

LANDMARK



ACADEMY

A Tuition-Free Public School

"A School of Choice Chartered by Saginaw Valley State University"



**Elementary School
PARENT/STUDENT HANDBOOK**

2022/2023

www.landmarkacademy.net

4864 Lapeer Rd. • Kimball, MI 48074 • 810-982-7210

CHARTERED BY



www.LandmarkAcademy.net

MANAGED BY



**MISSION STATEMENT**

Landmark Academy, recognizing the unique giftedness of the individual student, will work in cooperation with the parents and the community to provide a nurturing and challenging environment that encourages academic excellence, character development, and a love for lifelong learning.

VISION

Every Landmark Academy student will attain mastery of essential academic skills, demonstrate exemplary character, and understand their unique giftedness - becoming confident leaders and lifelong learners.

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ACADEMICS

Landmark Academy is committed to providing an exceptional education for all our students. With our custom designed curriculum and our focus on individual learning styles, we make it our top priority to provide excellence in this area. The following are a few items you should know about our academic focus.

GRADING PHILOSOPHY

For Landmark Academy to fulfill its mission, it is necessary to recognize the performance of each student in two critical areas: academic achievement and development of a Laker Leader. The report card will show two important scores for each course at the end of a term: an Objective Mastery Grade and a Laker Behavior Rating.

Objective Mastery Grade:

The Objective Mastery Grade will reflect what a student KNOWS (academic achievement).

The Objective Mastery Grade:

- will include only Summative Activities such as tests, writing samples, products, oral responses, performances, projects, etc.

LAKERS Behavior Rating:

The LAKERS Rating will reflect how students are developing as a Laker Leader striving toward our school-wide commitment:

Leadership, Acceptance, Kindness, Excellence, Respect & Responsibility, Safety

The LAKERS Rating:

- Will be assigned at the end of each term in each of the areas outlined on the rubric (Please visit the website to view the rubrics)

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued four times per year, at the end of each 10-week grading period. A phone call, or e-mail from the teacher is also a means of communicating to parents about a student's progress.

Our goal is to continually keep parents informed of their child's progress. There should be ABSOLUTELY NO REASON for a parent to be surprised about their child's progress in school. Teachers should occasionally call or e-mail parents and/or write in student communication logs to advise them of a student's progress. Parents are also expected to contact the teacher/school if they have any questions or concerns.

Landmark Academy uses the following grading system:

Kindergarten, 1st and 2nd grade students receive comment-based report cards. While **3rd, 4th and 5th grade** students receive grades as follows:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
E	59 and below

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held twice a year. Conference dates are listed on the Landmark Academy website under the 2022-23 board approved calendar and on the 2022-23 magnetic school calendar. Teachers will provide more detailed information during the school year. Our goal is to continually keep parents informed of their children’s progress. Parents are also expected to contact the teacher/school if they have any questions or concerns.

HOMEWORK POLICY

We believe that homework has a practical use in enhancing student learning. However, we also believe that effective learning can occur with a minimal amount of homework being assigned if classroom instruction is well-planned and well-executed.

The purposes for homework are as follows:

1. **Preparation** – This type of homework is used for obtaining background information and to prepare for the introduction of new material.
2. **Practice** – This type of homework is used to reinforce skills and subject matter introduced in class.
3. **Extension** – This type of homework is used to move students beyond the classroom content, encouraging the creative and imaginative pursuit of knowledge.

Landmark places a premium on the importance of family and living a balanced life. Our K-5 students are engaged in learning throughout the school day, even longer when extra-curricular activities are considered. Children need recreation time, family time and time to simply unwind. We believe that homework should not be punitive or excessive.

Through our expertise in learning styles and personalized instruction we believe that we can ensure learning is optimized in the classroom and that homework is to be used when needed. Please note, students who do not use class time wisely may be required to finish class work at home.

ASSIGNMENT POLICY

To promote academic excellence, it is expected that all assignments will be turned in on time. Late assignments will be accepted upon teacher discretion. For assignment information, please check your child's daily agenda and skyward account. Please note that larger assignments and projects are at the teacher's discretion.

ACADEMIC INTEGRITY POLICY

It is Landmark Academy's intent to maintain and encourage high standards of personal conduct. These standards include personal honesty, discipline, and integrity. It is our belief that all students should complete their own work. It is required that any schoolwork that is turned in for credit is a result of the student's own efforts. Generally ACADEMIC DISHONESTY occurs any time a student turns in work that is not their own. Academic dishonesty is unacceptable. It is also understood that students promoting academic dishonesty by supplying homework, papers, answers to test, to be copied or supplied, are also guilty of Academic Dishonesty. Specifically, students should be aware of the following information regarding Academic Dishonesty:

- Plagiarism – By definition, this is considered stealing or passing off ideas using words of another as one's own. Students are not permitted to use the thoughts, expressions, or ideas of another individual and claim them as their own original work; instead, they must credit the source of these examples in their finished product.
- Testing – The result of a quiz or test should represent the students' own work. This work should be performed during the testing period without any unauthorized assistance. Specifically, this prohibits such behavior as looking at another student's paper or having inappropriate written material available for use. Conversation among students should never occur during testing.
- Papers/Projects – All papers and projects are expected to be that of the student's own original thoughts, ideas, and labor. Thus, plagiarism or the unacceptable use of purchased or borrowed papers or projects is specifically prohibited.
- Print and Electronic Sources – All information obtained from printed resources, books, magazines, etc. and any information that is available from electronic databases are considered the ideas and property of another. Thus, the direct copying or paraphrasing of these sources without giving credit is considered plagiarism and a violation of the Academic Integrity Policy.

ACADEMIC HONOR ROLL

An academic honor roll has been established for the purpose of recognizing and promoting academic achievement. A student must obtain a "B" or above in each class to be on the honor roll. Recognition will take place after each marking period.

PROMOTION / RETENTION

A student at Landmark Academy is promoted to the next grade level each spring based primarily on a joint decision among teachers, parents, and the administrator. When possible, a consensus is desired. Factors such as academic level attained, academic progress, maturity level, and age of the child are considered when promotion decisions are made. **However, the school administrator reserves the right to retain a student in the same grade when, in his/her judgment, a combination of the factors listed above strongly suggest that a student needs to have another year of growth to be successful at the next grade level.** Such a decision is never made frivolously and is preceded by numerous communications between the school and the parent throughout the school year.

SPECIAL EDUCATION

All special education students have an Individualized Educational Plan (IEP) written for them annually, and their classes are provided in the least restrictive environment. Special Education students follow the same school rules, regulations and policies as general education students unless altered by an Individual Educational Planning Committee (IEPC) decision or the local policy conflicts with a county, state, or federal rules/policy.

TITLE 1

Landmark Academy has a School-wide Title I program. This means that any student who does not meet state proficient and advanced levels of student achievement can receive services through Title I funding (federal supplemental program) that are designed to help children reach high academic standards. In receiving funds from this program, the school has a requirement to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided upon request as follows:

- Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
- The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, as well as the field of discipline of the certification or degree.
- Whether your child is provided services by teacher assistants and, if so, their qualifications.

You may also request additional information on the level of achievement of your child in each of the Michigan assessments. Michigan uses the Michigan Educational Assessment Program to determine levels of achievement.

31A

There are some children who are eligible to receive additional services through 31A funding (state supplemental program) designed to help children reach high academic standards. Students that qualify for 31A services will receive additional tutoring services either during the day or after school. Parents will be notified if their child qualifies for this 31A coaching program.

CONDUCT

LANDMARK ACADEMY SCHOOL CODE OF CONDUCT

Students attending Landmark Academy are guaranteed the right to a public education. If this right is to be guaranteed, regular attendance in classes is of vital importance. The United States Supreme Court has held that a student may not be deprived of this right of a public education without adherence to procedural due process.

It is the responsibility of the Landmark Academy staff to ensure that no student is arbitrarily denied the right to an education.

It is the responsibility of each student to behave in a manner that does not threaten, interfere with, or deprive other students of their right to an education.

This Code of Conduct has been adopted by Landmark Academy's Board of Directors and will be uniformly enforced by the administration and staff of the school. Students who engage in behavior that violates this Code of Conduct will be subject to disciplinary action.

STUDENT'S HAVE A RESPONSIBILITY TO:

- Participate fully and actively in the learning process and the overall school educational programs.
- Come to school and to class on time everyday prepared with school supplies/materials, snacks, lunch, and a good attitude.
- Have my homework and assignments completed and turned in on time.
- Always try to do my Personal Best.
- Utilize my leadership binder, to be organized and inform parents of my daily progress.
- Show respect for myself, my school/staff, and other students.
- Follow the School-wide and Classroom Agreements.
- Do my part in keeping my school clean and safe.
- Keep lockers clean and orderly.
- Adhere to the Code of Conduct and Dress Code Agreement.
- Set a regular time and place each night to complete homework/unfinished work.
- Be in charge of my education and ask for help when needed.
- Believe in myself and that I can and will learn. Failure is not an option.

PARENT'S HAVE A RESPONSIBILITY TO:

- Ensure that my child arrives at school on time every day.
- Ensure that my child is healthy enough to participate fully in class
- Provide your child with adequate food, shelter, clothing, and a loving, secure, and nurturing environment.
- Become involved in the parent/student/teacher compact as a team member to maximize my child's achievement and character development.
- Establish a time for sharing daily school experiences and/or completing homework.
- Assist your child in practicing and applying classroom skills.
- Show my child that education is important to me by modeling reading, writing, etc.
- Make sure your child is responsible for any incomplete assignments
- Maintain communication with teachers and the administration either verbally or in written form.
- Maintain control/ composure when disagreeing with actions taken by school personnel.
- Have ongoing communication with my child's teacher(s) regarding Academics & Behavior through the communication logs, e-mail, phone calls, Skyward etc.
- Attend parent/teacher conferences.
- Respect the school community, including all its members.
- Property assigned to students by school personnel shall remain the property of the school. Books assigned to students are the property of the school and are considered a loan to the parent and student. It is the parent's responsibility to ensure that textbooks are returned in satisfactory condition or to reimburse the school for the cost of replacement. Any loaned materials that are lost or damaged are the parent's responsibility for replacement cost.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT POLICY

Landmark Academy uses Positive Behavior Intervention and Support (PBIS) to increase student learning and decrease classroom disruptions.

The following are our Positive Behavior Support Components:

Teach and Model Positive Communication Skills

- *Develop conflict resolution skills*
- *Identify the feelings and needs of oneself, while valuing the feelings and needs of others*
- *Learn to respond rather than react*

Increase Engaged Learning

- *Develop skills to reduce learning disruptions*
- *Develop proactive plans when intervention is needed*
- *Build relationship skills to maintain a safe learning atmosphere*

Facilitate Character Development

- *Cultivate personal responsibility and self- motivation*
- *Focus on solution-finding and celebrating positives*
- *Develop an understanding of the relationship between choices and consequences*

SCHOOL WIDE COMMITMENT

Our commitment to excellence is our promise to you and our expectation of every staff member and student. Administration, Staff and Students created a School-wide Commitment to bring unity to Landmark Academy.

The following is our School-wide Commitment:

- L**- Leadership
- A** -Acceptance
- K**- Kindness
- E**- Excellence
- R**- Respect & Responsibility
- S**- Safety

Landmark Academy personnel will bring correction to students when conduct disrupts the learning environment or degrades the students, staff, or the reputation of Landmark Academy. Staff will use their professional judgment in each situation bearing in mind that the aim of all PBIS and/or Restorative Justice interventions are not to inflict punishment, but to replace negative behaviors with positive ones.

Landmark Academy staff are trained in responsive interaction and needs-based communication skills. The goal is to identify and resolve the underlying issues triggering negative behaviors and to bring clarity and closure regarding specific behavior. Disruptive behaviors will be addressed immediately with the student either in the classroom privately, outside the classroom, during lunch, and before or after school. The purpose during this time with the student is to ensure the opportunity to talk with the student one-on-one to bring about a desired change.

Additionally, the student will work to “right” the misconduct.

We also believe that self-discipline and personal responsibility are especially important character traits, and that they are learned behaviors. We purposely strive to equip students to be able to clearly identify their feelings and needs as proactive ingredients to healthy behavior. We both teach and model the desirable behaviors and positive character traits we expect to see in our students.

RESTORATIVE JUSTICE

Restorative justice practice is a strategy that seeks to repair relationships that have been damaged. It does this by bringing about a sense of remorse and restorative action on the part of the offender and forgiveness by the victim. In the case there is not a victim, restorative justice may still be used as a strategy for the student to repay, make right a wrong, and/or regain privileges. These practices may be used in lieu of or along with a suspension. Failure to complete or comply with restorative justice practices may result in a suspension.

A brief list of examples of restorative justice listed below

- Peer Mediation
- Restorative Circles
- Teacher/Student meetings
- Written and/or verbal apologizes
- Written agreements/student contracts
- School community service

DISCIPLINE POLICY

Staff will protectively enforce safety and uphold the learning environment. Landmark's Core Values are important in all situations. We also realize that there are more severe behaviors that warrant in - school and/or out - of - school suspension/expulsion, with the end in mind of protecting students, staff, and school property.

Some of those behaviors are, but not limited to:

- Physical assault
- Weapons
- Threats of any type
- Under the influence of any type of alcohol or drugs
- Possession of alcohol, drugs (including prescribed or over the counter) or paraphernalia
- Theft or arson
- Destruction of property
- Bullying: major threat, intimidation, abusive language, verbal harassment, and sexual harassment
- Gang-related activity
- Technology misuse
- Truancy (refer to Attendance/Tardy Policy)

While our discipline policy is progressive and respectful, severe incidences will be referred directly to the office. An administrator will meet with the student to determine the specific action needed. Parents/guardians will be notified of any such incident and action. Law enforcement will be involved when deemed necessary.

Landmark Academy will adhere to appropriate laws and police reports will be filed when deemed necessary.

Administration or staff will send a notice regarding the student, the conduct, the action taken, and will schedule an appointment with the student. If a behavioral problem with a student continues, parents/guardians will be contacted. Methods of communication and follow up procedures will be determined at that time. Plans and behavioral contracts may also be put in place at this time.

DETENTION

A detention is a form of discipline in which a student is detained before school, during lunch, or after school. The purpose of Landmark Academy's detention is to quickly and appropriately address reported minor infractions to improve the targeted behavior. Detentions will be served the day of or the day after misconduct. Landmark Academy will not mirror traditional educational models of detention that degrade or shame.

BULLY POLICY

Our Board policy regarding bullying has been revised to reflect state required updates. Please refer to the annual notices for full details of MCL 5517.01 (Bullying and Other Aggressive Behavior toward Students policy).

SUSPENSION

A suspension is denial of the student's rights to attend classes for a specific, brief period of time. The authority to suspend is reserved for the administrator. The student will be expected to make up all class work and tests missed.

In-School/In-House Suspensions are utilized at Landmark Academy. In-School Suspension (ISS) is intended to provide a constructive learning experience for students who have violated the Student Code of Conduct and, therefore, have been assigned ISS as part of a disciplinary process.

They will be under the supervision of school personnel who will guide students in completing classroom work for the duration of the suspension day.

In addition to working on school assignments, students will engage in learning activities that focus on identifying poor decisions and their consequences, as well as emphasizing the need to take responsibility for responsibility for personal action and behavior, reinforcing Landmark's Core Values. Out-of-School Suspensions (OSS) are utilized when a situation is severe enough or consistent repeated behavioral concerns. During out of school suspensions work will be provided at the teacher's discretion. It will be the student's responsibility to make up any class work/ tests once they have returned.

Parents/guardians will be notified in the event of suspensions. Please note: **Students that have been suspended (in-house or out-of-school) cannot attend any school function while on suspension.**

EXPULSION

An expulsion is denial of a student's right to attend school at Landmark Academy and to take part in or attend any school function. Expulsion results from severe misconduct and by repeated violation of school policy. Expulsion may be for 180 school days but may be permanent. All rights of appeal by parents can be made to the Board of Education, prior to final decision. **IMPORTANT NOTICE: ALL DECISIONS BY THE BOARD OF EDUCATION WITH RESPECT TO EXPULSION ARE FINAL.** The following school year, parents may appeal to the Board for readmission to Landmark Academy. Any public school may honor the expulsion, meaning your child may not be able to attend any public school while they are expelled.

Examples of severe infractions that may warrant expulsion would include but not limited to:

1. Any weapons (such as knives, guns, look-alikes) brought to school. The student is removed from the school for 180 days.
2. Threats, verbal or physical, to persons or property may also be considered severe infractions.
3. Bomb threats of any type.
4. Fighting/assaultive behaviors are considered severe infractions.
5. Possessing, selling, or being under the influence of alcoholic beverages or illegal substances.
6. Theft or arson.
7. Severe disrespect toward any Landmark Academy staff.
8. Possession of any type of explosive materials.

WEAPONS AND THREAT POLICY

It is important that all parents and students understand the seriousness of weapons, bomb and biological (Anthrax, etc.) threats in school. A student carrying a weapon can be charged with carrying a concealed weapon, which is a felony. Likewise, students making bomb threats, instigating a biological scare, or other similar threats may face comparable charges.

Landmark Academy's policy regarding these issues is as follows:

- Notification of parent
- Referral to the proper police authorities
- Suspension (duration deemed by administration)
- A recommendation for permanent expulsion

The interpretation of what constitutes a weapon can include look-alike weapons, BB guns, pistols, starter pistols, knives, and other potentially dangerous devices. Students need to understand that possession of a weapon can include passing a weapon from one student to another, holding it for a few minutes to look it over, or putting it into a purse or book bag to hold for a friend. Any contact with a weapon constitutes possession. Bomb or other threats can include written threats or verbal threats witnessed by others. Any powdered substance carried by a student or mailed to any school facility will be deemed as a threat.

Landmark Academy has jurisdiction regarding weapon possession or threats of bombs, biological, or similar threats to and from school at extracurricular activities, and during other school related activities, and on social media outlets.

Weapons: Likeness to Weapons and/or Items Related to Weapons

Items that have the appearance of weapons, or items that relate to weapons (i.e., ammunition, shells, clips, parts, etc.) are not allowed on Landmark Academy's Campus. **If a student finds himself with an item that relates to the above description by accident, the student is to inform administration immediately, otherwise the item will be treated as a weapon or threatening item, and the student will be treated as if he is in possession of such an item.**

"Weapon" as defined by this handbook and "Threatening Item" is anything that one could believe may or will cause harm to them.

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of ensuring the safety and well-being of the students in their care. In the charge of that responsibility, school authorities may search school property such as lockers, vehicles, and persons at any time. The Board directs the school administration to conduct routine inspections (at least annually) of all storage places. Repeated searches are done for **reasonable suspicion**. During any search, a student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

ALCOHOL/ DRUG SEARCHES AND TESTING

Landmark Academy may administer non-invasive saliva-based drug tests, or breath-based alcohol tests if reasonable suspicion occurs that a student may be intoxicated on school property during school hours and at any school function. These searches may be random but will normally be conducted when there is reason to believe intoxication exists and a definite conclusion without a test is difficult. These searches help ensure the safety of your student and the students that he/she encounters. A test will not be administered without a legal guardian being informed. If the test is refused, Landmark staff cannot allow a possibly intoxicated student to remain on the premises. Law Enforcement may be contacted to administer the test, or parents will be contacted to pick up their child.

DRUG PARAPHERNALIA/ NARCOTICS

Being in possession of any type of drug paraphernalia, containers, or likeness thereof is strictly prohibited on Landmark Academy's campus. Possessing any substance that could be believed to be an illegal substance or is used in a manner that encourages the belief that the possessed substance is of an illegal nature is also prohibited. Simply put, anything pertaining to and including drugs, alcohol, or tobacco is not allowed on Landmark Academy's campus.

Landmark Academy has a zero-tolerance policy concerning drugs/narcotics. Landmark Academy considers a drug/narcotic anything that is outlined as such by law and any substance used that chemically alters the mood/behavior of a student (excluding caffeine and legally prescribed and carried medication). Students in possession of a substance that is typically used for these purposes are subject to administrative discipline. Students under the influence of said substances are also subject to discipline. Please refer to the medication policy.

CANINE SEARCH

The Board authorizes the use of canines trained in detecting the presence of drugs or devices. Periodic canine searches may take place without reasonable suspicion as a precautionary measure to ensure a safe, drug free school.

COMMUNICATION

An essential part of Landmark Academy is our commitment to communication. We will endeavor to keep an open line of communication with parents/guardians. Each classroom teacher will send home a weekly Newsletter highlighting classroom and school activities. In addition, our newsletter can be found monthly on our website, www.landmarkacademy.net to keep everyone informed of what is happening at Landmark Academy.

We communicate through our Skylert program to send important non-emergency messages home, parent/teacher conferences, progress reports, report cards, teacher e-mails, communication logs, and others. We are all on the same team; therefore, it is very important that we maintain a high level of communication.

If a particular matter raises a question or you have a suggestion, **you are asked to consult directly with the teacher involved.** To minimize distractions to our educational environment and to create the safest possible environment, no visitors will be allowed in the building during the school day (this includes drop-off and pick-up).

Parents/visitors will be permitted to attend scheduled appointments with school personnel during school hours. They are required to check in at the main office. Our hospitality team will issue an identification tag, and this must be always worn by the visitor. If you need an appointment, please call the school to schedule.

SKYWARD

Skyward is an online based communication tool, which can be accessed from Landmark Academy's home page (www.landmarkacademy.net). From the Skyward account, parents can access up-to-date attendance, missing assignments, report cards and school announcements. For those of you that do not have access to a computer, there is a designated computer for you to retrieve information about your child, in the elementary building.

ATTENDANCE

LANDMARK ACADEMY SCHOOL ATTENDANCE AND TARDY GUIDELINES

Michigan School Code 15, Section 73-Compulsory Education

"Every parent, guardian, or other person in the State of Michigan, having control and charge of any child between the ages of six and sixteen years, shall be required to send such a child to the public schools during the entire school year and such attendance shall be continuous and consecutive for the school year fixed by the school district in which the school is enrolled."

Students are expected to be in school and on time to class every day. Responsibility for attending class daily lies with the student and parent. Teachers, counselors, and administrators will assist students and work with parents to encourage excellent attendance. Teachers will maintain accurate daily attendance/tardy records and report them properly to the attendance office.

To every extent reasonable, attendance guidelines will be applied with equity and consistency to help ensure that our environment encourages academic excellence and a good work ethic.

ABSENCES

Parent/legal guardian must report all student absences to the attendance office as soon as possible.

TYPES OF ABSENCES:

EXCUSED ABSENCES

Unavoidable absences for which there is good and reasonable cause as determined by administration. Such as:

1. Illness- confirmed by parent/legal guardian (up to 3 days)
2. Legal Obligations- confirmed by documentation
3. Family Bereavement- confirmed by parent/legal guardian
 - Immediate family member (up to 10 days)
 - Extended family member (up to 3 days)

School Business Absences approved by administration for field trips, special programs, and activities.

- This type of absence **does not** count against a student regarding cumulative absence totals, excessive absences, or truancy issues.

Medical- Absences due to illness that extend beyond three days.

- Documentation by a physician is required. The dates of illness and the date the student may return to school must be specified.
- This type of absence **does not** count against a student regarding cumulative absence totals, excessive absences, or truancy issues.
- **NOTE**-If illness is expected to exceed five days, contact our attendance office immediately so Homebound/Hospitalized Services can be discussed.

Please Note: Parent/legal guardian must notify the attendance office of a student absence (for one of the reasons outlined above) prior to 9am on the day of absence to ensure that the absence will be counted as excused.

UNEXCUSED ABSENCES

Absences that are deemed avoidable and/or without good and reasonable cause, such as:

1. Personal Business- confirmed by parent/legal guardian- this includes appointments, car problems, vacations, etc.
2. Student Refusal to attend/ Skipping class
3. Absence without proper notification to attendance office on day of absence by 9am.
4. Any day a student misses more than twenty percent (20%) of the school day.
5. (7-12) Tardy to any class period more than ten minutes.

Homework Policy for Absent Students

Students will be given a minimum of one day for each day of absence to make up missed class work. If requested by the student, the teacher may extend the timeframe at his/her own discretion.

The Impact of Attendance on Grading

Absences do not have to be considered excessive to have a negative impact on the students. Each teacher has a group agreement that addresses this issue within the classroom environment.

Excessive Absences and Truancy Referrals

Excessive Absences– Absences (excused and/or unexcused) more than ten percent of the school year. One absence refers to any day that the student attends less than ½ day.

Mandatory Excessive Absences

Parents will be contacted when absences are more than ten percent of the student's school year (as outlined above). Record of this notification will be placed in the student's permanent record. See chart below for Excessive Absence criteria:

Excessive Absence	Absences (based on 180 days)
Semester 1 Term 1	> 4
Semester 1 Term 2	> 8 in semester
Semester 2 Term 3	> 4 in semester, or > 13 total
Semester 2 Term 4	> 8 in semester, or > 18 total

Excessive Absences Truancy Referral

Absences in excess of fifteen percent of the student's school year (as outlined above) will result in a referral to the truancy office unless administration determines an alternate plan of action is necessary.

Excessive Absence Referral for Truancy	Absences (Total based on 180 days)
Term 1	> 6
Term 2	> 13 in semester
Term 3	> 6 in semester, or > 19 total
Term 4	> 13 in semester, or > 27 total

The Excessive Absence Team will:

1. Consider the circumstances of the individual student
2. Review the student and the parent/legal guardian's signed attendance commitment
3. Determine if a referral to the truancy office is necessary
4. Consider retention (K-8)
5. Develop a plan for improved attendance

Communication Concerning Excessive Absences

A pre-recorded message will be sent to the student's primary phone number and email address when the school's records indicate that the student's next absence will result in the scheduling of Excessive Absence meeting or a Truancy Referral.

TARDINESS

Landmark Academy teachers have the professional responsibility to begin class on time. Students have the responsibility of arriving to class on time and being prepared for class to begin at the designated time. A tardy is defined as not being in the assigned area at the beginning of the class.

At the beginning of the school day, all late arrivals must sign in at the Hospitality Desk. Parent Explanation/notification does not eliminate or excuse a tardy.

Excessive tardiness may also be documented in the student's permanent attendance record.

(K-5) If a student misses more than twenty percent of the school day (approx. 1 ½ hours), the student record will indicate an Unexcused Absence, not a tardy.

Appeal and Considerations regarding Attendance and Tardiness

Appeals/considerations will be forwarded to a committee comprised of one counselor, the Assistant Administrator, and one teacher, with the Administrator making any final determinations.

HOMEBOUND AND HOSPITALIZED SERVICES GUIDANCE

The State School Aid Act requires school districts to provide homebound and hospitalized services to pupils who are unable to attend school for a period longer than five school days because of a medical condition. Section 388.1709 of the Act requires the Department to distribute to districts information on homebound and hospitalized services.

http://www.michigan.gov/documents/mde/Homebound_and_Hospitalized_Services_Guidance_343409_7.pdf

DRESS CODE

ELEMENTARY SCHOOL DRESS CODE AND JEAN DAY

We believe that proper attire is important for establishing a safe environment conducive to learning. The Landmark Academy dress code has been developed with that in mind. If a student reports to school out of the dress code, the classroom teacher or student will:

1. Call home for proper attire
2. Borrow item from school if available
3. Work in the office or designed area until corrected

Any mode of dress which is conspicuous and brings undue attention is improper – if in doubt, do not wear it.

PERMITTED DRESS CODE ATTIRE

- Students are to be neat and clean to the best of their ability which is healthy and courteous.
- Shirts/blouses must have a collar, **be any solid color** (no stripes, graphics, patterns, etc.), and may have short or long sleeves. Turtlenecks are also acceptable.
- Small, name brand logos are acceptable, no larger than one square inch. Students may wear Landmark Academy logo attire on any day if the shirt has a collar.
- Vests, fleeces, sweaters, or sweatshirts must be solid in color. **No hoods.**
- Boys will wear pants (or shorts at the knee) that are black, gray, khaki, or navy blue. Pants must be worn at the waist. Ties for boys are permitted if worn with a solid, collared dress shirt.
- Girls may wear black, gray, khaki or navy-blue jumpers, skirts, skorts, shorts or pants that are one inch above the knee or longer. Low-rise pants and skin-tight pants are not permitted. **Leggings are only acceptable under a skirt or dress that is one inch above the knee.**
- Dress shoes or tennis shoes may be worn and tied if applicable.
- Socks or tights must be always worn.
- Girls may wear light make-up in grades 6 and above. No glitter.
- One watch, one necklace, one bracelet and one ring per arm/hand in grades 2nd and up. Kindergarten through 1st, no necklaces, bracelets, or rings.
- Students may wear Landmark Academy logo attire on FRIDAYS ONLY! –They can wear this on Friday without a collar underneath.
- Administration may alter the dress code at their discretion if they believe the learning environment is adversely impacted.

NOT PERMITTED DRESS CODE ATTIRE

- Anything that is a distraction and/or could prevent learning from taking place.
- Exposed body piercing except for earlobes.
- No sculptured/carved hairstyles (letters, signs, mohawks etc.).
- No off-colored hair (green, orange, purple, bright red etc.).
- No chains, dog collars, spikes, etc.
- No hats, visors, bandanas, or sunglasses in the building.
- No pocket cargo pants, sagging/bagging of pants, or pants of excessive length and fit.
- No open-toe shoes, flip flops, slippers, or Heelies (Shoes with wheels)
- No Temporary/permanent tattoos.
- No jeans of any type, wind pants, athletic pants, sweatpants, pants made of nylon, leather, army-wear, mesh, denim, or pants having a jean style appearance.
- No ripped or torn clothing-even if it is made this way.
- No stripes on pants, sleeves, or across shirts.
- No jackets or hoodies are to be worn in class.
- No short, midriff tops, blouses, belly shirts, or shirts that cannot be tucked in.
- No sleeveless shirts or tank tops.
- No shirts worn wrapped around the waist.
- No Low-rise or skin-tight pants.
- No Gang and gang-related symbols, colors, clothing, emblems, etc.

Gym Clothing Guidelines

Girls: leggings, tights, shorts, sweatpants, or pants are recommended for girls to wear under their skirts (if appropriate) on gym days. Shorts must be mid-thigh or longer.

Boys: Sweatpants, shorts, or a different pair of pants may be worn during gym class.

Shoes: Tennis shoes must be worn for gym.

No foul or objectionable attire.

Jean Day Policy

Students will be allowed to wear denim jeans, athletic pants, or sweatpants on Friday **if they comply with all dress code policies Monday through Thursday**. All shirts on 'Jean Day' must be Landmark Academy logo attire (including Landmark hoodies) or a dress code shirt. Attire must be neat and clean. Sandals are allowed; however, no flip-flops. Socks are required for safety reasons. If students do not participate in Jean Day, they must follow the daily dress code policy.

The cost to participate will be a \$1.00 paid each Friday morning to the classroom/homeroom teacher. Parents may choose to pay for jean days in advance to receive a discounted rate. Payments received by the first week of school, **for the entire year**, will be discounted approximately 20%, to **\$25.00**. **If a student has prepaid for the semester or year and does not follow dress code policy Monday through Thursday, the money that has been prepaid will not be refunded and the student will not be allowed to participate in Jean Day.**

MISCELLANEOUS

ACCIDENT AND IMMUNIZATIONS POLICY

To provide for the care of your children, should they have an accident, the staff will care for your child according to the severity of the injury. Any accident that requires a report shall be completed, sent home with the child, and a copy will be placed on file in the office.

By law, evidence is required that a school age child has received necessary immunizations. The school office must have a record of any disability of a student, such as: epilepsy, seizures of any kind, diabetes, allergies, etc. Any parent who wishes to waive the right for immunizations must receive a waiver form from the main office of Landmark Academy.

ADVERTISING/POSTERS

All posters/advertisements must be approved (and stamped) by an administrator for display in designated areas. Individuals displaying approved posters are responsible for removing them.

CHANGE OF ADDRESS and/or PHONE NUMBERS

Please inform the school office as soon as possible when you change address, phone number, or place of employment, so that we may contact you in case of any emergency.

ARRIVAL-DISMISSAL GUIDELINES

For your student's safety, we are a closed campus. All doors are locked during school hours. If you need to meet with school staff during school hours, please call the school to set up an appointment. At the time of your appointment, you will need to sign-in at the front office and obtain a visitor's badge. Appointments must be prearranged, and volunteers must be approved by administration.

Dropoff and pickup will be done outside of the school. Dropoff begins at 7:30. You must sign-out your student from their teacher at pick-up. Students arriving between 7:30-7:50 will be sent to the cafeteria for breakfast and to wait until they can go to their classroom at 7:50. Students arriving after 7:50 are able to go directly to their locker and then their classroom.

For students that need assistance with backpacks or other deliveries, please park your car in a designated parking space. You can then walk your student up to the entrance by following the sidewalk around where our elementary team will be able to assist your student.

Please remember to always **DRIVE SLOWLY** when anywhere in the parking lot. The speed limit is **10 mph** and will be enforced. When you follow the rules and have patience, you are setting a good example for your child. Your assistance and cooperation are appreciated and most important in improving overall safety for our Landmark Families.

ASBESTOS MANAGEMENT PLAN

The local education agency known as Landmark Academy is required by 40 CFR 763.80 to complete an inspection to determine whether any hazardous material was used in the construction of our facility. Our facilities do not contain any hazardous building material. Documents pertaining to this inspection have been furnished to the State of Michigan as required. A copy is available at Landmark Academy for your review.

CELL PHONE/TELEPHONE USE

Landmark Academy strictly prohibits cell phone use on school property during the hours of 8:00 a.m.-3:10 p.m. Students are not allowed to use the classroom or office telephone unless an emergency arises. Students cannot receive outside calls; however, messages may be given to the office staff to be forwarded to the student at scheduled breaks during the day. This rule is in place to guarantee that education can remain a primary goal, and to prevent St. Clair County Dispatch overload in case of a major emergency. This ensures that during an emergency, emergency calls are placed by staff only, and parent contact can remain the responsibility of the school.

COMMUNICABLE HEALTH ISSUES

Any student who has contracted a communicable disease such as corona virus, ringworm, chicken pox, measles, mumps, lice, etc. must report the disease to the office immediately following diagnoses. Before returning to school, the student must check in and be authorized to return by the office staff.

EMERGENCY SCHOOL CLOSING

If Administration deems it necessary to close the school due to snow, ice, or other emergencies, notification will be sent through the Skylert system. Notifications will also be made on the following radio and television stations indicating that Landmark Academy School, in Kimball Township will be closed. Every attempt will be made to report cancellation notices by 6:00 a.m. We appreciate your support as these decisions are sometimes difficult to make.

Radio, WGRT 102.3 FM, WNFA 88.3 FM, WHLS 1450 AM and WSAQ 107.1 FM, along with television Channels 2, 4 and 7, will announce school closings.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The purpose of this section is to clarify what types of student information will be released. A school district may release "directory information" without securing the prior written consent of the parent/student, provided the school has given an annual notice regarding the "directory information." All other academic or personal information requires parental/student permission to be released. Below is a list of information that Landmark Academy can give out without written permission.

- Name, address, telephone number
- Date and place of birth
- Major field of study
- Participation in school activities
- Dates of school attendance
- Honors and awards

If you do not want this information released, please notify the school in writing, and send to the school's address to the attention of the building administrator.

FIELD TRIP POLICY

At Landmark Academy, we consider field trips to be an important part of the educational process, as they greatly enhance learning. All students are required to attend any field trips scheduled for their class. In the case that the student does not attend the field trip or attend school that day, an unexcused absence will be recorded unless a valid reason is provided to the attendance office. Additionally, all volunteers must complete a signed "Volunteer Form" prior to attending any school field trip or activity. All volunteers must also provide their own necessary transportation. Notices and permission slips will be sent home with students and must be returned before the student will be permitted to go on the field trip. The student will still be expected to attend school that day. Dress code will be determined according to the nature of the field trip. Students must travel to the field trip via the transportation the school has arranged for the field trip. Students may travel back from a field trip if written permission is provided to the teacher in Advance, by other transportation.

VOLUNTEER OPPORTUNITIES

There are several areas in which we would like to have parents volunteer and assist within the school. To ensure the highest standards of security, volunteers will be expected to read and sign an agreement regarding student, staff, and school confidentiality. Depending on the frequency of volunteering, a person working with school children on an ongoing basis may be requested to complete a background check form and cleared by the FBI and State of Michigan. In addition, it is preferred that siblings remain at home while a parent is volunteering. Volunteer forms can be picked up from the Hospitality office; you may also contact your student's classroom teacher for volunteer opportunities.

LIBRARY AND TEXTBOOK POLICY

Textbooks are the property of the school and are loaned to you to use during the school year. You are expected to handle books carefully and to keep them in good condition. Teachers will assess textbooks at the beginning and end of each school year. You will be required to pay the cost of any textbooks that you lose or damage. If you lose a book, you will not be given a replacement book until you have paid for the lost book.

A book can no longer be usable under the following conditions: pages have been torn out, cover has been torn off, and answers are written in the book. If a book is lost at any time during the school year or damaged beyond a reasonable one year's worth of use, the student must replace it at its beginning of the year value. Students, who mark with pencil, crayon, pen, or marker at any time in Landmark Academy textbooks, will be subject to a fine. The fine is \$1.00 per page but will not exceed the beginning of the year value of the book. *Please note: No report cards or student records will be released until all Landmark Academy books/materials have been returned to the school and all fines have been satisfied.

LOCKER POLICIES

All lockers assigned to students are property of Landmark Academy. Administration shall have custody of all locker combinations. **Landmark is not responsible for any lost or stolen items**, refrain from placing items of great value in the locker. The school assigns lockers to its students for the students' convenience and temporary use. Students are to use lockers for school-related materials and authorized personal items such as outer garments, footwear, grooming aids, and lunch. Students are solely responsible for the contents of their lockers and must not share their locker combinations with other students. Students are to keep their lockers clean and in order. Students will be charged for any damages occurring to their locker. Stickers or writing in lockers is not allowed!

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulating proper maintenance of school property. Random searches also provide greater safety and security for students and staff. Administration may search lockers and locker contents at any time without notice.

LOITERING /TRESPASSING

It is expected that the school facilities will be used for educational purposes, co-curricular activities, and approved community activities. During the school day all non- school personnel are to report first to the office. After the school day, only those individuals who are participants in organized supervised activities are permitted in the building. These students must always remain with an adult supervisor. No unsupervised students in the building. Please ensure that your student is picked up by 3:30. Students who have been denied the privilege of attending school activities shall be considered trespassing should they attempt to attend. In the case that a student's parent/guardian cannot be reached then local police will be notified.

LOST AND FOUND

We advise you to properly label your child's clothing and personal property so that lost items can be returned. A lost and found area will be established in the school building and made available to parents and students. At the end of each marking period any unclaimed items will be donated to charity.

BREAKFAST AND LUNCH PROGRAM

Landmark Academy is participating in the National School Breakfast and Lunch Program. All the meals we serve will be served through an identified food service provider and will meet federal requirements for a nutritious breakfast and lunch. We are pleased to offer free breakfast and lunch to all students this year. We also appreciate your continued participation in filling out our *Household Information Survey* which enables us to offer this. Breakfast will be served to our students from **7:30 a.m. -7:50 a.m.** Ensure your child is here by **7:45 a.m.** if you would like your student to have breakfast.

LUNCH AND RECESS

Proper behavior and eating habits are to be developed at home and should be carried over in school. Students will be required to:

- Wash their hands before handling any type of food.
- Talk quietly during lunch period.
- Respect others, especially lunch volunteers.
- Use proper language and table manners.
- Keep personal property at their own eating area.
- Clean up their personal eating area.

Parents are encouraged to send nutritious food for their child's snack and lunch. Additionally, parents are encouraged not to send beverages containing caffeine with their child. **Refrigerators and microwaves are not provided. Please do not send drinks in glass bottles or glass containers.** Drink boxes can be frozen at home in the freezer, sent to school with student's lunch, and should be thawed by lunchtime. Vending machines are available for student usage, offering snacks and non-caffeinated soft drinks. If your child plans to use the vending machines, **they must have correct change, as the office does not provide change for students.**

Birthday, party, and picnic treats must be commercially produced and prepackaged. No homemade food is to be distributed to any student.

Students will have lunch recess and an additional recess during the day as deemed appropriate by the teacher and in accordance with their classroom schedule. Regarding cold weather, we will have outdoor recess if Weather Channel's website **feels like temp** (for Kimball) is 19 degrees and above. Students must have coats, snow pants, hats, gloves & boots to play in the snow. Please note that students who are not dressed for the snow will need to remain on the sidewalk areas.

MEDICATION POLICY

Medication includes prescription, non-prescription, over the counter, and herbal medications, and includes those taken by mouth, by inhaler, injection, and those applied as drops to eyes, nose, as well as all medications applied to the skin. A **"Permission Form for Prescribed Medication"** is attached to this handbook and must be completed prior to any medication being administered to the student. This form must be renewed each year.

Written instructions from a physician must include the name of the student, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the student and shall be kept on record by the school.

Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the student's parent/guardian immediately. All medication shall be kept in a labeled container as prepared by the pharmacy, physician or pharmaceutical company with the student's name, the name of the medication, dosage, and the frequency of administration. Medications must be brought to the school by the student's parent or guardian. No changes to medication dosage or time of administration will be made except by written instruction from a physician. A **"Permission Form for Prescribed Medication"** is attached to this handbook and must be completed prior to any medication being administered to the student. This form must be renewed each year.

NON-DISCRIMINATION POLICY

Landmark Academy complies with all Federal Laws and Regulations prohibiting discrimination and with all requirements and regulations of the Michigan Department of Education. It is the policy of Landmark Academy that no person based on race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

In compliance with Federal regulations, Landmark Academy has established the following guidelines concerning student records:

Each student's record will be kept in a confidential file, referred to as a Ca60, located in the school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 or older), and those authorized by Federal law and District regulations.

A parent/guardian has the following rights:

- To inspect and review the students' education records
- To request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the students' rights.

- To consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law.
- To challenge the school's noncompliance with a parent's request to amend the records through a hearing.
- To file a complaint with the Department of Education.
- To obtain a copy of the school's policy and guidelines on student records.
- To request information regarding the professional qualifications of their child's classroom teacher or TA working with their student. Parents may contact the Human Resources department for this information.

PARKING LOT RULES AND GUIDELINES

This year we have a beautiful new parking lot which will help to further ensure safety for all of our Landmark family and guests. Please take a moment to familiarize yourself our new Parking Procedures Map which can be found on page 34 of this handbook.

1. Exceeding the posted 10 mph speed limit is prohibited.
2. Participating in any form of road rage or verbal argument is prohibited.
3. Failing to yield the right of way to a vehicle or pedestrian is prohibited.
4. Driving aggressively or recklessly is prohibited.
5. Stopping, standing, or parking in any areas that are not clearly marked by yellow (or blue if handicapped) lines as designated parking spots is prohibited.
6. Blocking access to or limiting access to a handicap ramp and or designated parking spot (marked with paint) is prohibited.
7. Stopping, standing, or parking in a manner that could cause an impediment to the flow of traffic either vehicle or pedestrian is prohibited.
8. Exposing the public to foul, profane, or inappropriate behavior or language is strictly prohibited.

Violation of any of these rules will be met with a verbal warning, if another violation occurs you may be contacted by administration or law enforcement and uninvited to the use of our parking lot facilities.

PARENT TEACHER REQUESTS

It is not possible to honor all teacher requests that have been made using the teacher request forms. Teaching assignments may need to be changed late in the summer and requested teachers may not be available.

Please understand consideration of many factors, including but not limited to academic and social considerations, total class size, male/female ratio, and heterogeneous grouping are used in the placement decisions. The **final** decision on all student placements rests with administration after due consideration of staff recommendations and parent requests.

PERSONAL FUNDRAISING

Fundraising, other than Landmark Academy approved fundraisers, is not to take place at the school unless approved by administration.

PERSONAL ITEMS

We do not accept responsibility for students' personal items. Students are to leave those belongings at home that are not necessary for their education. Electronic games and toys, iPods, MP3 players, cell phones, CD's, CD players, camcorders, roller skates, roller blades, skateboards, hackie sacks, toys, water toys, stuffed animals, etc., are not permitted in the school unless special permission has been granted by the building administrator (**cell phones are subject to disciplinary action and confiscation**). Any other personal items that staff members judge to be unsafe or inappropriate in school will be confiscated and held in the office until parents retrieve them. Also, personal party invitations are not to be passed out during classroom hours.

RIGHTS AND PRIVACY ACT

We have been asked questions regarding the relationship of the Family Educational Rights and Privacy Act of 1974 and have had requests for information on enrolled students from various associations, trade schools, and others.

STUDENT INTERNET/ON-LINE SERVICES USER RULES AND POLICIES

Landmark Academy provides Internet access to its students to explore thousands of libraries, databases, and bulletin boards throughout the world. Use of the Internet and other on-line information services is a privilege extended to students, faculty, and staff to enhance learning opportunities.

Although the Internet offers valuable resources and opportunities for learning, some material accessible on-line may be illegal, defamatory, inaccurate, or potentially offensive to some people. Use of the Internet and other on-line services in Landmark Academy is restricted to activities that support the educational goals and objectives.

Landmark Academy respects each family's right to decide whether or not to allow their child access to the Internet. **Parental permission is required for students under the age of 18 years of age** to use on-line resources at Landmark Academy. The following guidelines have been established regarding the Internet and other on-line services:

- Students are responsible for good behavior on school computer networks, just as they are in classrooms and school hallways.
- Landmark Academy administrators will deem what is inappropriate use of the Internet and other on-line information services and their decisions are final.
- The administration, faculty and staff of Landmark Academy may deny, revoke or suspend student access accounts for inappropriate use of the internet, network programs or any other on-line information services.
- Landmark Academy reserves the right to review any material stored in files and may edit or remove any material which the staff, in its sole discretion, believes may be unlawful, obscene, abusive, or otherwise objectionable.
- Transmission of any material in violation of U.S. or state regulations, including copyrighted, threatening, or obscene materials, is prohibited.
- Use for commercial activities by for-profit organizations, product promotion, political lobbying or illegal activities is prohibited.
- The following uses of the internet and other on-line information services are not permitted.
 - a. Sending, receiving, or displaying offensive messages or pictures
 - b. Using obscene language
 - c. Harassing, insulting, or attacking others
 - d. Damaging computers, computer systems or computer networks
 - e. Violating copyright laws
 - f. Using another person's account and/or password
 - g. Giving your account and/or password to another person
 - h. Trespassing in another person's folders, work, or files
 - i. Intentionally wasting limited resources
 - j. Employing the network for commercial purposes
 - k. Divulging personal information about yourself or others to strangers (includes addresses, telephone numbers, credit card numbers, passwords, or other confidential information).

Violations will result in a loss of access as well as other disciplinary or legal action. School disciplinary action will be determined by the school administration in accordance with the Student Code handbook and Board Policies and may result in suspension or expulsion.

The signatures of both the student and the parent/guardian (for students under the age of 18) are mandatory before access to the Internet and other on-line services may be granted. (See Form attached.)

STUDENT PICK-UP POLICY

Your child is the most important part of our school. Please make sure that you follow all procedures regarding drop off and pick up to ensure their safety. Always be aware of surroundings in the parking area. Watch for children and drive slowly! **Students will not be released from the classroom until he/she has been signed out with the teacher or at the office by a parent or legal guardian.**

Early Pick-up:

When a student must leave school during the day, for any reason, the procedure is:

- A parent or legal guardian adult must come to the office and sign-out the student.
- No student pickup 30 minutes prior to the end of the scheduled school day (2:30 P.M. on Monday, Tuesday, Thursday, & Friday and 12:30 P.M. on early release Wednesday).

Dismissal:

Dismissal for all elementary students will be at 3:15 pm Monday, Tuesday, Thursday, and Friday; however, on Wednesday's we have early release dismissal at 1:25 pm. Students will be walked out to the front sidewalk for parent/guardian (or whoever you have listed in Skyward as approved) to sign them out. Please be advised that your student's safety is our priority so we may ask to see identification from time to time (such as a driver's license or state issued ID). Students not picked up by 3:30 PM (2:00 on early release Wednesday) will be sent to the office to call for their ride.

Because of safety issues and student health (allergies), we ask that pets not be allowed in the school building or the parking lot. If you must bring your pet when picking up your child, please ensure that the animal remains in your vehicle.

VISITING SCHOOL

To minimize distractions, which cause disruptions in education, no visitors will be allowed in the building during school hours. Exceptions to this rule will be made by appointment only. Please call the school to setup an appointment at 810-982-7210. Thank you for partnering with us in your students' education.

VOLUNTEERS

Many school learning experiences are greatly enhanced with educational volunteers. This includes both volunteering at school, and/or working on projects at home. **Classes must not be disturbed!** Parent volunteers are necessary, encouraged, and appreciated. If you are interested in becoming a volunteer, contact us at school. Visitors are permitted to visit the classroom only with permission from teachers. All volunteers must sign and comply with Landmark Academy's Volunteer Program Forms.

BUS INFORMATION

Bus transportation is an important function of the Landmark Academy. Bus transportation is NOT mandated by law but provided as a service to the students of the District. For transportation to work, we must have the cooperation of parents, students, drivers and administration of the District. We believe the information contained in this policy will help everyone understand the complexity and importance of pupil transportation. The Michigan Department of Education, the Legislature, and the Michigan State Police also develop rules and regulations that govern the activities of the Transportation Department.

Video Cameras may be in use on any Landmark Academy transportation vehicle.

TRANSPORTATION DEPARTMENT BUS RULES

RESPONSIBILITIES OF DRIVERS AND BUS MONITORS

- Inform Landmark Academy administration as soon as possible when a student is having a problem.
- Drop off students at parent-designated location or at school unless the health and/or safety of the students on the bus are in jeopardy. Students can be taken to Landmark Academy only if the immediate health or safety of the student is in question.
- Be fully trained about safety procedures and regulations concerning school bus transportation.
- Work with the Transportation Supervisor and Building Administrator to assure that students are disciplined appropriately when they violate bus rules.
- Drivers oversee all passengers and will always maintain order on the bus.
- Make sure that all pupils on the bus receive a copy of the rules in the Student Handbook for the bus.
- Drivers will not transport students in any vehicle other than a Landmark Academy Bus.
- Enforces Department policy for student crossing procedure, which includes proper use of hand signal.
- Inform Landmark Academy administration as soon as possible when route times are affected due to unforeseen circumstances.
- In case of injury, an incident report will be filled out and given to Landmark Academy administration.

RESPONSIBILITIES OF STUDENTS

- Always obey the bus driver and bus monitor (if applicable).
- Behave in a manner, which allows the driver to safely operate the vehicle.
- Occupy their assigned seats and to always refrain from moving around in the bus.
- Arrive at the bus stop (5 to 10) minutes prior to scheduled pick-up time.
- Stay off roadway while waiting for the bus.
- Wait until the bus comes to a complete stop before getting on or off the bus.
- No student is allowed to cross over a road to get on or off a bus at a different assigned time or stop.
- When crossing is necessary and permitted, a student will always cross 10 feet in front of the bus after waiting for the driver's hand signal.
- Always keep entire body inside the bus.
- No talking is permitted at railroad tracks.
- Never tamper with bus equipment.
- Avoid loud, inappropriate and/or profane language. (Use inside voice to prevent driver distraction)
- Eating or drinking on the bus is not allowed. (Exception: Medical Reasons)
- Damages to any bus should be reported to the driver. Pupils will pay for any damages they cause on any bus.
- Pupils will never throw anything in the bus or out the window of a bus.
- Pupils may not possess or consume alcoholic beverages. Pupils shall not possess, smoke, or chew tobacco or possess or use any other drugs on buses.
- Pupils shall not possess or use cigarette lighters, matches, or other flammable items on buses.
- Live pets or insects cannot be transported on a school bus.
- Weapons of any kind are not permitted on a school bus.
- Public displays of affection are not acceptable behavior and will not be tolerated.
- No glass containers or bottles are allowed on buses.
- All belongings, including band instruments, are to be held on the student's lap during transportation.
- NEVER get mail or go to the mailbox while school bus is at the bus stop.
- The use of crutches is not allowed for safety purposes. Please see the Transportation Coordinator and/or your Building Administrator with any questions.

RESPONSIBILITIES OF PARENTS

- Ensure that child(ren) will arrive at the bus stop (5 to 10) minutes prior to scheduled time.
- Provide the necessary assistance needed by their child(ren) going to and from the bus stop.
- Accept joint responsibility with the school authorities for the proper conduct of their child(ren).
- Review the Rules of Transportation with their child(ren) and cooperate with disciplinary action.
- Meet with those responsible for Pupil Transportation whenever requested.
- Bus service is not rendered to non-school sponsored activities.

RESPONSIBILITIES OF THE SCHOOL

- Establish bus stops that meet the provisions of the Department of Education and the Michigan State Police.
- The School District will not pick up students on private roads, drives or streets. Students must be taken to a designated bus stop to be provided transportation service.
- In the event weather conditions cause school to be cancelled, the following will be contacted so parents can be notified of the cancellation of school:
 - Television: Channel 2-Detroit, Channel 4-Detroit, Channel 7-Detroit
 - Radio: Radio First stations
 - Web: www.landmarkacademy.net
 - Skylert: phone and email contact

VIOLATION OF BUS RULES

Should a student violate a bus rule, the driver or bus monitor will issue a Misconduct Report. Violations and steps the violation procedure follows, is dependent upon the severity of the violation. Building Administrator assign's consequences for student bus rule violations. All school building rules apply to students using school transportation. Students may receive consequences for inappropriate behavior beyond transportation consequences determined by Building Administrator. This system will keep parents informed if their child(ren) does not conduct themselves properly, thus allowing the parents to take corrective action before more serious problems are encountered. Any violation of these rules by students during the last 2 (two) weeks of school may be carried over and charged to students the next school year.

Any time a student feels he/she has been wrongly issued a Misconduct Report, the report may be appealed in the following order:

1. Building Administrator
2. Superintendent
3. CEO of Summit Management
4. Board of Directors

LOST AND FOUND ARTICLES

All lost and found items generally remain on buses for up to 1 (one) week. Drivers then turn all found/unclaimed items into Hospitality. It is helpful to place names on all articles sent to school with your child(ren). All articles of clothing, not claimed after one month, will be donated to a local charity.

GUIDELINES:

TRANSPORTATION GUIDELINES

The primary goal of the Transportation Department is to safely transport students to and from home to school and school to home. The following information is being provided to acquaint you with District guidelines and procedures related to bus routes and bus stops. Guidelines may be updated by the Superintendent, Administration, and Board of Directors. Please keep in mind that parents are responsible for getting children safely to and from the bus stops.

Bus routes will be planned to achieve maximum safety of operation with maximum economy within the limitations of rules and regulations governing transportation. Transportation services must also be efficient and cost effective.

- Routes are planned to keep individual riding distance and time to a practical minimum. One hour and 15 minutes should be considered as the maximum riding time for a pupil going to or from school. (The above time limitations are goals and will be implemented to the extent possible.)
- In establishing bus schedules, the objective is to arrange for buses to arrive at school no later than seven to ten minutes before the scheduled beginning of classes.
- All pertinent rules and regulations of the State of Michigan and its agencies are followed.

TRANSPORTATION PROCEDURES

Michigan laws have a significant impact on our operating procedures. These regulations include distance requirements that are intended to assure that buses operate in a safe manner and can be easily seen by approaching motorists. The two fundamental criteria used in determining bus routes and stops are safety and efficiency of scheduling.

SAFETY OF ROUTES/STOPS

- State laws related to school bus transportation must be met.
- Consistent pick-up and drop-off locations are required. There may be a different pick-up location than drop-off, but each must be the same every day.
- Bus stops will be permanent whenever practical, allowing the public to become familiar with stop locations.
- A designated person must meet K-2 students at their stop. There must be at least one designated person present or visible at the stop. If a designated person is not present at any of the bus stops, the student will stay on the bus and be brought back to Landmark Academy.

EFFICIENCY OF ROUTES

- Roads must be at least 22 feet wide.
- Roads must provide a location for change of bus direction with no backing.
- Roads must have adequate shoulders to allow the bus to pull off the roadway.
- Roads must be kept clear of snow, sleet, ice, vehicles, and other obstructions that would prevent safe travel of school buses.

PARENTS RESPONSIBILITY

- Parents/guardians are responsible to make sure their children get to and from the designated stop safely.
- Parents/guardians are responsible for selecting their children's walking routes to and from bus stops, schools, and home.
- Parents/guardians are responsible for providing supervision that is appropriate to the student's age, maturity, and conditions that exist on the walk route.
- Parents/guardians must know their children's bus number and stop location.
- Parents/guardians must know the bus rules and review them with their children.
- Parents/guardians should direct walk route safety concerns to the association or law enforcement agency responsible for the specific location/area.

AT THE BUS STOP

Students need to be at the bus stop at least five (5) minutes prior to the scheduled pick-up time. Buses cannot wait for late students and will not return to pick them up when they have missed the bus. For the safety of all concerned, students are asked to stay a minimum of 10 feet away from the designated pickup stop while waiting for the school bus. Vehicles are required to stop a minimum of 20 feet away from the bus.

WHEN BUS CHANGES ARE NEEDED

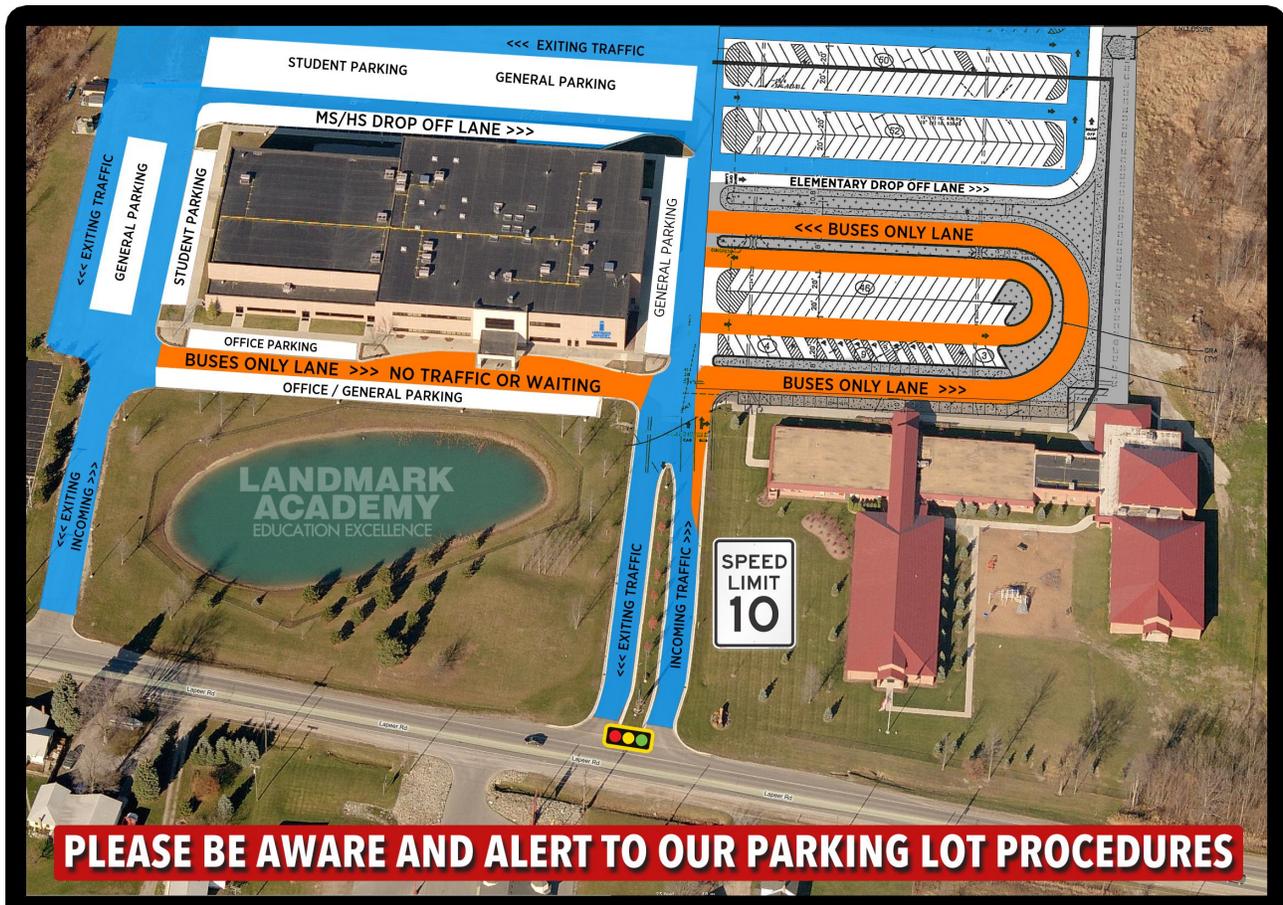
Bus transportation is primarily designed for the transport of students from home to school and school to home. Stops must be the same location every morning and the same location every afternoon. If permanent changes are needed (a different day care for example) parents must submit a request to the Transportation Department. The request will be reviewed, and notification will be made if a change can be accommodated. This process can take up to two weeks to complete. There must be a compelling reason for any change.

Students are not allowed to ride a bus other than their assigned bus. Assigned students have priority for transportation. If a child needs to go to a friend's house, parents must make alternate transportation arrangements.

LANDMARK ACADEMY PARKING PROCEDURES

MIDDLE & HIGH SCHOOL
4864 LAPEER ROAD
KIMBALL, MI 48074
PH# 810.982.7210

ELEMENTARY
4800 LAPEER ROAD
KIMBALL, MI 48074



PLEASE BE AWARE AND ALERT TO OUR PARKING LOT PROCEDURES

- THE SPEED LIMIT IS **10 MPH** FOR THE SAFETY OF OUR STUDENTS.
- USE DESIGNATED PARKING SPACES TO KEEP THE TRAFFIC FLOW RUNNING SMOOTHLY.
- THE BACK LANE IS USED AS A THROUGH TRAFFIC LANE. NO STOPPING.
- ELEMENTARY "DROP OFF" LANES CARS SHOULD PULL FORWARD AS DIRECTED
- THE U-SHAPE AREA IN FRONT OF THE ELEMENTARY BUILDING IS THE BUS ONLY LANE-NO OTHER TRAFFIC.
- THE 1ST LANE AFTER THE ORANGE "BUS ONLY LANE" CAN BE USED FOR DROPPING STUDENTS, MARKED "DROP OFF LANE ON THE MAP"
- THESE PROCEDURES SHOULD BE FOLLOWED TO ENSURE SAFETY FOR STUDENTS, STAFF AND GUEST.
- STUDENT VEHICLES MUST BE REGISTERED (\$5) EACH YEAR IN THE HIGH SCHOOL STUDENT OFFICE.
- STUDENTS MUST PARK IN THE DESIGNATED STUDENT PARKING ZONES AND ARE NOT ALLOWED TO PARK IN FRONT OF THE BUILDING DURING SCHOOL HOURS.



Landmark Academy Parent/Student Handbook

I have read and understand the parent/student handbook of Landmark Academy. As a parent I will make an effort to be involved in school activities and partner in my child's education. As a student, I will do my best to learn and grow!

Student _____ *Date* _____

Parent/Guardian _____ *Date* _____

