



PARENT & STUDENT HANDBOOK

2024-2025

School Leader

Ms. Carmen Willingham

Board of Education

Mr. John D. White, President

Ms. Lynette Wright, Vice-President

Mr. David Vincent, Treasurer

Ms. Rosalind Wordlaw-Dickey, Secretary

ACADEMY FOR BUSINESS & TECHNOLOGY MS/HS



19625 Wood St.
Melvindale, MI 48122
(313) 382-3422
(313) 382-3906 Fax
www.abtmelvindale.com



Dear Parents and Students,

Thank you for enrolling your child(ren) in **Academy for Business & Technology Middle/High School (ABTH)**. The administration and staff would like to welcome all students to The Academy for Business & Technology.

As a public charter school, we are pleased to offer you a **free** and quality educational choice. On the following pages you will find information concerning the policies, practices, and procedures that are in place at ABTH. We ask that you read these pages carefully and go over them with your child(ren), so that everyone is familiar with all of ABTH's procedures and practices. In order for our students to achieve academic success, it is imperative that the home and school work closely together to accomplish this goal. Each ABTH family is encouraged to be actively involved in the educational process so that we can continue to build a solid learning community, one with a strong academic foundation, within a safe, caring, and respectful environment.

Again, thank you for believing in and choosing ABTH for your child(ren). We look forward to working with you to ensure that your child maximizes his/her learning potential.

Please remember to sign and return the back page of this Handbook to the main office once it has been reviewed and feel free to contact me at any time with comments, questions, suggestions, etc. **WE ARE IN THIS TOGETHER!**

Sincerely,

Carmen Willingham
School Leader

Charter School Information

The Academy for Business & Technology is a free public charter school that is governed by a local board of directors and managed by The Leona Group, LLC, 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.

ABTMH is managed by:



THE LEONA GROUP, L.L.C. • *A new kind of public school*® • Chartered by Eastern Michigan University



This handbook outlines the expectations, rules, and procedures of Academy for Business & Technology Middle/High School. The school's administration and its board reserves the right to amend this document at any time.

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MISSION STATEMENT

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

VISION

“Success for All”

ABTMH Core Values

- 1. School organized for every student's success.** To help achieve this we've organized small, flexible Professional Learning Communities (PLC) where the staff works together to communicate best practices, professional information, and individual student learning tendencies to better focus instruction.
- 2. A better use of time.** ABT follows a schedule that makes sense for families today, adds the equivalent of 1 year 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 every teacher and student 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. Our classrooms are full of the sound of discussion, 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 testing programs. ABT is accountable for student performance on all of these measures.
- 6. Educators who are true professionals.** Teachers are the heart of our school. 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, preparing students for the workplace of the future.
- 8. A partnership with families.** ABT makes a commitment to families to keep them engaged in their student's progress. Student portfolios and quarterly meetings with teachers give family members an accurate and vivid picture of their student's accomplishments and needs.

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.

"Exceeding Expectations"

Academy for Business & Technology MS/HS (ABTH)
19625 Wood
Melvindale, MI 48122

School Telephone
(313) 382-3422



School Fax
(313) 382-3906

A person's character is their destiny.
Heraclitus

SCHOOL INFORMATION

School Hours
8:00 A.M. – 2:37 P.M.
Monday through Friday

After-School Program Hours
2:37 P.M. – 4:00 P.M.
Monday through Thursday

Office Hours
7:30 A.M. – 3:30 P.M.
Monday through Friday

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

Schedule of Class & Lunch Periods

Middle School High School			
Hour	Class Time	Hour	Class Time
1	8:00 – 8:54	1	8:00 – 8:49
2	8:58– 9:47	2	8:53– 9:42
3	9:51– 10:40	3	9:46– 10:35
4	10:44 -11:33	4	10:39-11:27
5A-lunch/11:37-12:02 5B lunch/12:30-12:55	12:06-12:55 11:37-12:26	5	12:06-12:55 11:37-12:26
6	12:59– 1:48	6	12:59– 1:48
7	1:52 -2:37	7	1:52 -2:37

ABTMH Graduation Requirements

In accordance with our mission, we provide a rigorous curriculum to prepare our students for a global society. To accomplish our mission, we have set high expectations for graduation.

Standard Michigan Merit Curriculum

A minimum of 18 Credits will be required for class of 2016 and beyond.

Subject	Credits	Subject	Credits	Subject	Credits
Math	4 (MI)	Science	3 (MI)	Language	2 (MI)
English	4 (MI)	PE/Health	1 (MI)		
Social Studies	3 (MI)	Fine Arts	1 (MI)	*Online Experience	

*The required course by the State of Michigan (18 credits)

In addition to the state’s requirements, ABT requires that students obtain an additional four credits from elective courses. These may include business, STEM, dual enrollment, or other courses chosen by the student. We also require students to complete a minimum of 40 hours of community service.

Other Graduation Credit Notes

- A math course must be taken in the senior year
- The foreign language requirement may be met in grades K-12 with documentation of completed coursework.
- Art, Spanish, and Computers will provide the online experience.

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 MME tested areas. During the fall and spring, students will have the opportunity to

retake any section needed to be endorsed. All students are required to complete 40 hours of community service. Starting with the class of 2016, all seniors must apply to one (1) college/university prior to receiving their diploma. A student will only receive a state endorsed diploma after completing all the state required courses.

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

DUAL ENROLLMENT

A student must meet the MDE qualifying score (see attached document). If a student does not meet the MDE qualifying score requirement, the following requirements for dual enrollment will be considered by administration:

- Overall 3.0 GPA
- Junior/Senior credit status
- No Suspensions
- 90% Attendance
- Displays a mature and respectful behavior

CLASS OFFICE CRITERIA REQUIREMENTS

- Maintain a GPA of 3.0 or better throughout candidacy
- Member of the class which office is sought (must have minimum credit status to be determined as a part of that class)
- Enrolled at ABTH at least 1 semester prior to term
- Be responsible and well organized
- No Office Discipline Referrals while in office
- No more than seven (7) absences

Voc/Tech ENROLLMENT (when offered)

A student's must meet the following requirements for dual enrollment:

- Overall 2.5 GPA
- Junior/Senior credit status
- No Suspensions
- 90% Attendance
- Displays a mature and respectful behavior

CLASS OFFICE CRITERIA REQUIREMENTS

- Maintain a minimum of 2.5 GPA
- Able to communicate effectively with classmates and adults
- Be responsible and well organized
- No Discipline Referrals
- No more than seven (7) absences
- Able to communicate effectively with classmates and adults.
- Able to stay after school to plan events.

CLASS RANKING

Valedictorian and Salutatorian

This policy has been changed starting with the class of 2016. The Valedictorian and the Salutatorian will be selected from those students receiving a high school diploma or with the successful completion of a minimum of the Michigan Merit Curriculum. The student with the highest class ranking, as determined by the highest grade point average (GPA) on a 4-point scale, shall be recognized as Valedictorian. If there is a tie for Valedictorian, multiple Valedictorians shall be publicly recognized. In the event that there is only one Valedictorian, the student with the second highest class ranking, as determined by the highest grade point average meeting the same requirements, shall be recognized as Salutatorian. In the event that there is only one Valedictorian named and a tie exists for Salutatorians, multiple Salutatorians shall be named.

In order to be named either Valedictorian or Salutatorian, at a minimum, students must have attended high school in the school system the last semester of their junior year and their entire senior year at the school of graduation. With regard to transferring students, only credits obtained from high schools that are North Central Accredited and approved by the Michigan State Board of Education, will be used for the

calculation of the highest numerical grade point average on a 4-point scale in core courses for the determination of the class ranking of Valedictorian and/or Salutatorian. All grades will be calculated based on the Academy for Business and Technology High School grading scale.

The policy calculation will be determined as follows:

It is important to be aware of and understand the Valedictorian and Salutatorian Policy and the specific criteria which qualify a student to become a Valedictorian or Salutatorian at Academy for Business & Technology Middle and High School.

The academic achievement of graduating seniors shall be recognized through the following steps.

1. The grade point average shall be determined by averaging the grades earned during the seven (7) semesters of a student's high school career. (Grades earned during the final semester shall not count for the purpose of this policy). The following policy will be used to determine the Valedictorian and Salutatorian for the classes.
2. **STRENGTH OF SCHEDULE:** To be eligible for Valedictorian/Salutatorian, students must be in a college-preparatory and honors/AP program appropriate to colleges and universities.
3. The weighted GPAs calculated by this method that are used to determine Valedictorian(s) and Salutatorian(s) will be rounded to the nearest hundredth.
4. The student with the highest average using this method shall be determined to be Valedictorian(s). The student with the second highest average shall be determined to be the Salutatorian(s).

Class Ranking

The class rankings shall be as follows:

- A. Valedictorian
- B. Salutatorian (in the event of only one Valedictorian being named)
- C. High Honor Graduate (GPA of 3.8-3.5 in core courses)
- D. Honor Graduate (GPA of 3.4-3.0 in core courses)
- E. Graduate

The ranking shall be based upon the highest Grade Point Average in courses at the end of the first semester of the graduating year.

Public Recognition

The Valedictorian and/or Salutatorian shall be publicly recognized in a manner determined by the school leader. In the event of a tie in class ranking for Valedictorian, each student will be publicly acknowledged and no Salutatorian will be recognized. After determining there is no tie in class ranking for Valedictorian, if a tie in class ranking for Salutatorian exists, each student will be publicly acknowledged. The Valedictorian (with the longest enrollment at ABTMH) will be selected for Channel 7 Brightest & Best participation. The student selected for the Spirit of Leona award must meet the Award criteria and will be selected by the staff.

Criteria for Breaking Ties for Scholarships

If scholarships or financial grants are to be awarded based on class ranking as Valedictorian and/or Salutatorian and the scholarships or grants cannot be shared among the students tied for Valedictorian and/or Salutatorian, the following criteria will be used in turn to break ties in class ranking:

1. Number of Honors College Preparatory and Advanced Placement classes taken in grades 9-12; and if a tie still exists;
2. Highest cumulative numerical average in Honors College Preparatory and Advanced Placement classes taken in grades 9-12.



Academy for Business & Technology MS/HS

Getting to Know Us Essential Information About Our School

Equal Opportunity

The Academy for Business & 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 Delores Jones-Bell** and can be reached by calling the main office.

Report Cards & Progress Reports

The student's school year is divided into 4 marking periods of 9-10 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.

ABTMHS Grading Protocol

Accumulative Grading Per Semester

Our grading system mirrors the grading system in all high schools in the state of Michigan. As the high school system is based on the earning of "credits" toward graduation, grades are accumulated throughout a semester. At the end of the semester, a grade is earned that reflects the academic performance for the entire semester. **The semester grade is the only grade earned for credit and documented on the student transcript.** This is NOT the same as "averaging" grades between quarter-marking periods.

- Progress reports are represented by (P1 and P2). A Progress Report is a "snapshot" in time of a student's performance in the class. These reports are reported to families and are visible on the student and parent portal. Grades continue to accumulate throughout the semester.
- The Semester Report Card (January & June) represents a student's academic performance for the entire course. (i.e. September to January is Semester 1)

- Every four weeks grades are reported home either as progress reports or report cards.

Standardized School-Wide Grade Weighting System

Weighting:

Assessment (50%)

(Project, Final, Unit Test, Chapter Test, Quiz)

Classwork/Homework (50%)

(Learning Activity/Assignment)

Assessment: A reflection of the impact of teaching on the learner.

Classwork: A reflection of the impact of your leadership and guidance. Allow students to practice, experience struggle, experience a positive environment for feedback, a welcoming opportunity to try again, and the final experience of comprehension and mastery.

Homework: A reflection of your belief in the student. "I believe you can do it by yourself."

School Wide Grading Scale

Grade	Numerical Range	GPA
A	93% - 100%	4.0
A -	90%-92%	3.67
B+	87% – 89%	3.33
B	83% - 86%	3.00
B-	80% - 82%	2.67
C+	77% - 79%	2.33
C	73% - 76%	2.00
C-	70% -72%	1.67
D+	67% - 69%	1.33
D	63% - 66%	1.00
D-	60% - 62%	0.67
F	59% -50%	0.00

Academic Probation

A student whose records indicate a failing grade (F) in one or more core classes/subject in any grading period may be placed on immediate academic probation. The school will provide necessary interventions and tutoring to assist; however, it is also the responsibility of the parent(s) and/or guardian(s) and student to improve the grades. These immediate academic probation guidelines also pertain to those students who are recording failing grades due to excessive, undocumented absences.

NOTE: Students on academic probation may, at the discretion of the School Leader, be prohibited from participating in school functions and extracurricular activities for the duration of the probationary period.

Application/Enrollment

Verification of age and place of birth must be submitted when a student applies to the Academy for Business & Technology MS/HS. 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, students must take a placement exam, and attend orientation.

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 any time during the school year. Students are administered subject area unit assessments, quarterly benchmark and NWEA assessment tests throughout the year to determine performance levels in the core subjects. The Michigan Student Test of Educational Progress (M-STEP) and Michigan Merit Exam (MME/SAT), are given during state mandated times of the year.

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. Each ABTMH student is expected to attend no less than 90% of school. Further, it is the student's responsibility to arrange to complete missed assignments.

Parent/Guardian Responsibility

Parents are required to notify the office by telephone within 24 hours to excuse an absence @ 313.382.3422.

- **Excused Absences.** All prearranged, authorized, and illness-related absences will be treated as excused absences. Excused absences must be verified by a telephone call to the main office by 10:00 A.M. the day of each absence. The main office phone number is (313) 382-3422. *Excused absences must be accompanied by documentation upon the students return to school and submitted to the main office.* Students are allowed up to five (5) excused absences that are not related to medical leaves.
- **Unexcused Absences.** Any absence for which the parent/guardian has not notified the school will be considered unexcused. Parents/Guardians will receive a call for all unexcused absences. Absences will be considered unexcused for the following reasons:
 - Oversleeping
 - Parent tardiness or forgetfulness
 - Skipping a class
 - Studying for a test
 - Leaving class or school without permission
 - Accumulative unexcused tardy to class
 - No specific reason for absence
 - An absence not called in by the end of the school day (3:00pm) on the day of the absence.

The main difference between excused and unexcused absences is that work missed or due on an unexcused absence day will NOT receive full credit; work on an excused day can be completed and turned in for full credit at an arranged time. Extenuating circumstances may be discussed with the administration. The school reserves the right to determine which absences will remain unexcused and which will be converted to excused. **Work missed or due on an unexcused day cannot be completed/submitted for full value.**

- **Excessive Absences.** Students missing more than ten (10) days absent during a semester will be reported to the Department for Human Services and the Wayne County Prosecutor's Office to Erase Truancy.
- **Late Arrivals.** Students who arrive late to school **must** report to the office or cafeteria to sign in. Students are tardy if they are not in the classroom when the final bell rings at 8:00 A.M. **Students will be marked absent after the first 20 min. of the class period.** All students who arrive late will remain in the cafeteria until 2nd period to prevent them from disrupting the learning environment. While in the cafeteria, students will be required to complete daily (academic and/or character building) assignments. Parents/Guardians will be contacted after the three late arrivals by the attendance clerk. Daily calls will occur from the automated system. After five (5) late arrivals students will receive an after-school detention.

Parents/Guardians will be responsible for the child's transportation home. Excessive late arrivals (tardy) may result in suspension, failure of class, and/or loss of credit. Parental assistance in making sure students arrive on time for school is required and appreciated.

- **Exempted Absences.** Exempted absences are not counted toward the maximum number of absences allowed in a course for a quarter. Students have one day for each day they are absent to submit the work they missed. Teachers must be contacted for appropriate assignments within a reasonable amount of time, if possible, prior to the following absences.
 - a) Funerals of immediate family members
 - b) Chronic illness certified in writing by a doctor
 - c) Extended illness (5+ consecutive school days) certified in writing by a doctor
- **Prearranged Absences.** The following absences must be pre arranged. The student must have a written note or pass from the staff member who organizes the event or requires assistance. Work is due immediately before the student leaves, unless other plans are made with the teacher. Unless a prior arrangement has been made with the teacher, students are not given extra time to make up missed work. The scheduled classroom teacher must sign off for approval to miss the individual class. The student will be marked with (F) in PowerSchool for Field Trip.
 - a) Sports competitions
 - b) College visits
 - c) Mandatory college/scholarship interviews, presentations, performances
 - d) Field trips or other school-sponsored activities
 - e) Religious holidays
 - f) Community Service, Classroom or School Event Helpers
 - g) Outside school competitions or activities - These will be handled on a case-by-case basis.

Missed Tests/Quizzes/Assignments due to absence

If there is a test, quiz or assignment due on the day of a student's absence and it was previously known by the class, it is expected that a student will be prepared to take the test, quiz, or turn in the assignment on the day they return. It is the student's responsibility to make arrangements with the teacher to schedule the test, quiz or assignment.

Basic Emergency Procedures

A minimum of five (5) whole-school practice fire drills, two (2) tornado drills, and three (3) school lockdown drills are held during the school year.

Fire Drill Procedure:

The School Leader and the City Fire and Police Departments coordinate our school safety program.

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.

Tornado/Civil Defense Procedures/Severe Weather Drills

- 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 not to telephone the school when a tornado is in effect. It is imperative that school lines are open at this time for official calls.

School Lockdown Procedures

ABTMH 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

Communication

The Academy for Business & Technology MS/HS 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.** There is an annual Open House in August and a Title I/Curriculum Meeting in September. 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.
- **Messages.** Phone, text, or email messages will be sent via Bright Arrow. Please listen to all messages as they may be specific to an issue or concern for your child.
- **Newsletters.** Newsletters will be published and put on the website and/or sent home to keep parents informed of school and classroom activities. This newsletter will be available at each progress report and report card.
- **Social Media.** The school regularly communicates by Facebook at www.facebook.com/abtgators, Twitter at twitter.com/abtgators, and Instagram at <https://instagram.com/abtgators/>.

Confidentiality

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

Credit Recovery

The After School Credit Recovery Program will provide students recovery classes for all students that need to acquire a grade for one semester. The program is self-paced and on-line using a pre-test of standards for students to have more personalized instruction for adequate growth. The students will also have the opportunity to work on the assignments at home.

Curriculum

- **Student Standards.** The ABTMH has established high academic standards and clear instructional objectives, which provide the basic curriculum framework for the instructional program. The academy adheres to Michigan Content and Common Core Standards.
- ABTH uses the Michigan Merit Curriculum for high school along with Curriculum Works as a supplement, both reflect the national standards, including common instructional programs such as:
 - NWEA and Focal Point provide immediate online assessment.
- **Curriculum Integration.** At ABTMH connections between all subject areas are made to provide hands-on, real life experiences within the entire school community.
- **Multiple Forms of Instruction.** Direct instruction, cooperative learning, learning stations, project-based learning, and other forms of instruction provide responsive, varied learning situations and serve to meet the needs of students. Promethean ActivBoards and/or Smart Interactive boards are in all classrooms in order to enhance instructional variety.
- **Homework.** The Academy for Business & Technology MS/HS believes that students should extend their school experiences through skill reinforcement and enrichment activities both at home and in the community. 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.

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
- **Sample assignment distribution for one (1) month for each class** – Below is a sample assignment distribution for each class. Parents should expect their child to have a balanced and consistent amount of work from each teacher.
 - (4) – WEEKLY QUIZ
 - (2) – UNIT TEST
 - (8) – CLASSWORK: 2 weekly, checked & returned with feedback
 - (4) – HOMEWORK: should reinforce classwork for the week & be turned in prior to weekly summative assessment

Dress Code

The Academy for Business & Technology MS/HS is a special place where students come to learn. It is expected that all students will adhere to the Academy for Business & Technology MS/HS'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, black or navy ABTMH dress or polo style shirt (long or short sleeve), ABT T-shirt and either navy blue, black, or khaki pants. Any other color trousers are unacceptable. Students **may not** wear overalls, **or denim (jeans) of any type**. Clothing with holes revealing skin is **not** acceptable. Undershirts must be white, black, gray, or navy. Students may not wear any shirts or trousers with any stripes, plaid, writing, or print. (ABTMH emblem is permitted). Students may not wear sweatpants, gym shorts, jeggings, leggings, yoga pants, jogging, skinny, or denim/jean pants. All shorts, skirts, skorts, and jumpers must reach past the fingertips in length.

Students may wear a navy blue, black, white, or gray sweater in the form of a cardigan, pull-over, and crew neck or V-neck style.

ABTMH sweatshirts may be worn. Students must wear their collared polo shirt underneath the sweater or sweatshirt with the collar showing. **Sagging trousers are prohibited at ABTMH.** Long Tees, if worn under the polo shirt, must be tucked into trousers and be white, black, navy, or gray in color.

No hats, bandanas, scarves (doo-rags), or excessive jewelry is allowed.

Fridays Only: The Friday apparel can be terminated at the discretion of the administration. **Jeans may only be worn on days specified by administration.**

Dress Down Prohibited Attire: (Items that cannot be worn at any time)

- Indecent, tattered or unsafe dress or footwear, or attire that calls undue attention to the wearer or has lettering or symbols that are disrespectful, gang related, or derogatory;
- Clothing that is considered disruptive or immodest;
- Flip-flops, beachwear, low-cut tank tops, sleeveless tops, tops with cutouts, see-through clothing, short skirts (above fingertips), short shorts (more than two inches above the knee), sleepwear, and clothing exposing undergarments, the shoulders, mid-section or cleavage;
 - Baggy pants, jeans with holes that reveal the skin, sweats, athletic shorts/slacks, yoga pants and tights or leggings worn as slacks;
 - Outerwear, such as coats, hats and headbands;
 - Clothing that promotes illegal substances or drugs, illegal activities, violence, sex, tobacco or alcohol;
 - Clothing or head coverings worn as group identifiers that promote a disruptive school climate;
 - Accessories such as bike chains, dog chains, wallet chains and sharp-studded jewelry that may be deemed dangerous.

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 parents 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.

ELECTRONIC DEVICE POLICY (Cell Phones/Mobile Communication)

Students may have "silenced" cell phones and mobile communication devices on their person. The use of these devices during instructional time without the permission of the teacher, or in a disruptive manner in the school setting is prohibited. Cell phones and mobile communication devices that ring, vibrate excessively, or in any other way disrupt the educational process of a class, are grounds for confiscation of the device by school staff or personnel. No student shall use a cell phone or mobile communication device to violate any part of the Student Code of Conduct, including computer usage agreements, and/or bullying policies. Examples of unacceptable usage can include, but are not limited to: in restrooms or hallways, bypassing the office or attendance to leave school, cheating, cyber bullying, sexting, taking pictures or videos, and using phones in places of school business.

Consequences for inappropriate use of electronic devices

Violation of the appropriate use of electronic devices, as described above, may result in out of school suspension; and (2) students may be required to turn the device over to school personnel and the student and/or parent may pick up the device from the main office at the end of the school day.

Printing and/or Server Access

Printing services are strictly prohibited from personal devices. Access to any services and/or connections to any ABT Middle and High School servers is prohibited.

Each teacher has the right to permit the use of cell phones and mobile communication devices for instructional purposes. Parents may be contacted to claim the student's cell phone or other electronic devices from a school administrator. Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

The student assumes all risks in bringing such devices onto school property or to school related functions. The school will not be responsible for lost or stolen devices.

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.

All students are expected to attend all educational/class related field trips. If, for any reason, a parent does not wish his/her child to participate in an extracurricular/fun field trip, 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.

Students may be excluded from participation in Field Trips at the discretion of the classroom teacher or school administration.

Finals Exemption Policy

To encourage and motivate students to do their best throughout the semester, a finals exemption policy will be followed each semester. For each class that a student meets the criteria, they will not be required to take the final for that class. The criteria is as follows:

- 1) Students must have at least a 95% in the class. (A as calculated by PowerSchool)
- 2) Students must have at least 95% attendance for that semester. This includes excused and unexcused absences. The only absence that does not count toward the 95% is a medically excused absence with the correct documentation.
- 3) Students must not have served any In-School Suspension (ISS) or Out-of-School Suspension
- 4) Students must not have any discipline referrals that pertain to academic dishonesty (cheating/ plagiarism).

Hall Passes

Hall passes will not be given the first 15 minutes or the last 15 minutes of any class period. All visitors will be required to wear appropriate identification and obtain a pass that will be issued in the main office. All students in the hall during scheduled class time must have a pass.

Honors Classes – Academy for Business & Technology MS/HS sets high standards for all students. Multi-age grouping and a challenging curriculum help teachers address the special needs of gifted and high achieving students. The honors program was developed to offer our eligible students courses that will propel their critical thinking skills, the higher order skills that are needed to be successful in college and beyond. Although every class at ABTMH addresses advancing critical thinking skills, students in the honors classes will be spending more time on research and investigative work to arrive at the same conclusions and laws that the other classes will reach by lectures and class work. The honors classes' curricula will include a more varied use of text structures and sources, such as a greater use of the internet to include blogs and discussion boards. Classes will rely more on a combination of self-directed and cooperative learning and use of field trips for greater access to primary source materials. All students entering an honors classes must meet the 2 of the 4 following requirements:

- Proficient M-STEP score
- 3.0 GPA in Core academic classes
- Good behavior as determined by Administration

- Teacher recommendation

Once accepted to the honors program, students will be expected to maintain at least a 3.0 average, have less than four referrals and five absences in a semester, and demonstrate an ability to be an independent learner who keeps pace with what is required in each class. Students will be evaluated every semester. Failure to meet the expectations of the program will result in probation or removal from the honors program.

Inclusion Philosophy

The ABTMH & Leona Group, L.L.C. 's Inclusive Education Philosophy: The Leona Group and ABTMH embrace the philosophy of full inclusion, believing that all students, including those with disabilities, the gifted and English Language learners, can be best educated in the general education classroom. Leona/ABTMH teachers accept responsibility for all of the students in their classroom. Collaborative teams provide support with lesson planning, teaching, and implementing accommodations and modifications, in teaching techniques and classroom activities to meet the unique interests, learning styles, and academic levels of all students. We embrace the diversity among students. All students are unique with their own set of physical, intellectual and psychological characteristics that influence their instructional needs. Individualized educational plans are designed for each student in our special education program where required.

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 workplace and to take good care of library materials. Students are responsible for damaged or lost materials and will be charged a fee to replace the lost books/technology or broken technology.

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. **Students must purchase their own locks and provide the school with the combination.**

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.**

Lunch Program

ABTMH provides breakfast and lunch at no cost to students. Free and reduced lunch forms are available in the office and are still required to be filled out. **ABTMH has a closed campus lunch policy.** Students are not allowed to leave campus for lunch unless their parents have checked them out through the office. **Students are not permitted to eat fast food products in the cafeteria or have fast food delivered to the school by parents/guardians, friends, family members, or a company.**

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. Each student is responsible for the cleanliness of the space at which he/she was seated during mealtime.
5. 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 snacks. 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 & Technology MS/HS, and it is recognized that parents are eager to participate fully as the first and continuing teachers of their children.

At Academy for Business & Technology MS/HS 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

PIC- Parent Involvement Committee – An elected representative parent group that exists for the primary purpose of helping the school leader determine appropriate programs. The members meet once a month.

Volunteers – Academy for Business & Technology MS/HS welcomes parents and others to work with the school as volunteers. Long-term volunteers must complete the volunteer application and background check.

Progress Reports

Progress reports are issued once each quarter.

- Quarter 1(Q1) and Quarter 2 (Q2) are progress reports. A Progress Report is a “snapshot” in time of a student's performance in the class. Grades continue to accumulate throughout the semester.
- The Semester Report Card (January & June) represents a student's academic performance for the entire course. (i.e. September to January is Semester 1)

Positive Behavior Intervention Support

ABTMH follows the Positive Behavioral Intervention Supports Program (PBIS). The PBIS program was implemented to improve the social and learning behaviors of students. The focus will be on teaching the behavior expectations important to academic success. Monthly character value lessons support and encourage the school-wide expectations and help to create a safe and respectful climate.

School Bus Procedures

It is the policy of ABTMH 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. Riding the bus is a privilege and the administration reserves the right to suspend a student from the bus for violating the bus expectations and the Student Code of Conduct.

School Parking

Parents visiting the school should park in the west parking lot and enter through the front doors on Wood St., 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. All student vehicles parked in the school parking lot should report their license plates to the main office and students must be a licensed driver to park on the ABTMH lot.

Solicitation

Academy for Business & Technology MS/HS 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.

Special Education Services (SES)

Academy for Business & Technology MS/HS is committed to a program of responsible inclusion for students with special needs. Special education teachers work with the general education teacher and special education students within the regular classroom and also in a separate setting when that is most appropriate. Special Education staff regularly review each student's level of service and monitor 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.

IDEA 2004 states that, to the maximum extent appropriate, children with disabilities should be educated with children who are not disabled. Special classes, separate schools or other removal of children with disabilities from the regular educational environment should occur only when the nature or severity of the disability of a child is such that education within regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. ABTMH embraces this philosophy, believing that special education students can best be educated in the regular classroom. Our teachers accept responsibility for all students in their classroom and modify, accommodate, and adjust teaching techniques and classroom activities to meet the learning abilities of all children.

Student Health and Records

Accident – If a student has an accident on school grounds, his/her parent/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.

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 McKinney-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.**

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/staff permission and can only be made on an emergency basis
- A message will be taken for incoming calls to students from parents/guardians only. A student will not be excused from class to accept any phone calls.

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. Cell phone use is only permitted in class with the approval and permission of staff/personnel. The phones should not otherwise be seen or heard during school hours. Students will be allowed to turn in their cell phones each morning. The phones will be held in the office and available for pick up after school. If phones are seen or heard during a Red Zone time consequences will be given. Please see page 23.**

- 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.
- Students are not permitted to answer or use their personal phones on school grounds or during school hours without the permission of staff and/or personnel.

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.

All student truancy and attendance reports will be provided to the Michigan Department of Human Services (DHS) upon their request.

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, 2025.

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.

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 and family 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.

THE CODE OF CONDUCT IS ENFORCED

- 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 and/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 ABTMH who chooses the

disciplinary actions taken. All disciplinary actions are determined by the choices of the student and 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 ABTMH Board of Directors to ensure a safe environment conducive to learning. School policies in their entirety may be reviewed by the board 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 warnings and assign detentions.

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 Partner/buddy teacher and parent conference

Discipline Slip. This is a formal means of communication home, written to make a parent/guardian 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)/THE SCHOOL LEADER'S DESIGNEE DISCRETION

The School Leader/The school leader's designee reserves the right to use his/her judgment as to the circumstances and severity of the behavior when setting the consequences for any infraction.

Anti-Bullying

The Academy for Business & Technology Middle and High School has implemented an Anti-Bullying Initiative and Positive Behavior Support program (PBIS) to help address bullying and harassment as well as other problem behaviors among students. Bullying at ABTMH will not be tolerated or allowed. ABTMH 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 is to increase positive behaviors among students and decrease negative problem behaviors in an effort to ensure that ABTMH is a safe learning environment for everyone.

There are many forms of bullying (please see below). If a student witnesses or experiences bullying please contact a member of school personnel immediately.

- **Physical bullying** – repeated pushing, bumping, or other unwanted physical contact designed and intended to harm, embarrass, or demean another student.
- **Verbal bullying** – repeated teasing, name-calling, use of profanity towards another individual, or harmful gossip.
- **Relational bullying** – repeated intimidation, humiliation, exclusion, or social isolation.
- **Cyber bullying** – repeatedly takes place electronically through text messaging or on social networks.

The following information will be needed to report bullying:

- Who is repeatedly being bullied?
- Who is repeatedly bullying?
- Where did the repeated bullying incidents occur?
- When did the repeated bullying incidents occur?

- Description of the repeated bullying incidents.

DETENTION (if available)

The Academy for Business & Technology MS/HS 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/guardians 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. Detentions can be assigned during lunch and before or after school. If the detention is to be served after school, the parent/guardian 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 (ISS) 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 cannot 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/the school leader’s designee and may be delegated to other staff 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 be made up for credit at teacher’s discretion and/or administrator’s approval. 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 The Academy for Business & Technology MS/HS 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 & Technology MS/HS’s Board of Directors. On 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 ABTMH 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 & Technology MS/HS 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 ABTMH Board of Directors.

SUSPENSION AND EXPULSION RULES

School administrators are authorized by the ABTMH 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 ABTMH 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 ABTMH 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/guardian 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 ABTMH 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 a minor student, an immediate attempt will be made to contact the parent/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/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/guardian to appeal the suspension.

The parent/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 ABTMH 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 ABTMH 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 lengthened 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 the 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 (These type of absences must pertain to the student's health and be accompanied by documentation from a physician upon the student's return to school and submitted to the office)
- Personal illness
- Death in the family (Please provide obituary or funeral program)
- Serious illness in the 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:

- Any absence, tardy, or early dismissal for which the parent/guardian has not notified the school under the attendance reporting guidelines will be considered unexcused. Absence, tardies and early dismissals that do not meet the guidelines for excused absence, tardies and early dismissal
- A note from a parent/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:

One of the goals of *Academy for Business & Technology Middle/High School* is to help students have a successful educational experience. In order to do this, regular daily attendance and timeliness is necessary. A key component of your child's academic success at ABTMH will be to maintain a 90% attendance rate and to arrive at school on time daily this year.

It has been shown that frequent absences, whether excused or unexcused affect children's skill development and may lead to behavioral problems and poor grades. Persistent absenteeism or tardiness creates a genuine hardship for the student and is regarded as a very serious problem. This type of absenteeism will be reported to the Dropout Prevention Coordinator. Three tardies will be equivalent to one unexcused absence; repeated offenses will be handled on a case by case basis.

Absences: (Individual Classes)

- 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.
- **Excessive Absences.** Students and parents of the student in the 6th -10th grades who miss more than ten (10) days absent during a semester in three or more classes will be reported to the Department for Human Services and the Wayne County Prosecutor's Office to Erase Truancy at the discretion of administration based on individual case circumstances. All 11th and 12th graders with excessive absences will be referred to our Dropout Prevention Coordinator for interventions. If the student continues to have habitually excessive absences the student will be reported to DHS and the Prosecutors office for truancy.
- Those students that have been called off will be marked in PowerSchool as (A) for absent. Once the student returns to school they must have a written documentation and the A will change to AE Excused Absence.
- **Consecutive Unexcused School Day Absences.** After 10 consecutive unexcused absences where the student misses the entire day of school may result in the student being dropped from the school's enrollment roster. The attendance procedures to erase truancy with the Prosecutor's Office will still be enforced.

For perfect attendance awards, five tardies or five early releases will count as an absence.

Late Arrivals and Early Dismissals:

In order to benefit from the educational program of ABTMH, 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.

Late arrivals and early dismissals will not be excused without written notice that shall state the reason for the tardiness or the early dismissal. Early Dismissals must be approved and students must be signed out by the main office.

Late arrivals will be addressed as follows:

- An initial attempt to modify a student's tardiness will be handled by the teacher.
- Students who arrive late to school **must** report to the office or front desk to sign in.
- Students are tardy if they are not in the classroom when the final bell rings at 8:00 A.M. **Students will be marked absent after the first 20 min. of the class period.**
- Parents/Guardians will be contacted after the third late arrivals by the classroom teacher.
- **After five (5) late arrivals, students will be required to attend an after-school detention and will be contacted by the behavior intervention specialist. Parents/Guardians will be responsible for the child's transportation home.**
- 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 10th tardy or early dismissal.
- Excessive late arrivals (tardy) may result in suspension, failure of class, and/or loss of credit.
- Parental assistance in making sure students arrive on time for school is required and appreciated.

Intermediate School District Referral:

After the 10th absence, the student shall be referred to the academy's dropout prevention program where the dropout prevention coordinator (DPC) may place the student on drop prevention status. The student and parent will be required to partner with the school in a School Attendance Agreement and an action plan to improve attendance. The action plan may include, but not limited to: family compliance with the corrective action plan; student returns to regular consistent daily attendance, and ongoing monitoring of the student's attendance for three intervals of ten days each; and the case is considered successful, unless truancy reoccurs. If there is no improvement in attendance and/or the action plan is not followed, the school will refer the student and parent to the Wayne County Intermediate School District and/or the Wayne County Prosecutor's Office to Erase Truancy at the discretion of administration based on individual case circumstances.

Dropout Prevention Attendance Program

The dropout prevention attendance program will be implemented if your child misses more than three (10) full days of school (full day=three or more classes per day). Prior to reaching the 10th absences your child's attendance will be monitored, you will be contacted via mail for a meeting, and once your child is placed in dropout prevention status the policy will be implemented as follows:

1. Following the third (3) full day of absence: The Dropout Prevention Coordinator (DPC) will contact the parents/legal guardians notifying them of the absences and the student's need to be in school. After three absences the student will receive an initial excessive absence notification. This warning will be documented in the student's file. The primary purpose is to advise the parent/guardian that the student's grade may be affected due to excessive absences. School officials will send a notification letter to the parents/legal guardians.
2. Following the fifth (5) full day of absence: The school's Social Worker will send a Request for Attendance Review Meeting. School officials will convene a meeting of the Attendance Review Team (a member of administration, the teacher, the DPC, and the School Social Worker) to discuss the circumstances of the absences, applied or future interventions and consequences, and the student's academic record. The student and his/her parents/legal guardians are expected to be present for the Attendance Review Team discussion. The student and his/her parent or guardian will be placed on an attendance contract. Students who violate an attendance contract may be referred to the Prosecutor's Office. School officials will send a follow-up letter to the parents/legal guardians addressing the stated outcomes of the meeting.
3. After seven (7) full day absence: Parents/Guardians with excessive absence will be subject to laws of Michigan in regards to attendance. The Dropout Prevention Coordinator per Michigan statute may refer the student or the parent to the Prosecutor's Office for truancy. Excessive absences will affect the student's grades. The student may be placed on retention status. Administration may require medical documentation for excessive and/or habitual excused absences. The Prosecutor's Office will send a follow-up letter to the parents/legal guardians once they have been referred to the Erase Truancy program.
4. If there is no response to the warning letters from the teacher and meeting request from the Dropout Prevention Coordinator, the school will contact APS Roberta L. Bryant of The Wayne County Prosecutor's Office Truancy Intervention Program. A third letter will then be mailed by the Wayne County Prosecutor's Office that will mandate that the parent/guardian must immediately meet with school officials.

APA Roberta L. Bryant

Wayne County Prosecutor's Office-Juvenile Division

1025 E. Forest

Detroit, MI 48207

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

Electronic Devices

The school will not assume responsibility for lost or stolen electronic devices, including cell phones, under any circumstances. If non-permissible devices are seen or heard during red zone times the following shall occur:

<u>First Occurrence:</u>	Confiscation of item and item will be returned at the end of day.
<u>Second Occurrence:</u>	Confiscation/Parent Meeting/return item to parent/guardian.
<u>Third Occurrence:</u>	One (1) day suspension, Parent/Guardian Notification

All students will be allowed to turn in electronic devices to Administration/or the designee upon arrival to school and may retrieve the item after school to prevent occurrences/infractions.

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

When entering the school, students should place all large book bags, duffel bags, coats, purses and any other such items in their locker. Items needed for class should be carried in a clear backpack, in their hands or pockets.

Backpacks/Purses: Backpacks and large purses will not be permitted during school hours. Students may use bags and large purses to and from school but will be required to leave them in their lockers after the day has begun. There will NOT be any other bags permitted in the classroom or throughout the hall during the school day. Any student violating this policy will receive the following consequence(s):

<u>First Offense:</u>	Verbal reminder to store items in the locker.
<u>Second Offense:</u>	Discipline Slip to detention for the hour, backpack/purse will remain in the Deans' Office for the remainder of the day.
<u>Third Offense:</u>	One (1) after-school detention, Parent/guardian notification/Guardian, backpack/purse will remain in the Deans' Office for the remainder of the day.
<u>Fourth Offense:</u>	One (1) day suspension, Parent/Guardian Conference
<u>All Other Occurrences:</u>	Two-Three (2-3) day suspension, Behavior Plan

Violations of Building's Rules and Regulations

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

Penalty – Administrative intervention to expulsion.

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

<u>First Occurrence:</u>	Verbal Reminder
<u>Second Occurrence:</u>	One (1) detention, Parent/Guardian Notification
<u>Third Occurrence:</u>	One (1) day in-school suspension, Parent/Guardian meeting/Behavior Contract (Plan)
<u>All Other Occurrences:</u>	One-Five (1-5) day in-school suspension

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:

- First Occurrence: Parent/Guardian Notification
- Second Occurrence: One (1) day in-school suspension, Parent/guardian notification
- Third Occurrence: Parent meeting/Behavior Contract (Plan)
- All Other Occurrences: One (1) day suspension, Final Parent Meeting

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.

- First Occurrence: One (1) day in-school-suspension, Parent/guardian notification
- Second Occurrence: One (1) day suspension, Parent/guardian notification
- All Other Occurrences: Three (3) days suspension, Parent/guardian notification

Food/Drinks

Food and candy is allowed in the building and must be appropriately discarded. Failure to properly discard food, and drinks may result in the following disciplinary action being taken:

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

Failure to have a hall pass

- First Offense: One (1) detention, Parent/guardian notification
- All Other Occurrences: One (1) day In-School Suspension, Parent/guardian notification

Disruption of the Learning Environment

A student shall not, by any type of conduct (violence, force, noise, coercion, intimidation, instigations of fights, 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:

- First Offense: Discipline Slip, Parent/guardian notification (Teacher)
- Second Offense: One (1) Detention, Parent/guardian notification (Teacher)
- Third Offense: One (1) day in-school-suspension, Parent meeting/Behavior Contract (Plan)
- All Other Occurrences: Two (2) days Suspension, Behavior review meeting

Possession of Items that Disrupt the Learning Environment

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

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

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/guardian notification (Teacher)
- Second Offense: One (1) Detention, Parent/guardian notification (Teacher)
- Third Offense: Two (2) day In-School Suspension, Parent/guardian notification
- All Other Occurrences: Two (2) days Suspensions, Parent/guardian notification

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 from class, Parent/guardian notification
- Second Offense: One-Two (1-2) day Suspension, Parent meeting/Behavior Contract (Plan)
- All Other Occurrences: Administrator Discipline, Parent/guardian notification

Public Display of Affection

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

- First Occurrence: Warning/Parent/guardian notification
- Second Occurrence: Two (2) days In-School-Suspension/Parent/guardian notification
- All Other Occurrences: One (1) days Suspension/Parent Meeting/Behavior Contract (Plan)

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. This is including the stated conduct while wearing the school uniform outside of school.

- First Occurrence: Two (2) days In-School Suspension/Parent/guardian notification
- Second Occurrence: Three (3) days Suspension/Parent Meeting/Behavior Contract (Plan)
- All Other Occurrences: Administrator Discipline/Parent/guardian notification

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) detention days, Parent/guardian notification
- Second Offense: Collection of work/ no credit for the work/ One (1) day suspension, Parent/guardian notification
- All Other Occurrences: Collection of work/ no credit for the work/ Two (2) days Suspension/ Parent Meeting/Behavior Contract with Administration (Plan)

Falsification of Records

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

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

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/Guardian Meeting.

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 the school leader's designee has 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.

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, sexual acts, 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 Meeting/Behavior Contract (Plan)
Second Occurrence: Ten (10) days Suspension/Parent/guardian notification
All Other Occurrences: Recommendation for expulsion to the Board of Directors/Parent/guardian notification

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/guardian notification
Second Occurrence: Five (5) days Suspension/Removed from property/Parent/guardian notification

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

Threatening/Bullying Students

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

First Occurrence: Three (3) days Suspension/Parent Meeting/Behavior Contract (Plan)
Second Occurrence: Five (5) days Suspension/Parent/guardian notification
All Other Occurrences: Ten (10) days Suspension/Parent/guardian notification

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)

Physical Contact

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

First Occurrence: One (1) days In-School Suspension/Parent/guardian notification
Second Occurrence: Three (3) days In-School Suspension/ Parent Meeting/Behavior Contract (Plan)
All Other Occurrences: Five (5) days Suspension/Parent/guardian notification

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 Meeting/Behavior Contract (Plan)
Second Occurrence: Three (5) days Suspension/Parent/guardian notification
All Other Occurrences: Administrator Discipline/Parent/guardian notification

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

Fighting

A physical altercation resulting in pushing, shoving or exchanging of blows between two (2) or more students will not be tolerated. Any student involved in a verbal or physical altercation will be disciplined. This will include failure to leave the area of a fight or altercation when directed to do so by a staff member. For school purposes, "self-defense" is not "fighting back." Self-defense is the prevention of harm by blocking, holding or at best, the moving away from a fighter. Retaliation is considered fighting, not self-defense. Appropriate discipline may include, but is not limited to, a multiple day out of school suspension, expulsion, and/or counseling. Determination will be at the discretion of the administrator. In addition, a student who is involved in repeated altercations may receive a board hearing to consider expulsion. Finally, the appropriate police authorities may be notified depending on the severity of the situation.

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

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/guardian notification/Parent Meeting/Behavior Contract (Plan)

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/guardian notification/Law Enforcement Notification

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/guardian notification/Law Enforcement Notification

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/guardian notification/Law Enforcement Notification

32. 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 ABTH board for disciplinary action recommended by the School Leader. Parent/guardian notification

33. Throwing Objects

Throwing any object (including food) anywhere in the building or on campus. It shall be the determination of the administrator as to the severity and/or repetition of the offense and the appropriate discipline. Consequences will range from a warning through a suspension.

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, and 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/guardian notification.

Second Occurrence: Recommendation for expulsion to the ABTH Board of Directors. Parent/guardian 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/guardian notification.

Tobacco/Vaping Policy

State law prohibits a minor (under 18 years of age) from unlawfully purchasing, possessing, or using tobacco products(including vape pens). 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 “this includes electronic”, 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/guardian notification/Police Notification

Second Occurrence: Five (5) days Suspension/Parent/guardian notification/Police Notification

Third Occurrence: Ten (10) days Suspension/Parent/guardian notification/Police Notification

Fourth Occurrence: Administrator Discipline/Parent/guardian 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/guardian 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/guardian 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/guardian 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/guardian notification

Third Occurrence: Confiscation/Three (3) days Suspension/Parent/guardian 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 Meeting/Behavior Contract (Plan)

Second Occurrence: Ten (10) days Suspension/Parent/guardian notification

Third Occurrence: Recommendation for Expulsion to the ABTH Board of Directors/Parent/guardian 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/guardian 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.

<u>First Occurrence:</u>	Three (3) day Suspension/Parent/guardian notification
<u>Second Occurrence:</u>	Five (5) day Suspension/Parent/guardian notification
<u>Third Occurrence:</u>	Ten (10) day Suspension/Parent/guardian 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 ABTH Board of Directors. On 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 & Technology MS/HS will result.

Retention Policy

A student will be considered for retention at the current grade under the following conditions:

- Failure in two of the following courses: English, reading, mathematics, science, or social studies
- Failure in any three subjects, including special subjects
- Failure to attend required tutoring and/or Saturday Enrichment.
- Failure to enroll in and satisfactorily complete prescribed summer school courses. These review courses may be recommended by local schools for individual retention candidates as a condition

The decision to retain a student is made when the student's needs cannot be met adequately at the next grade level. Many factors must be considered in determining if a student should be promoted or retained.

Among these are:

- | | | |
|------------------------------------|------------------------------------|---|
| • Achievement level of the student | • Uniqueness of the Student | • Developmental level of the student |
| • Report card record | • Needs of the student | • Ability level of the student |
| • Age of the student | • Attendance record of the student | • Emotional factors
Previous retention |

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 school leader's designee 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 school leader's designee 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 school leader's designee's or Administrator's decision. The appeal must be written, contain the basis of the appeal, and have the support of the custodial parent/guardian through a proper signature.

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

ABTMH Social Media Policy ***Expanding Our World and Protecting Our Values***

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Academy for Business Middle and High School are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in ABTMH-sponsored sites.

ABTMH Social Media Comments and Participation Policy

Comments to ABTMH-sponsored sites, such as its website, via blogs, teacher websites, online forms, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive. Avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, please assume that all postings to ABTMH-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to ABTMH-sponsored sites as outlined above, users give ABTMH the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. ABTMH reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

ABTMH further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this comment policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the

comments violate this policy. Any submissions that fail to follow this policy in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this policy at any time and will exercise our judgment to address issues that may arise or changes in our operations or the law.

In posting material on ABTMH-sponsored sites, you agree not to:

- Post material that ABTMH determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of ABTMH or any individual or entity, including privacy, intellectual property or publication rights.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by ABTMH, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the ABTMH-sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person’s name.

ABTMH reserves the right to do any or all of the following:

- Ban future posts from people who repeatedly violate this policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate this policy.

User agrees to indemnify and hold harmless Academy for Business Middle and High School, its affiliates, board of directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys’ fees and costs) arising out of any claim by a third party relating to any material user has posted on ABTMH-sponsored sites.

Student Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the ABTMH community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Academy for Business Middle and High School community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of ABTMH students and faculty, students may not, under any circumstances, create digital video recordings of ABTMH community members either on campus or at off-campus ABTMH events for online publication or distribution.
- Students may not use social media sites to publish disparaging or harassing remarks about ABTMH community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this policy, as with other policies at ABTMH, may result in disciplinary action as described in the Student Handbook, or as determined by the school’s administration.

By posting a comment or material of any kind on an ABTMH-sponsored site, the user hereby agrees to the policy set forth above.

Student Signature: _____ Date: _____

Parent Signature: _____

Date: _____



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/guardians and others.

Academy for Business & Technology MS/HS 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 times.
- 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/expectations and always do my best.
- I will be responsible for my actions.

Cooperation

- I will encourage and demonstrate positive, caring relationships.
- I will model the ABTMH 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 ABTMH Dress Code Policy as written in the student handbook.
- Respect the rights and property of others.

ABTH Scholar Pledge

As a student of ABT Middle and High School, I pledge to be dedicated to being a lifelong learner. I will become a scholar. I will think creatively, analytically and independently. I will strive to succeed and build an honorable future. I believe in myself and my ability to learn.



Program Expectations for Enrollment 2024-2025

Because Academy for Business & Technology MS/HS 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 & Technology MS/HS. In addition to the higher standards in the curriculum areas, higher standards for student conduct must be strictly enforced. Therefore, ABTMH 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 should:
 - 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 & Technology MS/HS 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 & Technology MS/HS Dress Code outlines the expectations of the dress code policy. ABTs parents/guardians 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.** ABTMH students are required to be in attendance for a minimum of 1205 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.



ACKNOWLEDGEMENT 2024-2025

We have received a copy of the Academy for Business & Technology MS/HS 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



“Not at MY School”

Are you being bullied?

Do you know someone being bullied?

This is your school & you should be SAFE!

Email the Bully Tip-mail:

MY.ABTHS@leonagroup.com

Send an email message with the following:

- **Incident details with Date & Location**
 - **Name of the Bully & Victim**
 - **Other important information**

YOU CAN REMAIN ANONYMOUS



THINK!



Before You Post...



T- Is it **TRUE**?

H- Is it **HELPFUL**?

I- Is it **ILLEGAL**?

N- Is it **NECESSARY**?

K- Is it **KIND**?

Be Respectful ~ Be Responsible ~ Be Safe