Parent/Student Handbook

2026/2027

Huron Academy 36301 Utica Road
Clinton Township, MI 48035
Phone: (586) 690-8180
Fax: (586) 446-9173

Website: www.huronacademy.org

Mission Statement

Huron Academy's mission is to be a leader in the areas of academic excellence and safety, while developing the character of our students.

Vision

The school seeks to lead public charter elementary schools in Michigan and traditional public elementary schools in Macomb County, in academic excellence, as measured on state and national tests.

The school seeks to promote the development of character in our students, as measured by a safe and orderly environment, where all children are accepted and can learn.

Goals

Goal 1

- Lead all Ferris State University charter schools on the State mandated test scores
- Lead all Michigan public charter schools on the State mandated test scores
- Lead all Macomb County elementary schools on the State mandated test scores

Goal 2

- The average score on the Authorizer mandated test for Huron Academy on a grade by grade basis will be above the 60th percentile for all Michigan schools taking the test.

Philosophy

We believe that students' intellectual growth must be stimulated with a pursuit of academic excellence. Based on the unique and diverse needs of all students, our philosophy is to provide a proactive approach to education that also encourages the development of the aesthetic, social, physical, creative and emotional aspects of each individual. With caring and attentive role models, we will provide students with guidance for growth to prepare them for future academic and emotional success.

Dear Families,

Huron Academy was established in 1999 as a Public School Academy chartered by Ferris State University. CS Partners, located in Brighton, Michigan, manages Huron Academy. CS Partners is a company composed of experienced educators. The core management team consists of widely respected professionals who have been working with charter schools since 1996. Our goal is to provide a quality education to students as well as instruction in character development. As a public school of choice, we accept children from throughout the geographic region.

Whether you are new to our school, or are joining us again for another year, we welcome you! We have high expectations for all of our students and we understand that the more you know about your school and its guidelines, the more successful we all will be in ensuring students will receive the education needed for a bright future.

Clear communication with parents and guardians is a vital component to a successful school experience. Parents are invited to join us and become partners in their child's education. Research studies show that when parents help their child's learning by demonstrating interest, providing assistance and encouragement, and setting up specific study times with clear expectations, student learning is enhanced.

We look forward to working with you this school year.

- The Huron Academy Administration

This handbook is not an irrevocable, contractual commitment to the student, but only reflects the current status of the Board's policies and the Academy's policies and procedures as of August, 2026. If any referenced policies, procedures or administrative guidelines are revised after August, 2026, the language in the most current policy, procedure or administrative guideline prevails.

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Huron Academy 2026-2027 School Calendar

Preschool: 8:30-3:00
K – 8th Grade School Day: 8:00-3:00

Before- and After-Care service is available Mon-Fri,
except for some half days and on the last day of school.

Monday, August 24 – 28	*Teacher in-service workshops*
Tuesday, September 1	*Open House, Orientation, & New Student House Sorting 5 pm – 7 pm (ALL GRADES)* *(Classroom assignments will be posted at the school)*
Wednesday, September 2	*Open House, Orientation, & New Student House Sorting (ALL GRADES) 12 pm – 3 pm*
Tuesday, September 8	***School begins - Full Day***
Friday, September 18	*Late Start Fri – School begins 10:30 am*
Friday, October 2	*Late Start Fri – School begins 10:30 am*
Wednesday, October 7	*Count Day*
Friday, October 9	*Picture Day (tentative)*
Friday, October 16	*Late Start Fri – School begins 10:30 am*
Friday, October 30	*Late Start Fri – School begins 10:30 am*
Tuesday, November 3	*School Closed - Election Day*
Wednesday, November 4	*MS Band & Choir Concert*
Thursday, November 12	***Half Day*** *- School closes 12:00 pm* ***Parent Teacher Conferences – After Care Provided*** ***(Title One Parent Night - 5pm)***
Friday, November 13	***Half Day-*** *School closes 12:00* ***After Care NOT Provided***
Thursday, November 19	*Picture Make-up Day (tentative)*
Friday, November 20	*Late Start Fri – School begins 10:30 am*
November 23-27	***NO SCHOOL – Thanksgiving Break (Teachers report for professional development on Monday & Tuesday)***
Monday, November 30	*School resumes*

Wednesday, December 9	*PreK-2 Winter Seasonal Concert*
Friday, December 11	*Late Start Fri – School begins 10:30 am*
Wednesday, December 16	*MS Band, MS Choir, and 5th Grade Concert*
Friday, December 18	*School closes at 3:00 pm for* ***Christmas Break - NO After Care***
Monday, December 21 – Friday, January 1	*Christmas Break*
Monday, January 4	*School resumes*
Friday, January 8	*Late Start Fri – School begins 10:30 am*
Monday, January 18	*School closed-****Martin Luther King Day***
Friday, January 22	*Late Start Fri – School Begins 10:30 am*
Monday, January 25 to February 5	*Sibling enrollment & re-enrollment for 2026-2027*
Friday, February 5	*Late Start Fri – School begins 10:30 am*
Wednesday, February 10	*Winter Count Day*
Friday, February 12 to February 15	*School closed-****Midwinter Break***
Tuesday, February 16	*School Resumes*
Monday, February 22 to March 12	*Open Enrollment for 2026-2027*
Thursday, February 25	***Half Day*** *- School closes 12:00* ***Parent Teacher Conferences – After Care Provided***
Friday, February 26	***Half Day -*** *School closes 12:00 -* ***After Care NOT Provided***
Tuesday, March 2	*Book Bingo/Title One Night*
Wednesday, March 3	*MS Band & Choir Concert*
Friday, March 5	*Late Start Fri – School begins 10:30 am*
Monday, March 8	*Open Enrollment Lottery (if needed)*
Friday, March 19	*Late Start Fri – School begins 10:30 am*
Friday, March 26 – Friday, April 2	*School Closed-****Spring Break***
Monday, April 5	*School resumes*

Thursday, April 8	*Spring Picture Day (tentative)*
Friday, April 9	*Late Start Fri – School begins 10:30 am*
Friday, April 30	*Late Start Fri – School begins 10:30 am*
Thursday, May 13	*MS Informational Night (For Current 5th Graders)*
Friday, May 14	*Late Start Fri – School begins 10:30 am*
Wednesday, May 19	*Student Success Celebration (Tentative Date)*
Friday, May 28 - Monday, May 31	*School Closed* - ***Memorial Day Break***
Tuesday, June 1	*School resumes*
Wednesday, June 2	*Middle School Band/Choir Concert*
Wednesday, June 9	*3rd/4th/5th Grade Concert*
Friday, June 11	*House Sorting Day*
Monday, June 14	*Cedar Point Field Trip (MS Band)*
Tuesday, June 15	*House/Championship/Field Day*
Wednesday, June 16	*House Championship/Field Day (rain day)*
Wednesday, June 16	*Preschool Last Day (Dismissal 11am)*
Thursday, June 17	*Middle School End-of-Year Celebration*
Friday, June 18	*Kindergarten Graduation Day* ***Last Day of School*** *for children. It is a* ***Half Day.*** *School closes 12:00 pm* ***After Care NOT Provided***
Monday, June 21	*Summer Academy Begins (tentative)*

Beyond the Bell (Latchkey) Hours

Before Care Hours …… 6:30 am – 8:00 am
After Care Hours …… 3:30 pm – 6:00 pm
*****All-Inclusive Flat Fee Option Available - Contact Office For Details*****

2026-27 Board Meeting Calendar

HURON ACADEMY
Board of Directors

36301 Utica Road
Clinton Township, MI 48035
Phone: (586) 446-9170

August 26, 2026	8:00 a.m.	Board Meeting
September 23, 2026	8:00 a.m.	Board Meeting
October 28, 2026	8:00 a.m.	Board Meeting
November 18, 2026*	8:00 a.m.	Board Meeting
January 27, 2027	8:00 a.m.	Board Meeting
February 24, 2027	8:00 a.m.	Board Meeting
March 24, 2027	8:00 a.m.	Board Meeting
April 21, 2027*	9:00 a.m. 9:30 a.m.	Board Meeting Strategic Planning Meeting
May 26, 2027	8:00 a.m.	Board Meeting/Budget Hearing
June 23, 2027	8:00 a.m.	Board/Organizational Meeting

Meetings are the 4th Wednesday of every month unless marked with an *

The official minutes are on file and available for inspection at the Academy, located at 36301 Utica Road, Clinton Township, MI, 48035, Telephone No. 586-690-8180.

Huron Academy will provide necessary and reasonable auxiliary aids and services to those individuals requiring such upon reasonable prior notice to the Academy's Principal

SECTION I: General Information

Enrolling in Huron Academy

New enrollment, re-enrollment and sibling enrollment forms will provide a due date when all forms must be turned in. Huron Academy does reserve the right not to accept a student for enrollment and attendance if the student has previously been expelled or suspended from a previous school for any reason as allowed by State law. It is the expectation that all students entering the Academy will be fully toilet trained and be able to use the restroom independently. All enrollment is considered temporary until all documentation has been received and verified. If it is determined that the application for enrollment provides inaccurate or misleading information, Huron Academy reserves the right to revoke the offer of enrollment for that student.

A child who is at least five (5) years of age on or before September 1st of the school year of enrollment is eligible for entrance to the kindergarten program for that school year. A child who is not yet five (5) year of age on or before September 1st for the applicable school year will be admitted to kindergarten under the following circumstances:

1. The child will have attained the age of five (5) by December 1st for the applicable school years; and
2. The parent guardian provides written notice (waiver of age eligibility) to the Academy of intent to enroll the child for that school year.

The following forms & documents must be turned in to the front office by the date set at that time:

1. Application
2. Discipline Record Information
3. Birth certificate or other reliable proof of identity (e.g. passport), within 30 days of notification
4. Most recent report card
5. Immunization records
6. Immunization waiver (if applicable)
7. Health appraisal form (Kindergarten only)
8. Health Department Consent
9. Emergency information
10. Authority to obtain and release student record permit
11. Photograph Permission
12. Latchkey information
13. Home Language Survey
14. Application for free lunch program
15. Valid copy of state-issued ID of the person enrolling the student and proof of residency
16. Student Enrollment Registration

17. Records Release
18. Student Residency Questionnaire
19. IEP/504 Information (if applicable)
20. Electronic Communication Devices Policy
21. Technology Permission
22. Concussion Fact Sheet for Parents
23. Parent-Student Compact

Any student who was enrolled in the immediately preceding academy year is guaranteed admission for the following year, as long as an enrollment form for the student was received prior to the re-enrollment deadline. Re-enrollment forms will be sent home to every student and available online. The following forms must be turned in to the front office by the date set at that time:

1. Re-enrollment form
2. Emergency form
3. Prescription form
4. Photograph Permission slip
5. Latchkey Information
6. Application for free lunch program
7. Electronic Communication Devices Policy
8. Technology Permission
9. Concussion Fact Sheet for Parents
10. Parent-Student Compact

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

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

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

Classroom Assignment

During the summer months, all applications for enrollment and re-enrollment are reviewed and classroom assignments are determined. A number of criteria are used in this determination

including but not limited to: previous teacher's recommendations, special education needs, administrative recommendation, special needs, maturity, gender, etc. This is a professional decision that is determined by trained individuals who have the experience necessary to make such decisions. We do accept requests for twins to be placed in the same classroom. However, Huron Academy reserves the right to split up twins if it is determined to be in both children's best educational interest. At Huron Academy we do not consider any other teacher or classroom requests from parents.

All traditional seated courses may also be held virtually. All virtual courses have two-way communication requirements and students must respond to teacher and/or mentor-initiated communications.

School Hours

Beforecare begins at 6:30 a.m.
Preschool - 8:30 a.m. - 3:00 p.m.
Grades K-8 - 8:00am - 3:00pm

Attendance

Regular school attendance is vital to each child's academic success. Since even occasional absences constitute a handicap of the student's progress, your cooperation in keeping absences at a minimum is expected. Learning occurs every day, and if a child is absent excessively, they will find it difficult to keep up with their schoolwork. Habits are formed in early years that have lasting results.

IF THE HABIT OF BEING ON TIME IS FORMED EARLY, THE PATTERN WILL BE CARRIED THROUGHOUT THE YEARS TO COME.

Procedures

1. Parents must call the School office between 8:00 - 9:00 a.m. to report their child's absence or by voice mail prior to 8:00 a.m.

2. Absences can be considered excused or unexcused.
    - Excused absences
        - A phone call to the school office on the day of absence.
        - A doctor or parental note that is brought to the school upon student's return.
        - Personal conversation between the parent and teacher or office staff on the day of the absence.
    - Unexcused absences – no note, phone call or personal communication.

3. Notification schedule:
    - 5 absences: letter home

- 10 absences: second notification
- 15 absences: Plan of Action Meeting with Administration
    - Administration reserves the right to notify the MISD Truancy officers
- 20 absences: Immediate administrative review to determine MISD Truancy officer report
- 40 absences: The administration can choose to retain the student for the following school year

4. If your child is experiencing extenuating circumstances, like a hospital stay or under doctor's care, please contact the school administration. Notification from your child's physician in these circumstances is required.

5. When making doctor or dental appointments, every effort should be made to schedule them after school dismissal. However, if it is absolutely necessary to leave during school hours, the parent/guardian must sign the child out in the school office. The office will then excuse the student from class. Leaving school early for reasons other than medical/dental (such as avoiding traffic, etc.) is highly discouraged, and could result in significant learning loss.

6. When absences occur, it is the responsibility of the parent/guardian and/or student to make arrangements to make up any missed work. All assignments and schoolwork must be made up and returned on the day designated by the teacher. To receive assignments, a request can be called in to the office or you may make arrangements directly with the teacher; we will provide the assignments as soon as possible. See *Homework* for further details.

7. A student that arrives to school after 10:00 a.m. will be considered absent for 1/2 of a day.

8. A student who is picked up one to 30 minutes prior to dismissal will be issued a tardy for that part of the day. A student who is picked up 31 or more minutes prior to dismissal will be marked absent for that part of the day.

9. The Academy will excuse any tardiness or absence related to a homeless student's living situation when applying any school policy regarding tardiness or absences.

10. If a student is absent a total of **20 days** in a term, then the School Administrator will inform the parent that the student is being **dropped from the Huron Academy enrollment database due to lack of attendance**. A written notice to that effect will be sent to parents immediately. Any appeal must go through the process described below.

11. **Appeal Process:** If the student/parent wishes to appeal this decision based on extenuating circumstances, that appeal must be submitted in writing to the School Administrator within two (2) days. Once received, the School Administrator will arrange a meeting to discuss the attendance issue. The administration reserves the right to use discretion regarding this

attendance policy. Every attempt will be made to ensure that this policy is applied fairly and consistently to all students.

Tardiness Policy

Punctuality to school and to class is very important. At Huron Academy, we believe that a very important aspect of training is promptness. With promptness, a student demonstrates self-discipline and responsibility. Tardiness interferes with a pupil's progress, and is also an injustice to the other pupils of the class who are disturbed by the tardy member. Self-discipline in this area is not only important for proper academic achievement, but it is essential for the development of good habits, which are characteristic of success and good citizenship.

A student is considered tardy to class when he/she is not in the classroom when it is time to begin class. Habitual tardiness is not acceptable behavior and may result in further action. Students are expected to attend class fully prepared with the materials needed for the class. Tardiness may result in significant learning loss. Developing the habit of promptness is not only of great value in school but is also a great habit.

Procedures

- A student will be marked tardy if he/she comes to school after the attendance period. If a student does arrive late for school he/she must report to the school office to sign in and receive a pass to class.
    - 10 tardies: first notification
    - 15 tardies: second notification
    - 20 tardies: Plan of Action meeting with Administration
        - Administration reserves the right to notify the MISD Truancy officers
        - Without continued improvement: Immediate administrative review to determine MISD Truancy officer report
- For the purpose of reporting to the MISD Truancy Department we will administratively weigh three (3) instances of tardiness as one (1) unexcused absence. This includes Middle School students who exchange classrooms and are late to their class. If a student then reaches ten (10) unexcused absences using this scale the matter can be reported to the MISD Truancy Department as per their guidelines. This process will not affect the actual reporting of absenteeism on the official records or report cards; it will only be used to report to the MISD.
- At the Middle School level, students may be issued a detention for every three (3) tardies incurred.

Parking, Drop Off and Pick Up Procedures

Parking

Parking is permitted *only* in the main parking lot. Handicapped spaces are available. Do not park in any section of the school except the main parking lot.

Drop Off
Classes will begin promptly at 8:00 a.m. Doors open at 7:45 a.m. for those not attending latchkey. **All** students who arrive on campus prior to school start time ***must*** report to the latchkey department and be signed in by a parent/guardian. At start time, they will be escorted to their classrooms where teachers will then be available to directly supervise them. Students may not wait at the door of their classroom without adult supervision.

Traffic patterns at morning drop off time can become quite congested. To ensure the smooth flow of traffic patterns at drop off time, please keep the following in mind when dropping off students:

- All students should exit cars at curbside and should never cross the street except at the posted crosswalk.
- **Never** park your car in the drop off zone, near a fire hydrant, or in other no parking zones.
- If you have business in the main building, no matter how brief, please park in the main parking lot and be sure to have made an appointment.
- Year-specific guidelines and protocols will be shared with families at Open House events and on our social media pages.
- Please follow directions (whether posted or from school staff) any time you enter our lots.
- Please note there are no left turns out of the parking lot at drop-off and pick-up times.

Pick Up (During school)
If a student needs to be released from school early, the parent or other party that has been identified on the student's emergency form must sign out the student at the main office. If a designated party (other than a parent) picks up that student, parental permission must be given to release the child early with prior notification either by e-mail or a signed note to school personnel. Proof of identification will be required. The student will then be released to the custody of this adult.

Pick Up (After school)
Huron Academy dismisses at 3:00 p.m. unless otherwise noted. Parents/guardians must pick up students at dismissal unless the student is participating in a scheduled after-school activity.

All students who remain on campus after dismissal will first be checked to see if they are registered for Beyond the Bell.

- If a student is registered and all required paperwork has been submitted and fees are paid, they will be escorted to the Beyond the Bell rooms.
- If a student is not registered (paperwork and/or fees have not been completed), they will be escorted to the office. Staff will contact the parent/guardian first, and if they are unavailable, we will then call other individuals listed on the emergency contact form for immediate pick-up.

The parent/guardian or other individual listed on the student's emergency form must sign out the student at the time of pick-up. Valid identification will be required.

Please note: the first time a child is not picked up promptly at dismissal, families will receive a friendly reminder. Any future incidents may require the school to contact the proper authorities to ensure the safety and well-being of the child.

Walking home
No student will be allowed to walk home or leave school property for any reason unless a signed permission slip from the parent is on file with the Office. Please see the school office for such a form. Leaving without permission may result in disciplinary action

Latch Key Program

The Latchkey program (also called *Beyond the Bell*) will be offered **from 6:30 a.m. – 7:45 a.m**. Students will no longer be admitted into latchkey 15 minutes prior to its end. The latchkey program will offer aftercare **from 3:00 p.m. until 6:00 p.m.**

All students in the latchkey program are expected to behave under the same expectations that are established during the school day. Failure to do so can result in exclusion from the program. Parents/guardians are expected to sign-in their children in the morning and sign-out their children when they pick them up; this is the established procedure to safeguard the students. Failure to do so can result in exclusion from the program. All accounts are expected to be current with no balance due to the school. Failure to do so can result in exclusion from the program.

Students who are present on campus after dismissal and registered for Beyond the Bell will be escorted to the latchkey room by their teachers. The latchkey staff will directly supervise student activities until parents can arrive to pick them up. Students will not be allowed to play on the playground, visit or assist teachers or walk the campus without first checking into latchkey. Students who are found outside the school without adult supervision will be suspended until the administration and parents can meet and discuss a plan of action to have the student in latchkey.

Breakfast is available and served for a fee; it also qualifies for the federally subsidized free and reduced meals program. You may also send breakfast with your child. Please note that there will not be a microwave or refrigerator available. Milk can be kept cold in a thermos or with the use of an ice pack. Keep breakfast foods separate from lunch food. Please have all the necessary items available for him/her to eat breakfast.

Cost
<u>Unlimited</u>
This is perfect for families who require consistent before and/or after-school care. With Unlimited Use, your child is guaranteed a spot every day, so you never have to worry about

availability. We offer two convenient payment plans to fit your budget. NON-REFUNDABLE REGISTRATION FEE: $75.00 per child or $125.00 PER FAMILY

Payment Options (Per Child)
Option 1: Pay in full ($1,200)
Option 2: Pay three payments of $400.00 (Due September 8, December 1, & February 23)

For families needing occasional care we offer an AM session (6:30-7:45) at $8.00 per child, a PM session (3:30-6:00) at $12.00 per child, and Late Start (6:30-10:30) at $15.00 per child.

Late Pick-Up Policy

- Door closes promptly at 6:00 PM.
- If a parent/guardian arrives after this time, the following fees apply:
  - First offense: $10.00 per child
  - Second offense: $20.00 per child
  - Third offense: Dismissal from the program.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary immunizations or waiver, the School Leader may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. A certified waiver will be provided to the parent/guardian by the local health department to provide to the Academy. Immunization waivers will not be accepted by the Academy unless signed and stamped by the local health department. Any questions about immunizations or waivers should be directed to a staff member in the school office.

Student Well Being and Emergency Information

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

State law requires that all students must have an emergency medical card completed, signed by a parent / legal guardian, and filed in the school office. Emergency cards are distributed to the parents at the annual open house at the beginning of the school year and should be completed immediately. A student may be excluded from school until this requirement has been fulfilled. If your daytime phone number is changed anytime during the school year, please promptly notify the school office. We need to reach you as quickly as possible if an emergency were to occur.

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

Injury and Illness

To provide for the care of your children, should they have an accident, the teachers and aides will follow the policy below:

1. Take care of the child's immediate needs first.
2. Any serious injury will be reported to the administration and the parents immediately.
3. Check the child's emergency card, which is kept on file in the office. A health form will be filled out at registration noting health or other problems. Parents should notify the school upon any change in the student's health.
4. If a child needs emergency or hospital care, the supervisor will notify the principal and also contact the parents or alternate. If necessary, emergency services will take the student to the hospital and await the arrival of the parents or alternate. Typically, the decision is made by emergency medical technicians or other first responders.
5. Any accident that requires a report shall be completed and kept on file in the office.

A student who becomes ill during the school day should request permission to go to the school office. The School Leader or designee will determine whether or not the student should remain in school or go home. No student will be released from school without proper parent/guardian permission.

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

When to keep your child home:

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

Medication and/or Treatment Policy

Medications/treatments should be administered to schoolchildren by parents whenever possible. When necessary, the school principal and other persons designated by the school principal may administer medications to students under established conditions. The following definition of "medication" is adopted for use at Huron Academy: medication includes prescription, and U.S.

Food and Drug Administration (FDA) approved non-prescription medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin. This policy also applies to any medically-prescribed "treatments". "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training.

Non-prescription medication (over the counter) medications are those that are sold directly to the consumer without a prescription from a physician or health care professional. Non-prescription medications may include, but are not limited to, acetaminophen, ibuprofen, cough syrups, antihistamines, etc.
Before any type of medication may be administered by school personnel and/or self-administered by a student at Huron Academy, school personnel must receive a completed Request for Administration of Prescribed Medication to Students Form. This form requires:

- Clearly written instructions for administration of the medication signed by the prescribing physician. These instructions must include the name of the pupil, the name of the medication, dosage of the medication, route of administration, and the time the medication is to be administered to the pupil; **AND**
- The parent/ legal guardian's written consent to administer medication to the student.

All written instructions and consent forms will be kept on record in the school office. These forms may be reviewed periodically to maintain complete and accurate medication records.

All Medications/treatments prescribed and/or over the counter, must be given to the school principal and other persons designated by the school principal located in the school office. The parent/legal guardian is responsible for safely delivering all medications to the school office. Do not give these medications to teachers or the latchkey staff.

Prescription medication must be in a pharmacy container and must clearly identify the student, the dosage, and the prescribing physician. Medications that are provided in envelopes or other non-specified containers will not be accepted. The parent/legal guardian is also responsible for providing a sufficient quantity of medication so that the school can comply with the physician's orders. Classroom teachers will be informed by the office of parental consent and physician approval. All medications will be stored in a safe and secure place. School personnel authorized to administer medications to students shall be provided appropriate instruction.

The Request for Administration of Prescribed Medication to Students Form can be obtained at the school office. It is the parent/legal guardian's responsibility to have the Request for Administration of Prescribed Medication to Students Form completed and returned to the school office before any medication can be administered. The completed Request for Administration of Prescribed Medication to Students Form is effective for one year from the

date of the physician's signature unless the attending physician makes changes regarding medication administration (i.e. dosage, time of administration) in writing.

If the student refuses to take the prescribed medication, the parent or guardian will be contacted immediately. If the parent or guardian is not available, the physician on record will be contacted. The student's medication log record shall reflect the reason the student did not take the prescribed meds (not in attendance, vomited up, refused, etc.).

Parents/guardians are responsible to inform the Academy in writing of any medical issue that involves a medical action plan. Examples of medical issues may include, but are not limited to, life-threatening allergies (requiring the need for an epinephrine auto injector, i.e., EpiPen®), diabetes, epilepsy, asthma seizures or any condition of a serious nature affecting the health of the student. The Academy, parents/guardians and the student's physician will participate in developing a medical action plan.

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

- There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler; and

- The School Leader or his/her designee has received a copy of the written approvals from the physician and the parent/guardian.

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

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

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

1. If the student is a minor, the student has written approval to possess and use the FDA substance from his or her parent or legal guardian.
2. The School Leader has received a copy of the written approval.

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

Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act. Failure to follow these procedures will result in termination of medication administration for the student at school. Questions regarding the administration of medication should be directed to the school principal.

Epinephrine Auto-Injectors

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

Control of Casual Contact Communicable Diseases and Pests

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

Specific communicable diseases include, but are not limited to, the following: conjunctivitis (pink eye), diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19 and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period as specified in the school's administrative guidelines. Parents / guardians are asked to notify the school office if your child has contracted a communicable disease, e.g., mumps, rubella, pink eye, COVID-19, etc. The school is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease.

Any child who contracts a contagious illness or infection must have written notification from the doctor indicating the student is safe to return to the classroom. This written notification must be submitted to the school office before the student can be readmitted to class.

Safety Drills

The Academy complies with all fire safety laws and will conduct fire, tornado, evacuation and lockdown drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. During practice lockdown drills, entering and exiting the buildings will be restricted for approximately 15 minutes. During an actual lockdown, a sign will be posted on the doors if possible and parents/guardians/visitors must return to their vehicles. Situations may include external concerns such as hazardous material spills, police actions, etc.

Communication

An integral part of Huron Academy is our commitment to communication. We will endeavor to keep an open line of communication with parents/guardians. We will communicate through parent/teacher conferences, interim reports, weekly notes, teacher contact and others. We are all on the same team. Therefore, it is very important that we maintain a high level of communication.

If a particular matter raises a question or you have a suggestion, you are asked to consult directly with the teacher involved. Please call the school office to make an appointment with the teacher. Also, please make an appointment to speak to the office staff or administration.

There are various apps & text messaging services available that will be utilized throughout the year for direct communication with families. Information on these will be shared at the beginning of the school year. Be sure to regularly check your email and follow our social media pages for the most up-to-date information.

Parent/Teacher Conferences:
Parent/Teacher conferences may be held in conjunction with all report-card markings. Parents/guardians will be scheduled to confer with teachers during this time. (See school calendar for conference dates and times).

Homework

Homework is an important part of school life - it builds self-discipline, self-control, organizational skills and independence into the life of a child. Homework works best when it does not introduce new skills or new content to a student. Homework at Huron Academy is normally used to accomplish the following:

- Review & reinforce what has been taught in the classroom.
- Practice skills.
- Complete long-term projects and reports.
- Memorize facts.

The length of time that students need to complete a homework assignment varies widely and is dependent upon the teacher, grade level, and curriculum. It is highly suggested that students read every day for at least 20-30 minutes. This is one of the most important ways in which you can help your child succeed academically.

Students who are home ill for more than one day may be requested to complete homework and/or missing classwork. This information will be given to you at the same time that you report your child's absence. The teachers will be notified and the homework assignments can be picked up in the school office on that day at the end of the school day.

Students who are out of school for a planned absence are expected to obtain all work from teachers prior to the planned absence. Students are expected to complete all work missed due to any absence.

Students who are out of school due to a suspension will be responsible for any missing classwork.

School Closing

In the event of a weather-related or other emergency, please watch or listen to local news broadcasts for school closures during snow emergencies. We will be listing Huron Academy on these local news broadcasts. We will do our best to follow the lead of the local districts in Utica and Warren but will make decisions for our own school when they either do not act quickly enough or do not act at all.

Fines, Fees, & Other Charges

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

Unsettled accounts such as, but not limited to, lost books, library fines, unreturned items that are the property of the Academy, are due at the end of the school year. Failure to pay fines, fees, or charges may result in the withholding of grades, diplomas, dance tickets or other privileges, up to and including, participating in commencement ceremonies. Unresolved obligations can be appealed to the School Leader or designee.

Lost and Found

Parents and students are responsible for checking the Lost and Found. Any items remaining in the Lost and Found when school breaks at Christmas, Easter and Summer will be donated to local charities. For this reason, please check the Lost and Found frequently for lost or missing items. The school is not responsible for misplaced, lost or stolen items. Be sure to discuss responsible behavior and possession ownership with your child(ren).

Playground Rules

Volunteers:

1. Must always sign in at the front office
2. Make yourself aware of special situations for your students (allergies, physical limitations, loss recess privileges, etc..)
3. Report all misbehaviors to the homeroom teacher, in extreme cases of misbehavior report to the administration.
4. Report all injuries to the staff person on duty and to the homeroom teacher. Make yourself available to answer all questions that may have to be included on the injury report

Students:

1. Keep your hands and feet to yourself
2. Use playground equipment properly and responsibly
3. Listen and obey directions
4. Respect all persons of authority

Field Trips

At Huron Academy, we consider field trips part of the educational process, as they enhance learning. Notices and permission slips will be sent home with students and returned before the student will be permitted to go on the field trip. If your child is not attending the classroom trip, they will still be expected to attend school that day.

Many field trips require additional support for our students, and we often will ask for volunteers to serve as chaperones. All parents/chaperones are expected to adhere to the guidelines outlined in our Husky Helper framework.

Barring any extenuating circumstances, all chaperones and students are required to ride the bus with other school staff and students in order to participate in the activities for the day. If a permission slip/required money is not received, the student will not be able to participate in the field trip. If you are not selected as a chaperone, you may not attend the field trip as part of our school.
In addition, parents may not remove children from the field trip early. If an emergency occurs, the parent must notify the administration and the classroom teacher for an exception to this rule. Dress code will be determined based on the nature of the field trip.

Lunch and Recess

Lunch

Students will be eating lunch in the multi-purpose/cafeteria room under the supervision of lunch program volunteers and Huron Academy staff.

1. Proper behavior and eating habits are to be developed at home and should be carried out in school. Students will be required to:

    - Talk quietly during lunch period.
    - Respect all, especially lunch volunteers.
    - Use proper language and table manners.
    - Keep personal property at own eating area.
    - No trading/sharing/taking food other than what is provided to the student.

2. There are no refrigerators or microwaves available for student use. Please do not send drinks in glass bottles or containers.

3. It is important for all parents to make sure that their child has a lunch for every school day that they have not ordered lunch. If students do not have a sack lunch, a lunch will be provided. Huron Academy believes that no child should go without a lunch, but it is the parent's responsibility to make sure that a sack lunch is provided when needed.

4. To ensure the safety of our students and minimize disruptions to the school day, food deliveries from services such as DoorDash, Grubhub, Uber Eats, or any other food or restaurant delivery service are **not permitted**. Students may bring a lunch from home or participate in the school lunch program, but outside food deliveries will not be accepted by the school office.

As a school, we are currently classified as Community Eligibility Provision (CEP) as part of the National School Lunch and School Breakfast programs. This means that ALL students enrolled at our school can receive a healthy meal at NO CHARGE.

Instead of the Free & Reduced Lunch applications we have had you fill out in the past, we will now ask you to fill out and sign the Household Information Report, which is sent home every fall. This report is ***critical*** in determining the amount of money that our school receives from a variety of federal and state programs, which go not only towards free meals, but also staffing, supply, and technology costs. Please take the time to fill this out and return when you receive it at the beginning of the school year.

Recess
Students K-5 will have approximately 20-25 minutes for recess. The school asks that students do not bring toys or other items to play with from home. The school will not accept any responsibility for lost, loaned out or broken items that personally belong to students. The Academy administration reserves the right to disallow any items as it sees fit.

During the winter months, students will go outdoors for recess if the wind chill is at or above 15degrees F. This will also apply if it is snowing outside or there is snow on the ground. Please provide snow pants, boots, hats, and gloves during these months.

A request for exclusion from this policy must be accompanied by a parent letter and doctor's note.

Agendas/Bathroom/Hallway Passes – Middle School

Middle School students will be provided an agenda at the beginning of the school year. Agendas must be brought to every class period as it will be used as both an organizational tool and as a bathroom/hallway tracker.

Students will be given 3 bathroom/hallway passes PER DAY, in addition to their hourly passing times.

Lost agendas will result in a mandatory repurchase fee of $5.

Guidelines for Birthday Celebrations

Children get excited when it is their birthday, and so do we. Teachers may acknowledge birthdays in the classroom (particularly for the younger children,) and take a few moments to celebrate. You are welcome to send in "food free" goodie bags for the students in the class. Some families choose to send in a book for the class or a new game for recess. *However, we will not be able to accommodate food items, such as cupcakes, cookies, or other food treats to pass out.* In addition to not being in compliance with the dietary guidelines established by the Michigan Department of Education, this becomes very time consuming and takes away valuable teaching and learning time.

Photograph and Publicity Release Form

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

Video Surveillance on Campus

Academy buildings and grounds are equipped with electronic surveillance, which may include video and audio recording, for the safety of students, staff, and visitors. Your actions may be recorded and preserved. The content of the video surveillance may be used in student disciplinary proceedings.

Student Surveys

Student surveys may be conducted as determined necessary by the Academy.

Transfer out of the Academy

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

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

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

Visitor Guidelines

In order to ensure the safety and security of Academy students and staff, only visitors who have a legitimate purpose will be permitted on Academy grounds. The Principal may prohibit the entry or expel any person if there is reason to believe that the presence of such a person would be detrimental to the good order of the school or a disruption to the academic environment. The Principal may also call local law enforcement to provide additional assistance if necessary.

The Academy requires that all visitors including volunteers, parents and other family members register at the School Office immediately upon arrival. If a visitor wishes to observe a particular classroom, that observation needs to be scheduled in advance with the administration. Similarly, students from other schools wishing to visit the Academy must receive permission from the administration prior to arrival.

Children accompanying visiting parents must be directly supervised at all times inside the school building, on the playground, and in the parking lot and walkways. This applies to Academy-enrolled children before school and after school, and to non-Academy-enrolled children at all times. Furthermore, at school or PTC sponsored events (e.g. kickball, Trunk-or-Treat, or welcome back festivities), you are responsible for your children's supervision. These events find our staff working hard to provide a fun and safe environment for our families, and as such, they will not be able to supervise your children.

All school rules still apply at school events, regardless of who is supervising.

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

Visitors who are rowdy, commit a verbal assault on the premises, or who are otherwise disorderly, will be asked to leave the premises. Repeated offenders will be banned from school property and all school sponsored events indefinitely.

Sex Offenders

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

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

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

Parent/Guest Conduct

There are times when students may not get along with one another and a disagreement may occur. If your student is involved in a situation, please do not confront any other students or parents, but instead, immediately contact an administrator. We investigate these situations and use them as an opportunity for students' growth and learning. Consequences may or may not be issued and Huron Academy will not discuss consequences about another child with you.

In addition, if you have a conflict with a teacher, staff member, or another parent, please handle these manners in a calm and respectful manner. As adults, we are setting the example for our children, and we must set a positive example. We reserve the right to ban parents and other guests from campus, should the need arise.

Volunteer Guidelines

We believe very strongly that parents should become an active part of Huron Academy. To this end, parents and other adults are encouraged to volunteer at the Academy. There are several areas in which we would like to have parents volunteer and assist in the smooth operation of the school. Please contact the office and offer your assistance.

When volunteering or visiting, it is essential that you first sign in at the office located in the main school building. For the safety of our students, we must insist on this, so always sign in when you are on campus for any reason.

The administration may impose conditions on the presence of volunteers, as he or she deems reasonable and appropriate, so that volunteers do not disrupt the educational program.

All volunteers at Huron Academy will be given a description of guidelines and best practices from the staff member running the event. Some expectations may include:

- All volunteers are required to first sign in at the office located in the main school building, when arriving on campus for any reason.
- To optimize the assistance provided to the teacher and students, parents are not permitted to bring younger siblings/children during their volunteer time unless the teacher or administration has pre-approved that volunteer activity as sibling-friendly.
- All volunteers are expected to follow and role model the same value system that is taught in the Academy's character education initiative. Volunteers who create a disturbance, who break school rules and procedures, and who do not demonstrate the same values as Huron Academy will not be allowed to volunteer at the Academy.
- Volunteers must engage in a positive manner with all students, and refer all incidents of injury and/or medical issues to the staff person on duty and to the homeroom teacher. Volunteers must be available to answer all questions as needed regarding the injury/accident.
- Volunteers must report any incidents of disruption, non-compliance, or any incidents concerning student behavior (i.e., do not engage in disciplinary action with students). All misbehaviors should be reported to the homeroom teacher, extreme cases of misbehavior should be reported to the administration. Volunteers must be available to answer all questions as needed regarding any incident.
- Volunteers should not use cell phones and other electronic devices in the classroom or when supervising students unless using the phone to contact the front office in an emergency.
- Volunteers should be aware of special situations for students as explained by staff (allergies, physical limitations, loss recess privileges, etc.) and abide by those staff instructions.
- Confidentiality is of the utmost importance, especially when parents volunteer in the classroom and school. Communication of personal and educational information regarding students, parents, staff or administration must be regarded as confidential and safeguarded.

We appreciate the cooperation of parents in following these important guidelines, and we are very appreciative of those parents who are able and willing to dedicate their time to supporting the education of all children at Huron Academy.

Specific guidelines for outdoor recess
Staff members are on duty every day on the playground. Staffwill have a walkie-talkie to communicate with the front office.

Parent/Teacher Club – Volunteer Program

In an effort to aid in communication, we encourage parents/guardians to become active members in our Parent/Teacher Club. The purpose of such an organization is to enhance relationships between parents/guardians and teachers. Please reach out to our offices for information on how you can support our school.

SECTION II: Student Code of Conduct

Positive Intervention Plan of Huron Academy

Huron Academy provides a school- wide behavior plan to support student's efforts to manage their own behavior and assure academic achievement. Our teachers and administrators believe that clear and consistent classroom and school wide procedures and routines promote positive behavior in students. We focus on intrinsic motivation such as encouraging words, strong relationships, and a fun learning atmosphere. At the start of each year, staff and students discuss academics, rules, procedures, expectations, and consequences for negative behavior.

Teachers and administrators also consult with the school social worker and/or dean of students for assistance with implementation of the school behavior plan.

Student Responsibilities:

1. Respect every individual, including adults and classmates.
2. No violence or verbal abuse (including name-calling) of any kind is tolerated.
3. Obey all directives from any Huron Academy staff member.
4. Follow all directions given the first time.
5. Be informed of and adhere to the rules and regulations of the school.
6. Dress in appropriate school attire (See *Dress Code*).
7. Be punctual.
8. Honesty at all times: no lying or cheating.
9. Proper use of language. Slanderous remarks, obscenity in verbal and written expression, racial epithets, and/or the use of foul language will be dealt with firmly even if it is a first offense.
10. Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
11. Leave your seat or room only with permission.
12. Use quiet voices.
13. Have necessary school supplies and books.
14. Study diligently and maintain the best possible level of academic achievement.
15. Complete all assignments and return all assigned work.
16. Refrain from chewing gum on school grounds.
17. In the hallway: walk, use quiet voices and keep your hands, feet, and all other body parts to yourself.

Discipline Policy

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

Students have the responsibility to:

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

Parents have the responsibility to:

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

Teachers have the responsibility to:

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

5. Encourage students to participate in classroom, extracurricular, and other Academy related activities.
6. Know and enforce Academy policies, procedures, rules, including Student Code of Conduct.

As a Michigan public school, we are required to follow laws relating to safe schools. Huron Academy's Board of Directors endeavors to ensure that Huron Academy is a safe place for teaching, learning, and working.

The following list of infractions includes the types of misconduct, but is not all-inclusive, that will subject a student to disciplinary action such as suspension and/or expulsion from the Academy. Huron Academy will take swift and appropriate disciplinary action for violation of any of the infractions listed in the School Handbook or in this guideline occurring on Academy property. This includes actions occurring before or after school, in an Academy vehicle, or at an Academy sponsored activity or event, whether or not it is held on Academy premises. This includes when a student is using school communication networks, accounts or other Academy services.

Additionally, the Academy reserves the right to discipline students for off campus behavior that has a nexus to and/or directly impacts the operation, order, discipline or general safety and welfare of the school. Violations, including violations of the electronic and wireless communications devices and network and internet use policies, may result in an out-of-school suspension, long-term suspension, or expulsion depending on the severity of the offense and the requirements of the law.

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

Offenses

Academic Dishonesty

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

The following behaviors constitute cheating at Huron Academy and will result in appropriate disciplinary action:

1. **Testing**
    - Any talking or whispering among students.
    - Giving messages – verbal or non-verbal.
    - Intentionally exposing a test in such a way that answers can be seen or taking answers from an exposed test paper.
    - Having anything on top of the desk except the text paper and writing instrument, unless the teacher grants permission.
    - Using inappropriate materials during a test. This includes the use of any electronic devices, as well information on the floor, skin, clothing, shoes or any other notes.
2. **Homework**
    - Presenting any work as if it is your own, when in fact, it is not.
    - Copying someone else's homework assignment or doing someone else's homework for them.
    - Group projects would be an exception, with teacher permission.

Whenever a student is guilty of cheating, the teacher shall collect the student's work, mark a zero for the work and notify the parent and office as to the action taken. The parent shall be notified that a second offense could result in a suspension.

Forgery

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

Damage of Property

Vandalism and disregard for Academy property will not be tolerated. Actions include, but are not limited to, writing in textbooks or library books, writing on desks or walls, carving into woodwork, desks or tables, damaging Academy equipment, spray painting surfaces (graffiti is considered vandalism), damage to or disruption of restroom facilities and tampering with or otherwise interfering with video and/or monitoring equipment. Violation of this policy may result in disciplinary action and/or financial restitution. A police report may be filed as required by law.

Cafeteria and Lunch/Snack Expectations

Inappropriate behaviors at lunch and snack times will not be tolerated. These include throwing food, intentionally making a mess, not picking up after yourself, or not following lunch protocols such as seating assignments. Violation of this policy may result in disciplinary action and/or financial restitution.

Gross Misdemeanors or Persistent Disobedience

Under the revised school code, any student guilty of gross misdemeanors or persistent disobedience may be suspended or expelled. These may include but are not limited to aggressive

behavior, inappropriate language, inappropriate physical contact, insubordination, failure to cooperate with Academy staff, theft, academic dishonesty, and disruption of the educational environment, any violation of school policies or procedures, etc.

Weapons, Arson or Criminal Sexual Conduct

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

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

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

Dangerous weapons are defined as firearms, daggers, dirks, stilettos, knives with blades over 3 inches in length, pocket knives opened by a mechanical device, iron bars and brass knuckles. The definition of "firearm" is defined as:

- Any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device.

Any student who possesses, uses, or threatens the use of any weapon (not included in the legal definition above) or any dangerous item may result in the student being suspended or expelled.

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

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

Physical Assaults against Academy Personnel

Under the Revised School Code, physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence. Under the Revised School Code, any student in grade 6 or above who commits a physical assault against an Academy employee or

against a person engaged as a volunteer or contractor for the Academy on Academy property, in an Academy related vehicle, or at an Academy-sponsored activity or event may be permanently expelled, subject to reinstatement after one hundred eighty (180) days.

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

Physical Assaults against Students

Under the Revised School Code, physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence. Under the Revised School Code, any student in grade 6 or above who commits a physical assault against another student on Academy property, in an Academy related vehicle, or at an Academy-sponsored activity or event may be suspended or expelled for up to one hundred eighty (180) days.

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

Any student engaging in such behavior; whether as instigator, retaliator, on a dare, or under the guise of "self-defense," will also be subject to investigation and potential disciplinary action.

Verbal Assaults/Written Threats

Verbal assault means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching, or, the use of offensive language directed at a person, when such language is likely to provoke a reasonable person to physical violence, a bomb threat (or similar threat) directed at an Academy building, other Academy property, or an Academy related activity or event. For purposes of this policy, the definition of assault also includes written threats.

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

Bullying

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

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

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

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

The School Leader is responsible for establishing procedures for the effective implementation of the policy. All students are protected under this policy while on Academy property, in an Academy vehicle, at any Academy sponsored event, or while using an Academy owned and/or operated telecommunications service provider or Academy owned and/or operated telecommunication access devices. Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to the School Leader. The student may also report the situation to a teacher or counselor who will be responsible for notifying the School Leader. Any complaints against the School Leader should be filed directly with CS Partners. All complaints are to follow established complaint reporting procedures.

Each complaint of bullying will be investigated by the School Leader in a prompt, thorough and impartial manner.

The School Leader will look at the totality of the circumstances and evaluate facts, including but not limited to:

- Description of the incident- nature of the behavior and the context of the alleged incident
- How often the conduct occurred
- Nature and severity of behavior
- Any past incidents or continuing pattern of behavior
- The relationship between the parties
- Characteristics of the parties involved, i.e., age, grade, etc.
- Does the student that is perpetuating the bullying behavior have a plan that identifies problem behaviors and how to address them
- The bullying definition

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

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

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

Harassment

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

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

Harassment does not have to include the intent to harm another individual, be directed at a specific target, or involve repeated incidents.

Harassment based on race, color, or national origin creates a hostile environment when the conduct is so severe or pervasive that it limits or denies a student's ability to participate in or benefit from the services, activities or opportunities offered by the Academy.

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

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

Sexual Harassment

Sexual harassment is defined as:

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

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

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

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

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

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

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

The Academy prohibits intentionally making a false report of alleged sexual harassment, submitting a false formal complaint, or making or submitting false statements or information

during the Title IX grievance process. Violation of this prohibition will result in disciplinary action.

Hazing

Hazing is a violation of state criminal law and prohibited at all times. Hazing is defined as an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition. The term "organization" includes, but is not limited to, a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution. Hazing is a violation of state criminal law and prohibited at all times. A student who commits hazing on Academy property, in an Academy bus or vehicle, or at an Academy sponsored event will be subject to disciplinary action.

Prohibition of Smoking

The Academy prohibits the possession and/or use of any tobacco or nicotine products on Academy property, in an Academy bus or vehicle, or at any Academy sponsored event. In addition, any tobacco or nicotine advertising or promotion is strictly prohibited. This prohibition includes tobacco products, tobacco-related devices, imitation tobacco products, lighters, vaporizers (including any substance used in vaporizers), electronic cigarettes, electronic nicotine delivery systems" or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance. Violation of this policy could result in suspension or expulsion.

Prohibition against Alcohol and Drugs

The Academy prohibits the use, possession, concealment, sale, delivery, or distribution of alcohol, drugs (including marijuana), and/or any mind-altering substances and/or related paraphernalia on Academy property, in any Academy bus or vehicle or at any Academy sponsored event. Mind altering substances are defined as illegal drugs. Prescription drugs in violation of the Academy's medication policy, and any otherwise legal substances which, when used or consumed in an inappropriate manner, create alteration in perception, mood consciousness, cognition or behavior. Mind altering substances are not intended to include caffeine and like substances when consumed in moderation. Students under the influence of such substances on Academy property, in any Academy bus or vehicle or at any Academy sponsored event will be subject to this policy regardless of amount taken. Possession includes any substances as described below including but not limited to, bath salts, K-2, etc… and/or related paraphernalia found on the student's person, purse, backpack, locker, vehicle, etc. Any searches will be conducted as outlined in the Search and Seizure section in the Student Handbook.

The term "drugs" includes:

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

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

In line with the Safe and Drug Free School Policy, it is the belief of the Academy administration that drug and alcohol abuse in any school is a threat to the safety and health of students, staff and the school community as a whole. It is the policy of the Academy to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents occurring on Academy property, in any Academy vehicle, or at any Academy sponsored event involving the possession, sale or use of behavior affecting substances (including alcohol). Disciplinary action includes, but is not limited to substance abuse assessment, participation in a substance abuse rehabilitation program, drug and alcohol prevention activities, suspension and/or expulsion.

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

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

Medical Marijuana & Prescription Drug Policy

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

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

Reasonable Suspicion Drug Testing

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

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

2. The student's possession of an illegal drug, alcohol or any mind-altering substance (whether illegal or not) and/or related paraphernalia; or

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

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

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

If the results of the drug test are positive:

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

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

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

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

Gang Activity

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

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

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

Gambling

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

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

Public Displays of Affection
Demonstration of one's affection toward another person has an appropriate time and place. Public displays of affection should be limited to those types of displays that are deemed appropriate by staff as proper decorum in a school setting. Physical contact such as touching, hand-holding, or kissing is not permitted.

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

Contraband
In addition to illegal items under state and federal law, contraband items that are not to be brought to school include, but are not limited to, water pistols, toys mimicking weapons, wireless communication devices (WCDs) displaying a weapon, lighters, matches, smoke bombs or stink bombs and other items deemed to disrupt the instructional environment. The administration may add to this list at any time. Laser devices (pointers/pens) are prohibited on school grounds unless given consent by authorized Academy staff. In the event consent is given, laser devices are to be used for academic presentation purposes only. Items confiscated by the Administration pursuant to this policy will be returned to the parent/guardian.

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

Insubordination
A student will not willfully ignore or refuse to comply with directions or instructions given by Academy staff. A student may not interfere with school administrators, teachers or other school personnel by threat of force or violence.

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

False Fire Alarm
Unless an emergency exists, a student may not intentionally sound a fire alarm or cause a fire alarm to be sounded. A student may not destroy, damage, or otherwise tamper with a fire alarm

system in an Academy building or at an Academy sponsored event. The student's parents/guardians may be responsible for any fines incurred.

Theft or Possession of Stolen Property

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

Other Illegal Conduct

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

Implementation of Discipline

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

- Detention: After school detentions can be issued by any staff member for any student who does not live up to the Student Responsibilities listed above or who violate the Discipline Policy. After school detentions are served from 3:00 p.m. until 4:00 p.m. Students are expected to serve their detention on the scheduled date. In the case of absenteeism, the student will serve the detention on the day they return to school. Students are expected to arrive at the detention area on time. If a student is late to detention, then one additional detention will be issued. If a student deliberately misses a scheduled detention, then two additional detentions will be issued. If a student does not serve these additional detentions, then that student will be subject to suspension. Students who are not picked up after detention will be escorted to the latchkey area and the parents will be responsible for signing them out there.

- Snap Suspension: A teacher may suspend a student from class or activity for conduct that disrupts the educational process. Physical removal of a student in this situation requires adherence to all seclusion and restraint guidelines. The student may be suspended for up to one (1) full school day. The teacher must report the suspension and the reason for the suspension to the School Leader. The student will be removed from the classroom or activity and will return to the classroom only with the concurrence of the teacher and the School Leader. If the student needs to remain in the Academy, the student will be under appropriate supervision. As soon as possible after the suspension, the teacher will meet with the

parents/guardians. If practicable, a school counselor, psychologist or social worker also will attend the conference. The School Leader will attend if the teacher or parents/guardians request it. If the "snap" suspension results in a short-term suspension, long-term suspension and/or expulsion, then due process must be ensured and a hearing must be held by the School Leader or designee according to the suspension and expulsion guidelines below.

Exclusion during Suspension/Expulsion

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

Homework/Classwork during Suspension

In the event of a suspension, the expectations of work completion will remain. Teachers will have makeup work upon the student's return, and they have to get the work submitted in a timeline commensurate with their time out. For instance, if a student is suspended for two days, the student has two days after their return to complete the schoolwork. If the work is not completed at that time, zeroes will be awarded, except in the cases of projects, quizzes, and tests.

This is subject to change based on the individual and unique situations surrounding the suspension and/or the classroom.

Short-Term Suspensions

A short-term suspension is defined as the denial to a student of the right to attend classes and any Academy function/activity for up to ten (10) school days.

Long-Term Suspensions

A long-term suspension is defined as the denial to a student of the right to attend classes and any Academy function/activity for more than ten (10) days, but less than expulsion. To ensure due process, expulsion procedures will be used for long-term suspensions.

Expulsions

An expulsion is denial to a student of the right to attend classes and any Academy function/activity for at least one semester, but can be permanent. Expulsions can occur as a result of severe cases of inappropriate behavior, repeated violation of school policy, and/or as required by law. It is the responsibility of the parent or legal guardian to locate a suitable alternative education program and to enroll their child in a program during expulsion.

Progressive Discipline

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

Due Process Rights

All students suspended and/or expelled will be provided notice and an opportunity to be heard in accordance with a student's due process rights under the law.

Nothing in this Policy shall diminish or be in derogation of the due process rights accorded to students who have been determined to be eligible for special education services under federal and State laws.

Application to Students with Disabilities

This policy shall be applied in a manner consistent with the rights secured under Federal and State law to students who are determined to be eligible for special education programs and services. The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education or Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing.

However, the Academy can decide unilaterally to remove a student from his/her educational placement to an interim alternative educational setting, even when the student's behavior was found to be a manifestation of the student's disability, in the following circumstances as defined by federal law:

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

Annual Review

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

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

Character Education

The American Association of School Administrators and the National School Boards Association have jointly approved a statement endorsing character education in the nation's schools. It reads:

> *"Nations rise and fall with the character of their people. If our nation is to survive and prosper, then present and future citizens must be committed to high ethical standards and values that support a free, democratic and civil society."*

Children should understand the need to be responsible for their own actions and that their actions affect the lives of others. They should emerge from the education system valuing honesty, integrity, effort, trustworthiness, respect, responsibility, fairness, caring and citizenship. They should be prepared to resolve conflict through reasoning rather than violence. They should also understand and accept the diversity that has always been a major characteristic of American society.

Therefore, Huron Academy endorses the continuing need for character education in the nation's schools. Knowing that character drives personal, professional and civic decisions, Huron Academy, the NSBA and AASA realize that character education programs are most effective when they are developed in concert with the local school community. We will provide such an opportunity here at Huron Academy.

Huron Academy Husky Habits

Respect - Treating self and others with kindness, consideration, and dignity

- Listening actively and attentively
- Valuing others' opinions and feelings
- Demonstrating empathy and compassion
- Acknowledging and appreciating diversity
- Refraining from bullying or discrimination

Responsibility - Being accountable for one's words and actions

- Owning up to mistakes and learning from them
- Being reliable, dependable, and trustworthy

- Making informed decisions
- Completing tasks and obligations on time
- Setting goals and working to achieve them

Safety - Ensuring choices and behaviors do not endanger self or others

- Following school and classroom rules
- Demonstrating self-control
- Reporting unsafe conditions or behaviors
- Participating appropriately in scheduled safety drills

Excellence - Striving for the highest quality in all endeavors

- Taking pride in one's work and achievements
- Setting high standards and goals for oneself
- Demonstrating commitment and dedication
- Showing integrity, both academically and socially
- Supporting others in pursuit of their goals

The Positivity Project

All Huron Academy students participate in The Positivity Project, a nationally recognized, strengths-based character education program. The mission of The Positivity Project is to empower students to build positive relationships and become their best selves. Students learn about and put into practice 24 character traits, including integrity, perseverance, curiosity, leadership, gratitude, and enthusiasm. To learn more about The Positivity Project, please visit https://posproject.org/p2-for-families/.

Student Valuables

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, collectible/trading cards, and the like are tempting targets for theft. Huron Academy cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. No electronic media of any type is permitted at the Academy or at Academy-related activities.

Electronics and Wireless Communication Devices (Cell Phones & Smart Devices)

Games, cameras, and other electronic items are not allowed at the Academy unless express permission is given by the School Leader.

"Wireless communications device" means an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending

and receiving photos and videos, or producing email. Wireless communications devices do not include a basic telephone. WCDs include, but are not limited to the following: cellular phones, personal digital assistants (PDA's), e-readers, iPads, smart phones, Wi-Fi enabled access devices, video broadcasting devices, laptops, tablets, Meta glasses, Airpods (or similar), headphones, and smart watches.

Use of WCD's can create a distraction, disruption or interfere with the educational environment of the Academy. The Academy generally prohibits students from the use or possession of any WCD on Academy property, in an Academy vehicle or at any Academy–sponsored event.

Exemptions to this policy include:

1. Medically necessary devices.
2. District-owned devices, including, but not limited to, school-issued tablets and laptops.
3. Devices designated by the district to be used for instructional purposes.
4. Devices used for special education programming or devices provided as an accommodation to students as required under section 504 of title V of the rehabilitation act of 1973, 29 USC 794, or as part of an individualized education plan under title II of the Americans with disabilities act of 1990, 42 USC 12131 to 12165.
5. Lesson-specific academic assignments, at the limited and direct discretion of a classroom teacher.
6. Emergency situations, as described in an emergency operations plan. Use of a wireless communications device must not interfere with school emergency protocols or the actions of first responders, and must not endanger students or faculty.

Students may only possess or use WCDs (including cell phones, pagers, etc.) if permission is given by the student's parents/guardians AND the School Leader. The School will not give such permission unless the student's parents or guardians have signed the Wireless Communication Devices (WCDs)/Cell Phone Acceptable Use Agreement and Network and Internet Acceptable Use Agreement. If a personal WCD is used on Academy property, in an Academy vehicle or at any Academy–sponsored event, students must only use the Academy's filtered Network for data access (either wirelessly or through a direct connection).

Students who obtain necessary permission are prohibited from using a wireless communication device on school grounds during the normal school day. "School grounds" means a building, playing field, or property used for Academy purposes to impart instruction to children or used for functions and events sponsored by the Academy. The Academy may implement additional restrictions regarding the use of WCDs.

Students who obtain the necessary permission to possess or use WCDs must have them silent and stowed during the normal school day. This includes during latchkey hours and extracurricular events.

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

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

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

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

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

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

Any device found in violation of this policy including if a student does not have the permission to use/possess an electronic device but it is found to be visible or heard on Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event, the item will be confiscated and the parent/guardian will be notified. The confiscated item will be held in the School Office; the item will be returned to the parent/legal guardian only. Confiscated phones, cameras, and other electronic devices will be discarded if not picked up by a parent or legal guardian within 30 days. Prior to such disposal, a notification of that disposal will be sent to the student's mailing address on file in the School Office.

Violating this policy may also result in permission to use the network possibly permanently revoked; student disciplinary action (including suspension and expulsion); and possible referral of the matter to law enforcement if there is a suspicion of illegal activity. (e.g. child pornography, threats of violence, etc.).

Students who refuse to relinquish their electronic device immediately upon request of a staff member will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Safe Schools Student Discipline Code of Conduct.

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

Students may use telephones located in the classrooms and office for emergency reasons with the permission and supervision of a teacher or staff member.

Network and Internet Acceptable Use

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

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

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

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

- Using offensive or inappropriate language or language that would promote violence or hatred
- Revealing one's (or other's) personal address, phone number or credit card information;
- Harassing anyone by sending uninvited communication
- Sending or accessing electronic information from accounts that do not belong to you without the owner's authorization
- Accessing unauthorized or inappropriate areas of the network and changing or interfering with information found in the network
- Accessing areas blocked by the Academy's firewall without authorization

- E-mailing is restricted to topics related to instruction and school activities
- Soliciting or distributing e-mail for non-educational or non-business purposes
- Misrepresenting oneself or others
- Making unauthorized copies of software or information, such as software pirating
- Printing of materials excessively
- Downloading and/or installing unauthorized software, including games, on Academy computers without specific permission from Administration
- Accessing, uploading, downloading, distributing, presenting, or transmitting pornographic, obscene, sexually explicit, or threatening material or other materials harmful to minors
- Violating federal copyright laws or otherwise using the property of another individual or organization without permission (plagiarism). All work must be original work. Copy and pasted material may only be used as a resource when properly cited
- Unauthorized use of artificial intelligence tools (e.g. Chat GPT)
- Violating any local, state or federal statute
- Accessing personal social networking sites, such as but not limited to Tik Tok, Discord, Reddit, Facebook, X f.k.a. Twitter, MySpace, YouTube, Google+, Instagram, SnapChat, Tumblr, Pinterest, Vine, Yik Yak, VK, Linkedin and Flickr etc. without specific permission from the administration
- Using a school device (iPad, Chromebook, etc.) to take pictures or video

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

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

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

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

All computers, local and wireless network, Internet connection and/or data and exchange servers are the Academy's property and shall only be used for educational and business purposes. The computer hardware (monitors, terminals, keyboards, mice, etc.) are Academy property and any mistreatment or damage will be considered destruction of property or vandalism.

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

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

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

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

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

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

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

Dress Code

Dress Code Grades K-2

The Huron Academy dress code will be strictly adhered to. There will be no exceptions. If students report to school out of dress code, they will be sent to the main office and a parent/guardian will be contacted to bring appropriate attire. Students will be allowed to return to class at the discretion of administration.

1. Students will wear uniform shirts.

    a. Polo shirts with collars in either navy blue or white. Shirts may be long or short-sleeved. Solid colors only (no logos please). Official Huron Academy shirts, long sleeves, sweatshirts, and hoodies may be worn any day!
2. Boys will wear uniform-style pants.
    a. Navy blue or khaki-colored, proportionately fit slacks or navy blue or khaki-colored shorts that may not be more than two inches above the knee.
    b. No jeans, denim, joggers, sweatpants, or basketball shorts.
3. Girls will wear uniform-style pants, skirts, or jumpers.
    a. Navy blue or khaki-colored, proportionately fit slacks, skirts, skorts, shorts, or jumpers that may not be more than two inches above the knee.
    b. No jeans, denim, yoga pants, leggings, joggers, bike shorts, or sweats. (Girls may wear solid white or navy-colored leggings only when wearing a skirt, skorts, or jumper).
4. Girls must wear a pair of matching bike shorts underneath skirts or jumpers.
5. Socks of any color or pattern are allowed. (Please refrain from logos, symbols, graphics, etc. that may be considered offensive.)
6. Athletic, tennis, or gym shoes may be worn. These are preferred for safety reasons. Fashion boots with no heel and no fur may be worn. Students may wear any color or pattern they wish. (Please refrain from light-up shoes or logos, symbols, graphics, etc. that may be considered offensive).
    a. No sandals, slippers, slides, Crocs (or similar), open-toe shoes, Tasman/Uggs (or similar), furry boots or other house-styles not outlined above will be permitted.
    b. Snow boots may be worn during winter to and from school but cannot be worn during the school day. Please bring shoes to change into.
7. Sweaters, sweatshirts, and hoodies may be worn.
    a. Solid navy blue or white (no designs or logos).
    b. Huron Academy and/or House sweatshirt
    c. Hoods may not be worn in the classroom, lunchroom, or hallways.
8. No excessive make-up or jewelry.
9. No hats and/or hoods are to be worn in the classroom, lunchroom, or hallways.
    a. Huron Academy hats are allowed to be worn on Fridays
10. Students belonging to a school club, organization, or scouting may wear their club shirts on scheduled club or event days only.
11. Students may color their hair and/or apply nail polish to their fingernails with parental permission. The Academy prefers student hair color and hairstyles not to be a distraction to others. Nail polish cannot be offensive or inappropriate and nails should be clean and neat at all times.
12. No political/social commentary attire.
13. Students should maintain proper hygiene at all times.

Some items may be deemed offensive, objectionable, and/or excessive and will be determined by the Administration.

Dress Code Grades 3-5

The Huron Academy dress code will be strictly adhered to. There will be no exceptions. If students report to school out of dress code, they will be sent to the main office and a parent/guardian will be contacted to bring appropriate attire. Students will be allowed to return to class at the discretion of administration.

1. Students will wear uniform shirts. The following are acceptable as uniform shirts:
    a. Short or long-sleeved House polo shirts.
        - If wearing a short-sleeved polo shirt, black or white long sleeve shirt may be worn underneath.
    b. House hoodies and sweatshirts can be worn on top of polo shirts.
    c. House T-shirts - Fridays only!
    d. Solid color polos are NOT allowed - official Huron Academy/house tops only.
2. Boys will wear uniform-style pants.
    a. Black or khaki-colored, proportionately fit slacks or, black or khaki-colored shorts that may not be more than two inches above the knee.
    b. No jeans, denim, joggers, sweatpants, or basketball shorts.
3. Girls will wear uniform-style pants, skirts, or jumpers.
    a. Black or khaki-colored, proportionately fit slacks, skirts, skorts, shorts, or jumpers that may not be more than two inches above the knee.
    b. No jeans, denim, yoga pants, leggings, joggers, bike shorts, or sweats. (Girls may wear solid white or black colored leggings only when wearing a skirt, skorts, or jumper).
4. Girls must wear a pair of matching bike shorts underneath skirts or jumpers.
5. Socks of any color or pattern are allowed. (Please refrain from logos, symbols, graphics, etc. that may be considered offensive.)
6. Athletic, tennis, or gym shoes may be worn. These are preferred for safety reasons. Fashion boots with no heel and no fur may also be worn. Students may wear any color or pattern they wish. (Please refrain from light-up shoes or logos, symbols, graphics, etc. that may be considered offensive).
    a. No sandals, slippers, slides, Crocs (or similar), open-toe shoes, Tasman/Uggs (or similar), furry boots or other house-style not outlined above will be permitted.
    b. Snow boots may be worn during winter to and from school but cannot be worn during the school day. Please bring shoes to change into.
7. Sweaters, sweatshirts, and hoodies may be worn
    a. Huron Academy sweatshirt or hoodie.
    b. House sweatshirt or hoodie
    c. Hoods may not be worn in the classroom, lunchroom, or hallways.
    d. Solid color hoodies are NOT allowed - official Huron Academy tops only.
8. No excessive make-up or jewelry.
9. No hats and/or hoods are to be worn in the classroom, lunchroom, or hallways.
    a. Huron Academy hats are allowed to be worn on Fridays
10. Students belonging to a school club, organization, or scouting may wear their club shirts on scheduled club or event days only.

11. Students may color their hair and/or apply nail polish to their fingernails with parental permission. The Academy prefers student hair color and hairstyles not to be a distraction to others. Nail polish cannot be offensive or inappropriate and nails should be clean and neat at all times.
12. No political/social commentary attire.
13. Students should maintain proper hygiene at all times.

Some items may be deemed offensive, objectionable, and/or excessive and will be determined by the Administration.

Dress Code Grades 6-8

The Huron Academy dress code will be strictly adhered to. There will be no exceptions. If students report to school out of dress code, they will be sent to the main office and a parent/guardian will be contacted to bring appropriate attire. Students will be allowed to return to class at the discretion of the administration.

1. Students will wear uniform shirts. The following are acceptable as uniform shirts:
    a. Short or long sleeve House polo shirts
    b. House hoodies and sweatshirts can be worn
    c. House-T-shirts - Fridays only!
2. Boys will wear uniform-style pants.
    a. Black or khaki-colored, proportionately fit slacks or black or khaki-colored shorts that may be no more than two inches above the knee.
    b. No jeans, denim, joggers, sweatpants, or basketball shorts.
3. Girls will wear uniform-style pants, skirts, or jumpers.
    a. Black or khaki-colored, proportionately fit slacks, skirts, skorts, shorts, or jumpers that may be no more than two inches above the knee.
    b. No jeans, denim, yoga pants, leggings, joggers, bike shorts, or sweats. (Girls may wear solid white or black leggings only when wearing a skirt, skorts, or jumper).
4. Girls must wear a pair of matching bike shorts underneath skirts or jumpers.
5. Socks of any color or pattern are allowed. (Please refrain from logos, symbols, graphics, etc. that may be considered offensive).
6. Athletic, tennis, or gym shoes may be worn. These are preferred for safety reasons. Fashion boots with no heel and no fur may also be worn. Students may wear any color or pattern they wish. (Please refrain from light-up shoes or logos, symbols, graphics, etc. that may be considered offensive.)
    a. No sandals, slippers, slides, Crocs (or similar), open-toe shoes, Tasman/Uggs (or similar), furry boots or other house-styles not outlined above will be permitted.
    b. Snow boots may be worn during winter to and from school but cannot be worn during the school day. Please bring shoes to change into.
7. Sweaters, sweatshirts, and hoodies may be worn with a collared shirt.
    a. Huron Academy sweatshirt or hoodie.
    b. House sweatshirt or hoodie.

    c. Hoods may not be worn in the classroom, lunchroom, or hallways.
    d. Solid color hoodies are NOT allowed - official Huron Academy tops only.
8. No excessive make-up or jewelry.
9. No hats and/or hoods are to be worn in the classroom, lunchroom, or hallways.
    a. Huron Academy hats are allowed to be worn on Fridays
10. Students belonging to a school club, organization, or scouting may wear their club shirts on scheduled club or event days only.
11. Students may color their hair and/or apply nail polish to their fingernails with parental permission. The Academy prefers student hair color and hairstyles not to be a distraction to others. Nail polish cannot be offensive or inappropriate and nails should be clean and neat at all times.
12. No political/social commentary attire.
13. Students should maintain proper hygiene at all times.

Some items may be deemed offensive, objectionable, and/or excessive and will be determined by the Administration.

Casual Dress Policy: (ALL grades)

Occasionally, casual days may be announced and/or awarded to students.

1. Students on these special days may wear casual but clean clothing, including jeans and non-collared shirts with appropriate designs.
    a. Students may not wear pants with holes or tears in them.
    b. Students choosing to wear leggings, biker shorts, or yoga pants MUST wear an acceptable loose-fitting shirt that may not be more than two inches above the knee.
    c. Objectionable attire will not be allowed, which includes tank tops, spaghetti straps, hip huggers, offensive language or pictorials on clothing, or tops that do not tuck into pants allowing bare midriffs to show. Sleeves must be an appropriate width.
    d. Shorts and skirts cannot be more than two inches above the knee.
2. Athletic, tennis, or gym shoes may be worn. These are preferred for safety reasons. Fashion boots with no heel and no fur may also be worn. Students may wear any color or pattern they wish. (Please refrain from light-up shoes or logos, symbols, graphics, etc. that may be considered offensive.)
    a. No sandals, slippers, slides, Crocs (or similar), open-toe shoes, Tasman/Uggs (or similar), furry boots or other house-styles not outlined above will be permitted.
    b. Snow boots may be worn during winter to and from school but cannot be worn during the school day. Please bring shoes to change into.
3. No excessive jewelry and makeup.
4. No hats and/or hoods of any kind may be worn indoors except for the Huron Academy logo hat on casual days.
5. No political attire.

Some items may be deemed offensive, objectionable, and/or excessive and will be determined by the Administration.

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

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

SECTION III: Academics

Report Cards/Reports

Report cards are issued four times a year at the end of each quarter. The card-marking period is approximately nine (9) weeks in duration. Progress reports will be sent home at the mid-term point of each quarter (5 weeks into the new card-marking period). A parent/teacher or administration conference to discuss the academic progress and solution may be called in the event a student shows deficiency in any subject.

Additionally, we encourage you to follow your child's progress via the PowerSchool app; this is a great way to stay up-to-date on grades while waiting for final progress reports and report cards.

Sex Education

Sex education will be taught at Huron Academy to the extent of which is required by the Michigan Department of Education (MDE). Health education including communicable diseases, such as HIV/AIDS and STD information, will be taught annually to all 8th grade students as required by state law. Parents/guardians will be notified in advance of the content of the instruction; their right to review the instructional materials; their right to observe instruction; and their right to excuse their child without penalty.

Placement, Promotion and Retention Policy

Huron Academy recognizes that children vary in their personal, social, physical and educational growth. Children are placed in the educational setting most appropriate to their needs at the various stages of their growth. Parents will be informed about their child's progress through progress reports, parent/teacher conferences, and report cards throughout the school year. Additional conferences may be scheduled with the parents to discuss the areas of difficulty and an intervention Plan.

Placement of students is determined by agreement among the opinions of the social worker, classroom teacher and academic testing. The Principal, as the leader of the school, shall have the ultimate authority to determine the placement, promotion and retention of all students under Huron's administrative guidelines.

General Student Outcomes

Through their experience at Huron Academy it is expected that students will be able to:

- Accept responsibility for their actions.
- Respect the dignity and property of their fellow students, teachers and staff members and will never seek to do them harm.
- Keep all the promises they make, fulfilling the trust that other people place in them.

- Complete projects and courses of study in a timely manner.
- Strive for excellence in all their work and will respect achievement in their fellow students.
- Discipline themselves to listen, learn and study, recognizing that long term achievement is more important to happiness than short term pleasure.
- Respect the authority of parents and teachers, because that authority is necessary for the welfare of family, school and community.
- Work together with others to improve school, community and the world.

Expectations for Parents

Huron Academy students will be more successful in achieving desired outcomes if parents**:**

- Help instill student pride, confidence and a positive attitude in their school and their teachers.
- Support school policies on behavior and attendance.
- Provide the time and environment for students to complete homework.
- Encourage students to take responsibility for completion of all homework assignments.
- Appointments are required to speak at length to any teacher at Huron Academy.
- Notice and communicate to teachers about the level of difficulty students experience with homework especially in extremes. Remember appointments are required.
- Bring problems, concerns, and criticisms directly to the appropriate teacher or administrator for clarification or resolution. Appointments are required.
- Initiate and encourage discussions with students on local, world or family issues, in a manner that significantly engages students and stimulates thinking.
- Share and convey honestly special students' problems they have had or experienced regarding learning, behavior, emotional problems and changes in the family situation (divorce, separations, death...).
- Dedicate time and thought to the continual improvement of Huron Academy.
- All parents, volunteers, visitors etc. must sign in on the visitor's sign in sheet in the school office to maintain safety in our school.
- All parents, volunteers, visitors etc. are expected to follow and role model the same value system that we teach in our character education initiative. Parents, volunteers or visitors who are creating disturbances in the classrooms, who do not demonstrate the same values that we hold are students to, who repeatedly break school rules and procedures can and will be required to stay off of school property and grounds.

Curriculum and Textbook Policy

During the course of each school year, our curriculum is reviewed and updated. This is done to ensure that our students are receiving the very best education possible. We have intensely studied numerous curriculums and believe that the ones we have chosen will provide a quality education for your child.

The teacher will distribute all textbooks and consumable books. Each book will depreciate at a rate 20% in a school year; the student shall be fined a usage fee if damage or loss occurs. The fine will reflect a percentage of use based on the book's original value.

Books shall be assessed as follows:

#5 (new)	100% of the book's value for replacement
#4 (very good)	1 year 80%
#3 (good)	2 years 60%
#2 (fair)	3 years 40%
#1 (poor)	4 years 20%
#0	Book is no longer usable

A book will no longer be usable and rated #0 under the following conditions: pages have been torn out, cover has been torn off, or answers or marks are written in the book. If a book is lost at some time during the school year; parents will replace it at its "beginning of the year" value. If a book is given out in usable condition and is damaged to the degree that it is no longer usable, the student shall be responsible to replace the book. The replacement cost shall be determined by what the value of the book was at the date of issue.

Students who mark with pencil, crayon, pen or marker at any time in Huron Academy's books will be subject to a fine.

Lockers

Lockers that are located on Huron Academy grounds may only be used to hold books, backpacks, projects, writing utensils, lunch boxes/sacks, winter gear, and technological devices. Only locks provided by Huron Academy will be allowed.

SECTION VI: Required Legal Notices

Background Checks

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

Equal Education Opportunity/Civil Rights Designee

It is the policy of Huron Academy to provide an equal education opportunity for all students. Huron Academy admits students of any race, color, ethnicity, national origin, sex**,** (including sexual orientation or gender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national origin, sex**,** (including sexual orientation or gender identity or expression), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, in administration of its educational policies or other school administered programs.

The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations and academic or behavioral standards.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, ethnicity, national origin, sex**,** (including sexual orientation or gender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, while at the Academy, or an Academy activity, should immediately contact the Principal or designee below. "Race" is inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. For purposes of this definition, "protective hairstyles" includes, but is not limited to, such hairstyles as braids, locks, and twists.

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

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

Civil Rights Representative/Compliance Officers: Joshua Sobczak and Lisa Lane

Website Accessibility Coordinator: Melissa Schwartz, 36301 Utica Road, Clinton Township, MI 48035, 586-690-8180, schwartzm@huronacademy.org

or the Office for Civil Rights Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Email: OCR.Denver@ed.gov

Title IX Notice of Nondiscrimination

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

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

The Academy's Title IX Coordinator is Lisa Lane, Assistant Principal. She may be reached at 586-690-8180, via email at lanel@huronacademy.org or at 36301 Utica Rd., Clinton Township, MI, 48035.

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

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

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

Student Assessments

It is the policy of the Academy to monitor individual student academic growth in each subject area at least twice during the Academic year using a competency-based on-line assessment. The results of the assessment shall be communicated to the students and parents/guardians.

The Michigan Student Test of Educational Progress (M-Step) is also administered each spring. This required test is administered to all public school students in the State. Parents may review test information for their child upon request.

Post-Secondary Enrollment Option

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

Student Rights and Responsibilities

The rules and procedures of Huron Academy are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all Huron Academy rules, procedures and code of conduct.

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

Search and Seizure of Student's Person, Lockers and Locker Contents

All lockers, cubbies, and other storage places assigned to students are the property of the Academy. At no time does the Academy relinquish its exclusive control of these storage places. Students have no expectation of privacy in lockers, cubbies, desks, other school-supplied storage areas, computers, tablets, iPads or other electronic and digital equipment owned, leased, or provided by the Academy to the student. The School Leader or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the School Leader or his/her designee. The School

Leader or his/her designee may search lockers, locker contents, cubbies, desks, computers, tablets, iPads or other electronic and digital equipment owned, leased, or provided by the Academy, or other school-supplied storage areas at any time and for any reason, without notice and without parental/guardianship or student consent.

The Academy assigns lockers, cubbies, and other storage places to its students for the students' convenience and temporary use. Students are to use these storage areas exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use these storage areas for any other purpose, unless specifically authorized by Academy board policy or the School Leader or his/her designee, in advance of students bringing the items to the Academy. Students are solely responsible for the contents of their lockers, cubbies and other storage places and must not share these storage areas with other students, nor divulge locker combinations to other students, unless authorized by the School Leader or his/her designee. The locations at which searches of students and student property may be conducted are not limited to the Academy building or at Academy property, but may be conducted wherever the student is involved in a school-sponsored function.

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

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

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

When conducting searches, the School Leader or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the School Leader or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives,

dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property.

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

Individuals with Disabilities

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Contact the Principal at 586-446-9170 to inquire about evaluation procedures and programs. DeAnn Gossman is the Section 504 Coordinator.

Children and Youth in Transition

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

The Academy is committed to ensuring that there is no barrier to enrollment, attendance, or the success of children and youth in transition. In addition, children and youth in transition will not be discriminated against, stigmatized or segregated on the basis of their status. The Academy's Homeless Liaison collaborates and coordinates with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth. Anyone seeking additional information regarding homeless students should contact Lisa Lane at (586) 446-9170.

English Learner

It is, the policy of Huron Academy that those students identified as English Learners will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the academy. Parents should contact the Principal to inquire about procedures and programs offered by the Academy.

Parent/Family Involvement Policy

Huron Academy recognizes that a child's education is a responsibility shared by both the school and the child's family. In order to provide the most effective education for all students, Huron believes that teachers and parents must work as knowledgeable partners.

Huron Academy, in collaboration with parents, has established programs and practices that enhance parent involvement and reflect specific needs of students and their families. These include, but are not limited to, the following components of successful parent involvement programs:

- Communication between home and school is regular, two-way, and meaningful.
- Responsible parenting is promoted and supported.
- Parents play an integral role in assisting student learning.
- Community resources are made available to strengthen school programs, family practices, and student learning.

Huron Academy also supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The administrative leadership also helps to set expectations and create a climate conducive to parental participation. The Academy shall ensure that parent and legal guardians of a student enrolled in the Academy have the opportunity to review the curriculum, text books and teaching materials of the Academy at a reasonable time and place and in a reasonable manner. The Academy will permit parent and legal guardians to observe instructional activity in a class or course in which the student is enrolled in accordance with procedures set by the School Leader. These observations are subject to reasonable restrictions, controls and limits. Huron Academy will ensure that all information related to Academy and parental activities is in a language all parents can understand, especially from diverse cultural, socio-economic and language backgrounds.

Huron Academy believes that parent/family participation is essential to improved student achievement. We will provide assistance to parents in the way of training, including technology, to foster and support parent involvement. In order to further this goal Huron Academy provides training to staff members, which focuses on strategies to communicate effectively with families.

Title I

As part of its parent involvement policy, Huron Academy will invite parents/guardians to attend two Title I meetings (Title One Parent Night and Title One Annual review meetings) designed to provide Title I information and program services, and to solicit from parents/guardians suggestions on the program development, planning, evaluation and improvement. These meetings will also provide you with tools to help your child(ren) at home. All parents are invited to fill out surveys regarding Title 1 programs and services. This is an opportunity for parents that cannot attend the meetings.

Parents of students participating in the Title I program will be notified of student selection and the selection criteria. Parents will be informed regarding their student's achievement level on state academic assessments and progress. Student progress is also communicated at least every 5 weeks through report cards, progress reports, and direct communication from support staff. Huron Academy will provide assistance to parents in understanding Title I programs and services, including, when practicable, providing information in a language they can understand. The Title I coordinator can be contacted through the main office and available for meetings.

The school-parent-student compact will outline how Huron Academy, parents and students share the responsibility for improving academic achievement. The school-parent-student compact will be discussed and signed annually during parent-teacher conferences. We encourage all parents at any time to volunteer or visit any Title program that Huron Academy offers.

The complete Parental Involvement Policy for Huron Academy is available in the school office.

Access to Student Records

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

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

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

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

Any complaints regarding FERPA should be directed to:

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

Directory Information

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want the Academy to disclose directory information from your child's education records, you must submit a signed opt-out form to the Academy. The Academy has designated the following information as directory information:

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

- Academy assigned electronic mail address
- photograph/video/DVD/electronic image
- honor roll and awards received
- date and place of birth
- dates of attendance
- grade level and/or classroom assignment

Teacher and Paraprofessional Qualifications

All of the teachers at Huron Academy are properly certified and/or qualified to be teaching in their current assignment. Huron Academy teachers and paraprofessionals are all considered highly qualified. Any parent that wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the Principal at any time.

Review of Instructional Materials and Activities

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

Preparedness for Toxic and Asbestos Hazards

This notification is to advise all parents, building occupants, and parent-teacher organizations, that the asbestos management plans required under the Asbestos Hazard Emergency Response Act (AHERA) are available for review upon request. Huron Academy is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. If you would like to review a copy of the plans for Huron Academy, please notify the school office during normal business hours.

Pesticide Notice

State of Michigan law requires that schools that may apply pesticides on school property must provide an annual notification to parents or guardians of students attending the facility.

Please be advised that Huron Academy utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, the school will provide advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school buildings or grounds. Advance notice will be provided, even during periods when not in session. Advance notice is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without advance notice to prevent injury to students, but the school will provide notice following any such application.

Advance notice of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods by which advance notice of the applications of a pesticide will be given at least 48 hours before the application. The first method will be by posting at the main entrance to the school. The second method will be by email.

Please be advised that parents or guardians of children attending the school are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please contact the school office by calling (586) 690-8180.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request. Contact Josh Sobczak at (586) 690-8180 or by email at sobczakj@huronacademy.org.

Parking Lot Liability

Parking in the Huron Academy lot is at your own risk. Huron Academy accepts no responsibility or liability for loss occurring to any vehicle parked on school grounds. It is the responsibility of all vehicle owners to insure their own vehicles for any kind of loss.

Mandated Reporter

Academy administrators, teachers, counselors and social workers are required by law to immediately report any and all suspected cases of child abuse or neglect to Children's Protective Services at the Department of Human Services.

Handbills, Flyers, Printed Materials

The distribution, sharing or posting of any posters, flyers, memos, handbills or other printed materials must first be approved by the school principal.

Donations

All donations made to the school must first be approved by the school principal.

Charitable Requests

All requests for fundraising must be submitted for approval to the Parent/Teacher Club, who will then get it approved by the administration team. The PTC will determine annually which organizations Huron Academy will be supporting for that year. All organizations and fundraising activities must be consistent with Huron Academy's mission and philosophies.

Concussions

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

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

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

Parent/Athlete Concussion Information Sheet

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

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

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

If an athlete reports ***one or more*** symptoms of concussion listed below after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Did You Know?

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

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

CONCUSSION DANGER SIGNS

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

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

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

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

Remember

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

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

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

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

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

Student-Athlete Name Printed	Student-Athlete Signature	Date
Parent or Legal Guardian Printed	Parent or Legal Guardian Signature	Date

SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love

Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose

Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")

Sexual harassment can make someone feel many emotions

You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.

What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent)
- Unwanted behavior or touch over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law. In Michigan statute, this is called "Criminal Sexual Conduct."

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts it is sexual assault.

What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who...").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harrassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.

- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Sexual Assault Hotline (VOICES4)

Text: 866-238-1454 **Call:** 855-864-2374

Chat: https://mcedsv.org/sexual-violence-hotline-chat/

Michigan's Domestic/Dating Violence Hotline (VOICEDV)

Text: 877-861-0222 **Call**: 866-864-2338

Chat: https://mcedsv.org/hotline-domestic-violence/

Youth Resources Web Page

https://mcedsv.org/resources

School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).