

# Presque Isle Academy

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*“School like it ought to be”*



20830 Cedar Street  
P.O. Box 731 Onaway, MI 49765  
(989) 733-6708

## STUDENT/PARENT HANDBOOK

## **BOARD OF DIRECTORS**

Mark Schuler	President
Liz Stankewitz	Vice President
Kathy Claus	Secretary/Treasurer
Kateri Stiles	Trustee
Bryan Robarge	Trustee

## **STAFF**

Andrew Stibitz	Lead Teacher
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## **MISSION STATEMENT**

The mission of Presque Isle Academy is to provide innovative and responsive educational experiences through non-traditional programs that effectively meet the needs of at-risk students. The Academy will enhance educational opportunities for students by developing programs based on students' individual needs and circumstances.

## **ALTERNATIVE EDUCATION**

Alternative Education is designed to serve 9<sup>th</sup> through 12<sup>th</sup> grades that, for any number of reasons, have fallen behind in traditional high school or have dropped out of school. Special areas of service include: life-competency skills, vocational education, and remediation. Credits for Alternative Education may be transferred from previous high schools or vocational schools. Credits will be evaluated according to the standards established by the Academy Board of Education.

<b>REQUIREMENTS FOR GRADUATION</b>	
English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
Online Experience	1 credit
Health	1/2 credit
Physical Education	1/2 credit
Visual / Applied Arts / World Language	2 credits
Electives	2 credit
<b>TOTAL</b>	<b>20 Credits</b>

### **GRADING SYSTEM**

The evaluation of student achievement is one of the most important functions of the teacher. The accepted marking system is as follows:

- |                      |                       |
|----------------------|-----------------------|
| <b>A</b> - Excellent | <b>I</b> - Incomplete |
| <b>B</b> - Good      | <b>CR</b> - Credit    |
| <b>C</b> - Average   | <b>NC</b> - No Credit |
| <b>D</b> - Poor      | <b>W</b> - Withdrawal |
| <b>F</b> - Failure   |                       |

### **GRADUATION**

PIA students must be enrolled at the Presque Isle Academy for at least one full semester and earned three (3) units of credit before they are eligible to graduate from PIA.

## **ACADEMIC GUIDANCE SERVICES**

All students enrolling in classes will be advised by the program director or his/her designee. At the initial enrollment, there will be an evaluation of the credits and scheduling of the courses needed to earn a diploma. Both the Director and teaching staff are available throughout the year to assist the student with any problems that may arise. Our staff is eager to make your educational experience a successful one, so please do not hesitate to call on us for help.

## **RESIDENCY**

A student must meet one of the following requirements:

A student must reside within the State of Michigan.

A student must be out of school. Otherwise, the Academy must be determined the best educational environment for the student.

## **AGREEMENTS WITH THE ONAWAY AREA SCHOOL DISTRICT**

Students may ride the Onaway School bus. Pick-up and drop-off will be at the nearest Onaway student's bus-stop. Students are delivered to PIA in the morning. After school, PIA students are delivered to the bus line-up at the Onaway Schools. Students are expected to go immediately to their bus and may not enter the Onaway school buildings.

In some cases, students may take classes, or participate in extra-curricular opportunities in Onaway or at their home school that are not provided by PIA. However, they will first need the permission of the Lead Teacher.

Any educational or extra-curricular opportunity afforded a PIA student by another district is a privilege, not a right. PIA students are required to follow the rules of the cooperating district while on the premises.

Any student, who is found at a school to which he/she is not enrolled, and does not have permission to be there, is trespassing and could be issued a citation.

## **ILLNESS**

If a decision is made that the student should be sent home, parents of students under 18 will be notified. No medical service, other than emergency first aid, will be given by school personnel. If, in our professional judgment, it is necessary to transport your student by ambulance to a medical facility, it will be the financial responsibility of the student/parents.

## **NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are or could be exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact the Presque Isle Academy Lead Teacher.

## **IMMUNIZATIONS**

Immunizations are required by law in order for a student to attend school. Any students except those who transfer into the school district after the start of school have until the end of the second week of October to complete all immunizations. After this date, the student will not be allowed to attend until the requirements are met. This legal responsibility lies with the parents.

## **ATTENDANCE POLICY:**

The school district emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis. More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day except when illness, injury, or some providential condition beyond the student's control prevents attendance. To reinforce employability skills, the student or adult should contact the school prior to the absence and provide valid written documentation upon the student's return to school.

## **ATTENDANCE POLICY: STUDENTS AGE 15 AND UNDER**

### **Absences per semester**

- (5) Absences
- (10) Absences
- (11) Or more absences

### **Consequence**

- Parent contact and intervention.
- Parent contact and intervention.
- Parent contact with referral to the prosecuting attorney.

## **ATTENDANCE POLICY: STUDENTS AGE 16 and older**

The PIA Board of Directors understands that many students attend the academy because of severe attendance problems. The academy will work with the student and parents to improve attendance. If it is determined the student is not making a sincere effort to improve attendance, the student may be dismissed for the remainder of the semester.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students in each school. Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom. All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment. If a student feels unsafe or is threatened, the student or their parent/guardian should contact the Lead Teacher.

## **CODE OF STUDENT CONDUCT**

The Presque Isle Academy is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students 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.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors.

## **WHEN AND WHERE THE CODE OF STUDENT CONDUCT APPLIES:**

The Code of Student Conduct applies before, during, and after school:

- When a student is at school. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on PIA or other school premises;
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff; and
- When a student is using school telecommunications networks, accounts, or other district services.

**VIOLATIONS OF THE CODE OF STUDENT CONDUCT:**

Student misconduct is classified into three levels. The definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action. School staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for Level I and Level II violations. The staff will refer Level III violations directly to school administrator, because of the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions.

**Restorative Practices:**

The Academy will first consider implementing restorative practices to address behaviors involving interpersonal conflicts, bullying, cyberbullying, harassment, verbal and physical conflicts, theft, damage to property, and class disruption. Restorative practices are practices that emphasize repairing the harm to the victim and the school community caused by the pupil's misconduct.

“Restorative Practices” is defined by law as practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct.

The school may implement victim-offender conferences to provide an opportunity for the offender to accept responsibility for the harm caused to those affected by the misconduct and to participate in setting consequences to repair the harm. Such a conference will occur only if initiated by the victim and approved by the victim's parent/guardian. Possible attendees comprising the restorative practice team may include the victim, a victim advocate, the offender, members of the school community, supporters of the victim, and supporters of the offender. The team may require the student to do one or more of the following:

- Apologize
- Participate in community service, restoration or counseling
- Pay restitution

Selected consequences will be incorporated into an agreement that sets time limits for completion and is signed by all participants.

**SHORT-TERM SUSPENSION:**

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

**LONG-TERM SUSPENSION:**

A long-term suspension is when a student is suspended for more than ten (10) school days but less than sixty (60) school days. During a long-term suspension, the student's rights

and privileges of attending school, including extracurricular activities, are suspended.

### **EXPULSION:**

An expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law. The parent/guardian of the student may petition the school board to request the student's reinstatement to school, as permitted by state law.

### **LEVELS I, II, AND III VIOLATIONS**

Depending on severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.

### **LEVEL I VIOLATIONS:**

#### **1. Cheating/Academic Misconduct**

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline.

#### **2. Defacement of Property**

A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.

#### **3. Disorderly Conduct**

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson or has to stop instruction to address the disruption.

#### **4. Inappropriate Displays of Affection**

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

#### **5. Inappropriate Dress and Grooming**

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distractive or indecent, to the extent that it interferes with the learning and teaching process.

#### **6. Insubordination/Unruly Conduct**

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed here.

#### **7. Leaving School Without Permission**

A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.



**8. Negligent or Improper Operation of a Motor Vehicle**

A student will not negligently operate a motor vehicle on school property, so as to endanger the property, safety, health, or welfare of others. Because of our proximity to local businesses, this includes revving of engines and excessively loud music.

**9. Possession of Inappropriate Personal Property**

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser lights, personal entertainment devices etc...

**10. Profanity and/or Obscenity Toward Students**

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student or staff member

**11. Sexual Harassment (Level I)**

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.

**12. Smoking**

A student will not smoke, vape, use tobacco, or possess any substance containing nicotine in any area under the control of the school, including all activities or events supervised by the school.

**13. Tardiness**

A student will not fail to be in his or her place of instruction at the assigned time without a valid excuse.

**14. Technology Abuse**

A student will not violate the district's "Technology Use Guidelines."

**SCHOOL RESPONSES TO LEVEL I VIOLATIONS:**

School administrators and staff may use appropriate intervention strategies, as determined by local district policies including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention. Any of the following intervention strategies and disciplinary actions may be used:

- Administrator/student conference or reprimand;
- Administrator and teacher-parent/guardian conferences;
- Referrals and conferences involving various support staff or agencies;
- Daily/weekly progress reports;
- Behavioral contracts;
- Change in student's class schedule;
- School service assignment;
- Confiscation of inappropriate item;
- Restorative practices;
- Before- and/or after-school detention;
- Denial of participation in class and/or school activities;
- Other intervention strategies, as needed;
- Out-of-school suspension (short-term) from one (1) school day up to and including ten (10) school days;

- Law enforcement agency notification.

## **LEVEL II VIOLATIONS:**

Depending upon severity or repetition, a Level II violation may be reclassified as a Level III violation.

### **1. Bullying/Harassment/Intimidation**

“Bullying, harassment or intimidation” means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the student’s property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Bullying, harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act, that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

### **2. Destruction of Property**

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

### **3. Failure to Serve Assigned Detention or complete a Behavior**

**Contract** A student will not fail to serve an assigned detention of which students and/or Parents/guardians have been notified.

### **4. False Identification**

A student will not use another person’s identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

### **5. Fighting**

A student will not physically fight with another person. Self-defense or defense of others may be taken into account in determining whether this provision has been violated. If a student honestly believes he was in imminent danger of receiving serious injury and used no more force than necessary to protect himself it may be considered self-defense.

**Domestic violence** is defined as one household member putting another household member in a state of terror, fright, intimidation, threat, harassment, or molestation. This law requires a police officer to take one of the two parties involved into custody. This law includes dating relationships and “the household” will be considered “the school”.

### **6. Forgery**

A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

**7. Fraud**

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

**8. Gambling**

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

**9. Gang Activity**

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process.

Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission.

Gang activity includes:

- a. Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- b. Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- c. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- d. Recruiting student(s) for gangs.

**10. Hazing**

A student will not haze or conspire to engage in hazing of another. As used in this section, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace. The term "hazing" does not include customary athletic events or similar contests or competitions.

**11. Improper, Negligent, or Reckless Operation of a Motor Vehicle**

A student will not intentionally or recklessly operate a motor vehicle, so as to endanger the safety, health or welfare of others on school property.

**12. Loitering**

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

**13. Profanity and/or Obscenity toward Staff**

A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school district staff members or adult volunteers.

**14. Sexual Harassment (Level II)**

A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.

**15. Theft or Possession of Stolen Property**

A student will 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.

## **16. Threat/Coercion**

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

## **17. Trespassing**

If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

### **SCHOOL RESPONSES TO LEVEL II VIOLATIONS:**

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any or all of the following intervention strategies and disciplinary actions may be used:

- Any school response to a Level I violation, listed above;
- Out-of-school suspension (short-term) for one (1) school day, up to and including ten (10) school days.

NOTE: Fighting poses an immediate threat to student safety. In most cases, out-of-school suspension is imposed even for a first offense. The length of suspension will depend on severity or repetition.

- Recommendation to the Academy Board or its designees for long-term suspension or expulsion;
- Law enforcement agency notification;
- Denial of driving privileges.

### **LEVEL III VIOLATIONS:**

Depending on severity or repetition, a Level I or Level II violation may be reclassified as a Level III.

#### **1. Alcohol and Drugs**

A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.

#### **2. Arson (Starting a Fire)**

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person.

If a student commits arson in a school building, on school grounds or other school property, the school board or its designee may expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).

#### **3. Extortion**

A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

#### **4. False Fire Alarm or Bomb Report; Tampering with Fire Alarm System**

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-

related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building. If a student makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board, or its designee. (MCL 380.1311a[2]).

**5. Felony**

A student will not commit a criminal act that results in being convicted or, in some cases, charged with a felony offense.

**6. Fireworks**

A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers.

**7. Interference with School Authorities**

A student will not interfere with administrators, teachers or other school personnel by threat of force or violence.

**8. Physical Assault**

A student will not physically assault another person. If a student commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If a student commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee may expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1]).

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b], MCL 380.1311a[12][b]).

**9. Robbery**

A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.

**10. Sexual Assault**

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee may expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

“Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

**11. Theft or Possession of Stolen Property**

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

**12. Verbal Assault against an Employee**

Verbal assault, as defined by school board policy states: “Any disrespectful or abusive language including the defiance of rightful authority towards a staff member”. If a student commits a verbal assault, as defined by school board policy, at school against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board or its designee. (MCL

380.1311a[2]).

### **13. Weapons: Dangerous Instruments**

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors; or box cutters.

### **14. Weapons: Dangerous Weapons**

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. A “dangerous weapon” means a firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles. (MCL 380.1313). A “firearm,” as defined in section 921, title 18 of the United States Code (18 U.S.C. § 921) means:

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

The school board may permanently expel from the school district a student who possesses a “dangerous weapon” pursuant to MCL 380.1311(5). (MCL 380.1311[2]). However, a school board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed by the student;
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon;
- The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Weapons are not allowed on school property or in a vehicle used by a school to transport students to or from school property. (MCL 750.237a).

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school. If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is enroute to or from school on a school bus, the Lead Teacher or his or her designee, shall immediately report that finding to the student’s parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

There is a rebuttable presumption that permanent expulsion is not justified for a dangerous weapon other than a firearm if both of the following are met:

- The Board determines in writing that at least 1 of the factors listed above has been established in a clear and convincing manner; and
- The student has no history of suspension or expulsion.

**15. Weapons: Use of Legitimate Tools as Weapons**

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

**SCHOOL RESPONSES TO LEVEL III VIOLATIONS:**

Any or all of the following intervention strategies or disciplinary actions may be used:

- Any school response to a Levels I or II violation, listed above;
- Recommendation to the Board of Education or its designee for long-term suspension, expulsion or permanent expulsion.
- In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county legal authority, the DHS or county community mental health agency (MCL 380.1311[4])
- Requesting an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation. The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be from a source approved by the administration.

**Staff Authority**

The authority of any member of the school staff extends to all students while on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

**School Activities**

A student who is suspended from school for any reason will not be allowed to participate in, or attend any school activity, regardless of location, during the suspension (including events held by other school districts on weekdays, weekends and/or holidays).

**Maintaining Class Progress**

When appropriate in the judgment of the School, a suspended student may maintain academic progress under the terms and conditions set forth by the teacher.

**DUE PROCESS PROCEDURES**

**Short-Term Suspension**

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student’s school. If a short-term suspension is contemplated, the principal or assistant principal shall provide the student with oral or written notice of the charge(s) or allegations, and an explanation of the evidence or basis for the charges. The

student shall be given the opportunity to present an explanation or a differing statement of the facts. If the misconduct is found, the principal may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions. Students whose presence pose a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical. The student and parent/guardian shall be notified of the circumstances and action taken.

### **Long-Term Suspension or Expulsion**

The Academy Board or its designee shall conduct a hearing to determine whether to impose a long-term suspension or expulsion. The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date and location of the hearing; and of their right to attend and participate in the hearing.

The board of education or its designee shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others.

At the request of the student or the student's parents, the board of education may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student." (MCL 15.268[b]).

The student and parent/guardian may be represented at the hearing by an attorney or other adult. Written or oral evidence may be presented at the hearing on behalf of the student.

After the hearing, the board of education or its designee shall issue a decision, including a determination of disciplinary action.

The School will consider restorative practices to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying before imposing a suspension under this section.

Prior to any suspension or expulsion decision the fact finder will consider all of the following factors before rendering a decision:

1. the student's age
2. the student's disciplinary history
3. Whether the student has a disability
4. The seriousness of the violation or behavior
5. Whether the violation or behavior threatened the safety of any pupil or staff member
6. Whether restorative practices will be used to address the violation or behavior
7. Whether a lesser intervention would properly address the violation or behavior

### **Permanent Expulsion**

Prior to expelling a student permanently, the School Board shall provide the student with the following due process:

1. **Written notice.** If a student is charged with a violation of the Student Code of Conduct carrying the potential consequence of a permanent expulsion, the student and his parent shall be notified of such by registered mail, as well as the student's due process rights.



The written notice of 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, (ii) whether an exception applies to preclude the permanent expulsion, or (iii) whether consideration of the following specific factors weigh against permanent expulsion:

- a. the student's age;
- b. the student's disciplinary history;
- c. Whether the student has a disability;
- d. The seriousness of the violation or behavior;
- e. Whether the violation or behavior threatened the safety of any pupil or staff member;
- f. Whether restorative practices will be used to address the violation or behavior;
- g. Whether a lesser intervention would properly address the violation or behavior.

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 record of the result of the hearing.

2. **Hearing Procedures.** 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. The student, parent or legal guardian and any advocates or witnesses will have the opportunity to present evidence to the Board of Directors. Minutes shall be kept of the hearing.
3. **Written Record.** Within a reasonable time following the hearing, the parent will receive a written record of the decision. This document will inform the parent if there is any right to an appeal. If the student is permanently expelled from the school, the written record shall inform the parent of the minimum length of the expulsion and the date upon which the parent may petition for reinstatement. Upon the parent's request, the school shall provide the parent with the petition for reinstatement form.

Permanent expulsion means that the student may not enroll in any public school in the State of Michigan. The parent shall be responsible for making arrangements for alternative education for the child until s/he is reinstated in a public school.

### **Appeal to Board of Education for Reconsideration**

All decisions by the Board of Directors are final. If a designee provided the due process hearing, the student aggrieved by the decision may, within five (5) days of receipt of the decision, petition the board of education for the opportunity to present an appeal of the decision. The petition shall be in writing and contain the reasons that the designee's decision should be reviewed or reconsidered. The board of education will hear the appeal at its next regularly scheduled meeting.

### **Interviews of Students by Police or Other Public Agencies**

The Presque Isle Academy endeavors to cooperate with law enforcement agencies. Students

may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the Lead Teacher that an interview has taken place.

### **Notification to Law Enforcement Agencies**

State law requires each school board to comply with the statewide school safety policy, adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

- Armed Student or Hostage Robbery or Extortion
- Suspected Armed Student
- Unauthorized Removal of Student
- Weapons on School Property
- Threat of Suicide
- Death or Homicide
- Suicide Attempt
- Drive-By Shooting Larceny (Theft)
- Physical Assault (Fights)
- Intruders (Trespassing)
- Bomb Threat
- Illegal Drug Use or Overdose
- Explosion
- Drug Possession or Drug Sale
- Arson
- Robbery or Extortion
- Vandalism or Destruction of Property
- Sexual Assault or CSC (Criminal Sexual Conduct)
- MIP (Alcohol) and (Tobacco)

### **Sexual Harassment**

PIA prohibits all acts of sexual harassment by school staff members, board members and pupils directed toward other staff or pupils. Sexual harassment includes all harassment, including sexual assault, based on gender, gender identity, or sexual orientation. Sexual harassment includes all of the following conduct on the basis of sex:

- A school staff member conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (*quid pro quo*)
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

- Sexual assault, dating violence, domestic violence, or stalking

The School shall promptly respond to all reports of sexual harassment with an investigation and grievance process, ensuring that every complainant receives appropriate support and no respondent is treated as responsible until after receiving due process and fundamental fairness. The School shall offer free supportive measures to every alleged victim of sexual harassment, even if a complainant does not wish to initiate or participate in a grievance process. School officials shall serve impartially and without bias for or against any party. If the alleged conduct does not fall under Title IX, the School may address the allegations under other provisions of this Student Code of Conduct.

#### Investigation

The Title IX Coordinator shall assign an impartial investigator to conduct a prompt, thorough, and complete investigation of each alleged incident.

#### Penalties for Violation

Violation of this policy by students may result in supportive measures, restorative practices and/or discipline procedures. Violations by school staff members may result in restorative practices, disciplinary procedures or termination of employment. Violations by board members may result in restorative practices or removal from the Board.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. No strip searches will be conducted by any employee of the School, but may be conducted by law enforcement officials, if deemed necessary. Anything that is found in the course of a search that may be evidence of a violation of school rules, or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

### **NOTICE OF NONDISCRIMINATION**

The Presque Isle Academy does not discriminate on the basis of race, color, and national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), or age (Age Discrimination Act of 1975) in its programs or activities. A description of these laws is listed in this section. The following person(s) have been designated to handle inquiries regarding the nondiscrimination policies and to provide further grievance procedures:

Mark Schuler, Board President  
P.O. Box 731 Onaway, MI  
49765 (989) 330-0807

Inquiries concerning the non-discrimination policy may also be directed to Director, Office for Civil Rights, Department of Health, Education, and Welfare, Washington, DC 20201. For further information on notice of nondiscrimination, see the following website:  
<http://www.ed.gov/offices/OCR/docs/nondisc.html>.

## **TITLE VI**

Nondiscrimination on the Basis of Race, Color and National Origin. It is the policy of the Presque Isle Academy not to discriminate on the basis of race, color or national origin in its educational programs, activities, or employment as required by Title VI of the Civil Rights of 1964. If you have questions, contact the Presque Isle Academy Lead Teacher.

## **TITLE IX**

Title IX of the Educational Amendments of 1972, as amended, 20 U.S.C 1681 et seq. (Title IX), specifically states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance . . . ." PIA certifies compliance with Title IX and its implementing regulation, at 34 C.F.R. Part 106. PIA, as a recipient of federal financial assistance from the United States Department of Education, is subject to Title IX and does not discriminate based on sex in employment or any educational program or activity it operates. This requirement applies to employment as well. Inquiries about the application of title IX and its regulations to the school may be referred to the designated Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

An individual wanting to file a complaint of sexual harassment or discrimination under Title IX should contact the school's Title IX Coordinator, Kammie Dennis, in person, by mail, by telephone or by email. The Title IX Coordinator can be contacted at [kdennis@presqueisleacademy.com](mailto:kdennis@presqueisleacademy.com), (989) 733-6708 or 20830 Cedar Street, Onaway, MI 49765. The complaint will be considered confidential and will be investigated pursuant to the school's Title IX Grievance Procedure with the assistance of legal counsel, as necessary and appropriate.

## **504 of the Rehabilitation Act of 1973**

Section 504 prohibits the exclusion, the denial of benefits, and discrimination by reason of disability in programs or activities receiving federal funds. The office of Civil Rights has primary responsibility for enforcing Section 504's provisions with respect to recipients of federal education funds. If you have questions, contact the Presque Isle Academy Lead Teacher.

## **The Age Discrimination Act of 1975**

Prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance. The Act, which applies to all ages, permits the use of certain age distinctions and factors other than age that meet the Act's requirements.

## PARENTAL NOTIFICATIONS

### Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their child's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents should submit a written request to the school principal clearly identifying the record(s) they wish to inspect. A school official will make arrangements for access and notify the parents of the time and place the records may be inspected. The right to seek an amendment of the student's education records that the parent believes are inaccurate, misleading or in violation of the student's rights of privacy. Parents should submit a written request to the school principal, clearly identifying the part of the record they want amended and specifying its inaccuracy. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing to challenge the content of the student's education records. Hearing procedures will be provided to the parents when a hearing is requested.
  
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school does not need written consent to disclose a student's education records if the disclosure meets one or more of the following conditions and the disclosure is to or for: (see 20 U.S.C. §1232g; 34 CFR Part 99.31):
  1. School administrators, teachers, support staff, and other school officials which have a legitimate educational interest
  2. Persons or organizations with whom the school has outsourced services or functions and which have a legitimate educational interest (e.g., attorneys, auditors, medical consultants, special and supplemental education providers, therapists)
  3. Officials of another school where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment, and as long as a proper records release request is received by the sending school
  4. Certain federal and state officials and educational authorities (for audit, evaluation, reporting, or compliance purposes) or state and local authorities concerning the juvenile justice system in accordance with state statute
  5. Appropriate parties in connection with financial aid to a student
  6. Organizations conducting studies for, or on behalf of, the school to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction
  7. Accrediting organizations to carry out accrediting functions
  8. Compliance with a judicial order or lawfully issued subpoena after the school makes a reasonable effort to notify the parent of the order or subpoena
  9. Appropriate parties in a health or safety emergency

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

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

### **Right to Know under the Every Student Succeeds Act of 2015**

Parents of students have the right to request and receive information regarding the professional qualifications of the school's classroom teachers. The Every Student Succeeds Act of 2015, which governs elementary and secondary education, allows parents to ask for certain information about their child's classroom teachers, and requires the school to give this information to parents in a timely manner if they ask for it. Specifically, parents have the right to ask for the following information about each of their child's classroom teachers:

- Whether the teacher has met State Department of Education qualification and licensing criteria for the grades and subjects he/she teaches
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived
- Whether the teacher is teaching in the field of discipline of the certification of the teacher
- Whether any teachers' aides or similar paraprofessionals provide services to their child and, if they do, their qualifications

Parents of students also have the right to request and receive information regarding:

- Information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and
- Timely notice that the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Parents of students have the right to receive information regarding the school's policy regarding student participation in any assessments mandated by Federal or State law or by the school. Parents of students also have the right to opt their child out of such assessments.

### **Rights under the Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights concerning student privacy, parental access to information, and administration of physical examinations to minors. These include the right to:

- Consent before students are required to submit to a survey, which is funded in part or in whole by a program of the U.S. Department of Education, that concerns one or more of the following protected areas ("protected information survey"):
  1. Political affiliations or beliefs of the student or student's parent
  2. Mental or psychological problems of the student or the student's family
  3. Sexual behavior or attitudes

4. Anti-social, demeaning, illegal, or self-incriminating behavior
  5. Critical appraisals of others with whom respondents have close familial relationships
  6. Legally-recognized privileged relationships, such as with lawyers, doctors, or ministers
  7. Religious affiliations, beliefs, or practices of the student or parent
  8. Income, other than as required by law, to determine program eligibility
- Receive notice and an opportunity to opt a student out of the following:
    1. Any other protected information survey, regardless of funding
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student (except for hearing, vision, scoliosis, or any other physical exam or screening permitted or required under state law)
    3. Any activity involving the collection, disclosure, or use of personal information or the marketing, selling, or distributing of such information to others
  - Inspect the following, upon request and before administration or use:
    1. Surveys created by a third party before their distribution by a school to its students
    2. Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
    3. Instructional material used as part of the educational curriculum

The school protects student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school will also both directly notify parents through U.S. Mail, e-mail, parent meetings, or the Parent and Student Handbook of the specific or approximate dates (if such events are planned and/or scheduled) of the above activities and provide an opportunity to opt a student out of participating in them. *Parents who believe their rights under the PPRA have been violated may file a complaint with:*

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

### **Boy Scouts of America**

The school does not discriminate against any group officially affiliated with either the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society) that wishes to conduct a meeting within an open forum. The school does not deny such access or opportunity or discriminate for reasons based on the membership or leadership criteria or the oath of allegiance to God and country of the Boy Scouts of America or the youth groups listed in Title 36 of the United States Code (as a patriotic society).

### **Unsafe School Choice Option**

Title IX, Section 9532 of the No Child Left Behind Act of 2001 provides that a student attending a “persistently dangerous school” or a student who is a “victim of a violent criminal offense” on school property, as defined by law, has the right to transfer to another safe school in the

district, if his/her parent requests a transfer. If there is not another safe school in the district providing instruction at the student's grade level, the school shall contact neighboring districts to request that the student be permitted to transfer to a school in one of those districts.

### **Asbestos Management Plan**

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

### **Pesticide Notification**

The Academy aims to control pest populations and to reduce the use of active pesticides throughout the school by implementing an integrated pest management program. The health and safety of all persons within the Academy's facilities are of primary concern. The Academy will notify parents in advance of pesticide applications. Notice will be posted on the front door of the Academy and in the Academy newsletter. A parent can also request to be notified by letter 72 hours before the application is to take place. Please contact the Academy office if you wish to be notified by letter or wish to review the Academy's integrated pest management program or records.

### **Policies**

Board policies can be found under the Academy website or are available from the Academy office.

### **Directory Information and Parental Rights**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that The Presque Isle Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Essentially, "directory information" is information in a student's education records that would not generally be considered harmful or an invasion of privacy if disclosed. It may include the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, fields of study, dates of attendance, grade level, participation in officially recognized activities and sports, degrees, honors and awards achieved. The school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary pursuant to the attached opt-out form. The primary purpose of directory information is to allow the Presque Isle Academy to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets, such as for wrestling, showing weight and height of team members; Recognition of your child on the Academy's website, ex. Student of the Month (This could include a picture).

Please see the attached opt-out form at the end of this handbook that lists all uses for which the School would commonly disclose directory information. You may selectively opt your student out of having directory information disclosed for any one or more of the items on the list of uses.



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. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information: names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want The Presque Isle Academy to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within one week following enrollment or simply initial under the FERPA omission statement in the student handbook.

### **Parental rights under the protection of pupil rights amendment (PPRA)**

The Presque Isle Academy will only survey students through mail delivery. Parents will be afforded the right to have their child answer only the questions that they deem appropriate. PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
  
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the Academy or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; an
  3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Presque Isle Academy will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Presque Isle Academy will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Presque Isle Academy will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Presque Isle Academy will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

### **The Freedom of Information Act (FOIA)**

5 U.S.C. § 552, was enacted in 1966 and generally provides that: Any person has the right to request access public records or information. All agencies of the U.S. Government are required to disclose records upon receiving a written request for them. Not all records can be made available; there are nine exemptions to the FOIA that protect certain records from disclosure. A government agency can charge a fee, but it must be limited to actual duplication, mailing and clerical labor costs. The Presque Isle Academy may require a good faith deposit at the time of request. The deposit shall not exceed 1/2 of the total cost. If a request for a record is denied, written notice of the denial will be provided to the requester

within five days, or within 15 days under unusual circumstances. A failure to respond within the time limits, or a failure to respond at all, also amounts to a denial. When a request is denied, the public body must provide the requestor with a full explanation of the reasons for the denial and the requestor's right to seek judicial review. The FOIA request form can be obtained by contacting the Presque Isle Academy or a request can be sent to the attention of the FOIA Director:

Candace Sorensen  
CS3 Law PLLC  
250 Monroe Ave. NW  
Suite 400  
Grand Rapids, MI 49503  
[csorensen@cs3law.com](mailto:csorensen@cs3law.com)

### **Parent and Family Engagement Policy**

The Academy expects parents and families to engage in their child's learning. It is committed to encouraging and facilitating the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including assisting their child's learning, being actively involved in their child's education at school, serving as full partners in their child's education, and being included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

To advance this goal the Academy delegates to its Administrator the responsibility to identify the manner in which the Academy shall do all the following:

1. Involve parents/family members in the joint development of the Academy's Title I plan and school improvement plan;
2. Provide the coordination and technical assistance in planning and implementing effective parent/family involvement activities to improve student academic achievement and school performance;
3. Coordinate and integrate parent/family engagement strategies with other programs;
4. Conduct, with meaningful parent/family involvement, an annual evaluation of the content and effectiveness of the parent and family engagement policy and procedures in improving the academic quality of the Academy, including:
  - a. Identifying barriers to greater participation by parents/guardians in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
  - b. identifying the needs of parents and family members, including engaging with school personnel and teachers; and
  - c. identifying strategies to support successful school and family interactions.
5. Use evaluation findings to design strategies for more effective parent/family involvement, and, if necessary, revise this policy;
6. Involve parents/families in the activities of the Academy.
7. Provide assistance to parents/families of Title I children served by the Academy to help them understand such topics as the state's academic content standards, state student academic achievement standards, state and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their

children.

8. Provide parents/families of participating children with timely information about programs, a description and explanation of the curriculum in use at the Academy, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
9. Review this policy annually, evaluate the parent and family engagement programs and policies, and recommend revisions to the Academy Board at its annual meeting.

The Academy will make this Policy available to the local community in the school office. The Academy will hold an annual meeting to which all parents of participating children are invited and encouraged to attend. The Academy's Parent and Family Engagement Policy shall be distributed to parents at the beginning of the school year.

### **NETWORK / INTERNET ACCESS AGREEMENT FOR STUDENTS**

Please read this document carefully before signing. The signature(s) at the end of this document are legally binding and indicate(s) that the signing party(ies) has (have) read all of the terms and conditions of this policy carefully and understand(s) their significance. The purpose of this agreement is to establish guidelines for access by student to the Internet and approved electronic mail (hereinafter referred to as the "Network"). Access to the Network is provided to the student for educational purposes and to assist in advancing the curriculum and to enhance lesson plans.

In exchange for the privilege of using the Network, the undersigned agree(s) as follows:

The student and his or her parents and/or guardians acknowledge that it is not possible for the Academy to restrict access to all controversial or objectionable material on the Network.

The student and his or her parents acknowledge that the student does not have an expectation of privacy in his or her use of the Academy's Network or any part of it. The Academy reserves the right to monitor the Network, including but not limited to Internet use and approved electronic mail.

Network access is provided for educational use by the student. Use of the Network for commercial purposes unapproved web based electronic mail or other unauthorized purposes are expressly forbidden.

Network resources (Edgenuity) are intended for use exclusively by registered users. The student is responsible for the use of his/her account password and access privileges. Any problems that arise from the use of his/her account are the responsibility of the Student. Use of an account by someone other than the account holder is forbidden and may result in loss of credit, access privileges, or dismissal from the program.

The use of the Network is a privilege, which may be revoked by the Academy at any time and for any reason. Any misuse of Network access privileges may result in suspension or revocation of access privileges and/or other disciplinary action as determined by the Lead Teacher. Misuse includes but is not limited to the following;

1. Intentionally accessing or attempting to access files, data, or information without authorization.
2. Impersonating another user on the Network.
3. Activity which is detrimental to the stability and security of the Network, including but not limited to the intentional or negligent introduction of computer viruses and vandalism or abuse of hardware or software.
4. The transmission or voluntary receipt of material which would constitute a violation of federal or state law, including, but not limited to, copyrighted material; harassing, abusive, threatening, sexually explicit or obscene material; material protected as a trade secret; defamatory statement; material which would constitute an invasion of race, national origin, religion, height, weight, age and disability.
5. Use of recreational programs or communications during the school day.
6. Installing, downloading, copying or using copyrighted software without proper authority.
7. Intentionally interfering with the use of the Network by others.
8. Intentionally wasting Network resources such as disk space, printer ink or paper.
9. Unapproved web based electronic mail.
10. Disclosing personal information on other students.

The Academy does not warrant that the Network will meet any specific requirements that the student may have, that service will not be interrupted or that information obtained on the Network will be accurate or complete. **The Academy will not be liable for any direct or indirect, incidental or consequential damages (including but not limited to lost data, information or time)** sustained or incurred in connection with use of inability to use the Network by the Student. Use of the Network and any information or data obtained through the use of the Network is at the user's own risk.

The student agrees to delete messages from his or her personal mail box on a regular basis in order to avoid unnecessary use of disk space.

The student may not transfer files, shareware or other software from the Internet or electronic bulletin board services. The student will be liable to pay any costs or fees incurred as a result of any transfers without express permission from the Lead Teacher regardless of whether the transfer was intentional or accidental.

Users violating any provisions of this Network Access Agreement face disciplinary action. The Academy reserves to itself discretion to determine appropriate discipline and will consider the nature and severity of the violation. Possible disciplinary actions include:

1. Suspension or revocation of Network access.
2. Requiring additional training as a precondition to continued use of the Network.
3. Financial restitution for any unauthorized expenses or damages.
4. Confiscation of inappropriate materials.
5. Additional disciplinary action consistent with the student handbook.

In addition, the Academy may refer matters to appropriate law enforcement authorities.

Nothing herein shall be construed as providing that the Academy must find a violation of the agreement in order to suspend or revoke the access privileges of a student. Use of the Network is a privilege and not a right, and the Academy reserves discretion to suspend or revoke access privileges for any reason or for no reason.

### **Electronic Devices**

Electronic devices at school are a distraction. Therefore, the school prohibits all electronic communication devices at school unless they are powered off and turned into the office for the school day. If a student is in possession of a device during school hours, PIA reserves the right to confiscate the device. The first violation of this policy will result in the student being asked to hand over the device for the remainder of the school day. The student may retrieve the device after the school day ends. The second violation of this policy will result in school personnel confiscating the device and returning it to a parent upon request. The third violation of this policy will result in school personnel confiscating the device until the end of the school year unless the parent and student expressly agree in writing that the student will not bring any electronic devices to school again. If the student violates the agreement, further disciplinary action will be taken.

We ask that parents refrain from making cell phone calls, sending emails, text messages or instant messages to students during teaching time. As always, if you need to reach your child during the school day, you may call the Academy at (989) 733-6708.

### **Drug and Tobacco Free Environment**

The School shall maintain a drug-free, alcohol-free, and nicotine-free environment at all times. Smoking, chewing, vaping and tobacco use are prohibited throughout the building and on the premises (including building, parking lot, sidewalk, etc.) at all times. Tobacco advertising or promotion, including on clothing, is prohibited.

Students found in possession of alcohol, unauthorized controlled substances or illegal drugs (including drug paraphernalia) or found to be under the influence of such substances, shall be subject to discipline pursuant to the School Code of Conduct.

**PRESQUE ISLE ACADEMY ALTERNATIVE EDUCATION ENROLLMENT INFORMATION**

Date of Enrollment: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last First Middle Name

Date of Birth: \_\_\_\_\_  
Month / Day / Year

Place of Birth: \_\_\_\_\_

Gender:  Male  Female Social Security No: \_/ \_/ \_

**Ethnicity Code:**

- American Indian or Alaskan Native  Asian  Black/African American  
 Hispanic or Latino  Native Hawaiian  White

Native Language: \_\_\_\_\_

**Student resides in / with (check all that apply)**

- In a shelter  With more than one family  In a motel or campsite  With friends  
 In a residence with a single parent / guardian  
 In a residence with both parents/ guardians  
 In a residence with relatives or friends  
 In a residence alone with no other adults

**Other Children Who Reside in the Home:**

Last/First Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Grade \_\_\_\_\_

Last/First Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Grade \_\_\_\_\_

Last/First Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Grade \_\_\_\_\_

Last/First Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Grade \_\_\_\_\_

**Student Contact information**

Mailing Address:

\_\_\_\_\_  
Street PO Box City State Zip

Student Address (If different from above):

\_\_\_\_\_  
Street PO Box City State Zip

Student telephone \_\_\_\_\_

Student cell phone \_\_\_\_\_

Student work phone \_\_\_\_\_

Student email: \_\_\_\_\_

**Parent / guardian information**

Fathers Name: \_\_\_\_\_  Parent  Guardian

Mailing Address:

\_\_\_\_\_  
Street City State Zip

**Father's Education Level:**  completed grade 8 or less  some high school  
 high school graduate  some college  college graduate

**Labor Status:**  Employed  Unemployed

Employer: \_\_\_\_\_

Phone: \_\_\_\_\_

Father's telephone: \_\_\_\_\_

Father's cell phone: \_\_\_\_\_

Father's email: \_\_\_\_\_



**Parent / guardian information (continued)**

Mother's Name: \_\_\_\_\_ [ ] Parent [ ] Guardian

Mailing Address:

\_\_\_\_\_  
Street PO Box City State Zip

**Mother's Education Level:** [ ] completed grade 8 or less [ ] some high school  
[ ] high school graduate [ ] some college [ ] college graduate

**Labor Status:** [ ] Employed [ ] Unemployed

Employer \_\_\_\_\_ Phone: \_\_\_\_\_

Mother's telephone \_\_\_\_\_

Mother's cell phone \_\_\_\_\_

Mother's email \_\_\_\_\_

**\*PLEASE SEND ALL SCHOOL CORRESPONDENCE (MAIL) TO:**

**[ ] STUDENT ADDRESS [ ] FATHER'S ADDRESS [ ] MOTHER'S ADDRESS**

**Student Education History**

My child is currently in grade: [ ] 7 [ ] 8 [ ] 9 [ ] 10 [ ] 11 [ ] 12  
[ ] My child receives special education services [ ] my child has a 504 plan  
Handicap, Illness, Disorder:

\_\_\_\_\_  
List any special medications that are used:

\_\_\_\_\_  
Reasons for using medication:

\_\_\_\_\_  
504 accommodations: \_  
\_\_\_\_\_

[ ] My student does not qualify for any Special Education Disability:

Parent Signature: \_\_\_\_\_

Reasons for lack of success in previous school(s) (Check all that apply)

Difficulty keeping pace with the class

Reading level is low

Poor attendance

Discipline issues

Social issues / conflict with  teachers or administrators  Other students

Not challenged enough

Needs a non-traditional approach to learning

**DISCIPLINE HISTORY**

My child:  has  has not been suspended or expelled within the last twelve (12) months.

If yes, please provide the following information:

Suspending or expelling school name: \_\_\_\_\_

School principal name: \_\_\_\_\_

Reason for suspension or expulsion:

\_\_\_\_\_  
\_\_\_\_\_

Date of discipline incident: \_\_\_\_\_

Length of suspension or expulsion: \_\_\_\_\_

**STUDENT EMERGENCY RECORD AND AUTHORIZATION FOR TREATMENT**

I / We, the parent(s) or legal guardian(s) of above student, hereby delegate to the School System the authority to authorize and consent to any or all medical, surgical, dental, optical, hospital care, or treatment, in case of an emergency or while on an educational trip. Such treatment is to be rendered by, or under the jurisdiction of a duly licensed physician or dentist. The School System is fully authorized to act in accordance with best judgment in any such emergency and is absolved from any liability or financial responsibility.

Parent Signature: \_\_\_\_\_

I authorize the physician listed below to be notified and his recommendation followed in the event of serious illness or injury. I also authorize emergency transportation if school personnel deem it necessary.

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance: \_\_\_\_\_ Policy No. \_\_\_\_\_

In the event I, the parent, cannot be contacted, I authorize the below named individuals to act in my behalf with the full authority to grant permission for any medical or surgical procedure that is in the best interest of the above named child in the opinion of a physician licensed in the state of Michigan. I further authorize that if the physician or their designated assistants are unable to make any contact relative to authorization for care, that the physician is hereby authorized in an emergency situation to perform whatever acts that in his professional opinion are in the best interest of the above named child. Since medicine and surgery are not an exact science, it is acknowledged that no results can be guaranteed.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### **Medications at School**

Under the direction of the school administrator, a trained school employee may administer medication to a student as long as there is written permission of the parent/guardian and the medication is given in compliance with the instructions of a physician. Except in an emergency, the medication must be given in the presence of another adult. The school employee is held harmless from liability except in the case of gross negligence or misconduct.

Consistent with PA 51 of 2002 and the MRSC, Section 380.1178, the Presque Isle Academy hereby agrees to adopt the recommended model policy of the Michigan Department of Education regarding medication in schools.

## FERPA Student Directory Opt Out Rights

The Family Educational Rights and Privacy Act (FERPA) requires, with certain exceptions, the Academy to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. PIA may disclose appropriately designated "directory information" without consent, unless you have advised PIA to the contrary. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information can include the following types of information:

- Student's name, address and telephone number;
- Names of student's parents;
- Student's date and place of birth;
- Student's class designation (i.e. 9<sup>th</sup> grade, 10<sup>th</sup> grade, etc.);
- Student's extra-curricular participation;
- Student's achievement awards or honors;
- Student's weight and height if a member of an athletic team;
- Student's photograph;
- Previous educational institutions attended by the student;
- Student's dates of attendance;
- Name of school student currently attends;
- Student's electronic mail address;
- Student projects, artwork, web pages, and photographic or video images created by the school or students in conjunction with school sponsored activities may be used for information and/or instructional purposes including, but not limited to, video and audio playback, internet and print publication, and cable television transmission.
- Other information generally found in yearbooks.

PIA may disclose any of the above without prior written consent unless the Academy is notified to the contrary by you in writing. Any parent or legal guardian (or student if 18 years of age or an emancipated minor) is entitled to separately refuse disclosure of student directory information noted above by completing the opt out form below or by sending a copy to the Academy or by electronic mail to: [kdennis@presqueisleacademy.com](mailto:kdennis@presqueisleacademy.com). If you have any questions regarding this policy, please contact the Academy.

**PARENT/STUDENT ACKNOWLEDGEMENT OF  
THE NETWORK/INTERNET ACCESS AGREEMENT**

In consideration of the privilege of using the Network, I hereby release the Presque Isle Academy, its employees, agents and individual members of the Board of Directors from any and all claims or causes of action arising out of my use or misuse of the Network or Network equipment. In addition, I agree to indemnify PIA for any fees, expenses or damages incurred as a result of my use or misuse of the Network or Network equipment.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT'S/GUARDIAN'S PERMISSION FOR  
THE PUBLICATION OF STUDENT WORK / PICTURES**

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students and other work on an Internet accessible World Wide Web server.

My child's (my) work may be published on the Internet. Photographs of my child (me) may be published on the Internet.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT'S/GUARDIAN'S OPT-OUT  
OF DISCLOSURE OF DIRECTORY INFORMATION**

I understand that from time-to-time the school may disclose directory information for the following purposes. My initials next to one of the common uses of directory information is an indication that I do not want my student's information disclosed for this purpose:

- \_\_\_\_\_ School Directory
- \_\_\_\_\_ A playbill, showing your student's role in a drama production
- \_\_\_\_\_ The annual yearbook
- \_\_\_\_\_ Honor roll or other recognition lists
- \_\_\_\_\_ Graduation programs
- \_\_\_\_\_ Sports activity sheets
- \_\_\_\_\_ Recognition of your child on the Academy's website
- \_\_\_\_\_ Companies that manufacture class rings
- \_\_\_\_\_ Companies that publish yearbooks
- \_\_\_\_\_ Military recruiters

## PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

I (we) have received and read the Parent/Student Handbook. I (we) understand the rights and responsibilities pertaining to students and agree to support and abide by the code of conduct, rules, guidelines, procedures, and policies of the School District. I (we) also understand that this handbook supersedes all prior handbooks and other written material on the same subjects. In addition, I (we) affirm that I (we) have answered every question honestly and to the best of my ability in the Student Enrollment Information section and agree to the terms therewith.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_ -

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ -