

Welcome to Academic and Career Education Academy!

September 3, 2019

Dear Students and Parents:

We are excited to work with you toward a positive and exciting school year! We would like students to view their time at ACEA as an opportunity to develop their abilities to the fullest. It will take everyone – students, parents, and staff - to encourage student success.

Rules and regulations are necessary for a successful school year. Please read and familiarize yourself with the contents of this handbook, because many of the questions students and parents may have are answered here. If you have any questions, please feel free to call (989) 374-2232.

Let's make this a great year!

Sincerely,

The ACEA Staff

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| <p style="text-align: center;">Vision Statement The Small School with Big Opportunities</p> |
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ACADEMIC AND CAREER EDUCATION ACADEMY

Academic and Career Education Academy (ACEA) is an alternative high school that provides an innovative learning environment for students by integrating Michigan’s educational standards through different delivery systems. ACEA promotes student success through mastery learning, individualized academic planning, career exploration, and vocational/work opportunities. ACEA offers the educational background necessary for students to begin a career or enter a post-secondary school after graduation. Transportation is available for ACEA students.

MISSION STATEMENT

The Academic and Career Education Academy will provide innovative educational opportunities for achieving individual success through discovery, exploration, and the pursuit of student potential. Our unique, challenging, and flexible curriculum inspires excellence and confidence in academic and career endeavors.



IT IS IMPORTANT THAT YOU REVIEW THIS HANDBOOK AND UNDERSTAND ALL STUDENT SERVICES AND POLICIES.

The **Student Handbook** incorporates the policies and procedures that all students are responsible for and is a source of information for commonly asked questions. The Handbook begins with the mission statement and goals of Academic and Career Education Academy, and student services and curriculum guidelines complete the handbook. Anyone with questions regarding this handbook should contact Michelle Zielinski, at 631-5202 x217.

Parents: As a parent of a Title I, Part A School, you have the right to request information about the professional qualifications of both the teachers and the paraprofessionals who teach and work with your children. If you would like to request information, you may contact the ACEA Principal at (989) 631-5202 x217.

ACEA SCHOOL/OFFICE HOURS

The day program schedule is Monday-Friday from 8:30 a.m. – 3:27 p.m. The evening program is scheduled Monday-Thursday, 3:30 p.m. – 8:30 p.m. The ACEA office is staffed from 8:00 a.m. until 4:00 p.m., Monday through Friday during the school year.

IMPORTANT PHONE NUMBERS AND HOURS

ACEA MAIN OFFICE

| | | |
|--------------------------------|--------------------------------|-------------------------------------|
| Principal | Michelle Zielinski | 631-5202 (X 215) ext. 217 |
| Office Professional/Attendance | Kim Rapanos | ext. 215 |
| Lunch Program/Student Records | Jeanne Calkins | ext. 214 |
| Evening Teacher Contact | | ext. 220 |
| Adult Education | | ext. 216 |
| Transportation | ETC | ext. 241 |
| County Connection | 6:00 a.m. - 6:00 p.m. Mon-Fri. | 837-9540 of 1-888-303-7433 |
| Counseling Office | | ext. 229 |

DAILY SCHEDULE

| | |
|----------------------|-------------------------|
| 1 st Hour | 8:30 a.m. – 9:30 a.m. |
| 2 nd Hour | 9:35 a.m. – 10:35 a.m. |
| 3 rd Hour | 10:40 a.m. – 11:40 a.m. |
| Lunch | 11:45 a.m. – 12:15 p.m. |
| 4 th Hour | 12:15 p.m. - 1:20 p.m. |
| 5 th Hour | 1:25 p.m. - 2:25 p.m. |
| 6 th Hour | 2:30 p.m. - 3:27 p.m. |

PROGRAM DESCRIPTION

ACEA is an alternative to a traditional high school, for students in grades 9-12. Students must be 16 before the end of first semester of that school year. ACEA is designed for students who may have become frustrated by school, or who may have had to drop for reasons beyond their control. ACEA is designed to help young adults become successful and prepare them to be productive adults. We are committed to providing teens with strategies and opportunities to reach their full potential in a safe, orderly, and positive learning environment.

Students learn by many different methods. Our responsibility is to provide learning experiences which accommodate these differences between people. Students enrolled at ACEA will have an individual curriculum plan designed to fit their needs. This plan addresses initial assessment and then increases knowledge necessary to reach the individual's educational goal. The flexibility of this plan works well with special needs students as it does not label the individual or separate them from others.

ADMISSION POLICY

Students interested in attending ACEA must complete a Student Application Form. Students applying to ACEA must set up a meeting with the Principal or designee and the student's parent or guardian. Students 16 and 17 years old should not attend the evening program without approval from an administrator, and students 18 and 19 years old may attend the day or evening program. Students enrolled in the day program should be registered on a full-time basis. An emergency contact form is completed as part of the enrollment process. It is important that this information is accurate in the case of an emergency. It is the parent's responsibility to update emergency/contact information and notify the ACEA office of any changes in custody of the student.

NON-DISCRIMINATION POLICY

Academic and Career Education Academy (ACEA) is an equal opportunity/affirmative action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title XI, and Title IX of the Education Amendments Act of 1972, it is the policy of ACEA that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation, or disabilities shall be discriminated against, excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in employment or in any program or activity for which the Board is responsible or for which it receives financial assistance from the United States Department of Education.

Any person believing that ACEA or any part of the school organization has inadequately applied the principles of the aforementioned Acts may forward a complaint to the ACEA Principal at the following address:

Michelle Zielinski
ACEA Principal
884 E. Isabella Rd.
Midland, MI 48640

A written statement of the entire complaint procedure will be furnished by the Principal upon request.

ATTENDANCE POLICY

ACEA attendance policy is designed to promote education. Good attendance habits in school will help make students reliable adults. Moreover, their attendance record becomes part of their permanent record. Many employers consider attendance as important as a student's grade point average. The major responsibility for acceptable attendance lies with the individual student and their parent or legal guardian.

A student's attendance must be at 80%. While we encourage regular attendance, we understand that there may be circumstances out of a student's control that will force them to miss school. Students are allowed six absences within a six week marking period before being dropped or losing credit. This includes excused and unexcused absences. A student dropped for poor attendance must be out of school until the next admittance period. School attendance is a shared responsibility of a student and their parent. Extenuating circumstances for continual absences should be discussed and documented with the Principal or designee. A student can complete a "Request for Waiver of Loss of Credit" form within three days of their sixth absence to appeal the decision.

NOTIFY THE ATTENDANCE OFFICE

Absences are always a concern. It is the student's responsibility to have a parent or guardian call the office **(989) 374-2232**, or leave a message with the receptionist if it is before or after school hours if the student is going to be absent. If no call is received, the absence will be unexcused. Parents will be notified if a pattern of absenteeism develops.

1. **EXCUSED:** Absences due to personal illness, professional appointments, funerals, or serious personal or family problems. Arrangements for missed work for an excused absence must be initiated by the student. (a doctor's note may be required to excuse multiple day of absents for illness.)
2. **UNEXCUSED:** Absences that are not in the excused category. Examples would be shopping trips, barber or beauty appointments, missing the bus, oversleeping, etc.
3. **UNEXCUSED-EXPLAINED:** Any time a parent calls in reporting a student absence and it does not fall under the excused category or under our vacation policy, it will be considered unexcused-explained. The individual teacher will determine if work can be made up.
4. **SCHOOL RELATED ABSENCES:** Any student that misses school due to a field trip, college visit or other school related absence is responsible for all homework, tests, quizzes and other assignments prior to that school related absence.
5. **VACATIONS:** Parents are discouraged from having their student excused from school for vacations or trips. A student who wishes to take part in a planned vacation will be excused if the request is made at least five (5) school days in advance of the scheduled vacation. *Teachers are not required to provide make-up work for students if they do not request work in advance.*
6. **TARDINESS:** Being on time is necessary for a person to be successful in life. As such, a student who has three tardies within one week will complete a one day in-house suspension (Chill Room). A student must fulfill this requirement before returning to any schedule class.
7. **CHECKING OUT OF SCHOOL:** A student who must leave school for any reason during the day must verify parental permission with the office and sign out in the log book. Students who are 18 and older may sign themselves out; however, they must have permission from the Principal's office before leaving. Failure to follow these steps may result in an unexcused absence for those hours missed and an in-house detention may be assigned.
8. **EXTRA-CURRICULAR PARTICIPATION:** A student must be in attendance the full day before the extra-curricular activity in order to participate. Students who are frequently absent the week of

an event may not participate. A student cannot have any substantiated disciplinary infractions in the same time period

ATTENDANCE INCENTIVES

Excellent attendance is recognized and rewarded at ACEA. Students will be rewarded for every week that they have perfect attendance. Other incentives are given each week and also at the end of the school year to recognize attendance as well as other good work.

ACADEMIC PROGRESS AND GRADES

Good attendance usually leads to academic progress toward graduation, but a student still needs to consistently make academic progress. Any student who is failing a class will meet with the adult advocate or be assigned other interventions in order to help them be successful in their courses. A student who continues to fail their classes may be put on an academic contract which will include performance and behavior changes needed to improve academic progress. Failure to successfully pass the next marking period may result in the student being removed from the class or dismissal from the ACEA program.

Report cards are issued every six weeks. A student will earn semester credit after completing three six-week marking periods. Students will have the opportunity to take independent study classes which allow students to work and earn credit at their own pace. Class credit is earned by completing the course requirements and assignments as outlined by the teaching staff. Each class has requirements based on content and conduct. Grades are based on the following guidelines:

Content

Is the student:

- Producing work at the level of his/her capability
- Engaged and on task for the allocated class time
- Completing the assigned work
- Meeting or exceeding course expectations
- Doing quality work and earning an acceptable percentage on completed work

Conduct

Is the student:

- Following school and classroom guidelines as well as the Eight Expectations
- On time and prepared for class
- Listening and focused
- Displaying positive behavior and using positive, productive communication
- Cooperative and constructively engaged in individual and group activities
- Showing a helping attitude

ACEA's practice is to share educational information with all parents. Students who have reached the age of majority(18 years of age) who wish to have this revoked, must put a request in writing that their wish is for us not to share educational information with their parent(s).

HOMELESS STUDENTS

Children who meet the Federal definition of “homeless” will be provided a free and appropriate public education in the same manner as all other student of the Academy and will not be stigmatized or segregated on the basis of their status of homeless.

The McKinney Vento Homeless Assistance Act acknowledges that disputes may arise between the school district and homeless students and their parents/guardians when the student is placed in a school other than the one requested. Guidance for school selection is provided by the law and includes a dispute resolution process. Please see Jeanne Calkins, ACEA's Homeless Liaison at 989-631-5202 ext. 214 or email jeannec@aceaofmidland.org for more information or to see a copy of the dispute resolution process.

Credit Recovery/ Dual Enrollment Policy

Information regarding the policy on testing out of classes and dual enrollment in college course work is available from the school counselor or building administrators. Testing out for credit will count toward fulfillment of subject area and course sequence requirements for graduation.

Colleges may accept high school students for enrollment in academic courses, if they are recommended by their local school. Students at ACEA may take advantage of this opportunity if they choose. Approval must be obtained well in advance from the ACEA office. Students seeking reimbursement under the Post-Secondary Enrollment Option Act should meet the following requirements:

1. Student should meet or exceed state guidelines regarding subject endorsement on the Michigan Merit Exam. If a student has not yet completed the MME or the state approved assessment, scores from the PSAT can be used.
2. Students may not enroll in more than ten college courses overall
3. Post -Secondary courses and high school courses must equal, but not exceed a total of six courses per semester
4. Only classes taken during the school year will qualify for reimbursement.
5. Students who drop or earn a failing grade will not be considered for future dual enrollment or other special ACEA program options.
6. Dual enrolled students who drop or fail a course are responsible for reimbursing ACEA for all funds that were expended by the district.

Students may earn ACEA credit for courses completed, subject to the following guidelines:

1. College classes must be academic classes; that is, they must be applicable to planned degree or certificate programs. Other courses not offered at ACEA may be counted with administrative approval.
2. Every two college credits shall earn .5 ACEA credit, if a passing grade is earned.

State Testing Eligibility

The following requirements must be met before a student can be deemed an 11th grader and thus eligible to take the State assessment during the stated testing cycle for that school year. A student must have completed:

- The Geometry component of the mandated curriculum
- One full year of English 9 and 10
- One full year of Biology and one additional science credit
- Two credit in Social Studies

GRADUATION CREDIT REQUIREMENTS and EVALUATION

A graduation ceremony is held at the end of the school year. A student will earn a diploma from Academic and Career Education Academy. Sources of credit may include previously earned high school credit, approved college credits, correspondence courses, independent study, or external learning. Students must earn a minimum of 2.0 credits from ACEA to receive a diploma through ACEA.

Graduating Class of 2016 and beyond

| Subject | Credits required |
|----------------------------|--|
| ▪ Language Arts | 4.0 |
| ▪ Career Exploration | .5 |
| ▪ Arts Electives | 1.0 |
| ▪ World Language | 2.0 (1.0 can be replaced with certain courses) |
| ▪ Mathematics | 4.0 (including Geometry, Algebra I and II) |
| ▪ Health | .5 |
| ▪ Phys. Ed. | .5 |
| ▪ Science | 3.0 |
| ▪ U.S. History | 1.0 |
| ▪ Government | .5 |
| ▪ Economics | .5 |
| ▪ World History | 1.0 |
| ▪ Electives | 3.5 |
| Total Credits Required | 22.0 |

A student's grade classification will be determined by the number of credits they have earned.

| | |
|------------------------|--|
| 9 th Grade | 0 - 5.5 |
| 10 th Grade | 6.0 – 11.0 |
| 11 th Grade | 11.5 – 15.5 (note the State testing requirements for the 11 th grade) |
| 12 th Grade | 16.0 – 22.0 |

PERSONAL CURRICULUM

Defined: A personal curriculum (PC) is a documented process that modifies certain requirements of the Michigan Merit Curriculum (MMC). The Michigan Merit Curriculum is the state identified graduation requirements which are included on page 8 of this handbook.

Who is Eligible for a Personal Curriculum? All students in grades 10 – 12 are eligible. Students with a documented disability and Individualized Education Plan (IEP) are eligible to modify the MMC to a greater extent than their non-disabled peers. When Should a Personal Curriculum be used? The use of a PC is allowed by state statute for only three reasons:

When is a Personal Curriculum Modification Appropriate? A PC may be appropriate for a student who has demonstrated one or more of the following:

- The ability or desire to access advanced or specialized content that cannot be met through electives (e.g., district lacks the resources to provide the course/content, or schedule does not allow student to access district offering).
- The ability to succeed in accelerated or advanced math, science, English language arts, world languages, or career and technical education.
- The academic need to modify the State Content Standards for Mathematics. For a student with an IEP: • A documented need to make modifications because the student's disability affects access to and/or demonstration of proficiency in the curriculum.
- Lack of progress on the MMC despite documented interventions, supports, and accommodations. For a transfer student:
- Transferring from out of state or from a nonpublic school after successful completion of the equivalent of two years of high school credit.

Personal Curriculum Modification Process: The personal curriculum (PC) process demands the involvement of many people and should be used only after other options, like the use of supports and research-based interventions, have been exhausted. The PC process should include the student, parent/legal guardian, counselor or teacher, principal or designee, school psychologist (if available for a student with an Individualized Education Program (IEP)). The PC may be initiated by the parent/legal guardian, emancipated student, or school personnel. A student must have completed their freshmen year before requesting a PC. Please see the counselor or School leader for more information PC Team should include the student; parent/legal guardian; counselor and/or teacher(s) with content expertise, knowledge of the student, and/or other relevant qualifications, and (if available and where appropriate) school psychologist if a special education student.

A PC Request Form should be completed to request a PC which is in the school counseling office. The Personal Curriculum Committee will meet, look at the PC request along with existing student performance records, and decide if the request will be granted. If the team decides to grant the request, a personal curriculum will be created with the student, parent/guardian, and the HS counselor and/or teacher. The parent/legal guardian should monitor student progress each semester.

HOMEBOUND STUDY

Homebound study will be available to students who have started the program and are unable to continue classroom attendance due to extenuating circumstances. A doctor's statement indicating a medical reason and the length of time the student must be homebound is required before the student can be placed on a homebound program.

COUNSELING

Counseling is available to students throughout the year. Services include: academic advising; testing and evaluation, preparation for post-secondary education or training (including financial aid and college application). A certified social worker is on staff to work with students one-on-one or in a group setting.

ACADEMIC AND CAREER ASSESSMENT

Each student will be assessed using Northwest Evaluation Association Testing, TABE, and other tools to develop initial academic placement. An interest and needs inventory will also be administered to determine a career path.

GED INFORMATION

ACEA recognizes that for some students a General Educational Developmental Test (GED) may be the best path toward completing secondary education and moving on to a career or college. If you are interested in the GED exam and under the age of 18, you will need to meet with the Principal. This certificate fulfills the high school diploma requirements for most jobs and for entry into community college. The GED exam is a four subject high school equivalency test that measures skills required by high schools and requested by colleges and employers. The four subjects are Science (90 minutes), Social Studies (90 minutes), Mathematical Reasoning (115 minutes), and Reasoning through Language Arts (150 minutes). ACEA students will take GED Preparation classes and the test is offered on computer at a testing center of your choice. Participating in our GED preparation classes may entitle you to a discount on the testing fee, which is currently \$37.50 per each of the four sections.

Not all individuals can be fairly tested under standard administrations of the GED Tests. In such cases, accommodated administrations may be arranged.

Please Note:

In Michigan any student under the age of 18 who has not been enrolled in school for at least one year must have a waiver signed by the last high school attended that it is in the best interest of the student to take the GED exam. All waivers must be approved by the Chief Examiner.

CLOSED CAMPUS

ACEA has a closed campus policy. However, students 18 and over may leave school grounds during lunch only if they sign out with the appropriate staff. Students returning late from lunch or taking underage students may have these privileges revoked. Students who would like to go outside during lunch may use the designated area on the east side of the building. Leaving during lunch without permission will result in disciplinary action.

Students cannot leave until the end of the school day unless they have permission from a parent and school official to leave early. Once a student has been dropped off by ETC transportation, they cannot leave school property. Students who leave school without permission, may be suspended for the following day or spend time in in-house suspension. Students are required to sign out in the office anytime they leave (this includes students 18 and over).

CLASS CANCELLATIONS

Every attempt to hold classes will be made. Occasionally, however, it will be necessary to cancel due to inclement weather. ACEA school cancellation will be listed as "ACEA." The following stations will carry cancellation notices:

WMPX 1490 AM
WUGN 99.7 FM
WNEM-TV 5

WKQZ 93.5 FM
WHNN 96 FM
WEYI-TV 25

LUNCH PROGRAM

Lunch period is scheduled for 11:45 a.m. - 12:15 p.m. Lunch is prepared and delivered daily by Windover High School and may be purchased for \$3.25. Qualifying students will receive lunch free or at a reduced cost after completing the necessary paperwork.

FIRE DRILLS AND EMERGENCY PROCEDURES

Procedures for fire drills, disaster drills, lockdowns, and emergency evacuation have been established and drills will be conducted per State Law. Staff will receive training prior to each school year in order to train students on the procedures for each of the drills. Students who, in any manner, disrupt drills or fail to adhere to the directives of staff members during those drills (or do so in the event of a real emergency) shall be committing gross misbehavior, with possible suspension or expulsion from school as a disciplinary consequence.

CARDIAC RESPONSE PLAN

Public Act 12 of 2014 requires Michigan public schools to have a cardiac emergency response plan. ACEA will comply by implementing its plan in the upcoming school year. ACEA staff will be trained annually and assign a Medical Emergency Response Team (MERT) with roles and responsibilities to carry out the plan in case of a medical emergency. A copy of the plan can be obtained from the ACEA office and the ETC Human Resource office.

GUESTS/VISITORS

The school day is intended as a time for learning, not for entertaining guests. No student visitors are allowed during the school day, including in the parking lot. Parents are welcome to visit at any time but students are never to bring another student as a visitor without authorization from the Principal or designee. **ALL visitors must check in at the office and get a visitor's pass.**

TELEPHONE USAGE

Classroom telephones are for emergencies only. With approval, a telephone is available for students in the office for emergencies. Transportation should be arranged before coming to school.

ELECTRONIC MEDIA and COMMUNICATION DEVICES (CELLULAR PHONES, iPods, Music/Video Playing Devices)

Michigan Law gives local school districts the authority to design rules and regulations, policies and procedures regarding electronic communication. In some cases, electronic communication devices may pose the potential to create an unsafe school environment, therefore, the administration reserves the right to impose restrictions on the possession and use of these items on school property. Electronic communication devices and music/media devices are not to be used during class hours. Students may use cell phones and other electronic devices during lunch period and in between classes. However, any misuse of these items (including speakers) may result in loss of the privilege to bring any communication device on school property. ACEA is not responsible for lost or damaged electronic devices brought to school by a student and reserves the right to prohibit such devices at any time. School officials will not spend time during the school day looking for them, as this is an interruption of educational

services. A student may carry a cell phone for health or other unusual reasons as approved by the Board. (Public act 215 senate bill 822. 1988)

Students found to be using any electronic communication device to in any way negatively affect the safety or order of the School shall be subject to disciplinary action. Students are prohibited from taking inappropriate pictures or videos with electronic communication devices. Students found to be in violation of either of these two actions will have disciplinary consequences up to suspension and expulsion.

SECURITY

For the safety and security of our students and school, ACEA has established video surveillance at various areas around the building and on school busses. Video recordings which show students may constitute a student record, under certain circumstances. The documentation is generally maintained in the student's record to document student conduct or misconduct, unless it is maintained for law enforcement purposes. Generally, video taken during student activities which are open to the public will not be considered student records. The School Administrator will determine whether the video constitutes a student record prior to the release of any video surveillance containing students, other than authorized individuals.

COMPUTER USE POLICY

Use of computer technology provides great educational benefits to students. Unfortunately, some material accessible through the Internet may contain items that are illegal, defamatory, or offensive to some people. Access to the Internet and the use of the computer network is a privilege to students who agree to act in a considerate and responsible manner. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, faculty and staff of Academic and Career Education Academy reserve the right to request the technology coordinator to deny, revoke or suspend specific user accounts. We require that student and parents/guardians (in the case of minors) read, accept and sign the following form to demonstrate agreement with the rules for acceptable use of technology.

1. ACEA complies with the Children's Internet Protection Act
2. Behavior: Students are responsible for good behavior on the computer systems just as they are in a school building. General school rules for behavior and communication apply to behavior while in a computer lab and on the Internet.
3. Network Storage: Storage on the student server, disks and hard drives are to be treated like school lockers or desks. Network Administrators may review files and communication activity (internet) to maintain system integrity and ensure users are using the system responsibly. Users should not expect files to be protected as private or confidential.
4. Forbidden Activity: The consequences listed below describe the minimum action that will result from violation of these rules. STUDENTS MAY **NOT**:
 - a. Send or display offensive messages or pictures, use obscene language, or use the computer to harass, insult or attack others.
 - b. Damage computers, computer systems or computer network.

- c. Violate copyright laws (i.e.: not citing http address as source).
- d. Trespass in another person's folders/files or use another's password.
- e. Waste resources (i.e.: unnecessary printing, file saving or use disk storage).
- f. Use the Internet without permission or outside of a teacher's instructions.
- g. Use school equipment for personal use (internet connection, business dealings, e-mail, program downloading).
- h. Alter the software/hardware (computer programs, equipment) content of the computers or any other technology owned by the school. This includes downloading or copying files, changing display backgrounds, moving or attaching speakers, headphones or other equipment.
- i. Send or receive email, unless assigned by a teacher
- j. Use computers for social networking (ie: Myspace, Facebook, YouTube)

VIOLATIONS MAY RESULT IN A LOSS OF ACCESS TO TECHNOLOGY, LOSS OF CREDIT FOR THE CLASS, SUSPENSION FROM SCHOOL AND OTHER DISCIPLINARY OR LEGAL ACTION.

ADMINISTRATION OF MEDICATION POLICY

“Medication” refers to both prescription and nonprescription medications and includes those taken by mouth or inhaler, injected (epi-pen), applied as drops to eye or nose, or applied to the skin. In order to allow administration of medication (prescription and nonprescription) to a student by a school administrator or designated employee:

1. The request to administer the medication must be in writing and signed by the student's parent or guardian (forms are available in the office)
2. The request for prescription medicine must include the written instructions for the medication signed by the prescribing physician.
3. Any changes in medication must be authorized by the prescribing physician.
4. Administration of medication by a school staff member must be done in compliance with a physician's instructions (prescription) or parent/guardian instructions (nonprescription).
5. Parental or guardian request/permission and physician's instructions must be renewed annually at minimum.
6. Medication shall be stored in a secure location in a labeled container as prepared by the pharmacy, physician or pharmaceutical company and will be kept at the school for the duration of the administration.

EPIPEN POLICY

Public Act 187 of 2013 mandates Michigan public schools have epinephrine auto injectors or Epi-pens on premises to be used in the emergency treatment of anaphylactic reactions by the start of the 2014-2015 school year. In compliance with this law, Academic and Career Education Academy will have two staff members trained on the proper administration of the Epi-pen in case of emergency when a student or staff member does not have their own prescribed Epi-pen on site.

Public Act 187 of 2013 as well as House Bill 4352 extends legal immunity to school districts, boards, officials, staff, and pharmacists from harm or law suits arising from use of the devices, except for gross negligence. Parents or legal guardians will be made aware after an Epi-pen has been administered to a student.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Parents and eligible students* have the following rights under the Family Educational Rights and Privacy Act of 1974 (FERPA).

- The right to inspect and review the student's education record
- The right to exercise a limited control of other people's access to student records.
- The right to seek to correct the student's education record if believed to be in error.
- The right to report violations of FERPA to the appropriate federal agency.
- The right to be informed about FERPA rights.

*All rights and protections given parents under the FERPA and this procedure transfer to the student when he or she reaches the age of 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

The following information is designated as student "Directory Information:" Student's name, address, date of birth, grade level, photograph, previous school attended, parents' names. Parents or eligible students shall advise the school district, in writing, of any and all items they refuse to permit the district to designate as directory information for the balance of the school year. Forms are available in the office.

CODE OF STUDENT BEHAVIOR

The State Board of Education requires all local Boards of Education to adopt written codes of student behavior. This code of student conduct has been adopted by the Academic and Career Education Academy Board of Directors. The school administration reserves the right to establish fair and reasonable rules and regulations for situations that may arise requiring actions that are not covered in this code of student conduct or in the building student handbooks.

This code of student conduct applies to all students who are enrolled in Academic and Career Education Academy. It applies to all occurrences on school property and at all functions sponsored by the School anywhere (athletic events, field trips, or extracurricular activities of any sort which are regarded as school sponsored activities.)

When students respect themselves and each other, the task of learning can be accomplished. ACEA has adopted The Eight Expectations from the Great Expectation model in order to establish high expectations and guidelines that will create a positive learning environment.

The Eight Expectations are:

1. We will value one another as unique and special individuals
2. We will not laugh at or make fun of a person's mistakes nor use sarcasm or putdowns.
3. We will use good manners, saying "please," "thank you," and "excuse me" and allow others to go first.
4. We will cheer each other to success.
5. We will help one another whenever possible.
6. We will recognize every effort and applaud it.
7. We will encourage each other to do our best.
8. We will practice virtuous living, using the Life Principles.

Each student has the responsibility to:

1. Respect the inherent human dignity and worth of every other individual.

2. Be informed of and adhere to reasonable rules and regulations established.
3. Study diligently and maintain the best possible level of academic achievement. Be honest in academic work.
4. Be punctual and present in the school program to the best of one's ability.
5. Refrain from libel, slanderous remarks and obscenity in verbal and written expression; observe fair rules in conversation and responsible journalism.
6. Abstain from using or possessing alcohol or drugs on school grounds and from attending class under the influence of drugs or alcohol. **Any property (including book bag, purse, jacket) is subject to search at any time with due cause.**
7. Abstain from gang-related activities intimidating to teachers and/or to other students.
8. Abstain from inflicting bodily harm on another individual.
9. When classroom rules are written, approved by the administration, and distributed to students, they are considered part of this code.

Choosing not to adhere to these expectations and responsibilities will result in some kind of consequence. ACEA staff will exhaust resources and interventions before using suspension as disciplinary measure. However, suspension may be appropriate if a student's behavior is persistent and/or the infraction is severe or harmful to others.

DRESS CODE

All students are responsible for and required to wear clothing that is appropriate for school (i.e. in the best interest of the school with respect to the health, welfare and safety of each individual and not disruptive to the education process at any time).

The following are guidelines for student dress:

- ❖ No revealing tops (such as tank tops and halter tops)
- ❖ Shirts must cover the midriff
- ❖ Shorts/skirts must be longer than the length of arms extended down by sides.
- ❖ No clothing (including hats) that promote gang affiliations or violence, are obscene, or have sexual connotation, profanity, or advertising for alcohol/tobacco/other drugs
- ❖ School staff may determine if/when students are allowed to wear hats in the classroom or a specific setting.
- ❖ No boxers or undergarments may show at any time during school.
- ❖ No pajama bottoms or slippers may be worn
- ❖ No fashion accessories, which may double as weapons or drug paraphernalia may be worn

THE FINAL DECISION AS TO WHAT IS APPROPRIATE DRESS FOR SCHOOL WILL BE MADE BY A SCHOOL ADMINISTRATOR. STUDENTS WEARING INAPPROPRIATE ATTIRE WILL BE REQUIRED TO CHANGE THEIR CLOTHING OR WILL BE SENT HOME.

RULES AND EXPECTATIONS

The ACEA staff makes every effort to avoid suspension or expulsion of students. All offenses are handled on an individual basis with the goal of preserving a positive learning environment.

The Board of Directors prohibits anyone from possessing, storing, making or using a weapon in any setting that is under the control and or supervision of the Academy.

The Board of Directors believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco. In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco (this includes smokeless tobacco, and Electronic

Cigarettes) in Academy vehicles, and in all Academy buildings owned, leased, and or operated by the Academy.

Grounds for dismissal include (but are not limited to):

1. The Drug Free Schools and Communities Act Amendments of 1989, P.L. No. 101-226 requires that ACEA maintains an environment free from the unlawful use, sale, manufacturing, dispensing or possession of drugs, controlled substances, or alcohol on school premises, or during school activities, or attending school activities while under the influence of such substances. Any student found to be in violation of the Drug Free Schools Act will be subject to disciplinary action up to and including suspension and expulsion and involvement of law enforcement.
2. No weapons will be allowed (included are: guns, knives, improper use of tools, scissors or any other instrument tending to cause great bodily harm when used in an unintended manner) Possessing or using a weapon as outlined in the federal Gun-Free Schools Act of 1994 will result in immediate suspension. Further, if a student brings a weapon to school, he/she will be referred to the criminal justice system (In compliance with both PL 103.382 and MCL 380-1311).
3. Arson: The willful or malicious burning of, or attempt to burn, any buildings or part of any building, structure, or property of the school district will result in expulsion.
4. Physical or verbal violence or threat of violence will not be tolerated. The act of deliberate or willful misconduct; intimidation (verbal, written or physical), or threats of physical violence to staff or students will result in long-term suspension or expulsion.
5. Vandalism, including theft, defacing, and misuse of school, building, or personal property will result in the responsible individuals paying for damages and the possibility of suspension for the remainder of the school year.
6. Cheating willfully and/or knowingly being involved in writing or actions with intent to gain unfair advantage and deceive.
7. Plagiarism includes, but is not limited to, failure to give credit through citation to any material (quoted or paraphrased) that is borrowed for student use. Plagiarism in student papers can take several forms such as copying from a source word for word without quotation marks, with or without citations, imitating another's style with or without citations, "lifting" words or phrases with or without citations, borrowing any material from another source without citation.
8. Computer Hacking/Copying/Destruction: Inappropriate access to computerized areas without proper authorization. This includes infringement upon copyright laws and using inappropriate software. Destruction is any act, which causes damage to a computer or any of its accessories, resulting in a computer not working properly or not working at all.
9. Disruptive Conduct: which materially and substantially interferes with the educational process is prohibited. This includes all school programs and activities and refers to behavior such as throwing objects, excessive loudness, boisterousness, and rudeness.
10. Extortion: securing or attempting to secure money or other items of value in school or on school property by the use of threats and/or violence or without the mutual consent of the parties involved.
11. False Alarm: knowingly initiating a fire alarm or initiating a warning of a fire or other catastrophe without just cause.
12. Fighting/Provoking a fight/Threatening a student, participating in hostile bodily contact in or on school property, or going to or from school, includes any activity under school sponsorship.
13. Falsely or fraudulently using in writing, the name of another person or falsifying times, dates, grades, addresses, or other data on school forms or records.
14. Gang Activity: A student shall not wear or possess any clothing, jewelry, symbol or other thing; make verbal or non-verbal gestures that may reasonably be perceived by administration as evidence of membership in or affiliation with any gang.
15. Indecency Offensive acts by pupils in verbal or written form, pictures, gestures or caricatures in or on school property. This includes public displays of affection.
16. Insubordination: Failing to respond to or carry out reasonable requests by a staff member.
17. Theft/Possession/or Transfer of Stolen Property: Taking or acquiring the property of another or others without their consent or dishonestly acquiring the property of another in or on school grounds.

18. Willful destruction or damage to property belonging to the school or others while on school property, including vandalism to the property of others which is related to the school or school activities such as the property of other employees or officials.

ACEA DISTRICT THREAT POLICY

MCL 3801.1310d

The Michigan School Code mandates that Academic and Career Education Academy Board of Education take disciplinary action for students in grades 6 or above who engage in the following:

- Physical or verbal assault of a school employee, volunteer, or contractor
- Physical or verbal assault of another student

For the purpose of this law and the Student Code of Conduct, the following definitions will apply to these terms:

Physical assault: Intentionally causing or attempting to cause physical harm to another through force or violence

Verbal assault: Any intentional threat or offer (oral or written) to do bodily injury to another by force, under circumstances which create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented. Bomb threats and similar threats directed at a school building, school property or a school-related event are included in verbal assaults.

Disciplinary action may result in suspension or expulsion and will be at the discretion of the Principal or designee.

STUDENT SUSPENSION AND APPEAL PROCESS

1. Any expulsions or suspensions over 10 days will be decided by the board at a closed hearing.
2. The student will be notified in writing of procedures, charges, hearings and any other such information as required by law.
3. A student may be suspended from ACEA up to 10 days when a discipline referral statement is filed for inappropriate conduct with the Principal or designee.
4. The teacher must verbally notify the Principal or designee immediately of the infraction. A written statement of specific charges must be submitted along with evidence noted within 24 hours of the infraction.
5. A student wishing to appeal the decision must submit in writing their appeal to the Chief Administrative Officer of ACEA within 24 hours of dismissal.
6. The Chief Administrative Officer will reach a decision after reviewing the student and Principal's comments to retain or dismiss the student.
7. A teacher may suspend a student for up to one day under a snap suspension.
8. If a teacher gives a snap suspension, they must give oral notification to the student as to why he/she is being dismissed from class. The teacher must verbally notify the parent and Principal or designee. A written statement of specific charges must be submitted along with evidence noted by the end of the school day.
9. A student wishing to appeal a teacher's decision should make an appointment with the Principal or designee.

Student Due Process Hearings

GUIDELINES FOR DUE PROCESS

Whenever a student is confronted by an authority and he/she denies the charges as related, the hearing process should be started.

Hearing process

- Step 1. Student must be informed of the charges along with supporting rationale.
- Step 2. Parents/guardians are to be notified immediately if the student is to be suspended. In the event that the parents/guardians are contacted verbally, it is followed-up with a letter and a copy is placed in the file of that student.
- Step 3. Offer the parent/guardian the opportunity to appeal.

Appeal Process

- Step 1. Conference with the Principal and/or designee during suspension. A written response will be given to the parents within two days as to the decision. File a copy of the letter in the file of the student. Inform them of their right to appeal to the Chief Administrative Officer. Notification sent to Chief Administrative Officer of findings.
- Step 2. Conference with the Chief Administrative Officer during suspension. The decision will be modified or affirmed within two days of the conference. Response will be in writing. A copy will be placed in the file of the student. Student/parents/guardians will be notified of their right to appeal to the Board of Education.
- Step 3. Hearing before the Board of Education: Parents/guardians will be notified of time, date, and place of hearing. Parents/guardians will be informed that they may bring counsel, call witnesses, and cross-examine witnesses. The Board should meet and render a decision within 5 days.

SEARCH AND SEIZURE BY SCHOOL OFFICIALS AND POLICE

It is our priority to provide a safe learning environment for our students and staff. There may be times when that safety is in question because of some action or information that could present a potential danger or harm. This may require the Principal or administrator to search a student's property or his/her vehicle on school property. Law Enforcement will be contacted in the event that a student is in possession of an illegal substance or object.

ACEA endeavors to cooperate with law enforcement agencies. Law enforcement officials may interview students in school.

As a school that is concerned with having a safe environment for our students, we will periodically run fire and other drills to ensure an understanding of correct procedure. We are also becoming more proactive in maintaining an environment free from drugs while continuing to educate students of the danger associated with its use. The "drill" that is used in this case is called a canine search. Random canine searches may be conducted throughout the school year. Lockers and parking lots are school property and are subject to searches, including canine searches, at any time.

Student Sales

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

HARASSMENT POLICY

Harassment is defined as inappropriate conduct that is repeated enough, or is serious enough, to negatively impact a student's educational, physical, or emotional well-being, including activities such as stalking, bullying, name-calling, taunting, hazing, and other disruptive behaviors. This includes harassment based on any of the legally protected characteristics (sex, race, color, national origin, religion, height, weight, marital status, or disability). This policy, however, is not limited to these legal categories. Harassment in any form is unlawful. An individual who believes he/she has been subject to harassment should promptly notify the Principal or Human Resources Director (located in administration office).

- A. Under no circumstances is the student required to notify the alleged offender.
- B. All employees or volunteers with reason to believe sexual harassment of a student is occurring have the duty to report such information. Failure to report known sexual harassment of a student by an employee or volunteer may give rise to discipline.

Harassment complaints will be dealt with promptly and confidentially in the following steps:

1. Written complaint filed including date, time, action(s) and possible witnesses.
2. Submit to appropriate authorized person.

The designated investigator will:

1. Notify alleged perpetrator of the complaint.
2. Notify parent if student is a minor.
3. Investigate the complaint by talking with any listed witnesses.
4. Review alleged perpetrator's response.
5. Make a determination.
6. Maintain separate and secure files in the situation including notices, findings, and disciplinary sanctions.

Discipline imposed may include student suspension or expulsion (depending on severity), written reprimand, placement on a contract or recommendation for counseling referral.

BULLYING and CYBERBULLYING POLICY

Bullying and Cyberbullying like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment (380.1310B). It is policy of Board of Directors and the Academy to provide a safe and nurturing educational environment for all of its students. Bullying and Cyberbullying of a student is prohibited at school. "At school" is defined as on school premises, at school-sponsored activities or events, in a school-related vehicle, or using a telecommunication access device or telecommunications service provider which is owned or under the control of the school district. Bullying and cyberbullying that does not occur "at school" as defined above, but that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

Every student is encouraged to report any situation that he or she believes to be bullying behavior directed toward a student to a teacher, counselor, Principal or to other staff members. Retaliation or false accusation against a target of bullying, a witness or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying.

Consequences and appropriate remedial action for a pupil who commits one or more acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to bullying and cyberbullying.

STUDENT ACTIVITIES

ACEA offers many opportunities to meet the interests and needs of students. ACEA students may have the privilege to participate in the following sports, which are all regulated by the Michigan Alternative Education Athletic Association: football, basketball, volleyball, softball, disc golf and chess. Most athletic events are scheduled during school hours; therefore, participation is based on a student's attendance and behavior. Students may also participate in special event committees such as the school newspaper, yearbook, leadership training, anti-violence week and student council.

Wellness Policy **Abbreviated for Student Handbook**

Academic and Career Education Academy (ACEA) is committed to creating a healthy school environment that enhances the development of lifelong wellness practices. Every year, all students shall receive nutrition and physical education aligned with the Michigan Health Education Content Standards and Benchmarks. ACEA will maintain a Coordinated School Health Team that includes ACEA staff and students as well as community members.

Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. ACEA shall ensure that reimbursable school meals meet the program requirements and nutrition standards found in federal regulations. ACEA shall also encourage students to make nutritious food choices.

ACEA shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. All students shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short- and long-term benefits of a physically active and healthy lifestyle.

For a copy of the complete ACEA Wellness Policy, please contact the ACEA office at (989) 631-5202 x 215.

PEST MANAGEMENT

ETC has contracted with Mid-Michigan Pest Control of Clare, Michigan to conduct monthly inspections of its facility. Procedures will be used to determine when to control pests and whether to use mechanical, chemical, or biological means. Records will be kept on site documenting pest sightings and the applications of any necessary pesticides. Safety of our students is our number one concern. Pesticide applications will be conducted the second Wednesday of every month by licensed technicians following all federal and state safety guidelines. A copy of the Pest Management Plan and the service schedule is available upon request.

TRANSPORTATION

Driving and Parking

Driving to school is a privilege. While on school property, students will follow all Michigan driving laws and the following school rules:

1. Vehicles must be registered in the office before they are allowed on campus.
2. Students are to park in the student parking area only.
3. All vehicles are to be driven in a safe, conscientious manner upon entering or leaving ACEA premises and while driving in the parking lot. Speeding, tire squealing, or excessive vehicle noises and loud radios are forbidden.
4. Upon arriving at school, students must lock and leave their vehicles. Students are not allowed to be in their cars unless they are leaving school for the day (including during breaks and lunch).
5. Loitering in the parking lot is prohibited before, during or after school.
6. ACEA is not responsible for vehicles or property lost, stolen or damaged in the parking lot, nor does ACEA accept liability for the conduct or actions of students driving to or from school.

Violations of these rules may result in the loss of driving privileges or other disciplinary action up to and including suspension.

As this is a program of "choice," transportation is not required by the State. Transportation is provided by ETC transportation. Students/parents should attempt to contact the transportation department at 631-5202 x 241 if a ride is not needed. There may be areas that will require students to use County Connection. There may be other procedures that need to be followed by County Connection. Students who repeatedly "no show" County Connection may be required to pay for those rides. These policies will be given to students when needed.

While students are on the bus, the driver of that bus is in charge. The driver will have the same authority as a teacher in the classroom. Please remember that the bus is on a schedule and will not wait if you are not at your scheduled stop. If the bus is late, the students will not be counted tardy when they arrive at school. The following rules will be in effect whenever students are transported on the school bus:

1. All students will be seated immediately upon entering the bus.
2. No students shall stand or move from place to place while the bus is in motion.
3. Windows will be opened by driver only or with permission. Students will also refrain from putting their hands or head out of the window.
4. The back door will be used only in an emergency.

5. No students will enter or leave the bus until it has come to a full stop and the driver opens the door. Students cannot enter the bus without a bus driver being present.
6. If students must cross the road after exiting the bus, they must cross in front of the bus. They shall not run across the road and must wait for the driver to signal them to cross.
7. Students will not be picked up from any place other than their regular stop unless they have approval in advance. Students may request to be dropped off at a different location other than their regular stop. Any student under 18 must get a bus pass from the office and given to the driver before getting on the bus.
8. Fighting, throwing objects, profane language, indecent conduct, vandalism, smoking or other misbehavior is strictly forbidden.

Students, who engage in activities that threaten the safety of others, or who repeatedly break the above rules, may be denied transportation privileges. The driver of the bus will report any such misconduct to the Transportation Supervisor and the Principal, Counselor. These violations will then be communicated to the parent or guardian.