

# Pansophia Academy Elementary & Secondary Parent-Student Handbook 2017-2018

52 Abbott Avenue  
Coldwater, MI 49036  
Phone (517)279-4686  
Fax (517) 279-0089

Website: [www.pansophiaacademy.org](http://www.pansophiaacademy.org)

Pansophia (pan'-soh-feehyah) comes from two Greek words: *pan*, meaning “all” or “universal”, and *Sophia*, meaning “wisdom”. Together it means “universal wisdom”, specifically a system of universal knowledge proposed by Comenius (1592-1670), a Moravian educator.

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# **Mission Statement**

Pansophia Academy provides exceptional learning opportunities in a caring environment through creative and unique experiences, which celebrate and empower the individual.

# **Vision**

Building productive citizens who recognize their limitless potential to reach personal success and are prepared to solve the problems of tomorrow.

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# Contact Information

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## Pansophia Academy 2017-2018 School Calendar

August 7-10	<b>JumpStart Kindergarten 9:00 a.m.- 12:00 p.m.</b>
August 16 & 17	<b>August 16: Elementary Open House 6:00-7:30</b> <b>August 17: Secondary Open House 6:00-7:30</b>
August 21-25	August 21: Professional Development- <b>No Students</b> <b>August 22- First Day of Classes for Students</b>
August 28-September 1	September 1- <b>No School Labor Day Holiday</b>
September 4-8	September 4 - Labor Day - <b>No School</b>
September 11-15	
September 18-22	
September 25-29	
October 2-6	
October 9-13	
October 16-20	October 19- End of 1 <sup>st</sup> marking period, Evening Conferences October 20- Parent Teacher Conferences, all day- <b>No Students</b>
October 23-27	
October 30- November 3	
November 6-10	
November 13-17	
November 20-24	November 23-24 - Thanksgiving Break – <b>No School</b>
November 27-December 1	
December 4-8	December 8- Snow Ball
December 11-15	
December 18-22	December 21- End of 1 <sup>st</sup> Semester December 22 Winter Break – <b>No School</b>
December 25-December 29	Winter Break – <b>No School</b>
January 1-5	January 1-2 <b>No School. School resumes January 3<sup>rd</sup> (Wednesday).</b> January 3- Beginning of 3 <sup>rd</sup> Quarter
January 8-12	
January 15-19	January 15 – MLK Day – <b>No Students, Professional Development</b>
January 22-26	
January 29-February 2	
February 5-9	
February 12-16	
February 19-23	February 19 – President's Day - <b>No School</b>
February 26- March 2	
March 5-9	March 8- End of 3 <sup>rd</sup> Quarter, Evening Conferences March 9- Parent Teacher Conferences, all day- <b>No Students</b>
March 12-16	
March 19-23	
March 26-March 30	<b>March 30- Good Friday, No School</b>
April 2-6	Spring Break – <b>No School</b>
April 9-13	
April 16-20	
April 23-27	<b>April 28- Prom</b>
April 30-May 4	
May 7-11	May 10- Senior Awards



	May 11: Seniors Last Day
May 14-18	May 19: Graduation
May 21-25	May 23: 8 <sup>th</sup> grade Graduation    May 24: Kindergarten Graduation
May 28-May 31	May 28 - Memorial Day – <b>No School</b> <b>May 31- Last Day of School for Students</b>
June 1, 4-8 & 11-12	Teachers Only

## 2017-2018 Board of Directors

PANSOPHIA ACADEMY  
52 Abbott Avenue, Coldwater, Michigan 49036  
Phone: (517) 279-4686

Georgia Balsley- President  
Ted Short- Vice President  
Letha VanBlarcom- Secretary  
Josh Neusbaum, Member

## 2017-2018 Board of Directors Meetings

July 24, 2017	6:00 p.m.	Board Meeting
August 21, 2017	6:00 p.m.	Board Meeting & Organizational Meeting
September 25, 2017	6:00 p.m.	Board Meeting
October 23, 2017	6:00 p.m.	Board Meeting
November 27, 2017	6:00 p.m.	Board Meeting
December 18, 2017	6:00 p.m.	Board Meeting
January 22, 2018	6:00 p.m.	Board Meeting
February 26, 2018	6:00 p.m.	Board Meeting
March 26, 2018	6:00 p.m.	Board Meeting
April 23, 2018	6:00 p.m.	Board Meeting
May 21, 2018	6:00 p.m.	Board Meeting

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The official minutes are on file and available for inspection at the Academy, located at 52 Abbott Avenue, Coldwater, Michigan, 49036. Telephone No. (517) 279-4686.

Pansophia Academy will provide necessary and reasonable auxiliary aids and services to those individuals requiring such upon reasonable prior notice to the Academy's Director.

## SECTION I: General Information

### Enrollment

Pansophia Academy has a designated time period for open enrollment. New families must enroll their child on or before the last day of the annual open enrollment period to ensure their child's placement in the Academy – OR – to ensure their child's placement on the waiting list if there are more students that want to enroll in the Academy than there are available seats.

Prior to the open enrollment period each year, all current Pansophia Academy students **must** re-enroll to attend the Academy the next year. During this period, siblings of current students not previously enrolled are allowed to enroll when and where space/seats permit.

The open enrollment period is announced to the public each year. For more information about the annual open enrollment procedures at Pansophia Academy, please contact an administrative assistant in the front office.

New students under the age of eighteen years old must be enrolled by their parent or legal guardian. Prior to enrolling, parents are strongly encouraged to participate in a guided tour of the Academy to obtain detailed information and ask questions. Upon acceptance, parents / guardians must provide copies of the following:

- A. a birth certificate or similar document or other reliable proof of identity
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. a current Health Appraisal form
- D. a copy of the driver's license of the person enrolling the student

Final enrollment at Pansophia Academy is not official until the child's student records are received by the sending district or by the sending institution of learning.

Homeless students who meet the Federal definition of homeless may enroll in the Academy. Such students will be under the direction of the Academy's Liaison for Homeless Children with regard to enrollment procedures. The Homeless Liaison at the Academy is Jamie Mueller.

No applicant for admission shall, on the basis of, race, color, ethnicity, national origin, sex, (including sexual orientation or transgender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry or genetic information be discriminated against.

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A student who has been suspended or expelled a previous school may be denied admission to Pansophia Academy pending a review of the records.

## Classroom Assignment

Our goal with classroom assignment is to balance the needs of the students in each class. We rely on multiple sources of data (academic and behavior) to determine student placement. Families are accommodated to the best of the Academy's ability.

## School Hours

### Elementary (K-5)

Monday-Thursday 7:45 a.m.-3:00 p.m.  
Friday 7:45 a.m.-1:41 p.m.

### Secondary (6-12)

Monday-Thursday 7:45 a.m.-2:57 p.m.  
Friday 7:45 a.m.-1:41 p.m.

## Attendance

### Purpose

It is very important that students arrive to school on time as well as attend school on a daily basis in order to fully maximize their learning and mastery of the core curriculum. There are many learning experiences that are provided in the school setting that cannot be replaced through independent study. *In other words, school attendance is critical to successful school performance.* Also, attendance is important in developing a high quality work ethic, which is a significant factor in a student's success with future employers. Developing habits of being on-time and consistent attendance at school and work are important life lessons for our students.

### Tardiness

Classes start at 7:45 a.m. It is important that students arrive before 7:45 a.m. Parents are the most important people in making sure that student arrive on time. Please make sure your child leaves home in plenty of time to walk to school. If they are brought by car or BATA, please make sure they are dropped off at the main entrance by 7:40 a.m. Three unexcused tardies may result in after-school detentions.

Students who arrive more than 15 minutes late must report to the office before going to class. This will assure they are counted for lunch and marked present for class.

### Absences

**\*Parent/Guardian must contact the academy when your student(s) will be absent. Documentation of student absences is required by the academy. The academy is dedicated to assisting families in all aspects of good attendance.**

When possible, parents should notify the school in writing or by phone prior to the absence. In the case of illness, please call the office by 9:00 a.m. on the day of the illness or send a note with your child the next day. For an expected extended absence, please notify the teacher one week in advance. We will help parents in any way we can to assure satisfactory attendance for our student.

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**If the academy has not received communication regarding a student absence by 9:00 a.m. the day of the absence, a representative from the academy will be contacting families regarding the absence.**

The following are excused absences:

- Illness or hospitalization; verified by a written parental/guardian excuse. [Note: Illness which occurs during the school day and results in an absence from one or more class periods must be verified by appropriate building administrator].
- Serious illness or emergency in the immediate family; verified by a written parental/guardian excuse.
- Attendance at a funeral or death in the family; verified by a written parental/guardian excuse.
- Pre-arranged absences (such as college visitations): These are excused provided the attendance office is contacted for prior approval. Students must make necessary arrangements for make-up work with the teacher.
- Family vacations may be explained but are discouraged; verified by a written parental/guardian excuse.
- Religious instruction and/or obligations (arranged in advance); verified by a written parental/guardian excuse.
- Professional appointments which cannot be made after school (e.g., dentist, doctor, court appointments); verified by a written parental/guardian excuse.
- School-related activities.
- School-imposed suspensions.
- If a student is absent from school for up to one (1) full school day because his or her parent, legal guardian, or sibling is a service member being deployed on or returning from active duty; verified by a written parental/guardian excuse
- If a student is absent from school for up to two (2) full school days if the location of the deployment or return is more than 300 miles from the pupil's home; verified by a written parental/guardian excuse.

Students are only allowed to miss 10 days per semester. This includes excused and unexcused absences and excessive tardiness. The attendance policy of the academy works in conjunction with the truancy guidelines set forth by the state of Michigan. The academy complies with these guidelines and works with the Branch Intermediate School District and the Truancy Court to enforce these guidelines. Parents can/will be held accountable for excessive student absences.

The Academy will excuse any tardiness or absence related to a homeless student's living situation when applying any school policy regarding tardiness or absences.

### **Truancy Process:**

- On the 3<sup>rd</sup> day absent, a call and a letter will be sent home to the parents/guardians.
- On the 6<sup>th</sup> day absent, a call, letter and start of truancy procedures will begin.
- On the 8<sup>th</sup> day absent, a call, letter, contact of public services and truancy letter with follow up will begin.
- On the 10<sup>th</sup> day absent, truancy procedures will be followed and proper public authorities will be contacted.

Once a student misses the 10<sup>th</sup> day, the student must submit an absence appeal to the office with documentation and an explanation on the absences. In cases of medical or court notes, these days will not count against a student as long as academic progress is being made. The following recommendations can be made from the Absence Appeal Committee:

- Saturday make-up (4 hours minimum)
  - After school make-up
-

- No make-up
- Expulsion Hearing with the Administrator. It is important that students continue to attend classes during the appeal process.
- Behavior and/or Academic plan developed with a connection to enrollment in the academy.

### Early Dismissal

Students will only be released to a parent or authorized person. Parents are required sign their child out in the school office prior to leaving. If the child returns to school, the parent must sign him/her in at the school office. For release of student during the day, parents are asked to pick up their child in the school office. Students will not be permitted to wait outside the building.

## **Latchkey Program**

The program is available at 6:00 a.m. to 7:30 a.m. before the school day begins and after school until 6:00 p.m. The entrance for the latchkey program, in the morning, is located at the entrance closest to the playground. Students are to be escorted into the building by responsible adult. Do not leave your student outside of the building without supervision. For further information, please contact the school office.

## **Transfer out of the Academy**

Parents must notify the school office in writing about plans to transfer their child to another school. Transfer will be authorized only after the parent and/ or student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact a secretary in the school office for specific details.

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

Receipt of a request of records from another school is a statement from the parent / guardian confirming that their child is removed from the Academy's enrollment and their child's seat is no longer reserved at the Academy from that point forward.

## **Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary immunizations or waiver, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. A certified waiver will be provided to the parent/guardian by the local health department to provide to the Academy. Immunization waivers will not be accepted by the Academy unless signed and stamped by the local health department. Any questions about immunizations or waivers should be directed to a staff member in the school office.

## **Student Well Being and Emergency Information**

Student safety is a responsibility of the staff. All staff members working at the Academy are familiar with emergency procedures such as fire and tornado drills, lock-down procedures, and accident reporting procedures.

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Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

All students must have emergency medical information completed on their *Student Emergency Form*, signed by a parent/legal guardian, and filed in the school office. The *Student Emergency Forms* are given out at the beginning of the school year. A student may be excluded from school until this requirement has been fulfilled. If your daytime phone number changes anytime during the school year, please promptly notify the school office. We need to reach you as quickly as possible if an emergency occurs.

In the event of an emergency, the student should be taken to the nearest hospital to receive appropriate medical care, regardless of parental preference. Typically the decision is made by emergency medical technicians or other first responder.

## **Injury and Illness**

All injuries must be reported to a teacher and the school office. If a minor injury occurs, the student will be attended to and may return to class. If medical attention is required, the school office will follow the Academy's emergency procedures.

A student who becomes ill during the school day should request permission to go to the school office. The Principal or designee will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

In the interest of your child's health and for the protection of other students, we will expect you to come and pick up your child if he or she has a fever, persistent cough, rash, head lice, pink eye, or similar symptoms. The school office needs to be notified if your child is absent with a communicable disease. In this case, please see the section *Control of Casual Contact Communicable Diseases and Pests*. If your child has been ill, be sure that he or she is fully recovered before returning to school.

### **When to keep your child home:**

We want to work together to assure that our children and their health are protected. Please keep your child home when they are sick. As a general guideline, a student should not return to school until they have been fever-free for 24 hours, not vomited in 24 hours and/or rashes have been addressed by the family's physician.

It is important to fill out your child's Student Emergency Form very carefully with home and work phone numbers and to notify us of changes during the year. Also, be sure that the people listed as your emergency contacts are aware and willing to accept responsibility for your child if necessary. If your child becomes ill or is injured during school hours, we will make every effort to contact you first.

## **Medication and/or Treatment Policy**

The following definition of "medication" is adopted for use at Pansophia Academy: medication includes prescription, non-prescription and herbal medications, preparations, and/or remedies that are taken by mouth, by inhaler, is injectable, is applied as drops to the eyes or nose, or applied to the skin. This policy also applies to any medically-prescribed treatments. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training.

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The student's parent/guardian will give Pansophia Academy written permission and request to administer medication(s) and/or treatment to their student.

Written instructions from a physician, which include the name of the student, name of the medication and/or treatment, dosage of the medication, route of administration, and time the medication and/or treatment is to be administered to the student shall accompany the request and be kept on record by the Academy.

Parental or guardian request/permission and a physician's instructions for administration and/or treatment shall be renewed every school year.

Prior to the beginning of the school year, parents/guardians are responsible to inform the Academy in writing of any medical issues that may require intervention during the school year. Examples of medical issues may include, but are not limited, to life-threatening allergies (i.e., the need for an epinephrine injector, Epi-Pen®), diabetes, epilepsy, asthma, seizures or any condition of a serious nature affecting the health of the student. The Academy, parents/guardians and the student's physician will participate in developing a medical action plan.

**This plan needs to be updated annually.**

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at the Academy, on Academy-sponsored transportation, or at any Academy-sponsored activity, if the following conditions are met:

- There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler; and
- The School Leader or his/her designee has received a copy of the written approvals from the physician and the parent/guardian.

These students should be instructed by their parents/guardians to notify their teacher each and every time they use their inhaler so that frequent use can be communicated to the parents/guardians. It is recommended that an extra inhaler be kept in the Academy Office.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, providing that they meet the conditions established in the medical action plan.

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

### **Epinephrine Auto-Injectors**

Michigan Law allows the Academy to maintain a supply of emergency epinephrine auto-injectors to be used during emergency situations where a student, not previously diagnosed with known allergies, may suffer a life-threatening allergic reaction or anaphylaxis. Academy staff members are properly trained in the use of epinephrine auto-injectors in case of an emergency.

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# Control of Casual Contact Communicable Diseases and Pests

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

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

Any removal will be for only the contagious period in accordance with the guidance of the Health Department.

Parents/guardians are asked to notify the school office if their child has contracted a communicable disease. The Academy is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease.

## Safety Drills

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

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

During an actual situation, a sign will be posted on the doors and parents, guardians and visitors must return to their vehicles. Updates and information will only be available on our website [www.pansophiaacademy.org](http://www.pansophiaacademy.org), the academy Facebook page. Situations may include external concerns such as hazardous material spills, police situations, etc.

## Academics (High Expectations)

Pansophia Academy knows every student can learn and we expect every student to pass and to achieve good grades.

The teaching staff at Pansophia Academy has received many years of college training in methods designed to teach and help students meet or exceed state standards in all subject areas. In addition, a highly qualified para-professional staff will also assist in giving additional individualized instruction.

A strong, basic curriculum is stressed at all grade levels. The teaching staff will emphasize a complete understanding of each of the basic content areas of reading, math, science, writing and social studies. In addition, students will be expected to know how to study and how to appropriately solve complex problems at their grade.

Report cards are issued every nine weeks.

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For specific information regarding secondary expectations for academics, please refer to the secondary academic expectation document.

### **Retention Guidelines**

Retention of students is not a regular practice but under certain circumstances can be recommended. If the academy or parent feels a student should be retained and repeat a grade level, multiple data points will be used to accompany the retention request. Retention is always a parental choice, the academy can only give guidance regarding academic performance.

## **Communication: School and Home**

**Classroom:** A classroom newsletter with timely and pertinent information specific to your child's classroom will be sent home weekly. Regular school/home communication is encouraged. Initial academic and/or behavior concerns will be communicated to the parent by the classroom teacher first.

**Social Media/Internet:** Pansophia Academy website is [www.pansophiaacademy.org](http://www.pansophiaacademy.org). We can also be found on Facebook.

**Parent/Teacher Conferences:** The academy offers two scheduled, school wide, conference windows. During this time teachers may schedule time to meet with parents or parents at the secondary level can take advantage of drop in conferences.

Pansophia Academy believes that a strong partnership between home and school is critical to the optimized education of all students. Pansophia staff welcomes the opportunity to conference with parents as the need may arise. Parents are encouraged to access this open and proactive line of communication.

## **Homework (Practice)**

At Pansophia Academy, the partnership between school and home is particularly important. We appreciate that parents are their child's first teachers and we want to extend this relationship of mutual support through both the classroom and home. We see homework activities as a way to enhance children's basic skills at levels specific to their individual needs. One of the main purposes of homework is to extend learning started in school. Working together, home and school can guide students as they develop their learning capacities by creating experiences which foster learning. By completing the work at home, students are reinforcing their understanding of the classroom work and building their self-esteem through various topics of interest.

It is important to keep in mind that this time needs to be positive and productive. If at any time your child is overwhelmed, not in the right frame of mind, or the work is not being understood, please stop for the night and contact your child's teacher the next day. It is also important to contact your child's teacher if the amount of time he/she is spending per day exceeds the recommended amount of time. Communication will help parents and teachers figure out why that might be and make adjustments as necessary. Teachers will recommend activities that are appropriate to instruction based on individual student needs. There are three types of work to consider when thinking about homework.

- Homework that extends school learning
  - Homework for practice and repetition
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- Incomplete work sent home for completion

## The Homework Routine

1. Find a quiet comfortable place. This needs to be away from distractions like television, computer, stereo and so forth. Having a special place to do homework will help your child focus better as well as develop better organizational skills.
2. Have materials ready. Your child will benefit from having the necessary tools readily available, neat and organized. Materials might include pencils, an eraser, scissors, glue, paper, a stapler, tape, paperclips, and various drawing materials.
3. Establish a time to do homework. Make an attempt to complete homework around the same time each day. Children with shorter attention spans may need to complete half of the homework assignment, take a break and then complete the rest. Using a timer can assist with children who struggle with time management.
4. Be involved! Talk with your child and show interest each day about what they are working on. Help them think through their plan for completing homework. Help them develop organizational skills. Encourage them to do their very best. Encourage independence but stay in close proximity to where your child is working.

As we work to build the home/school relationship, the value and meaning that homework will bring to the child's academic career will become evident. It is our expectation that families will implement these practices into their daily routines. As always, if there is a time when something is unclear, please contact your child's teacher, as they are here to assist you.

**Secondary Homework:** In addition to the above guidelines regarding homework, the academy has established additional guidelines for our students in grades 6-12.

As students become college and career ready, it is vital that academy incorporates the needed skills into the academic expectations of students. Meeting deadlines is one of those skills. The academy would like families to help us in setting the bar high and reinforcing the expectation when it comes to quality of work and meeting deadlines.

- Due dates are not suggestions.
- **Late work will not be accepted unless the student has had a conversation with the teacher about why the deadline could not be met.**
- The academy understands that there are emergencies and sometimes this interferes with school deadlines. The parents will need to communicate such instances with the academy so arrangements and adjustments to due dates can be made.
- Acceptance of late work is the exception not the rule.

As we work to build the home/school relationship, the value and meaning that homework will bring to the child's academic career will become evident. It is our expectation that families will implement these practices into their daily routines. As always, if there is a time when something is unclear, please contact your child's teacher, as they are here to assist you.

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## School Closing

Pansophia Academy will generally close for inclement weather when the Coldwater School District closes their schools. Because Pansophia serves many students in neighboring districts, a decision will be made based on the safety of all students.

The decision to close school will be made by 6:30 a.m. and will be posted on the school facebook page, be transmitted via our call system, as well as broadcast on the following radio and television stations after that time:

### Radio

WTVB AM 1590

### TV

WWMT Channel 3

## Lost and Found

Lost items are placed in plastic bins in a central location in the gym. The Lost and Found bins are routinely emptied. Labeled items are returned to students. Prior notice will be given of when the bin will be emptied.

## Fines, Fees, & Other Charges

The Academy will assess a fine when Academy equipment, property or supplies are damaged, lost or not returned by a student. The fee will be reasonable and charged to compensate for the loss or damage incurred.

Failure to pay fines, fees, or charges may result in the withholding of official transcripts, diplomas, caps and gowns, dance tickets, or other privileges, up to and including, participating in commencement ceremonies. Unresolved obligations can be appealed to the school leader or designee.

## Hall Passes

Students are to remain in class during designated class times. Hall passes are given only out of necessity. Students are required to have a pass from their teacher and should be in the area designated on the pass. Students found abusing the privilege will not be allowed to leave class unless an emergency arises. It is expected that students will take care of personal business before school, after school or during lunch.

## Playground Procedure

All students will treat one another with the same courtesy and respect that is demonstrated in the classroom. Students making harmful or disrespectful choices may be required to leave the playground. The action taken in response to an unsafe situation is at the discretion of the staff member handling the situation.

### Expectations of General Behavior:

Students will:

- Stay within the boundaries of the playground
  - Leave food, paper, pencils and other objects in the classroom
  - Leave rocks, tree bark, sticks, and other dangerous objects on the ground
  - Not throw snow balls
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- Not play tackle games
- Not use inappropriate or foul language

#### General Procedures:

- No jumping off of the top of any part of the play structure
- No climbing on outsides of play structure
- No climbing or hanging on trees
- Walk around equipment; watch for other people
- One person uses each separate piece of equipment at a time

#### Winter Playground Activities:

- Outdoor recess during the winter months is encouraged.
- Participation in outdoor winter playground activities requires appropriate outerwear (i.e., hats, mittens, boots, coats, snow pants).

## Pets

Due to allergy and health considerations, pets are not permitted in the school building or on the school campus/playground. Pets that are in a vehicle during carpool or in a parked vehicle must remain in the vehicle while on school property. Exceptions are made for documented service animals.

## Celebrations and Special Activities

### Celebrations

As a school community, we will celebrate the following holidays: Halloween, Thanksgiving, Christmas, Valentine's Day and Presidents Day. The Academy also recognizes other holidays and special days, which are important to our heritage: St. Patrick's Day, Martin Luther King Day, Mother's Day, etc. These will be part of the students' character as well as academic education. Parents will be advised in advance of all upcoming school holiday celebrations.

Birthdays may also be celebrated in individual classrooms. Students may bring a treat to share with classmates on their birthday. Please advise your child's teacher in advance if a treat will be brought to school.

### Field Trips

A field trip is an extension of the learning that takes place off school property. Specific details about trips will be announced by classroom teachers. The teacher may request parent volunteers to help with chaperone responsibilities. Volunteer spots are limited and preference is given to parents that have already filled out the proper volunteer forms. To be considered for volunteer responsibilities, forms and background checks must be completed 48 hours prior to permission slip deadlines. The academy has the right to deny field trip volunteer requests.

Field trips are intended to enrich the curriculum and provide special learning opportunities for students. Parents are welcome to meet their student at the destination to participate with their student. If parents are not approved

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as a volunteer they may not be responsible for any student other than their child. Do not bring siblings to a field trip experience.

## **Lunches and Snacks**

The academy provides full meal service to students and staff. A grant has allowed us to offer breakfast and lunch to all of our students at no cost. Students have the choice of cold or hot lunch. Students may bring their own lunch. If your student has a medically documented dietary need please contact the academy.

Pansophia Academy takes part in the federal free and reduced lunch program. Families who are eligible should complete the federal free and reduced lunch program forms.

To ensure the safety of our students, we do not encourage or allow students to share or trade snack/lunch items with each other.

To help maintain the school, no food, beverages other than water, candy or gum will be allowed in the classrooms, except during special times approved by the teacher and the school office. Any student caught with food or drink, other than water, during class time will be referred for after-school detention.

## **Videos and Digital Recordings**

Staff members may present video tapes and other digital recordings at the elementary level given the following conditions:

- With prior approval from the administration
- Rated G movies only

## **Photograph and Publicity Release Form**

Photographs are taken throughout the school year at both school activities and during the regular school day. These photographs are used for purposes of documentation of such activities and/or for use in publicly recognizing the Academy. If you do not want photographs of your child used for these purposes it must be documented in your child's file by a note to deny consent.

## **Publications**

An individual or organization wishing to submit information for publication in the school newsletter must submit the information to the Academy Administration for review at least one week prior to publication. The Academy reserves the right to review and determine content over school sponsored publications. The Academy does not solicit business for non-school related functions and/or organizations.

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# SECTION II: Student Code of Conduct

The Academy is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community, including students, staff and parents, must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

Students have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on Academy property, in an Academy vehicle, and during any other Academy-sponsored activity or event, whether or not it is held on Academy premises.
4. Respect the rights and feelings of fellow students, parents, staff, volunteers and visitors.
5. Work within the existing structure of the Academy to address concerns.
6. Know and comply with Academy policies, procedures, rules, including the Student Code of Conduct.

Parents have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the Academy's efforts to provide a safe and orderly learning environment.
6. Work within the existing structure of the Academy to address concern.
7. Know and comply with Academy policies, procedures, rules, including the Student Code of Conduct.
8. Advocate for your child(ren) and take an active role in the Academy community.
9. Attend your child(ren)'s parent/teacher conferences.

Teachers have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding.
  2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the Academy community.
  3. Cooperate and schedule conferences with students, parents and other Academy staff in an effort to understand and resolve academic and behavioral problems. Make an effort to accommodate families whose work schedules, access to transportation, or distance from the Academy limits their ability to meet.
  4. Keep parent informed of their students' challenges, effort and success.
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5. Encourage students to participate in classroom, extracurricular, and other Academy related activities.

Know and enforce Academy policies, procedures, rules, including Student Code of Conduct.

## Student Compact

**I, as a Pansophia Academy student, pledge to do the following:**

- I will arrive at school on time every day, prepared to learn.
- I will follow the dress code.
- I will become knowledgeable of and adhere to all Pansophia Academy policies and procedures. I understand that these school policies protect the safety, interests, and rights of all individuals.
- I will complete all homework assignments on time and in a quality manner.
- I will raise my hand to ask for help if I do not understand something. I will make myself available to my teachers and parents about any concerns they might have.
- I will be responsible for my actions and be truthful at all times.
- I will model good citizenship and always be respectful of staff members, visitors, fellow students, and school property.
- I will deliver all notices from the school to my parents/guardians in a timely manner.
- I will demonstrate hard work and effort in all that I do.
- I will bring all required materials to class and come to class focused and ready to learn.
- I will use my time wisely and for constructive purposes.
- I will be an active participant in the classroom, listen carefully and take part in class discussions.
- I will approach learning with enthusiasm and a positive attitude.
- I will strive to use higher level thinking skills such as inquiry, problem solving, reflection, self-evaluation and goal setting.
- I will strive to resolve problems by carefully choosing the best solution.
- I will strive to demonstrate the six character traits of respect, kindness, responsibility, getting along, work ethic and optimism.

As a Michigan public school, we are required to follow laws relating to safe schools. The Board of Directors at Pansophia Academy endeavors to ensure that the Academy is a safe place for teaching, learning and working. Physical and/or verbal assaults committed by a student against school personnel and/or other student(s) are not tolerated. Student possession of any dangerous weapons or use of any object as a weapon is not tolerated.

The Academy will take swift and appropriate disciplinary action for a violation of any of the infractions listed in the parent-student handbook, including the student code of conduct, or inappropriate behavior where notice has been provided.

All Academy rules will be enforced while on Academy property, in an Academy vehicle, at all school activities (including, but not limited to the Latchkey Program), and at any other Academy-sponsored activity or event whether or not it is held on Academy premises. This includes when a student is using school communication networks, accounts or other Academy services. Additionally, the Academy reserves the right to discipline students for off campus behavior that has a nexus to and/or directly impacts the operation, order, discipline or general safety and welfare of the school. The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities.

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Violations, including violations of the electronics and wireless communications devices Network and Internet use policies, may result in an out-of-school suspension, long-term suspension, or expulsion depending on the severity of the offense and the requirements of the law.

## **Prohibited Conduct**

### **Due Process Rights**

All students suspended and/or expelled will be provided notice and an opportunity to be heard in accordance with a student's due process rights under the law. Nothing in this Policy shall diminish or be in derogation of the due process rights accorded to students who have been determined to be eligible for special education services under federal and State laws.

### **Gross Misdemeanors or Persistent Disobedience**

Any student guilty of gross misdemeanors, persistent disobedience or persistent disobedience of dress code policy may be suspended by the authorized Principal or expelled by the Board. Examples include, but are not limited to, aggressive behavior, inappropriate language, inappropriate physical contact, insubordination, failure to cooperate with Academy staff, theft, academic dishonesty, disruption of the educational environment, any violation of Academy policies and procedures, etc.

### **Weapons, Arson or Criminal Sexual Conduct**

Any student in possession of a firearm on the Academy property, in an Academy vehicle or at an Academy sponsored event shall be permanently expelled from the Academy, subject to reinstatement under the law.

Any student in possession of a dangerous weapon (excluding firearms), as defined by law, or who commits arson or criminal sexual conduct on Pansophia Academy property, in an Academy vehicle or at a Academy sponsored event may be permanently expelled from Pansophia Academy, subject to reinstatement under the law.

Dangerous weapons are defined as firearms, daggers, dirks, stilettos, knives with blades over three inches in length, pocket knives opened by a mechanical device, iron bars and brass knuckles.

"Firearm" is:

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

A student in possession, use or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may result in the student being suspended or expelled.

A dangerous item is any object capable of inflicting bodily harm as determined within the sole discretion of the authorized school district administrator (including but not limited to knives, bullets, fireworks, smoke bombs, any parts of a weapon, or toy weapons).

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

### **Physical Assaults Against School Personnel**

Under Academy guidelines, any student in **grade five or below** who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, in an Academy bus or other vehicle, or at an Academy-sponsored activity or event may be suspended or expelled depending on the severity of the circumstances.

Under the Revised School Code, any student in **grade six or above** who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, in an school Academy bus or other vehicle, or at an Academy-sponsored activity or event may be permanently expelled, subject to reinstatement after one hundred eighty (180) days.

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

### **Physical Assaults Against Students**

Under Academy guidelines, any student in **grade five or below** who commits a physical assault against another student on Academy property, in an Academy bus or vehicle, or at an Academy-sponsored activity or event may be suspended or expelled, depending on the severity of the circumstances.

Under the Revised School Code, any student in **grade six or above** who commits a physical assault against another student on Academy property, in an Academy bus or vehicle, or at an Academy-sponsored activity or event may be suspended or expelled for up to one hundred eighty (180) days.

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

### **Verbal Assaults**

Under the Revised School Code, any student in **grade six or above** who commits a verbal assault on Academy property, in an Academy vehicle, or at an Academy sponsored activity or event against an Academy employee or against a person engaged as a volunteer or contractor for the Academy, or another student may be suspended or expelled for a period of time determined in the discretion of the Board or designee.

Under Academy guidelines, any student in **grade five or below** who commits a verbal assault on Academy property, in an Academy bus or vehicle, or at an Academy sponsored activity or event against an Academy employee or against a person engaged as a volunteer or contractor for the Academy, or another student, may be suspended expelled for a period of time determined in the discretion of the Board or designee

“Verbal assault” means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person (example: excessive taunting or teasing, bullying or other verbal harassment); a bomb threat (or similar threat) directed at a school building, other school property, or a school event. For purposes of this policy, the definition of assault also includes written threats.

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## **Bullying**

It is the policy of the Academy to provide a safe educational environment for all of its students in compliance with the law. Bullying is strictly prohibited.

All students are protected under this policy while on Academy property, in an Academy bus or vehicle, at any Academy sponsored event, or while using an Academy owned and/or operated telecommunications service provider or Academy owned and/or operated telecommunications access device.

Under state law, bullying is defined as any repeated written, verbal or physical act or electronic communication, including but not limited to cyberbullying that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits or programs.
- Adversely affecting the ability of a student to participate in or benefit from the Academy's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a student's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

Bullying is equally prohibited without regard to its subject matter or motivating animus.

The principal is responsible for establishing procedures for the effective implementation of this policy.

Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to the principal. The student may also report the situation to a teacher or counselor who will be responsible for notifying the principal. Any complaints against the principal should be filed directly with CS Partners. All complaints are to follow established complaint reporting procedures.

Each complaint of bullying will be investigated by the principal in a prompt, thorough and impartial manner.

Restorative Practices will be considered in the correction of bullying behavior. Restorative practices means practices that emphasize repairing the harm to the victim and the school community caused by the student's misconduct.

The principal will report the occurrence of a bullying incident to the parents or legal guardians of all students involved.

The Academy prohibits retaliation or false accusations against a target of bullying, a witness or another person with reliable information regarding an act of bullying. The highest level of confidentiality shall be maintained for an individual who reports an act of bullying,

## **Harassment**

The Academy prohibits any type of harassment. Harassment includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an

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individual that places an individual in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or a staff member's work performance, or has the effect of substantially disrupting the orderly operation of the Academy.

Harassment may be based on an individual's race, color, ethnicity, national origin, sex (including sexual orientation and transgender identity or expression), pregnancy, mental or physical disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information that are protected by Federal civil rights laws. Harassing conduct is not limited to in-person activity; it may include the use of cell phones or the Internet. Such behavior may take many forms, including, but not limited to, stalking, name-calling, taunting, cyberbullying, and other disruptive behaviors.

Harassment does not have to include the intent to harm another individual, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by the Academy.

All administrators, staff, parents, volunteers, and students are expected not to tolerate harassment and to demonstrate behavior that is respectful and civil towards all other individuals associated with the Academy. Complaints alleging discrimination or harassment based on a student's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination, bullying or harassment complaints.

Since bystander support of harassment can encourage these behaviors, the Academy prohibits both active and passive support for acts of harassment. Such active and passive support can result in disciplinary action.

### **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or advancement of a student's education or participation in school programs or activities, or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive educational or employment environment.

Sexual harassment includes, but is not limited to, the following:

- Physical assaults (e.g., intentional physical conduct that is sexual in nature, such as touching, pinching, or brushing against another individual's body);
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- Unwelcome sexual advances, comments, requests for sex, sexual activities concerning one's employment or advancement, regardless of whether they are accompanied by promises or threats concerning one's grades, safety, job or performance of duties;
- Sexual displays or publications such as calendars, screen savers, sexual jokes, posters, cartoons, verbal or written harassment or abuse, or graffiti; and
- Other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive work environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

No staff member or student in the Academy shall be subjected to any form of harassment, including sexual harassment, on Academy premises, on an Academy bus or vehicle or at any Academy sponsored event or activity. Students, who engage in harassment, including sexual harassment, will be subject to disciplinary action.

Factors for determining consequences may include, but are not limited to:

- age, development, and maturity levels of the parties involved
- degree of harm
- surrounding circumstances
- nature and severity of the behavior(s)
- incidences of past or continuing pattern(s) of behavior
- relationship between the parties involved and
- context in which the alleged incident(s) occurred

### **Hazing**

Hazing is defined as an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition. The term "organization" includes, but is not limited to, a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.

Hazing is a violation of state criminal law and prohibited at all times. A student who commits hazing on Academy property, in an Academy bus or vehicle, or at an Academy sponsored event will be subject to disciplinary action.

### **Prohibition of Smoking**

Pansophia Academy prohibits the possession and/or use of any tobacco product on Academy property, in an Academy bus or vehicle or at any Academy sponsored event. In addition, any tobacco advertising or promotion

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is strictly prohibited. This prohibition includes the smoking of electronic, “vapor” or other substitute forms of cigarette, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

### **Prohibition against Alcohol and Drugs**

In line with the Safe and Drug Free School Policy, it is the belief of the Academy administration that drug and alcohol abuse in any school is a threat to the safety and health of students, staff and the school community as a whole. It is the policy of the Academy to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents violating this policy. Disciplinary action includes, but is not limited to substance abuse assessment, participation in a substance abuse rehabilitation program, drug and alcohol prevention activities, suspension and/or expulsion.

The Academy prohibits the use, possession, concealment, sale, delivery, or distribution of any alcohol, drugs, and/or any mind altering substances and/or related paraphernalia on Academy property, in any Academy bus or vehicle or at any Academy sponsored event. Students under the influence of such substances on Academy property, in any Academy bus or vehicle or at any Academy sponsored event will be subject to this policy regardless of amount taken.

Possession includes any substances as described below including but not limited to, bath salts, K-2, etc., and/or related paraphernalia found on the student’s person, purse, backpack, locker, vehicle, etc.. Any searches will be conducted as outlined in the Search and Seizure section in the Student Handbook.

The term “drugs” includes:

- Controlled substances as so designated by state and federal law;
- All chemicals which release toxic vapors; mind altering substances and any otherwise legal substances which, when used or consumed in an inappropriate manner, create alteration in perception, mood consciousness, cognition or behavior. Mind altering substances are not intended to include caffeine and like substances when consumed in moderation.
- Any prescription or patent drug, except those for which permission to use at the Academy has been granted pursuant to Academy policies and procedures;
- “look-alikes”;
- Performance-enhancing drugs as determined annually by the Department of Community Health; and
- Any other illegal substance so designated and prohibited by state and federal law.

### **Medical Marihuana & Prescription Drug Policy**

The Academy prohibits the abuse, possession, sale, or distribution of prescription drugs and should a student disobey this prohibition, the student will be subject to disciplinary action in line with board policies and Academy disciplinary policies and procedures.

The Michigan Medical Marihuana Act states that a person shall not sell or possess marihuana or otherwise engage in the use of marihuana, even if for medical use, in a school vehicle or on the grounds of any preschool or primary or secondary school.

### **Reasonable Suspicion Drug Testing**

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The Administration will require a student to submit to drug testing if the Administration has a “reasonable suspicion” that the student is using or is under the influence of any illegal drug, alcohol or any mind altering substance (whether illegal or not). Reasonable suspicion may arise from the following:

1. A student’s behavior, along with physical appearance, action and/or odor, indicating that the student has used alcohol, drugs, and/or any mind altering substance (whether illegal or not);
2. The student’s possession of alcohol, drugs, and/ or any mind altering substance (whether illegal or not) and/or related paraphernalia; or
3. Information communicated to an Academy Administrator by a teacher, parent, law enforcement, or a student that indicates a student is using, possessing or under the influence of alcohol, drugs and/or any mind altering drug (whether illegal or not). Any such report will be investigated by the Academy Administration and will be substantiated by other physical indicators or physical appearance, if deemed necessary.

The Academy Administrator will look at the totality of the circumstances when determining “reasonable suspicion”.

After reasonable suspicion has been established and the student denies using drugs, the student will be asked to take a drug test administered by an Academy staff member. The student is suspended pending the drug test results. The Academy Administration will contact the student’s parents/guardians as soon as practicable. The cost of the test will be paid by the Academy and will be used for disciplinary action.

The student is expected to cooperate fully with this policy and the direction of staff in the administration of the drug test. Failure to do so will result in disciplinary action. In addition, if the student refuses to take the drug test, disciplinary action will be taken.

If the results of the drug test are positive, the student is suspended until the end of the semester and may only gain re-entry to the Academy with proof through drug tests at the student’s expense that they have remained drug free for 60 days.

If a student gains re-entry after being suspended on the zero tolerance drug policy and violates the drug policy a second time, the student will be expelled from the Academy.

Drug test results are considered confidential, but may be discussed with the student’s guidance counselor or other Academy staff member if it is deemed necessary by the Administration in order to provide assistance to the student or for use in disciplinary action.

Students who test positive and who participate in extra-curricular activities are subject to restrictions of those activities as recommended by the Administration.

It is the policy of the Academy that a student’s eligibility for participation in interscholastic athletics will be affected by the use of any performance-enhancing substance as provided by statute, including but not limited to those performance enhancing substances banned in bylaw 31.2.3.4 of the bylaws of the National Collegiate Athletic Association, identified on any list developed by the Michigan Department of Community Health and any other substances within the discretion of the State Board of Education.

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## **Gang Activity**

Gang activity intended to commit illegal acts under state and federal law and/or intended to violate Academy policies and procedures, including under the Code of Conduct, is not tolerated and is prohibited at all times on Academy premises, on an Academy bus or vehicle or any Academy sponsored events.

“Gang” means an ongoing organization, association or group of students, other than a nonprofit organization, that identifies itself by all of the following:

- a unifying mark, manner, protocol, or method of expressing membership, including a common name, sign or symbol, means of recognition, geographical or territorial sites, or boundary or location
- an established leadership or command structure
- defined membership criteria

## **Gambling**

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

## **Chewing Gum in School**

Chewing gum is not allowed during physically active times, such as, gym and recess. Teachers may establish classroom policies where gum chewing is not permitted.

## **Damage of Property**

Vandalism and disregard for school property will not be tolerated. Actions include, but are not limited to, writing in textbooks or library books, writing on desks or walls, carving into woodwork, desks or tables, damaging academy equipment and spray painting surfaces (Graffiti is considered vandalism.) Violations could result in physical or financial restitution.

## **Profanity and/or Obscenity**

A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or obscene language and obscene gestures toward students, staff working at the Academy, volunteers and visitors.

## **Academic Dishonesty**

Academic dishonesty is considered a grave offense. Academic dishonesty (cheating and plagiarism) is willingly and knowingly copying or using the work of others to represent it as one’s own and/or act of using books, notes, or other materials on an assessment without the knowledge or approval of the instructor. It is also considered cheating when one obtains copy of an assessment and/or assessment answers prior to taking an assessment with the intention or anticipation of using the information obtained on the assessment. Academic dishonesty includes tampering with educational materials and assessments, including State assessments.

## **Public Displays of Affection**

Demonstration of one’s affection toward another person has an appropriate time and place. Public displays of affection should be limited to those types of displays that are deemed appropriate by staff as proper decorum in a school setting.

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## **Improper, Negligent, or Reckless Operation of a Motor Vehicle**

A student will not intentionally or recklessly operate a motor vehicle so as to endanger the safety, health, or welfare of others on Academy property. Driving privileges may be suspended or revoked.

## **Leaving the Grounds without Permission**

Pansophia is a closed campus; students are expected to be on campus during regular school hours, this includes lunch. Students will only be released to a parent or authorized person. Parents must sign their child(ren) out with their teacher or in the school office prior to leaving. Once a student is dropped off or arrives at the academy they are considered to be on campus and do not have permission to leave school grounds.

## **Appropriate Dress Code**

A student will not dress in manner that disrupts the educational process or is detrimental to the health, safety, or welfare of other. Repeated violation of the dress code/uniform policy will be viewed as insubordination and persistent disobedience. Please see Dress Code/Uniform Policy.

## **Contraband**

In addition to illegal items under state and federal law, contraband items that are not to be brought to school include, but are not limited to, water pistols, toys, wireless communication devices (WCDs), lighters, matches, smoke bombs or stink bombs and other items deemed to disrupt the instructional environment. The administration may add to this list at any time. Items confiscated by the Administration pursuant to this policy will be returned to the parent/guardian.

## **Insubordination**

A student will not willfully ignore or refuse to comply with directions or instructions given by Academy staff.

## **Disorderly Conduct**

A student will not behave in a manner that causes a disruption or obstruction to the educational process.

## **Application to Students with Disabilities**

This policy shall be applied in a manner consistent with the rights secured under Federal and State law to students who are determined to be eligible for special education programs and services.

## **Exclusion during Suspension/Expulsion**

During a suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle or to participate in or attend any before or after school activities (including attendance as a spectator at weekend activities occurring during the suspension/expulsion). For further information, please review the administrative guidelines for suspension and expulsion.

### **Suspensions of 10 School Days or Less**

The student will be provided:

- Oral or written notice of the reason for the suspension
  - Length of the suspension
  - Opportunity for the student to be heard
  - Parent notification
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### Suspensions of more than 10 School Days and Expulsions

The student will be provided:

- Oral and written notice of the reason for the suspension
- Length of the suspension/expulsion
- Opportunity for the student to be heard
- Parent notification
- An opportunity for a hearing before the Disciplinary Committee

Where a recommendation is made to the Disciplinary Committee for a long-term suspension or expulsion, a letter will be sent to the parent/guardian of the student informing them of the following:

- The alleged misconduct
- Recommended disciplinary action
- Length of proposed long-term suspension and/or expulsion
- The date, time and location of the scheduled discipline hearing (if known)
- Copy of the Academy Student Code of Conduct
- Copy of disciplinary hearing guidelines and appeal procedure
- Right to appeal to the Academy Board
- Attendance at the hearing is not required but the Discipline Committee will take action based on the information presented
- The rights afforded to the student if he/she attends: right to review the information supporting the charges and proposed penalty; right to dispute the information supporting the charges and proposed penalty; right to introduce information on the student's behalf; and the right to be represented by counsel.
- The fact that the hearing is not a legal proceeding
- The need for parent/student to notify the Academy within 48 hours if counsel is retained (specify date and time)
- Hearing may be conducted in closed session at the request of the parent (specify date and time when parent must notify the Academy)

During a suspension, a student may be allowed to make up work and tests missed at the discretion of the individual teacher. It is the student's responsibility to make arrangements with their individual teachers. In addition, when a student is suspended and he/she has prior knowledge of certain classroom assignments such as, but not limited to, reports, quizzes, tests, speeches, etc., the student will be expected to have these requirements ready upon the date of return from suspension.

Consistent with controlling law, all matters of student out-of-school disciplinary suspensions and expulsions shall be permanently maintained in a student's permanent educational record ("CA 60"), and shall be transferred to any other private or public elementary school in which the student may seek enrollment.

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

### **Progressive Discipline**

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The Academy uses progressive discipline to determine the severity of the consequence for the student. Progressive discipline involves increasing the severity of the penalty each time the student displays inappropriate conduct. This process is intended to correct the behavior of the student, not to punish the student. The investigator will take into account all of the circumstances surrounding the incident, including, but not limited to: the nature, severity and frequency of the misconduct; the student's age; the student's disciplinary record; whether student has a disability; development and maturity of the students involved; whether the violation or behavior threatened the safety of any other student or staff; whether a lesser intervention would address the violation or behavior; whether restorative practices will be used; and the context in which the alleged incident(s) occurred. Restorative practices shall be considered as an alternative or in addition to suspension or expulsion.

### **Implementation**

The Principal shall develop administrative guidelines for dealing with discipline of students authorized by this policy. The regulations shall include procedures for reporting violations of this policy to the student's parents(s)/guardian(s), Principal and Board, procedures for referring permanently expelled students to appropriate Family Independence Agencies or County Community Health Agencies, specifics of the appeals process and the process for the reinstatement of students. Please see the Principal for a copy of those guidelines. (See behavior expectations)

### **Annual Review**

As part of its oversight function, the Board will revisit this policy annually and review the effectiveness of the policy and, if necessary, consider any policy or procedural changes that may increase the policy's efficacy.

*LEGAL REF: MCL 380.1311; 750.82; 759.235.891 (Weapons Free School Law). MCL 380.1309 (Teacher Suspensions); MCL 380.1311a (Physical and Verbal Assaults Against School Personnel); MCL 380.1310 (Physical Assaults against Students).*

## **Student Valuables**

Student should not bring items of value to the Academy. The Academy cannot be responsible for their safe keeping and will not be liable for loss or damage to personal valuables. Examples of valuable items include, but are not limited to, cash, wireless communication devices, MP3 players, iPods, handheld games, trading cards, jewelry, expensive clothing, etc.

## **Electronics and Wireless Communication Devices (Cell Phones)**

Games, cameras and other electronic items are not allowed at the Academy unless express permission is given by the Principal.

Wireless communication devices (WCDs) are devices that emit an audible signal, vibrate, display a message, or send or receive a communication to the possessor. WCDs include, but are not limited to the following: cellular phones, pagers/beepers, personal digital assistants (PDA's), e-readers (e.g., Kindles, Nooks, etc.), iPods, BlackBerry's/smart phones, Wi-Fi enabled access devices, video broadcasting devices, tablets and laptops. If a personal WCD is used on Academy property, in an Academy vehicle or at any Academy-sponsored event, students must only use the Academy's filtered Network for data access (either wirelessly or through a direct connection).

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Students may not possess or use wireless communication devices (WCDs) (including cell phones, pagers, etc.) without advance written permission from their parents or guardians and the Principal. The Principal will not give such permission unless the student's parents or guardians have signed the Wireless Communication Devices (WCDs)/Cell Phone Acceptable Use Agreement and Network and Internet Acceptable Use Agreement.

Students who obtain the necessary permission to possess or use WCDs must have them silent and stowed during the normal school day. Cell phone use is only permitted before or after official school hours and during lunch. *If cell phones are visible or heard during the normal school day*, the item will be confiscated and the parent/guardian will be notified. The equipment will be returned to the parent/guardian only.

During school hours, CD players, MP3 players, iPods and other music devices including use of headphones or ear buds must be turned off and stowed. If these items are visible or audible, the item will be confiscated and the parent will be notified. The equipment will be returned to the parent only.

Cameras, cell phones or other WCDs may not be used to take pictures or videos without the express permission of a teacher or an Administrator. WCDs, cameras, video cameras or any equipment that has video and/or camera capability may not be activated or used at any time in any Academy situation where a reasonable expectation of privacy exists. Pictures or videos taken in locker rooms or restrooms are strictly forbidden. Additionally, if any prohibited pictures or videos are taken and subsequently posted to the Internet, it will be considered an additional infraction. These students will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Student Code of Conduct.

The Academy prohibits any electronic item from containing inappropriate material (as determined by the Administration) including offensive or inappropriate language; language that would promote violence or hatred; and sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."

Students are prohibited from using WCDs to transmit test information or any other information in a manner constituting fraud, theft, academic dishonesty or violating the student expectations as outlined in the Family/Student Handbook.

A student's possession of any electronic item on Academy grounds, in an Academy vehicle or at an Academy sponsored activity or event constitutes consent to the search of that electronic item. Students should also understand that any student who possesses a cell phone, WCD or other electronic item shall assume responsibility for its care. The Academy assumes no responsibility for theft, loss, or damage of a personal wireless communication device brought to Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event, or the unauthorized use of such devices. Students bring these devices at their own risk. If a theft occurs, the user should contact a school administrator to make him/her aware of the situation so it will be handled the same way as any other theft. Damage or theft is the sole responsibility of the owner.

Possession of a cell phone or WCD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege. **During the normal school day, all personal electronic devices will be kept in the student's locker.**

Any device found in violation of this policy including if a student does not have the permission to use/possess an electronic device but it is found to be visible or heard during the normal school day, the item will be

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confiscated and the parent/guardian will be notified. The confiscated item will be held in the School Office; the item will be returned to the parent/legal guardian only. Confiscated phones, cameras, and other electronic devices will be discarded if not picked up by a parent or legal guardian within 30 days. Prior to such disposal, a notification of that disposal will be sent to the student's mailing address on file in the School Office.

Violating this policy may also result in student disciplinary action (including suspension and expulsion); permission to use the network possibly permanently revoked; and possible referral of the matter to law enforcement if there is a suspicion of illegal activity. (e.g., child pornography)

Students who refuse to relinquish their electronic device immediately upon request of a staff member will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Student Code of Conduct.

With the permission and supervision of a teacher or office personnel, students may use telephones located in the classrooms or office for emergency reasons.

These prohibitions are in effect any time on Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event.

**Cameras are only allowed with the prior approval of the classroom teacher.**

## **Dress Code**

The Academy has a responsibility to establish a dress code that promotes a positive and proper learning environment. Therefore, students are not permitted to wear clothes that are distracting or cause classroom disruptions. The following dress code policies will be a fundamental part of school culture at Pansophia Academy. Choices of clothing are limited to styles, which will create a better atmosphere for academic excellence.

### **Shirts:**

- Any clean shirt or blouse in good condition, no tears or holes. Shirts with writing cannot be offensive, sexually explicit nor have drug or alcohol content.
- Shirts must be long enough for no exposure of bare midriffs.
- All tops should be of appropriate size for your child's body to prevent too tight a fit.
- No visible undergarments.
- Tank tops are permitted with a three finger width requirement
- No cut off shirt sleeves are acceptable.
- Appropriate neck lines- not low cut or tight fitting
- All pants must be worn at the waistline and in good condition- no inappropriate holes or tears.
- Hems cannot drag on the floor.
- Leggings may be worn, cannot be sheer

### **Skirts or dresses:**

- Not shorter than 5" above the knee.
- Tank dresses must be worn with accompanying shirt or sweater.

### **Shorts:**

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- Cannot be shorter than 5” above the knee.
- Must be worn at the waistline.

### **Shoes:**

- Any regular shoe, boot or dress sandal
- Heels 2” or less
- No bedroom slippers
- Flip flops can be worn by secondary students. For safety reasons, elementary students should have a strap on all sandals.

### **Not Acceptable:**

- Sheer or mesh material if there is a safety concern, i.e., the material might snag.
- Bandanas
- Large chains
- Pajamas
- Sunglasses
- Purses or bags in classroom must follow the behavior expectation guidelines.
- Hoods or hats worn in the classroom or in the building
- Bare midriffs
- Any apparel or accessory which hinders, interrupts or distracts the educational and social environment.
- Pants/shorts with holes that expose thigh above the 5” rule.
- Blankets

The Academy recognizes the importance of individually-held religious beliefs. The Academy will try to reasonably accommodate students’ sincerely-held religious beliefs that are in conflict with this Dress Code Policy unless the reasonable accommodation would be detrimental to the educational process or cause any issues to the safety or welfare of others. Students requesting such reasonable accommodations should contact the School Leader.

Pansophia Academy’s dress code is designed to create a safe, learning environment for all enrolled students. We feel that dress standards promote a positive and proper learning experience. Therefore, the following dress policy is in effect and violations will be dealt with progressive consequences:

- First offense- the student will be asked to change the unacceptable clothing with own clothing or clothing provided by the office. If the student opts not to do any of the following, he/she will be sent home.
- Second offense- Clothing change as well as parent meeting

## **Network and Internet Acceptable Use**

The Academy is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Academy operations. It also recognizes that safeguards have to be established to ensure that the Academy’s investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

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In order for anyone to use the local and wireless network, Internet connection and/or data and exchange servers, he/she must read and agree to these guidelines and sign the Network and Internet Acceptable Use Agreement. **The agreement must also be signed by a parent or guardian.**

A user name and password will be issued to users upon receipt of a signed Agreement. Until then, network use will not be allowed. The use of the Internet is a privilege, not a right. **Inappropriate behavior or violation of the acceptable use agreement may lead to penalties including the revocation of a user's account, disciplinary action (including suspension and/or expulsion) and/or legal action.**

Inappropriate Internet and network use is not limited to the following:

- using offensive or inappropriate language or language that would promote violence or hatred;
- revealing one's (or other's) personal address, phone number or credit card information;
- harassing anyone by sending uninvited communication;
- sending or accessing electronic information from accounts that do not belong to you without the owner's authorization;
- accessing unauthorized or inappropriate areas of the network and changing or interfering with information found in the network;
- accessing areas blocked by the Academy's firewall without authorization;
- soliciting or distributing e-mail for non-educational or non-business purposes;
- misrepresenting oneself or others;
- making unauthorized copies of software or information, such as software pirating;
- printing of materials excessively;
- downloading and/or installing unauthorized software, including games, on Academy computers without specific permission from Administration;
- accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, or threatening material or other materials harmful to minors;
- violating federal copyright laws or otherwise using the property of another individual or organization without permission. All work must be original work. Copy and pasted material may only be used as a resource when properly cited;
- violating any local, state or federal statute; and
- accessing personal social networking sites, such as but not limited to Facebook, Twitter, MySpace, YouTube, Google+, Instagram, Snap Chat, Tumblr, Pinterest, Vine, Yik Yak, VK, Linkedin and Flickr, etc. without specific permission from the Administration.

The assignment of a password does not guarantee confidentiality. There is no expectation of privacy as to prevent examination or monitoring. The Academy reserves the right to examine all data stored in the machines and/or network (including e-mail) to make sure that all users are in compliance with these regulations. The Academy reserves the right to monitor or review Internet files, including web pages and usage logs. Any flash drive used at the Academy must also be free of any inappropriate content.

The Academy monitors the on-line activity of all users in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Students are prohibited from participating in the transfer of inappropriate or illegal materials or material that may be considered treasonous or subversive through the Network and Internet connection. In some cases, the transfer of such material could result in legal action against a student.

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Students, who happen to find materials that may be deemed inappropriate shall refrain from downloading this material, immediately leave the Internet site, shall not identify or share the location of this material, and will immediately report it to a teacher or the Administration. The transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence.

All computers, local and wireless network, Internet connection and/or data and exchange servers are the Academy's property and shall only be used for educational and business purposes. The computer hardware (monitors, terminals, keyboards, mice, etc.) are Academy property and any mistreatment or damage will be considered destruction of property or vandalism.

The Academy makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The Academy and any of the sponsoring organizations shall not be liable for any loss or corruption of data resulting while using the Internet connection.

The Academy strongly condemns the illegal distribution of software otherwise known as pirating. Software piracy is a Federal offense punishable by fine or imprisonment.

Students are prohibited from allowing other individuals to use their account or use other individuals' accounts for Network and Internet activities.

Through the use of the Internet, any actions taken by students reflect upon the Academy system as a whole. As such, all students are required to behave in an ethical and legal manner.

Users must release the Academy and all other sponsoring organizations related to the Internet connection from any liability or damages that may result from the use of the Internet connection prior to having access. In addition, users must accept full responsibility, as well as legal and financial liability for the results of their actions regarding their use of the Internet. Users must release the Academy and related organizations from any liability relating to consequences resulting from their use of the Internet.

Students will be subject to disciplinary actions if Academy technology and/or networks are abused in any way or used in an illegal or unethical manner. Any inappropriate use of the computer networks or violation of these guidelines by students will result in the loss of the privilege to use network and possible disciplinary action (including suspension and/or expulsion). **Damages to Academy equipment while under use of students will be subject to repair/replacement at the expense of the family.**

The Academy administration reserves the right to change these rules at any time.

## **SECTION III: Academics**

### **High School Graduation Requirements**

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<b>Department</b>	<b>Credits</b>	<b>Clarification</b>
English	4.0	Students take four courses of English, even if the student is advanced.
Mathematics	4.0	Students must take four courses of math, Algebra I, Geometry, Algebra II and one other math course. One of those must be taken senior year, even if the student is advanced. Career Technical Education (CTE) programs which incorporate Algebra II benchmarks may fulfill Algebra II or Senior Math requirement. . Algebra II can be taken over two years as an “A” and “B” course to fulfill the requirement. Physics may be used for a math requirement (but not also a science requirement).
Science	3.0	Biology, and either Physics or Chemistry, and a third science credit which may be fulfilled with Computer Science, Forensic Science or Career Technical Education (CTE)
Social Studies	3.0	Students must take Government, Economics, World History / Geography, and U.S. History/Geography.
Foreign Language	2.0	Two years of a foreign language are required. Colleges recommend at least two years. Courses taken during K-12 fulfill this requirement. Students graduating in 2018, 2020 and 2021 may fulfill one credit of foreign language by completing a CTE or performing or visual arts course
Visual/Performing Arts	1.0	A least one year of visual arts, choir, or band.
Physical Education/Health	1.0	0.5 credit for each is required.
Electives	Varies	Examples of electives: AP Courses, Forensics, Journalism, etc.
Online Learning		Throughout the High School required course of study, students must use technology as part of a course, as the primary means, or as an integrated learning experience.

The high school graduation requirements have been designed with the mission of success in college and in life. Successful completion of these graduation requirements is necessary to earn a diploma at Pansophia Academy.

Students with disabilities are assisted in meeting these graduation requirements as appropriate and as specified in their Individualized Education Program (“IEP”).

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## **Personal Curriculum**

The personal curriculum option, as defined by state law, provides a process to modify some of the specific requirements of the Michigan Merit Curriculum based on the individual needs of a student. If the request for a personal curriculum is made by the pupil's parent or legal guardian or, if the pupil is at least age 18 or is an emancipated minor, the school academy shall develop a personal curriculum for the pupil. A meeting with the student, at least one parent/guardian and a teacher or, advisor will take place to develop the personal curriculum. The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Curriculum; shall establish measurable goals; shall provide a method to evaluate these goals; and shall be aligned with the student's educational development plan. Once the personal curriculum is agreed upon by the parent or legal guardian and the Academy administration, it will take effect and will be reviewed quarterly. If a student is not making adequate progress under the personal curriculum, it may be revoked and the student and parent/guardian will be advised that the student may not earn a high school diploma.

## **College Admission Requirements**

The Academy recommends that applicants to competitive colleges successfully complete the following high school program, including as many Advanced Placement ("AP") offerings in each subject as possible:

- 4 years of English
- 4 years of Mathematics
- 4 years of History
- 4 years of Science
- 2 years (minimum) of Foreign Language

## **College Readiness Exams**

The Academy encourages juniors to take the PSAT in October. Students take the SAT in the spring of their junior year and may opt to take the ACT at their own expense by registering in advance online and by testing at one of several local high school test centers.

## **Advanced Placement Courses**

Courses in the Advanced Placement ("AP") Program are college-level studies. As such, the homework requirements for these courses exceed those of non-AP courses. To ensure success in college-level studies, students may have pre-requisite course requirements before allowing enrollment in these studies. Students who register for these classes are encouraged to take the AP examination in May. The scores are used as a measurement for placement in college courses with the possibility of receiving college credit. There is an examination fee.

## **Dual Enrollment**

Students who have met the requirements of the Michigan Merit Curriculum and the Academy's graduation requirements and/or who have exhausted all the academic elective options at the school may choose to dual enroll at a community college, college or university.

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Students will need to meet admissions requirements established by the receiving institution and the State of Michigan, including cut scores in each area of the PLAN, ACT, SAT, PSAT or MME tests. Students are responsible for transportation and scheduling, books and fees. Students interested in dual enrollment should seek the advice of the credit granting institution. The student is required to designate whether the course is for high school or postsecondary credit or both at the time of the enrollment and the student is required to notify the Academy of his/her decision. Students taking more than one postsecondary course may make different credit designations for different courses.

The Academy will document credit for courses under dual enrollment on the student transcript in most cases, but will not apply the grade to the student's GPA calculation. The credit will be identified as a transfer credit on the student's transcript if applicable.

If the student does not complete the eligible course or, if the student enrolls in the eligible course for postsecondary credit only and the student does not successfully complete the eligible course, and if the Academy has paid money for the course on behalf of the student, the eligible student shall repay to the Academy any funds that were expended by the Academy for the course that are not refunded by the postsecondary institution to the school. If the eligible student does not refund the money, the school may impose sanctions against the eligible student such as those outlined in the "Fines, Fees, and Other Charges" section of this handbook.

## On Line Courses

Students may take courses online through MI Virtual High School (<http://www.mivhs.org/>). A student may take up to two classes on line per semester. If the student is successful, then make take more than two classes on line if the Academy and the parents/guardians feel it is in the student's best interest. The Academy may reduce the student's schedule to accommodate on line classes. Students who choose this option must still meet graduation requirements and all requirements of the Michigan Merit Curriculum. The Academy only recognizes online courses from Michigan Virtual High School for credit while the student is enrolled full time at the Academy. If interested in taking an online course, please see the School Leader or guidance counselor for further details. There may be costs associated with choosing this option.

The Academy has the right to deny an online class as an option for a student for the five approved specific reasons for denial, including: 1) the student has previously gained the credits provided from the completion of the online course; 2) the online course is not capable of generating academic credit; 3) the online course is inconsistent with the remaining graduation requirements or career interests of the student; 4) The pupil has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content. 5) The pupil has failed a previous virtual course in the same subject during the two most recent academic years; 6) the online course is of insufficient quality or rigor; 7) The cost of the virtual course exceeds the amount allocated to a course unless the pupil or the pupil's parent or legal guardian agrees to pay the cost that exceeds that amount; 8) the course enrollment request doesn't occur within the same timelines established by the district for enrollment and schedule changes for regular courses: 7) The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. *This does not apply to a request made by a pupil who is newly enrolled in the Academy.* If the Academy denies a student enrollment because the online course is of insufficient quality or rigor, the district shall make a reasonable effort to assist the student to find an alternative online course in the same or similar subject that is of acceptable rigor and quality.

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If an online class has met the approval requirements, then the costs for the online class will be paid by the Academy. If the cost of the classes exceeds the maximum amount the Academy is required to pay, the parents/guardians shall pay the extra cost. Upon successful completion of an online class; students must provide the Academy with a certificate of completion stating the final overall grade as well as the name of the Michigan certified instructor. The Academy and parents/guardians can mutually decide whether the course will count as an actual grade and will be calculated into the overall grade point average.

## **Test Out Policy**

Pansophia Academy will grant high school credit to any student who can demonstrate mastery in the subject area content expectations or guidelines for a course. Teachers will establish the assessment process that measures a student's understanding of the subject area content expectations for the course. To all students who wish to test out of a course, teachers will provide all the learning objectives for that course, a summary of the course syllabus and a sample written examination, or a description of the final assessment required to establish mastery. The teacher will ensure that the assessment used to determine mastery is comparable to that required of students taking the actual course for credit.

The teacher will determine whether sufficient mastery has been achieved to grant credit.

Mastery can be achieved in the following manner:

- Achievement of attaining a grade of not less than 80% on a final exam in the course
- Exhibiting mastery through the basic assessment of that course, which may include a speech, a portfolio, performance, paper, project, or presentation.
- The standards must be comparable to the standards used for the regular course.

The School Administrator is responsible for notifying the student and their parents/guardians of the student's performance and whether credit will be issued.

Credit earned under this policy shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this policy may be counted towards graduation; fulfillment of a requirement for a subject area course; and fulfillment of a requirement as to course sequence.

Once credit is earned under this policy, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area. If a student wishes to test out of a particular credit, please see the Principal or school counselor for additional information.

## **Credit Recovery**

Students may recover credits during summer sessions offered at the Branch Area Career Center. The Academy may cover the cost for the course if the students meets attendance and academic standards set forth by the BACC. Families will be required to reimburse the academy for any costs, if the student does not pass the course.

## **Grade Point Average**

A student's grade point average (GPA) is calculated using the scale below. The grade reflected on the report card is A, B, C, D, E, CR or NC, but the quality points that are used for the GPA calculation are awarded based on

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the percentage earned in the class, divided by the number of classes taken. This calculation reflects a more typical grade point average calculation and also provides a distinction between the student who earns 90 percent in a class vs. 97 percent. This also means that a student, who may not have yet earned credit in the course, is nevertheless earning quality points based on the percentage of completion or mastery to date. GPA is a cumulative computation from year to year. AP and Honors classes will also earn students an additional weighting of 0.5 quality points towards the student's GPA. Only classes that have been taken at the Academy are figured into GPA calculation, though credit may be awarded.

Percentile Earned	Grade
93-100	4.0
90-92	3.7
87-89	3.3
83-86	3.0
80-82	2.7

## Valedictorian/Salutatorian Requirements

The following requirements apply to the graduating class at Pansophia Academy.

- The grade point average (GPA) must culminate the entire duration of high school for the student and must be no less than 3.2 out of a 4.0 scale according to a traditional Michigan curriculum.
- The said student must represent the school and the community in a respectful and positive manner.
- The student must be a permanent resident of Michigan and have attended Pansophia Academy for a minimum of two (2) consecutive semesters.
- The student must meet the school's attendance policy and not exceeded the amount of absences allowed per year.
- The student must not have a discipline record. The student must also not have been expelled or have a pending expulsion from any other institution prior to attending Pansophia Academy.
- If no student fulfills these requirements, there will be no award given in the class.

## Special Event Guidelines

All school policies and procedures are applicable to Special Events. **Students must be in attendance the day of the event or the Friday before the event if the event is scheduled on the weekend.** Students will be given information prior to each event on the expectations of dress, behavior, etc.

### Dances

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All dance styles must comply with standards of modesty and safety. The staff and chaperones in attendance will be the final judge of the appropriateness of style. Public displays of affection should be limited to those types of displays that are deemed appropriate by staff and chaperones as proper decorum in a school setting. The staff and chaperones in attendance will be the final judge of the appropriateness.

Some events will be for Pansophia Academy students only. When guests are welcome, the following guidelines must be met:

- A Pansophia Academy student must accompany any guest.
- Only one guest per student is allowed.
- Guests must be in 9<sup>th</sup> grade or above and must be under the age of 18.
- A Guest Permission Form must be submitted to the School Administrator by 3:00 p.m. on the Tuesday prior to the date of the dance
- The completed form must be signed by the School Administrator and brought to the dance for check-in at the door.
- All guests must also present their current school ID for admittance.
- The guest must leave when the Pansophia Academy student leaves.

All students and guests who plan to attend the event must arrive during the first 45 minutes of the beginning of the event. No one will be permitted to enter the event after the close of admittance without special advance permission from the School Administrator. Students must check coats, bags, etc. upon arrival. After arrival at the event, students may not leave prior to the stated ending time. If a student leaves the special event area without permission, the student will not be allowed to reenter the event and must leave the grounds immediately. Violators are subject to arrest for loitering or trespassing. No refunds will be given if a student does not attend or leaves the event early.

Any students suspected of illegal activities, including, but not limited to drug or alcohol use or possession will be removed from the event; their parent/guardian called; and the appropriate law enforcement agency contacted.

All attendees must wear appropriate clothing. School administration reserves the right to refuse admission to anyone inappropriately dressed.

Special events are a privilege, not a right. Students that do not follow the Special Event Guidelines, the specifics of the student handbook, and/or the directions of the chaperones and staff in attendance may be asked to leave the dance; not be permitted to attend the next school function; and/or possible suspension or expulsion depending on the severity of the infraction.

## **Parking Policies**

The student must hold a valid driver's license. Any vehicle driven on Academy property must be properly licensed and insured as to operate under the laws of the State of Michigan; and the student must agree to comply with these parking/driving policies.

All vehicles should be kept locked at all times. Students should understand that the Academy cannot be responsible for the safe keeping of items located in the vehicle and will not be liable for loss or damage to any personal valuables.

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Students are not allowed to keep any materials in their car that are prohibited under Pansophia Academy policies and procedures. Items in plain view that violate the Academy's policies and procedures and/or if there is a reasonable suspicion of illegal items within that vehicle, those vehicles are subject to search by school administration and local police.

Students are responsible for their vehicles at all times. Students driving to/from the Academy must operate their vehicle in a safe manner. Students who are speeding, driving recklessly or carelessly or other improper driving will lose their privilege to drive and/or park on campus.

Driving a vehicle to school is a privilege. It should be clearly understood that the privilege of driving or parking on school property may be revoked at any time if the vehicle is used during a violation of school rules (including these parking policies) or operated in an unsafe manner on school property. Unregistered vehicles may be towed from the premises, and the driver will assume the costs of such removal. Violation of this policy may also result in disciplinary action, up to and including expulsion.

## **Work Permits**

Any student wishing to obtain the necessary paperwork to receive a work permit should go to the high school office.

## **Age of Majority Declaration**

A person who attains the age of majority gains the legal status of an adult. All Academy policies and procedures apply to all students regardless of their attainment of the age of majority as recognized by state law. A student who wishes to assert these rights must notify the Academy office in writing by completing an Age of Majority Declaration Form.

Students who are above the age of majority are not allowed to sign themselves out and leave school property. The office will require parent permission when a student wants to leave school property. Students who gain permission to leave school property will not be allowed back on campus that day.

## **Selective Service Registration**

Male students age eighteen or older are required by law to register for the Selective Service.

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# SECTION IV: Required Legal Notices

## Equal Education Opportunity/Civil Rights Designee

It is the policy of Pansophia Academy to provide an equal education opportunity for all students.

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, ethnicity, national origin, sex, (including sexual orientation or transgender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, while at the Academy, or an Academy activity, should immediately contact the Principal or designee below.

Parents or students who wish to file a complaint or believe any of their Federal or State rights have been violated (including nondiscrimination under Title II, Title IV, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Americans with Disability Act, and Section 504 of the Rehabilitation Act of 1973) should contact:

Civil Rights Representative/Compliance Officers: Jamie Mueller and Luke Rutter

Title IX Coordinator: Cohen Sangster, 52 Abbot Avenue, Coldwater MI, 49036, (517) 279-4686, [csangster@pansophia.us](mailto:csangster@pansophia.us).

Website Accessibility Coordinator: Casey Sappington, 52 Abbot Avenue, Coldwater MI, 49036, (517) 279-4686, [csappington@pansophia.us](mailto:csappington@pansophia.us).

or the Office for Civil Rights 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812, 216-522-4970, Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov).

Complaints will be investigated in accordance with the administrations guidelines, established by the Academy. Any student making a complaint or participating in an academy investigation will be protected from any threat or retaliation. The Principal can provide additional information concerning equal access to educational opportunity.

## Student Assessments

It is the policy of the Academy to monitor individual student academic growth in each subject area at least twice during the Academic year using a competency-based on line assessment. The results of the assessment shall be communicated to the students and parents/guardians.

## Student Rights and Responsibilities

The rules and procedures of Pansophia Academy are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all Pansophia Academy rules, procedures and code of conduct.

Parents have the right to know how their child is succeeding in Pansophia Academy and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact.

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Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her education goals.

## **Parent/Family Involvement Plan**

Pansophia Academy realizes that parents are their children's first teachers. Therefore, Pansophia Academy endorses and encourages active family involvement in the on-going education of their children, and works closely with them as a partner in promoting continuous improvement of student achievement. Parental and familial involvement in education can be both home-based and school-based and we at Pansophia Academy understand that this involvement does not look the same for every family. All involvement is significant and impactful to all stakeholders involved and can result in high levels of student achievement and success. Pansophia Academy and its families will work together to create an environment in which all children can and will succeed.

The following Parental Involvement Policy is consistent with Pansophia Academy Board Policies. The Pansophia Academy School Board approves all policies for the school. Pansophia Academy adheres to and implements all requirements set forth in the No Child Left Behind Act of 2001 (NCLB).

The Parental Involvement Policy to follow establishes the school's expectations for parental involvement, as well as its plan for implementation.

Pansophia Academy's Parental Involvement Policy is based on the combined feedback from parents via perception surveys (on program development, planning and evaluation) and meetings that parents attend such as Pansophia Academy Parent/Teacher conferences, board meetings or school improvement meetings. The Parental Involvement Policy is included in the Pansophia Academy Handbook that all families receive at the start of the school year.

All parents will be invited to attend an Annual Title I Meeting held in the fall. The meeting will be held as part of the Parent Orientation at the start of the school year. The purpose of the meeting is to provide detailed information on the purpose and offerings of the programs at Pansophia Academy.

Pansophia Academy will display flexibility in scheduling meetings. Meetings will be scheduled during the day, as well as in the evening to meet the needs of our families. Multiple means of communicating the meeting such as website, newsletters, email and telephone calls will be used to maximize parental involvement.

Pansophia Academy holds a variety of opportunities for parental involvement throughout the school year such as: Open House, Parent Teacher Conferences, Science Fair, Family Fun Night, Honors Assemblies, Sports Banquets, Music Concerts etc.

Parents are always invited to participate in the monthly School Improvement Meetings, and monthly board meetings, offer suggestions or express concerns. In addition, perception surveys are used to increase and facilitate the ease of participation in planning, review and improvement of school programs.

Pansophia Academy parents will receive timely information regarding student progress via progress reports, quarterly report cards, parent teacher conferences or scheduled meetings with their child's teacher(s). Parents are notified regularly of events and programs via letters from the Principal, monthly calendars, classroom newsletters and school website.

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Pansophia Academy families are asked to attend a parent orientation prior to the start of the school year. Here, parents are provided with a full breakdown of the state's content standards and how they fit into the educational program at Pansophia. At this meeting, the school explains in detail: the curriculum, assessment, programs and supplemental assistance available. Parents are given curriculum information, and are able to meet with the teachers and have any questions answered or concerns addressed.

Pansophia Academy will provide the following to support effective parental involvement and to improve student academic achievement and performance:

1. Retain an "Open Door" policy that allows and encourages parents to come to the school and meet with administrators and teachers at times convenient for them
2. The Director of Title I will provide technical assistance for parental involvement activities
3. Pansophia Academy may use professional development funds to assist with parental involvement activities and workshops

At Pansophia Academy we solicit suggestions from parents regarding the schoolwide program plan. In addition, comments that are gathered from perception surveys will be collected and analyzed. Comments that display dissatisfaction will be noted during the submission of the plan.

The Pansophia Academy Student/Parent/Teacher Compact is annually revised by parents, teachers and administrators at School Improvement Meetings. The compact outlines the expectations for all stakeholders in the education of the student. The compact is provided in the handbook, and discussed at fall parent teacher conferences and signed indicating an agreement and understanding between all parties involved. Compacts are visible in each classroom and referred to as needed.

The Student/Parent/Teacher Compact is discussed at fall parent teacher conferences and signed indicating an agreement and understanding between all parties involved. The parent-teacher conference schedule can be found in the student handbook. Parent-teacher conferences are held twice yearly.

Report cards are provided quarterly. Teachers keep phone logs of all daily communication efforts towards parents regarding student progress. Families are provided with online access to Pinnacle, the program used for teacher's grade books. Parent-teacher conferences are scheduled each fall and spring.

Pansophia Academy has an "Open Door" policy allowing parents to meet with teachers and administrators during the school day. Parents can make appointments to meet with teachers during prep periods or before and after school hours. With proper arrangement, parents can sit in on classroom instruction as they wish. Parents are encouraged to volunteer during the school day to assist with daily activities in the classroom. In order to volunteer, parents must follow the district policy concerning parent volunteers and be approved by the Principal.

Pansophia Academy provides parents with a full overview of the state content standards at the Open House at the start of the school year. They are invited to meet the staff, and spend some time with their child's teacher. The teachers will provide individual syllabus outlining course expectations and how they align with the state standards. During this meeting, discussion of the Annual Education Report (AER) will also take place, explaining different assessments and how students at Pansophia have performed.

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Pansophia Academy staff is provided with materials, instruction, and suggestions on how to build effective parental involvement throughout the school year. Parent surveys are also distributed, and analyzed by staff, every year to give the parents a voice about the services and programs provided at Pansophia.

Pansophia Academy provides the services of a Dean of Students to address parent concerns and to provide parents with community referrals as needed. A homeless student liaison is also available to assist families that find themselves in these challenging situations. Pansophia Academy also works in coordination with Department of Human Services to assist families in need and increase parental involvement in specific areas.

Information and communication will be provided to families in a variety of ways. Communication will be provided to families in a format and language that parents can understand.

Pansophia Academy has an “Open Door” policy allowing parents to meet and discuss and issues or concerns with staff as they arise. Parents are encouraged to communicate in any way they feel comfortable – calling, writing, in person, or surveys.

All information regarding activities will be sent to parents in a format and language that they can easily understand. Any parents with disabilities will have proper accommodations to provide information, student data or records or any other necessary communication delivered to them in a way that meets their individual needs. They will be encouraged to be involved in their child’s education in any way they are able to. Migrant parents will also be accommodated in regards to their individual needs.

## Visiting the Academy

When visiting the school, all visitors including volunteers, parents and other family member should sign-in at the school office and wear a visible “visitor” sticker at all times.

Children accompanying visiting parents must be directly supervised at all times inside the school building, on the playground, and in the parking lot and walkways.

Visitors including parents who are registered sex offenders are required to so notify the Principal before they visit the Academy and to strictly comply with all applicable school safety legislation. All registered sex offenders, including parents and guardians, must safely and expeditiously drop off their children and pick them up during the prescribed times for drop off and pick up and then promptly and safely exit the Academy premises. The Principal may be contacted for any questions or for further information.

The Academy strictly prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Academy for the purpose of school activities. These settings include Academy-sponsored events (both on and off Academy property and traveling to and from such events), Academy premises (leased, owned or used by the Academy), Academy vehicles, and at any activity authorized or approved by the Academy. Any person who violates the policy will be referred to law enforcement.

Visitors, who are rowdy, commit a verbal assault on the premises, or who are otherwise disorderly, will be asked to leave the premises; this type of behavior is unacceptable.

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# Volunteers in the Classroom

At Pansophia Academy we welcome and encourage parents to volunteer in their child's classroom. The teachers appreciate this adult assistance and have prepared in advance specific tasks that can be readily assigned to their classroom volunteers. The role of the parent volunteer in the classroom is to assist the teacher(s) in facilitating the learning activities that occur throughout the day. To provide such assistance will require the full attention of the classroom volunteer and a willingness to work cooperatively with the classroom teacher(s) on behalf of the students in the classroom.

The following guidelines serve as a framework for volunteers in the classroom. We expect that all volunteers will abide by these important guidelines:

1. It is preferred that classroom volunteers make advance arrangements with the teacher(s) regarding date(s), time, and length of service in the classroom whenever possible.
2. To optimize the assistance provided to the teacher and students, parents are not permitted to bring younger siblings/children into the classroom or on field trips during their volunteer time.
3. The classroom volunteer must be willing and prepared to:
  - Engage with and assist any student, or group of students as directed by the classroom teacher(s).
  - Learn and support classroom procedures, social protocols, and routines.
  - Engage in a positive manner with all students, and refer all incidents of injury and/or medical issues to the classroom teacher, as well as any incidents of disruption, non-compliance, or concerning student behavior (i.e., do not engage in disciplinary action with students).
  - If there is more than one parent volunteer in the classroom at the same time, their full attention must be given to assisting the teacher and supporting the students. If the volunteers wish to chat with each other, they must do so outside of the classroom.
  - Do not use cell phones and other electronic devices in the classroom.
  - Photographs and video recordings (including cell phone recordings) taken on academy property, in an academy vehicle, or at any academy sponsored activity or event shall not be published without the expressed prior consent of the School Leader or designee.
4. Confidentiality is of the utmost importance, especially when parents volunteer in the classroom and school. Communication of personal and educational information regarding students, parents, staff or administration must be regarded as confidential and safeguarded.
5. Volunteers must not be privy to student personal and educational information in the course of the duties assigned to them (i.e. copying move-up certificates, helping with report cards, transferring assessment data of any kind, etc...)

The purpose of these guidelines is to ensure that the learning environment is optimized for students. We appreciate the cooperation of parents in following these important guidelines, and we are very appreciative of those parents who are able and willing to dedicate their time to supporting the education of all children at the Academy.

## **Background Checks**

In order to provide a safe environment for all Academy students, volunteers (including parents) may be screened through internet sites, such as the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) or other similar site for background checks, prior to certain volunteer assignments. Volunteers are required to submit a form and a copy of their driver's license for this purpose. The School Leader may impose

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conditions on the presence of volunteers, as he or she deems reasonable and appropriate. Any decisions made by the Academy are final and are subject to the Academy's sole discretion. The Principal may be contacted for any questions or for further information.

## **Search and Seizure/Locker Searches**

All lockers, cubbies, and other storage places assigned to students are the property of the Academy. At no time does the Academy relinquish its exclusive control of these storage places. Students have no expectation of privacy in lockers, cubbies or other school-supplied storage areas. The Principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the Principal or his/her designee. The Principal or his/her designee may search lockers, locker contents, cubbies or other school-supplied storage areas, as well as open lockers for repairs, at any time, without notice and without parental/guardianship or student consent.

The Academy assigns lockers, cubbies, and other storage places to its students for the student's convenience and temporary use. Students are to use these storage areas exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use these storage areas for any other purpose, unless specifically authorized by Academy board policy or the Principal or his/her designee, in advance of students bringing the items to the Academy. Students are solely responsible for the contents of their lockers, cubbies and other storage places and should not share these storage areas with other students, nor divulge locker combinations to other students, unless authorized by the Principal or his/her designee. The locations at which searches of students and student property may be conducted are not limited to the Academy building or at Academy property, but may be conducted wherever the student is involved in a school-sponsored function.

The Principal or his/her designee may search a student and/or a student's personal items in the student's possession (such as but not limited to purses, backpacks, lunch boxes, book bags, etc.) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated, is violating, or is about to violate either state law, Board policies or Academy rules. A student's failure to permit searches and seizures as provided in this policy will be considered insubordinate and will be disciplined under the gross misdemeanors section of the discipline code of conduct.

The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive given the student's age, gender and the nature of the infraction. Strip searches are prohibited. If a pat down search of a student's person is conducted, it will be conducted in private by an Academy official of the same sex and with an adult witness of the same sex present. Academy computers, software and internet access are school property. Students are only authorized to use Academy computers and other similar educational technology consistent with the educational mission of the Academy. Academy officials may search school computers, software and internet access records at any time for any reason and without student consent.

A student use of a motorized vehicle on school property is a privilege. Motorized vehicles brought onto school property by a student are subject to search by the Principal or his/her designee, without notice or consent. In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search.

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Students who refuse to cooperate in allowing a search of a vehicle brought by them onto school property may be subject to disciplinary action.

The Principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a search. The Principal or his/her designee shall supervise the search. In the course of a search, the Principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against Academy policy and rules.

When conducting searches, the Principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the Principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons and stolen property.

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the Principal or his/her designee will be seized and held by Academy officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student 18 years of age or older, shall be notified by the Principal or his/her designee of items removed from the storage area.

## **Individuals with Disabilities**

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Contact the Pansophia Academy Principal at 517-279-4686 to inquire about evaluation procedures and programs. The Director of Student Services is the Section 504 Coordinator.

## **Children and Youth in Transition**

It is the policy of the Academy to ensure that students who meet the Federal definition of children and youth in transition have equal access to the same free, appropriate public education as provided to other students. In addition, these students are given meaningful opportunities to succeed at the Academy. The Board annually appoints a McKinney-Vento Homeless Liaison to perform all duties as legally required. The Academy's Homeless Liaison is Jamie Mueller.

The Academy is committed to ensuring that there is no barrier to enrollment, attendance, or the success of children and youth in transition. In addition, children and youth in transition will not be discriminated, stigmatized or segregated on the basis of their status.

The Academy's Homeless Liaison collaborates and coordinates with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless

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children and youth. Anyone seeking additional information regarding homeless students should contact the Principal at (517) 279-4686.

## **English Learner**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of an academy. It is, therefore, the policy of Pansophia Academy that those students identified as English Learners will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the Academy. Parents should contact the Principal at (517) 279-4686 to inquire about procedures and programs offered by the Academy.

## **Access to Student Records**

Pansophia Academy maintains many student records including both directory information and confidential information. Educational records of students at the Academy are safeguarded by policies under the federal legislation entitled Family Educational Rights and Privacy Act of 1974 (FERPA) and Michigan law. Parents/guardians and/or students (eighteen years of age or older) may inspect and review their student's records, request amendment or changes to their student's file, may prevent disclosure to third parties (certain limited exceptions) and may file a complaint concerning alleged failure of the Academy to comply with FERPA .

If the Academy receives a record request from another school the Academy will send, without consent, personally identifiable student information to that other school. FERPA authorizes the release of personally identifiable information from the student's education records to school officials with legitimate educational interests. The term "school official" includes Academy administrators, staff, teachers, supervisors, Board members, support staff or contractors to whom the Academy has outsourced institutional services or functions. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

If requesting student records, please contact the Academy office to begin this process and allow up to 45 days for the school to comply with your request.

Parents or eligible students who wish to amend a student record should contact the School Leader or designee, clearly identify the part of the record they want to amend, and specify why it needs to be amended. If the Academy wishes not to amend the student record as requested, the Academy will notify the parent or eligible student of their decision and of their right to an appeal regarding the decision.

Any complaints regarding FERPA should be directed to:

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

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## Directory Information

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

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Individual or group recognition of achievement and /or accomplishments;
- Graduation programs; and
- Sports activity sheets.

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

If you do not want the Academy to disclose directory information from your child’s education records without your prior written consent, you must submit a signed opt-out form to the Academy. The Academy has designated the following information as directory information:

- student’s name
- participation in officially recognized activities and sports
- address
- telephone numbers (e.g., home, cell, etc.)
- weight and height of members of athletic teams
- Academy assigned electronic mail address
- photograph/video/DVD/electronic image
- honor roll and awards received
- date and place of birth
- dates of attendance
- grade level and/or classroom assignment

Legal Ref.: Section 9528 of the ESEA (20 USC §7908),; the Education Bill; 10 USC §503, as amended by §554; the National Defense Authorization Act for Fiscal Year 2002 (PL 107-107); Family Education Rights and Privacy Act of 1974, 20 USC §1232g.

## Information Provided to Military

Two federal laws require that the Academy provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings. If you do not want the Academy to disclose this directory information from your child’s education records without your prior written consent, you must submit a signed opt-out form to the Academy.

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## **Teacher and Paraprofessional Qualifications**

All of the teachers at Pansophia Academy are properly certified and are teaching in the areas that they are certified to teach. Each teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate.

Teachers and paraprofessionals are all considered highly qualified. Any parent that wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the Principal at any time.

## **Review of Instructional Materials and Activities**

Parents have the right to review instructional materials being used in the school and to observe instruction in their child's classroom. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the Academy. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **Preparedness for Toxic and Asbestos Hazards**

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

## **Pesticide Notice**

Pansophia Academy is required by Act 451 Part 83 to maintain an effective pest control program for our buildings. As part of an effective pest management program, school buildings and grounds may be treated as needed to control or eliminate pests. The least hazardous methods will always be incorporated to remove pests as per the Michigan Pesticide Control Act.

Under most circumstances chemical treatments will be a last resort. Only a licensed person or company shall be allowed to apply commercial grade pesticides or herbicides. Advance notice of the pesticide application will be given at least 48 hours before the application. Notices of the application will be posted at Academy entrances, in the school office and on the Academy website. Additional applications may be necessary.

In addition, parents may request in writing to receive written notification at least three (3) day prior to the pesticide application. In case of an emergency, pesticides may be applied without prior notice. The Academy will provide notice of the emergency application as soon as possible.

Parents/guardians may review the Academy's integrated pest management program and records of pesticide applications.

If you have any questions or wish to request prior notification of the application, please contact Chris Green, 52 Abbot Avenue, Coldwater MI, 49036, (517) 279-4686, [cgreen@pansophia.us](mailto:cgreen@pansophia.us) ..

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# Mandated Reporter

Academy administrators, teachers, counselors and social workers are required by law to immediately report any and all suspected cases of child abuse or neglect to Children's Protective Services at the Department of Human Services.

## Concussions

Before a student may participate in an athletic activity (physical education classes, organized practices and competitions) operated by the Academy, student athletes and parents/guardians must review and sign the parent/athlete concussion information sheet and turn the sign form into the school office.

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a "ding", "getting your bell rung" or what seems to be a mild bump or blow to the head can be serious.

### What are the signs and symptoms of a concussion?

Signs and symptoms of a concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports one or more symptoms of a concussion listed below after a bump, blow, or jolt to the head or body, he/she should be kept out of play the day of the injury and until a health care professional, experienced in evaluation for concussion, says he/she is symptom-free and it's OK to return to play.

### Signs observed by coaching staff:

1. Appears dazed or stunned
2. Is confused about assignment or position
3. Forgets an instruction
4. Is unsure of game, score, or opponent
5. Moves clumsily
6. Answers questions slowly
7. Loses consciousness (*even briefly*)
8. Shows mood, behavior, or personality changes
9. Can't recall events *prior* to hit or fall
10. Can't recall events *after* hit or fall

### Symptoms reported by athletes:

1. Headache or "pressure" in head
  2. Nausea or vomiting
  3. Balance problems or dizziness
  4. Double or blurry vision
  5. Sensitivity to light
  6. Sensitivity to noise
  7. Feeling sluggish, hazy, foggy or groggy
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8. Concentration or memory problems
9. Confusion
10. Just not “feeling right” or “feeling down”

#### Concussion Danger Signs:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body he/she exhibits any of the following danger signs:

1. One pupil is larger than the other
2. Is drowsy or cannot be awakened
3. A headache that not only does not diminish, but gets worse
4. Weakness, numbness or decreased coordination
5. Repeated vomiting or nausea
6. Slurred speech
7. Convulsions or seizures
8. Cannot recognize people or places
9. Becomes increasingly confused, restless or agitated
10. Had unusual behavior
11. Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

#### Why should an athlete report their symptoms?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete’s brain is still healing, he/she is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

#### What should you do if you think your athlete has a concussion?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says he/she is symptom-free and it is OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

#### Did you know?

1. Most concussions occur *without* loss of consciousness.
  2. Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
  3. Young children and teens are more likely to get a concussion and take longer to recover than adults.
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4. Concussions affect people differently. While most athletes with a concussion recovery quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

For more information on concussions, visit-  
<https://www.cdc.gov/headsup/index.html>



# Acknowledgement

I have received and reviewed the 2017-2018 Pansophia Academy parent/student handbook, included the student code of conduct. I agree to abide by the policies and procedures contained therein, including the student code of conduct. I understand that the policies contained in the handbook may be added to, deleted, or changed at any time.

Please complete this form and return to the school office.

List all children attending the Academy:

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Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_