



Parent and Student Handbook

Genesee Science, Technology, Engineering, Math (STEM) Academy

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Board of Directors

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Laura Legardye, Vice President/Treasurer

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Dennis Brownfield, Board Member

Management Team

Genesee STEM Academy Board of Directors

Administrative Team

Harriett (Rita) Cheek, Superintendent

Kimberly Coulter, Principal

Gwendolyn Brownlee-Harvey, Administrative Assistant

Alexandria Mosley, Records and Attendance Clerk

Mission

The **mission** of Genesee STEM Academy is to provide a safe, nurturing environment for students to develop a passion for lifelong learning, a strong academic foundation, and exposure to the key fields of science and technology, engineering, and math.

Vision

The **vision** of Genesee STEM Academy is to be the premier leader in science, technology, engineering, and mathematics (STEM) education in Michigan. By weaving academic rigor and relevance with social awareness, respect, and responsibility, our students will master critical thinking, and problem solving through the scientific inquiry process.

Genesee STEM Academy's year round school offers a unique learning environment for students, parents, teachers and the community. Our commitment to the STEM focus, enhanced with state of the art technology, will provide opportunities for outdoor exploration and learning for the study of

environmental science. This focus will embrace the design principles embodied in the engineering sciences. The student will be embedded in authentic real-world investigations and projects that encourage them to develop from the earliest grade the curiosity and motivation to learn about how the world works, and how they can be designers and inventors of their world. Parents will partner with the school to ensure that Genesee STEM Academy students will be college ready upon graduation. Certain skills and attitudes will be developed to assist students with behaviors to succeed in college, and prepare students to compete in a technological and global society.

Philosophy of Education

All students who enroll at GSTEMA will receive individual attention, and high quality instruction on a daily basis. Focus will be on educating the whole student: academically, emotionally, nutritionally, and physically.

Student and Parent Partnership

Partnering with parents is an essential element to assure student success and the creation of a positive learning culture. Thus, parents will be invited to partner in many opportunities and will be included in many phases of the school's development, implementation and evaluation process. Parents will be encouraged to participate in the Parent Ambassador group, School Improvement Team, and volunteer in various aspects of the academic programs.

Parents should expect to receive regular and frequent communications regarding their child's academic progress and behavior. Mid trimester progress reports will be sent home three times per year, report cards will be sent home three times per year, and parent/teacher conferences will be held three times per year.

Parents will have access to their child's academic performance, attendance, classroom activities, and school announcements 24/7 via the website.

Students will be expected to accept personal responsibility for their actions and be committed to personal growth. Students will be expected to promote respect for staff, partners, parents, and their peers.

Regardless of their background, cultural experiences or previous academic experiences, students will be encouraged to become critical thinkers and wisdom seekers so as to navigate the rapidly changing world around them. Students will be expected to meet our high rigorous standards both academically and behaviorally.

ACADEMIC EXCELLENCE: ACHIEVEMENT

Student Placement, Promotion and Retention

Only the school leader or designee is authorized to make initial grade placement of a student and to adjust the grade placement after consultation with the instructional staff and parents. If a student's parent(s) or teacher(s) believe a grade placement should be evaluated, they may submit a written

request to the school leader stating the reasons to support the request. The final decision regarding placement rests with the school leader after reviewing parental request.

The school leader or designee shall consider the following when making decisions regarding the grade placement, including decisions to promote or retain a student:

1. The academic record of the student, including but not limited to, their grades, standardized test scores, attendance, and mastery of the curriculum expectations of each grade.
2. The physical, social and emotional readiness of the student.
3. The long-term effect the decision will have on the student's education and opportunities for success.
4. The recommendation of the student's parents and teachers.
5. The applicable laws governing these decisions.

Grade placement, promotion and retention decisions will aim to increase the student's mastery of critical educational skills, aid in the opportunity for the student to meet state and GSTEMA requirements, and to assure the student has the necessary preparation for success in college and life.

Special Education

GSTEMA staff is committed to provide suitable learning opportunities for all students. Appropriate educational opportunities for all students will be made regardless of disabilities, as defined under the [Individual with Disabilities Education Act \(IDEA\)](#) and by the Michigan Department of Education and the Michigan Revised School Code special education rules and regulations.

The Individual Education Plan (IEP)

Parents will be invited to participate in all meetings dealing with the evaluation, identification, and educational placement of their child as required by law and GSTEMA policies. Information concerning a child will be requested of his/her parent during the IEP process, and the parent will be invited to participate in all IEP meetings.

The decision to retain a special education student is determined by the Individual Educational Plan (IEP). Special education students cannot be retained based solely on their disability, but may be retained, as determined by the IEP team, with consideration given to factors such as their ability, or lack thereof, to fit in socially and emotionally in their present grade level. If the IEP team cannot come to an agreement on retention, the school leader or designee will make the decision after consulting the parents.

Section 504 of the Rehabilitation Act of 1973

[Section 504 of the Rehabilitation Act of 1973, 29 USD 794](#), (sometimes referred to as "Section 504) prohibits discrimination against individuals with disabilities solely on the basis of their disability. If you have Section 504 questions please contact the school leader or designee. The school leader, as the Section 504 Coordinator, is responsible for investigating and resolving complaints.

GSTEMA will not discriminate against individuals seeking access to a program or service based on their disability. Should a reasonable accommodation be necessary in order for an individual to participate, the school leader should be contacted to request an accommodation. In addition, parents

who suspect a child may qualify for services under Section 504 should contact the school leader or designee to begin the referral process.

GSTEMA personnel will confer as necessary to assure ongoing effective support for students and parents.

HOMEWORK

Purpose and Scope

The GSTEMA board and staff support research, which substantiates the discipline gained through the completion of homework and is an important element of the academic success of students. Through consistent and appropriate homework assignments:

- Students will develop personal responsibility and gain increased awareness of their role in achieving educational goals.
- Students will expand independent study skills.
- Students will gain discipline by learning to budget their time to accomplish completion of tasks.
- Students will discover learning continues beyond the doors of GSTEMA.

Instructional Principles

1. Parents and students should expect homework on a regular and consistent basis at the appropriate grade level.
2. Homework will be planned and assigned with a specific purpose to accomplish academic objectives.
3. The quality of homework will be grade level appropriate and become progressive in quantity and frequency as the academic year progresses.
4. Parents may be asked to initial homework to confirm the completion should that be warranted.

Completing Homework Assignments

Students are expected to complete assignments missed due to absences or illness. It is the student's responsibility, in conjunction with parents, to contact the teacher to determine the assignments to be completed. The general guideline will be that students are given one (1) school day for each day absent from school to complete missed assignments. Additional time may be granted based on the individual circumstances; however, the decision as to additional time is at the teacher's discretion.

In cases of long-term absences due to illness, parents should contact the school leader to arrange for assignments to be picked up. At the request of the parents, the teachers will provide assignments for a student who is absent two or more days due to illness or family emergency. Teachers will have 24 hours to prepare the assignment packet.

Suspended students are not exempt from completing missed assignments. For those students suspended for more than one day, homework may be picked up in the main office after 4:00 p.m. on the second day of the suspension. Suspended students are required to turn in their late work the day they return to school.

TECHNOLOGY USE – INTERNET SAFETY PRACTICES AND PROCEDURES

Students are offered access to GSTEMA’s technology for educational purposes related to the curriculum and education program. All uses of technology, including mobile devices, computers, software, and other technology related materials are the property of GSTEMA and are intended for the educational goals of the curriculum and education programs. The use of technology is a privilege and the students are expected to act responsibly when using equipment or accessing information through the Internet. Access to technology will be revoked if there is inappropriate use by the student.

GSTEMA will support opportunities to educate students and parents about appropriate online behavior, including interacting with others online, communicating on social networking websites and in chat rooms, and will provide opportunities for students to gain knowledge about cyber bullying and how to respond or report incidents.

Guidelines

- 1. Privacy:** GSTEMA reserves the right to monitor use of technology accessed by students, staff, parents, and partners, including the right to retrieve and review any data composed, sent, received, or stored using technology networks and Internet connections, including e-mail. There is no expectation of privacy when using GSTEMA technology equipment or systems no matter where it is utilized.
- 2. Cyber Bullying:** GSTEMA prohibits cyber-bullying, an act involving the use of information and communication technologies, including but not limited to e-mail, text messages, blogs, instant messages, personal web sites, on-line social directories and communities (e.g. Facebook Twitter, YouTube), video-posting sites, and online personal polling web sites, to support deliberate or repeated hostile behavior, by an individual or group, that is intended to defame, harm, threaten, intimidate, or harass students, staff members, parents, and partners, or the school during or outside school hours and on or off school premises.
- 3. Usage:** Students are not to install or download any hardware, software, shareware, or freeware onto any media or network drives. Software installed by anyone other than the network administrator will be removed. Downloading of non-work related files is permitted only with an instructor’s permission. Student may not copy other people’s work or intrude into other people’s files. All copyright laws must be respected.
- 4. Access:** Use of language or accessing information that is profane, abusive, pornographic, obscene, and/or material inappropriate for the age of the user is not permitted. Unintended or accidental access should be reported to the teacher or school leader immediately.

Intentional circumvention of web-filtering is prohibited. All users must have proper authorization to access the technology systems of GSTEMA. Students will be given a username and password and should not share that login information with others or allow others to login with their identification. Students must log off the computer when they are finished with their work. Students should notify their teacher or school leader immediately if their password is compromised.

- 5. Equipment Usage:** Students must not attempt to damage or destroy equipment or files. Students are responsible for GSTEMA equipment issued to them. In the event the student leaves GSTEMA or upon request by a teacher or school leader, assigned equipment must be surrendered immediately. Students must return all GSTEMA property that is in their possession. Where permitted by applicable law(s), GSTEMA will pursue reimbursement for equipment not returned upon departure or request.

Prior to students being issued access to equipment, parents and students will be required to sign a Technology Usage Form. In the event the equipment is lost or damaged, a report needs to be filed immediately in the school office. GSTEMA does not warrant any damage to data. Students should delete their files and materials they no longer need only after checking with their teacher.

- 6. Printing Resources:** Due to the expense of materials, students must obtain permission from the teacher before printing documents.

The resources available through the Internet will be integrated into student instruction. Student usage of technology and access to the Internet is permitted only in the presence and supervision of staff, the child's parent, or other designated adult school personnel. Neither GSTEMA nor our staff is responsible for the accuracy or quality of information obtained through the Internet or through GSTEMA's technology system. Some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language or images. While GSTEMA uses Internet resources to achieve educational goals, there is always a risk of students accessing other materials. However, the advantages of using technology surpass the disadvantages. Staff members will be trained in the appropriate use of technology with students, but ultimately parents of students are responsible for setting and conveying the expectations regarding the use of media and information sources at home and school.

[The Children's Internet Protection Act \(CIPA\)](#) is a federal law enacted by Congress to address concerns about access to the Internet and other information. Under CIPA, schools and libraries must certify that they have certain safety measure in place in order to apply for e-rate funding.

The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; (c) unauthorized access, including so-called “hacking,” and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors’ access to materials harmful to them.

SEARCH AND SEIZURE PRACTICES AND PROCEDURES

Searches

Searches of storage units and review of the contents promotes stability and safety for students, staff, parents, partners, and visitors. Accordingly, the board has adopted a policy authorizing the school leader or designee, upon reasonable cause under circumstances, to search storage units at any time, without notice, and without parental or student consent.

The school leader or designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a search. The school leader or designee shall supervise the search. In the course of a search, the school leader or designee shall respect the privacy rights of the students regarding any items discovered that are not illegal or in violation of school policies and rules.

Confiscation of Items

When conducting searches, the school leader or designee may seize any illegal or unauthorized items, items in violation of board policy and/or school practices or procedures, or any other items reasonably determined by the school leader or designee to be a potential threat to the safety or security of others. Such items may include but are not limited to: contraband, controlled substances or other intoxicants, dangerous weapons, explosives, firearms, flammable materials, illegal controlled substances, poisons, weapons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or items that schools are required to report to law enforcement agencies. Any items seized by the school leader or designee shall be removed from the storage unit and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parents of a student shall be notified by the school leader, or designee, of items removed from a student’s storage unit or personal items.

Search or Seizure of Electronic Devices

Electronic devices may be used to enhance and support the educational program and curriculum with the approval of the school leader and teacher. However, cell phones, PDAs, iPod, MP3 players, video equipment, cameras, gaming devices, laser pointers, recording devices and any other electronic devices are not permitted on school grounds or at school events. The school is not responsible for

missing or stolen items. Electronic devices, including cell phones are prohibited from the campus. Such items will be confiscated and turned into the Principal's Office.

Search or Seizure of Personal Property or Of the Person(s)

GSTEMA will conduct a search if the school leader or designee has a reasonable suspicion that a violation of the code of conduct has occurred. The school leader or designee will consider the age and sex of the student as well as the act of misconduct, when determining the nature and scope of the search. The search may include the student's backpack, purse, pockets, shoes, and/or other personal property. A physical search of a student's person will only be conducted when there is a reasonable suspicion that the student has an illegal weapon, drug and/or alcohol on his/her person and shall be conducted by an adult who is the same gender as the student.

Cubbies, Desks, and Personal Property Items

All storage places assigned to students are the property of GSTEMA. At no time does GSTEMA relinquish its exclusive control of these storage facilities. The school leader or designee shall have combinations to all locks placed on storage items.

Students will be assigned a cubby or desk for their convenience during the school day. Students are only to store school-related materials and authorized personal items such as footwear, lunches, and outerwear. Students are solely responsible for the items in their storage areas and should act wisely before storing an item for another student.

While student backpacks, lunch boxes/bags or similar items are personal items the student might bring to school, the parents and students should understand that these items may be subject to search if there is a reasonable belief there may be a violation of school policy, or federal or state law.

PARTNERSHIP WITH PARENTS

Communication

Effective communication between the school and home is vital to the successful academic, emotional, and social well-being of others. To keep parents informed of school events and student growth, the school communicates often with parents through newsletters, telephone calls, web site, and individual or group meetings.

Conferences with parents will be conducted three times per year or as needed. During each conference, teachers review the student's progress and discuss his/her strengths and opportunities. Parents are encouraged to ask questions in order to learn as much as possible about their child's performance. Conferences should be considered productive and a positive experience for everyone involved.

Attendance

Regular attendance establishes good work habits and self-discipline. GSTEMA records attendance every morning and afternoon.

Arrival

Students not enrolled in the before school program or participating in a before school activity should not arrive at school prior to 8:00 a.m. Students should enter the building in an orderly fashion and report to the gym. Running, pushing, use of loud voices and acting disorderly are not permitted. All students wearing a hat should remove it upon entering the building. Prompt arrival is essential for an orderly morning assembly.

Dismissal

GSTEMA dismisses at 3:45 p.m. Students enrolled in the after school program or an after school activity should report directly to their assigned area. For those students not participating in an after school activity, parents are asked to pick up their child at 3:45 p.m. or the child will ride M.T.A.

The following steps will occur if a child is consistently picked up 15 minutes late from school or an after school activity:

1. Parent will receive a verbal warning.
2. Parent will receive a written warning.
3. The Department of Human Services will be notified.

In the event a child is not picked up from school or an after school activity within 45 minutes of dismissal the Department of Human Services or the Flint Police will be contacted immediately.

It is the responsibility of the parent to contact the school office if an emergency arises which prevents their child from being picked up at the designated time of dismissal.

Tardiness and Early Dismissal

- Students not enrolled in the before school program or participating in a before school activity are to arrive at school between 8:00 a.m. and 8:30 a.m. All students are to be in the gym no later than 8:15 a.m. for the morning assembly. Breakfast will be served from 8:00 a.m. – 9:00 a.m.
- Students not present in their classroom on time must report to the office for a tardy slip.
- Tardiness due to verified family emergency or other circumstances deemed acceptable by the school leader or designee will be excused. Tardiness due to reasons such as oversleeping, babysitting, caught in traffic, etc. will be not be excused.
- Students who accrue three (3) unexcused tardies will receive a tardy warning letter.
- Excessive unexcused tardies are considered educational neglect and may be reported to the county truancy officer.
- Early dismissals from school should be avoided when possible. In the event a student needs to be dismissed early the following protocol will be followed: (a) the parent or an authorized individual designated on the child's enrollment form must come to the school office and present picture identification — students will only be released to those individuals listed on their enrollment form (b) the school office will call the child's classroom informing the teacher of the need for early dismissal (c) the student will report to the office and be signed out by the authorized adult.

- Parents may not call the office informing staff that someone not listed on the enrollment form will be picking up a child.

Absences

All absences are to be verified by a call from the parent to the school office no later than the start of the school day. Voicemail is available before and after school hours.

If an absence is not verified by a call from the parent, the school office will attempt to contact the parent to ensure the safety of the child. Absences not verified by a parent are considered unexcused. If an absence is due to illness and lasts three days or more, a note from a physician is also required. Absences are considered excused for the following reasons:

- Personal illness or injury
- Funerals
- Doctor or dental appointment (which could not be arranged after school hours)
- Religious observances
- Authorized absence (approved by the school leader or designee)

Abuse of excused absences will be investigated by the school leader, designee, or Pupil Accounting Coordinator and may result in a referral to Genesee County authorities for investigation and possible disciplinary action.

Truancy

A student is considered truant if unexcused absences total ten (10) or more school days in a school year. If truant, the student will be referred to the Genesee County authorities for investigation. The Pupil Accounting Coordinator will monitor and investigate attendance situations and enforce the compulsory education laws.

Family Death or Terminal Illness

In order to care for the emotional needs of students, please notify the school office in the event of a family death, terminal illness, or similar traumatic situation.

Illness during the School Day

If a student becomes ill during the school day, appropriate arrangements will be made for the student's care while waiting for parent pick-up. Students will only be released to individuals listed on the enrollment form. Students with vomiting or fever must be symptom free for 24 hours before returning to school. It is the responsibility of the parent to keep their child's emergency contact information current.

Voluntary Withdrawal

To withdraw a student, a parent must complete a Student Withdrawal form available in the office. A voluntary withdrawal does not preclude the school leader, designee or board of directors from

administering disciplinary actions for acts of misconduct occurring prior to the voluntary withdrawal and including the act of misconduct and disciplinary action in the student's records.

In the event the student leaves GSTEMA, assigned equipment must be surrendered immediately. Students must return all GSTEMA property that is in their possession. Where permitted by applicable law(s), GSTEMA will pursue reimbursement for equipment not returned upon departure.

Student Dress Code

To enable students to reach high academic standards, GSTEMA has put in place a dress code designed to reduce distractions and competitions. Implementing a simple, flexible, cost effective dress code promotes student learning and increased academic instruction time. Interpretation of the dress code is at the school leader's or his designee's discretion and the decision is final.

Elementary and Middle School Students

All students at GSTEMA will adhere to the following dress code:

- No jeans of any color
- No sweat pants
- No sandals
- No Sagging
- No headgear worn in building
- Shirts are to be free of all graphics
- No hoodies inside the building

Approved dress for students:

- Black, navy blue, or khaki dress pants with a belt
- Black, navy blue, or khaki skirts or jumpers that are not shorter than 1.5 inches above the knee
- Any solid color polo shirts, button down collar shirts, turtleneck shirt, crew or V-neck sweaters

High School Students

All students at GSTEMA will adhere to the following dress code:

- No sweat pants
- No sandals
- No Sagging
- No headgear worn in building
- Shirts are to be free of all graphics
- No hoodies inside the building

Approved dress for students:

- Black, navy blue, or khaki dress pants with a belt

- Black, navy blue, or khaki skirts or jumpers that are not shorter than 1.5 inches above the knee
- Any solid color polo shirts, button down collar shirts, turtleneck shirt, crew or V-neck sweaters
- High school students may wear jeans with approved uniform shirt

There will be occasions that are considered “Casual Dress” days when students will be allowed to wear attire not considered as part of the dress code. However, there will still be basic rules that should be followed:

- Shirts must have sleeves
- Belts must be worn
- No clothing (including hats, shoes, and accessories) containing inappropriate words or pictures (e.g. items that depict sex, violence, drugs, alcohol, or weapons) are permitted
- No ripped clothing
- No bare midriff
- No sandals or flip-flops

Parent Involvement

The Board of Directors for GSTEMA has adopted a policy addressing the importance of parent involvement. In addition to board policies and guidelines, GSTEMA also recognizes the need for a policy that meets the requirements under Section 1118 of the Elementary and Secondary Act, as amended by the NCLB Act of 2001, also referred to as Title I.

Parents of students are vital partners in the education of their children. Accordingly, they are encouraged to participate in the development of Title I activities, the development and evaluation of the School Improvement Plan and to be kept informed about the programs in which their child participate. Moreover, they are to be kept informed of the academic progress their child makes as a result of these programs, for it is through mutual understanding and close corporation between GSTEMA and home that a student’s academic success improves. Two-way communication between GSTEMA and home, both verbal and written, provides a sound base for a strong partnership and aid in assuring an effective educational program for all students.

In addition to participation in Title I activities, parents are encouraged to become an active decision-maker in the Parent Ambassador group. The Parent Ambassador group will meet monthly. To ensure effective involvement of parents and to support a partnership among staff, parents, partners, and community stakeholders, GSTEMA will:

1. Provide assistance to parents in understanding such topics as the state’s academic content and achievement standards, state and local academic assessments, and monitoring students’ progress and work with educators.
2. Provide assistance to parents in understanding such topics as homework help, technology, college/career pathways, STEM curriculum, and other topics as identified on an annual parent survey.
3. Coordinate and integrate, to a feasible and appropriate extent, parent involvement programs and activities with preschools and before / after school programs.

4. Ensure that the curriculum, textbooks, and teaching materials used at GSTEMA are available for review by parents.
5. Seek ideas from community-based organizations and partners and coordinate opportunities for parents to be involved in such programs.
6. Encourage parents to visit GSTEMA for volunteer training and information, visit their child's classroom, actively volunteer in the life of the school, and attend meetings and events. In addition, GSTEMA encourages parents to offer their ideas and suggestions.
7. GSTEMA will make every effort to accommodate parents with disabilities and with varying work schedules.

Regular Communication with Parents

In order to build consistent and effective communication between the home and GSTEMA, communication includes:

- The Parent and Student Handbook
- Regular school and classroom newsletters
- Annual school calendar
- Special event and reminder notices
- Mid-semester progress reports
- Report Cards
- Three (3) parent / teacher conferences
- Parent Nights / Special Events
- Monthly Parent Ambassador meetings
- Monthly School Improvement meetings
- GSTEMA "State of Address"
- School assemblies / ceremonies
- Website

Visitor and Volunteer

Parent involvement in the formal and informal education of students is essential. Parents are expected to review and honor the following rules while visiting or volunteering at GSTEMA. Violation of these rules endangers the safety of students and their right to an education. Those not abiding by these rules may be barred from the building or participation in school-related education.

Guidelines

Potential volunteers are required to complete the appropriate level of background check including fingerprinting before volunteering may begin. Forms are available in the school office.

1. All volunteers and visitors must sign in and wear a form of identification provided by GSTEMA. Upon departing, all must sign out. **Volunteers and visitors are not allowed to enter any classroom or area without specific permission from the office.**
2. GSTEMA is a public school with a Board policy of neutrality regarding religion. Visitors or volunteers may neither show preference for any one religion over any other religion nor share their personal religious views with students.

3. Smoking and tobacco use are prohibited anywhere on school property, in all indoor facilities, and in the presence of students.
4. Corporal punishment is prohibited.
5. The distribution of literature, without prior approval from the school leader or designee, is prohibited.

Classrooms

1. The teacher is ultimately responsible for the students and activities in his/her classroom.
2. Volunteers should enter classrooms quietly and wait for a break in activity before communicating with the teacher and students.
3. Student infractions must be addressed by the classroom teacher.
4. Classroom issues regarding students are confidential. Visitors and volunteers may not talk with others about the learning or disciplinary needs of any child other than their own.
5. Classroom visitors are allowed for a limited time and must have the school leader or designee's permission.

Field Trips

1. Volunteers should follow all instructions provided by the teacher or staff person in charge of the activity.
2. Volunteers should help monitor, supervise, and assist teachers with students.
3. Volunteers should behave appropriately when participating on field trips.
4. Transportation for field trips will be with an approved transportation vendor. Private vehicles will not be used.

Field trips are a privilege, not a right, and participation is determined at the teachers' and school leaders' discretion. When students travel away from school, they are subject to the same rules and regulations, dress code, and appropriate politeness observed at school. As in the classroom, the teacher will judge behavior as acceptable or unacceptable. Misbehavior or disregard of school policies can result in denial of field trip privileges. Signed permission slips must be on file with the school office for each student on each field trip.

Meals

Genesee Stem Academy will participate in the school breakfast and lunch program. Eligibility for free or reduced meals is determined through the completion of an annual meal application. These applications are included in the enrollment packet or available in the main office.

Accommodations for students with food allergies may be made if documentation from the child's physician is received. The documentation should clearly state what the food allergies are and include a list of allowable foods.

Transportation

Genesee STEM Academy will work collaboratively with parents to provide transportation to and from school. The school will utilize MTA services for transportation. The cost of transportation will follow the lunch/breakfast guidelines. Parents who pay full or reduce cost for lunch will be expected to pay full or reduce cost for MTA transportation.

Students are expected to follow all bus rules for safety while riding the bus. Parents will receive written warning notifications of their child's inappropriate behavior. Failure to adhere to the rules may lead to short or permanent suspension from MTA. Fighting or getting out of your seat without permission is grounds for suspension from the bus. Multiple suspensions will likely lead to permanent expulsion from the bus. When students are suspended or expelled from the bus, parents are responsible for student's transportation to school.

Parents are expected to provide transportation for students enrolled in after school activities. We will not be providing MTA services for After School programs.

Walkers and Pick-Up

Students who are picked up from school should be signed up from the main office or gymnasium. Students are dismissed at 4:00 pm. Parents/Guardians or approved adults should wait in the gymnasium for their student(s) dismissal.

Students who walk to and from school should go directly home following dismissal. All students participating in after school activities must be picked up by an authorized adult.

Outdoor Classroom Educational Activities and Recess

A major focus of GSTEMA's educational program engages all children in science exploration activities. Therefore, students will be outdoors for science labs throughout the school year. All students in attendance must participate in the outdoor labs. Students should be appropriately dressed for the weather conditions adhering to the dress code.

To promote a culture of healthy living, students will have time during the day to engage in recess which may consist of organized games or free choice time. As in the classroom, the supervising adult is the authority during recess. Weather permitting, recess will be held outdoors so students should be appropriately dressed for the weather conditions adhering to the dress code.

Lost and Found

The lost and found items are located in the gymnasium. Unclaimed items are donated to charity at the end of each semester.

Personal Items

GSTEMA does not accept responsibility for personal items students bring to school. Students are expected to bring only those personal items necessary for their education. Items not necessary for the school day should be kept at home. Any personal items that staff members judge to be unsafe, inappropriate for school, or interfering with students' educational focus will be confiscated and held in the office or remain in the possession of a staff member until picked up by a parent. GSTEMA shall not be responsible for any items lost or damaged while in its possession.

Emergency School Procedures

In the case of severe weather, power outage, or other emergency situations, the school leader or designee will notify the local radio and TV stations regarding the decision to close GSTEMA. The closing will also be posted on the website and a voice mail message will be posted on our phone. Parents are responsible to keep their child's emergency information current.

Payments Made to School

Checks written to GSTEMA that are returned for insufficient funds will be processed for collection or submitted to the Genesee County authorities for collection measures. Collection efforts and any related fees will be the responsibility of the individual who submitted the check. Following a check being returned for insufficient funds, all payments to the school must be in the form of a money order or cash.

Medication Administration

All medications, whether prescribed or over the counter, require written permission from a physician. The form is available in the school office. The form must be renewed each school year or whenever changes are made to the dosage. A form must be on file for each medication being administered.

Only necessary medication that must be given during the school day during regular school hours will be administered. Whenever possible, a child's medication should be administered at home.

The physician must indicate the dosage, time to be given, and dates for administration. No medication will be dispensed on an "as needed" basis with the exception of asthma inhaler or epinephrine injector. Prescribed medication must be delivered to school in the original container prepared and labeled by a pharmacy. Over the counter medication must be in the original package and have the student's name affixed to the package. The medication supplied to the school must be in the exact dosage, so the individual administering medications is not responsible for dividing or splitting pills. All medication must be picked up by the parent at the end of the school year or upon a student's withdrawal.

When administering medication, two adults will be present. Both adults will initial the daily medication log.

RIGHTS NOTIFICATIONS

Rights under FERPA

[The Family Educational Rights and Privacy Act \(FERPA\)](#) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA.

Right to Know

Parents of students have the right to know the professional qualifications of the school's classroom teachers. The No Child Left behind Act of 2001 and the Michigan Revised School Code govern elementary and secondary education. Parents are allowed to review certain information about their child's classroom teachers, and the academy is required to provide the requested information to parents in a timely manner if requested. Specifically, parents have the right to ask for the following information about each child's classroom teachers:

- Whether the State Department of Education has licensed or qualified teachers for the grades and subjects he/she teaches.

- Whether the State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under the state regulations because of special circumstances.
- The teacher's college major.
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- The qualifications of any teachers' aides or similar paraprofessionals that provide services to their child.

Equal Access

GSTEMA does not discriminate against any group listed in Title 36 of the U.S. Code, including youth organizations such as Boy Scouts of America, that wishes to conduct a meeting within an open forum.

Gender Equity Policy (Title IX)

[Title IX](#) is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The school leader objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices. Title IX applies, with a few specific exceptions, to all aspects of federally funded education programs or activities. In addition to traditional educational institutions such as colleges, universities, and elementary and secondary schools, Title IX also applies to any education or training program operated by a recipient of federal financial assistance.

Asbestos Management Plan

The Asbestos Hazard Emergency Response Act (AHERA) requires us to annually notify parent, students, staff members, and others who regularly occupy the school building of compliance with AHERA. An Asbestos Management Plan (AMP) has been developed for GSTEMA and is on file in the office. Parents may schedule an appointment with the school leader or designee if they wish to review the AMP

Pesticide Notification

GSTEMA aims to control pest populations and to reduce the use of active pesticides throughout the school through implementation of a facility management program that includes pest management. The health and safety of all persons within the school's facilities are of primary concern. The school will notify parents in advance of pesticide applications. Notice will be posted on the front door of the school and in the school newsletter. A parent may also request written notification at least 48 hours prior to any pesticide application. Please contact the school office if you wish to be notified in writing or desire to review any aspect of the facility management programs.

STUDENT CODE OF CONDUCT

Providing a positive and safe learning environment requires students need a positive, safe and orderly school environment in which learning can take place without disruption. Students who do not observe the rules of good conduct in the classroom or on the playground decrease both the learning and safety of others and their own opportunities to learn. Therefore, our staff takes a very proactive role in enforcing the Code of Conduct outlined below.

Students are expected to demonstrate respect and courtesy by obeying staff members, being considerate and respectful of others and to the school's property.

This Code of Conduct defines the acts of misconduct and potential consequences as authorized by the Board. The consequences listed in the Code of Conduct are general guidelines based on the judgment of school staff and administration, which is the leaders of Board of Directors, has given the authority and responsibility for discipline problems arising within the school. It is the responsibility of the parent along with the student to read and understand the Code of Conduct.

Misconduct

The acts of misconduct listed in this Code of Conduct are not to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with other types of conduct which interfere with the good order of the school, the proper functioning of the educational process, or the health and safety of students.

A student violating any of the acts of misconduct listed in this Code of Conduct may be subject to discipline. Acts of misconduct deemed to be a gross misdemeanor or persistent disobedience may be subject to suspension and/or expulsion from the school. A student who engages in an act of misconduct when the student was enrolled in another school for which the disciplinary action has not been fully served may be required to serve out the length of the suspension or expulsion.

Additionally, a student who engages in an act of misconduct that violates the law be referred to law enforcement. School or Board of Directors disciplinary actions do not preclude further action by the law enforcement agency or the court system. The school will make a good faith effort to notify the parents of a student and/or assist to obtain parent permission prior to allowing law enforcement questioning of a student.

Students are expected to follow the Code of Conduct when on school premises, at a school-related activity or function, on the way to and from school and at all times and places where the student behavior has a direct relationship to the educational program, safety and health of other children in the school.

Acts of misconduct include, but are not limited to, the following:

1. Failure to cooperate or comply with directions of school personnel and volunteers, including disrespect and disregard of others in communication with staff, volunteers, or students
2. False allegations against staff, volunteers, or students, including false alarms
3. Falsification of records or scholastic dishonesty (including cheating and plagiarism) or use of materials in violation of copyright laws
4. Use of profane and/or inappropriate language
5. Disruption of educational programs, including bullying and harassment

6. Cyber-bullying as defined by the Technology Use and Internet Safety Practices and Procedures
7. Violation of the Code of Conduct, Dress Code, and other procedures set forth in the Handbook
8. Lewd or indecency behavior or attire (either with clothing/exposure, pictures or public display of affection)
9. Any public display of affection having sexual connotations
10. Use or possession of tobacco, alcohol and drugs (narcotic drugs, illegal chemical substances or substances classified as look-a-like drugs)
11. Suspended or expelled student on school property or attending a school activity
12. Defacement/damage of property or theft/possession of stolen property
13. Possession of firework(s), explosive(s) and/or chemical substance(s)
14. Possession of weapons or dangerous instruments not otherwise enumerated herein or look-a-like weapons
15. Possession of personal protection devices (such as Tasers, mace, pepper-spray, etc.)
16. Fighting, physical assault and/or battery on another person
17. Gangs and gang related activity
18. Violation of Technology Use and Internet Safety Practices and Procedures
19. Persistent disobedience
20. Verbal or physical assault
21. Malicious or willful types of behavior that endanger the safety of others
22. Excessive tardiness or absences as defined in the Attendance Policy

The following acts of misconduct at school, as defined by state law, are subject to permanent expulsion from all public schools in the State of Michigan:

1. Possession of a dangerous weapon
2. Arson
3. Criminal Sexual Conduct
4. Physical assault at school by a student grade 6 or above against an employee, volunteer, or contractor of the school

Parents or students who are unsure of what conduct is prohibited by each act should consult with the school leader or their designee.

** Michigan law requires the Board of Directors to permanently expel a student for possession of a dangerous weapon at school unless there is clear and convincing evidence of one of the following:

1. The student did not possess the object for use as a weapon or for delivery to another person for use as a weapon
2. The student did not knowingly possess the weapon
3. The student did not know or have reason to know that the object constituted a dangerous weapon
4. The student possessed the weapon at the suggestion, request or direction, or with express permission, of the school or police.

Disciplinary Procedures

A student may be disciplined at any level depending upon the frequency and/or severity of the act of misconduct. The Board of Directors authorizes the school leader or designee to make a

determination of the discipline to be imposed with the act of misconduct. A report of the behavior will be completed for each violation of the Code of Conduct and copies are made for the parent and kept in the student's file. Discipline reports will be included in any student file properly requested by the parent to be transferred to a subsequent school. Corporal punishment is prohibited as a means of discipline. The disciplinary procedures shall work in tandem with GSTEMA's Board policies and the Code of Conduct.

Teacher Empowerment to Remove a Student from Class

If a student's conduct in a class or activity significantly or repeatedly impairs or interferes with the education environment, the teacher may remove that student from the class or activity for up to one full school day. Such removals are not subject to a prior hearing, provided the removal is for a period of less than one school day. The teacher will immediately report the conduct to the school leader or designee and send the student to the school leader or designee for appropriate action.

When the behavior has not been sufficiently corrected through the early intervention process, or has reached a level where the conduct persistently interferes with the educational program for the student or others at GSTEMA, the teacher and/or school leader or designee shall meet with the parent(s) to outline a written behavior correction plan. The behavior correction plan will take into consideration the cause of the inappropriate behavior, positive interventions that might be utilized to diminish the inappropriate behavior and necessary consequences that will take place if the behavior continues. All parties will participate in the development of the plan and monitor it for success. The plan will be reduced to writing and signed by all parties, including the student and parent(s). Copies will be provided to the parent(s) and maintained by the teacher as well as placed in the student's file. If the disciplinary action is related to unexcused tardies or absences, the behavior correction plan may be implemented to address attendance and call for a doctor's excuse for all absences. Violation of a behavior correction plan may result in further disciplinary action, including long term suspension or expulsion.

Suspension or Expulsion

The school leader or designee has been given the authority under Michigan law and by GSTEMA's Board to suspend a student up to 10 days when the student's conduct is a severe violation of the Code of Conduct or the student engages in persistent disobedience. The school leader or designee may impose other disciplinary interventions such as restitution, counseling and exclusion from school activities in addition to suspension from school. The school leader or designee may convene a meeting with the students, parent(s) and others to develop or update an existing behavior correction plan that establishes clearly defined expected conduct as well as disciplinary consequences. The plan will be reduced to writing and signed by all parties, including the student and parent(s). Copies will be provided to the parent(s) and maintained by the teacher as well as placed in the student's file. The Due Process rights afforded students under Michigan law will be explained to students. When the act of misconduct constitutes a crime under state law, a severe violation of the Code of Conduct, persistent obedience, or is so extreme that it threatens the safety of others, the students may serve a long term suspension or be expelled from the school. In accordance with the Michigan law, the student will be granted a right to a due process hearing to determine if the facts merit either a long term suspension or expulsion from school. Should the student be expelled, the school will provide information regarding reinstatement, upon request.

Students who are served under IDEA (Special Education) or under Section 504 of the Rehabilitation

Act of 1973 are entitled to certain rights in the area of discipline based upon their qualification for services under these federal laws.

Harassment and Bullying

GSTEMA prohibits any and all acts of harassment, bullying, and intimidation (including cyber-bullying) of students at school or at school sponsored activities. Bullying is equally prohibited without regard to its subject matter or motivating animus. GSTEMA also prohibits retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying. Bullying means any written, verbal or physical act or any electronic communication 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:

1. Substantially interfering with educational opportunities or programs or one or more students; or
2. Adversely affecting the ability of a student to participate in or benefit from the school's educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial distress; or
3. Having an actual and substantial detrimental effect on a student's physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

“At school” means in a classroom, elsewhere on school premises, while in route to or from a school related activity or at a school sponsored activity or event whether or not it is held on school premises. “At school” includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or telecommunications service provider is owned by or under the control of GSTEMA or utilized in such a manner as to interfere with the safety of students and GSTEMA educational programs.

Procedures:

1. Any school employee who has witnessed or has reliable information that a student has been subject to any act of bullying or harassing behavior shall report the incident to the school leader or designee. A student, volunteer, or visitor who has witnessed or has reliable information that a student has been subject to any act of bullying or harassing behavior are encouraged to report the incident to a teacher, other staff member, school leader or designee.
2. A report of bullying or harassing behavior should be done in written form, providing as much information as possible. The report may be done anonymously.
3. Any staff member who receives a report of bullying or harassing shall immediately forward the report to the school leader or designee who will ensure that a prompt investigation is completed. The investigation is to be complete within three (3) school days after a report or complaint is made.
4. Within two (2) school days of receiving a report of a prohibited act of bullying, the school leader or designee shall notify the parent(s) of the alleged victim of bullying and the parent(s) of the alleged perpetrator of bullying. Upon completion of the investigation report, the school leader or designee shall notify the parent of both the victim and perpetrator of the

results of the investigation.

5. There shall be no reprisal or retaliation against any person who reports an act of bullying or harassment. Such reprisal or retaliation by a student is a violation of the Code of Conduct and will result in disciplinary action pursuant to the Code of Conduct.
6. Any student who has falsely accused another of bullying or harassment is subject to remedial action in accordance with the Code of Conduct.
7. Bullying or harassing behavior is a violation of the Code of Conduct and will result in disciplinary action pursuant to the Code of Conduct.

Due Process Procedures

The following due process procedures only govern the suspension or the expulsion of a student from GSTEMA's regular educational program. If a student is charged with violation of this Code of Conduct has been temporarily returned to the regular school program pending a decision, then such action of temporary placement shall not be considered reinstatement or limit or prejudice GSTEMA's right to suspend or expel the student following that decision after completion of investigation.

A. SUSPENSION OF TEN (10) SCHOOL DAYS OR LESS

It shall be the general practice, that prior to any suspension of the student, the school leader shall provide the student with the following due process:

1. The student will be informed of the charges against him/her, and, if the student denies the charges, the school leader shall provide the student with an explanation of the evidence.
2. The student shall be provided an opportunity to explain his/her version of the facts.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the school administration may immediately suspend the student, and as soon there-after as reasonable, provide the student with his/her due process rights as set forth in this section.

If, after providing the student with his/her due process rights, the school administration determines that the student has engaged in a prohibited act under this Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) school days. The student's parent shall be informed (in person or by phone) of the suspension and of the reasons and conditions of the suspension. A decision to suspend a student for ten (10) or fewer school days is final and not subject to further review or appeal.

B. SUSPENSION FOR ELEVEN (11) OF MORE SCHOOL DAYS AND EXPULSION

If the student commits an act of misconduct that the school leader or his designee believes warrants long-term suspension or expulsion, the student will be immediately placed on suspension for up to ten (10) school days pending a hearing. The school leader or his designee will immediately initiate the process for a Due Process hearing by the Board of Directors. The Board of Directors acts as the trier-of-fact for all Due Process hearings that involve recommendations for discipline greater than 10 days. The Board of Directors will convene a special meeting in the event that a regular board meeting is not scheduled within the required statutory time frame and the Board will hear all long-term suspensions and

expulsions.

1. Hearing for Long-Term Suspension or Expulsion

If a student is charged with a violation of the Code of Conduct carrying a consequence of long term suspension or expulsion, the student and his parent shall be notified in writing by registered mail of the misconduct as well as the student's due process rights.

The written notice to violation shall state the nature of the violation, the proposed consequence, and the student's and parent's right to a due process hearing at a specified time and place to determine (i) whether a violation occurred and (ii) whether the consequence of such violation merits the imposition of a long-term suspension or expulsion.

The notice shall also set forth the right of the student and his parent and an advocate of their choice and at their expense to participate in the hearing, the right of the student to hear and/or see the evidence offered against him or her during the hearing, the right of the student to present oral or written evidence or testimony on the student's behalf, the right to have the hearing held in a closed session and the right to a written determination of the result of the hearing.

At the hearing, the student and parent shall be advised of the alleged violation and the facts leading toward the allegation and be provided copies of the evidence provided to the Board of Directors. Minutes shall be kept of the hearing. Within a reasonable time following the hearing, the parent will receive a written determination of the decision. All decisions of the Board of Directors are final.

The parent shall be responsible for making arrangements for the child's educational needs during a long-term suspension or expulsion.

General Conduct Guidelines

A. VOLUNTARY AGREEMENTS

At any time, the school leader or his/her designee may enter into a written contract with the student and his/her parent(s) setting forth the parties' agreement in settlement of disciplinary charges or restitution related to damage to or loss of school property. In such cases, the written agreement shall be final and binding and may not be later challenged by the school leader or his/her designee or by the student or his/her parent(s).

B. SUSPENDED/EXPELLED STUDENTS ON SCHOOL PROPERTY OR ATTENDING SCHOOL ACTIVITIES

A suspended or expelled student who enters onto school property or appears at a school activity, event or function without the permission of the school leader or his designee shall be deemed to be trespassing. A suspended student is permitted on school property to attend

the discipline hearing.

C. MAINTAINING CLASS PROGRESS

The determination whether academic progress may be maintained during a suspension shall be left to the discretion and determination of the school leader or his/her designee.

DEFINITIONS

Behavior Correction Plan is a written report that specifies the cause of repeated misconduct and what measures to be taken to assist the student to correct his conduct. It will be signed by all parties and maintained as part of the student's record.

Criminal Sexual Conduct is defined by law.

Dangerous Weapon as defined by law is any of the following: Firearm, Dagger, Dirk, Stiletto, or Knife with a blade over 3 inches in length, Pocket knife opened by a mechanical device, Iron bar, Brass knuckles, or any sharp object.

Gross Misdemeanor is a severe act of misconduct in violation of the Code of Conduct or state law.

Persistent Disobedience is defined as repeated acts of misconduct.

Physical Assault is defined by law as intentionally causing or attempting to cause physical harm to another through force or violence.

Suspension refers to a decision by either the School leader or his/her designee to temporarily remove a student' from the Academy during the school day or from attending any school-related activity not to exceed ten (10) school days. A meeting with the parents may be convened to discuss the incident that led to the suspension and to develop a plan for correcting the behavior.

Long Term Suspension is defined as a decision to remove a student from school for a severe violation of the Code of Conduct, persistent disobedience, or extreme non-compliance with school rules or state law.

Expulsion is defined as a decision to remove a student from the school for up to 180 school days for either persistent disobedience or a severe violation of the Code of Conduct when the interest of the school are served by such an expulsion.

Permanent Expulsion is defined as a decision to permanently remove the student from any public school if the student is found in possession of a dangerous weapon, commits arson, commits

criminal sexual conduct or physically assaults students or school personnel in a school building or on school grounds.

SAFE SCHOOLS STUDENT DISCIPLINE POLICY

The Board of Directors endeavors to ensure that the school is safe place for teaching, learning, and working. The school will take swift and appropriate disciplinary action for the following infractions:

Weapons, Arson, and Criminal Sexual Assault

Any student who possesses a dangerous weapon, commits arson, or commits a criminal sexual assault against another person while on school property or at a school-sponsored activity shall be permanently expelled from the Academy subject to reinstatement rights, as outlined in the Michigan Revised School Code. The school leader or his/her designee shall contact local law enforcement as required by law.

Physical Assaults against School Personnel

Any student who commits a physical assault against a school employee or a person engaged as a volunteer or contractor for the school while on school property, on a school-related vehicle, or at a school-sponsored activity shall be permanently expelled from the Academy subject to reinstatement rights, as outlined in the Michigan Revised School Code. “Physical assault” is defined as intentionally causing or attempting to cause physical harm to another through force or violence. All students, including those in grades five (5) and under, are subject to the Code of Conduct and its related disciplinary actions.

Physical Assaults against Students

Any student who commits a physical assault against another student while on school property, on a school-related vehicle, or at a school-sponsored activity shall be suspended or expelled, depending on the circumstances, for up to one hundred eighty (180) days. “Physical assault” is defined as intentionally causing or attempting to cause physical harm to another through force or violence. All students, including those in grades five (5) and under, are subject to the Code of Conduct and its related disciplinary actions.

Behavior Intervention Procedures: De-Escalation and Restraint of Students

GSTEMA is committed to maintaining a safe learning environment for all students, staff, partners and visitors. Behavior interventions such as seclusion, isolation and restraint shall be used only as necessary to protect children from injury in response to an emergency or crisis. Use of these interventions should: (a) not be considered as circumventing behavior plans as identified in the IEP, but rather as an intervention strategy deemed necessary to prevent further harm to students, staff, partners, or visitors, (b) be implemented only under extreme circumstances and as an emergency measure, (c) be implemented only by trained personnel, and (d) be accompanied by pro-active positive behavior supports to prevent the need for their use. Under certain situations intervention techniques may be included in a student’s IEP. When such interventions are utilized, written

documentation procedures as established by the school leader must be followed.

Verbal and Written Assaults

Any student in grade six (6) or above who commits a verbal assault against a school employee, student, or a person engaged as a volunteer or contractor for the school while on school property, on a school-related vehicle, or at a school-sponsored activity shall be suspended or expelled, depending on the circumstances, for up to one hundred eighty (180) school days. “Verbal assault” is defined as an intentional display of force or communication that gives the victim reason to fear or expect immediate bodily harm. A bomb threat (or similar threat) directed at a school building, other school property, or a school-related event is considered a verbal assault under Michigan law. For the purpose of this policy, the areas of assault listed above, when placed in writing, recorded on tape, CD, or transmitted by other technical means, shall be viewed as written assault. All students, including those in grades five (5) and under, are subject to the Code of Conduct and its related disciplinary actions.

Illegal Drug Possession

Any student who possess illegal drugs while on school property, on a school-related vehicle, or at a school-sponsored activity may be suspended or expelled, depending on the circumstances, for up to one hundred eighty (180) school days. All students are subject to the Code of Conduct and its related disciplinary actions.

Gross Misdemeanor and Persistent Disobedience

Students guilty of a gross misdemeanor or persistent disobedience may be suspended or expelled.

Closed Campus

Genesee STEM Academy operates under a CLOSED CAMPUS policy. After arriving to school, students may not leave the campus unless they have prior approval from a district official. If a student is leaving campus for any reason during the school day, there must be parental contact and student must sign out in the attendance office prior to leaving. Students will not be excused to leave school for personal business, personal errands, or to go to lunch. Violations of this policy will result in disciplinary action, including suspension and/or loss of driving privileges for the student driver.

Students must have the school’s written permission to leave campus. Students will not be allowed to

drive to school until they are in the 11th grade.

Graduation Requirements

Semester courses earn .5 credit at the end of the first semester and 1.0 credit at the conclusion of the school year.

| GRADE | COURSE | CREDIT |
|-------|------------------------------|--------|
| 9 | English 9 | 1 |
| 10 | English 10 | 1 |
| 11 | English 11 | 1 |
| 12 | Senior English | 1 |
| 9 | World History and Geography | 1 |
| 10 | U.S. History and Geography | 1 |
| 11 | Political Science | ½ |
| 12 | Economics | ½ |
| 9 | Geometry or Applied Geometry | 1 |

| | | |
|-------------|--|-----------|
| 10 | Algebra II or Applied Algebra IIA | 1 |
| 11 | Algebra II or Additional Math Course* | 1 |
| 12 | Trigonometry | 1 |
| 9 | Biology or Applied Biology | 1 |
| 10 | Physical Science or Applied Physical Science | 1 |
| 11 | Chemistry or Applied Chemistry | 1 |
| 12 | Physics | 1 |
| 9-10 | Health | 1/2 |
| 9-12 | Fitness or Advanced Fitness | 1/2 |
| 9-12 | Visual, Performing or Applied Arts | 1 |
| 9-12 | World Language | 2 |
| | ** (Alternate option for the classes of 2016-2020) | |
| 9-12 | Electives | 4 |
| 9-12 | Total Credits Required | 22 |

*Students are eligible to use the “Additional Math Course” only if they have successfully completed Algebra II. See complete list of courses on page 4.

** Students may replace the second year of the World Language requirement with one credit of a

state approved Career Technical Education (CTE) course or an additional credit of Visual, Performing or Applied Arts (See page 4).

IN ADDITION TO THE ABOVE MENTIONED GRADUATION REQUIREMENTS:

Students must take the state assessment and earn a valid score on each subtest.

Graduation Requirements-State Assessment

The Genesee STEM Board of Education believes that students graduating from Genesee STEM Academy should have a basic understanding of essential skills as defined by the State of Michigan and Genesee STEM Academy. Therefore, all students must earn valid scores on the designated state assessment tests.

Grading Process, Final Exams, GPA Calculations

Grades represent an evaluative system that is used by the school to communicate academic performance. In order to promote effective communication and consistent record keeping, the following is the grading system used at GSTEMA. Teachers have the ability to design grading processes as appropriate for individual classes for each card marking period. All teachers will utilize the following when calculating semester grade averages.*

Card markings at 40 percent each + Final Exam at 20 percent=Semester grade average*

Teachers establish and may use any system of grading that is instructionally appropriate to determine the card marking grades. Many teachers will provide the student, at the beginning of the class, the method of grade calculation for both the card marking and semester calculation. If a percentage scale is used, the following breakdown will be required for letter grades:

| | | | |
|---------|----------|--------|----------|
| 93-100% | A (4.0) | 73-76% | C (2.0) |
| 90-92% | A- (3.7) | 70-72% | C- (1.7) |
| 87-89% | B+ (3.3) | 67-69% | D+ (1.3) |
| 83-86% | B (3.0) | 63-66% | D (1.0) |
| 80-82% | B- (2.7) | 60-62% | D- (0.7) |
| 77-79% | C+ (2.3) | 0-59% | E |

*In order to pass a semester class, students are required to pass two of the three card markings (1st card marking, 2nd card marking, final exam). However, passing two of the three does not automatically guarantee their passing of the semester. Students have a responsibility to complete all the requirements for the course in some classes before they will earn credit.

A student who has failed the first of third card marking, but improves his/her grade in the

successive card marking to at least a 70 percent, the failing grade will be counted as a 50 percent, for their failing grade the first of third card marking, when determining the semester grade. For example, if a student received a 38 percent first marking period and then earns a 70 percent the second marking period, the first marking period grade will be changed to a 50 percent when calculating a trimester grade.

Students who successfully exhibit mastery of the course content by attaining a “C+” or better on the “end-of-course assessment”, and who otherwise would have failed the course, will be awarded a grade of a “D-“ on their transcript.

Grade Point Average (GPA) is calculated using the point values listed above each trimester that credit is earned.

Class Rank

Class Rank (High School) Final grade average and class ranking for graduation and all academic honors, shall be based on seven (7) semesters of course work in core content. This shall be done at the end of the second trimester of the senior year. The students(s) with the highest grade point average (G.P.A.) will be ranked first in the class and the rankings will continue to the lowest grade point average. The student with the highest rank will be recognized as the Valedictorian. The student with the highest rank will be recognized as the Salutatorian. The “Top Ten” graduates are given special recognition at Graduation and Class Night. Students that maintain a 7 semester ranking of 3.8 or better in core academic courses will be designated “Highest-Honor” students. Students that maintain an eleven trimester ranking of 3.5 to 3.79 will be designated “High Honor” students. Students that maintain a seven semester ranking of 3.00 to 3.49 will be designated “honor”. At the

Senior Class Ceremonies, those students with a 3.8 or better will receive a “gold” cord to wear with their gown to indicate they are “high honor” students. Those students with a 3.5 to 3.79 will receive a “silver” cord to wear with their gown to indicate they are “high honor” students. Students with a 3.00 to 3.49 will receive a “white” cord to indicate they are “honor” students. Core courses include mathematics, science, English, and social studies. G.P.A. is based on a 4.0 at the top of the scale of all “A’s” for seven eleven trimesters. Class rank is based upon a G.P.A. of 4.0 to accommodate the accepted grade interpretation for colleges and universities, as well as the world of work.

Work Permits

By state law, students who are younger than 18 must have a completed work permit on file with their high school. The high school main office provides approximately one-day turn around for work permits. Students should pick up the work permit, have the employer fill out the appropriate sections, and then return it to school to be approved by the appropriate personnel. State law provides a student will not work more than an established number of combined, work and school hours.

Lockers

Lockers are assigned to students at the beginning of the school year. Before receiving a locker, each student is required to return all necessary paperwork such as emergency cards and technology agreements. Students can use lockers to store books, coats and other personal items. It is strongly suggested that students do not share their locker combinations with anyone. Students are also encouraged not to bring items of value to school. The school is not responsible for lost, damaged, or stolen items. Lockers will be examined for damage inside and out at the beginning and end of each school year. Students/parents will be held financially responsible for damage, including

scratching, defacing, denting, etc., and failure to clean the locker.

Lockers are the property of the school and may be inspected by school officials at any time.

Contents of the locker are the responsibility of the student assigned to that locker. In cases where school officials have reasonable suspicion a violation of school rules or applicable laws are being violated, school officials may search the locker and/or the contents of the locker without student/parent/guardian notification or permission. Depending on the nature of the suspected violation, school officials may request police assistance in the search of the locker or contents of items in the locker. In the case where a violation of school rules or applicable laws is found, students will be referred to an administrator for discipline.