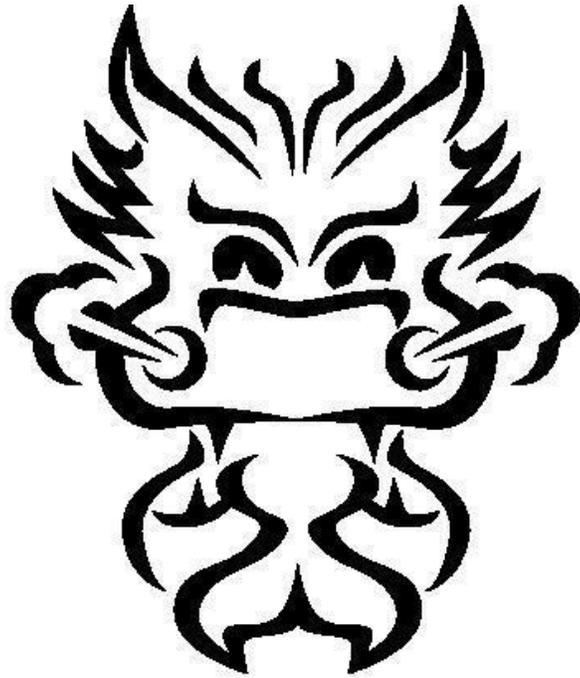


Island City Academy  
2021 – 2022



Parent/Student  
Handbook

## Letter from the Administrator

Dear Student and Parent,

This handbook is intended to provide basic, quick reference information for the parents and students of Island City Academy. Please take a few minutes and go over it with you child. More detail and specifics can be obtained by contacting your child's teacher or the school office.

The staff and I welcome you as members of the "ICA Family". It is our intent to provide the best possible educational program, which our talent and resources will allow.

Sincerely,

Wm. Aaron Warren

## **Island City Academy**

6421 S. Clinton Trail · Eaton Rapids, MI 48827 (517) 663 – 0111 · islandcityacademy.org

### **Mission Statement**

The mission of Island City Academy is to improve pupil achievement through a shared vision between talented teachers, parents, and students whose primary goal is academic excellence coupled with moral standards and expectations.

We believe we can achieve this goal by providing the best curriculum in seven "core" subjects of: mathematics, science, history, geography, foreign language, language arts, fine arts, along with moral education accomplished through standards of conduct and curriculum.

### **Island City Academy Educational Philosophy**

Island City Academy works as a partnership that includes students, parents, faculty, administration and staff. These partners are united in their commitment to the common objectives outlined in our mission and standards.

Island City Academy operates on an "open door" policy. Parents and other interested stakeholders are welcome to visit the Academy campus. If you would like to visit the school, please notify the office in advance.

As role models and instructors, Island City Academy teachers are valued by their students and parents for their caring attitudes. Intelligence, creative teaching ability, loyalty, and responsibility are characteristics of the faculty.

Parents expect and appreciate direct and regular communications from faculty regarding their children. Likewise, Island City Academy's parents are responsive to teacher suggestions for helping students. This is shown in part by parents making sure homework and other assignments are completed.

The administrator, along with the board of directors, verifies and endorses the Mission Statement and oversees its implementation in the school. In their capacities as policy makers and community leaders, these administrators advance the Academy's role as an institution committed to children.

At Island City Academy we are committed to the philosophy of educating the individual child by helping each student acquire knowledge. By providing standards of ethical and moral values by which one may live, we are preparing students to accept the privileges and responsibilities of citizenship in a democratic society. Every child is capable of achieving his or her potential to the fullest extent when afforded respect, fairness, kindness, along with loving discipline and accelerated instruction.

### **Administration**

Administrator: Wm. Aaron Warren

Office Manager: Heidi Brininstool

Business Manager: Sue Sherman

Office Phone: (517) 663 – 0111 Office Fax: (517) 663 – 0167

Office Hours: 7:30 – 4:00

School Hours: 8:10 – 3:15

### **Island City Academy School Board**

Dave Sysum, Cathy Sayer, Barb Gruesbeck, Krysta McGee, Laura Hall

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**Island City Academy  
2019 - 2020  
School Calendar**

August 30 <sup>th</sup>	Professional Development all staff
August 31 <sup>st</sup>	Professional Development all staff
September 1 <sup>st</sup>	Open House
September 7 <sup>th</sup>	First Day of School
September 22 <sup>nd</sup>	Early Dismissal 1:30 Teacher Professional Development (PD)
October 8 <sup>th</sup>	Mid-Terms go home grades 6 <sup>th</sup> – 8 <sup>th</sup> ,
October 14 <sup>th</sup>	Early Dismissal 12:15, Parent Conferences 1 pm – 6 pm
October 15 <sup>th</sup>	Early Dismissal 12:15, Parent Conferences 1:00 – 3:00
October 20 <sup>th</sup>	Early Dismissal 1:30 Teacher Professional Development (PD)
November 5 <sup>th</sup>	End of 1 <sup>st</sup> Marking Period
November 12 <sup>th</sup>	Report Cards Go Home
November 17 <sup>th</sup>	Early Dismissal 1:30 Teacher Professional Development (PD)
November 23 <sup>rd</sup>	Thanksgiving Luncheon/Early Dismissal 1:30
November 24 <sup>th</sup> – 26 <sup>th</sup>	No School: Thanksgiving Break (office closed)
December 10 <sup>th</sup>	Mid-Terms go home grades 6 <sup>th</sup> – 8 <sup>th</sup>
December 15 <sup>th</sup>	Early Dismissal 1:30 Teacher Professional Development (PD)
December 20 <sup>th</sup> – January 2 <sup>nd</sup>	No School: Winter Break (office closed)
January 3 <sup>rd</sup>	School Resumes
January 19 <sup>th</sup>	Early Dismissal 1:30 Teacher Professional Development (PD)
January 21 <sup>st</sup>	End of 2 <sup>nd</sup> Quarter Early Dismissal 1:30 Teacher Professional Development (PD)
January 28 <sup>th</sup>	2 <sup>nd</sup> Marking Period Report Cards sent home
February 16 <sup>th</sup>	Early Dismissal 1:30 Teacher Professional Development (PD)
February 18 <sup>th</sup>	½ President's Day Weekend Dismissal at 12:15/Mid-Terms go Home 6 <sup>th</sup> – 8 <sup>th</sup>
February 21 <sup>st</sup>	No School: President's Day Weekend (office closed)
March 3 <sup>rd</sup>	Early Dismissal 12:15, Parent Conferences 1 pm – 6 pm
March 4 <sup>th</sup>	Early Dismissal 12:15 Parent Conferences 1:00 – 3:00
March 16 <sup>th</sup>	Early Dismissal 1:30 Teacher Professional Development (PD)
March 25 <sup>th</sup>	End of 3 <sup>rd</sup> Marking Period
March 28 <sup>th</sup> – April 1 <sup>st</sup>	No School: Spring Break (office closed)
April 4 <sup>th</sup>	School Resumes
April 8 <sup>th</sup>	3 <sup>rd</sup> Marking Period Report Cards sent home
April 15 <sup>th</sup>	No School Good Friday
April 20 <sup>th</sup>	Early Dismissal 1:30 Teacher Professional Development (PD)
May 6 <sup>th</sup>	Mid-Terms Go Home 6 <sup>th</sup> – 8 <sup>th</sup> Grade
May 18 <sup>h</sup>	Early Dismissal 1:30 Teacher Professional Development (PD)
May 27 <sup>th</sup>	Early Dismissal 12:15
May 30 <sup>th</sup>	No School: Memorial Day
June 13 <sup>th</sup>	8 <sup>th</sup> Grade Awards Ceremony
June 14 <sup>th</sup>	Last Day of School – Release at 11:30
June 15 <sup>th</sup> – September 1 <sup>st</sup>	Office Summer hours M – Th 8 am – 2 pm

## INTRODUCTION

The Island City Academy is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful and responsible behavior fosters a positive climate for the learning community.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities. The consequences for violating school rules are also included in this document. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors.

The Code of Student Conduct will be administered fairly, without partiality or discrimination.

### WHEN AND WHERE THE CODE OF STUDENT CONDUCT APPLIES:

The Code of Student Conduct applies:

- before, during, and after school
- "at school" defined as: in a classroom, elsewhere on school premises, on a school bus or in another school-related vehicle, or at a school-sponsored field trip, activity or event, whether or not it is held on school premises
- when a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff
- when a student is using school telecommunications networks, accounts, or other district services

### Attendance Policy

Michigan Law requires that all children between the ages of six and sixteen attend school on a regular and consistent basis throughout the school year. Regular attendance is extremely important. Not only is it the law, but also it is obvious that children can benefit from school by being in attendance.

Tardy – 8:10 – 8:40  
Morning Absence – 8:40 am – 11:00 am  
Afternoon Absence – 11:30 am – 3:15 pm  
Afternoon Tardy – 3:00 – 3:15

Parents may excuse absence with a phone call to the office (663-0111) the morning of the absence. Student with excused absences must make-up work missed. Parents may request make-up work be sent to the office, any request made after 9 am may not be available until the next day.

Each child's attendance will be watched very closely throughout the school year. Parents will receive a notice if a student's absences become excessive and are not the results of illness as verified by a medical doctor. A conference between the parent and the administrator will be requested to discuss plans to meet the student's attendance needs. Should the problem continue, we would seek help from the Truant Officer. Current state law mandates schools reporting of a certain number of absences.

### Accepted Reasons for Excused Absences

- A. Illness (written physician's excuse or a parent call)
- B. Pre-planned family vacation
- C. Family emergencies
- D. Funeral

Island City Academy  
Board Approved Dress Code

*The Island City Academy dress code has been established to provide a consistently attractive and neat appearance for all students and to avoid peer pressure in matters of dress. The overwhelming result of the dress code should be a “neat and tidy” appearance.*

Items	Description	Color
Bottoms Dresses/jumpers	Pants, shorts, skorts, skirts, dresses, jumpers, and capris <ul style="list-style-type: none"> <li>● Pants must be chino or dress in style, straight leg (no skinny fit, or jeggings, no cargo pockets)</li> <li>● Capris, shorts may be worn until October 15<sup>th</sup> and after April 15<sup>th</sup></li> <li>● Dresses/skirts must have red, white, or blue shorts under them or leggings when not wearing tights</li> <li>● Dresses/jumpers, shorts, skorts, and skirts must be 3” or less, from the floor when kneeling.</li> </ul>	Navy Blue Khaki
Belts (Optional)	Belts are only required for Oxford shirts which must be tucked in. Plain with buckle <ul style="list-style-type: none"> <li>● Solid color</li> <li>● Cloth</li> <li>● Leather or leather like</li> <li>● Buckle in the front</li> </ul>	Black Brown Navy Blue Khaki
Shirts	Solid color without manufacturer’s logo <ul style="list-style-type: none"> <li>● Polo Shirt               <ul style="list-style-type: none"> <li>○ Long or short sleeve</li> <li>○ At least 2 buttons</li> <li>○ Not required to be tucked in</li> </ul> </li> <li>● Oxford button down shirts must be tucked in and worn with a belt</li> <li>● Visible undergarments will be white or the same color as dress code shirt</li> </ul>	Red White Navy Blue
Sweaters/Sweatshirts	Solid Color <ul style="list-style-type: none"> <li>● Must have a collared shirt underneath</li> <li>● No hoods</li> </ul> *ICA hoodies may be worn on Fridays	Red White Navy Blue
Socks/Leggings/Tights	Solid Color Tights/Leggings <ul style="list-style-type: none"> <li>● Must cover feet or be worn with socks</li> </ul> Socks <ul style="list-style-type: none"> <li>● Solid Color</li> </ul>	Red White Navy Blue Black

Shoes	Slip-on shoes must fit firmly on the feet All other shoes/boots must be tied and laced with bows on the outside or Velcro, if no laces Pants should cover the tops of any high top shoes/boots Plain color shoes and laces ½" heel or less on girl's dress shoes (for safety reasons) <b>Red accents are allowed but must be less than 10% of total shoe color</b>	Shoes/Laces <ul style="list-style-type: none"> <li>● Navy Blue</li> <li>● Black</li> <li>● White</li> <li>● Gray</li> <li>● Brown</li> </ul>
Hair Style	Hairstyles must be conservative including: <ul style="list-style-type: none"> <li>● no designs shaved in head</li> <li>● no mohawks</li> <li>● natural hair color</li> </ul>	
Hair Accessories	Hats and winter headgear are to be worn outside as weather requires  Acceptable headwear: <ul style="list-style-type: none"> <li>● Headbands</li> <li>● Barrettes</li> <li>● Ponytail holders</li> </ul>	
Jewelry	Bracelets <ul style="list-style-type: none"> <li>● One per arm</li> <li>● 1" thick or less</li> </ul> Rings <ul style="list-style-type: none"> <li>● One ring per hand</li> </ul> Necklace <ul style="list-style-type: none"> <li>● One necklace allowed</li> </ul> Earrings <ul style="list-style-type: none"> <li>● One post earring per ear (Pre-K – 5<sup>th</sup>)</li> <li>● 6<sup>th</sup> – 8<sup>th</sup> may wear 1" in length or diameter and maximum of 2 earrings per ear</li> </ul>	Reasonable appearance
Make-up/Body Art	Any tattoos real or fake should be covered at all times Nail polish may be worn in light colors 6 <sup>th</sup> – 8 <sup>th</sup> grade girls may wear light natural color make-up	

\*Notify the office if an exception to the dress code needs to be made for religious or cultural reasons.

\*The Board designates the on-site Administrator to make all final decisions on the dress code.

Students that come to school out of dress code will not ear their FIRE Letter and will be directed to the office. The student will be provided an opportunity to find dress code attire from the rack in the hallway. If no clothes can be located then the student will be asked to call a parent/guardian to bring the correct dress code attire.

## CODE OF CONDUCT

A major component of the educational program at Island City Academy is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

### Definitions:

"*At School*" is defined as in a classroom, elsewhere on school premises, school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"*Staff*" includes all school employees and Board members.

"*Bullying*" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

### Possible Classroom Interventions

- Nonverbal Cues
- Proximity
- Private Conference
- Redirect
- Verbal Warning
- 15 Second Intervention
- Reteach Behavior
- Ask Clarifying Questions
- Student Reflection Form
- Phone/Email Home
- Schedule Parent/Teacher Conference
- Seat Change within Classroom
- Provide Individualized Instruction
- Acknowledge Appropriate Behavior of Surrounding Students

### Behavior Alerts/Behavior Infractions

Behavior Alerts/Infractions are a written notification of student's behavior that has not changed after multiple warnings. Students may receive a behavior alert for the following behaviors: blurting out, bad attitude, not participating, off task, not following directions, not keeping hands to self, out of seat, disrespecting or talking during work time. It is very important for all students to follow the set expectations and rules, so everyone can learn and hear instructions. We want all of our students to be successful in all subject areas. Students who receive multiple behavior alerts/infractions per week will have consequences.

Number of Behavior Alerts/Infractions	Consequence
3	Supervised Silent Lunch/Recess Detention
4	Before School Detention (7:30-8:00)
5	½ day ISS (In School Suspension) + parent meeting
6	1 day ISS + parent meeting

**Island City Academy: K-3 Infraction Rubric**  
 Infractions/consequences include but are not limited to those listed

	<b>1st Infraction</b>	<b>2nd Infraction</b>	<b>3rd Infraction</b>	<b>4th Infraction</b>
<b>Dress Code</b> *Student wears clothes that are not within the dress code guidelines defined by ICA	*Warning * Change of clothes if possible.	*Warning *Change of Clothes *Behavior Alert	*Warning *Change of Clothes *Behavior Alert *Lunch/Recess Detention	*Warning *Change of Clothes *Behavior Alert *Lunch/Recess Detention *Loss of Fire Day
<b>Horseplay</b> *Just Kidding” *Play fighting *Goofing around *Tripping *Pushing/Shoving *Grabbing *Name Calling	*15 second intervention *restate definition of hurtful behavior	*15 second intervention *restate definition of hurtful behavior	*15 second intervention *restate definition of hurtful behavior *apology for action *Behavior Alert	*15 second intervention *restate definition of hurtful behavior *apology for action *Behavior Alert BURN room
<b>Teasing</b> *Name calling *Insulting remarks *Spreading rumors *Mean notes/tricks *Profanity:Directed/Implied/Gestures *Other behavior that would hurt others to make them feel bad about themselves	*15 second intervention *restate definition of hurtful behavior	*15 second intervention *restate definition of hurtful behavior	*15 second intervention *restate definition of hurtful behavior *apology for action *Behavior Alert	*15 second intervention *restate definition of hurtful behavior *apology for action *Behavior Alert BURN room
<b>Moderate Physical Contact</b> *Hitting/Slapping *Pushing/Shoving *Grabbing *Tripping * Throwing Objects	*15 second intervention *restate definition of hurtful behavior	*15 second intervention *restate definition of hurtful behavior	*15 second intervention *restate definition of hurtful behavior *apology for action *Behavior Alert	*15 second intervention *restate definition of hurtful behavior *apology for action *Behavior Alert BURN room
<b>Moderate Intimidation</b> *Threats of emotional or physical violence * Planned exclusion * Silent/Social Alienation * Emotional Blackmail * Retaliation/False Reporting * Electronic intimidation (Cyberbullying)	Behavior alert Burn Room	Behavior alert Burn Room ODR	Behavior alert Burn Room Half day ISS	Behavior alert Burn Room Full day ISS and parent meeting

<b>Severe Physical Contact</b> * Punching/Kicking * Fighting * Throwing Objects Resulting in Injury * Directed Spitting	Behavior alert Burn Room	Behavior alert Burn Room ODR	Behavior alert Burn Room Half day ISS	Behavior alert Burn Room Full day ISS and parent meeting
<b>Severe Intimidation &amp; Harassment</b> * Racial, ethical, sexual, and religious * Severe property Damage * Vandalism/graffiti	Behavior alert Burn Room	Behavior alert Burn Room ODR	Behavior alert Burn Room Half day ISS	Behavior alert Burn Room Full day ISS and parent meeting

\*LD: Lunch Detention

\*ODR: Office Discipline Referral

BURN: Better Understand Rule Now

**Island City Academy: Grade 4 - 8 Minor Infraction Rubric**  
 Infraction/Consequences include but are not limited to those listed  
 Staff Managed

Infraction	1st Occurrence	2nd Occurrence	3rd Occurrence
<b>Defiance</b> - Student engages in brief or low intensity failure to follow directions or reasonable request.	*Redirect student (Verbal Warning) *Review behavior expectations	*Verbal Warning *Review expectation *BIA	*Verbal Warning *Review expectation *BIA *Sent to BURN room to complete student reflection form. *LRD *Contact Parents
<b>Disrespect</b> - Student delivers low-intensity, socially rude or dismissive messages to adults or peers	*Redirect student (Verbal Warning) *Review behavior expectations	*Verbal Warning *Review expectation *BIA	*Verbal Warning *Review expectation *BIA *Sent to BURN room to complete student reflection form. *LRD *Contact parents
<b>Disruption</b> - Student engages in behavior causing a minor interruption in class or activity.	*Redirect student (Verbal Warning) *Review behavior expectations	*Verbal Warning *Review expectation *BIA	*Verbal Warning *Review expectation *BIA *Sent to BURN room to complete student reflection form. *LRD *Contact Parents
<b>Dress Code Violation</b> - Student wears clothing that is not within the dress code guidelines defined by ICA	*Warning * Change of clothes if possible.	*Warning *Change of Clothes *BIA	*Warning *Change of Clothes *BIA *LRD
<b>Hallway Conduct</b> - Running and horseplay. Students engage in hallway activity that does not meet expectations.	*Redirect student (Verbal Warning) *Review behavior expectations	*Verbal Warning *Review expectation *BIA	*Verbal Warning *Review expectation *BIA *Complete student reflection form. *LRD *Contact Parents
<b>Inappropriate Language</b> - Student engages in low-intensity instance of inappropriate language.	*Redirect student (Verbal Warning) *Review behavior expectations	*Verbal Warning *Review expectation *BIA	*Verbal Warning *Review expectation *BIA *Sent to BURN room to complete student reflection form. *LRD

			*Contact Parents
<b>Other</b> - Student engages in any additional minor problem behaviors that do not fall in the other minor categories. Example: Teasing, Yanking clothing down off another student.	*Redirect student (Verbal Warning) *Review behavior expectations	*Verbal Warning *Review expectation *BIA	*Verbal Warning *Review expectation *BIA *Sent to BURN room to complete student reflection form. *LRD *Contact Parents
<b>Physical Contact/Physical Aggression</b> - Student engages in non-serious, but inappropriate physical contact. Horseplay	*Verbal Warning *Review expectation *BIA	*Verbal Warning *Review expectations *BIA *Implement other classroom intervention strategies	Verbal Warning *Review expectation *BIA *Sent to BURN room to complete student reflection form. *LRD *Contact Parents
<b>Property Misuse</b> - Student engages in low-intensity misuse of personal, other's or teacher's property.	*Redirect student (Verbal Warning) *Review behavior expectations	*Verbal Warning *Review expectation *BIA	*Verbal Warning *Review expectation *BIA *Sent to BURN room to complete student reflection form. *LRD *Contact Parents
<b>Technology Violation</b> - Student engages in non-serious but inappropriate use of computers, cell phone or other electronic devices.	*Redirect student (Verbal Warning)	*Verbal Warning *BIA *Confiscation Phone, computer, return to student at the end of the day. *Contact parent *Complete ODR	*Verbal Warning *BIA *Confiscation Phone, computer, *Complete Student reflection form *LRD *Parent picks up the phone, *contact parent

\*After 3rd Offence, student levels up to Major Behavior Rubric, and loss of FIRE day

LRD: Lunch/Recess Detention

ODR: Office Discipline Referral

BURN: Better Understand Rule Now

**Island City Academy: Grade 4 - 8 Major Infraction Rubric**

Infraction//Consequences include but are not limited to those listed

- Teacher Completes Office Discipline Referral (ODR)
- Consequences accumulate over the course of the school year

Behavior	1st infraction	2nd infraction	3rd infraction	4th infraction	5th infraction
Abusive Language/ Inappropriate Language	*ODR * 2 LRD *Contact home	*ODR *3 LRD *Contact home	*ODR *½ day ISS *Contact home	*ODR *1 day ISS *Contact home	*ODR *1 day OSS *Contact home
Bullying	*ODR *Possible ½ ISS *Contact home	*ODR *1 day ISS *Contact home	*ODR *1 day OSS *Contact home	*ODR *2 day OSS *Contact home	*ODR *3-5 day OSS *Contact home
Defiance Insubordination Non-Compliance	*ODR * 2 LRD *Contact home	*ODR *3 LRD *Contact home	*ODR *½ day ISS *Contact home	*ODR *1 day ISS *Contact home	*ODR *1 - 3 day OSS *Contact home
Disrespect	*ODR *1 - 2 LRD *Contact home	*ODR *3 LRD *Contact home	*ODR *½ day ISS *Contact home	*ODR *1 day ISS *Contact home	*ODR *1 - 3 day OSS *Contact home
Disruption	*ODR * 1 LRD *Contact home	*ODR *2 - 3 LRD *Contact home	*ODR *½ day ISS *Contact home	*ODR *1 day ISS/OSS *Contact home	*ODR *2+ day OSS *Contact home
Dress Code Violation	*Send student to the office. *BIA *Office contacts home *Change of clothes	*Send students to the office. *BIA *Office contacts home *Change of clothes or 1 LRD	*Send students to the office. *BIA *Office contacts home *Change of clothes or ½ day ISS	*Send students to the office. *BIA *Office contacts home *Meeting with parents	
Fighting	*ODR *Contact parent for pick up. *1-3 day OSS	*ODR *Contact parent for pick up. *3-5 day OSS	*ODR *Contact parent for pick up. *5-10 day OSS	*ODR *Contact parent for pick up. *10 day OSS	*ODR *Contact parent for pick up. *Review for expulsion
Forgery	*ODR *Consequences issued by admin/staff based on severity of infraction	*ODR *Consequences issued by admin/staff based on severity of infraction	*ODR *Consequences issued by admin/staff based on severity of infraction		
Cheating/ Plagiarism	*ODR *No credit on	*ODR No credit on	*ODR No credit on	*ODR No credit on	

	assignment, project or test *Contact parent	assignment, project or test *Contact parent	assignment, project or test *Contact parent	assignment, project or test *Contact parent	
Physical Aggression	*ODR *Contact parent for pick up *1 ISS/2-3 OSS	*ODR *Contact parent for pick up *2-3 day OSS	*ODR *Contact parent for pick up *3-5 day OSS	*ODR *Contact parent for pick up *5-10 day OSS	*ODR *Contact parent for pick up *10 day OSS
Property Damage, Vandalism, Theft	*ODR *Consequences issued by admin/staff based on severity of infraction	*ODR *Consequences issued by admin/staff based on severity of infraction	*ODR *Consequences issued by admin/staff based on severity of infraction		
Technology Violation	*ODR *Meet with admin, staff, parent *Admin discretion	ODR *Meet with admin, staff, parent *1-3 ISS/OSS *Develop tech plan	ODR *Meet with admin, staff, parent *3-5 ISS/OSS *Develop tech plan	ODR *Meet with admin, staff, parent *5. day ISS/OSS *Develop tech plan	ODR *Meet with admin, staff, parent *5-10 ISS/OSS *Develop tech plan
Use/ Possession Weapon	*ODR *Contact Police *Contact home for immediate pick up <b>*up to 10 Day OSS</b> *Potential Expulsion				

\*At the discretion of the Administrator, consequences assigned may be more severe in any of the above categories based on the seriousness of the action, severity of the result of the infraction or prior offences in other categories.

\*\*ODR: Office Discipline Referral

\*\*BIA: Behavior/Infraction Alert

## **Electronics Device Policy**

Electronic Devices are not permitted at Island City Academy during school hours (laser pens, CD players, electronic games, iPods, or toys). If it is necessary to have a cellular phone while being transported to and/or from Island City Academy, the phone must be turned off and kept off while at school. If the phone is used or is left on during the school day, the phone will be confiscated. 1<sup>st</sup> offense - parents will have to retrieve phone from the office. 2<sup>nd</sup> offense – phone will be locked in the office for 5 school days and a parent will have to retrieve. 3<sup>rd</sup> and each additional offense – phone will be locked in the office for 10 school days and the parent will have to retrieve. Island City Academy has phones available for student use in the event of an emergency. Any electronic device brought to school should be kept locked up. Student may store these items in the office for safekeeping. The school will not be held responsible for lost or stolen devices.

## **Hallway Policy**

While passing in the hall students are expected to maintain a safe environment. Students are to refrain from running, jumping, loud and boisterous behavior, or physical contact with others.

## **Personal Affection**

Displays of affection will not be accepted at Island City Academy. Students will be expected to maintain a reasonable distance from each other. Students will not hold each other, hold hands, sit on laps, kiss, or excessively hug while at school or school functions.

## **Lunch Time Behavior**

Politeness and civility are expected at lunch time. Lunch time is also reserved for polite conversation and social interaction. Students walk into the lunchroom, select a seat in an area designated for their grade, eat, pick-up after themselves, and wait for announcements and dismissal by the lunchroom supervisors.

## **Playground/Recess Behavior**

The following is a composite of the playground behavior regulations. The purpose of these rules is to protect our children from accidents or mishaps that may occur during recess.

Students will:

- Stay in full view of the playground supervisors
- Respect their fellow schoolmates
- Respect playground equipment and property
- Respect schoolmates' property
- Play safely at all times and act in ways that do not endanger fellow schoolmates
- Walk to their classroom/lunchroom in a quiet manner at the end of recess

Student will not:

- Throw or kick dirt, mud, snow, ice, stones, wood chips, or other objects
- Roughhouse – this includes tackling, pushing, shoving, slapping, pinching, wrestling, tripping, or grabbing clothes or bodies
- Spit or bite
- Swear or use vulgar, inappropriate language or gestures
- Re-enter the building until recess is over, unless by permission of the playground supervisor
- Take food, drinks, or candy on the playground

## **Substitute Teacher**

When a substitute is in a classroom, exemplary student behavior is expected. Students exhibiting, rude, disrespectful or generally poor behaviors are infringing upon the right of other students' to learn.

## **Field Trips**

Field trips are defined as anytime a staff member, for purposes of extending children's educational experience, and may take students from school property. Parents will receive notification of these excursions through class newsletters, Dragon Dialogue, and or specific information notices.

In most cases the school will request parent volunteer drivers to assist in the transportation of students. Parents that transport students are asked to provide a copy of their driver's license and proof of insurance to be kept at the school.

## **Medication for Students**

Medications will only be administered by school personnel in the main office. Students are not allowed to take, distribute, give, inhale, or otherwise consume any medication or drug, whether prescription or non-prescription, without adhering to the following procedure:

If it is a prescription medication –

1. A properly completed and signed medication form must be filed in the school office.
2. It must be in the original container with the original prescription label, which includes the child's name, the name of the drug, the dosage instructions, the doctor's name and the prescription and expiration dates.
3. It must be taken in the presence of an authorized school personnel who will record the event.

Non-prescription medications -

Must be in their original containers and have a properly completed and signed medications form on file in the office. Students in possession of medications must come or be sent to the office immediately upon arrival at school.

## **Illness**

In order to reduce the spread of contagious diseases at Island City Academy, please keep your child at home if he or she is contagious. Students with obviously contagious conditions, such as "pinkeye", will be sent home. These students will not be allowed back at school until 24 hours have passed.

If a student becomes ill during school, he or she should notify the teacher. The administrative staff will notify parents if it necessary for the child to be sent home. Arrangements should be made to pick-up the child within 30 minutes of notification.

## **Latch Key**

Island City Academy offers a before-school and after-school program for families who need a place for their children to go. Any students arriving prior to 8:00 am or not picked-up by 3:30 will be placed in latch key. The latch key program runs from hours of 6:45am – 8:00 am before school, and 3:30 - 5:45pm after school.

### **The latch key fees are as follows:**

#### Pricing – AM (includes optional breakfast)

Hours	1 child	2 children	3 or more
6:45 - 8:00	\$6.00	\$11.00	\$15.00
7:10 - 8:00	\$5.00	\$9.00	\$13.00
7:30 - 8:00	\$3.00	\$5.00	\$7.00

#### Pricing - PM

Hours	1 child	2 children	3 or more
3:30 - 4:45	\$5.00	\$9.00	\$13.00
3:30 - 5:45	\$6.00	\$11.00	\$15.00

## **Elastic Clause**

Island City Academy and administration reserve the right to establish fair and reasonable rules and regulations for issues requiring actions that are not covered in this handbook. Matters omitted from this handbook should not be interpreted as limiting the scope of the school's authority in dealing with any type of infraction that might jeopardize the safety and welfare of Island City Academy students or staff.

## **MICHIGAN STATE BOARD OF EDUCATION - Model Anti-Bullying Policy**

### **“Bullying” is conduct that meets all of the following criteria:**

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means; • substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

### **“Harassment” is conduct that meets all of the following criteria:**

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

## **Emergency Procedures**

Emergency plans are made to protect and provide a secure and safe environment for your children. We have coordinated with Hamlin Township Fire Department to come up with an efficient plan to keep the children safe in an emergency.

### **For Students**

Procedures for fire, tornado, and other emergencies are posted within each classroom. Student will be instructed by their teacher as to the proper exiting procedures for the emergency. In each case of emergency, a buzzer will sound or an announcement will be made over the PA. The student will rehearse drill for all types of emergency throughout the school year.

### **For Parents**

The outlined plan should be followed for all emergencies, including weather related emergency situations.

- If and when possible, a Honeywell alert will be sent out to inform parents of the emergency situation and directions will be given.
- If directed to come to the vicinity you will report to one of two locations. Please listen carefully to the Honeywell alert to determine where to report.
- When you arrive, a person of authority will direct you to the next step based on the situation.
- Please remember, children will be released when ICA is given permission by the appropriate authority.

### **Long Term Suspension or Expulsion:**

If recommended by the principal, the Academy's board of directors shall conduct a hearing to determine whether to impose a long-term suspension or expulsion.

The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date and location of the hearing; and of their right to attend and participate in the hearing.

The board of directors shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others.

At the request of the student or the student's parents, the board of directors may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student." (MCL 15.268[b]).

The student and parent/guardian may be represented at the hearing by an attorney or other adult.

Written or oral evidence may be presented at the hearing on behalf of the student.

After the hearing, the board of directors shall issue a decision, including a termination of disciplinary action.

### **Appeal to Board of Education for Reconsideration for Long Term Suspension:**

A student aggrieved by the decision of the Academy board of directors may, within five (5) days of receipt of the decision, petition the board of education for the opportunity to request review or reconsideration by the board. The petition shall be in writing and contain the reasons that the board's decision should be reviewed or reconsidered. The board of directors may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or request for reconsideration.

### **Suspension and Expulsion of Students Receiving or Otherwise Eligible for Special Education:**

Students previously identified under state and federal regulations as eligible for special education are entitled to an extra measure of consideration for the disability in student discipline procedures. Also, other due process provisions are triggered for any student if a review of a student's record indicates significant prior knowledge about a potential but unidentified disability. School personnel are advised to consult with their local and intermediate district administrators for special education and to refer to the most recent edition of Special Education Considerations in Student Disciplinary Procedures (Michigan Department of Education).

### **Transportation**

Island City Academy parents will be responsible for transportation to and from the school. Eatran bus service is available before and after school to parents in Eaton County who are unable to provide their own transportation.

The parent must make arrangements for Eatran. Please notify us if your child will be riding the Eatran bus. The School Age Care Program (Latch-key) is available before and after school for students arriving before 8:10a.m. or staying after 3:30p.m.

### **Dragon Dialogue**

The Dragon Dialogue is published every Friday during the school year. The Dragon Dialogue is intended to keep parents informed of current events at Island City Academy. It will be shared electronically via our messenger system.

## **Report Cards**

Report cards are issued at the end of each 9-week class period. Parents are asked to go over these carefully with their child. Stress and praise the accomplishments and try to encourage additional effort where the need is shown.

## **Honor Awards**

At the end of every marking period Island City Academy will recognize students in the 3<sup>rd</sup> – 8<sup>th</sup> grades who excelled in the classroom. Honor Roll is awarded for students who either earn all A's, or all A's and B's in a given marking period.

## **Grading**

<u>K – 2<sup>nd</sup></u>	<u>3<sup>rd</sup> – 8<sup>th</sup></u>	
1 – Above Grade Level	A+ 97 – 100%	C 74 – 76%
2 – At Grade Level	A 94 – 96%	C- 70 – 73%
3 – Below Grade Level	A- 90 – 93%	D+ 67 – 69%
	B+ 87 – 89%	D 64 – 66%
	B 84 – 86%	D- 60 – 63%
	B- 80 – 83%	E 59% - Below
	C+ 77 – 79%	

## **Athletic Eligibility**

Island City Academy believes academics take priority over athletics. With this in mind, we are adhering to a strict guideline of eligibility. The students must have all grades at a C- or higher in order to participate.

For students who are not eligible they are expected to attend practice and work on their schoolwork. Eligibility will be determined on a weekly basis and students will not be eligible until the following week.

For students who participate in sports at the local middle schools they will be subject to their eligibility requirements. Island City Academy will provide the current grades for each student participating in the local schools athletic programs.

## **Pesticide Application**

As part of the Academy's pest management system, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and/or building. In certain emergencies pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please contact the office staff to obtain the necessary paperwork for notification.

## **Handling of Concerns**

Because of the public nature of e-mail, we do not recommend this mode of communication for addressing concerns. Electronic communication sent to the School Board, administration, or teachers may be recognized as having been received, but will not be guaranteed consideration without verbal follow-up initiated by sender.

Parents/Guardians are more effective in handling concerns when they have a strategy rather than letting emotions get the best of them. With this in mind, here are ten simple steps we recommend for parents/guardians to follow when a problem arises at school:

1. ***Define and examine your concerns.***  
Do your homework. It is critical to collect all the facts and articulate the problem clearly.
2. ***Develop possible solutions.***  
This sets a positive tone indicating you want to work in partnership with the school to resolve the problem.
3. ***Prepare a written document.***  
The document should contain a list of your issues, potential solutions and questions. The tone should reflect your desire to work positively with the school.
4. ***Meet with the teacher.***  
Make an appointment with the teacher. Consider having your spouse accompany you for the support. Inform the teacher who to expect at the meeting.
5. ***Approach the meeting with a positive attitude.***  
Leave your emotions outside the meeting room. Negative behavior will discredit your message; your behavior must stay above reproach. Using your document as the basis for the meeting's agenda, keep an open mind and ask questions.
6. ***Define the next step.***  
At the end of the meeting ask, "What is the next step?", "Who will be responsible for that step?", "When (a date) will the next step occur?". This increases the likelihood of a positive outcome. Leave a copy of your written document with the teacher.
7. ***Document events.***  
Keep a record of all meetings and phone calls including dates and people involved, along with any written communications. Politely informing the school that you are documenting the events lets the school know you are serious.
8. ***Follow the chain of command.***  
If you and the teacher are unable to resolve the problem, go to the next link in the chain of command (teacher, Administrator, and then only if all other avenues have been exhausted, to the School Board). Use steps 1 -7 with each person on the chain. If brought to the School Board, approach the President at least one week prior to the next board meeting.
9. ***Consider all your educational options.***  
If no acceptable solution is reached after exhausting all of the above steps, look at the educational choices parents/guardians have in your area. Parents/guardians have more choices than ever before, including charter, traditional public, private, and home schooling.
10. ***Never forget, you are responsible for the education of your children.***  
You are the only constant influence in your children's education. There is no guarantee any educational system will ensure your children's educational success. Ultimately, it's your responsibility. Don't abdicate that responsibility to your children's school - - delegate and oversee it. Your children's future depends on it.

(Adapted from *Parent Power*, a publication of the Center for Education reform, Washington, D.C., [www.edreform.com](http://www.edreform.com))

## **COMMITMENT TO EXCELLENCE CONTRACT**

Everyone must be committed to the high expectations and standards of the academy. Parents, students, and teachers must work together to successfully challenge each child to achieve. Each parent, student, and teacher is asked to pledge his/her commitment by signing below:

**Parent/Guardian Commitment: *I fully commit to my child's education in the following ways:***

- I understand that my child is enrolled in this school so he/she has opportunities to achieve.
- I realize that the expectations and standards at this school are high, and I agree to support them.
- I understand and agree to be bound by all provisions outlined in the Parent and Student Handbook and acknowledge having read the Parent and Student Handbook by signing below.
- I will monitor my child's attendance, homework completion and read school correspondence/planners.
- I will participate in parent-teacher conferences and volunteer for school activities when possible.
- I understand that my child must behave respectfully and responsibly to protect the safety, interest, and rights of others in the school. I will model appropriate behavior while at the academy.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Student's Commitment: *I fully commit to this school in the following ways:***

- I am enrolling in this school because I want to achieve. I will put forth my best effort every single day.
- I agree with the expectations, standards, and requirements of the academy because I have high expectations for myself.
- I understand and agree to follow the Student Code of Conduct and Dress Code in the Parent and Student Handbook.
- I will attend school all day, every day, unless I have an excused absence.
- I will complete my homework, submit it on time, and contact my teacher about any questions.
- I will behave respectfully and responsibly to protect the safety, interests, and rights of others at the academy. I will accept responsibility for my own actions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Date

**Teacher/Principal Commitment: *I fully commit to this school in the following ways:***

- I will provide each student opportunities to achieve.
- I realize that the expectations and standards at this school are high, and I agree to support them.
- I understand and agree to enforce all provisions outlined in the Parent and Student Handbook.
- I will communicate with parents on a regular basis via personal contact, planners, or progress reports and will make myself available to students and parents for any concerns they may have.
- I will display integrity and respect to students, parents, and staff members through my words and actions.
- I will protect the safety, interests, and rights of all individuals while at the academy.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Teacher Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Principal Printed Name

\_\_\_\_\_  
Date