

LANDMARK



**20
YEARS**

ACADEMY

A Tuition-Free Public School

“A School of Choice Chartered by Saginaw Valley State University”



**Middle School
PARENT/STUDENT HANDBOOK**

2022/2023

www.landmarkacademy.net

Subject to Board Approval



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 of 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

In order 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 strong work ethic. The report card will show two important scores for each course at the end of a term: an Objective Mastery Grade and a Work Ethics Rating.

Objective Mastery Grade:

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

- will include Summative Activities such as tests, writing samples, products, oral responses, performances, projects, etc. (see below for more information about Summative Activities)
- will also include tasks assigned for formative assessment or practice (see below for grade calculation)
- will not include extra credit or bonus points, group scores, or work completed with teacher assistance

The Objective Mastery Grade for each semester will be calculated as follows:

- Formative Activities and Practice 15%
- Summative Activities 85%

WORK ETHICS RATING

Students that receive 3 or more needs development ratings in a marking period will not be allowed to attend dances or events in that marking period. The students will have an opportunity to improve their work ethics ratings prior to an event/dance.

Homeroom teachers will let students know that they have 3 or more ND ratings two weeks prior to an event/dance. The teacher will provide the student with a work ethic rating notification sheet for student to fill out. *It is the student's responsibility to get the form filled out with the required signatures before the event.* Teachers will only sign the form if the student can show improvement of his/her work ethics in that class before the event/dance.

Students must then bring the work ethic notification sheet with them to the dance and present it to the person in charge of the event for review. **IF** students have gotten all their signatures and are now considered proficient (Less than 3 ND's), they may enter the event/dance. **IF** they still are considered needs development (3 or more ND's and/or showing that teachers have NOT signed off on proficiency), they will not be allowed to enter the event/dance.

REPORT CARDS

Report cards are issued four times per year, at the end of each 10-week grading period. A phone call or email from the teacher is also a normal means of communicating to parents about a student's progress, if there is a change from the norm. Parents may also access Skyward at anytime to see updated information regarding student performance.

We will endeavor to communicate frequently with our parents on each student's progress. Our teachers will communicate using e-mail and telephone as to progress and/or difficulties a student may be having.

Parent/teacher conferences are held twice a school year. All parents/guardians should conference with teachers during this time. Report cards for all card markings will be distributed during conference times or mailed home. Please refer to the school calendar for conference dates and times.

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 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.

6th through 8th Grade - Receive grades as follows:

Students must receive a 70% or better (C- or better) in order to pass a class or be considered proficient.

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	E	0-59

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held twice a year. The first conference date is open for all parents to attend. The second conference date is scheduled by teacher or parent request. 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 students are engaged in learning from 7:45 a.m. until 3:00 p.m., 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 that learning is optimized in the classroom and that homework will 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 up to the Unit test date when all missing work will turn to a zero. For assignment information, please check skyward account.

*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 period.

- 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. Citizenship will also be an integral part of the honor roll. If a citizenship mark displays any type of need for improvement in academics or behavior, that student will be removed from the honor roll.

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 building 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 building 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 in order 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 rule/policy.

TITLE 1

Landmark Academy has a school-wide Title 1 program. This means that any student who does not meet state proficient and advanced levels of student achievement can receive services through Title 1 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 to you 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's assessments. Michigan uses the Michigan Student Test of Educational Progress (M-STEP).

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 coaching 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:

- Come to school and be in class on time.
- Adhere to the Dress Code Agreement.
- Have homework and assignments completed and turned in on time.
- Have the supplies for each class.
- Always try to do their Personal Best.
- Be organized and inform parents of daily progress.
- Show respect for oneself, staff, and other students.
- Respect school property, textbooks, and all instructional materials.
- Follow the School-wide and Classroom Agreements.
- Do my part in keeping the school clean and safe.
- Set a regular time and place each night to complete homework/unfinished work.
- Be in charge of their education and ask for help when needed.
- Believe in oneself and that they can and will learn. Failure is not an option.
- Keep language clean-no profanity.
- Be "L.A.K.E.R.S." (Leadership, Acceptance, Kindness, Excellence, Respect & Responsibility, Safety).

PARENTS HAVE A RESPONSIBILITY TO:

- Ensure that your child arrives at school on time every day.
- Ensure that your child is healthy enough to participate fully in class.
- Provide your child with adequate food, shelter, clothing, and a loving, secure, and nurturing environment.
- Provide healthy and nutritious snacks/lunches for your child.
- Support the school in its efforts to maintain Positive Behavior Support.
- Exhibit positive behavior around your child and reinforce your child's positive behavior.
- Become familiar with the Student/Parent Handbook and this School Code of Conduct.
- Recognize that the Administration and school staff are custodial agents of your child during school hours.

- Respect and acknowledge the expertise of the administration and the school staff.
- Maintain control and composure when disagreeing with action taken by school personnel.
- Become familiar with and help your child to understand The Landmark Model for Education.
- Support your child's Personal Best and where they are in the learning process.
- Make an effort to be actively involved and show support in the school.
- 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/unfinished work.
- Show your child that education is important to me by modeling reading, writing, etc.
- Maintain communication with the teachers and the administration either verbally or in written form.
- Have ongoing communication with my child's teacher(s) regarding Academics & Behavior through agenda books, Skyward, e-mail, phone calls, etc.
- Attend parent/teacher conferences.
- Respect the school community, including all members.
- Property assigned to students by school personnel shall remain the property of the school.

Books and computers 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 and computers 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 Interventions 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

Administration, staff, and students have created a School- wide Commitment to bring unity to Landmark Academy. These components outline our expectations for our staff and students. 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 PBIS is not to inflict punishment, but to replace negative behaviors with positive ones.

Landmark staff is trained in responsive interaction and needs-based communication skills. The goal is to identify and resolve the underlying issues triggering negative behaviors 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 the time with the student is to secure the opportunity to talk with the student one on one to bring about the desired change. Additionally, the student will work to “right” the misconduct.

Students who are involved in minor issues may be recommended for peer mediation. Peer mediators are middle and high school students who have been specially trained in conflict resolution and problem-solving techniques. Once trained, the students are on call to mediate minor student conflicts as their campus coordinator refers situations to them. Peer mediators work in teams of two to help disputants resolve their conflicts. A peer mediation coordinator is

always nearby for additional support. If peer mediation does not resolve the student conflict, administration may be brought in to assist.

We also believe that self-discipline and personal responsibility are very 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.

DISCIPLINE POLICY

Staff will protectively enforce safety and uphold the learning environment of the school. 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
- Possession of any type of explosive materials
- Severe disrespect towards any Landmark Academy Staff
- Weapons
- Threats of any type
- Under the influence of any type of alcohol or drugs
- Possession of alcohol, drugs, (prescribed or OTC), 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)
- Repeated minor disruptions

While our discipline policy is progressive and respectful, severe incidents 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.

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. Landmark Academy will not mirror traditional educational models of detention that degrade or shame.

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

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 5517.01 (Bullying and Other Aggressive Behavior Toward Students policy).

HARASSMENT POLICY

Students and other members of the School community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, an administrator, supervisor or other School official so that the conduct may be addressed before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other School employee or official who receives such a complaint shall file it with the School's Anti-Harassment Compliance Officer within two (2) school days. The compliance officer is the Superintendent, Mrs. Debby Wilton.

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 a wrong right, 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 Medication
- Responsive circles
- Teacher/Student meetings
- Written and/or verbal apologizes

-Written agreements/student contracts

-School community service

-Reimbursement, restitution, or school imposed fine for behavior that causes destruction to school property or to oneself. Example: \$25 fine for possession of vape/tobacco product on school grounds instead of an out of school suspension.

SUSPENSION

A suspension is denial of the student's right to attend classes for a specific 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 personal action and behavior, reinforcing Landmark's Core Values.

However, if a specific case is severe, an **out of school suspension** may be administered. 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.

Again, parent/guardian will be notified in the event of suspensions.

Students that have been suspended (in-school 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 maybe 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 this expulsion, meaning your child may not be able to attend any public school while they are expelled.

WEAPONS AND THREAT POLICY

It is important that all parents and students understand the seriousness of weapons and 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:

1. Notification of parent
2. Referral to the proper police authorities
3. Suspension (duration deemed by administration)
4. A recommendation for permanent expulsion

The interpretation of what constitutes a weapon includes look-alike weapons, B.B. 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 considered a threat.

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

Weapons: Likeness to Weapons/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 it 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

"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, classrooms, restrooms, and school grounds. School authorities may search vehicles, backpacks, purses, and persons on school grounds 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 can not 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 along with any substance used that chemically alters the mood/behavior of a student (excluding caffeine and legally prescribed 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.

VAPING

Vaping on school premises is prohibited. There will be a 3-day suspension and a fine of \$25 for possession of a vape or using a vape. Additionally, law enforcement may be contacted for violation of this school 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 endeavor to keep an open line of communication with parents/guardians. Our newsletters can be found monthly on our website, www.landmarkacademy.net to keep parents informed of what is happening at Landmark Academy. We will also communicate through Skyward, Landmark Academy's website, parent/teacher conferences, interim reports, teacher contacts, and agenda books.

If you have a question or have a suggestion, **you are first asked to consult directly with the teacher involved.** Please call the school office to make an appointment with the teacher. During school hours, parents are asked not to walk through the halls or look into classrooms as this creates a distraction for the students and the teacher.

Parents/visitors will always be required to check in at the main office before entering to any other part of the building. Our hospitality team will issue an identification tag, and this is to be worn by the visitor at all times.

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 gam 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 the attendance office by gam on the day of the absence.
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.

(7-12) Please Note: Individual classroom group agreements may outline additional information/criteria concerning unexcused absences. Please refer to the individual class agreements for additional information.

The Impact of Attendance on Grading

Absences do not have to be considered excessive to have a negative impact on the student’s education. 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) in excess of ten percent of the school year.

(K-6) One absence refers to any day that the student attends less than ½ day.

(7-12) Student Absences are tracked for each class. As a result, Excessive Absences may be identified in one or more classes, but not necessarily in all classes.

Mandatory Excessive Absences

Parents will be contacted when absences are in excess of 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 twenty percent of the student’s school year (as outlined above) will result in a phone call from an administrator, a mandatory meeting, and a referral to the truancy officer unless administration determines an alternate plan of action is necessary.

See chart below for Excessive Absence criteria:

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.

6th-12th Grades Only Tardy Grace

Each student will be given two excused tardies for each class, per semester. After the grace tardies have been exhausted, the student will be given an unexcused tardy for each subsequent incident. Two unexcused tardies in any one class, will be considered an Excessive Tardy Concern. The teacher is required to notify the administration that the student has an Excessive Tardy Concern. The teacher and/or student will attempt to notify the parent/legal guardian.

In order to help students, develop a strong work ethic, every student that receives an Excessive Tardy concern will be required to participate in one hour of Personal Conduct Training for each

concern. As not to interrupt the students' regular instruction, training sessions will be offered approximately twice a month.

Students must attend the training for the entire duration specified by administration. If a student fails to attend on the training date specified for the duration required, without prior notification to the PCT supervisor, the student will serve one day in house suspension.

Students arriving late to the training session will not be allowed to enter. Parents may write a letter to excuse first hour excessive tardy concerns. Please refer to excessive tardy letter located at the end of the handbook.

A student that is consistently tardy to any one class period (including first hour) is subject to a truancy hearing and/or possible loss of academic credit.

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

(6-12) If a student misses more than twenty percent of a class period (10 minutes), the student record will indicate an Unexcused Absence, not a tardy. The teacher record will still indicate a tardy for the purposes of tracking grace tardies and Excessive Tardy concerns.

Appeal and Considerations in regard to 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.

SEMINAR, SUPPORT AND RECOVERY (SSR)

SSR is a daily 30-minute time slot for students to work on homework, missing work, work with teachers or anything else to help improve their educational experience. The focus of this time is educational; therefore, just as important as class time. Students are responsible for getting to seminar on time as they are to a normal class.

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

VACATIONS

Vacations taken during the school year are discouraged. Each day of vacation counts toward the total days of absence for the semester and may jeopardize the student's grade and/or credit.

MAKE UP WORK

It is the student's responsibility to request make-up work upon their return from any type of approved absence. Credit will be granted only for work that was missed due to an approved absence. As a rule, students should anticipate one day of make-up time for each day absent. Failure to make up work will result in an "E" grade for those assignments.

DRESS CODE

MIDDLE SCHOOL DRESS CODE

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 students report to school out of dress code/ the classroom teacher or student will:

- Call home for proper attire.
- Borrow item from school if available.
- Work in the office or designated 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, and modestly dressed.
- Shirts/blouses, polo (oxford style) must have a collar, **be any solid color**, (no lace or sheer material) and may have short or long sleeves. Turtlenecks are also acceptable. **All shirts are to be of an appropriate length and fit (cover belly & no cleavage showing).** No printed messages.
- Students must button their collared shirts UP to their collar bone and/or have a solid t-shirt underneath that comes to their collarbone. Small/ name brand logos are acceptable, no larger than one (1) square inch.
- Collars: To count as dress code, the shirt must have a definitive collar much like a polo style shirt. Sweaters that are rolled around the neck do not count as a collar. Administration reserves the right to decide what counts as a collar if there is a discrepancy.

- Vests or sweaters must be solid colors and worn with a collared shirt. Fleeces must be a solid color with a solid-colored collared shirt or solid-colored crewneck shirt underneath. **No hoods or tank tops/camis.**
- If a student wishes to take his or her top layer of clothing off, the shirt underneath must also adhere to dress code.
- Students are not allowed to be out of dress code and carry a dress code shirt with them.
- Boys will wear pants (or shorts at the knee) that are solid color. Pants must be worn at the waist and with **No cargo pockets, no holes, rips, or tears.**
- Girls may wear knee length or longer solid color jumpers, skirts, skorts, shorts or dress pants. Dresses, skirts or skorts that are above the knee must have leggings worn underneath and be mid-thigh length or longer.
- Leggings are only acceptable under a dress or skirt.
- Dress shoes, tennis shoes, or shoes with a sole may be worn.
- Girls may wear light make-up in grades 6 and above. **No gothic looks or glitter.**
- Students may wear Landmark Academy logo attire on **FRIDAYS ONLY!** — They can wear this on Friday without a collar underneath. This includes Landmark Academy hoodies; ***the hoods may not be worn up.***

Administration may alter the dress code at their discretion if they believe the learning environment is adversely impacted.

NOT PERMITTED

- Anything that is a distraction and/or could prevent learning from taking place.
- No exposed body piercings such as nose ring, tongue rings, lip rings, eyebrow rings, etc., with the exception of earlobes.
- No off colored hair (green, orange, purple, blue, bright red, etc.).
- No chains, dog collars, spikes, studs, etc.
- No wearing a hat, visor, sunglasses in the building.
- No cargo pockets or pants/shorts with side pockets/ sagging/bagging of pants/shirts/ or pants/shirts of excessive length and fit.
- **No yoga pants, leggings, or jeggings.**
- No bandanas (headband bandana).
- No temporary/permanent tattoos.
- **No denim jeans of any color (except on Jean Day) and no pants having jean style appearance.**
- No writing on body or clothes.
- No headbands with extreme decorations (animal ears, little hats, etc.)
- No wind pants, athletic pants/ sweatpants, athletic shorts, pants made of nylon/leather/ army-wear/or mesh.
- **No ripped or torn clothing-even if it is made this way**

- No stripes or patterns on pants/ sleeves, or across shirts.
- **No jackets/hoodies, one color fleeces, only**
- No short/ midriff tops that show bellies or cleavage.
- No sleeveless shirts or tank tops.
- No shirts worn wrapped around the waist.
- No slippers, flip flops, open toed shoes
- No gang and gang related symbols, colors, clothing, emblems, etc.
- No armbands/ gloves, or sleeve warmers, etc.
- No blankets
- No sequins or glitter
- No carrying a purse, bag, or backpack to class
- No heelies (shoes with wheels)

GYM CLOTHING ATTIRE

Students are expected to dress appropriately for physical education classes. No foul or objectionable attire. Students will change clothes in the locker room or bathroom. Students will not wear their gym clothes to class.

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

Boys —T- shirts, sweat pants, shorts, or a different pair of pants may be worn during gym class.

Shoes - Tennis shoes must be worn for gym.

JEAN DAY POLICY

Students will be allowed to wear denim jeans, athletic pants, or sweatpants on Friday. All shirts on "Jean Day" must be Landmark logo attire/or a dress code shirt. Attire must be neat and clean with **no holes or rips**. Sandals are allowed, however no flip-flops or open toed shoes. 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 \$1 for every Friday the student participates in "Jean Day!" The student's homeroom teacher will record which students are participating in Jean Day. **Money will be collected on that particular day.**

Parents may choose to pay for this in advance to receive a discounted rate.

CASUAL DAY POLICY

Periodically students will have a Casual Day for a fundraiser for different organizations. Students may wear modest school appropriate attire, including t-shirts, hoodies, or other non-collared shirts. Jeans, skirts, or shorts must still be in regular dress code. Sweatpants, athletic apparel, and leggings will be allowed on these days, as long as they are school appropriate, and everything is covered. Administration determines if attire is appropriate.

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.

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

Landmark Academy strictly prohibits cell phone use on school property during school hours. This rule is in place to guarantee that education can remain a primary goal, and that the student is not distracted from class time by cell phone use. This rule is also in place to prevent St. Clair County Central 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. Middle School students should leave their cell phones in their lockers during the school day.

If a cell phone is out during the school day, these steps will be followed:

First offense: staff contacts home and holds onto the device until the end of the day and record in google.doc.

Second offense: Teacher or principal holds phone and contacts home, and parent or guardian is needed to pick up the device.

Third offense: Teacher or AP contacts home to make home aware that a restorative student contract will need to be made with administration regarding continued violations of this policy.

Options for third time offenders:

Student contract per administrator's discretion which will include turning in all missing work for the current term and good behavior prior to phone being returned.

Or if an agreement cannot be made then:

-Device is locked up for the remainder of the year

or

-Student serves a 3 day out of school suspension

TELEPHONE USE

Students will **only** be allowed to use the classroom or office telephone for forgotten items, sickness, or if an emergency arises. Students cannot receive outside calls; however, messages may be given to the office staff to be forwarded to the student. **No cell phones are permitted.**

CLOSED CAMPUS

Landmark Academy is a "closed campus school". Landmark Academy maintains a closed campus so that the safety and education of students is not hindered by a student leaving during school hours. This means that no student is to leave the campus without having a prior written arrangement with administration, is signed out at hospitality by a legal guardian, or has educational opportunities pre-approved by the school guidance counselor (i.e., TEC or Dual Enrollment). As long as an individual carries the title of "student" they are not allowed to sign themselves out, regardless of age. Being considered a legal adult by the State of Michigan does not nullify Landmark Academy's closed campus guideline. Violating the closed campus guideline rule may result in suspension.

COMMUNICABLE HEALTH ISSUES

Any student who has contracted a communicable disease such as coronavirus, 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.

DANCES

Occasionally student clubs sponsor student dances. Dances are open **only** to Landmark Academy students, grades 6 – 8. Once admitted, if you leave, you may not return. No one will be admitted one hour before the end of the dance. All school rules are in effect. Public display of affection such as kissing, hugging, hand holding, or body conduct is not permitted at dances. Each sponsoring organization must provide for adequate supervision. Adequate supervision means the presence of Landmark Academy staff.

ELEVATOR USE

Students are approved to use the elevator only with a signed Doctor's note. Students need to get the key from the hospitality person and only the injured student may ride the elevator.

EMERGENCY SCHOOL CLOSING

In the event that Administration deems it necessary to close the school or cancel extracurricular activities planned after school hours, an announcement will be broadcast on the radio stations as soon as possible indicating Landmark Academy School, in Kimball Township will be closed. Usually, but not always, if the surrounding school districts are closed due to weather emergencies, we will also be closed. WGRT, WNFA, WHLS/WSAQ, along with television Channels 2 and 4, will announce school closings.

EXTRA CURRICULUR ACTIVITIES

A student committing himself/herself to an activity should put forth their best effort, in order to benefit the club and themselves. School rules apply to students that are involved in extracurricular activities both on and off Landmark campus. Parents are expected to conduct themselves with civility and sportsmanship at all functions. Attending a Landmark athletic event or extracurricular activity is a privilege and school personnel may revoke the privilege temporarily or permanently for unacceptable conduct.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 in order 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 field trips scheduled for their class. Involved parents will be requested to provide necessary transportation for themselves, if applicable, and to assist with supervision. 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 if he/she does not attend the fieldtrip. In the case that the student does not attend the fieldtrip and does not attend school that day, an unexcused absence will be recorded, unless a valid reason is provided to the attendance office. 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. **Students who have been suspended out of school or in school prior to a field trip will require a parent/guardian chaperone to attend with the student.**

HALL PASSES

It is the student's responsibility to secure a hall pass and sign out in their class. Any student without a pass or who did not sign out will be subject to corrective action.

IDENTIFICATION CARDS

ID cards will be available for pick up at Orientation in August. If a student loses his/her ID card, he/she can order a replacement for \$2.00 from the office

LIBRARY AND TEXTBOOK POLICY

Property assigned to students 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 and the student's responsibility to ensure that textbooks and other loaned property are returned in satisfactory condition or to reimburse the school for the cost of replacement. Each book issued is of top or usable quality and at any time during the school year will be subject to inspection.

Books shall be assessed as follows:

#5 (new)

#4 (very good)

#3 (good)

#2 (fair)

#1 (poor)

#0 (book is no longer usable)

Teachers will assess the textbooks at the beginning and end of each school year.

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 anytime 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.

No student records will be released until all Landmark Academy books/materials have been returned to the school and all fines have been satisfied.

Please Note: All missing textbooks and school equipment must be returned or paid for, and all fines must be paid before the student will be issued student records and textbooks for the following semester. Students will also not be allowed to take part in any extra curricular activities or be issued any equipment or uniforms related to those activities until these obligations are satisfied. Graduating seniors must pay all fines and debts before being issued a cap and gown or a diploma.

LOCKER POLICIES

All lockers and locks assigned to students are the property of Landmark Academy. The school assigns lockers to the students for their convenience and temporary use. **Students may not bring a lock from home to use.** Administration shall have custody of all locks/ combinations.

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.**

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. The administration may request the assistance of a law enforcement officer while conducting a locker search and will supervise all searches.

To maintain the security of your locker please comply with the following:

1. Keep the combination secret; refrain from sharing it with others.
2. Use only the assigned lockers; do not move to other lockers and do not allow others to use the locker.
3. Always close the locker securely.
4. Always spin the combination dial when leaving
5. Report any malfunctions to the office immediately.
6. Refrain from placing items of great value in the locker; **Landmark is not held responsible for any lost or stolen items.**
7. Lockers are to be kept clean. Food, beverage, and food/beverages containers may not be stored overnight.

Requests for locker changes are rarely granted. The student's role in maintaining the security of his/her locker is extremely important. The student's cooperation is appreciated.

Students are to keep bags and purses inside their lockers during school hours. Large bags; for example: athletic duffle bags should be stored in the designated athletic storage.

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 personal 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 remain with an adult supervisor at all times. No unsupervised students in the building.

Students who have been denied the privilege of attending school activities shall be considered trespassing should they attempt to attend.

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.

LUNCH

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

- Students are to keep an appropriate noise level, as determined by staff
- Stay seated for first 10 minutes
- Receive permission from staff to leave café
- Use proper language and table manners.
- Clean up their personal eating area.
- If a student's conduct becomes disruptive, they will be removed from the café- duration determined by staff.

Parents are encouraged to send nutritious food for their child's snack and lunch. **Refrigerators and microwaves are not available for student storage or use. Please do not send drinks in glass bottles, glass containers, or opaque containers. Drink containers must be clear.**

Landmark Academy has vending machines with snacks and beverages. If your child plans to use the vending machines, please make sure that they have correct change, as the office does not provide change for students. Students may only use vending machines before school, during lunch, and after school. Students are expected to use the vending machines properly and may lose the privilege to have access to the vending machines.

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

LUNCH PROGRAM

Landmark Academy is participating in the National School Lunch Program and qualifies for the Community Eligibility Provision. All students qualify for free meals through CEP. All of the lunches we serve will be served through an unidentified food service provider and will meet the federal requirements for a nutritious lunch.

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.

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. Students cannot carry medication (prescribed and/or over the counter) on their person or have in their locker at any time. Violation of this policy will be subject to discipline.

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 on the basis of 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.

- Parents have the right 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 (not limited to, but include the following):

1. Exceeding the posted 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.

PERSONAL FUNDRAISING

Fundraising, other than Landmark Academy 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, camcorders, roller skates, roller blades, skateboards, hackie sacks, water toys, etc., are not permitted in the school unless special permission has been granted by Administration. If students bring their cell phone to school, it **MUST** remain in their locker until 3:00 pm (**If used during the school day, cell phones are subject to disciplinary action and confiscation during school hours**). 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.

iPods, MP3's CD players, etc... may be used only during Seminar or at the teacher's discretion.

Students are to keep bags and purses inside their lockers during school hours.

iPod touches or other devices that grant internet access are not acceptable

PUBLIC DISPLAY OF AFFECTION

Public display of affection such as kissing, hugging, hand holding, or body contact is not permitted at school.

CHROMEBOOK CONDITIONS OF USE

1. It is expected that students provided with a Chromebook agree to the Landmark Academy Acceptable Use Policy (AUP) as stated in the student handbook.
2. The Chromebook provided always remains the property of Landmark Academy. Failure to comply will result in the student privileges being terminated.
3. If a Chromebook is provided, it is solely for educational use. Students are encouraged to use the Chromebook; however, it is not for use by family members or any other person(s).
4. All Chromebooks and accessories are to be returned to Landmark Academy at the end of each academic year, or earlier if deemed necessary.
5. Students will be held responsible for any loss or damage to a Chromebook and/or its accessories. Student(s)/Guardian will be asked to reimburse Landmark academy the cost of repair if needed. If a Chromebook is not repairable the Student/Guardian will be required to cover the cost of replacing the laptop.
6. Students will immediately report any damage or loss of a Chromebook and/or its accessories to the Hospitality staff. Such loss or damage may be reported by visiting the Hospitality desk and speaking directly to the staff on duty or visiting the I.T. staff during the weekly I.T. time.
7. Student will refer any problems in using their Chromebook to a teacher of Landmark Academy. These Chromebooks are not to be serviced by outside sources without approval from Landmark Academy Administration.

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 to access to the Internet and parental permission is required for students under the age of 18 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 and 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 School Code of Conduct 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 at the office.***

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.

Please remember that the speed limit is 10 mph in the parking lot.

Students with siblings in the elementary building are to be accompanied by an adult in order to pick up siblings. Students will wait at hospitality and walk over to the elementary building with a staff member at 3:10p.m. If middle school students are causing an issue in the elementary building, a plan will be put in place to ensure the student is monitored after school.

STUDENT PICTURES

Student pictures and identifying names will be printed in the school yearbook. A student, or the student's parent (if the student is under the age of 18), may request that his/her picture not be published in the media or in the school yearbook. Please fill out the student photo/video permission which is included in the handbook.

VISITORS

The school policy is to accept only those visitors who have legitimate school business to attend to at the school. All visitors must register in the office. Except for parents/guardians, lunchtime visits are not legitimate school business.

WORK PERMITS

A student under the age of 18 must obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work the student may do, the hours, and under what conditions he/she may work. Applications and all necessary information may be obtained at the office. Good judgment must be exercised in seeking employment. A student's first responsibility is his/her education, and a job should not be permitted to adversely affect learning.

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. In order 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 are in charge of all passengers and will maintain order on the bus at all times.
- 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

- Obey the bus driver and bus monitor (if applicable) at all times.
- Behave in a manner, which allows the driver to safely operate the vehicle.
- Occupy their assigned seats and to refrain at all times 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.
- Keep entire body inside the bus at all times.
- 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.

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 in order 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 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.

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.

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
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* _____