of the school program. Requests for a 504 eligibility meeting can be made of the student's teacher or principal.

Child Abuse

The Michigan Child Protection Law, 1975 PA 238, MCL 722.621 et. seq., requires the reporting of child abuse and neglect by certain persons (called mandated reporters) and permits the reporting of child abuse and neglect by all persons. Teachers are mandated reporters and must report any suspected child abuse or neglect.



SCHOOL - PARENT COMPACT 2016-2017

As **educators** at Success Mile Academy, we will:

- A. Make ourselves available for communication with students and parents.
- B. Provide high quality instruction to your child through the use of evidence based practices.
- C. Ensure that students receive academic intervention, as necessary, as outlined in their personal learning plan.
- D. Communicate your child's progress through progress reports, report cards, online grade portal, and conferences.
- E. Provide a safe and nurturing, learning environment.
- F. Provide development in cognitive, social, behavioral, and physical areas that lead to lifelong learners.
- G. Work with families to ensure that the necessary resources to carry on their child's education are made available.

As a **student** at Success Mile Academy, I will be responsible, respectful, safe, and a leader by:

- A. Working at my highest potential.
- B. Putting time aside to complete homework and read every day.
- C. Coming prepared to learn each day.
- D. Following all school expectations.
- E. Treating others with kindness and respect.
- F. Discussing my learning with my teacher and adults at home.

As a **parent/ guardian** of a child at Success Mile Academy, and the primary educator of my child I (we) will:

- A. Ensure that my child attends school on time, on a regular basis.
- B. Provide a suitable time and place for homework.
- C. Limit television, video games, and phone usage during the week to allow more time for reading, studying and family time.
- D. Read and use information sent home by the school to keep informed of the academic topics to be introduced and studied in the classroom.
- E. Adhere to the policies and procedures outlined in the parent-student handbook.
- F. Talk to my child about their learning experiences.

Teacher: _____ **Date:** _____

Student: _____ **Date:** _____

Parent/ Guardian: _____ **Date:** _____



Handbook Acknowledgement

Dear Parent,

Please complete this page and return it to your child's homeroom teacher.

Student Name _____ Grade: _____

Teacher _____

I acknowledge that I have read the parent handbook and shared it with my student. I agree that I and my student will comply with the policies set forth in this handbook.

Student Signature

Date

Parent/Guardian Signature

Date

Acceptable Internet Use Policy

Introduction

The Internet links thousands of computer networks around the world, giving Success Mile Academy students access to a wide variety of computer and information resources.

Success Mile Academy does not have control of the information on the internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-8 setting. Success Mile Academy and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. There are security systems and filters in place to prevent students from getting to unauthorized sites. If a student does access an unauthorized site, it is a conscious selection and act and may result in the loss of Internet privileges.

Success Mile Academy specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Your child will learn Internet communication skills including the following; email safety, downloading, files, www, keyword searches, etc.

Student Guidelines

Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network. Care of Success Mile Academy facilities go hand in hand with using computer hardware, software and the Internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures set up for network access will not be tolerated.

1. Before use, all students will receive an overview of the aspects of security and ethics involved in using the Success Mile Academy network.
2. Students may not allow others to use their account name and or their password. To do so is a violation of the Acceptable Use Policy.
3. Any action by a student that is determined by his classroom teacher or a system administrator to constitute an inappropriate use Internet at Success Mile 4. Academy or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy.
5. Transmission of material, information or software in violation of any school district policy, or local, state or federal law is prohibited and is a breach of the Acceptable Use Policy.
6. Any use of the Internet proxy services to circumvent the network filters will result in suspension and loss of Internet privileges.

Violating the Acceptance Use Policy may result in:

- Restricted network access
- Loss of Network access
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure smooth system operations, the Systems Administrator has the authority to

monitor all accounts. Every effort will be made to maintain privacy and security in this process.

Student Access Contract

I understand that when I am using the Internet or any other telecommunications environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or Local law, Success Mile Academy, and Charter Schools USA.

My signature below, and that of my parents, means that I agree to follow the guidelines of the Acceptable Use Policy for the Internet at Success Mile Academy.

<hr/>	
Student's Last Name	Student's First Name
<hr/>	
Student's Signature	
<hr/>	
Grade	Date

Parent Agreement

A parent must also read and sign this agreement.

We ask you to review this policy with your child and to sign the consent form. Your child's teacher has already discussed this policy with your son/daughter.

If you would like more information about Success Mile Academy Internet accounts, please phone the school at 586-353-2108 or CSUSA at 954 202-3500.

As the parent of this student I have read the Acceptable Use Policy for the Internet for Success Mile Academy, I hereby give my permission for my child to use the Internet through classroom curriculum projects.

Parent Name

Parent Signature

Date

Parent Work Phone Number



Policy and Procedures Prohibiting Discrimination, Including Sexual and Other Forms of Harassment

I. Policy Against Discrimination

- A. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.
- B. The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
- C. The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap or sexual orientation.

II. Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law

- A. The School desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the School's commitment to equal opportunities and the prohibition of discriminatory practices. The School's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The School will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.
- B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School facilities.

III. Definition of Sexual Harassment

- A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:
 - 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.

2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
 3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.
 4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.
- B. Types of conduct which are prohibited in the School and which may constitute sexual harassment include, but are not limited to:
1. Graphic verbal comments about an individual's body or appearance.
 2. Sexual jokes, notes, stories, drawings, pictures or gestures.
 3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.
 4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
 5. Spreading sexual rumors.
 6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
 7. Cornering or blocking normal movements.
 8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

IV. Definition of Other Forms of Prohibited Harassment

- A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, citizenship or sexual orientation or any other characteristic protected by law and that:
1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;
 2. Has the purpose or effect of interfering with an individual's work or academic performance; or
 3. Otherwise, adversely affects an individual's employment or academic performance.
- B. Examples of prohibited actions, which may constitute harassment include, but are

not limited to, the following:

1. Epithets, slurs or negative stereotyping;
2. Threatening, intimidating or hostile acts, such as stalking; or
3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school premises or circulated in the workplace or academic environment.

V. Retaliation Prohibited

- A. Any act of retaliation against an individual who files a complaint alleging a violation of the School's anti-discrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.
- B. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation if, or filing a complaint of, discrimination.

VI. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment

A. Procedures for Filing Complaints

1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the school should within sixty (60) days of alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons
2. The complaint should be filed with the school Principal. Complaints filed with the Principal must be forwarded to the Equity Officer within five (5) days of the filing of the complaint. If the complaint is against the principal, the complaint may be filed directly with the Equity Officer.
3. If the complaint is against the Equity Officer, the VP of Education, or other member of

B. Procedures for Processing Complaints

1. Complaints filed against persons other than the VP of Education or member of the
 - a. Upon receipt of the written complaint by the Equity Officer, the Equity Officer shall investigate or appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the Equity Officer as to whether there is reasonable cause to

believe a violation of the School's anti-discrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation must be sent to the Equity Officer along with the summary and recommendation.

- b. If the complaint is against the Equity Officer, the School Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section VI.B.1.a. (above).
- c. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to the Equity Officer within thirty (30) days, or to the School Attorney within thirty (30) days, if the complaint is against the Equity Officer. The Equity Officer, or School Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.
- d. If the Equity Officer or School Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. The Equity Officer or School Attorney shall then review the investigatory file, reasonable cause determination, and all related documents and evidence, to the VP of Education.
- e. If the Equity Officer or School Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days notice of the finding of no reasonable cause to the complainant and accused.
- f. The complainant may request a no reasonable cause finding by the Equity Officer or School Attorney be reviewed by the VP of Education within ten (10) days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the VP of Education and Equity Officer/School Attorney to present his or her position. The VP of Education and Equity Officer/School Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The VP of Education shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.
- g. If review by the VP of Education is not timely requested, the Equity Officer or School Attorney's determination of no reasonable cause shall be final.
- h. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the VP of Education. The request must include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the VP of Education and the Equity Officer/School Attorney to present his or her position. The VP of Education and Equity

Officer/School Attorney must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.

- i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h. (above), the VP of Education shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within twenty (20) days of the informal hearing be forwarded to the accused and the complainant and the Chairman of the School's Board, and a copy of will be filed with and maintained in the office of Charter Schools USA Senior Director of Human Resources.

2. Complaints against School Board Members.

- a. Complaints against the School's Board Members shall be filed with the School Attorney. The School Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.
- b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School

Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.

- c. If reasonable cause is recommended by the investigator against a School's Board Member the recommendation shall within twenty (20) days be forwarded to the Chairman of the Palm Beach County School Board to determine if there is evidence that a misfeasance or malfeasance of office occurred. The Palm Beach County School Board will be responsible for taking any necessary action in accordance with applicable law with reference to an elected official.
- d. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the School Attorney, shall be final and a copy will be forwarded to the Chairman of the Palm Beach County School Board. In

compliance with Florida Statute, the investigation file shall become public record and School's Board Member shall answer to their constituency.

3. Penalties for confirmed Discrimination or Harassment

- a. Student - A substantiated allegation of discrimination or harassment against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.
- b. Employee or Volunteer - A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referral may be made to appropriate law enforcement authorities.

4. Limited Exemption from Public Records Act and Notification of Parents of Minors

- a. To the extent possible, complaints will be treated as confidential and in accordance with Florida Statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The School's obligation to investigation and take corrective action may supersede an individual's right to privacy.
- b. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) days of receipt of a complaint.

Success Mile Academy shall conspicuously post its Notice of Non-Discrimination and Non-Harassment and the name and telephone number of the employee responsible for compliance with such policies at its facilities subject to its discretion regarding placement.

Equity Officer

Diane Ratcliff

Charter Schools USA

6245 N Federal Highway, 5th Floor

Ft. Lauderdale, FL 33308 (954) 202-3500

ext 1243