



# **PARENT/STUDENT HANDBOOK**

**2021-2022 School Year**

**855 Jefferson St.  
Ypsilanti, MI 48170  
Telephone: 734-794-0218**

# TABLE OF CONTENTS

SIGNATURE PAGE	3
WSC ACADEMY MISSION STATEMENT	4
WSC ACADEMY STAFF	4
WSC ACADEMY BOARD MEMBERS	4
WSC Academy 2021-2022 Academic Calendar	5
DAILY SCHEDULE	6
ADMISSION OF STUDENTS	7
OPEN ENROLLMENT	7
NOTICE OF NONDISCRIMINATION	7
EQUAL EDUCATION OPPORTUNITY	7
STUDENT WELL-BEING AND EMERGENCY INFORMATION	8
BUILDING SAFETY	8
SCHOOL CLOSING & DELAYS	8
SAFETY DRILLS	8
FIELD TRIPS	9
VOLUNTEERS	9
COMMUNICATION WITH SCHOOL	9
STUDENT SUPERVISION	9
TRANSPORTATION	10
MEDICATION	10
IMMUNIZATIONS	10
NUTRITION AND WELLNESS	11
STUDENT ACCIDENT INSURANCE	12
MANDATED REPORTING	12
STUDENT RECORDS	12
DIRECTORY INFORMATION	12
TEACHER QUALIFICATIONS	13
REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES	13
CONTROL OF CASUAL CONTACT	14

COMMUNICABLE DISEASES AND PESTS	14
COVID-19 PREVENTION	14
ANIMALS ON ACADEMY PROPERTY	15
PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS	15
PESTICIDE NOTICE	15
SPECIAL EDUCATION	16
SECTION 504 & ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY	16
STUDENT SUPPORT SERVICES	17
LIMITED ENGLISH PROFICIENCY	17
INDIVIDUALS WITH DISABILITIES	17
STUDENTS EXPERIENCING HOMELESSNESS & FOSTER CARE	17
ATTENDANCE POLICY	18
ACADEMIC INFORMATION	20
STUDENT CONDUCT & DISCIPLINE	24
WSC ACADEMY POLICY AND PROCEDURES FOR STUDENT DISCIPLINE	31

## SIGNATURE PAGE

I acknowledge that I have read and will abide by the contents of the WSC Student Handbook.

Please print your name and then provide your signature.  
Return to the Office Supervisor.  
Thank you.

Student Name (PRINT) \_\_\_\_\_

Student Name (SIGNATURE) \_\_\_\_\_

DATE \_\_\_\_\_

---

Parent/Guardian (SIGNATURE)

DATE

# **WSC ACADEMY MISSION STATEMENT**

*Our mission is to provide quality education to achieve academic and personal excellence.*

## **WSC ACADEMY STAFF**

Portia Davis-Mann	School Leader
Candice Spence	Principal/Pupil Accounting
Lauren Maguire	Asst. Principal/Guidance Counselor
Abbey Lilly-Lacca	English Language Arts Teacher
Niarra Coleman	Math Teacher
Rachel Parent	Special Education
Layla Daniels	Science & Social Studies Teacher
Jinave' Turner	Adult & Virtual Paraprofessional
Dominique King	Math Paraprofessional
Lucy Koviak	English Language Arts Paraprofessional

## **WSC ACADEMY BOARD MEMBERS**

Dwight Fontenot, Ph.D	President
Kim Brown	Secretary
Karyn Goven	Treasurer
Terri Lynch-Caris	Member
Denise Couling	Member

## WSC Academy 2021-2022 Academic Calendar

Adult/Virtual Student Orientation	Wednesday, August 18
Grades 9-12 Orientation	Thursday, August 19
Trimester 1 Begins	Tuesday, September 7
NWEA Testing	September 20 - 24
Title I Family Night	Thursday, September 30
Fall Count Day	Wednesday, October 6
Trimester 1 Progress Reports	Monday, October 18
Trimester 1 Ends	Tuesday, November 23
Thanksgiving Break Begins	Wednesday, November 24
Classes Resume/Trimester 2 Begins	Monday, November 29
Winter Break Begins	Friday, December 17
Class Resume	Monday, January 3
Martin Luther King Holiday	Monday, January 17
NWEA Testing	January 18 - 20
Trimester 2 Progress Reports	Monday, February 7
Spring Count Day	Wednesday, February 9
Title I Family Night	Thursday, February 17
Trimester 2 Ends	Friday, March 11
Trimester 3 Begins	Monday, March 14
Spring Break	Friday, March 25
Class Resume	Monday, April 4
MME Testing (SAT, PSAT, ACT, MSTEP)	April 11 - April 15
Trimester 3 Progress Reports	Monday, April 25
NWEA Testing	May 23 - May 27
Memorial Day - No School	Monday, May 30
Graduation	Monday, June 13,
Trimester 3 Ends (Last Day of School)	Thursday, June 16th

## DAILY SCHEDULE

<b>2021-2022 Bell Schedule</b>	
P1	8:30 - 9:45
P2	9:48 - 11:01
P3	11:04 - 12:17
Lunch	12:17 - 12:47
P4	12:47 - 2:00
P5	2:03 - 3:15

## **ADMISSION OF STUDENTS**

The Board of Directors will allow students who reside in Michigan, regardless of their citizenship or immigration status, to enroll in the Academy in accordance with limits established by the Board of Directors. The Board shall meaningfully communicate material information about enrollment requirements and procedures with parents, including parents who have limited proficiency in English. Access to information regarding enrollment requirements and procedures shall be available on the Academy's website. Because space is limited, each student must enroll each year. Preferences will be in writing and given to:

- A. Pupils who are enrolled in the Academy in the immediately preceding school year
- B. Siblings of enrolled students

## **OPEN ENROLLMENT**

Open enrollment for the next academic year always begins on the first school day in October and concludes at 4:00 pm on the last Wednesday of February. If the last Wednesday of February is not a school day, open enrollment will close at 4:00 pm on the next school day.

When maximum enrollment has been reached, applicants shall be placed on a waiting list and admitted on the basis of a lottery system.

WSC Academy does not discriminate in its enrollment process based on race, ethnicity, economic status, sexual orientation, religion, gender identity, or disability.

## **NOTICE OF NONDISCRIMINATION**

WSC Academy is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program of student activity, or of any employment. Any inquiries or complaints regarding discrimination or equal access (Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX Section 504 of the Rehabilitation Act of 1973, and the Age Act) may be directed to the Principal, WSC Academy or Section 504/Americans with Disabilities Act Coordinator and dealt with promptly and in accordance with law.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of WSC Academy to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at the Academy or an Academy activity should immediately contact the principal. Complaints will be investigated in accordance with the administrative guidelines. Any student making a



complaint or participating in an Academy investigation will be protected from any threat or retaliation. The principal can provide additional information concerning equal access to educational opportunity.

## **STUDENT WELL-BEING AND EMERGENCY INFORMATION**

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

All students must have emergency contact information completed and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. If your daytime phone number changes anytime during the school year, please promptly notify the office. We need to reach you as quickly as possible if an emergency occurs.

## **BUILDING SAFETY**

For security purposes, all building doors are locked at all times. All students, vendors, visitors, and parents/guardians must enter through the main entrance and sign in at the main office.

## **SCHOOL CLOSING & DELAYS**

At times, WSC Academy may close or delay school due to inclement weather or on other rare occasions. The decision to delay or cancel school will be posted on the WSC Academy Facebook page and major TV stations in the Washtenaw County area under "WSC Academy."

## **SAFETY DRILLS**

The school complies with all fire safety laws and will conduct fire, tornado, and lockdown drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who will be responsible for safe, prompt, and orderly evacuation of the building.

During practice lockdown drills, entering and exiting the buildings will be restricted for approximately 15 minutes.

During an actual situation, an "Out of Order" sign will be posted on the doors, and parents/guardians/visitors must return to their vehicles. Situations may include external concerns such as hazardous material spills, police actions, etc.

## **FIELD TRIPS**

Field trips will be scheduled periodically to augment student learning and to reward student efforts. Students on WSC field trips are required to follow the WSC Academy Code of Conduct and to represent the school in a positive manner. A general parent/guardian permission slip will be sent home at the beginning of the year and must be signed and returned before a student may participate. Parents/guardians will be informed in advance of upcoming field trips throughout the school year.

## **VOLUNTEERS**

Volunteers are essential members of a school's community. Parents, guardians, and community members are encouraged to volunteer at WSC Academy. Anyone interested in volunteering should contact the main office.

## **COMMUNICATION WITH SCHOOL**

Staff will work in partnership with the student's parent/guardian to ensure school success. Staff will contact parent/guardian on a regular basis to provide reports on the student's progress. Involvement of the parent/guardian (in the form of visits, problem-solving meetings, or other supportive activities) is encouraged and may be necessary at times.

Parents/guardians who have concerns are encouraged to speak with staff. Communication is encouraged and welcome. Please call the school office to schedule an appointment.

The school values parental involvement in the student's education. Upon staff request for a phone call and/or face-to-face conference, parents/guardians are expected to respond to the request for a meeting as soon as possible. School newsletters are sent out and school family gatherings occur periodically to build a sense of community amongst the school staff, students, and their families.

Parents are prohibited from audio recording meetings with the Academy unless a parent or Academy staff member has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or participate in the meeting. The Academy may ask for documentation of the existence of such a disability or language barrier. If a parent is permitted to audio record the meeting, he/she must use his/her own recording device and the Academy will similarly record the meeting.

## **STUDENT SUPERVISION**

WSC Academy is a closed campus, meaning that they are required to remain on campus while school is in session. Students need to sign in if arriving late and sign out if leaving early at the school

office and can only do so if pre-arranged with a parent/guardian, unless 18 years of age. Students will be supervised at all times and are expected to remain with staff or a school representative at all times. Students are expected to remain in their assigned areas at all times. Passes will be given if a student needs to leave the classroom with teacher permission.

## **TRANSPORTATION**

Students may not arrive earlier than 8:00 AM, or 30 minutes before school starts. If a student does arrive earlier than this, they will be allowed to wait outside the building until the appropriate time. Please see the WSC Resource Guide for assistance with transportation as needed. Transportation is not typically provided for WSC Academy students. Families are expected to arrange transportation to and from school. However, bus tokens are available at no charge to students who have free or reduced lunch status.

## **MEDICATION**

Medication includes prescription, non-prescription, and herbal medications that are taken by mouth, inhaler, or injection; applied as drops to the eyes or nose; or applied to the skin.

Oral medication may be administered to students by school personnel according to the following conditions: The parent/guardian has submitted a written request to the school to give medication following label directions, and has brought the medication (in original pharmacy bottles) directly to the main office. Parent may give permission using the Medication Use Form for student to receive Tylenol if necessary. If student needs to take over-the-counter medication, parent must drop off medication in the school office with a note and pick up medication at the end of the school day. Failure to follow this policy will lead to discontinuation of medication being distributed at school.

Unsupervised use of an inhaler is allowed with physician authorization and Medication Use Form. These students should be instructed by their parents to notify their teacher each and every time they use their inhaler so that frequent use can be communicated to the parents/guardians.

Parents/guardians of students who need an Epi-Pen must contact the school office at the beginning of each school year to institute a medical plan.

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

## **IMMUNIZATIONS**

Immunization is one of the most cost-effective measures to protect children from vaccine-preventable diseases. Accordingly, the Academy requires that all students be properly immunized at the time of registration

or not later than the first day of school pursuant to the provisions of the Department of Health and Human Services (DHHS) regulations.

However, students who do not meet the immunization requirements shall be admitted in accordance with Administrative Procedures. Transfer students shall not be admitted without proof of immunization as required by the State.

There are three (3) circumstances in which a required vaccine may be waived or delayed:

1. A valid medical contraindication exists to receive the vaccine. The child's physician must certify the contraindication.
2. The parent(s)/guardian(s) hold religious or philosophical beliefs against receiving a vaccination. Any parent or guardian who wants to claim a non medical waiver must receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified non-medical waiver form through the local health department, and present the same to the appropriate Academy personnel.
3. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

When the Academy provides information on immunizations, infectious disease, medications, or other school health issues to parents and guardians of pupils in at least grades 6, 9, and 12, then with that information the Academy is required to include information about meningococcal meningitis and the vaccine for meningococcal meningitis as well as about the human papillomavirus and the vaccine for human papillomavirus. The information shall include at least the causes and symptoms of meningococcal meningitis, how it is spread, and the risks associated with human papillomavirus. In addition, the information shall include sources where parents and guardians may obtain additional information about both diseases and where they may obtain the associated vaccinations.

## **NUTRITION AND WELLNESS**

In accordance with the final rule of the Healthy, Hunger-Free Kids Act by the USDA the Academy will assess the Academy Wellness Policy once every three years in comparison to model wellness policies. All food and beverages provided by the school that do not fall under sale items (such as food provided for holiday celebrations, snacks, lunch options that are provided free of charge) will comply with the current USDA Dietary Guidelines for Americans. WSC Academy will also work to expand public involvement in wellness initiatives.

## **STUDENT ACCIDENT INSURANCE**

Student accident insurance is not available. It is recommended that parents carry a family insurance plan.

## **MANDATED REPORTING**

Michigan's Child Protection Law requires that any mandated reporter (which includes WSC Academy staff members and volunteers) who “has reasonable cause to suspect child abuse or neglect shall make immediately, by telephone at 855-444-3911 or otherwise, an oral report to Children’s Protective Services of DHS. A written report must be made within 72 hours of the oral report to CPS, using form FIA-3200 (‘Report of Suspected Child Abuse or Neglect’).”

## **STUDENT RECORDS**

WSC Academy maintains many student records, including both directory information and confidential information. Educational records of students at WSC Academy are safeguarded by policies of federal legislation entitled Family Educational Rights and Privacy Act of 1974 and Michigan law. Parents/guardians and/or students eighteen years of age or older who wish to read the educational record should contact the school office.

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

## **DIRECTORY INFORMATION**

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

- A playbill showing your student's role in a drama production
- Individual or group recognition of achievement and /or accomplishments
- Graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want the Academy to disclose directory information from your child's education records without your prior written consent, you must notify the Academy in writing by the end of the first week of the school year. The Academy has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph/video/DVD
- Honors, awards, and other recognitions
- Classroom or unit designation

Legal Ref.: Section 9528 of the ESEA (20 USC §7908), as amended by the No Child Left Behind Act of 2001 (PL 107-110); the Education Bill; 10 USC §503, as amended by §554; the National Defense Authorization Act for Fiscal Year 2002 (PL 107-107); Family Education Rights and Privacy Act of 1974, 20 USC §1232g.

## **TEACHER QUALIFICATIONS**

All of the teachers at WSC Academy are Highly Qualified and are teaching in the areas that they are certified to teach. Each teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate. The WSC Academy teachers are all considered highly qualified in accordance to the ESSA Requirements for Highly Qualified Teachers. Any parent who wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the Principal at any time.

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any classroom. Any parent who wishes to review materials or observe instruction must contact

the principal prior to coming to the school. Parental rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **CONTROL OF CASUAL CONTACT**

### **COMMUNICABLE DISEASES AND PESTS**

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

Specific communicable diseases include the following: COVID-19, diphtheria, scarlet fever, strep infections, whooping cough, mumps, pink eye, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period as specified in the school's administrative guidelines and with the guidance of the Health Department. Parents/guardians are asked to notify the office if their child has contracted a communicable disease. The school is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease.

### **COVID-19 PREVENTION**

*WSC Academy follows the guidelines of the Washtenaw County Health Department along with the guidelines of the Center For Disease Control.*

1. Promoting Vaccination against COVID-19 for eligible staff and students. Vaccination has proven incredibly effective as the leading public health prevention strategy. Promoting vaccination can help schools more safely maintain in-person learning as well as extracurricular activities and sports.

2. Requiring Consistent and Correct Mask Use for all a) Schools should mandate universal masking for students, staff, teachers and visitors. CDC recommends universal indoor masking for all teachers, staff, students, and visitors (age 2 and older), regardless of vaccination status. This prevention strategy is crucial to allowing students to maintain in-person learning. b) Local health departments should work with schools to adopt universal masking policies. c) Mask use has been proven to substantially reduce transmission in school settings. d) CDC has recommendations for proper use of masks. e) CDC's order requires all persons – regardless of vaccination status – to wear masks on public transportation, including school buses.

3. Physical Distancing: CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing by students, teachers, and staff, regardless of vaccination status. View Layers of Defense Against COVID-19 in Schools online 3 a) A distance of at least 6 feet is recommended between students and educators, and between educators/staff who are not fully vaccinated. b) Mask use by all students, educators, staff, and visitors is particularly important when physical distance cannot be maintained. c) Because of the importance of in-person learning, schools should not exclude students from in-person learning to keep a minimum distance requirement. When it is not possible to maintain a 3 foot physical distance, it is especially important to layer multiple other prevention strategies, such as indoor masking, screening testing, and improved ventilation to help reduce transmission risk.

4. Screening Testing identifies infected people, including those without symptoms who may be contagious, so that measures can be taken to prevent further transmission or outbreaks. a) To support schools that incorporate COVID-19 testing into their safer school prevention plans, the Michigan Department of Health and Human Services is offering rapid antigen testing to Pre-K-12 schools through the MI Safe Schools Testing Program.

5. Ventilation a) Improving ventilation by opening multiple doors and windows, using child-safe fans to increase the effectiveness of open windows, and making changes to the HVAC or air filtration systems. b) Avoiding crowded and/or poorly ventilated indoor activities (e.g., engaging in outdoor activities when possible). c) Open or crack windows in buses and other forms of transportation to improve air circulation, if doing so does not pose a safety risk.

6. Handwashing and Respiratory Etiquette: Promoting handwashing and covering coughs and sneezes.

7. Staying Home When Sick and Getting Tested a) Encouraging students and staff to stay home if sick or having COVID-19 symptoms. b) Encouraging students and staff, regardless of vaccination status, to get tested for COVID-19 if they have symptoms or if they are a close contact of someone who has COVID-19.

8. Contact Tracing, in Combination with Quarantine, and collaborating with the local health department.

9. Cleaning and Disinfection: cleaning once a day is usually enough to sufficiently remove potential viruses that may be on surfaces. Disinfecting (using disinfectants on the U.S. Environmental Protection Agency Disinfectants for COVID-19) removes any remaining germs on surfaces, which further reduces any risk of spreading infection. CDC has information on routine cleaning to help maintain healthy facilities.

## **ANIMALS ON ACADEMY PROPERTY**

WSC Academy recognizes that there are many occasions when animals are present on Academy property and many reasons for the presence of those animals. Employees, students, parents, vendors, and other members of the public may be accompanied at the Academy by a service or therapy animal in accordance with Federal and State law and Board policy. Contact the office for further clarification of these laws and policies.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

WSC Academy is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Academy's Preparedness for Toxic Hazard and Hazard Policy and asbestos management plan will be available for inspection at the school office upon request.

## **PESTICIDE NOTICE**

The Academy is required by Michigan Regulations 637, Rule 14, and PA 171 to maintain an effective pest control program for our buildings. As part of an effective pest management program, school buildings and grounds may be treated as needed to control or eliminate pests. The least hazardous methods will always be incorporated to remove pests as per the Michigan Pesticide Control Act. Under most circumstances, chemical treatments will be a last resort. When pesticides are used, a notice will be posted on the front door of the school and in the school newsletter. If you would like to request prior notification of the application of pesticides or herbicides, please see the school office. However, pesticides may be used in an emergency



situation without advance notice. In such a case, we would make every effort to inform all affected parties. If you have any questions or wish to review the school's integrated pest management plan or records of pesticide applications, please contact the principal.

## **SPECIAL EDUCATION**

If a special education student is recommended for WSC Academy, an Individualized Education Program (IEP) team meeting must be held. It is important that the school has the most recent IEP in order to transfer services properly. The IEP team will determine whether goals/objectives, accommodations, and/or related service support are needed for the student to progress in the general education curriculum.

## **SECTION 504 & ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY**

The Board of Directors does not discriminate in admission or access to, or participation in, or treatment, in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. See Board policies for further clarification.

The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature of severity of their disabilities. See Board policies for further clarification.

The recording of IEP Team meetings and 504 Team meetings is prohibited unless it is necessary in order for a parent to understand the IEP process or 504 process and/or his/her child's IEP or 504 plan, or otherwise necessary to implement other parental rights under the IDEIA, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended.

If a parent believes that audio recording an IEP Team or 504 Team meeting is necessary, he/she should notify the School Leader or Director of Special Education in writing, preferably at least two (2) school days before the IEP Team or 504 Team meeting, of his/her desire to audio record the meeting and the reason the recording is required. The IEP or 504 Team meeting leader will notify the parent at least one (1) school day before the meeting if he/she intends to deny the parent's request to record the meeting.

If the Academy representative denies the request, he/she will state in writing the reasons for the denial. Authorized exceptions to the general prohibition against the audio recording of IEP Team meetings are 504 Team meetings will typically involve situations when a parent or other IEP Team meetings will typically involve situations when a parent or other IEP Team or 504 Team member has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or meaningfully participate in the IEP or 504 process. The Academy may ask for documentation of the existence of any such disability or language barrier. If a parent is permitted to audio record the meeting, he/she must use his/her own recording device and the Academy will similarly record the meeting.

## **STUDENT SUPPORT SERVICES**

Students may access the School Counselor for personal counseling, academic counseling, testing, test interpretation, career information and planning, college applications, and special program opportunities.

### **SUICIDE PREVENTION**

The Academy recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the Academy, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.

All Academy personnel will receive professional development training in the risk factors, warning signs for suicide and depression, and about the protective factors that help prevent suicide, as well as the available resources regarding youth suicide awareness and prevention.

Parents/guardians shall be notified of any suicide prevention instruction provide their children using the communication method used for regular communication with parents.

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of an Academy. It is, therefore, the policy of WSC Academy that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the Academy. Parents should contact the principal to inquire about procedures and programs offered by the Academy.

## **INDIVIDUALS WITH DISABILITIES**

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Contact the principal to inquire about evaluation procedures and programs. The principal is the Section 504 Coordinator.

## **STUDENTS EXPERIENCING HOMELESSNESS & FOSTER CARE**

It is the policy of the Academy to ensure that students who meet the federal definition of "homeless" and "foster" under the McKinney-Vento Homeless Assistance Act have equal access to the same free, appropriate public education as provided to other students. WSC Academy has an appointed Liaison for Homeless and Foster Children who will perform the duties as assigned.

The Academy is committed to ensuring that there is no barrier to the enrollment, attendance, or success of homeless children and youths. In addition, no student will be stigmatized or segregated on the basis of their status as homeless. The Academy's Homeless Liaison collaborates and coordinates with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth. Anyone seeking additional information regarding homeless students should contact the principal.

## **ATTENDANCE POLICY**

Every student of compulsory school age is required to be present daily unless legitimately excused. Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism or tardiness creates a genuine hardship for the student and is regarded as a very serious problem. If a student has a medical concern and is absent for more than three days he/she MUST have a written doctor's letter.

### **Attendance Policy**

WSC Academy is a supervised school facility that offers a virtual learning environment for students. Virtual courses are facilitated using the online courseware, Plato. WSC Academy obtains parent or legal guardian consent to participate in virtual learning for all pupils every year. Attendance is based on 1 two-way interaction between either a certified teacher of record or a mentor, in 1 course each week for the school year. Although attendance is based on two-way interaction, students are still expected to be present in school or virtually daily in each of their classes. If a student is absent from a class more than ten (10) days in a trimester, they are at risk of losing course credit. Absences not calculated in the ten (10) day absence expectation:

- School-related absences
- Absence due to death in immediate family
- Court/legal proceeding
- Medically unable to attend (doctor's note required)

### **Tardy Policy**

Ten (10) tardies in a class will be equivalent to 1 unexcused absence.

### **Attendance Definitions**

Unexcused Absence: An unexcused absence is an absence which has not been confirmed by a parent.

School Approved Absence: A school-approved absence is an absence from school or class initiated by the school or made necessary by participating in school activities or functions.

Tardy: Class begins promptly at 8:30 A.M. If a student is not in class at 8:30 A.M., they are considered tardy.

Excused with documentation: Any medically documented absence, funeral days, or other absence approved by the attendance office will not be counted against the student.

Suspended Absence: A suspended absence is an absence from class as a result of a violation of the Student Code of Conduct. A student on suspension may not attend or participate in any extracurricular or school activities.

Any student who is absent for 10 consecutive unexcused days may be dropped from the school enrollment. It is the administration's discretion to determine whether or not an absence is excused or unexcused.

### **Attendance Responsibilities**

- A. Student/Parent/Guardian Responsibility
  - a. Parents and guardians are required by law to have their children attend school continuously and consecutively until they have reached the age of eighteen (18).
  - b. Students at WSC Academy are required to attend school continuously and consecutively for the entire year up to the time that they have reached the age of eighteen (18).
  - c. Attendance requirements:
    - i. Student absences must not exceed nine (9) days per semester.
    - ii. Students who exceed nine (9) days of absence per semester may be considered for loss of course credit, considered for summer school, and/or retention.
    - iii. The policy will be established at the discretion of the building administration.
  - d. Students are expected to arrive on time and attend all assigned classes.
  - e. Students are not permitted to leave the building without parent/guardian permission. If a student must leave school during the school day, the parent/guardian must sign the student out at the main office. When the student returns to the building s/he must report directly to the main office first.
  - f. The day a student returns from an absence s/he must contact each teacher to arrange possible make-up assignments. If a student does not contact a teacher, s/he forfeits make-up privileges in that class.
  - g. If a student is unable to attend school or any part of the school day, it is the parent's responsibility to notify the attendance office. The parent/guardian must call on the day of the absence or the absence will be recorded as unexcused.
- B. Teacher Responsibility
  - a. To initiate early intervention to prevent further absences by notifying the attendance office of students with five (5) or more days absent in a semester.
  - b. To take attendance and maintain accurate attendance records for each assigned class; this is a legal requirement
  - c. To assist administration by reporting the name(s) of student(s) who are not physically present in class that may be loitering, skipping, or in an unauthorized area.
  - d. Club advisors, teachers, etc., are to inform the main office, as soon as possible prior to the event, when students will miss class due to a scheduled event and to reinforce the attendance policy.
  - e. To provide make-up assignments when a student arranges for them. In-school suspension work will be provided and credit will be given if completed during ISS. Out of school suspension work will be provided upon request and the student will be given credit for work if turned in within two (2) days of student return.
- C. Counselor Responsibility
  - a. To assist in monitoring student's attendance.
  - b. To contact and conference with parents and students, upon being notified of attendance problems such as unexcused absences, excessive absences, etc.
- D. Main Office Responsibility
  - a. To monitor student attendance.
  - b. To contact parents when students are absent.
  - c. To make referral to appropriate juvenile court systems for truancy.
- E. Administrative Responsibility
  - a. To assign an administrative consequence to students who exceed the nine (9) day limit
  - b. For every hour that a student skips, s/he will serve an administrative consequence.
  - c. For each subsequent infraction, discipline will be progressive.
  - d. The student may be recommended for loss of credit, summer school, and/or retention.

### **Doctor/Dentist Appointment**

Parents/Guardians are encouraged to make their children's doctor or dentist appointment outside of school hours or on scheduled free days and half days.

# ACADEMIC INFORMATION

## GRADING POLICY

GPA's (Grade Point Averages) are figured cumulatively at the end of each trimester. Credit (CR) and No Credit (NC) are not calculated into the formula for GPAs. WSC Academy uses the following grading scale:

Percentage	Letter Grade	GPA Points
100%-93%	A	4.0
92%-90%	A-	3.7
89%-87%	B+	3.3
86%-83%	B	3.0
82%-80%	B-	2.7
79%-77%	C+	2.3
76%-73%	C	2.0
72%-70%	C-	1.7
69%-67%	D+	1.3
66%-63%	D	1.0
62%-60%	D-	0.7
59% and Below	F	0
Incomplete Course (No Credit)	NC	0

Any final grade below a 60% at the end of the trimester will receive an F, meaning that no credit is earned, and the class or an equivalent will need to be revisited to obtain credit.

## GRADUATION REQUIREMENTS

Successful completion of 18-20 credit hours (based on Cohort Year) is necessary to earn a diploma from WSC Academy. Students with disabilities are assisted in meeting these graduation requirements as appropriate and as specified in their Individualized Education Program (IEP). Students with disabilities who are unable to meet these graduation requirements, or for whom these requirements are deemed inappropriate, may request a personal curriculum. If a personal curriculum is requested, the Academy will consider that request per state guidelines. A curriculum guide is available for parents to read if they have an interest in the courses offered and the descriptions of classes.

<b>Content Area</b>	<b>Number of Credits</b>	<b>Description</b>
English Language Arts	4 Credits	1 Credit of each course: English 9 English 10 English 11 English 12
Math	4 Credits	1 Credit of each course: Algebra 1 Geometry Algebra 2 4th Year Math
Science	3 Credits	1 Credit of each course: Biology Physics and/or Chemistry Earth & Space Science (or other science course as deemed appropriate)
Social Studies	3 Credits	1 Credit of U.S. History 1 Credit of World History 0.5 Credit of Civics 0.5 Credit of Economics
World Languages	2 Credits*	2 Credits of a World Language (Spanish, French, ASL, etc.)*
Physical Education & Health	1 Credit	0.5 Credit of Physical Education 0.5 Credit of Health
Visual & Performing Arts	1 Credit*	1 Credit of Visual or Performing Art*

\*Please contact School Counselor for general information about high school credits and/or alternative credit options\*

## **PERSONAL CURRICULUM**

Students are required by the state of Michigan to meet the requirements of the Michigan Merit Curriculum. In some cases, modifications can be made to the MMC to ensure that all students have access to and success in obtaining their high school diploma. These modifications, called a Personal Curriculum, are federally legislated and are available to any student. The extent of modifications is determined on a case-by-case basis.

In order to pursue a Personal Curriculum, a formal written request must be submitted to the Principal. A parent or guardian of a student who has completed 9th grade (or the student if at least 18 years old or emancipated), or a student's teacher or counselor, may request a personal curriculum by contacting the Principal and completing a brief form.

Upon receipt of the request, the Personal Curriculum team, including the student, at least one of the student's parents/guardians, a teacher, a guidance counselor, and the school psychologist (if the student receives special education services), will develop a plan. The Personal Curriculum plan must be approved by both the parent/guardian and the Principal. Students who are 18 years and older or who are identified as emancipated youth, do not require parental approval.

More information regarding the Personal Curriculum is available by contacting our main office.

## **SCHOOL and/or COMMUNITY PARTICIPATION**

Students at WSC Academy may receive 5% of course grade for completion of 10 documented hours of School or Community Participation. Opportunities will be provided by the Academy for completion of this requirement.

Students at WSC Academy may also receive 5% of course grade for classroom attendance where absences do not exceed two days a semester (4 absences).

## **CLASS STATUS**

Class status is NOT determined by the grade level that a student was in the previous school year. Your class status will be determined by the number of credits you have earned:

- Freshman status – less than 5 credits
- Sophomore status – at least 5–10 credits
- Junior status – at least 11–15 credits
- Senior status – at least 16+ credits

## **WALKING AT GRADUATION**

In order for a senior to walk at the graduation ceremony, they must fulfill all graduation requirements and must be in good standing per senior class guidelines prior to the graduation ceremony.

## **PARTICIPATION IN SENIOR ACTIVITIES**

There are many exciting events and activities during a student's senior year, such as a senior trip, pinning ceremony, senior parties, and prom. Seniors are eligible to participate in these activities if they are on track to meet the specific graduation requirements as well as passing all current classes at the time of the activity (coursework must be completed by the last day of senior classes). Final authority on senior events and participation rests with administration or designee.

A student that participates in JROTC at their former school for one full year may receive the .5 Physical Education credit waiver. Please ask the school counseling office for a Credit Waiver Request Form.

## **TEST OUT OPPORTUNITIES**

Students have the opportunity to ask to waive credit by taking an end-of-semester exam that is representative of material that would normally be learned through the course. The exam will be approved and administered by a teacher certified in that subject area on a date designated by the school. Students MUST receive a score of 75% or higher on exams in order to receive credit, and may only attempt to take one test per course. A "CR" grade will be listed on the student's transcript indicating successful testing out of a particular course. You must complete a Test Out Request Form and return it to the school counselor for approval.

## **ADVANCED ACADEMIC OPPORTUNITIES**

WSC Academy offers multiple tracks for juniors and seniors that have fulfilled their credit requirements and/or prerequisite courses. These opportunities include Dual Enrollment, Career and Technical Education, Work Study, and Advanced

Placement (AP) classes. Please note that each of these opportunities requires teacher recommendation and counselor approval, and students may be removed if they do not meet academic and/or behavioral expectations. Students should ideally be choosing programs that align with their post-secondary education and/or career goals.

## **DUAL ENROLLMENT**

Eligible students may participate in free online or in-person college-level courses for high school credit, college credit, or both. Courses would be taken during the typical school day, and may be offered off-site or online. Students should make an appointment with the school counselor for more information and eligibility.

## **STANDARDIZED TESTING**

All juniors will automatically take the Michigan Merit Exams in the Spring. These tests include the SAT, ACT Workkeys, and the M-STEP. Freshmen and Sophomores will take the PSAT each Spring, per MDE guidelines. Other tests will be completed throughout the school year, including NWEA.

## **TRANSCRIPTS**

A transcript is an official school record of courses taken, grades, credits taken, credits earned, and GPA. Graduates may request a transcript contacting the WSC Academy guidance counselor.



# STUDENT CONDUCT & DISCIPLINE

## DRESS CODE

We believe appearance and grooming show respect for fellow students and staff, and create the appropriate tone for school and the classroom.

- No gang related clothing, no sagging, no pajama pants, no hats, no do-rags, no profane or alcohol/drug related clothing or jewelry may be worn
- No undershirts or sleeveless muscle shirts may be worn.
- No spikes or studded jewelry, shoes or clothing.
- Dress must cover the body, no see-through clothing, no bare midriffs, no spaghetti straps (straps must be three fingers wide).
- Shorts, skirts, dresses, and cover-up tops must be finger length on the thigh.

## ELECTRONICS

Students are allowed to have cellphones on campus but they are to be utilized in the gym during lunch time and classroom breaks only. Outside headphones or earbuds such as Beats and AirPods are not allowed in the building. Headphones that are compatible with Chromebooks are provided by WSC Academy. Unauthorized computer use (e.g. online shopping, hot spots, social media, You Tube, etc.) will be not allowed and student will be referred to Positive Behavior Interventions Support. WSC Academy provides computers and a variety of software for student use. Each student assumes the responsibility to avoid actions that may interfere with another student's ability to use the system. A student is allowed to use school-installed programs to access, modify or delete his/her own data on his/her own flash drive. All other use is prohibited. A student will be held responsible for acts (financially and within the discipline system) that access, modify, damage, or delete hardware, software and other data and programs other than their own. Students are held accountable for information they access on the Internet. This information must be appropriate for school and free from pornography, profanity, drugs or any other offensive material. Parent/guardian and student must sign a computer and Internet usage form each school year.

## PERSONAL ITEMS

Students should not bring items of value to school. Items such as jewelry, expensive clothing, and electronic equipment are tempting targets for theft. WSC Academy cannot be responsible for their safekeeping and will not be liable for loss or damage to any personal valuables.

## CONTRABAND ITEMS

Consequences for bringing contraband to school will be determined case-by-case. A call will be made to the parent/guardian, principal, probation officer (P.O.), or police, as applicable. Contraband items include illegal substances or paraphernalia, knives, lighters, etc.

## **PROHIBITION OF ALCOHOL, TOBACCO AND DRUGS**

The Academy prohibits the use, possession, distribution, purchase, or sale on Academy property, in any Academy vehicle, or at any Academy-sponsored event of any of the following prohibited substances:

- Alcoholic beverages
- Tobacco (Including Electronic Cigarettes)
- Any illegal drug, controlled substance, or cannabis (including marijuana and hashish)
- Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision
- Any prescription drug not prescribed for the student by a licensed health care provider or not used in the manner prescribed
- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or the nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- Look-alike or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student explicitly or implicitly represented to be an illegal drug or controlled substance.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; or (b) grow, process, store, or conceal cannabis or controlled substances.

Students under the influence of any prohibited substance are not permitted to be on Academy property, in an Academy vehicle, or at an Academy-sponsored event. The student will be treated as though they have the prohibited substance in their possession.

## **CONSEQUENCES FOR POSSESSION/USE OF CONTROLLED SUBSTANCES**

Consequences for possession will be determined case-by-case. A call may be made to the parent/guardian, principal, probation officer (P.O.), or police, as applicable. Students will be referred to Positive Behavior Interventions Support.

## **DISTRIBUTION/SALE OF ILLICIT SUBSTANCES**

Consequences for distribution or sale of marijuana, alcohol, or other illicit drugs will result in a call being made to the parent/guardian, principal, probation officer (P.O.), or police, as applicable. Student will be referred to Positive Behavior Interventions Support.

## **GANG-RELATED BEHAVIORS**

Any student involved in any activity, symbol, sign, or communication that is determined by staff to be gang-related, or even possibly so, will be asked to discontinue the behavior without question. Items may be taken, destroyed, etc. Parent/guardian, principal, and/or probation officer may be involved. Student will be referred to Positive Behavior Interventions Support.

## **LANGUAGE**

Conversations must be clean, non-violent, non-offensive, and not negative toward race, gender, sexual orientation, or appearance as determined by staff.

## **INAPPROPRIATE SEXUAL BEHAVIOR**

No sexually-related behavior or comments will be tolerated. They will be dealt with on an individual basis. No public displays of affection (PDAs). Demonstration of one's affection toward another person has an appropriate time and place. PDAs should be limited to those types of displays that are deemed appropriate by staff as proper decorum in a school setting. Displays of affections such as kissing, extensive embracing, sitting on someone's lap, or any contact that may be considered sexual in nature will not be allowed on Academy grounds, in Academy vehicles, or at any Academy-sponsored event/activity. Excessive displays of affection may result in referral to Positive Behavior Interventions Support.

## **SEXUAL HARASSMENT**

The Academy is committed to providing for its students an educational environment that is respectful of human dignity and free from sexual harassment. Abuse of the dignity of any student by means of sexist slurs, or sexually-oriented obscene, lewd, vulgar, unwanted, offensive, or indecent language will not be tolerated. Sexually derogatory or objectionable conduct, including but not limited to unwanted or offensive touching and physical contact will also not be tolerated.

Any student who feels he or she is being sexually harassed by any other student or students shall report such incidents to a teacher, counselor, school psychologist, school social worker, or principal. Such reports shall be reported to and investigated by the principal. Any student who is determined to have committed sexual harassment will be subject to disciplinary action, based upon the severity and frequency of the offense(s).

## **PROPERTY DAMAGE**

Vandalism and disregard for school property will not be tolerated. A student who damages, attempts to damage, steals, or attempts to steal Academy property, will be disciplined. Violations could result in physical or financial restitution, suspension, or referral to Restorative Practices. Graffiti is considered vandalism.

## **WEAPONS, ARSON, AND CRIMINAL SEXUAL CONDUCT**

Any student possessing, using, controlling, or transferring a dangerous weapon (defined by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles"), any item which may be used to cause or threaten harm to others, or a look-alike weapon; or who commits arson or criminal sexual conduct on Academy property, in an Academy vehicle, or at an Academy-sponsored event, may be permanently expelled and or referred to Restorative practices.

Possession, use, or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may result in suspension by the authorized school district administrator or expulsion by the Board. A dangerous item is any object capable of inflicting bodily harm, as determined within the sole discretion of the authorized school district administrator (including but not limited to knives, bullets, fireworks, smoke bombs, any parts of a weapon, or toy weapons).

## **PHYSICAL ASSAULT**

Any student who commits a physical assault against an Academy employee, volunteer, contractor, or another student on Academy property, in an Academy vehicle, or at an Academy-sponsored event may be suspended by the authorized principal or expelled by the Board and or referred to Restorative Practices. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

## **VERBAL ASSAULT**

Any student who commits a verbal assault on school property, on a school bus or other school vehicle, or at an Academy-sponsored activity or event against a WSC Academy employee, volunteer, or contractor may be referred to Restorative Practices

Verbal assault is defined as a threat of immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, which puts a person in a reasonable apprehension of such touching; the use of offensive language directed at a person, where such language is likely to provoke a reasonable person (e.g. excessive taunting or teasing, bullying, hazing, or other verbal harassment, or aggressive behavior); or a bomb threat (or similar threat) directed at a school building, other school property, or a school event. A student who encourages others to engage in such behavior also violates this policy. For purposes of this policy, the definition of assault also includes written threats.

## **OTHER PROHIBITED CONDUCT**

- Cell Phone use is prohibited outside of the cafeteria during lunch. Violations will result in loss of privilege - a telephone is available for use in the Main Office.
- Damaging or attempting to damage another person's personal property.
- Stealing or attempting to steal another person's personal property.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to conduct that may reasonably be considered to: (a) be a threat to or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or Academy property.
- Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- Being absent without a recognized excuse.
- Disobeying rules of student conduct or directives from staff members or Academy officials.

## **ACADEMIC HONESTY**

We value academic integrity very highly and do not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances the grade on an individual or group assignment. The following is a list of forms of cheating, plagiarism and other forms of dishonesty. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask your teacher before you do it.

Academic Dishonesty includes, but is not limited to: Cheating on exams by copying from others, having or using notes, formulas, or other information in a programmable calculator or other programmable device; having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or receive unauthorized information; having or using a cheat sheet; altering a graded exam and re-submitting it for a high grade; working together on a take home exam unless approved by the teacher; gaining or providing unauthorized access to the examination or course materials, reporting false grades or copying the work of another peer. Taking screenshots of questions or answers, and looking up test answers during a test with an electronic device is also considered academic dishonesty.

Plagiarism by copying part or all of another person's work and submitting it as your own; acting as a provider of a paper or papers for others; submitting substantial portions of the same work in more than one class without consulting with the teachers; failing to use quotation marks where appropriate; failing to properly cite paraphrased materials with footnotes or a bibliography; making up data for an experiment; citing non-existent sources; giving or getting improper assistance on an assignment meant to be individual work; using the services of a commercial term paper company; using the services of another student.

Attempted cheating, even when unsuccessful, will be treated as academic dishonesty. Simply having observable possession of any prohibited or unauthorized information or device during an exam, even if it is not used, is an act of academic dishonesty. It will be dealt with as such.

You can protect yourself by keeping in mind that, unless you indicate otherwise, readers assume that everything in your paper is your original work, and that plagiarism occurs when you allow the reader to believe that some fact, idea, or phrase originated with you when it did not. Unintentional examples include: copying materials from a source text; supplying proper documentation, but leaving out quotation marks; and paraphrasing materials from a source text without appropriate documentation. Whenever you use exact words from another person or source, they must be put in quotation marks and credited.

Proper credit and citation given to all sources eliminates the danger of unintentional plagiarism.

## **CONSEQUENCES FOR ACADEMIC DISHONESTY**

1<sup>st</sup> offense: Student will receive a zero on the assignment or test. Teacher and administrator will decide whether student will be able to do an alternate assignment for partial credit. There will be a meeting with the student, parents, teacher, and/or administrator.

2<sup>nd</sup> offense: Student will receive a zero on the assignment or test with no option for partial credit. There will be a meeting with the student, parents, teacher, and an administrator. The student may be and or referred to Restorative Practices.

Subsequent offenses: Student will receive a zero on that assignment or test. The student may lose credit for the class if cheating has occurred in the same class before this instance. The student will be referred to Restorative Practices.

## **BULLYING**

The WSC Academy believes that a school that a safe and nurturing educational environment in school is necessary for students to learn and achieve high academic standards. Therefore, it is the policy of the Academy to provide a safe and nurturing environment for all of its students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

Bullying means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyber bullying, that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

- a) Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.
- b) Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- c) Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- d) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying and cyberbullying are prohibited at school. "At school" is defined as on school premises, at school-sponsored activities or events, in a school-related vehicle, or using telecommunications access device or provider if it is owned or under the control of the school district.

Bullying and cyberbullying that does not occur "at school," as defined above, but that causes a substantial disruption to the educational environment may be subject to disciplinary action.

### **Reporting and Investigating Reports of Bullying**

Every student is encouraged to report any situation that he or she believes to be bullying behavior directed toward a student to a teacher, a counselor, administrator, or other staff member. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the principal. Complaints against the principal shall be reported to the board.

Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action.

All complaints about bullying shall be promptly investigated and documented. The principal or designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including

discharge for employees, and up to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

The Academy will comply with all applicable laws regarding confidentiality of personally identifiable information within education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parents, legal guardians and representatives, and is redacted from any report of bullying or cyberbullying that is publicly disclosed.

WSC Academy and its Board will utilize restorative practices that emphasize repairing the harm to the victim and school community in correction for the bullying behavior, which may include victim-offender conferences that:

1. Are initiated by the victim;
2. Are approved by the victim's parent or legal guardian or, if the victim is at least 15, by the victim;
3. Are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender; and
4. Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting the consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

# WSC ACADEMY POLICY AND PROCEDURES FOR STUDENT DISCIPLINE

The goal of behavior management and discipline at WSC Academy is to teach self-control and to develop character. WSC Academy will utilize restorative practices to address issues within the school community.

## STUDENT CODE OF CONDUCT

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

A student violating any of the prohibited acts listed in this Student Code of Conduct shall be deemed to be guilty of a gross misdemeanor and will be referred to Positive Behavior Interventions Support. Additionally, a student who engages in a prohibited act that violates the law may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student engages in a prohibited act:

- on school property
- in a motor vehicle being used for a school related purpose
- at a school-related activity, function, or event
- in travel to or from school
- involving another student who is traveling to or from school, off school premises, which act, in the judgment of the administration, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees or would endanger the proper functioning of the educational process.

WSC Academy is a high school dedicated to providing a quality education in a positive environment that encourages academic excellence, high moral standards and personal discipline. The following standards of conduct delineate the values that the school deems essential to the fulfillment of its mission. Each student needs to read, agree to and follow its contents. A student may not be enrolled if a signed contract is not on file.

1. I will be an active member of building a positive WSC Academy community where everyone deserves a fresh start.
2. I will promote a safe environment for the WSC Community. I acknowledge that WSC Academy prohibits acts of bullying, harassment, and other forms of aggression and violence. I understand that such behavior will result in Positive Behavior Intervention.
3. I will use safe and positive language. I understand that profane language, racist or bigotry statements are not permitted.
4. I will respect all persons while on the WSC Academy Campus to include students, staff, volunteers and other visitors to the campus.



5. I will appreciate the building and grounds of WSC Academy by refraining from any destructive or damaging behavior. I understand that I am subject to Positive Behavior Intervention and payment of damages if I do so.
6. I realize that consistent attendance is necessary for academic progress. I understand that I will be referred to Positive Behavior Intervention if I exceed **5 (five)** days unexcused absence **per marking period**.
7. I understand that excessive tardiness interferes with my learning requirements. Excessive tardiness will result in a conference which could lead to referral to Positive Behavior Intervention.
8. I have a bright future. I do not want to jeopardize it by rash and senseless acts of violence. I realize that if I initiate or perpetuate a fight or other acts of violence, I am subject to referral to Positive Behavior Intervention. I also understand that bringing a firearm or other weapon to school may result in immediate expulsion.
9. I understand that I **must dress** appropriately.

- No gang related clothing, no sagging, no pajama pants, no hats, no do-rags, no profane or alcohol/drug related clothing or jewelry may be worn.
- No undershirts or sleeveless muscle shirts may be worn.
- No spikes or studded jewelry, shoes or clothing.
- Dress must cover the body, no see-through clothing, no bare midriffs, no spaghetti straps (straps must be three fingers wide).
- Shorts, skirts, dresses, and cover-up tops must be finger length on the thigh.
- I understand that I will be sent home to change if the faculty or staff determines my dress to be inappropriate. \_\_\_\_\_

10. I understand that open displays of affection and sexually explicit language or innuendoes are not conducive to creating a learning environment. I will refrain from such behavior while at WSC Academy or while attending any school functions.

11. I will exhibit proper classroom behavior in order to provide my fellow students and myself the best possible opportunity to learn. I understand that disruptive and inappropriate behavior will result in Positive Behavior Intervention.

12. I understand that Academic Dishonesty compromises my education and may jeopardize my chances to receive credit and/or continue as a student at WSC Academy.

### **Working Together to Create an Optimal Learning Environment**

WSC Academy has high academic expectation for all of our students. In order to achieve this, we also have high behavioral expectations. Students are expected to work collaboratively and professionally at all times. Students are not allowed to disrupt learning or teaching. Our policy is simple: if a WSC Academy student ignores multiple directives or behavioral support plans to correct disruptive behavior, he/she may be sent from the classroom and face disciplinary actions up to suspension and or referred to Restorative Practices.

Any time a student is suspended for a second time, he/she will meet with a principal to go over the school safety and persistent disobedience policies. A parent/guardian meeting may also be required.

All suspensions will be administered by the principal of WSC Academy and will be conducted on a case by case basis depending on the severity and regularity of the infractions and review of Restorative Practices.

### **Application to Students with Disabilities**

WSC Academy complies with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students.

Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. When appropriate a manifestation determination conference will be conducted to determine if a special education or Section 504 student's misconduct is a manifestation of his/her disability. Appropriate disciplinary actions will be determined pending the outcome.

### **Due Process Rights**

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

### **Progressive Discipline**

Each student behavioral incident is considered unique and will be handled as deemed appropriate by staff. Steps may include: redirection, cool-down time, and/or behavior management plan. This will be determined on a case-by-case basis. A school-wide Positive Behavior Support plan is utilized by all staff members. Restorative practices are in place to ensure a student's opportunity for success. Incidents are handled on a case-by-case basis to determine an appropriate behavior plan.

### **Impartial Hearing**

In the case of long-term suspensions and expulsions, the Discipline Committee appointed by the WSC Academy Board will conduct an impartial hearing in compliance with the Open Meetings Act within 10 school days of the incident. The student will have a reasonable amount of time to prepare for the hearing. The principal will present the Academy's case against the student. A certified letter to parents about the issue, including the intent to suspend or expel, must be sent within 48 hours of the incident report. This letter sent to the parent and student will indicate the following:

- The alleged misconduct, which must fit within the Parent/Student Handbook discipline policy. (The written charges should be specific and detailed. All possibly violated discipline rules should be listed. If the student is charged with a violation of a Michigan statute which is not specifically stated in the student discipline rules, the pertinent section of the Michigan Code will be cited.)
- Length of proposed long-term suspension and/or expulsion.

- The date, time, and location of the scheduled hearing.
- Students and parents are not required to attend the hearing. If the parent/guardian does not attend, the Discipline Committee will take action based on the information presented at the hearing.
- If students and/or parents attend this hearing, their rights include the right to review the information supporting the charges and proposed penalty; to dispute the information supporting the charges and proposed penalty; to introduce information on the student's behalf; and to be represented by legal counsel. The hearing is not a legal proceeding and will not be conducted according to court rules or rules of evidence. If legal counsel is retained, the principal must be notified at least 48 hours prior to the hearing, so the Academy can make arrangements to have its own attorney present. The parent and/or student may request that the hearing be conducted in closed session.

The principal will present the issues and documentation to the Discipline Committee as the Academy representative. All student names will be disguised for presentation at the hearing. Within the paperwork, all other students involved should be referred to as "another student" or "another male/female student."

The student who violates the law and/or behavior code warranting a recommendation for a long-term suspension/expulsion should not be placed on Homebound Education until the hearing has been held or the parent/guardian and student elect to waive the hearing by contacting the school office after the charges have been filed.

### **Appeal**

If the principal determines that a long-term suspension or expulsion is warranted, the parents and/or student may appeal that decision to the full School Board in writing within five (5) school days of receiving the expulsion notification. The appeal must state why the decision of the Discipline Committee was not justified, and any extenuating circumstances that the Board should consider. The Board will discuss the appeal at their next regularly scheduled board meeting. If the Board decides on expulsion, the student is separated from WSC Academy School District. The School Board's decision is final.

### **Reinstatement**

Parents/guardians may petition the WSC Academy School Board to readmit their student upon expiration of the mandated expulsion period.

It is the responsibility of the parent/guardian to prepare and submit the petition. WSC Academy will not provide assistance in preparing the petition.

1. No later than 10 school days after receiving a petition for reinstatement, a school board shall appoint a committee to review the petition and any supporting information submitted by the parent/guardian. The committee shall consist of 2 school board members, 1 school administrator, 1 teacher, and 1 parent of a pupil in the school district. During this time, the Principal may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.

2. No later than 10 school days after all members are appointed, the committee shall review the petition, any supporting information, and information provided by the school district, and shall submit a recommendation to the school board on the issue of reinstatement. The recommendation shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement. The recommendation shall be based on consideration of all of the following factors:

- a. The extent to which reinstatement of the individual would create a risk of harm to pupils or school personnel.
- b. The extent to which reinstatement of the individual would create a risk of school district or individual liability for the school board or school district personnel.
- c. The age and maturity of the individual.
- d. The individual's school record before the incident that caused the expulsion.
- e. The individual's attitude concerning the incident that caused the expulsion.
- f. The individual's behavior since the expulsion and the prospects for remediation of the individual.
- g. The degree of cooperation and support that has been provided by the parent or legal guardian and that can be expected if the individual is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.

3. No later than the next regularly scheduled board meeting after receiving the recommendation of the committee, a school board shall make a decision to unconditionally reinstate the individual, conditionally reinstate the individual, or deny reinstatement of the individual. The decision of the school board is final.

4. The school board may require an individual and, if the petition was filed by a parent or legal guardian, his or her parent or legal guardian, to agree in writing to specific conditions before reinstating the individual in a conditional reinstatement. The conditions may include, but are not limited to, agreement to a behavior contract, which may involve the individual, parent or legal guardian, and an outside agency; participation in or completion of an anger management program or other appropriate counseling; submission of negative screen for illicit drugs and/or alcohol; periodic progress reviews; and specified immediate consequences for failure to abide by a condition. The parent/guardian may include proposed conditions in a petition for reinstatement.

5. This section does not diminish any rights under federal law of a pupil who has been determined to be eligible for special education programs and services.

## **Exclusion from the Academy**

During a suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle, or to participate in or attend any before- or after-school activities (including, but not limited to, the student's attendance as a spectator of or participant in sport or weekend activities). Once a student has been suspended, s/he is not allowed on campus until his/her suspension has been completed and/or s/he has met with the principal or school designee.

## **Michigan Child Protection Law**

Consistent with controlling law, all matters of student out-of-school disciplinary suspensions and expulsions shall be permanently maintained in a student's permanent educational record (CA-60), and shall be transferred to any other private or public elementary school in which the student may seek enrollment. However, such disciplinary records may be deleted upon graduation, except for expulsions for possession of dangerous weapons, arson, criminal sexual conduct, or the physical assault of a staff member, volunteer, or contractor.

Suspension and/or expulsion will be listed as an excused absence within the student's attendance record.

When required by law, the Juvenile Division of the Probate Court will be informed by the principal that the Academy has expelled the student, and the reason for expulsion. Academy administration and staff will also report and share information with local law enforcement agencies and appropriate Family Independence Agencies or County Community Health Agencies regarding student misconduct which may constitute reportable offenses under the law and local agreement.

## **Corporal Punishment**

The administration or teachers will not perform corporal punishment for any reason. However, the use of reasonable physical force necessary to maintain order and control for the purpose of providing an environment conducive to safety and learning is permitted in the following situations as stated by the Michigan Department of Education:

- "To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district or public school academy functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
- "For self-defense or the defense of another.
- "To prevent a pupil from inflicting harm on himself or herself.
- "To quell a disturbance that threatens physical injury to any person.
- "To obtain possession of a weapon or other dangerous object upon or within the control of a pupil."

All guidelines for the use of seclusion and restraint will be adhered to at all times. Select staff members have been certified in non-violent crisis intervention.

### **Student Rights**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment to be honored as long as they respect the rights of their fellow students and the staff, and their actions are not disruptive to the educational process. Students will be expected to follow the directions of all staff and obey all school rules. No information which may be considered of a confidential or personal nature may be released to outside agencies without the specific approval of the parent/guardian and school official.