

SER YouthBuild Learning Academy (SYLA)
Student Code of Conduct Handbook

Directory

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Dear SER YouthBuild Learning Academy Families and Students:

Thank you for joining the SER YouthBuild Learning Academy (SYLA) community. Student engagement and partnership is important to us. We would like to begin this partnership with a review of the SYLA Student Code of Conduct (SCC) Handbook, which includes the expectations, and guiding principles we believe are essential to ensuring a safe, secure, and clean educational environment that is conducive to learning.

SYLA believes in the development of each student's potential for learning. To help each student reach that potential, it is necessary for our school to be free of disruptions that interfere with teaching and learning activities. Students, parents, and staff must assume a responsible role in promoting behavior that encourages learning and develops individual potential; just as discipline procedures are necessary to protect the rights of each school community member. Effective student discipline can only be achieved if there is cooperation and shared commitment among students, parents and staff.

On the pages that follow, you will read about various policies and procedures that are steered by the Michigan Department of Education, SER YouthBuild Learning Academy Administrators and Board of Directors. Please review the information carefully, especially as it pertains to importance of attendance/truancy, discipline infractions, dress code, and the integrity of student academic performance.

It is imperative that you understand that educating students is the primary focus of SYLA and leadership will be ensuring that quality education is taking place with frequent classrooms visits, which mean they may not be immediately available to meet with parents or guardians if appointments are not made. Because of this, SYLA respectfully requests that if you have any concerns, please contact the receptionist or SYLA's administrative assistants in a respectable manner to make an appointment. Remember we are all role models, and the behavior of our students often mimics the adults who represent them.

We look forward to a successful school year with your support and involvement.

Educationally,

SER YouthBuild Learning Academy Administrative Team

Mission Statement


The mission of SER YouthBuild Learning Academy is to educate and empower each student “To Be,” productive members of a thriving society. Through collaboration with home, school, business and community, SYLA aims to provide all students with stimulation and challenging educational experiences in a clean, safe, and healthy environment.

Vision Statement

SER YouthBuild Learning Academy envisions all students thriving in a clean, safe, and healthy environment, actively reaching their maximum potential by building relationships, utilizing resources and current technology, and applying higher order thinking skills to engage in collaborative activities with staff, students, parents, business, and community members to develop solutions to the challenges faced within our global society.

Values

SER YouthBuild Learning Academy Student Code of Conduct is reflective in 5 core principles that guide our actions, policies and school culture.

1. We believe all students can learn.
2. We believe in the value of caring, mutual respect and understanding.
3. We believe in an active partnership among the students, parents/champions, community, , businesses, and the school team.
4. We believe learning is a life-long process.
5. We believe in strong school, where school pride and ownership strengthen the entire school/community partnership.

Introduction

The Student Code of Conduct is an official declaration of policy of SLYA Board of Education. Provisions in the Student Code of Conduct applies to all students attending SER YouthBuild Learning Academy. SER YouthBuild Learning Academy has the right to have disorderly and/or disrespectful individuals removed from the school setting.

The authority of the Student Code of Conduct covers offenses that occur on school grounds, when connected with school-related events and activities, and when students are in route to or from school. Specific consideration will be given when the incident involves the student's proximity to the school, the length of time elapsed since the student was on school premises, whether there is a connection to an on premise altercation or confrontation, whether there is a disruption to the school environment or orderly operations of the school, whether the student stopped at a restaurant or store on the way home, and whether the student has returned to the custody of his /her parents.

Staff and representatives of SYLA are required to function in accordance with this code. Thus, whenever a SYLA employee discovers a student engaging in unacceptable conduct, the SYLA employee is required to take prompt action in accordance with district policies and this code. Prompt action may include directly addressing and correcting the student, intervening to stop the behavior, seeking the assistance of other staff persons, and/or reporting the incident to an administrator.

Student Code of Conduct

SER YouthBuild Learning Academy believes in the development of each student's potential for learning in a positive, orderly, and safe school environment. To help each student reach that potential, it is necessary for schools to be free of disruptions that interfere with teaching and learning activities. Students, parents, and staff must assume a responsible role in promoting behavior that encourages learning and develops individual potential; just as discipline procedures are necessary in order to protect the rights of each member of the school community, effective student discipline can only be achieved if there is cooperation and shared commitment among students, parents and staff. The school district has the right to have disorderly and/or disrespectful individuals removed from the school setting.

The Student Code of Conduct is an official declaration of policy of SYLA Board of Education. The provisions in the Student Code of Conduct apply to all students. Differences in age and maturity are recognized and will be considered when determining intervention strategies or disciplinary actions.

The Student Code of Conduct is in effect:

1. When students are traveling to or from school, including bus transportation.
2. When students are present in or on district property.
3. When students are at any school-sponsored activity, regardless of location.
4. When students are using school telecommunication networks, social media accounts and/or other services.
5. When students are engaged in misconduct in the community that interferes with the educational process at school

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Academic Integrity

We want all students prepared for the challenges of lifelong learning and to develop critical thinking skills necessary to solve problems. The development of academic integrity is critical for personal success.

To maintain an academic climate conducive to each student's success in the pursuit and transmission of knowledge, SYLA has established a set of academic standards:

- Students are expected to conduct themselves to the highest standards of personal integrity;
- Students must adhere to the rules prohibiting academic dishonesty and resist peer pressure to violate these standards of integrity;
- Students are expected to use honest methods to fulfill academic expectations and responsibilities. Whenever students have any questions about this procedure or any procedure, they should ask their teachers, counselors, or administrators;
- A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and representing it as one's own original work. Using technology such as IA to complete course work is jeopardizing the possibility of repeating the assigned course. If it continues, possible expulsion may occur.

SYLA defines academic dishonesty as: cheating, plagiarism or otherwise obtaining grades under false pretenses. Academic dishonesty is engaging in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance, or actual giving or receiving of unfair advantage on any form of academic work.

Visitor Conduct

SYLA staff understand that your student is the most important person in your life and as the parent or guardian, education and well-being is top priority. However, it is imperative that we maintain respect, order, and safety in our buildings. We ask our parents/champions and visitors to work with us to achieve this goal. All parents and visitors must sign in at the receptionist area.

Students are not permitted to bring friends, relatives and/or other visitors including pets to school or class with them. Unauthorized persons in the school building or on school grounds will be asked to leave the school campus. Failure to comply may result in the school contacting the local authorities.

Any display of inappropriate, disruptive, disrespectful, violent, verbally abusive conduct while visiting the school may lead to the school taking corrective action.

This action may include but is not limited to:

- Imposing specific rules or procedures governing the interaction with school personnel and students;
- Restricting access to school and/or sponsored school activities.
- Terminating access to school or central office premises;
- Suspension/Board expulsion of student;
- Taking legal action against violator;
- Other action as deemed necessary;

- This also includes parent conduct in all meetings with school staff, discipline meetings, special programs, after school activities (on and off site), Board meetings, etc.

Learning Environment

SER YouthBuild Learning Academy (SYLA) offers students the flexibility to earn their high school diploma and/or vocational certification in a non-traditional setting that prioritizes individualized support and real-world skill development. Designed to meet the unique needs of youth, SYLA provides a learning environment that blends academic instruction with hands-on career training in fields such as construction and healthcare. Students benefit from smaller class sizes, wraparound services, and access to staff who help guide them through both personal and academic challenges.

In extenuating circumstances students will be allowed to participate in a modified program.

Learning Requirements

- 1) Student must attend in person on specified day(s) assigned by administration or his/her designee
- 2) Student must complete at least 1 activity for each class assigned in schedule per week (4).
- 3) Student will participate in a two-way engagement with their teachers.

Students that are accepted will follow and adhere to the following classroom rules and all policies outlined in SYLA's Student Code of Conduct;

- 1) Be present, prepared and on time;
- 2) Let instructor know that you are present;
- 3) Become familiar with the device and e-learning platform;
- 4) Cell phones must be turned off or on silent mode;
- 5) Follow the student Code of Conduct dress code policy.

Video and Audio Monitoring Systems

For the safety and security of all individuals on our premises, SYLA have video cameras in classrooms and strategic locations throughout the building. These cameras are intended to monitor entrances, public areas, and other key points to ensure a secure environment for our students, staff, and visitors.

These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audio or video recording, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement.

Cell Phone/Electronic Devices

The use of cell phones among students can significantly impact the learning environment and overall atmosphere of our school community. Therefore, this policy aims to establish guidelines

that promote responsible cell phone use and ensure that student behavior aligns with our educational objectives and values.

Policy Statement:

1. Classroom Use:

- Cell phones must be turned off or on silent mode during instructional time, unless explicitly permitted by the teacher for educational purposes.
- Texting, calling, or using apps during class is prohibited, unless for educational purposes as approved by instructor.

2. Hallways and Common Areas:

- Students may use cell phones responsibly while transitioning between classes or during designated breaks.
- Use should be discreet and respectful, without causing disruption to others or the school environment.
- Cell phone communication is prohibited in the hall area during class time. Student must speak with the School Leader for a designated area to hold personnel conversations.

3. Testing and Exams:

- Cell phones must be turned off and stored away during all tests, quizzes, and examinations to prevent cheating or academic dishonesty.
- Any unauthorized use of cell phones during testing may result in disciplinary action as outlined under discipline in the Student Code of Conduct.

4. Privacy and Respect:

- Students are expected to respect the privacy of others and refrain from capturing or sharing images, videos, or audio recordings without permission.
- Harassment or misuse of cell phone cameras or recording devices is prohibited and may result in disciplinary consequences.

5. Consequences for Violations:

- Violations of the cell phone policy may result in consequences ranging from warnings and confiscation of the device to detention or suspension, depending on the severity and frequency of the offense.
- Repeat violations may lead to more serious disciplinary action in accordance with the Student Code of Conduct.
- Students must give cellphone to school staff if requested.

Implementation and Support:

- Teachers and staff will enforce the cell phone policy consistently and fairly across all classrooms and school premises.

- Parents/champions are encouraged to support the school's efforts by reinforcing the importance of responsible cell phone use and discussing this policy with their students.
- The school administration will periodically review and update the cell phone policy as necessary to address emerging technologies and changing circumstances.
- School ID/lanyard must be worn while on school grounds or while participating at school events; (Students will be provided with first ID /lanyard for free. Replacement fee of \$5 will be charged replacement ID);

Dress Code

The following code is designed to help foster a professional environment in the school and to prepare the students for the professional world. **THE DRESS CODE POLICY IS IN EFFECT EVERY SCHOOL DAY.** SYLA School Leaders may determine if attire distracts from the school's professional and learning environment. SYLA encourages students to wear clothing that expresses their personality and identity; however, it must be deemed appropriate for the learning environment. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

The following dress code has been adopted by SYLA. It is recognized that circumstances may cause individual schools to modify their dress and appearance expectations. In those cases, parents and students will be given notice before the effective date of the change.

Inappropriate Dress (would consist of, but not be restricted to)

- Items that promote drugs, alcohol, or tobacco;
- Items with profane or sexually suggestive writing/pictures/images;
- Items that exhibit involvement in gangs or other organization;
- Items that conflict with district policy, or state law;
- Non-prescription/dark lens glasses;
- Muscle shirts, tank tops, tube tops, mesh shirts, miniskirts, pencil skirts, cut-off shorts, yoga pants, jeggings, leggings, joggers or stretch pants, clothing with bare midriffs, revealing or suggestive clothing;
- Lounge clothing or beach clothing, flip flops, sandals, going without shoes;
- Chains, handcuffs, and other metal paraphernalia;
- Du-rags, shower caps, bonnets or rollers worn in school;
- Coats worn in classrooms (exceptions will be made where/when appropriate);
- Pants worn so undergarments are visible, shorts;
- No expensive jewelry, watches, gym shoes, jackets or other items of expensive clothing are allowed in school.

Attendance Policy

The state's compulsory attendance law recognizes an educational value in regular attendance in school. Students must attend each school day to avoid missing instruction. The classroom experience is of unique value, and it cannot be duplicated by make-up work. Student interaction and the development of ideas through discussion are lost when a student is absent, tardy, or is dropped off late or picked up early by a parent/guardian. A student's enrollment in a course is his/her commitment to attend all class sessions. Therefore, this policy prohibits students from being absent from class unless a situation makes their absence necessary. The purpose of this attendance policy is to foster responsibility and reliability on the part of SYLA's students to attend all classes.

Notification Absence

If a student is going to be absent, the student is over 18 years of age or guardian must contact the school at 313.945.5200 and provide an explanation. If prior contact is not possible, the student or guardian should provide a written excuse as soon as possible. When no excuse is provided, the absence will be assigned unexcused, and the student will be considered truant. If a student's absence appears questionable or excessive, the administrator will be notified.

Truancy

Truancy is defined as an unexcused absence from school. After four days of truancy in any grading period, a student will be considered "truant." The *skipping of classes or any part of the school day* is considered an unexcused absence (truancy). (Note: Additional discipline action may be enforced). ***Students absent for ten (10) consecutive days without parent notification or contact with the school will be dropped from the school enrollment roster. If a minor, the parent will be notified immediately.***

Present

Being present is defined as attending school during the required time. Students must complete at least one assignment in each of their scheduled courses.

Absences

An absence is defined as not reporting for school, arriving late for any class, or required school function; leaving from school before dismissal time, leaving any class or function before dismissal time.

Excused Absences

An absence may be excused due to one of the following reasons:

1. Student is seeking or has sought medical attention by a physician, dentist, psychiatrist, or professional counselor, only when verified by a doctor's note, appointment card, notification by telephone, or fax or e-mail to school authorities from a medical professional.
2. Death within the student's family or close associate or friend, verified by newspaper obituary, funeral card or parent/guardian contact with school authorities.
3. Illness verified in writing by medical professional or parent notification by telephone, note, fax or e-mail.
4. Family or religious holidays when advance notice is given to school staff (in writing).

5. Required court attendance (written documentation provided).

6. When sent home by the school administration. Notification of Absence If a student is going to be absent, the guardian or students 18 and older must contact the school and provide an explanation. If prior contact is not possible, the parents or student should provide written excuse as soon as possible. When no excuse is provided, the absence will be unexcused, and the student will be considered truant. If a student's absence seems questionable or excessive, the truancy officer will be notified.

Class Attendance - Students are to be counted in attendance if at least one assignment in each of their scheduled courses is completed daily.

Tardiness - A student is considered tardy if they are not present when the school bell rings for the class assigned. NOTE: If a student is not present when attendance is taken but is present later in the school day, that student must be considered in attendance, but tardy, and the absence should be changed. A student who is tardy should never remain on record as being absent.

Early Sign-outs – Early release is discouraged within the final thirty (30) minutes of the school day. Attendance is required of all enrolled students during the school's session.

Chronic Absenteeism

Chronic absenteeism and habitual truancy are important predictors of school performance, including high school graduation. Average daily attendance rates often mask the number of students chronically absent, which equates to missing at least ten percent of the school year or about eighteen (18) school days. Students are obligated to contact their teacher every time that they are absent from school. Teachers will provide email addresses and personal cell numbers. This will allow two-way communication between teacher and student at all times.

Chronic absenteeism can be determined by comparing the number of absences with the number of school days. Chronic absenteeism can be defined as excused, unexcused, and suspension days. These categories correlate to the multi-tier systems of support and provide the recommended strategy to make positive impacts on chronic absenteeism.

Chronic absenteeism in the school district indicates the presence of a much larger issue. Thus, addressing chronic absenteeism will resolve other issues in SYLA as they relate to ensuring students have the resources to be successful, increasing student-family engagement, data driven resource interventions, and enabling college-career readiness.

Attendance Guidelines

Students must complete at least one assignment in each of their scheduled courses. Incomplete assignments constitute an absence.

Unexcused Days Absent	Follow up Action Required
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1-3 days	Parent contact by the teacher between the ages of 14 – 17. If 18 years and over contact student.
4 days	Intervention by School Leader Daily check-in monitoring, meeting with parents for students ages 14-17 and student if 18.
7-8 days	Intervention by School Leader daily check-in monitoring, meeting with parents
9 days	Intervention by School Leader attendance Intervention Plan developed and implemented
10 days or more	Chronic absenteeism letter sent to student and parent.

*** Students will be considered for withdrawal after no successful attendance interventions.

Levels of Chronic Absenteeism

1. Students who miss 5% (9 days) or less of the total school days are considered to have satisfactory attendance.
2. Students who miss 5%-10% (between 9 to 18 days) of school days are at risk of becoming chronically absent.
3. Students who miss 10% or more (18 or more) of total school days are considered chronically absent and are subject to withdrawal.

Passes

Students are not permitted in the halls during class periods unless they are accompanied by an adult or have a hall pass authorized by a staff member. Students using the restroom during a class period must also have a valid pass. A student who is ill must report to the Administration.

Disciplinary Actions

It is not the intent of this Conduct Code to list every conceivable student infraction. The administration reserves the right to establish fair and reasonable regulations and to impose consequences for infractions. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may adversely affect the health, safety, and welfare of the students.

Bullying and Other Aggressive Behavior toward Students

Reference: MCL 380.131 OB (Mat's Safe School Law, PA 241 of 2011); Policies on Bullying, Michigan State Board of Education; Model Anti-Bullying Policy, Michigan State Board of Education It is the policy of SYLA to provide a safe and nurturing educational environments for all its students. All students are protected from bullying of any type, for any reason, on Academy property, transportation or at

Academy sponsored activities and events. The Academy believes that all students are entitled to a safe and positive educational environment and school experience. Bullying in any form will not be tolerated and may be subject to disciplinary action. All students are encouraged to immediately report bullying behavior to a school leader, teacher, counselor or social worker and it will be promptly investigated pursuant to Academy Board policy.

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 hand held 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:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- Adversely affecting the ability of a student to participate in or benefit from the school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- Having an actual and substantial detrimental effect on a student's physical or mental health;
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school;

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

- Physical — hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking, or impeding student movement, unwelcome physical contact.;
- Verbal — taunting, malicious teasing, insulting, name calling, making threats;
- Psychological spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in several separate ways, including but not limited to, notes, emails, social media postings, and graffiti. Bullying, cyberbullying, or physically or verbally aggressive behavior toward a student, whether by other students, staff, or third parties, including board members, parents, guests, contractors, vendors, and volunteers, is prohibited.

Cyberbullying

Means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the 4 listed items above.

Examples of bullying include hazing, gestures, comments, threats, or actions to a student, which cause or threaten bodily harm, reasonable fear for personal safety, or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the school, including activities on property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored,

school-approved or school related activity or function, such as field trips where students are under the school's control, or where an employee is engaged in school business.

A student may also be disciplined for misconduct that occurs outside of school if it interferes with the school environment.

Bullying Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, cyberbullying, or other aggressive behavior should immediately report the situation to the school leader. The student may also report concerns to a teacher, counselor, social worker, or anyone who will be responsible for notifying the appropriate administrator.

Students and staff members are encouraged to report any situation they believe bullying, cyberbullying, or physically or verbally aggressive behavior toward a student.

Reports shall be made to those staff persons identified above. Although reports may be made anonymously, formal disciplinary action may not be taken solely based on one. Therefore, the Academy encourages individuals to come forward with specific complaints of bullying and cyberbullying as defined herein and in the Board policy.

The school leader shall promptly investigate and document all complaints about bullying, cyberbullying aggressive or other physical or verbal behavior that may violate this policy. The investigation must be completed as promptly as circumstances permit after a report or complaint is made.

If the investigation finds that bullying, cyberbullying, or physically or verbally aggressive behavior occurred, SYLA will take prompt remedial and appropriate action. Such discipline may include student expulsion, staff termination, exclusion of parents, guests, volunteers and contractors from the Academy and removal from any official position and/or a request for resignation. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, cyberbullying, physical or verbally aggressive or other prohibited behavior, and any remedial action taken, including disciplinary actions and referrals, to the Superintendent or his/her designee. The school leader or his/her designee shall submit a comprehensive, written report to the Board regarding instances of bullying, cyberbullying and physically and verbally aggressive behavior of students for each Board meeting.

Bullying Notification

Bullying policy will be annually circulated, discussed with students, and included within the student/parent/guardian Handbooks.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

The school leader or his/her designee is responsible for implementing this policy and may develop further guidelines consistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the Academy reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Implementation

The school leader or designee is responsible for implementing this policy and may develop further guidelines consistent with this policy.

Restorative Practices

Michigan law requires that SYLA use restorative practices as part of its discipline process.

Restorative practices mean practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. Except in cases involving a firearm at school, restorative practices shall be considered as an alternative to long-term suspension, expulsion, or permanent expulsion of a student. SYLA will first consider restorative practices to remediate offenses such as interpersonal conflicts, bullying, cyberbullying, and physical and verbal aggressive behavior described within this section of the Student Code of Conduct and the Academy's Bullying Policy.

SER YouthBuild Learning Academy Administrators reserve the right to impose discipline, up to and including long-term suspension, expulsion or permanent expulsion, based upon the severity of the offense consideration of all of the circumstances and restorative practices, regardless of the designation of the Class of the offense such as Class I-IV below, and the recommended discipline for Class I-IV offenses.

The following acts of misconduct at school, as defined by state law, are subject to permanent expulsion from all public schools in the State of Michigan:

1. Possession of a dangerous weapon**
2. Arson
3. Criminal Sexual Conduct
4. Physical assault at school by a student against an employee, volunteer, or contractor of the SYLA.

**Subject to restorative practices as defined herein, Michigan law requires the Board of Directors or designee to permanently expel a student for possession of a dangerous weapon at school unless there is clear and convincing evidence of the following:

1. The student did not possess the object for use as a weapon or for delivery to another person for use as a weapon.
2. The student did not knowingly possess the weapon.
3. The student did not know or have reason to know that the object constituted a dangerous weapon.
4. The student possessed the weapon at the suggestion, request, or direction, or with express permission, of the school or police.

There is a rebuttable presumption that permanent expulsion is not justified for a dangerous weapon other than a firearm if both of the following are met:

1. The Board of Directors, or designee determines in writing that at least 1 of the factors listed above has been established in a clear and convincing manner; and
2. The student has no history of suspension or expulsion.

Due Process in Disciplinary Proceedings

Expulsion under Michigan law is the permanent exclusion of a student from school for disciplinary reasons and the severance of all rights and responsibilities to that student. Students who are permanently expelled may petition for reinstatement in accordance with Michigan law.

In all cases resulting in suspension, expulsion or permanent expulsion, the procedural and due process requirements contained in the Policy must be followed. The appropriate administrator shall ensure that the student being disciplined is not classified as disabled under Section 504 or a special education student under the IDEA. Discipline of special education students or students with disabilities may only be imposed in accordance with State and Federal law.

Class I Violations

A Class I violation is behavior which disrupts the educational process or interferes with teaching and learning. Class I violations disrupt or interfere with a student's learning environment, attendance, or punctuality. Depending on severity or repetition, a Class I violation may be reclassified as a Class II or Class III violation.

1. **Disruptive Behavior** – Behaving in a manner that disrupts or interferes with educational activities.
2. **Inappropriate Display of Affection** – Kissing, embracing, or engaging in affectionate activity that exceeds standards of good taste and common decency.
3. **Inappropriate Dress and Grooming** – Dressing or grooming in a manner prohibited by the district-wide Dress Code or similar building rules.
4. **Inappropriate Personal Property** – Possessing individual property prohibited by school rules or otherwise disruptive to the teaching and learning of others.
5. **Leaving without Permission (in school)** – Leaving the classroom or assigned area without permission of school personnel.
6. **Tardiness** – Failing to be in a place of instruction at the assigned time without a valid excuse.

7. **Truancy** – Failing to report to class or school without prior permission, knowledge, or excuse by the school or parent. Regular attendance at school and prompt arrival to all classes and scheduled activities is the prime responsibility of the student and parent/guardian. (MCL 380.1561)

Class II Violations

A Class II violation is behavior that seriously disrupts the educational process or interferes with teaching and learning. Class II violations disrupt or interfere with another student’s right to an appropriate learning environment. **In addition, depending upon severity or repetition, a Class II violation may be reclassified as a Class III violation.**

8. **Academic Dishonesty**- Engaging in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance, or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one’s own original work.

9. **Assault**-Placing a reasonable person, physically or offensively without consent.

Battery – Intentionally contacting a person, physically or offensively, without consent

10. **Bullying. Bullying** – As defined in the Bullying Section of this Handbook, the Academy’s Bullying Policy

11. **Intimidation**-Verbal or nonverbal behavior or statements that intentionally embarrass or intimidate another person.

12. **Disseminating/Possessing Indecent Material** –Intentionally possessing or disseminating vulgar, lewd or indecent material, by electronic or other means.

13. **Failure to Serve Assigned Detention** – Failing to serve an assigned detention for which student and/or parent have been notified.

14. **Misrepresentation** – Intentionally misrepresenting information, verbal or written, to school district personnel or possessing documents containing misrepresentations. Examples include, but are not limited to, using the name of another person; falsifying times, dates, grades, addresses or other data on school district forms or records; providing false, misleading or inaccurate statements or information on district forms or records.

15. **Gambling** – Playing any game of skill or chance for money or anything of value.

16. **Gang Insignia/Activity** – Gangs are defined as organized groups of students and/or adults who engage in activities that threaten to compromise the general order and/or educational mission of the school district.

17. **Improper Use of District Technology** – The unapproved or prohibited use of district computers or other technology, including:

- a. Disregarding the privacy of other users, such as using or attempting to use or learn other users' passwords
- b. Unauthorized copying, changing, reading, accessing, or attempting to access or using other users' files
- c. Gaining or attempting to gain unauthorized access to district equipment, systems, programs, files, or other users' accounts
- d. Introducing or attempting to introduce a virus into any district equipment, systems, programs, or files
- e. Using or attempting to use district equipment, systems, programs, or files to disturb or harass others
- f. Damaging or attempting to damage any district equipment, systems, programs, or files

18. **Insolence** – Displaying verbal or nonverbal disrespect toward school personnel.

19. **Insubordination/Refusal to Work or Follow Directions** – Failing to comply with a direction or instruction of school personnel or refusing to identify oneself.

20. **Loitering** – Remaining or lingering on school property without staff supervision for more than 20 minutes after final dismissal without a legitimate purpose or prior permission. Violations may result in trespassing charges.

21. Making **False Statement** - A student shall not make false statements or give false evidence to administrators or staff during an investigation of violation of this Code of Conduct.

22. **Misconduct** - intentional wrongdoing; inappropriate behavior not covered specifically by SER YouthBuild Learning Academy Student Code of Conduct; specifically: deliberate violation of reasonable standards of behavior in school.

23. **Off-Campus Conduct** – Students in attendance at school-sponsored, off-campus events are subject to the direction and authority of school district personnel and are governed by all applicable rules and regulations of Old Redford Academy. In addition, a student's off-campus actions which cause, or are likely to cause, a material and substantial negative effect on the general safety and welfare of students and staff, or the good order and functioning of the school(s), may result in disciplinary action whether part of a school-sponsored activity.

24. **Off-Campus Internet Sites and Usage** – Students may be subject to appropriate disciplinary action for off-campus internet use, including but not limited to Web site creation and/or use, where such use causes, or is likely to cause a material and substantial negative effect on the general safety and welfare of students and staff, or on the good order and functioning of the school(s). This paragraph shall not be applied contrary to the protections of the First Amendment.

25. **Persistent Misbehavior or Repeated/Serious Class I Violations** – Accumulating Class I violations or reclassification of a serious Class I violation.

26. **Illegal Harassment** - Unwelcomed behavior or statements related to a person's sex, race, color, national origin, age, religion, height, weight, marital status, or disability that are so sufficiently persistent, pervasive, severe, and objectively offensive that they effectively bar that person's access to educational opportunities and benefits.

27. **Physical Aggressiveness** – Engaging in aggressive physical contact such as fighting, pushing, shoving, tripping, etc.

28. **Possession/Use of Tobacco Products** – Possessing or using a cigarette or other tobacco products, such as smokeless tobacco, paraphernalia, etc.

29. **Recording Without Permission** – A student shall not record by any means (i.e., audio, video, digital, etc.) a communication from or with any administrator, teacher, or other School District employee without the expressed permission of the person recorded for the communication allowed.

30. **Theft, Possession or Transfer of Property of Others (Value Less Than \$100)** – Intentionally taking property (value less than \$100) belonging to the school or any individual or group without prior permission. Intentionally possessing or transferring property (value less than \$100) of another without the consent of the owner.

31. **Trespassing** – Entering or being present in a school building or on school premises, or in a particular part of a school building or school premises, without permission or authorization.

32. **Electronic Communication Devices (ECD)** – Include but are not limited to cellular phones, digital picture/video cameras and/or camera phones, iPods, MP3s, and other personal communication devices capable of transmitting data or images. Students may possess and bring cellular phones and other personal communication devices (PDAs) into school buildings on two conditions: first, that parents and students agree to permit District personnel to search the contents of those PDAs whenever they have reasonable suspicion a student has violated the Student Code of Conduct and the PDA contains information concerning that violation; and, second, that students not use PDAs during instructional time unless used for instructional purposes. In either case, the district may be required to temporarily confiscate the ECD.

33. **Use of Profanity** - Writing, saying or gesturing in a manner that conveys an offensive, obscene or suggestive message, including abusive or vulgar words, gestures, pictures, or sounds.

34. **Vandalism** - Intentionally damaging, defacing, disabling or otherwise harming school property or the property of others, including situations in which minor damage can be repaired or replaced at no cost to the district. 38. **Leaving without Permission (outside of school)** – Leaving the building without permission of school personnel.

35. **Leaving without Permission (outside of school)** – Leaving the building without permission from school personnel.

Class III Violations

A Level III violation is aggravated behavior, unlawful, which disrupts or interferes with the school's effective functioning. **In addition, depending upon severity or repetition, a Level III violation may be reclassified as a Level IV violation.**

The unlawful possession or use of illicit drugs or alcohol is wrong and harmful. The use or possession of other nonspecifically prescribed substances is wrong and may be harmful. Therefore, the possession or use of alcohol or drugs, the sale of drugs or possession of drugs for the purpose of selling the drugs is prohibited.

Sexting, sexual assault and sexual harassment are also serious offenses and are included within the Class III offenses. Depending on the circumstances, such conduct may constitute criminal sexual conduct for which a student may be permanently expelled as required by state law.

36. **Possession or Use of Alcohol/Drugs**

A student who possessed or uses alcohol or drugs on school premises, on the school bus, or at school sponsored events, even if off-site, is subject to a minimum suspension of five (5) school days. Depending on the severity of the offense a recommendation for long-term suspension or expulsion may be made.

Students found selling or possessing illegal substances with the intent to sell may be recommended for expulsion from SYLA. NOTE: Notwithstanding the statement above, repeated violations or situations considered critical by the school leader or his or her designee, may result in immediate referral to an appropriate agency for professional assessment and/or treatment or recommendation for expulsion.

37. Sexting

The act of sharing, possessing, or displaying lewd or nude pictures or images of students via social media or otherwise is prohibited and may be a violation of the Michigan Penal Code based upon the circumstances.

38. Sexual Assault Sexual

Sexual assault is a serious offense and will not be tolerated by the Academy. Any sexual act against a student, using force or against the student's will, or any non-forcible sexual act against the student where the victim is incapable of giving consent and where force or coercion are used or threatened is sexual assault. An act of criminal sexual conduct is also sexual assault

Students and parents are strongly encouraged to report a sexual assault or similar behavior involving students- a student and staff member or administrator, or a student and a third-party vendor, volunteer, or other person associated with SYLA, the Superintendent, school leader, counselor, or teacher.

39. Sexual Harassment

SYLA prohibits sexual harassment of any kind. Requests for sexual favors, unwelcome verbal, or physical conduct of a sexual nature, where such conduct has the purpose or effect of unreasonably interfering with a student's educational environment or performance by creating an intimidating, hostile or offensive educational environment constitutes sexual harassment and is prohibited SYLA. Inappropriate sexual behavior or misconduct by students, staff, administrators, volunteers, and vendors, other adults at the school or at any school-sponsored event or activity is prohibited and should be reported immediately to the building school leader, counselor, or teacher.

Conduct of a sexual nature is considered unwelcome if a student did not request or invite the conduct and the student considered the conduct to be undesirable, offensive, intimidating. The age of the student, the nature of the conduct and other relevant factors affect whether a student is capable under the law of welcoming sexual conduct. A student's submission to the conduct or failure to complain about the conduct does not mean that the conduct was welcome.

If such conduct occurs at school, on the school bus, or contracted transportation service, or at a school sponsored event or activity, a student is strongly encouraged to immediately report the conduct to the school leader, counselor, or teacher. Parents or guardians should also report any concerns or allegations. The administration will review the allegations and conduct a prompt investigation. Based upon the results of the investigation, the SYLA will take prompt, remedial action, which includes, but is

not limited to the suspension or expulsion of the student, permanent expulsion if the conduct is deemed to be criminal sexual conduct under the Michigan Penal Code, disciplinary action to staff member, administrator or employee to and including termination and termination of a contract with any third party vendor, or removal of a volunteer or third party from the school premises.

Depending upon the nature and severity of the conduct, a Class III violation may be considered a Class IV violation as subject to permanent expulsion under Michigan law.

Class IV Violations

Consistent with Michigan law, certain student conduct or acts will result in permanent expulsion as is more specifically set forth below as Class IV violations.

Class IV violations are:

40. **Arson** – Defined as felony violation of chapter X of the Michigan Penal Code, MCL 750.71 to 750.80.

41. **Physical Assaults** (MCL380.1311a(12)(B)1 – Defined as intentionally causing or attempting to cause physical harm against a district employee, volunteer, or a person contracted for the district by a student in grade six or above.

42. **Possession of a Dangerous Weapon on School Property** – defined as a firearm, dagger, dirk, stiletto, knife with blade over three (3) inches in length (as measured from point where handle ends), a pocketknife opened by a mechanical device, iron bar or brass knuckles. Further, consistent with the Federal Gun-Free Schools Act, 20 USC 3351, consistent with the definition of the term “weapon” defined by 18 USC 921 including, but not limited to, any weapon, (including a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by action of an explosive; or any destructive device which includes any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, or mine.

The following violations, although not required, are mandatory expulsions permitted under state law at the sole discretion of the Academy:

43. **Possession of A Dangerous Weapon on School Property** – BB guns, pellet guns, and lookalike “toys,” razor blade, or any similar object. Administration will take pictures of all items considered a dangerous weapon using an object of measurement.

44. **Possession with Intent to Distribute Alcohol/Drugs** – Selling, supplying, delivering, giving away, intending, or otherwise transferring to another person any regulated, controlled or unauthorized substances, including, but not limited to, alcoholic beverages, marijuana, intoxicants, drugs, “look-alike” substances that are misrepresented as drugs to another person, or imitation controlled substances.

Suspension

While the ten-day limit for short-term suspension may be widely accepted, the evidence exists that excluding a student from two weeks of instruction can have a devastating effect on the student, school performance, and long-term success. Therefore, as part of SER YouthBuild Learning Academy commitment to graduating well-educated students, Michigan Department of Education recommends the maximum length of short-term suspensions be five days. For a suspension of 10 days (about 1 and a half weeks) or less, a student is entitled to minimal due process protections, including oral or written notice of the accusation(s), what disciplinary measures are being proposed, and an opportunity to

respond. If feasible, the notice and hearing should precede the student's removal from school. If the student's presence poses a danger to persons or property or threatens to disrupt the academic process, prior notice and hearing may not be feasible. In this case, a hearing should follow the student's removal from school as soon as possible.

Levels of Suspension Occurrences

- 1st Offense – Student sent home for the remaining of day
- 2nd Offense – Student is sent home for 1 – 3 days
- 3rd Offense – Student is sent home for 4 – 7 days
- 4th Offense – Student is sent home for 8 – 10 days (about 1 and a half weeks)
- 5th Offense – Student is recommended for long term suspension.

Long Term Suspension or Expulsion Procedures

*Eleven (11) or More School Days

Pre-hearing:

Recommendation for Long Term Suspension or Expulsion

Step One: (Investigation) School leader investigates and decides that suspension for 11 or more days or expulsion is warranted. A packet is compiled of previous referrals, grades, attendance, interventions, witness statements, etc. It is then scanned and emailed to the Vice President, Student Services, which includes the written recommendation for long-term suspension or expulsion.

Step Two: (Correspondence) The student and parents receive written notification that includes the following information:

1. The charges against the student
2. The recommended disciplinary action (long-term suspension or expulsion)
3. The fact that a hearing will be held before the Board or Central Office designee
4. The procedures to be followed at the hearing
5. The right to representation at the hearing by an attorney

Step Three: (Scheduling the Hearing) ideally, the long-term suspension/expulsion hearing should take place before the initial maximum 10-day suspension period is exhausted. However, if scheduling conflicts prohibit this to occur, the school leader may decide whether the student's presence in school would present a danger to the student himself/herself, or to other students, school personnel or the educational process.

In the case where it would present a danger or disruption, the student shall remain out of school pending the decision of the Vice President of Student Services or designee. If the student would not present a danger or disruption as described above, the student may be returned to school pending the

decision of the Board or designee. Schoolwork will be provided throughout all suspension periods or extended days out of school.

Weapon-Free School Policy

Under Michigan law, any student who is found to possess a dangerous weapon in a Weapon-Free School Zone, or who commits arson in a school building or on school grounds, or who commits criminal sexual conduct in a school building or on school grounds shall be expelled from the school district permanently, subject to reinstatement. By way of example, but not by way of limitation, a dangerous weapon is a: firearm (i.e. weapon such as a handgun, rifle, pellet gun, or starter pistol), dagger, dirk, stiletto, and knife with a blade over 3 inches in length, pocketknife opened by mechanical device, iron bar, or brass knuckles.

A student found with a dangerous weapon or commits arson or criminal sexual conduct in a school building or on school grounds shall be expelled permanently, subject to reinstatement. A student thus expelled will be referred to the criminal justice system and the appropriate County Department of Social Services or community mental health agency. Notification of the referral will be provided to the parent, legal guardian, and/or student.

Assault on Another with a Dangerous Weapon in a Weapon-Free School Zone

Public Act 158 of 1994 provides that persons who assault others on school property or in school vehicles with a firearm or weapon are guilty of a felony punishable by one or more of the following: imprisonment for not more than four (4) years, community service for not more than 150 hours (about 6 and a half days), and a fine of not more than \$6,000.

Parental Liability for Minors who Commit Weapon Free School Zone Violations

A parent of a minor who commits a weapon violation is guilty of a misdemeanor if the parent knows of the intended violation and acts to further the violation or fails to report it. The misdemeanor is punishable by a fine of not more than \$2,000 and/or community service for not more than 100 hours (about 4 days) or probation. Legal reference: MCL 380.1311.

Drug Free School Program

As a participant in the "Drug Free Schools and Communities Program," SYLA emphasizes the maintenance of an orderly, secure, and drug-free school environment that is conducive to learning with an emphasis on the authority of teachers and administrators to identify and discipline students or employees who are possessing, using, distributing, or selling drugs or alcohol. Accordingly, SYLA has developed a firm policy aimed at eliminating the sale, use or possession of drugs and alcohol on school premises, enforcing disciplinary procedures and teaching students and staff that drug use is both wrong and harmful.

A student shall not be involved in any substance, drug, alcohol, or tobacco transaction, including without limitation: to buy, possess, sell, use, transmit, solicit; attempt to buy, possess, sell, use, or transmit; or be under the influence of any narcotic drug, depressant, or stimulant drug including without limitation: caffeine pills, hallucinogenic drugs, anabolic steroids, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, or intoxicant of any kind. A student shall not possess, sell, use, buy, or transmit, or

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attempt to sell, use, buy, or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse or unauthorized possession of a prescription drug or nonprescription drug shall be considered a violation of this rule; however, this rule shall not apply to proper possession and/or use of a drug as authorized by a medical prescription from a registered physician. Any student committing any such action will be turned over to the proper authorities and placed on Long Term Suspension with a recommendation for expulsion.

Student Vaping Policy

To promote a safe, healthy, and respectful learning environment, SER YouthBuild Learning Academy strictly prohibits the use, possession, distribution, or sale of electronic cigarettes (e-cigarettes), vape pens, or any vaping-related devices or substances on school property, during school-sponsored events, or while students are in transit to and from school.

Policy Guidelines:

- **Prohibited Items:** This includes but is not limited to vape pens, e-cigarettes, cartridges, and any other paraphernalia related to vaping (including nicotine and non-nicotine substances).
- **Enforcement Area:** The policy applies to all indoor and outdoor areas of the school campuses, including restrooms, hallways, classrooms, school vehicles, and event venues.
- **Search and Confiscation:** Any student suspected of possessing vaping-related items may be subject to a search in accordance with school safety procedures. Confiscated items will not be returned.
- **Consequences:** Violations of this policy may result in:
 - Confiscation of vaping materials
 - Parent/guardian notification
 - Mandatory tobacco/vaping education session
 - Disciplinary actions, which may include suspension or other school-based consequences as determined by administration
- **Support Services:** Students seeking support to stop vaping may request referrals to school-based or community health services for education and cessation resources.

SYLA Network Acceptable Use Policy and Guidelines

1. Introduction

This document formalizes the policy for users of SYLA network system. All users, including students, teachers, administrators, and educational organizations are covered by this policy and are expected to be familiar with its provisions.

2. User Responsibilities

It is the responsibility of any person using SYLA's network resources to read, understand, and follow these guidelines. In addition, users are expected to exercise reasonable judgment in interpreting these guidelines and in making decisions about the appropriate use of resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from SYLA's

Commented [RC1]: Please add a section for emails. We need to be specific that e-mail accounts will be deleted from our systems 1 year after exiting the school.

Information Technology department. Use of the network resources shall constitute acceptance of the terms of these guidelines.

3. Student Responsibilities

Students using SYLA's network are responsible for learning about the safe and responsible use of the Internet. They are responsible for using these resources appropriately. They must abide by the Acceptable and Unacceptable Uses policy as stated in this document.

If a student is misusing the system, educators in the district or the network administrator must report it to the school leader, and SYLA has the right to discontinue his/her use of the system.

4. Acceptable and Unacceptable Uses

The resources available to SYLA users are to be used for educational purposes. Users should not use the network to store any files that are not educational.

It is unacceptable for users to use these resources for:

- Furthering any political or religious purpose;
- Engaging in any commercial or fundraising purpose;
- Sending threatening or harassing messages;
- Gaining unauthorized access to computer or telecommunications networks;
 - Interfering with the operations of technology resources, including placing a computer virus on any computer system;
- Accessing or sharing sexually explicit, obscene, or otherwise inappropriate materials;
- Intercepting communications intended for other persons;
- Attempting to gain unauthorized access to SYL's network;
- Logging in through another person's account or attempting to access another user's password or files;
- Sending defamatory or libelous material concerning a person or group of people;
- Furthering any illegal act, including infringing on any intellectual property rights;
- Downloading, uploading, or distributing any files, software, or other material that is not specifically related to an educational project;
- Downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws.

As with any other form of communication, these systems may not be used to transmit or store messages or other data that are inappropriate under existing district policies, such as those prohibiting bullying, cyberbullying, harassment and sexual harassment; Users may not create, send, or store messages or other data that are considered offensive, contain sexually explicit material, or otherwise offensively address the age, race, ethnicity, gender, sexual orientation, religious or political beliefs, national origin, or disability of a person or a group of people. Users also may not create, send, or store messages pertaining to dangerous devices such as weaponry or explosive devices. Users should take all reasonable precautions against receiving or downloading messages, images, or other data of this sort.

5. No Expectation of Privacy

Network resources are the property of SYLA and are to be used in conformance with these guidelines.

SYLA Administrator retains the right to inspect any user's Home Directory (H Drive) and the files it contains, or any user's Email. SYLA also has the right to give permission to the teachers, the school administrators, and the parents of any student to review the use of the network by a student who they

think may be misusing the system. Users are advised that messages in discussion forums, including deleted messages, are regularly archived, and can be retrieved. In addition, an Internet security system automatically checks all data moving between the local area network and the Internet and logs the sending and receiving destinations. Use of the network resources constitutes consent for the SYLA staff to monitor and/or inspect any files that users create any messages they post or receive, and any web sites they access.

6. Software Deployment and Installation

The members of the Information Technology group must perform all software installation on district-owned computers and/or devices exclusively. No other user, student, educator, or administrator may install software on district-provided workstation. Software programs and systems which are being evaluated for standardization and/or installation on any district-owned computer, device or server must be reviewed by the Information Technology group for compatibility, resource allocation and deployment.

To comply with Federal copyright laws, all software requested to be installed on district-owned computers must have appropriate license documentation on file with the Information Technology department.

7. Passwords

Each user shall be required to use and maintain a password created according to guidelines. This password is to be used to access the computer network and any resources that reside within the network and require password access. The users must take precautions to maintain the secrecy of their password so that other users will not be able to utilize that password for malicious purposes. If a user suspects someone has discovered their password, they should change it immediately. SYLA network users are responsible for all activity under their accounts.

8. Violations

Failure to observe these guidelines may subject users to termination of their accounts. The technology department will notify school or organization administrators of any inappropriate activities by the users. It will also advise law enforcement agencies of illegal activities conducted and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities.

9. Disclaimers

SER YouthBuild Learning Academy makes no warranties of any kind, either expressed or implied, for network services and resources. SYLA is not responsible for any damages incurred, including, but not limited to: loss of data resulting from delays or interruption of service, loss of data stored on network resources, or damage to personal property used to access resources; for the accuracy, nature, or quality of information stored on networks resources or gathered through networks or the Internet; for unauthorized financial obligations incurred through provided access. Further, even though SYLA may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statutes.

10. Student Emails

Each Student will be issued a SER YouthBuild Learning Academy email address for school usage only, the email will be deactivated a year after the student is exited from the program.

This policy complies with state and federal telecommunications rules and regulations. The district is CIPA compliant. LEGAL REF: MCL 380.1300; 380.1311; 1311a (2), 1311a (12) (b); 380.1596 Title VII, Section 703, Civil Rights Act of 1964, as amended.

Custody/Court Orders

SYLA will comply with all custody orders from a court of law. It is the responsibility of the parents to provide the school district with current documentation. At the beginning of each school year, the custodial parent should provide a written statement as well as designate in writing on the emergency card, the names and telephone numbers of those individuals and relatives to whom the student may be released and those individuals, if any, to whom the child may not be released. If a court order denies the non-custodial parent access to the student while at school, it is the custodial parent's responsibility to provide a copy of a court order signed by a judge for placement in the student's file.

SYLA will rely on and act in accordance with the most current documentation in its possession; accordingly, if there are changes in custody arrangements it is up to the parent to provide the updated documentation to the Academy. Please be advised that a student will not be released to any individual who is not listed on the emergency card for any reason.

Commented [RC2]: Who is creating the emergency card?

Homeless Students

Homeless students have equal access to the same free, appropriate public education and comparable services. Parents/Guardians of homeless students are requested to contact the School Leader. The Homeless Children and Youth Liaison will work with homeless students and their families to ensure their educational needs are met.

Equal Rights Policy

It is the policy of SYLA students, parents and employees shall not be discriminated against because of race, sex, creed, color, national origin, age, height, weight, marital status, veteran's status, disability, or religion in any educational program, activity, or employment.

Medication at School

Medical Emergency procedures assure that the school will make every attempt to reach parents and/or emergency contact persons listed. If it is impossible to reach the listed emergency contact people, your student's doctor will be called and, if necessary, arrangements will be made to take the child to the emergency room of the nearest hospital. When necessary, an ambulance will be called, and a staff member will accompany the child to the hospital.

Authorized personnel will be available during school hours to administer medication. When your child is ill and requires medication during school hours, parents will be advised to arrange a schedule of times to administer the medicine. The school will also require:

1. Written permission from the parent
2. Written permission from the physician.
2. Medicine container that is properly labeled by the pharmacy with the following information: name of the child, type of medication and daily dosage.
3. At no time will the school distribute any non-prescription medications without written authorization from the parent or guardian.

Commented [RC3]: Fix formatting. Where is the medication kept?

School Cancellation/Unscheduled Dismissals

On occasion, it may be necessary to cancel school because of inclement weather or mechanical failure. Snow and ice may make it impossible for transportation. At such times, a message will be sent to parent emails and our messenger service will call every parent. For this reason, please make sure the office has the most accurate information possible. Please watch Channels 2, 4, and 7 for school closings.

Please note: SYLA is not part of the Detroit Public School District and is listed separately.

Lunch/Food Service

SYLA will provide students daily (when school is in session) nutritionally balanced breakfast and lunch. SYLA will be operating a closed lunch program. Students will be assigned a scheduled lunch period for a half-hour. SYLA expectations are that students will only eat lunch during their scheduled time and will not be permitted to eat lunch during class time. Students are prohibited from having food delivered to the building from delivery services such as Door Dash, Grub Hub UBER eats and other delivery services. Students who forget their lunch will receive a regular lunch provided for the day.

In accordance with State School Law, we follow a Wellness Plan that encourages serving healthy food. All will be provided with free breakfast and lunch free. Due to Federal requirements and the Wellness Plan, pop, junk food (candy, hot chips, etc.) and fast-food items, we encourage students not to bring these items to school. Students will not be allowed to eat these items during class time nor in classrooms.

For students to bring their lunches to school, SYLA encourages healthy lunches. Some ideas of healthy items are pretzels, sun chips, cheese sticks, Jell-O cups, yogurt, Cheez-it, etc. If you have any question regarding breakfast and lunch, please contact the school leader

Staff/Student/Parent Code of Conduct Agreement

We have read, understand, and agree to all the rules and language of SYLA's Code of Conduct.

Student Acknowledgement and Understanding:

I have read, understand, and acknowledge all the expectations and the policy as set forth in this document. I agree to abide by the guidelines stated.

Student Name (Printed)

Student Signature

Date

Parent/Guardian Acknowledgement and Understanding:

I have read and understand the academic integrity policy and stated expectations for my child and agree to support the integrity of honest academic work. I understand that participation in my student's education will help determine his/her likelihood of success in school. Therefore, I will monitor and support my student in his/her studies. I agree to be accessible and readily available to any instructor to discuss my student's progress and development. Failure to follow these policies may result in consequences as set forth in the Student Code of Conduct.

Guardian Name (Printed)

Guardian Signature

Date

My signature below reflects that I have read the policy and understand the expectations, procedures and consequences as described above.

Parent/Guardian Name Printed:

Parent/Guardian Signature:

Student Name Printed:

Student Signature: