



School Leader

Mr. John Kirk

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ACADEMY FOR BUSINESS AND TECHNOLOGY HS/MS

19625 Wood
Melvindale, MI 48122
(313) 382-3422
(313) 382-3906 Fax

Dear Parents and Students,

The administration and staff would like to welcome all students to The Academy for Business and Technology. We pledge our support to help you learn, to meet the course and credit requirements for graduation and to become a successful member of our school. We hope this handbook will be helpful in providing answers to your most immediate questions about school policies and procedures. Please refer to the Table of Contents for easy reference, and feel free to contact the school for an appointment to discuss your child's progress or any other school-related matters. It is important that you and your child read this handbook carefully. With a thorough understanding of school principles and rules, students, parents, and staff will share a common philosophy that will set the stage for a fulfilling educational experience. ***Our vision at ABT is to be an exemplary school by becoming a professional learning community involving students, parents, teachers and community in instituting education that works.***

Sincerely,

John Kirk
School Leader



Charter School Information

The Academy for Business and Technology is a free public charter school that is governed by a local board of directors and managed by The Leona Group, an exceptional management company. Funding for charter schools is provided by state monies, as determined by legislators. Charter schools are held to virtually identical laws and regulations that apply to traditional public schools. We are proud to help provide parents with the right and ability to choose the best educational environment for their children, one that not only sets high standards for educational achievement but also provides a safe, caring and nurturing environment.

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Mission Statement
Developing Inspired Learners to Become Leaders of Character in a Global Society.

School Staff Information

John Kirk, Carmen Slappy Ernie Music, Diane Robinson	School Leader/Principal <i>Asst. School Leader</i> <i>Instructional Coach</i> <i>Office Assistant</i>	Cassandra Hall, Kristen Guerra, Pamela Mains, Michelle Paden,	<i>Social Worker</i> <i>Academic Counselor</i> <i>Office Assistant</i> <i>Office Manager</i>

Katharine Kerr Stephanie Griffin Julie Dallos Cristina Mallon Jennifer Jones Robert Fite Bradley Quinn Vance Nannini Amy Gokee-Liss Cornelia Taran Ioana Timbuc Colleen Dahlman Dezirae Daniels Robert Schroeder Debra Clark Katherine Taelman Juan Rickman Damion Jackson	<i>Language Arts</i> <i>Language Arts</i> <i>Language Arts</i> <i>Language Arts (Read 180)</i> <i>Social Studies</i> <i>Social Studies</i> <i>Science</i> <i>Science</i> <i>Science</i> <i>Math</i> <i>Math</i> <i>Math</i> <i>Sixth Grade</i> <i>Math</i> <i>Lunch Coordinator</i> <i>Social Studies</i> <i>Student Support Coordinator</i> <i>LRE-Aide</i>	Mary Reinhard Josh Rose <i>Staff</i> Sarah Poloni Lisa Phillion Greg Long Bruce Ingersoll Sandra Delanie Gloria Liveoak Rochelle Jones Tywanda Dennison Juanita Ellerson Krystal Allen Donald Laird Charles Moyer Susan Danuloff Patricia Dallaire Tiffani Montcreif	<i>Spanish</i> <i>Art</i> <i>P.E./Health</i> <i>Special Education</i> <i>Special Education</i> <i>Special Education</i> <i>Business</i> <i>Business</i> <i>LRE Aide</i> <i>LRE Aide</i> <i>LRE Aide</i> <i>Writing Tutor</i> <i>LRE Aide</i> <i>Student Support</i> <i>Maintenance</i> <i>Sixth Grade</i> <i>Special Education</i> <i>LRE-Aide</i>

Highly Qualified Staff

The academy follows the requirements of federal and state laws regarding teachers and other identified classroom staff as being certified and teaching in their area of college study or having successfully completed a state test. Parents can request information on the professional qualifications and licensing of their children's teachers from the school office.



The Ten Fundamentals of ABT School

- 1. Schools organized for every student's success.** To help achieve this, we've organized small, flexible schools-within-a-school, (Departments) where teachers work with the department heads, communicating best practices, professional information, and individual student learning tendencies to tailor instruction.
- 2. A better use of time.** ABT follows a schedule that makes sense for families today, adds the equivalent of more than six years to what is now a typical K-12 academic career, and builds in more fun for the students too.
- 3. A rich and challenging curriculum.** We have designed an absorbing curriculum that provides schools and every teacher and student in them with a program of variety and possibility. The curriculum is carefully integrated to help students see the connections between knowledge and ideas and to encourage practical applications of learning.
- 4. Teaching methods that motivate.** We are committed to vital and diverse instructional strategies that encourage innovation and excitement in teaching and learning. Partnership schools are full of the sound of discussions, debate, discovery and delight.
- 5. Assessment that provides accountability.** ABT monitors student progress in many ways to help ensure that standards are met. Students participate in ABT's own core assessment system as well as state and local testing programs. ABT is accountable for student performance on all of these measures. We believe in regular, clear, understandable reporting to families and to the public.
- 6. Educators who are true professionals.** Teachers are at the heart of partnership schools. They receive the career development, resources, responsibilities and opportunities that talented professionals deserve.
- 7. Technology for an Information age.** Our plan for technology puts everyone – students, educators, and families – to work with the powerful information, communication, and learning tools available today. It prepares students for the work places of tomorrow.
- 8. A partnership with families.** ABT makes a commitment to families to keep them engaged in their children's progress. Student portfolios and quarterly meetings with teachers give family members an accurate and vivid picture of their children's accomplishments and needs.
- 9. School tailored to the community.** ABT designs about 75 percent of its schools' curricula, working with individual schools to tailor the rest of the program to the interests of each community.
- 10. The advantages of system and scale.** ABT is part of the Michigan Education System, linked by a common purpose. Every school contributes to, and benefits from an extensive curriculum and professional development network.

A person's character is their destiny.

Heraclitus



Academy for Business and Technology HS/MS
19625 Wood
Melvindale, MI 48122

SCHOOL INFORMATION

School Hours

8:00 A.M. – 3:00 P.M. (6th Grade 2:55)
Monday through Friday

Office Hours

7:00 A.M. – 4:30 P.M.
Monday through Friday

School Telephone

(313) 382-3422

School Fax

(313) 382-3906

Delayed Starts and School Closing

To learn of a late start, the school being closed due to inclement weather or any other emergency please listen for a radio announcement on WWJ950 AM News Radio or tune in to

CHANNEL 2, 4 OR 7 NEWS

**Note: Academy for Business and Technology HS/MS (ABT) is located in Wayne County
Academy for Business and Technology Elementary will be listed as ABTE**

Schedule of Class & Lunch Periods

<u>'A' Lunch –</u>	<u>'B' Lunch</u>	<u>'D' Lunch</u>
1 8:00 – 9:00	8:00 – 9:00	8:00 – 9:00
2 9:05 – 9:55	9:05 – 9:55	9:05 – 9:55
→ Lunch 10:00 – 10:20		
3 10:25 – 11:15	10:00 – 10:50	10:00 – 10:50
	→ Lunch 10:55 – 11:15	
4 11:20 – 12:10	11:20 – 12:10	10:55 – 11:45
		11:50 – 12:40
5 12:15 – 1:05	12:15 – 1:05	→ Lunch 12:45 – 1:05
6 1:10 – 2:00	1:10 – 2:00	1:10 – 2:00
7 2:05 – 3:00	2:05 – 3:00	2:05 – 3:00
<u>'C Lunch</u>		
	1 8:00 – 9:00	
	2 9:05 – 9:55	
	3 10:00 – 10:50	
	4 10:55 – 11:45	
	→ Lunch 11:50 – 12:10	
	5 12:15 – 1:05	
	6 1:10 – 2:00	
	7 2:05 – 3:00	

Graduation Requirements

Standard Curriculum 24 Credits Required

3 Business credits (½ credit of Economics)
 1 Computer credits
 4 English credits
 4 Mathematics credits
 1 Physical Education credit (1/2 credit Health)
 4 Science credits
 3 Social Studies credits
 (1/2 credit Gov./Civics, ½ credit Econ.)
 1 Foreign Language
 3 Electives*

Vocational Curriculum 24 Credits Required

2 Business credits (1/2 credit of Economics)
 1 Computer credits
 4 English credits
 3 Mathematics credits
 1 Physical Education credit (1/2 Health credit)
 3 Science credits
 3 Social Studies credits
 (1/2 credit Gov./Civics, ½ Econ.)
 1 Foreign Language
 4 Vocational Education

A math course must be taken in the senior year

Foreign Language requirement may be met in grades K-12 with documentation

***AFJROTC, Ford Partnership for Advanced Studies (PAS), Art, Computers (Online Experience)**

Science, Technology, Engineering, Math (STEM)

Note: If a student drops out of vocational education at any time, they will be responsible for completing the standard graduation requirements. An online experience is required for each graduate.

State Endorsed Diploma

Students will have the opportunity to earn a state endorsement on their diploma. Public Act 118, which establishes the state endorsed diploma, was passed by the Michigan State Legislators and signed by the Governor. The purpose of the state endorsed diploma is to assure that all students have attained specific outcomes in reading, mathematics, science, and writing at acceptable levels. In order to achieve the state endorsed diploma, students must achieve a level 1, 2, or 3 on each of the four MEAP tested areas. During the fall and spring, students will have the opportunity to retake any section needed to be endorsed. The class of 2012 will require 40 hours of community service.

CLASS PLACEMENT

A student's placement will be determined as follows:

Freshman.....0-5.5 credits
 Sophomore.....6-11.5 credits
 Junior.....12-16.5 credits
 Senior.....17 or more credits

<http://www.abtmelvindale.com/>



Academy for Business and Technology HS/MS

Getting to Know Us Essential Information About Our School

Equal Opportunity

The Academy for Business and Technology supports the principle that all persons are entitled to equal education and employment opportunities without regard to race, religion, color, gender, age, disability, limited English proficiency or national origin. **The Title IX compliance officer is Carmen Slappy.** They may be reached by calling the main office.

Report Cards

The student school year is divided into 4 marking periods of 10 weeks each, with report cards issued at the end of each one. At the conclusion of each semester, report cards will include final examination grades. Course credit is determined by semester grades.

Attendance

To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all classes. Class attendance is necessary for learning and academic achievement; as well as for developing the habits and responsibilities of punctuality, dependability, and self-discipline. (See Attendance Policy under discipline code for more detailed information.)

Student Responsibility

Good attendance is the responsibility of every student. Further, it is the student's responsibility to arrange to complete missed assignments.

Parent Responsibility

Parents are required to notify the office by telephone within 24 hours to excuse an absence. Calls can be received 24 hours a day and on weekends by calling **(313) 382-3422**. Absences will not be excused after 24 hours.

- **Excused Absences.** All prearranged, authorized, and illness-related absences will be treated as excused absences. Excused absences must be verified by a telephone call or note from a parent or legal guardian to the registrar's office by 10:00 A.M. the day of each absence. The registrar's phone number is (313) 299-1550.
- **Unexcused Absences.** Any absence for which the parent/guardian has not notified the school will be considered unexcused. Parents will receive a call for all unexcused absences.
- **Late Arrivals.** Students who arrive late to school **must** report to the office to sign in. Students are tardy if they are not in the classroom when the final bell rings at 8:00 A.M. **Students may be marked absent after the first 20 min. of the class period.** Parental assistance in making sure students arrive on time for school is required and appreciated.

Assessment

Student progress is reported on the Student Report Card and during Parent/Teacher Conferences. Parents must make every attempt to attend all scheduled P/T conferences. Additionally parents may request a conference with a teacher at anytime during the school year. Students are administered Study Island and SCANTRON assessment test throughout the year to determine performance levels in core subjects. The Michigan Educational Assessment Program (MEAP) and Michigan Merit Exam (MME/ACT), are given during state mandated times of the year.

Application

Verification of age and place of birth must be submitted when a student applies at Academy for Business and Technology HS/MS. Any one of the following forms will be accepted: Birth Certificate, Baptismal Record, Passport (showing date of birth), or Alien Registration Card. In addition, an up-to-date record of immunizations must be provided.

Basic Emergency Procedures

Fire Drill Procedure:

A minimum of 6 whole-school practice fire drills and 2 school lockdown drills are held during the school year. The School Leader, Assistant School Leader, and the City Fire and Police Departments coordinate our school safety program. **See lock down procedures on page 35.**

All students should take these drills very seriously and follow the instructions of their teachers. Everyone **must** exit the building during a fire drill and **not** return until they hear the all-clear bell. Fire drills may occur anytime during school hours. Classroom teachers will spend time discussing and rehearsing fire and lock down drill procedures.

- Students should walk to the classroom door and quickly form a line.
- The teacher should lead the group from the building using the assigned stairway and/or exit.
- Talking or running is not permitted. Students should follow the person directly in front of them and carefully listen to and follow directions given by the teacher.
- Students should proceed to a safe place outside as directed by their teacher.
- No one should re-enter the building until the all-clear bell has sounded.
- After the all-clear bell, students are to follow the directions of their teacher and return to their classrooms in a quiet and orderly manner.

Students who are not able to walk, or need assistance, will be assisted by their classroom teacher, or the nearest available adult.

Civil Defense Procedures/Severe Weather

- All students will go to their designated area in the building.
- Students will sit on the floor with their heads protected and away from entries and windows.
- Students will remain quiet, and in sheltered areas until the all-clear bell has sounded.
- After the all-clear bell, students are to follow the directions of the teacher and return to their classrooms in a quiet and orderly manner.
- Parents are requested to not telephone the school when a tornado is in effect. It is imperative that school lines are open at this time for official calls.

Code of Conduct

All students and parents are responsible for the information contained in this Academy for Business and Technology HS/MS Handbook. The Code of Conduct applies before, during and after school: When a student is at school, when a student's conduct has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school staff, or when a student is using school telecommunications, accounts or other district services.

Newsletters

A monthly newsletter will be published and put on the website or mailed home to keep parents informed of school and classroom activities. This newsletter will be available during the first week of the month.

Communication

Academy for Business and Technology HS/MS is committed to promoting communication between the teaching staff and parents. Please call the school with any questions or concerns you may have. Listed below are some of the formal ways that the school stays in contact with parents:

- **Annual Open House, School Visits.** Parents are always welcome to visit the school. However, all visitors must sign in at the office and obtain a visitor's pass for security reasons. Any arrangements to observe a classroom must be made with the classroom teacher in advance. If a parent wishes to conference with a classroom teacher, an appointment must be made first.
- **Parent/Teacher/Student Conferences.** Each family will meet with his/her child's teacher to review expectations and discuss the student's academic development.

Confidentiality

Laws involving privacy and confidentiality prohibit the school from divulging student names, addresses, and telephone numbers.

Curriculum

- **Student Standards.** The ABT has established high academic standards and clear instructional objectives, which provide the basic curriculum framework for the instructional program. The curriculum is built around five domains – humanities and the arts, mathematics and science, character and ethics, practical arts and skills, and health and fitness.
- **Core Curriculum.** ABT uses a core curriculum consisting of KC4 for middle school and the Michigan Merit Curriculum for high school, both reflective of national standards, including common instructional programs such as:
 - Reading/Language Arts (Scholastic Reading Index, READ180, Writing Enrichment)
 - Scantron for high school and Study Island for middle school provide immediate online assessment.
 - Math (Sylvan Math Prep)
- **Curriculum Integration.** At ABT schools, all subject areas are linked to provide hands-on, real life experiences within the entire school community.
- **"The Greats".** By weaving the study of great people, ideas, events, and problems throughout the curriculum, ABT makes learning vivid, interesting, and relevant to students' lives.
- **Multiple Forms of Instruction.** Direct instruction, cooperative learning, project-based learning, and other forms of instruction provide responsive, varied learning situations to meet the needs of students. Promethean ActiveBoards are in all classroom to enhance instructional variety.

Dress Code

Academy for Business and Technology HS/MS is a special place where students come to learn. It is expected that all students will adhere to the Academy for Business and Technology HS/MS's expectations of dress. In addition to ensuring a safe learning environment for all, students are able to focus on the importance of who they are and not how they look.

Students must wear a collared white, black, or navy dress or polo style shirt (long or short sleeve), and either navy blue or black pants. Any other color trousers are unacceptable. Students **may not** wear overalls, **or denim (jeans) of any type**. Undershirts must be white, black or navy. Students may they have stripes, plaids or any writing or print on their shirts (Small brand emblem or ABT emblem is OK) or trousers. Cargo pockets or patch pockets cannot be worn. All shorts, skirts, skorts and jumpers must reach past the fingertips in length.

Students may wear a navy blue sweater in the form of a cardigan, pull over crew neck or v-neck style. ABT sweatshirts may be worn. Hoods must be removed when entering the school building. Students must wear their collared polo shirt underneath the sweater or sweatshirt with the collar showing. **Shirts must be tucked into trousers and a belt worn at all times while at school. Sagging trousers are prohibited at ABT. Long Tees, if worn under the polo shirt, must be tucked into trousers.**

No hats, bandanas, scarves (doo-rags) or excessive jewelry is allowed. Hair must be maintained in a business like style. Hair adornments are restricted to: barrettes, scrunches, and/or pony tail holders for girls. Boy's hair should not be touching the collar. Corn-rows must be neatly braided, without any adornments. No designs are allowed to be razor cut in the hair.

Fridays Only: Students are allowed to wear GATOR or team apparel.

In order to create a learning environment that promotes academic excellence, the school reserves the right to make judgments regarding the appropriateness of a student's appearance. Any choice that creates a disturbance within the school or that negatively impacts the learning environment will not be permitted. **In the event a student violates the dress code his/her parent will be called and asked to bring the proper attire for their son/daughter. The student will not be allowed to return to class until they are dressed appropriately.**

"Gym" Clothes – All students are required to wear appropriate clothing for physical education as determined by the PE Instructor.

Lost and Found – Personal belongings of students are taken to the main office when the owner cannot be identified. **Items remaining at the end of each quarter will be donated to a worthy organization.**

Field Trips

Classroom teachers may plan field trips for a specific educational purpose. In order to participate, the students must have a field trip permission slip completed and signed by the parent.

If, for any reason, a parent does not wish his/her child to participate, arrangements will be made for the student to remain at school with another class.

Note: Students are required to adhere to the school dress code while on field trips unless there is a policy exception from the School Leader.

Student may be excluded from participation in Field Trips at the discretion of the classroom teacher.

Homework

The Academy for Business and Technology HS/MS believes that students should extend their school experiences through skill reinforcement and enrichment activities both at home and in the community. Homework assignments provide:

- Enrichment of a student's background in a particular subject
- Meaningful practice to improve skills
- An opportunity to become interested in new subjects and ideas

Homework is assigned as determined by the teacher. Parents are asked to please assist their students as needed.

Make-Up Work: Students are responsible for making sure that they secure all assignments missed due to absence, and that all work and assignments are completed and turned in promptly.

<http://www.abtmelvindale.com/>

Library/Technology

Library/Media Center – School staff will manage electronic, print, video, and other traditional and non-traditional information resources and help individuals within the school to retrieve and organize information. The instructional materials housed in the school library enrich the education of students; improve research skill; and help teachers to individualize instruction.

Parents are asked to encourage their children to use the library services provided for them, and to spend time reading each day. Books and other materials, such as magazines and reference articles, are available for both classroom and personal use.

Students are expected to respect the right of all students to a quiet work place, and to take good care of library materials. Students are responsible for damaged or lost materials.

Technology as a Second Language – The TSL curriculum/philosophy builds a community culture regarding technology use where technology truly becomes a second language. The TSL Director's primary role is to build the capacity among the members of the school community to use technology to do their important everyday work.

Lockers

Lockers will be assigned as needed. It is the responsibility of the student to keep the assigned locker clean and neat inside and out. To prevent items from being stolen, the locker combination should not be shared with other students. **The cost to replace a lost or stolen lock is \$5.00.**

Lunch Program

It is the responsibility of the parent and student to see that the student has a lunch or lunch money. Pre-payments will be accepted on a daily basis. Checks are to be made payable to Academy for Business and Technology HS/MS. If your child does not qualify for free lunch, ABT will not assume financial responsibility for providing lunch. Free and Reduced lunch forms are available in the office. **ABT has a closed campus lunch policy.** Students are not allowed to leave campus for lunch unless their parent has checked them out through the office. Due to our contract with the Archdioceses of Detroit Food Service students are not permitted to eat fast food products in the cafeteria.

Applications for participation in the free and reduced lunch program are sent home at the beginning of the school year and are available in the office throughout the school year.

Lunch Periods are 25 minutes long for all students. Prices are as follow:

- Student Lunches \$2.55 per meal
- Student Milk/Juice \$0.60 per carton

Lunchroom Rules and Procedures

1. Students are expected to promptly follow directions given by adults in the lunchroom
2. Cafeteria privileges are subject to responsible behavior on the part of the students, and may be lost if abused
3. Students must get in the lunch line or sit down when they enter the lunchroom.
4. Students leaving the cafeteria must remain in the designated area outside or in the main building.
5. Each student is responsible for the cleanliness of the space at which he/she was seated during mealtime.
6. Students should conduct themselves in an orderly manner.

Money and Other Valuables

Students should not bring money, property, or other valuables to school, except to buy milk, snacks, breakfast, and lunch. If money is required for other reasons, students and parents will be notified. **The school will not assume responsibility for lost or stolen money or property.**

Parent and Community Involvement

Parent involvement is of the utmost importance at Academy for Business and Technology HS/MS, and it is recognized that parents are eager to participate fully as the first and continuing teachers of their children.

At Academy for Business and Technology HS/MS it is believed that what a parent does at home to support the student's education represents the most important aspect of parent involvement. Examples are:

- Checking homework for completion and understanding
- Conversing about the student's day at school
- Participating in school assignments that involve the family
- Taking family field trips
- Talking about the parent's personal educational experiences in a positive way, and sharing hopes for the student's continued growth in learning

We encourage you to get to know the student's teachers.

PA- Parent Association – An elected representative parent group that exists for the primary purpose of helping the School Leader determine appropriate programs.

Volunteers – Academy for Business and Technology HS/MS welcomes parents and others to work with the school as volunteers.

Progress Reports

Progress reports are issued once each quarter.

Special Education Services (SES)

Academy for Business and Technology HS/MS is committed to a program of responsible inclusion for students with special needs. Special education teachers work with the general education teacher and special students within the regular classroom and also in a separate setting when that is most appropriate. SES staff regularly reviews each student's level of service and monitors their progress. Procedures for making referrals, conducting evaluations, communicating with families, writing and reviewing Individual Education Plans (IEP's), maintaining student records, and reporting progress are managed by the special education coordinator.

Gifted Students – Academy for Business and Technology HS/MS sets high standards for all students. Multi-age grouping and a challenging curriculum help teachers address the special needs of gifted students. The project based nature of intensives (school-wide thematic projects that cover an extended period of time), and other project based instruction give children opportunity to tackle more challenging work.

Solicitation

Academy for Business and Technology HS/MS regulations prohibit solicitation on school grounds during school hours or by individual students or staff for membership in, contribution to, or purchases in support of any charitable organization, which has not been sanctioned by the School Leader.

Student Health and Records

Accident – If a student has an accident on school grounds their parent or guardian will be notified.

Immunizations – State law requires immunizations for all students. It is imperative that parents retain immunization records.

In case of Illness – The student must receive a pass from the teacher before going to the school office. It will then be determined whether the student should rest, return to class, or be sent home. If the student needs to go home, parents will be called to pick up their child.

Medication – Students who need to take prescription drugs or over the counter medicine while in school are required to provide the office with a note from the attending physician. There is a form that is to be completed by the parent and physician, which can be picked up from the office. The medication must be in the labeled container received from the pharmacy, indicating the dosage and time to be given. Inhalers must be kept in the office unless there is a physician's note on file.

NOTE: Aspirin may not be given by anyone on the school staff.

Child Abuse

State law requires school personnel only to report, not investigate, suspected abuse or neglect to the appropriate law enforcement agency. Failing to do so is a Class B misdemeanor.

Rights of Homeless Children and Youth

According to the Kinney-Vento Homeless Assistance Act, children who are homeless have the right to attend school, to have access to comparable services and to be treated with respect. Assistance for families in homeless situations is available from the school office/homeless liaison and by calling the National Center for Homeless Education, 1.800.308.2145.

Armed Forces Recruiting

The academy must provide to official armed forces recruiters at least the same access to high school students as college and job recruiters. If you do not want your child's name, address or telephone number released upon request to military recruiters during the school year, you must notify the school in writing by September 30.

Emergency Care

In case of an emergency involving your child, it is the policy of the school to render first aid treatment while contacting the parents for further instruction. Only after reasonable efforts to reach parents without success will we call a doctor, and only in extreme cases will your child be taken to a hospital or 911 contacted. Parents must provide up-to-date home, work and emergency contact phone numbers to assist us in contacting you.

Staff training in blood-borne pathogens

The staff receives yearly training, as required by state law, in dealing with incidents that involve blood. Guidelines have been developed regarding safe custodial procedures.

Preparedness for hazards

The school complies with all laws to protect students and staff from hazards that may result from accidents or from asbestos materials used in previous construction. A copy of the school's preparedness policy and asbestos management plan are in the school office and available upon request.

Pest Management

The school is committed to providing students and staff with a safe environment. The academy incorporates state Integrated Pest Management procedures for the control of pests. A schedule of pest treatment applications, which may include written notification prior to any application, is provided to parents and staff according to state regulations.

Student Records

Student school records are provided and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time he/she enters the school until the student withdraws or graduates. This record moves with the student from school to school. Discipline referrals are part of this record.

Change of Name/Address/Phone Numbers – Notify the school immediately when a change of address or telephone number occurs. It is very important that the school has accurate information in their database. There is a form in the office to complete for any changes in student information. When a student's legal name is to be changed, a **court order** showing the change must be submitted to the school for necessary recording and for a revision of the student's records.

Telephone Usage

Valuable instruction time is wasted when students are excused to either answer a call from home or to place a call home. The following guidelines are in effect regarding the use of telephones by students.

- All outgoing calls by students can only be made with teacher permission and can only be made on an emergency basis

If a teacher feels that a call home is an absolute necessity, he/she will send the student to the main office. **All phone calls must be made from the main office.**

- Calls home for lunch, field trip permission forms, homework, and requests to spend the night with friends are not generally considered emergencies.
- Students are not permitted to answer classroom telephones

Transfers and Withdrawals

The school office must be notified of the date of transfer, the student's new school, and the last day the student will be attending this school as soon as possible. All textbooks and library books must be returned and all fees paid at the time of transfer/withdrawal. School records are furnished upon request from the new school.

Truancy

Children are required by law to attend school until they are sixteen years of age. "Habitual Truancy" is defined as more than four days of unexcused absence in any one month, or ten days of unexcused absences during the school year.

Visitors

Visitors must always report to the main office when entering the school building unless they are attending a school event, which is open to the public. Children who accompany adults must be properly supervised. The children may not walk around the building, or use lavatories without adult supervision. During the first week, or partial week of school, parents may accompany their children (students) to the classroom.

All visitors will be required to wear appropriate identification that will be issued in the main office. Please understand that identifying the adults who enter the school building is a primary factor in assuring the safety of the students.

Waiting List/Student Selection Process

If a waiting list is required, it will remain active until February 15, 2011.

Student Selection Process – Once the school has reached capacity, students whose applications were submitted by the established deadline date will be selected for admission by random lottery. Applications received after the deadline date once the school has reached full enrollment will be added to the official waiting list in the order in which they are received.

School Parking

Parents visiting the school should park in the west parking lot and enter through the library or cafeteria doors, then report directly to the main office.

Students must park in the north area of the west parking lot in the designated student parking area.

STUDENT CODE OF CONDUCT

STUDENT CONDUCT AND DISCIPLINE POLICY

Philosophy of Discipline

We live in a world that calls for rules and regulations. No society, organization, group, or individual can operate successfully without them; and schools are no exception.

The responsibility for discipline begins at home. It is the parents/guardians who must provide the necessary training to help their child to function effectively in the world. The school is a continuation of that training, and we want to reinforce what the child is learning at home. To this end we attempt to work in cooperation with the parent/guardian to create this consistency between home and school. Therefore, the parent/guardian should be aware of and reinforce school rules and policies. Cooperation between home and school is essential. School personnel are responsible for maintaining proper discipline in all school settings: classrooms, lunchroom, hallways, etc. It is essential that teachers and staff members maintain order to provide each child with the appropriate learning environment.

Academy for Business & Technology Middle School has implemented an Anti-Bullying Initiative and Positive Behavior Support program to help address bullying and harassment as well as other problem behaviors among middle school students. Middle school students will have the opportunity to earn rewards for demonstrating respectful and responsible behaviors in addition to receiving consequences for various problem behaviors. The goal of the Academy for Business & Technology Middle School is to increase positive behaviors among students and decrease negative problem behaviors in effort to ensure that ABT is a safe learning environment for everyone.

THE CODE OF CONDUCT IS IN FORCE

- On school property at all times
- At all school sponsored, approved events, or activities on or off campus
- In a motor vehicle being used for a school related purpose
- 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 staff.

Academy Discipline Policy

The following consequences for student behavior are not administered as punishment, but as a method to encourage students to see that their choices of behavior have consequences. It is not the staff at ABT who chooses the disciplinary actions taken. This choice is the student's alone, based on his/her actions.

Disciplinary Procedure: Actions and Recommendations

There are several types of disciplinary actions taken when a student violates school policy. The school policies have been adopted by the ABT Board of Directors to ensure a safe environment conducive to learning. School policies in their entirety may be reviewed in the board office and are reflected in this handbook. The following actions have a range of penalties. Administration has the right and a responsibility to invoke any of the following disciplinary measures necessary to ensure the positive operation of the school. A disciplinary report will be sent to a parent/guardian when a formal disciplinary consequence is taken. The exception will be the classroom teacher's discipline, which may result in a phone call from the student's teacher.

Warnings. Any authorized school personnel witnessing the infraction can give these warnings.

Classroom Teacher's Discipline Guidelines. These guidelines will be actions the classroom teacher feels are necessary to encourage the student to decide against similar misbehavior in the future. They include, but are not limited to:

- Step 1 Remind and Redirect (This includes a verbal and nonverbal warning)
- Step 2 Language of Choice (Choice, Pick, Decide)
- Step 3 Re-include student
- Step 4 Phone call home
- Step 5 Buddy teacher and parent conference

Discipline Slip. This is a formal means of communication home, written to make a parent aware of his/her student's behavior at school. A Discipline Slip will have a set consequence following the sequences laid out for each violation.

Peer Mediation. An opportunity to sit face-to-face and talk, uninterrupted, so each view of the dispute is heard. After the problem is defined, possible solutions are created and then evaluated. When an agreement is reached, a commitment to a plan of action is obtained.

SCHOOL LEADER (Principal)/ASSISTANT SCHOOL LEADER (Assistant Principal) DISCRETION
The School Leader/Assistant School Leader reserves the right to use his/her judgment as to the circumstances and severity of the behavior when setting the consequences for any infraction.

DETENTION POLICY

Academy for Business and Technology HS/MS operates a detention system whereby students who have violated acceptable procedure and behavior norms will be able to redeem themselves via "the make-up of time".

The purpose of this system is to permit students the opportunity to spend time in a controlled study situation. It is very important that the school and parents work together to help the students learn the proper behavior and that students have certain consequences for inappropriate behavior. Administrators can issue detentions and the student must serve them when they are assigned. Most detentions will be served during the lunch period. If the detention is to be served after school, the parent will be notified the day prior to the scheduled detention.

DETENTION GUIDELINES

- ✓ Length of detentions will be determined by an Administrator.
- ✓ All students who are to serve Detention(s) will report to the Detention room at the time(s) assigned. Work, athletics, or other extracurricular activities are not considered acceptable excuses for failure to serve an assigned detention.
- ✓ Students are required to bring study materials with them to work on during detention.
- ✓ Students are to sit where assigned. The supervisor must authorize exceptions.
- ✓ **Absolutely no talking** is to take place during the detention period, nor will the students be allowed to place their heads down or sleep.
- ✓ Students who communicate in any way, pass materials of any kind, do not appear to keep busy, eat candy or food of any kind, or put their heads down will be warned. A second violation for any offense will result in dismissal with no credit being given for the time spent. Students who are caught sleeping will be dismissed without warning.
- ✓ Failure to serve 3 detentions will result in one (1) day of Out-of-School Suspension (OSS)

IN-SCHOOL SUSPENSION (if available)

In-School Suspension is the separation of a student from the general population for a period of time.

- ✓ Full credit may be earned in classes missed
- ✓ Schoolwork must be completed in ISS and given to the ISS supervisor for return to the individual teacher
- ✓ If a student is removed from ISS or commits other violations as outlined in the Student Handbook, he/she will not receive credit. The student will get a zero for his/her work, and all subsequent days become Out-of-School Suspension days with no credit for any work
- ✓ Students serving ISS can not participate in any school activity on the day suspension is served ending at 12:00 midnight

OUT-OF-SCHOOL SUSPENSION

Suspension separates a student from school for a period not to exceed ten (10) school days. The authority to suspend rests with the School Leader/Assistant School Leader and may be delegated to his/her assistants at the administrative level. During a suspension, a student may not attend school or any school function for a specified period of time.

Work may not be made up for credit; however, it may be turned in for evaluation of student understanding. The work must be submitted the day of return.

EXTENDED SUSPENSION

Extended suspension is the separation of a student from school for a period of more than ten (10) days. The administration shall recommend cases for extended suspension to the Board of Directors of Academy for Business and Technology HS/MS for official board action.

PERSISTENT DISOBEDIENCE

When a student reaches twenty (20) days of suspension for the school year, he/she may be recommended for expulsion to Academy for Business and Technology HS/MS's Board of Directors. At the tenth and fifteenth day parents will be notified.

EXPULSION

Expulsion is the permanent separation of a student from school. The administration shall recommend cases for expulsion to the ABT Board of Directors for action. Any student who accumulates a combined total of twenty (20) days or more of In-School or Out-of-School suspension may have his/her name recommended to the Board of Directors for Academy for Business and Technology HS/MS for the purpose of expulsion. Parents will be notified when the student has accumulated a total of ten and fifteen days. The authority to expel rests solely with the ABT Board of Directors.

SUSPENSION AND EXPULSION RULES

School administrators are authorized by the ABT Board of Directors to suspend a student for committing a gross misdemeanor or for engaging in persistent disobedience. Suspension for longer than ten (10) student attendance days may be imposed only by action of the ABT Board of Directors. A student may be suspended by the school administrator while charges and a recommendation for expulsion or suspension for longer than ten (10) school attendance days is pending before the ABT Board of Directors unless otherwise limited by these procedures and/or requirements of the law.

Suspension for Less Than Ten (10) School Days

When a school administrator determines that a student has committed a gross misdemeanor or has engaged in persistent disobedience which justifies a suspension of the student from school for a period of ten (10) days or less, the student and parent shall be informed of the charges in writing, by the responsible administrator and provide an opportunity to respond to the charges prior to the imposition of any suspension. If the student denies the allegations, the school administrator shall explain to the student the evidence against him/her and allow the student an opportunity to present his/her explanation of the incident. If under the circumstances immediate exclusion of the student from school is necessary because the student's presence endangers persons or property and/or threatens disruption of the academic process, the opportunity for the student to meet with the administrator and respond to the charges shall be provided promptly following such exclusion. The administrator may specify that the suspension is one pending a formal hearing before the ABT Board of Directors upon recommendation for expulsion or suspension longer than ten (10) days.

Should the school administrator determine that there is justification to suspend the student, the student will be informed of that decision and, in the case of minor student an immediate attempt will be made to contact the parent or guardian of the student and provide verbal notice of such decision.

The building administrator shall promptly provide written confirmation of the decision to suspend to the parent or guardian of the student. This notice is to include the length of the suspension and any special conditions relating to the suspension, and the right of the parent or guardian to appeal the suspension.

The parent and/or guardian may appeal the suspension to the School Leader or his/her designee only after discussion with the school administrator imposing the suspension. Any such appeal must be initiated within twenty-four (24) hours following the discussion with the school administrator imposing the suspension. **THE APPEAL PROCESS STOPS WITH THE SCHOOL LEADER.**

Expulsion and Suspension for More Than Ten (10) School Days

When a school administrator believes that a student has committed a gross misdemeanor or has engaged in persistent disobedience justifying a recommendation for expulsion or suspension for a period of time exceeding ten (10) school days, the recommendation shall be forwarded to the School Leader for review and presentation to the ABT Board of Directors. The school administrator may suspend the student from school pending a hearing and determination within ten (10) school attendance days by the ABT Board of Directors if the school administrator first determines that the student's continued presence endangers persons or property and/or threatens disruption of the academic process.

Disabled Students

Although disabled students are covered by the provisions of this Student Code of Conduct, the time limitations set forth in the due process procedures may be temporarily suspended or enlarged by the Board to assure compliance with Federal and State Laws governing the discipline of disabled students.

DISCIPLINE VIOLATIONS AND CONSEQUENCES

It is not possible, nor is it intended, to identify all infractions that may occur. What follows is a list of certain violations and disciplinary results.

1. Attendance and Truancy

Attendance is a high priority at ABT. Student achievement and attendance are directly correlated.

The State of Michigan has a Compulsory Education Law (MCLA 380.1561), which makes it the responsibility of the parents or guardians for a child to see that any child up to age 16 attends school properly equipped to participate in the school activities. The child's attendance must be continuous and consecutive for the school year.

Violations of this law occur "if a child is repeatedly absent from school without valid excuse." This can include a pattern of tardiness, early dismissal or a pattern of absences.

Excused absences, tardies and early dismissals may include the following reasons:

- Medical or dental treatment, exam, recuperation
- Personal illness
- Death in the family (Please provide obituary or funeral program)
- Serious illness in immediate family
- Educational experience. (The School Leader considers circumstances or conditions that may benefit a pupil as a reasonable educational experience)
- Pre-approved absence by school administrator before the child is absent
- Religious observances

Unexcused absences, tardies, early dismissals include:

- Absence, tardies and early dismissals that do not meet the guidelines for excused absence, tardies and early dismissal
- A note from a parent or guardian is also required for unexcused absences, tardies and early dismissals

Parental requests excusing their child from school for reasons not included above (i.e. to get a haircut, go shopping or not stating a specific reason) are unexcused. Excuses that a student "overslept" are also unacceptable and will constitute an unexcused absence or tardiness. *Students are expected to attend school until the end of the school year. Students failing to attend the last two weeks of the school year shall lose their seat for the upcoming school year unless there is a documented medical or family emergency.*

ABT's Attendance Policy states:

Absences:

- After five absences a letter is sent home by the classroom teacher
- After ten absences a letter is sent home by the main office
- If the student is absent again, the student will be required to conference with the administrator before the student reaches the 15th absence.
- After the 30th absence the student may or may not be recommended for passing a class or promotion.

Late Arrivals and Early Dismissals:

In order to benefit from the educational program of ABT it is necessary that a student be in attendance throughout the school day. However, from time to time compelling circumstances require that a student be late to school or dismissed before the end of the day.

Written notice is required upon tardiness or early dismissal of the student, which shall state the reason for the tardiness or the early dismissal.

- Initial attempts to modify a student's tardiness will be handled by the teacher
- After five tardies or early dismissals a letter is sent home by the classroom teacher
- After ten tardies or early dismissals a letter is sent home by the Student Support Manager
- If the student is tardy or picked up early again, the student will be required to conference with an Administrator before the student reaches the 15th tardy or early dismissal

Intermediate School District Referral:

After the 15th absence, the student shall be referred to Wayne Intermediate School District at the discretion of administration based on individual case circumstances.

2. ABT's Board Policy Dress Code states:

Academy for Business and Technology HS/MS is a special place where students come to learn. In order to focus on the content of character and not the outward appearance of each student, it is expected that all students will adhere to the Academy for Business and Technology HS/MS's expectations of dress. In addition to ensuring a safe learning environment for all, students are able to focus on the importance of who they are and not how they look.

Students must wear a collared white, gray, navy or black dress or polo style shirt (long or short sleeve), and either navy blue, black or khaki color pants. Any other color trousers are unacceptable. ABT school clothing may be worn. Students **may not** overalls, or denim of any type. Nor may they have logos, stripes, or any writing or print on their shirts (ABT emblem is OK) or trousers. All shorts, skirts, skorts and jumpers must reach past the fingertips in length.

Students may wear a navy blue sweater in the form of a cardigan, pull over crew neck or v-neck style. ABT sweatshirts may be worn. Hats and hoods must be removed when entering the school building. Students must wear their collared polo shirt underneath the sweater or sweatshirt with the collar showing. **If a belt is not worn trousers must not be worn below the waist (sagged). Students will be suspended for sagging and removed permanently if the problem persists. Long Tees, if worn under the polo shirt, must be tucked into trousers.**

No hats, bandanas, scarves (doo-rags) or excessive jewelry is allowed. Hair must be maintained in a business like style. Hair adornments are restricted to: barrettes, scrunches, and/or pony tail holders for girls. Boy's hair should not be touching the collar. Corn-rows must be neatly braided, without any adornments. No designs are allowed to be razor cut in the hair.

Predominately red shoes are not allowed. Please note that socks (nylons/tights for girls) must be worn with all shoes. Snow boots, coats, and hats will be removed upon entry in to the building. Students will not be permitted to wear open toed shoes.

In order to create a learning environment that promotes academic excellence, the school reserves the right to make judgments regarding the appropriateness of a student's appearance. Any choice that creates a disturbance within the school or that negatively impacts the learning environment will not be permitted. In the event a student violates the

dress code his/her parent will be called and asked to bring the proper attire for their son/daughter. The student will not be allowed to return to class until they are dressed appropriately.

Teachers will refer students to the administration upon violation of the School Dress Code.

First Occurrence: Change immediately or be sent home to do so, discipline slip, and Parent Notification
All Other Occurrences: Change immediately or be sent home to do so and **student will not be permitted to attend classes until adhering to the dress code.** Parent Notification.

***If the administrator is unable to notify the parent of the dress code violation, the student is expected to notify the parent of the violation.**

3. Lockers

Students are expected to maintain and use their assigned locker/storage spaces appropriately. Lockers or storage spaces are the property of Academy for Business and Technology HS/MS, to be loaned to students for their use in storing personal belongings and instructional materials. Academy for Business and Technology HS/MS retains exclusive control of the lockers and periodic general locker inspection may be conducted for any reason at any time without notice or consent or a search warrant. Students have no right to expect privacy regarding the contents of lockers.

4. Electronic Devices

Electronic devices such as, but not limited to: cell phones, MP-3 players, compact disc players and laser devices **are not allowed in school. The school will not assume responsibility for lost or stolen electronic devices, including cell phones, under any circumstances.**

First Occurrence: Conference/confiscation/return item
Second Occurrence: Conference/confiscation/return item at the end of the academic year

5. Book/Gym/Duffel Bags/Coats/Jackets/Purses

When entering the school, students should place all book bags, duffel bags, coats, purses and any other such items in their locker.

Classroom teacher's discipline

First Offense: Discipline Slip, Parent Notification
Second Offense: One (1) day In-School Suspension, Parent Notification
Third Offense: One (1) day suspension, Parent Notification
Fourth Offense: Two (2) days suspension, Parent Notification
All Other Occurrences: Three (3) days suspension, Parent Conference

6. Violations of Building's Rules and Regulations

A student shall not commit or participate in any conduct or act prohibited by Academy for Business and Technology HS/MS rules and regulations.

Penalty – Administrative intervention to expulsion.

Failure to follow hallway and lunchroom procedures will result in the following:

First Occurrence: One (1) detention, Parent Notification
Second Occurrence: One (1) day in-school suspension, Parent Notification
Third Occurrence: Two (2) day in-school suspension, Parent Notification
All Other Occurrences: Five (5) days suspension, Parent Notification

7. Closed Campus Policy Violation

Under closed campus policy, students are to remain on campus for the entire school day unless leaving for reasons of illness, appointments, etc. Students are to immediately enter the building upon arrival. Upon dismissal students are to leave school unless they have proper authorization to stay. Students must check out in the School Leader's office for early dismissals. Students who are referred for violation of this procedure will be subject to the following disciplinary action:

<u>First Occurrence:</u>	One (1) day suspension, Parent Notification
<u>Second Occurrence:</u>	Three (3) days suspension, Parent Notification
<u>Third Occurrence:</u>	Five (5) days suspension, Parent Notification

8. Trespass and Loitering

A student shall not be on school property or in a school building except to participate in the educational process of the school, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

<u>First Occurrence:</u>	One (1) day in-school-suspension, Parent Notification
<u>Second Occurrence:</u>	One (1) day suspension, Parent Notification
<u>All Other Occurrences:</u>	Three (3) days suspension, Parent Notification

9. Food/Drinks/Gum Chewing

Food and candy are only allowed in the cafeteria or at staff supervised activities. Gum is not allowed in the building. Failure to comply may result in the following disciplinary action being taken:

<u>First Offense:</u>	One (1) detention, Parent Notification
<u>Second Offense:</u>	Three (3) detentions, Parent Notification
<u>All Other Occurrences:</u>	Two (2) days In-School Suspension, Parent Notification

10. In the Hallways During Scheduled Class Time

<u>First Offense:</u>	One (1) detention, Parent Notification
<u>All Other Occurrences:</u>	One (1) day In-School Suspension, Parent Notification

11. Disruption of the Learning Environment

A student shall not, by any type of conduct (violence, force, noise, coercion, intimidation, fear, passive resistance, etc.) cause the disruption, disturbance, or obstruction of any school function, activity or event, nor shall he/she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

Classroom teacher's discipline:

<u>First Offense:</u>	Discipline Slip, Parent Notification (Teacher)
<u>Second Offense:</u>	One (1) Detention, Parent Notification (Teacher)
<u>Third Offense:</u>	One (1) day in-school-suspension, Parent Notification
<u>All Other Occurrences:</u>	Two (2) days Suspension, Parent Notification

12. Possession of Items that Disrupt the Learning Environment

Items and paraphernalia that are disruptive to the educational process may not be brought in to the building.

<u>First Occurrence:</u>	Conference/confiscation/return item to parent
<u>Second Occurrence:</u>	One (1) detention/conference/confiscation/return item at the end of the academic year/parent notification
<u>All other Occurrences:</u>	In-School suspension/parent conference/return item at the end of the academic year

13. Disrespect

Students are expected to treat each other in a respectful manner. Speaking to any member of the school community in a discourteous, insulting, or profane manner will not be tolerated.

Classroom teacher's discipline:

First Offense: Discipline Slip, Parent Notification (Teacher)
Second Offense: One (1) Detention, Parent Notification (Teacher)
Third Offense: Two (2) day In-School Suspension, Parent Notification
All Other Occurrences: Two (2) days Suspensions, Parent Notification

14. Insubordination/Failure to Comply

A student shall not be insubordinate or fail to comply with instructions and directions of school employees (including substitute teachers and student teachers), volunteers or persons acting in a chaperon or supervisory capacity.

Classroom teacher's discipline:

First Offense: One (1) day Suspension, Parent Notification
Second Offense: Two (3) day Suspension, Parent Notification
All Other Occurrences: Administrator Discipline, Parent Notification

15. Public Display of Affection

Public display of affection is inappropriate in the Academy for Business and Technology HS/MS's environment.

First Occurrence: Warning/Parent Notification
Second Occurrence: Two (2) days In-School-Suspension/Parent Notification
All Other Occurrences: One (1) days Suspension/Parent Notification

16. Indecency

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in picture, or in caricatures or gestures, or possession or distribution of pornographic material which are offensive to the general standards of propriety.

First Occurrence: Two (2) days In-School Suspension/Parent Notification
Second Occurrence: Three (3) days Suspension/Parent Notification
All Other Occurrences: Administrator Discipline/Parent Notification

17. Dishonesty and Cheating in School Work

A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance, or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, ideas and/or thoughts of another and represent it as one's own original work.

Classroom teacher's discipline:

First Offense: Collection of work/ no credit for the work/ three (3) detentions, Parent Notification
Second Offense: Collection of work/ no credit for the work/ One (1) day suspension, Parent Notification
All Other Occurrences: Collection of work/ no credit for the work/ Two (2) days Suspension/Parent Notification

18. Falsification of Records

A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on ABT forms or records. A student shall not provide false, misleading or inaccurate statements or information on ABT forms or records.

First Occurrence: One (1) day Suspension/Parent Notification
Second Occurrence: Three (3) days Suspension/Parent Notification
All Other Occurrences: Five (5) days Suspension/Parent Notification

19. False Allegations

A student shall not make false written or verbal statements against another student, school employee (including substitute and student teachers), Board members or volunteers.

First Occurrence: Immediate suspension from school with recommendation for expulsion. Parent notification.

20. Misuse of Technology

The unauthorized uses of electronic passwords or programs to access, control, or disable technological devices or services are prohibited. Students may not use online services for illegal, inappropriate, or obscene purposes. The School Leader and Assistant School Leaders have the authority in his/her discretion, to identify other acts, which constitute infractions under this policy, and establish appropriate discipline. It is not possible, nor intended, to identify all infractions that may occur. Students must follow all of the rules, regulations, and responsibilities outlined in the student agreement. Violations and misconduct will result in disciplinary action.

21. Coercion, Extortion, Blackmail

A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value from an unwilling person, nor shall a student, by threats and/or violence, force another person to perform an unwilling act. Students shall not play cards or any other games for money.

First Occurrence: Five (5) days Suspension/Parent Notification
Second Occurrence: Ten (10) days Suspension/Parent Notification
All Other Occurrences: Recommendation for expulsion to the Board of Directors/Parent Notification

22. Suspended Student on School Property or Attending School Activities

A student, while on suspension, shall not enter onto school property without the permission of a building administrator. A student, while on suspension, shall not participate in, or attend any school-related activity, function or event, held on or off school property, without permission of a building administrator.

First Occurrence: Three (3) days Suspension/Removed from property/Parent Notification
Second Occurrence: Five (5) days Suspension/Removed from property/Parent Notification

23. Damage of Property/Theft/Unauthorized Possession of Property Belonging to Others

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal or attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

First Occurrence: Three (3) days Suspension/Parent Notification/Possible Police Notification/Full Restitution
Second Occurrence: Five (5) days Suspension/Parent Notification/Possible Police Notification/Full Restitution
All Other Occurrences: Ten (10) days Suspension/Parent Notification/Possible Police Notification/Full Restitution

24. Threatening/Bullying Students

Intimidating, bullying, or interfering with other students by threats of violence or physical harm is prohibited.

First Occurrence: Three (3) days Suspension/Parent Notification
Second Occurrence: Five (5) days Suspension/Parent Notification
All Other Occurrences: Ten (10) days Suspension/Parent Notification

25. Threats

Students making bomb threats, false alarms, employing an incendiary device, threats of violence against school or "similar threats" that place the safety of students and staff at risk will not be tolerated.

Penalty:
All Occurrences Mandatory Expulsion (MCL 380.131 1a)

26. Physical Contact

A student may not hit, push, kick, trip, or shove another student.

First Occurrence: One (1) days In-School Suspension/Parent Notification
Second Occurrence: Three (3) days In-School Suspension/Parent Notification
All Other Occurrences: Five (5) days Suspension/Parent Notification

27. Physical Contact That May Cause Bodily Harm

A student may not bite, spit on, or engage in any behavior with another student that may cause bodily harm.

First Occurrence: Two (2) days Suspension/Parent Notification
Second Occurrence: Three (5) days Suspension/Parent Notification
All Other Occurrences: Administrator Discipline/Parent Notification

Violation may subject a student to expulsion if deemed serious enough by the administrator

28. Fighting

A physical altercation resulting in pushing, shoving or exchanging of blows between two (2) or more students will not be tolerated.

First Occurrence: May be sent home on the day of the fight/Three (3) days Suspension/Parent Notification
Second Occurrence May be sent home on the day of the fight/Five (5) days Suspension/Parent Notification
All Other Occurrences: Suspension/Recommendation for Expulsion to the Board of Directors/Parent Notification

29. Harassment or Educational Interference

Harassment of any type including hazing and discriminatory harassment of a student is prohibited. A student shall not engage in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or disability (e.g. sexual or racial comments, threats or insults, unwanted sexual touching, etc.)

All Occurrences: School Leader's discretion/Suspension to Expulsion/Parent Notification

30. Physical Assault

A student shall not physically assault another student, a person employed by or engaged as a volunteer or contractor of the school (including substitute and student teachers). Physical Assault is defined as intentionally causing or attempting to cause harm to another through force or violence.

Penalty:
Students Grade 6 and Above Mandatory Expulsion (MCL 380.1310, MCL 380.131 1a), Parent Notification/Law Enforcement Notification

Students Grade 5 or Lower Suspension with recommendation for Expulsion/Parent Notification/Law Enforcement Notification

31. Verbal Assault

Verbal Assault at school directed against school employees, volunteers, contractors or other authorized personnel will not be tolerated. Verbal assault is to be considered any communication that, by its nature, poses a serious threat to the safety or well being of others.

Penalty:

Students Grade 6 and Above Mandatory Expulsion (MCL 380.1310, MCL 380.131 1a), Parent Notification/Law Enforcement Notification

Students Grade 5 or Lower Suspension with recommendation for Expulsion/Parent Notification/Law Enforcement Notification

32. Striking or Threatening School Personnel

Intimidating school personnel or interfering with administrators or teachers by force, violence, or threat of violence is prohibited.

All Occurrences: Immediate suspension from school with recommendation for Expulsion/Parent Notification/Law Enforcement Notification

33. Gang Insignia/Activity

A student shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived by a teacher, or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal (gestures, handshakes, etc.) that may reasonably be perceived by a teacher, or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal in furtherance of the interests of any gang or gang activity, including, but not limited to, (a) soliciting others for membership in any gang or gang related activity, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or violation of school rules or policies, or (d) inciting other students to act with physical violence on any person.

The term "gang" as used in this policy, means a group of two (2) or more persons whose purposes or activities include the commission of illegal acts or violations of this Code of Conduct, school rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

All Occurrences: Appear before the board for disciplinary action recommended by the School Leader.
Parent Notification

34. Alcohol, Tobacco, and Other Substances

The manufacture, distribution or intent to distribute, sale, possession, use or being under the influence of the following substances is prohibited:

- Alcohol or any alcoholic beverage
- Tobacco or tobacco products in any form
- Illicit drugs
- Any abusable glue, aerosol or other chemical substance, including, but not limited to, lighter fluid and other fluids for inhalation
- Any prescription or non-prescription drug, medicine, vitamin, or other chemical including, but not limited to, pain relievers, stimulants, diet pills, depressants, and sleeping pills not taken in accordance with the school district's authorized use of medication procedures
- Steroids, human growth hormones, or other performance-enhancing drugs
- Substance purported to be illegal, abusive, or performance-enhancing (i.e. "look-alike" drugs)
- Drug paraphernalia

A form must be on file in the office for any student who is under a doctor's care and must take prescribed medications for diagnosed conditions.

Definitions:

Manufacture, altering or combining existing substances to create a new substance that causes physical or emotional change.

Use and/or under the influence - Any physical condition that indicates a controlled substance has been consumed.
Possession – Physical possession of (including a student’s hall locker) or admittance of physical possession.

Sale, distribution, or intent to distribute – Any student who shall intend to provide or distribute or offer to sell any controlled substance on school property, at a school-related or school-sponsored function to any person at any time.

Alcohol/Illicit Drug Policy

A student shall not manufacture, sell, possess, use deliver or transfer or be under the influence (legal intoxication not required) of any drugs, narcotic drugs, marijuana, hallucinogenic stimulants, depressants or other controlled substance, analogue intended for human consumption, as defined in Article VII of the Public Health Code, being MCL 33.7101, et seq., and as defined in other Michigan or Federal Statute. If Article VII of the Public Health Code, being MCL 33.7101, et seq., is amended or repealed, then the definitions of a drug, narcotic drug, controlled substance analogue shall be defined under the existing State Law.

A student shall not sell, deliver or transfer, or attempt to sell, deliver or transfer, any prescription or nonprescription drug, medicine, vitamin or chemical substance (e.g. pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, inhalants), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling No-Doze as “speed” or “crack”) or sell, manufacture, possess, use, deliver or transfer “designer” drugs.

Possession of, use of, and/or being under the influence of any drug, alcoholic beverage, controlled substance, or any other substance which implies or includes abnormal behavior while on school property or at a school-sponsored, school-related activity is strictly prohibited.

Use and/or under the influence of any drug, alcoholic beverage, controlled substance, or any other substance which implies or includes abnormal behavior while on school property or at a school-sponsored, school-related activity is strictly prohibited.

Use and/or under the influence (any physical condition that indicates a controlled substance has been consumed).

- First Occurrence: Ten (10) days of Out-Of-School Suspension. Appropriate law enforcement of other agencies may be notified. Penalty may be reduced to a minimum of five (5) days with verification of completion of voluntary professional counseling. Parent Notification.
- Second Occurrence: Recommendation for expulsion to the ABT Board of Directors. Parent Notification

Sale, distribution, or intent to distribute (any student who shall intend to provide or distribute or offer to sell any controlled substances on school property, at a school-related or school-sponsored function to any person at any time).

- All Occurrences: Recommendation for Expulsion to the Board of Directors/Notification to the appropriate Law Enforcement Agencies/Parent Notification.

Tobacco Policy

State law prohibits a minor (under 18 years of age) from unlawfully purchasing, possessing, or using tobacco products. As a result of the above, minors are subject to criminal penalties. A person who violates the above is guilty of a misdemeanor, punishable by a fine of not more than \$50.00 for each offense. All tobacco violations will result in appropriate law enforcement agency notification for court disposition.

In addition, the following school policy will also be enforced:

No student shall possess tobacco (examples include, but are not limited to, cigarettes, cigars, snuff, and chewing tobacco) nor smoke, furnish, or use tobacco products on school property, during school, or at school-related activities. Tobacco products found in lockers are considered to be in a student's possession.

First Occurrence: Three (3) days Suspension/Parent Notification/Police Notification
Second Occurrence: Five (5) days Suspension/Parent Notification/Police Notification
Third Occurrence: Ten (10) days Suspension/Parent Notification/Police Notification
Fourth Occurrence: Administrator Discipline/Parent Notification/Police Notification/

35. Fireworks, Explosives, Chemical Substances

A student shall not possess, handle or transmit any substance or prepared chemical that can explode or is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person.

All Occurrences: Recommendation for Expulsion to the Board of Directors/Parent Notification/Police Notification

36. Criminal Acts

A student shall not commit or participate in any conduct or act defined as a crime by Federal or State law or local ordinance.

All Occurrences: Recommendation for Expulsion to the Board of Directors/Parent Notification/Police Notification

37. Personal Protection Devices

A student shall not possess, handle or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting injury or causing physical discomfort to another person.

All Occurrences: Recommendation for Expulsion/Parent Notification/Police Notification

38. Possession or Use of Potentially Dangerous Objects

Potentially dangerous objects include, but are not limited to, squirt guns, bean shooters, wallet chains, glass containers, rubber bands, lighters, snowballs, etc.

First Occurrence: Conference/Confiscation/One (1) Detention
Second Occurrence: Confiscation/One (1) day Suspension/Parent Notification
Third Occurrence: Confiscation/Three (3) days Suspension/Parent Notification

39. Look-A-Like Weapons

A student shall not possess, handle or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g. starter pistol, rubber knife, toy gun, etc).

First Occurrence: Five (5) days Suspension/Parent Notification
Second Occurrence: Ten (10) days Suspension/Parent Notification
Third Occurrence: Recommendation for Expulsion to the Board of Directors/Parent Notification

40. Weapons

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent expulsion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on school property, that student shall also be subject to the same disciplinary action.

State law may require that a student be expelled from school for a period of one (1) year if he/she brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- a. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- b. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- c. Any similar object that is intended to invoke bodily harm or fear or bodily harm.

Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.

All Occurrences: Recommendation for Expulsion/Parent Notification/Police Notification

41. Electronic Intimidation

Using the internet or cell phone at any time or place to intimidate or otherwise cause a direct or immediate disruption in maintaining order and discipline at school.

First Occurrence: Three (3) day Suspension/Parent Notification

Second Occurrence: Five (5) day Suspension/Parent Notification

Third Occurrence: Ten (10) day Suspension/Parent Notification

42. Persistent Disobedience

When a student reaches a cumulative total of twenty (20) days of suspension over the course of one school year, he/she may be recommended for expulsion to the Board of Directors. At the tenth and fifteenth day, parents will be notified.

MISCELLANEOUS PROVISIONS

Unauthorized Distribution, Posting, or Broadcasting of Communicative Materials

The permission of a building administrator is needed before materials are posted, broadcast, or distributed. An outside group also needs the approval of the School Leader or his/her designee.

Unauthorized Sales

The permission of a building administrator is needed before any materials, items or services may be sold on school property.

Suspended/Expelled Students on School Property or Attending School Activities

A suspended or expelled student who enters onto school property without the permission of a building administrator shall be deemed to be trespassing.

Disclosure of Information at Time of Enrollment

At the time of enrollment, a student, parent(s) or guardian shall not give false or incomplete information, or fail to disclose information, relative to a student's prior act of gross misdemeanor, or previous expulsion from another school or other misconduct. A violation will result in an expulsion hearing before the board except in cases where there is a previous state mandated expulsion. In which case, an immediate expulsion from Academy for Business and Technology HS/MS will result.

APPEALS PROCESS

If a student, parent, or legal guardian disagrees with a disciplinary action or feels his/her due process rights have been violated, the Appeals Process is as follows:

Contact the Assistant School Leader or Administrator who has charged the student with a violation within twenty-four (24) hours from notification of the violation.

If you do not agree with the decision of the Assistant School Leader or Administrator who has charged the student with a violation, you may appeal to the School Leader within two (2) school days from the date of the Assistant School Leader's or Administrator's decision. The appeal must be written, contain the basis of the appeal, and have the support of the custodial parent or guardian through a proper signature.

Appeals for cases involving In-School penalties and Suspensions for up to ten (10) days end here.



School Lockdown Procedures

ABT will lockdown the school under the following circumstances:

- Incident in the school which may endanger students or staff
 - Person confirmed with a weapon of any kind in or around the school
 - Person in or around the school that is acting irregularly or not following directions given by a staff member
 - Attempted abduction of a student
 - Suspected terrorist activity
 - If directed by civil authorities
- Incident in the area which may endanger students or staff
 - Suspected terrorist activity
 - Law enforcement activity
 - Fire or bomb threat in the area
 - If directed by civil authorities

Lockdown procedures are:

- When informed of any of the above, the Principal or an office staff member will inform teachers and staff to lock all classroom doors and move students away from windows
- Police will be notified of the situation
- Staff and maintenance personnel will lock all outside doors to prevent any entrance to the school
- If there is/are individual(s) inside the school they will be tracked by security cameras and that information will be given to law enforcement personnel upon their arrival at the school
- Teachers will immediately take attendance and report any missing students to the office
- Students who were in the bathrooms during the lockdown will be brought to the office by staff until the situation is under control
- Once the situation has been remedied, Counseling will be provided, if required



RESPONSIBILITY FOR STUDENT CONDUCT

Many people share the responsibility for student conduct. Each student is responsible for his or her acts. This responsibility increases, as one grows older. Keeping order within the school is the responsibility of the school staff. The staff works to keep the school safe and orderly, and to create an environment conducive to learning. However, the staff needs the cooperation of students, parents and others.

Academy for Business and Technology HS/MS believes that its entire Code of Conduct can be summarized in the following words: Mutual Respect, Responsibility, and Cooperation.

Student Responsibilities

Mutual Respect

- I will treat others and myself with courtesy and respect at all time.
- I will respect personal, classroom, and school property.

Responsibility

- I will come to school prepared with the required materials.
- I will be ready to learn, follow the rules and always do my best.

Cooperation

- I will encourage and demonstrate positive, caring relationships.
- I will model the ABT Core Values, through my words and actions, and help others to do the same.

Therefore, students are expected to:

- Act in a responsible manner, exhibiting respect toward others.
- Accept responsibility for their behavior.
- Cooperate with the school staff in maintaining safety, order, and a disciplined environment.
- Follow established school and classroom codes of conduct and rules, including safety and security rules.
- Attend all classes, regularly and on time.
- Maintain appropriate dress according to the ABT Dress Code Policy as written in the student handbook.
- Respect the rights and property of others.



Program Expectations for Enrollment 2011-2012

Because Academy for Business and Technology HS/MS is well on its way to becoming one of the truly remarkable school programs in our nation, our families agree that the following program components are necessary to build the kind of learning environment of which everyone can be proud.

1. **High Expectations for Students.** Improved student thinking is the number one goal of the Academy for Business and Technology HS/MS. In addition to the higher standards in the curriculum areas, higher standards for student conduct must be strictly enforced. Therefore, ABT parents agree to support the school's effort to remove violence/inappropriate behavior from the school through initiatives, policies and expectations when it comes to creating a safe, positive and productive learning environment.
2. **A Partnership with Families.** Parent and family participation is crucial for the success of our school. We need the assistance of the home to reinforce our efforts at school. In order to be active in your student's academic success, you must:
 - a. Attend all Parent/Teacher/Student Conferences.
 - b. Volunteer at the school for a minimum of twenty hours during the school year.
3. **School Dress Code.** Because Academy for Business and Technology HS/MS wants to be a school committed to students' security, satisfaction, and teamwork, every student is expected to be in dress code every day. The Academy for Business and Technology HS/MS Dress Code outlines the expectations of the dress code policy. ABTs parents agree to purchase and maintain the necessary clothing items for each child enrolled.
4. **Attendance.** If a child is ill, you are required to contact the school and notify us of the situation. Any student not called in is considered to be truant and will not be excused for their absence until an adult who is responsible for that child has contacted the school. Extended periods of absences will require a doctor's release to allow the student back into school.
5. **A Longer School Year.** ABT students are required to be in attendance for a minimum of 1098 instructional hours unless legitimately ill. Therefore, parents agree to send their child to school until the last school day in June. In the event that a student leaves school before that date, he/she will not be able to participate in Promotion Day and will lose their opportunity to return the following school year, unless the absence is due to a family/medical emergency.



Parental/Guardian/Teacher Contract for Enrollment
2011-2012 School Year

Because Academy for Business and Technology HS/MS is well on its way to becoming one of the truly remarkable school programs in our nation, our families agree that the following program components are necessary to build the kind of learning environment of which everyone can be proud.

Academy for Business and Technology HS/MS Parents/Guardian agree:

- to support the school's efforts to remove violence/inappropriate behavior from the school. _____
- to attend four of the four Parent/Teacher/Student conferences. _____
- to attend a minimum of two PAC meetings during the school year. _____
- to volunteer at the school for a minimum of twenty hours during the school year. _____
- to purchase and maintain the necessary school dress code items for each child enrolled in Academy for Business and Technology HS/MS. _____
- to send their child to school every day; unless legitimately ill. _____
- to send their child to school during June until the last scheduled school day. _____

I/We, agree to support _____ by following the
(student's name)
Program Expectations as outlined in the above Parental/Guardian contract.

Signed: _____ Date: _____



ACKNOWLEDGEMENT 2011-2012

We have received a copy of the Academy for Business and Technology HS/MS Student Handbook. We understand that it is our responsibility to become familiar with the contents of this handbook.

Parent Signature

Date

Student Signature

Date

Administrator

Date



SCHOOL BUS PROCEDURES

It is the policy of ABT that all students planning to ride the school bus to and from school and school sponsored events must be registered. Once registered at school your student is registered for school provided transportation. Bus pick-up and drop off locations will be determined and published prior to the first day of school. Student emergency notification information must be kept current and should be updated immediately if it changes during the school year.

The School Bus Driver will have a list of eligible riders for their route. If the student is not on the list the driver will allow the student to ride the bus to school and will verify the student's eligibility with the office.

The Student Code of Conduct applies during the entire time the student is on the bus.

Parents may get registration forms in the main office.