



**Parent/Student Handbook**  
**June 2016**

*Lower School*

## **FOREWARD**

This handbook is designed to help you understand The Midland Academy. No part of this handbook is to be construed as a contract. This handbook is only a summary of our program and highlights particular areas. The terms “parent”, “guardian”, and “parent/guardian” are used interchangeably throughout this handbook. The Midland Academy of Advanced and Creative Studies may be referred to as “TMAACS”, or “The Academy”, or “The Midland Academy”. Midland Charter Initiative may be referred to as “MCI”.

We urge you to review the contents of this handbook. The Midland Academy is a program with high expectations. Students are expected to excel in various disciplines with enthusiasm. The enthusiasm of our school is reflected in the support of our parents, students, friends and community. The Academy is a state-funded school and operates free of federal funds.

These policies, rules and regulations have been written to promote harmony and safety in our school community, allowing us to focus on the educational process. The rules, regulations and policies of the school are subject to change from time to time by the administration, or the board of directors of The Academy. The Academy reserves the right to suspend or cancel classes and/or other Academy functions, or change the curriculum or its components for any reason.

## **WELCOME**

The Midland Academy, chartered through Central Michigan University, is available to children of any Michigan resident. The school provides a family atmosphere and a nurturing environment by embracing all grades (K-12). The grade continuity enables students to grow in a stable setting, with guiding principles and key values consistently reinforced through the collaboration of home and school.

The Academy offers a challenging academic program with an advanced and expanded curriculum. Students from The Midland Academy are known for accepting challenges. Beyond academics, enrichment is provided through such offerings as visual and performing arts, athletic clubs, academic teams, field trips and community involvement. Parental participation is a vital link in the success of our school and is encouraged through our formal Parent Partnership Network. The Academy also builds such life skills as responsibility, proper social behavior, and decision-making. Students experience the rewards and self-respect that stem from shared responsibility for their education.

The Midland Academy experience is unique. We have designed our program to be rigorous yet diverse enough to be balanced by social activities. It is our hope that students find their experiences at The Academy to be challenging, rewarding and fun, while helping them develop the desire to become life-long learners.

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## Foundation

### Origin of The Midland Academy of Advanced and Creative Studies

The Midland Academy became a vision after Michigan's first law on Charter Schools, or Public Schools Academies, was passed in December 1993. The new law allowed the creation of public schools with a specific focus and an independent governing body. All decisions, administrative and academic, are made by the board or staff of The Midland Academy and reflect the personality of our school. Through the dedication of numerous volunteers, our vision became a reality. The Board of Trustees at Central Michigan University approved our charter in the spring of 1995.

Team-work brought us these impressive results. We had outstanding parents, educators and business leaders who devoted many hours to developing The Midland Academy of Advanced and Creative Studies. They accepted the challenge of developing a rigorous academic program with high standards.

Now a reality, this program for advanced and creative studies was founded to allow students with potential for high academic and personal achievement to have access to an environment that challenges them to reach their full potential. The curriculum and program are accelerated with increased depth and breadth. Parental participation, key values, proper etiquette, appreciation of our country's heritage, and a market-driven free-enterprise education principles are characteristic of The Midland Academy of Advanced and Creative Studies.



***A SCHOOL IS A BEAUTIFUL PLACE IN THE VILLAGE WHERE  
EDUCATION IS ENLIGHTENED AND CHARACTER IS INSTILLED.***

**-Kathryn A. Shick, Founder**

## **Mission**

The mission of The Midland Academy is to provide a values-driven, rigorous academic learning environment that challenges each student to reach his/her full academic potential. The Academy prepares each student for a future as a productive, well-rounded person who enhances his/her community, working from a personal foundation of traditional values, self-discipline, accountability and responsible behavior.

## **Philosophy**

We believe that parents are the primary teachers of their children. Therefore, the key to a sound education is close cooperation among parents, teachers, staff and students.

We believe that to fill the future needs of a technological society, students must complete a rigorous curriculum of core academic subjects.

We believe that the values of a civilization are conveyed through teaching and experience, understanding, appreciation of the arts and cultural diversity.

We believe that, to become effective contributing members of their families, communities, and the world, students must build important life skills including self-discipline, accountability, and respect for the rights, opinions and property of others.

We believe that learning is a life-long process. Love of learning, critical thinking skills, a broad knowledge base and effective interpersonal skills will prepare students for a changing future.

## **Lower School Philosophy**

The Midland Academy motto "Altiora Peto" (I seek higher things) reflects the philosophy of the Lower School. We offer challenging and comprehensive instruction in the basic liberal arts disciplines through diversity of teaching styles in homogeneously grouped classrooms. We stress the extension of the educational process beyond academics with required athletics, activities and a variety of assemblies, seminars and symposia. We believe that every student from average to gifted ability has the potential for a successful university experience. We maintain a nurturing environment created by close faculty-student and advisor-advisee relationships. We adhere to the premise that creativity can flourish in a structured and dignified environment. We recognize that in addition to superior academic credentials, our faculty must also possess the character traits that will enable them to serve as role models for students in the areas of respect, leadership, personal integrity and responsibility to the work ethic.

## **Principles**

The Academy expects the parent body, student body and staff to be in agreement with the following principles and to enthusiastically embrace them. The Midland Academy promotes the following principles which are the foundation for the design and execution of the curriculum and program.

1. Provides students with a rigorous academic foundation consistent with entry into institutions of higher learning.
2. A curriculum which places a strong emphasis on traditional academics, coupled with practical application.



3. A secure learning environment supported by required, active collaboration from staff, parents and students.
4. A commitment between home and school. The parent-school partnership stems from defined responsibilities, communication, mutual respect and a common vision.
5. A curriculum and program support for the development of an ethical, productive, creative and critically thinking student.
6. A program which enhances the learning environment by requiring good citizenship and personal accountability.
7. Installation and support of a strong system of Key Values.

Success in The Midland Academy requires strong academic achievement for a student of good academic quality. Students are challenged to reach full potential.

### **Key Values**

The Midland Academy attracts parents, students and staff who regard these Key Values as important and desirable to securing a student's long-range success as an ethical, productive, critically thinking member of society. The Midland Academy program will actively promote these values.

1. We pursue academic excellence with alacrity.
2. We strive to achieve our individual potentials.
3. Each of us exhibits personal qualities of enthusiasm, motivation and perseverance.
4. We embrace learning as a self-directed and lifelong activity.
5. Each of us is responsible for his/her actions and decisions.
6. We interact cooperatively with others, resolving conflict through respect, negotiation and compromise.
7. Our behavior is a credit to The Academy and an asset to the learning environment.
8. Each individual's word is his/her bond.
9. We show respect for individuals, beliefs, property and truth.

“Life’s ups and  
downs provide  
windows of  
opportunities to  
determine ... (your)  
values and goals ...  
Think of using all  
obstacles as  
stepping stones to  
build the life you  
want.”

**Marsha Sinetar**

## Statement of Purpose

The Midland Academy of Advanced and Creative Studies (TMAACS) whose heritage dates from 1995, is a public charter academy, college preparatory school with programs for kindergarten through twelfth grade.

The Midland Academy of Advanced and Creative Studies:

- Academics Provides teachers who are strongly committed to academic excellence. Emphasizes an outstanding academic program which encourages independence of and love of thought. This program is enriched by offerings in the Fine Arts, Sports, Activities and Community Service.
- Individuals Challenges students to grow in mind, body and spirit, developing integrity, leadership and respect.
- Community Cultivates a strong sense of community within a diverse school family. Promotes civic and international awareness and responsibility.

## Desired Student Achievements

It is anticipated that each student will accomplish the following goals over the course of his/her experience at The Midland Academy and parents and staff will enthusiastically support the pursuit of these achievements.

1. Each student will have an academic foundation appropriate for entry into a professional discipline or university.
2. A student not desiring college training will have a strong academic foundation to support direct entry into the job market.
3. Each student will be a productive, well-rounded person who enhances their community, nation and world.
4. Each student will write, read and speak with the confidence that comes from excellent abilities in these areas.
5. Each student will manipulate numbers and deal with mathematical concepts with the confidence that comes from excellent abilities in these areas.
6. Each student will have the capability and desire to be a lifelong learner.
7. Each student will be intellectually independent.
8. Each student will be a critical thinker, able to discern fact from opinion.
9. Each student will be confident in using his/her creative talents.
10. Each student will have explored his/her individual potential and will have learned to stretch his/her personal expectations.
11. Each student will understand that enthusiasm, motivation and perseverance are crucial to academic success.
12. Each student will have experience working within a strong ethical framework that reflects traditional values and emphasizes personal responsibility, ethical behavior and respect for others.

*School life should grow gradually out of the home life...it should take up and continue the activities with which the child is already familiar in the home.*

**-John Dewey-**

## **School Community**

School is a community, a community of many parts where learning takes on many forms. Our Lower School student body ranges from Kindergarten through the fourth grade. Students come primarily from mid-Michigan. Faculty and administration also bring to the school diverse background and experiences. Faculty and administration play a significant role in our concept of community. Not only do they teach, they also coach, advise clubs and participate in the recreational life of the students. The Midland Academy is a growing community, each individual working toward the creation of an environment in which all members learn, grow and benefit from one another's company.

### **School Motto, Mascot, Colors, Shield**

*School Motto:* "Altiora peto" ("I seek higher things")

*Mascot:* Golden Eagle

The school's mascot is known for his ability to soar high, be proud, and have courage, just like our students. Golden eagles also are known for their parental dedication and commitment, like the parents of our school.

The golden eagle is the monarch of the bird kingdom. The eagle resides in North America, particularly around the Great Lakes. The eagle is majestic in his flight and stance. He soars high hunting for food, and can carry prey weighing as much as himself to his nest. He looks proud and is courageous. The golden eagle is faithful to his mate until death. As parents, dedication prevails as they supervise the educational play of their offspring. Their parenting skills continue after their young have left the nest. The golden eagle has been used to symbolize freedom and power. The Roman warrior used the golden eagle as a sign of strength and bravery.

*Colors:*

The colors of the State of Michigan are Blue and Gold and represent the territory of our student population. Locally, the colors symbolize Midland being located in the cornfield surrounded by the sky and Great Lakes.

*Shield:*

The Midland Academy coat of arms consists of a shield, crest and motto. The symbols in the coat of arms represent the quality and life of The Midland Academy.

The shield's five stars represent quality, the book and candle represent knowledge and the palms represent achievement. Together the shield distinguishes The Midland Academy by "Quality Education in Knowledge and Achievement". The life of the school includes knowledge, leadership and character.

The crest is a crown, referring to the distinction of our school. Within the scroll is our motto "Altiora peto" ("I seek higher things").

### **Parental Participation**

Educators and parents are increasingly aware that parental involvement in schools has a long-term, positive effect on the education of children.

Through parents, children learn to value education and to succeed through learning. To foster this attitude in the school setting, parents and school must work together and reinforce each other as partners.

Each partner has a role to play. Both school and parents must clearly understand the mission of the school and commit themselves to carry it out in an atmosphere of mutual respect and cooperation. Parents must recognize the strengths of the faculty and administrators and the school must recognize and encourage parental input.

The following Principles of Good Practice, developed by the National Association of Independent Schools, serve as guidelines in promoting an effective partnership between parents and schools.

#### *Parents Working with Schools*

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, communication, mutual respect and a common vision of the goals to be reached.
2. Parents study their own expectations and philosophies and compare those to the expectations, philosophies and programs of the school before making a commitment to the school.
3. Parents are familiar with and support the school's policies and procedures.
4. Parents provide a home environment, which supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school. This can be done in or out of the classrooms in a variety of ways.
6. Parents value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address concerns.
8. Parents share with the school any religious, cultural, medical, or personal information that the school may need in order to best serve the student.

#### *Schools Working with Parents*

1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, shared commitment to collaboration, open lines of communication, mutual respect and a common vision of goals to be reached.
2. The school clearly and fully presents its philosophy, program and practices to parents during the admissions process and talks with parents to clarify their expectations.
3. The school seeks and values parents' perspectives on the student.<sup>1</sup>
4. Teachers and administrators are accessible to parents for candid and open discussions.

“There are few, if any, jobs in which ability alone is sufficient. Needed also are loyalty, sincerity, enthusiasm and team play.”

**William B. Given**

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<sup>1</sup> The Academy may share concerns, comments, or communications of one custodial parent with the other joint custodial parent.

5. The school keeps parents well informed through systematic reports, conferences, publications and informal conversations.
6. The school defines clearly how parents are involved in major decisions that affect the school community.
7. The school offers and supports a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process, inside and outside of the classroom.
9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

## MIDLAND CHARTER INITIATIVE

### Founder of the Midland Academy of Advanced and Creative Studies

The Midland Charter Initiative is a non-profit organization exempt from federal income taxation under internal revenue section 501(c)(3) that founded The Midland Academy. Although The Midland Academy does not charge tuition, MCI is able to solicit, and is happy to accept any grants, gifts or bequests which support its mission, enabling us to enhance education.

Philanthropy of education has been a tradition deeply rooted in the United States. Significant financial support serves to strengthen the ideas being pursued by the students and faculty.

Our team naturally includes our generous donors whose gifts brought us to the milestone of reality. Their gifts support the educational program and enhance educational opportunities for students. The Annual Giving Fund has a major impact on the quality of education offered. We are grateful for the generosity embedded in the hearts of our benefactors, and remind them that their gift is tax-deductible.

- Yes, I want to support education. Enclosed please find a check made out to the Midland Charter Initiative, a 501(c)(3) corporation.

### Annual Giving Fund

President's Gold Fund.....\$10,000+ \$9,999	Leadership ..... \$5,000-
Challenge .....\$1,000-\$4,999	Sponsor..... \$500-\$999
Partner .....\$200-\$499	Friend ..... \$ ___-\$199

Name: \_\_\_\_\_

Organization/Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

This is my  home address or  business address

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Make contributions payable to:

#### The Midland Charter Initiative

Office of Fund Development  
4653 Bailey Bridge Road, Midland, MI 48640-8542  
Phone (989) 496-2404 / FAX (989) 496-2466

Please bill my  Master Card or  VisaCard Number \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

- Please contact me about how I can make a transfer of stock to Midland Charter Initiative.

- Please contact me about how I can make a strategic investment to MCI through estate planning.

Yes, I work for a matching gift company. My employer is: \_\_\_\_\_

- My matching gift is enclosed.

# **Administrative Operations**

## **GENERAL INFORMATION**

### **Rights and Responsibilities of Choice**

Parents have a right to choose their child's school that best suits their needs, interests and life-styles. Parents and students having chosen their school, have the responsibility to observe the standards and regulations established by the school they have selected. A student's enrollment at The Midland Academy involves an agreement with The Academy that the parents and student will obey the academic and non-academic regulations of The Academy.

### **Transportation**

Transportation is not provided for students who attend The Midland Academy. Parents and/or guardians are responsible for providing transportation to and from school for their students. Private services, such as Dial-a-Ride or County Connection, or carpool arrangements can be made independently.

### **School Closing**

In the event of inclement weather cancellation of classes or other Academy function, school closing announcements may be made on the following stations: WNEM-TV5, WJRT-TV12 (WHNN-96.1 & WIOG-102.5), MCTV, WEYI NBC 25, WMRX/WMPX 1490AM, Next Media (WSGW-790 AM, WGER-106.3, WCEN-94.5, WTCF-100.5).

### **Office Hours**

During the school year the normal hours of operation are from 7:30 a.m. until 4:00 p.m., Monday through Friday.

### **Announcements**

Announcements may be communicated through Skyward, digital Thursday Folder and or a daily bulletin over the telephone intercom. The Dean or Dean's designee must approve all announcements. Teachers may make requests for announcements by completing the requisite form and submitting it to the Hospitality Office.

Following telephone intercom announcements will be the Pledge of Allegiance.

### **Lost And Found**

All personal property must be clearly labeled. This helps to return lost property to the rightful owner. Personal property is the sole responsibility of the owner. All unclaimed articles of clothing, books, and other materials should be turned into the lost and found area. Any items not claimed after each marking period will become the property of the school.

### **Supplies**

Our school will provide the basic classroom needs for each student. Because students enjoy a sense of ownership when they have their own supplies, we encourage students to bring their own paper, pencils, technology, etc. A supply list is provided on the website. School property that is damaged or lost will be charged to the student's account and paid

before report cards are distributed and before students are allowed to participate in graduation ceremonies and events.

### **Arrival and Dismissal**

Except for those with specific responsibilities, students should not enter the building before 7:30 a.m. Students waiting may wait in designated areas until the appropriate bell rings permitting them to go to lockers, restrooms, drinking fountains or classrooms. Students will leave the building promptly after the daily dismissal bell has rung. Students authorized to stay for after-school activities (i.e., student government meetings, sporting events, Academic Lab, etc.), must report immediately to their designated room or area.

### **Student Drop-off and Pick-up**

For the safety of our students, please enter the school property at a slow speed of 5 m.p.h. or below. Vehicles must enter the east entrance from Bailey Bridge Road and proceed around the left lane of the circle drive. Students are dropped off and picked up in the right lane on the west side of the circle drive. If you plan to park your vehicle while waiting to pick up your child(ren), park in the right lane of the east side of the circle drive. Then proceed to the right lane of the west side of the drive to pick up your child(ren). Students must exit and enter the vehicle on the passenger side. This prevents students from exiting in the path of another vehicle. Make sure students are cleared from the front of your vehicle before exiting the drive.

### **Parking**

Vehicles must enter the east entrance from Bailey Bridge Road. Use the front lot designated as the parent and visitor parking area. Parents are to walk their children into the school building. Vehicles must exit via the west exit onto Bailey Bridge Road.

### **Closed Campus**

The Midland Academy is a closed campus. Students must stay on the grounds from the time they arrive until dismissal or until they have been signed out by their parents or with the permission of their parents. All students leaving school grounds must sign out through the Hospitality Office.

### **Lunch**

The Midland Academy of Advanced and Creative Studies has a brown bag lunch program. All students must provide their own lunch, including necessary dishes and plastic tableware. The Academy encourages proper table etiquette and behavior, including proper napkin use and conversational tone level. We know that parents will support us in this effort. Parents are welcome to join The Midland Academy family for lunch. Please sign the school family register as you join us for lunch.

During times of the school year when the gymnasium is being used, students will be assigned rooms in which the student will eat lunch as shown on the student schedule. At the beginning of the lunch time students need to report to their lunch room. Students who wish to have their lunch time in a room other than where they are assigned must have permission from the staff in the room they will be visiting, as well as the staff in their assigned lunch room. Staff reserves the right to deny any student entry into their room during lunchtime, or to ask a student to return to their assigned lunch room.



Microwaves may be provided as a courtesy for the students. Misuse of the microwave is subject to remedies applied according to the Student Code of Conduct. Students need to provide their own appropriate dishes and tableware. Elementary age students do not have access to microwaves at this time.

Students are responsible for cleaning up after themselves. Lunch staff will instruct students to begin cleanup 5 minutes prior to the end of lunch time. A cleanup checklist is provided. Students will be dismissed from their appointed lunch room when cleanup is complete.

### **Student Locker & Desk Policy**

School wall lockers will be assigned to students in grades 5-12 for their use at the beginning of each school year, or when new students enroll during the school year. Lockers and desks are the property of The Midland Academy and will be treated as school property. The Midland Academy does not supply locks for the student wall lockers, and strongly discourages students from storing any valuables in their locker. Students who choose to provide their own lock for the locker must give a duplicate key or a written copy of the combination, whichever is appropriate, to the main office to be kept in their student file. The Midland Academy reserves the right to search school property (including the use of canine searchers), such as lockers and desks used by students, the person or the property, without notice. In the event a key or combination provided to the office does not open the lock, The Midland Academy administration, or their authorized designated party, reserves the right to remove the lock. The Midland Academy will not be responsible for the condition of the lock.

Students will maintain a neat and orderly locker and desk. Perishable foods are not to be stored in lockers or desks. As with any school property, misuse or damage to lockers and desks is subject to disciplinary action. Students are responsible for leaving their locker and desk empty and clean at the end of the school year, or upon withdrawal during the school year. All trash, stickers, magnets, books, papers, etc. must be removed. A student's report card and transcript may be withheld, at administrator discretion, due to damage or poor condition of a locker at the end of the school year, or upon withdrawal during the school year, until the damage is restored to appropriate condition by the student or reimbursement is made for the costs of the damage.

### **Leaving School**

If it is necessary for a student to leave school, he/she must have his/her parent or adult guardian come to the school and sign him/her out prior to the student's dismissal. If a student has driving privileges, his/her parent or adult guardian must provide written permission for the student to be allowed to leave the school during school operations. This written permission must be delivered to the Office of Student Services or designee before the student is allowed to leave campus. Before a student leaves the school property, including students who are at the age of consent under the conditions that conform to the law, he/she must sign out in the Hospitality Office. If a student leaves without following the proper procedure, he/she may be referred for disciplinary action. Each parent is allowed to designate adults who will be allowed to sign in and out their child.

## Use of Telephone

For the convenience of students, a telephone is located in the Hospitality Room. Calls may be made during lunch, before and after school and should be limited to one minute. Students will not be allowed to use telephones in the classrooms. Parents and relatives are requested to telephone students only in an emergency.

## Fund Raising

All fund-raising events must be approved by the Controller of Midland Charter Initiative. Procedures to be used in raising the funds and the purpose for which the funds will be used must be submitted in writing to the Controller, co-signed by the activity sponsor and a faculty sponsor. Door-to-door fundraising outside of the school will be prohibited. Individuals are asked to fundraise from known individuals who will not jeopardize their safety and well being. All funds, including club dues, must be deposited in proper account in the Business Office. Accurate accounting of funds must be made by the group treasurer, reported periodically to the group and verified with the account records maintained in the Business Office. It is specifically prohibited to maintain accounts outside the school or the Midland Charter Initiative.

## OPPORTUNITIES

### Alumni Relations

All Midland Academy graduates are eligible for membership in TMAACS Alumni Association. The office of Alumni Relations is the link between alumni and The Academy community.

The Midland Academy/Midland Charter Initiative and the Alumni Association Board seek to build loyalty and support among TMAACS graduates through involvement in social, educational, cultural, and political activities. Alumni are significant contributors to the continued growth and improvement of The Academy. Through professional and community experiences, alumni demonstrate the quality of TMAACS, bringing distinction to the alumni body and their alma mater.

### Volunteer Opportunities and Responsibilities

Your time and talents are essential and invaluable in enhancing the school's ability to fulfill its mission. A minimum of 30 parent/school contact hours are required each year and are viewed as an important factor in student progress. Volunteers are asked to sign in during the time they volunteer at the school or are involved in their child's academic life at the school.

Recognition Levels for Volunteers:

Level	Minimum Number of Volunteer Hours
Bronze	30
Silver	100
Gold	250
Platinum	400+

The list of rights and responsibilities (adapted from ISM To The Point) establish what a volunteer can expect from the school, and what the school expects from our volunteers.

- Opportunity:** To be fully informed about the school’s mission and philosophy.  
**Responsibility:** To accept, support, and be able to articulate the school’s mission and philosophy.
- Opportunity:** To know as much about the school (its people, programs, etc.) as is necessary to fulfill the requested duties.  
**Responsibility:** To understand that some information is confidential, and to maintain that confidentiality.
- Opportunity:** To receive appropriate orientation and training.  
**Responsibility:** To attend and give full attention to all orientation and training sessions.
- Opportunity:** To be provided with a “job description” for the position or task.  
**Responsibility:** To perform tasks as requested by the school, and to ask questions of the appropriate school personnel.
- Opportunity:** To be supported by the school’s professional staff.  
**Responsibility:** To work well under the direction of others and to be open to suggestions.
- Opportunity:** To be respected and recognized as a member of the school community – not just the volunteer group.  
**Responsibility:** To have a professional attitude toward volunteer work.
- Opportunity:** To have a volunteer experience that is personally fulfilling and fun.  
**Responsibility:** To commit only to the extent that personal, business, and social obligations permit.
- Opportunity:** To receive open and frequent communication about their specific volunteer tasks and general school information.  
**Responsibility:** To maintain consistent two-way communication.

## **COMMUNICATIONS**

### **Parent Conferences**

PARENT(S) ARE REQUIRED TO ATTEND ALL CONFERENCES. If the parent is unable to attend at the designated time an alternate time will be scheduled.

### **Parent Concerns**

Parental concerns regarding individual students are to be directed to the lead teacher or appropriate enrichment educator. If concerns cannot be addressed briefly, the teachers are willing to set up a conference to provide their undivided attention. A school administrator is available to address concerns that need further review, outside a student's particular class experience. Concerns, comments or communications from one custodial parent may be shared with the other joint custodial parent.

### **Parent/Guardian Communication Policy**

Policy Statement:

In any school differences of opinion may develop with parents/guardians about the policies and procedures under which the school operates or about a teacher or staff member. The effective resolution of these differences is important to the positive educational experience that the student will receive and to the successful operation of The Midland Academy of Advanced and Creative Studies. Therefore, parents and guardians must always express their concerns in a courteous and constructive manner, never interfering with or disrupting instruction and/or school operations. The Academy will not tolerate any disruptive behavior, including but not limited to vulgar or profane language, physical or verbal assault, in-person, written, or cyber bullying, or threatening or intimidating comments or actions. Conversations may be monitored and/or recorded. Should any parent, guardian, or other visitor conduct him or herself in a disorderly manner, he or she will be asked to leave and law enforcement may be called. Individuals who do not leave or return to the property after being required to leave, will be trespassing, which may result in criminal prosecution.

Accordingly, it is the intent of the Academy Board that parental concerns about policies and procedures be addressed in the following manner and that they're resolved in the most positive, productive and timely manner possible. The Board believes that the following procedure will accomplish this goal.

Procedure for Resolving Parental/Guardian Concerns:

1. Parent/Guardian-Staff Member Meeting:  
A parent/guardian who has a concern pertaining to the operation of a particular Academy program or in regard to an individual staff member, shall be responsible for meeting with that staff member and communicating the nature of the concern about the program or the staff member. The staff member should be given the opportunity to respond to the issue raised by the parent/guardian. Every attempt should be made to resolve the issue raised between the parent/guardian and the staff member at this meeting.
2. Parent/Guardian-Administration Meeting:  
If the parent/guardian meeting with the staff member does not resolve the issue raised, the parent/guardian will be responsible for arranging a meeting with an appropriate administrator to discuss and attempt to resolve the issue raised by the parent/guardian. This meeting may or may not include the staff member based on the sole discretion of that administrator.
3. Parent/Guardian Chancellor Meeting:  
If the parent/guardian meeting with an administrator does not resolve the issue raised, the parent/guardian will be responsible for arranging a meeting with the Chancellor to discuss and attempt to resolve the issue. This meeting may or may not include the staff member, the administrator with whom the parent/guardian met with earlier, or any combination thereof, based on the sole discretion of the Chancellor.
4. Parent/Guardian Submits Letter to Academy Board President:  
If the parent/guardian meeting with the Chancellor does not resolve the issue raised, the parent/guardian may submit a letter to the President of the Academy Board explaining the issue and the remedy the parent/guardian seeks.

5. Board President Review:  
The Board President will review the issue raised and may review it with the parent/guardian and the Chancellor in an effort to resolve the issue.
6. Academy Board Review:  
If the issue is not resolved or cannot be resolved by the President of the Board, the parent/guardian may bring the issue to the Board. The Academy Board may review the issue either by a committee of less than a quorum or, at its option, by the full Board.

A Board committee may refer the issue to the full Board for resolution.

Consideration of an issue by the full Board will be consistent with the Michigan Open Meetings Act.

# **Building Operations**

## **SECURITY & SAFETY**

### **Security**

The following is a list of security procedures which will be implemented at The Midland Academy:

1. All faculty and personnel will be provided identification with name and title.
2. All visitors on campus will be asked to sign in and secure visitors' passes in the Hospitality Room.

### **Visitors**

Visitors to the school must always report to the Hospitality Room for clearance. Students are permitted to bring a guest to introduce to The Midland Academy. All arrangements for visitors must be pre-approved by and made through the Office of Student Services. All visitors must have a visitor's pass and sign in at the Hospitality Room.

### **Fire, Tornado and Lockdown Drills**

Fire, tornado and lockdown drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given students must immediately leave their assigned areas in a quiet, orderly, single file format, proceed to the designated area and are to remain quiet and orderly until an "all-clear" is sounded. Everyone must obey orders provided by proper authority. The teacher in each classroom will give instructions to students. Plans are posted in each classroom.

### **Tobacco-Free Environment**

According to Michigan State Law, the use of tobacco products is not permitted in the school building or on school grounds.

### **Left Child Policy**

A student or child who is not picked up after school or after a school activity will be handled in the following fashion.

1. Parent(s) and other approved individuals noted on the emergency contact list will be notified.
2. If the parent(s) or approved individuals can't be notified or are unable to pick up the child, 911 or the Department of Social Services are to be called.

### **Animal Policy**

By enrolling in the Academy parents and students acknowledge and accept that Animals are part of the environment and are an integral part of the educational experience of the school. Students, parents and visitors may come in contact with, or be exposed to, various animals on school premises or while participating in school sponsored trips, field trips or activities on and off the premises.

# **Student Services**

## **ADMISSIONS**

### **Definition of Enrollment District**

Enrollment District: An Academy authorized by the Central Michigan University Board of Trustees can enroll pupils from throughout the State of Michigan.

### **Open Lottery**

The Midland Academy of Advanced and Creative Studies is open to all students (grades K-12) residing in the state of Michigan. The Midland Academy is an advanced academic program and committed to a rigorous educational program. Once enrolled, we expect students to abide by this program. The parent and student should evaluate the curriculum, method of teaching, character education, and school culture when considering The Academy.

If The Academy has more applicants than available space, it will select students using a random selection method, according to state law in the State of Michigan. Students not selected for enrollment will be placed on a wait list as ordered by lottery.

### **Applications Accepted Year Around**

The Midland Academy of Advanced and Creative Studies will accept applications year-around. All applications are date and time stamped upon receipt. If the grade or grouping for which a student is applying is not filled to capacity, students will be admitted on a first-come, first-serve basis. The applicant must begin attending within five school days upon notice of admission to be enrolled, otherwise the application will become invalid. If openings do not exist during the school year, applicants will be placed on the official wait list. Then, in the event an opening occurs during the school year, a student will be selected to fill the vacancy in order of the official wait list, which is established on a first-come, first-serve basis with preference given first to returning students, then to siblings, and then non-sibling applicants.

### **Wait List**

As space becomes available, it will be filled first by students from the returning student list, then by students from the sibling list and finally by students from the wait list. If a student applies for enrollment in a class for which a waiting list has been formed, he or she will be placed at the end of that waiting list. If the applying student is a sibling of a current student, he or she will be placed at the end of the sibling waiting list, ahead of non-sibling applicants.

### **Priority Enrollment**

Siblings and/or a child of a person who is employed by or at the Academy or who is on the Academy Board will be admitted to the school over others when class space permits. This decision is based upon supporting the family unit. When class space is full, the above mentioned student will be put on a priority enrollment list.

### **Student Admission**

If a student has been selected from a random lottery to fill a seat in class, that student's parents must secure the student's admission by registering the student within five school

days upon notice of admission by filling out and returning the proper paper work. If the student has not registered within the specified period, the seat will be forfeited and offered to the next student on the wait list. A student must begin attending classes within this time period when in session to be enrolled, unless prevented from doing so because of illness or other medical reasons.

### **Campus Visit**

An interview with the Academy Admissions Office is a very positive experience for the student, family and school. The campus visit serves two purposes. First, the admissions staff has an opportunity to get to know the student. Among topics discussed during the enrollment process is our mission statement, personal interests, academic needs and goals. In addition, the admission staff clearly outlines the expectations and requirements of the school. Second, the student and his/her family will tour the school, meet teachers and current students and possibly attend classes. This is an opportunity for the family to ask questions and determine if TMAACS is a good match for their needs.

You may drop by the school at any time; however, if you make an appointment this would allow us to schedule time with key Academy personnel.

### **Student Grade and Course Selection**

Students must meet prerequisites to be placed into appropriate grades, classes and groupings as determined by testing, academic grade and course completions.

### **Good Faith Policy**

Acting in good faith, The Academy will accept students from other schools based on the information given from the parents. However, if the information turns out to be false or misleading, your child may be subject to disenrollment. Any student who has been expelled (or whose expulsion is pending) from another public or private school will not be accepted for enrollment.

A student who is pending disciplinary action and/or truancy delinquency from another school/district must be resolved with the school/district the student attended after the time of the incident before enrolling at The Academy. If the situations have not been resolved The Academy may take action to resolve pending disciplinary and/or truancy situations including and up to expulsion.

### **Family Meeting**

As part of the enrollment process, The Midland Academy will meet with each family; parents and student, prior to the student attending the school. In this way, each applicant and their parents will have the opportunity to become fully informed as to the nature and scope of the school, its curriculum and requirements before making a final decision to attend. The process includes an introduction to The Midland Academy philosophy, tour of the facilities, classroom observations by a parent or guardian, classroom visitation by the student, meeting with an administrator and the submission of required forms.

### **Proof of Identity and Age**

Upon enrollment of a student for the first time in a public school district, a certified copy of the student's birth certificate must be provided to the school.



## **Health Appraisal and Immunization Statement**

A child enrolling a public or non-public school for the first time must submit a Health Appraisal statement signed by a physician. The statement must certify that the child has been tested for, and immunized or protected, against diseases specified by the director of public health. If a child has not been immunized because of religious convictions or other objections to immunizations, a parent must sign an immunization waiver form.

### **Vision Test**

The parent of each enrolling child shall submit a signed statement by a licensed medical doctor, ophthalmologist, or licensed optometrist stating that the child's eyes have been examined during the preschool years after age 4 and before initial entrance. It is recommended that parents send their child for regular vision examinations throughout the child's academic life. Growth and adolescent changes may affect vision. Distorted vision and reading problems may be correlated.

Students who have 20/20 vision or corrected 20/20 vision may still have a hard time holding the focus over time, creating difficulty for students to read and write. Parents who have privately sought vision therapy ophthalmologist to correct the problems have seen their child's ability to read and write enhanced greatly.

The Health Department performs vision screening on an intermittent basis at The Academy. This is only to be used as an initial screening.

### **Attendance Obligations**

The following obligations are required of parents:

- Parents are required to notify The Midland Academy, in writing, if their child(ren) are enrolled in any other school or on-line class.
- Parents are required to meet attendance requirements for students enrolled at The Midland Academy. Attendance shall be continuous throughout the school year.
- The Midland Academy parents and students must sign and be in agreement with and support the parent/student/school contract.
- The Midland Academy parents will be responsible for providing lunch and snacks for their child at school.
- The Midland Academy parents are required to comply with state and local health department rules and regulations regarding health and immunizations.
- Parents are required to attend scheduled parent meetings and carry out given responsibilities.
- A minimum of 30 parent/school contact hours are required each year, and are viewed as an important factor in student progress. Parents are asked to sign in during the time they volunteer at the school or are involved in their child's academic life at the school.
- Parents must work cooperatively and respectfully with The Midland Academy. Parents must respond rapidly with the school staff when a student's behavior does not meet the standards of The Midland Academy.
- Parents must work with the staff to promote respect and appropriate language in word and action. Students must be respectful of all school personnel in action and word. Common courtesies of "please" and "thank you" are expected. Teachers will also address students properly.

- Parents are asked to submit a signed statement from a licensed optometrist that their child has 20/20 vision, or that their vision has been corrected to 20/20 vision and can maintain 20/20 vision for a period of time. Due to growth and adolescence, changes can affect medical conditions, vision, and prescription levels. It is not unusual for vision and hearing problems to affect academic achievement.

### **Age Policy**

- The Academy shall allow any pupil who was enrolled in the immediately preceding academic year to re-enroll in the appropriate age range/grade level unless that grade is not offered.
- A child becoming age 5 before December 1 may be enrolled on the first school day of the year in which the child’s fifth birthday occurs. A child becoming 5 years of age on or after December 1 shall be enrolled on the first school day of the school on the school year following the school year in which the child’s fifth birthday occurs.\*
  - A student applying to kindergarten at The Academy will have reached age 5 by December 1<sup>st</sup> of the academic year but not older than age seven by June 30<sup>th</sup> of the academic year.
  - General Education students may not be older than the age of 19 by June 30<sup>th</sup> of the academic year.

*\*Reference State of Michigan School Code 380.504(2)*

### **Withdrawing from School**

Any parent or student over the age of 16 who wishes to withdraw from classes and cease to be an Academy student must meet with an administrator in order to complete a withdrawal form. If a fully validated student fails to comply with this requirement, his/her transcript will show a full term (however many credits are indicated on the student’s schedule) of grades that will reflect participation, and earned grades.

## **MEDICAL**

### **Medication Policy**

The Midland Academy of Advanced and Creative Studies and Midland Charter Initiative shall not be responsible for the diagnosis of student illness. The administration of prescribed medication and medically-prescribed treatments to a student at school, at field trips, or at any other school-sponsored activity will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school, field trips or school-sponsored activities if the medication or treatment were not made available at school, field trips or school-sponsored activities, or the child is disabled and requires medication to benefit from his/her education program.

For purposes of this policy, “medication” shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations and remedies. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures, which require special training, such as catheterization.

Before any medication or treatment may be administered to any student at school, field trips, or school-sponsored activities, The Midland Academy of Advanced and Creative Studies and Midland Charter Initiative shall require the written permission from the child's physician accompanied by the written authorization of the parent. **Both must authorize any self-medication by the student.** The building administrator may discontinue the self-administration privilege. Before any non-prescribed medication or treatment may be administered, The Midland Academy of Advanced and Creative Studies and Midland Charter Initiative shall require the prior consent from the parent who must also authorize any self-medication by his/her child. This document shall be kept on file in the administrative offices. No student is allowed to provide or sell any type of over-the-counter medication to another student.

Medication must be in its original container; labeled with the date. If the medication is a prescription, a pharmacy label must be provided and include; the student's name, the physician's name, instruction, and the strength, dosage and frequency of the medication. Exact dosage of the medication will be administered according to the printed instructions. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, field trips, or school-sponsored activities, if the following conditions are met:

- A. There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler.
- and*
- B. The building administrator has received a copy of the written approvals from the physician and the parent/guardian.

### **Health Requirements**

The student must meet all the health requirements prescribed by the State of Michigan to attend school.

The health department requires the reporting of communicable diseases. If your child becomes ill with a communicable disease, like chicken pox, please call the school.

## **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT NOTICE**

If you are an unaccompanied youth, or parent whose child lacks a fixed, regular and adequate nighttime resident, as defined by the McKinney-Vento Act and by the Michigan Student Data System you might qualify for certain protections and educational services.

### **Homeless Education Liaison/Coordinator**

Kathy Eurich, Dean of Student Services  
The Midland Academy of Advanced and Creative Studies  
4653 Bailey Bridge Rd.  
Midland, Michigan 48640  
Phone (989) 496-2404

### **Additional Resources**

- NCHE Parent Brochure.
- The Midland Academy of Advanced and Creative Studies Policy
- Michigan Student Data System Definition
- Helping Unaccompanied Homeless Youth Access College Financial Aid (NAEHCY)
- United Way of Midland County 2-1-1 Community Resource Directory
- National Association for the Education of Homeless Children and Youth
- National Center for Homeless Education
- National Law Center on Homelessness & Poverty
- National Coalition for the Homeless
- Michigan Coalition Against Homelessness

# **MCKINNEY-VENTO ACT HOMELESS EDUCATION POLICY**

## **What Homeless Families Need to Know**

- Homeless children have the right to attend school.
- You do not need a permanent address to enroll your child in school.
- Your child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Your child has a right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.

## **Homeless Student Policy**

In order to ensure all homeless students have equal access to the same free appropriate public education, and provided on the same terms as non-homeless students in our Academy, the following shall apply:

Homeless students defined by the McKinney-Vento Act and by the Michigan Student Data System are classified as students who lack a fixed, regular and adequate nighttime resident, and includes the following:

1. Students who are on the street, sharing the housing of other persons, due to loss of housing, economic hardship or a similar reason; are living in motels trailer parks or campgrounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or awaiting foster care placement.
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
3. Students are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus, train stations or similar settings.
4. Migratory students who meet one or the above circumstance.

## **Enrollment/Placement**

The Academy will consider the best interest of the student, with parental or guardian, involvement when available, in determining whether the student should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. To the extent feasible, and in accordance with the student's best interest, the student should continue his/her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the student is unaccompanied by a parent or guardian, the Homeless Liaison will consider the views of the student in deciding where the student shall be educated. The choice regarding placement shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere.

Once an enrollment decision has been made, the Academy shall immediately enroll the student, pursuant to Academy policies. However, enrollment may not be delayed due to the lack of documents normally required for enrollment, including academic records, medical records, proof of residency mailing address or other documentation. However, The Academy may require a parent or guardian of the student to submit emergency contact information, and other information consistent with Academy policies, including compliance with the state's address confidentiality program when necessary. However,

emergency contact information cannot be demanded in a form or manner that constructs a barrier to enrollment and/or attendance at school. If the parent, guardian or unaccompanied youth does not have access to immunization records, the students should be admitted under personal exception. Parents, guardians and unaccompanied youth should be encouraged to obtain current immunization records as soon as possible, and The Academy Homeless Liaison is directed to assist.

The Academy shall provide a written explanation, including a statement regarding the right to appeal, whenever a dispute arises over the selection of a school to the homeless student's parent/guardian, or to the homeless student if unaccompanied, if the Academy sends the student to a school other than the school of origin ("school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled) or other than a school requested by the parent or guardian. If a dispute arises over the school selection or enrollment in a school, the student shall be immediately admitted to the school in which the enrollment is sought, pending resolution of the dispute. The student or parent/guardian shall be referred to the Academy's Homeless Liaison, who will carry out the dispute resolution process as expeditiously as possible.

### **Services**

The Academy shall provide each homeless student same or comparable services offered to the other students in the Academy including, but not limited to, transportation services; educational services for which the student meets eligibility criteria, such as education programs for students with disabilities and gifted and talented students; vocational programs and technical education; school meal programs; preschool programs; before-and-after school care programs and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the student's homeless status.

### **Community Assistance**

The Academy does not receive federal funds or local governmental funds to provide services to homeless children. However, The Academy is committed to providing our children and youth needed services. The Midland Academy works closely with Midland Charter Initiative a not-for-profit organization that accepts donations to assist in eliminating educational barriers of the same or comparable school services to homeless students. Individual's, who are interested in donating, please contact Midland Charter Initiative.

### **Records**

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be provided to the student, so that necessary referrals can be made, and so that the records may be transferred in a timely fashion when a homeless student enters a new school district or public school academy. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act (FERPA).

### **Homeless Liaison/Coordinator**

Kathy Eurich, Dean of Student Services

The Midland Academy of Advanced and Creative Studies  
4653 Bailey Bridge Rd.  
Midland, Michigan 48640  
Phone (989) 496-2404

### **Homeless Liaison Duties**

The Academy shall collaborate with school personnel, service providers and advocates working with homeless families regarding the duties of the school's Homeless Liaison. The Homeless Liaison will execute their duties in accordance with applicable law, and shall ensure that:

1. Homeless students are identified by school personnel and through coordination activities of the Academy, and with other entities and agencies.
2. Homeless students who are enrolling or have enrolled in The Midland Academy of Advanced and Creative Studies have a full and equal opportunity to succeed.
3. Homeless families and students receive educational services that are the same or comparable to other Academy students, for which such families and students are eligible for programs administered by The Academy, and referral to health care services, dental service, mental health services and other appropriate services.
4. Coordination and collaboration occurs with the State Liaison for the education of homeless youth, and with community and Academy personnel responsible for the provisions of education and related services to homeless children and youth.
5. The parents and guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
6. Public notice of the educational right of homeless students is disseminated where such students receive services such as schools, and human services.
7. Enrollment disputes are mediated in accordance with the law.
8. The parent or guardian of a homeless student and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
9. Unaccompanied youth will be assisted in placement or enrollment decisions, their view will be considered and they will be provided notice of the right to appeal.
10. Students who need to obtain immunizations, medical or educational records, will receive assistance.

### **Additional Resources**

- NCHE Parent Brochure.
- The Midland Academy of Advanced and Creative Studies Policy
- Michigan Student Data System Definition
- Helping Unaccompanied Homeless Youth Access College Financial Aid (NAEHCY)
- United Way of Midland County 2-1-1 Community Resource Directory
- National Association for the Education of Homeless Children and Youth
- National Center for Homeless Education
- National Law Center on Homelessness & Poverty
- National Coalition for the Homeless
- Michigan Coalition Against Homelessness

## **Homeless Dispute Resolution Procedure**

The Academy will emphasize the rights of homeless students to:

1. Equal access to all educational programs and same or comparable services offered to non-homeless students in the Academy, including but not limited to, transportation services; educational services for which the student meets eligibility criteria, such as education programs for students with disabilities; gifted and talented students; vocational programs and technical education; school meal programs; preschool programs; before-and-after school care programs and programs for students with limited English proficiency.
2. Continue to attend school in their school of origin for the duration of homelessness.
3. Attend public school with non-homeless students, and
4. Continue to receive all services for which they are eligible, such as special education, gifted and talented, or Local Education Agency (LEA).

### **Dispute Resolution Procedure**

The McKinney-Vento Homeless Assistance Act acknowledges that disputes may arise between the school and homeless students and their parent(s)/guardian(s) when the student is placed in a school other than the one requested. Guidance for school selection is provided in the law. The law includes dispute resolution among the required duties of the LEA Liaison.

The following procedures are specified in the Act:

- **Enrollment:** Immediately enroll the homeless student in the school preferred by the parent(s)/guardian(s) until the dispute is settled.
- **Written explanation:** Provide a written explanation of the school placement decisions to the parent(s)/guardian(s) or unaccompanied youth.
- **Liaison:** The designated LEA liaison is assigned to carry out the dispute resolution in an expeditious manner.
- It is the responsibility of the public school academy or school district to inform the parent(s)/guardian(s) of homeless students of the Complaint Resolution Procedure.

The Michigan Department of Education (MDE), Homeless Education Office, has adopted a complaint resolution process. In a case where a dispute occurs regarding the education of homeless children or youth at the Academy the following process shall be used:

Local Level: Every effort must be made to resolve the complaint or dispute at the local level before it is brought to the Michigan Department of Education.

If a question concerning the education of the homeless child arises, the first person to contact in the public school academy or school district is the Homeless Liaison. Each school district or public school academy is required to have a designated Homeless Liaison, with someone in every school or in the central office for the school district or public school academy able to identify the Homeless Liaison. If there is a complaint about services for the homeless student(s), the complainant is to provide a copy of the local complaint procedures. If the school district or public school academy does not have a complaint procedure in place, the following are suggested:



- The Homeless Liaison should discuss the complaint with the complainant and the complainant is to be provided copies of The Academy's Homeless Education Policies concerning the education of homeless children and youth.
- A determination is to be made as to whether the requested services for the homeless student are consistent with The Academy's Homeless Education Policies.
- If the complaint is not resolved, the complainant will be advised to present it in writing to the Homeless Liaison.
- A written proposed resolution of the complaint or plan of action is to be provided to the complainant within (5) calendar days of the date of receipt of the written complaint.
- If the complaint is not resolved at this level within (5) calendar days, it may be taken to the Head Administrator of the public school academy or the Superintendent of the District the student is attending or wishes to attend.

In addition to presenting the written complaint, an appointment will be made for the complainant to meet with the Head Administrator/Superintendent or his/her designee to discuss the complaint. At the end of the discussion with the Head Administrator/Superintendent or designee, a written resolution will be provided within five (5) days of the date of the discussion.

If the complaint is not resolved at this level within (5) calendar days, it may be taken to the Board President or designee of the public school academy or the school district the student is attending or wishes to attend.

In addition to presenting the written complaint, the Board President or designee will review the complaint, and may review it with the parent/guardian or unaccompanied youth and the Head Administrator/Superintendent in an effort to resolve the issue.

If the issue is not resolved or cannot be resolved by the President of the Board or designee, the parent/guardian or unaccompanied youth may present the written complaint to the Board. The Board may review the issue either by a committee of less than a quorum or, at its option refer the complaint to the full Board at a regular scheduled Board meeting.

A Board committee may refer the issue to the full Board for resolution.

Consideration of an issue by the full Board will be consistent with the Michigan Open Meetings Act.

State Level: If the complaint is not resolved in a satisfactory manner at the local level, the complaint may be directed to MDE. Complaints made pursuant to this process must be made in writing and signed by the complainant. The following steps are taken:

- Address the complaint to the Michigan Department of Education, State Homeless Liaison, and P.O. BOX 30008, Lansing, MI 48909.
- Include in the complaint:
  1. A description of the situation that prompted the complaint.
  2. The name(s) and age(s) of the child or children involved.

3. The name(s) of the involved school district or public school academy personnel and the school district(s) or public school academy(ies) involved.
4. A description of the attempts that were made to solve the issue at the local level including copies of any documentation used up to that point.

The State Homeless Liaison will gather needed information from statements of the parties involved and will forward the information to the Director of the Office of School Improvement along with a recommendation for resolution or for further investigation.

- Within thirty (30) days after receiving the complaint, the Director of the Office of School Improvement will recommend a resolution and will inform interested parties in writing of the decision.

### **Homeless Children:**

- If a complainant or one of the parties involved in the complaint disagrees with the decision, that party may, within (10) business days, appeal to the Deputy Superintendent of the State of Michigan's Department of Education. This appeal must be in writing and state why the party disagrees with the decision of the Director of the Office of School Improvement.
- Within thirty (30) calendar days after receiving an appeal, the Deputy Superintendent will render a full administrative decision and notify the complainant and the school district(s) and/or public school academy(ies) involved in writing.

If the party disagrees with the decision of the Deputy Superintendent in a matter concerning homeless children or youth, the party may request a review of the decision by the United States Secretary of Education in accordance with 34 CFR Part 299.11.

While the dispute is being resolved, the child or children in question must be enrolled in school. If the dispute is concerning the school of "best interest," the child or children must be enrolled in the school preferred by the parent(s)/guardian(s) or unaccompanied youth unless previous arrangements have been implemented.

### **The McKinney-Vento Program statutory authority**

- This program is authorized under Title VII-B of the McKinney-Vento Homeless Assistant Act (42 USC 11431 et seq.), (McKinney-Vento Act). This program was originally authorized in 1987 and, most recently, reauthorized by the No Child Left Behind Act of 2001.
- Title X of the No Child Left Behind Law of 2001.

## **STUDENT INFORMATION**

### **Confidentiality**

All information on record with the school concerning a student, other than "directory information", is confidential. This includes, but is not limited to, student grades, behavior and family background. Release of confidential information requires prior written parental consent.

### **Student Records**

The Academy policy grants access by parents to their child's educational record or to the student at the age of consent under the conditions that conform to the law. This policy is

regulated by federal guidelines. Information including medical history and information will be released to a third party when appropriate.

Primary addresses may be determined by the custodial parent whose mailing address location is closest to that of the school, beginning in Midland and then beyond Midland.

### **Directory Information**

Directory Information may be published or released unless a parent informs the Office of Student Services in writing before the first day of classes each semester, that any or all items should not be released without prior consent from the parent. The request to withhold directory information is valid to the beginning of the new academic year. Directory information is that information concerning the student which the school may release to the public without prior parental consent, and includes the parents'/guardians' and student's name, address, telephone listing, e-mail address, date and place of birth, academic placement, degree program, dates of attendance, degrees received, alumni, honors, grade point average, awards, photographs, student images, and the most recent educational institution attended by the student. In addition, participation in clubs, activities, and community service, student height and weight for those participating in sports, or any information related to school activities and services will be considered as directory information. Uses include, but are not limited to, student yearbooks, newspaper articles, web pages, marketing materials and public relations publications for The Academy. Except as outlined above, The Academy and Midland Charter Initiative will not release a student's academic record, personal records, or placement credentials to third parties without written consent. We have attempted to make all the above consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, and will make adjustments to make it consistent within.

In certain instances the school can release student information without parental consent. These exceptions to FERPA include:

1. School officials who have 'legitimate educational interests'
2. Schools in which a student seeks to enroll
3. Federal, State, and local authorities involving an audit or evaluation of compliance with education programs
4. Connection with financial aid
5. State and local authorities pursuant to a state law adopted before November 1974 requiring the disclosure
6. Organizations conducting studies for or on behalf of educational institutions
7. Accrediting organizations
8. Parents of a dependent student
9. Compliance with judicial order of subpoena
10. Health or safety emergency
11. Directory information
12. The student
13. Results of disciplinary hearing to an alleged victim of a crime of violence

## ACTIVITIES AND STUDENT LIFE

### Activities

Activities at The Midland Academy are an integral part of the educational process. Both athletic and non-athletic activities are important and provide diverse opportunities. This section includes examples of opportunities for students, some activities may not be offered every year. The Blue, Gold and White Point Program helps to incorporate the student's family life into the school and the school life into the home--a connection which is essential for student success.

### After School Activities

All students interested in participating in after school activities including but not limited to academic, athletic contest or practice must meet TMA guidelines, requirements and standards as well as the external organizations/activities requirements. Homeschool and private school students must have the approval from the Office of Student Services or their designee. Students who do not adhere to the guidelines/ requirements and standards may be ineligible to participate.

### Blue, Gold and White Points

In addition to academic credits, students are required to participate in the Blue, Gold and White Program (B-G-W Points) every year they attend The Academy. The B-G-W Program encourages students at a young age to create the virtues of time management, prioritization, motivation, responsibility and leadership qualities that are important in a college preparatory program. It is expected that students will earn a minimum of three points each year. Students are required to participate in extra-curricular athletics (sports) to earn their Blue Points. Students must also earn one Gold Point by participating in a skill-oriented activity (clubs or activities) and one White Point by participating in a service-oriented activity (community service) in approved projects. Students must participate in the B-G-W Program during the academic year starting July 1 and ending June 30<sup>th</sup> of the school year for which the points will be granted, unless approved by the administrator or his/her designee.

**Blue Points** (extracurricular athletics): Kindergarten-12<sup>th</sup> grade students are required to participate in a minimum of one sport each year.

#### *Past Academy Sports Offerings Included*

<b>Girls' Sports</b>	<b>Boys' Sports</b>
Bowling (fall and winter)	Bowling (fall and winter)
Basketball (fall)	Soccer (fall)
Soccer (spring)	Basketball (winter)
Spirit Squad (fall and winter)	Spirit Squad (fall and winter)
Volleyball (fall)	Track (spring)
Track (spring)	Karate
Girls on the Run (fall and spring)	Dance

Additional sports may be offered in the future. Students may also participate in sports not offered by The Academy for Blue points.

**Gold Points** (skill oriented activity): Kindergarten-12<sup>th</sup> grade students are required to participate in a minimum of one club or activity each year.

*Examples of Acceptable Activities*

Chess Club	Science Club
Science Fair	Reading Club
TMA Community Theater	Battle of the Books
Girls on the Run	Boy Scouts/Girl Scouts
Piano/Music Lessons	

**White Points** (service oriented activity): Students are required to serve a minimum of five hours of community service in grades K-9<sup>th</sup> each year. In 10-11<sup>th</sup> grade, students are required to serve 10 hours each year, and in grade 12<sup>th</sup> students are required to serve 15 hrs. of community service each year.

*Examples of Acceptable Activities*

Animal Shelter Organizations	City/Local Government Agencies
Youth/Student Organizations	Charitable Organizations

Students are responsible for submitting the forms and completing all criteria established, to be recognized for their achievements. Students are encouraged to document B-G-W Points that exceed the minimum requirement to be recognized for their achievements, and to collect the information to include in their college applications.

**Purpose of the Blue, Gold White Program**

The Midland Academy believes extracurricular activities are an integral part of a student’s college preparatory education and is integrated in the Blue, Gold, and White Program. Admission officers look first at test scores, the rigor of the courses you take and the grades in those classes. Colleges care about the character of people they admit. They look at what individuals do after school, during weekends and over the summer. Colleges look for quality of involvement rather than quantity of activities. It is better to be involved in fewer activities over a longer period of time, than more activities over a shorter period of time. Plan how your activities, academic interest, talent and skills come together to make sense in terms of who you are.

Extracurricular activities are areas that are not a high school course or paid employment (however, paid work experience is of interest to colleges and can substitute some extracurricular activities). Extracurricular activities are the major way students can demonstrate how unique, interesting or “better” than other applicants and showcase what they love. When college admission officers read applications they are looking for the following:

- Did the time spend on involvement been growth producing, productive or meaningful?
  - Have you made a difference?
  - Completed or contributed to a worthwhile end product or cause
  - Learned something, or developed a skill or talent?

- Reached a goal?
- Did you demonstrate leadership or initiative?
  - Have you served as founder, president or the “first” of something special?
  - Have you served as captain as an athletic team, been a member of a championship team, or individual championship?
  - Progressed from a regular member status to a leadership position through the course of years?
  - Changed the nature of an organization or made it better or more effective?
  - Gone beyond the norm in terms of contribution to the group, team or project?
- Have you received outside recognition for awards, honors, rankings, and publications of your work, letters of acknowledgment, thanks or appreciation?
- Colleges are looking for competent, effective, high energy level, adventurous nature, responsible, curious, perseverance, cooperation, sustained commitment, maturity, character, passion and focus.

Here is an extracurricular progression model:

- **Freshman year in high school** is the perfect time to sample and explore extracurricular activities.
- **Sophomore year in high school** is the time to pare down and focus your activities based upon your interests.
- **Junior year in high school** should be focused on your favorite activities. If you have not done that it is not too late to get involved. Look for ways to make a difference. Become an officer or leader and go beyond just being a member of a club or activity.
- **Senior year in high school** should be focused on the college application process that will take a lot of free time. Make sure your extracurricular activities are those that you enjoy and are meaningful.
- **Summers during your high school years** are an interest to admission officers. If you have not been purposeful in making your unique qualities stand out and spend your time getting a tan, watching television or just hanging out with friends is not going to please an admission officer.

The B-G-W-Program serves as a model for students to build curricular vitae for admission professionals to evaluate student’s dedication, leadership, balance, true involvement, and areas of uniqueness or specialization.

### **Ambassador Program**

The Ambassadors are students selected to represent The Midland Academy for the new school year. Their main focus is to welcome and extend kindness to new students at The Midland Academy by pairing them with a classroom ambassador. Student Ambassadors’ main concentration is to help new students with their transition into a new school, and to be a part of The Academy family.

The Student Ambassador program emulates kindness while providing leadership opportunities, promoting decision-making skills and creativity for leaders.

### **Battle of the Books**

Battle of the Books is a city-wide program designed to encourage and reward fourth and fifth grade readers. A list of twenty books chosen by librarians encompasses a variety of interests and is designed to introduce students to a wide range of literature. During Battle

season, students have the opportunity to meet with their teammates to discuss the books, so that reading becomes a shared activity. While reaping the rewards of reading and team building, the students also discover that they are having a lot of fun! Teacher and parent volunteers read books and develop practice questions, as well as meet on a weekly basis with students on the team from November through February.

### **Science Fair**

Every year Midland Academy students participate in the Science Fair. The annual event has become a showcase for the academic talents of our students.

Each grade is assigned a specific type of project (i.e., experiment, demonstration, etc.) so students are exposed to a variety of scientific formats. Judges are recruited from the community and parent volunteers help with the organization of the fair including publishing the handbook and setting up the displays. The Fair is normally held during conferences so parents and students have the opportunity to observe all the projects.

High school students may receive credit for one gold (activity) point by preparing a science project for an approved science competition, including The Midland Academy Science Fair. Gold point credit for students is contingent upon the students' submitting the project to the science competition and a written report for the science fair coordinator. Students are expected to spend at least the same amount of time working on their science projects as they would have, had they been in an activity during the winter season.

### **Athletic Eligibility**

Student athletes at The Midland Academy are required to:

- Maintain good academic standing. A student whose academic standing falls below a 1.7 unweighted GPA, and is on academic probation for the current marking period, is ineligible to play at official games; however, such a student is eligible to attend and participate in all practices and meetings. Student participation in games and other scheduled activities will be at the discretion of the academic office in conjunction with the athletic department, pending student academic progress and achievement.
- Strictly adhere to the Student Code of Conduct. Students must obey the Student Code of Conduct and reflect good character to be eligible for participation in the athletic program. Students on suspension are ineligible to play during the time of suspension. Students who are expelled are not allowed to participate in or attend athletic programs.
- Attend all practices, games, meetings, and other scheduled team activities. Please notify coaching staff in advance if you are not able to attend. Attendance is directly correlated to meeting the criteria for participation points.
- Be in school four hours on game days to be eligible to compete.
- Obtain a satisfactory sports physical performed by medical personnel prior to participating in any sport including spirit or pompon squad.
- Receive parental authorization.

The appropriate sports physical form to be completed by the physician, after July 1 of the current year, may be obtained in the front office of The Midland Academy. The completed form will be filed in the school office and will encompass the entire school year.

### **Activity Achievements and Awards**

Students at The Midland Academy may be recognized and honored throughout the school year for their variety of achievements. This includes an assortment of acknowledgements and awards for leadership, academic achievements, character, citizenship, sports, attendance, community service, participation in clubs and activities, and other areas where our students exemplify the Academy Eagle spirit.

Sports Awards	Attendance	Honor Roll	Character
Varsity Letters	Clubs and Activities	Community Service	Citizenship

### **Special Programs and Projects**

Special projects and events occur throughout the school year at The Midland Academy. Some of the events are school-wide, such as our Science Fair. Classrooms or enrichment studies classes may sponsor events or programs for parents and friends. Letters and special notices will be sent home to inform families of the special programs and projects.



## **Philosophy**

The Midland Academy motto “Altiora Peto” (I seek higher things) reflects the philosophy of the Lower School. We offer challenging and comprehensive instruction in the basic liberal arts disciplines through diversity of teaching styles in homogeneously grouped classrooms. We stress the extension of the educational process beyond academics with required athletics, activities and a variety of assemblies, seminars and symposia. We believe that every student from average to gifted ability has the potential for a successful university experience. We maintain a nurturing environment created by close faculty-student and advisor-advisee relationships. We adhere to the premise that creativity can flourish in a structured and dignified environment. We recognize that in addition to superior academic credentials, our faculty must also possess the character traits that will enable them to serve as role models for students in the areas of respect, leadership, personal integrity and responsibility to the work ethic.

## **LOWER SCHOOL GOALS**

The goals of the Lower School are met within the academic program of The Academy as well as character program and the overall school culture. The Midland Academy strives to develop the whole child wherein they excel in all situations, academic and civic alike by:

1. Providing a unique college-preparatory program that enables students to graduate with advanced standing.
2. Offering a model of excellence in the educational community.
3. Promoting intellectual curiosity and an acceptance of life-long learning by inspiring students in their education.
4. Encouraging a healthy student with a commitment to and an enthusiasm for athletics and physical fitness.
5. Placing an emphasis upon cultural literacy so students gain a knowledge of the world in regards to religions, ethics, aesthetics, government and business.
6. Allowing students to be well-rounded by promoting a variety of interests beyond the academic classroom.
7. Expecting students to display social maturity student and respect for others.
8. Building a technologically perceptive student with an understanding of the application of technology and an eagerness for future challenges.
9. Expecting students to be responsible with a sensitivity and awareness of human activities on the environment.
10. Requiring students to display a high degree of ethical behavior and a strong sense of personal integrity and leadership capacity.
11. Displaying an awareness of the value of appropriate conduct and dress as well as being a well-mannered student.
12. Building students’ preparedness for study skill so they are capable of adjusting the expectations and rigors of college and career.

## **Curriculum Changes**

The school reserves the right to change the curriculum or its components as deemed necessary.

### **Overview of Curriculum for the Lower School**

It is the philosophy of The Midland Academy that its curriculum must be diverse enough to meet the varied needs of able learners who have an exceptional thirst for learning. The content of the curriculum provides interest and challenge to all students, enabling them to reach their full potential. The hallmark of education for this academically advanced curriculum is the carefully planned opportunities of advanced learning and the open-ended challenges that are suitable for exceptional minds.

Our curriculum ensures a balanced focus on accelerated and enriched areas of learning. Critical thinking, creative thinking and problem-solving skills are incorporated to stimulate the students' higher-level thinking processes, therefore facilitating students' independent search for knowledge.

The Midland Academy offers a total curriculum that integrates the learning process within planned experiences, thereby providing a progressive development of knowledge, skills and opportunities.

### **Organization**

The Midland Academy offers a college preparatory program that specializes in Honors Classes and is associated with the College Board Advanced Placement Program. Students must take certain courses required for graduation.

### **Course Placement**

When proper placement in a course is questioned a student may be asked to take a placement exam that assesses student knowledge in regards to locally established curricular objectives.

## **TOOLS**

### **Homework**

The purpose of homework is to provide students with opportunity to develop, practice, and instill academic skills as well as to help measure individual student understanding. Project-based learning with extended assignments will be given throughout the academic year. It is the responsibility of the student to budget his/her time. Students are responsible for all work during an absence. Generally, make-up work should be completed within the same amount of days absent.

### **Family-Friendly Homework**

Family-friendly homework and projects incorporates parents and students working together on academic work. This quality time helps the school, family, and students build a cohesive relationship in the educational process at The Midland Academy.

To uphold and support the high academic standards of the school, it is necessary for parents to provide a place at home for their child to study, and ample time to complete assignments. Together the parent and student will take responsibility to make sure all homework and assignments are completed on time and reviewed together.

### **Summer Assignments**

Summer assignments (reading, research, etc.) may be assigned to assure academic continuity. The assignments will be discussed and graded when students return for the new school year. Upper level students taking AP courses can expect to have summer assignments for most courses.

“Whatever your discipline, become a student of excellence in all things. Take every opportunity to observe people who manifest the qualities of mastery. These models of excellence will inspire you and guide you toward the fulfillment of your highest potential.”

### **Textbooks**

Textbooks are provided to all students for classes taken at The Midland Academy for which a refundable deposit may be required. Students are responsible for the reasonable care and prompt return of all texts issued to them. In addition, students are expected to report any lost books immediately to their classroom instructor. Prompt action will result in the recovery or the replacement of the text and consequently reduce a student’s chance of falling behind in the assigned work. If a book is lost or damaged, replacement cost of the book will be assessed. Upon withdrawal from the school the family may petition within ten (10) weekdays to have their deposit returned to them.

**Michael Gelb and Tony Buzan**

Any Midland Academy student who wishes to borrow a book for the summer study should make arrangements with the Curriculum Office. A deposit may be required for each book borrowed, as approved by administration. The deposit will be returned when the book is returned, provided the books are returned in the same condition as when loaned. Any Midland Academy student who wishes to purchase a text for their personal use and ownership may do so and should make arrangements with the Curriculum Office.

### **Literary Alternatives**

If a parent disagrees with the selected literature the teacher will offer an alternative selection that meets the requisite educational objectives (as defined in the teacher’s rationale) for that parent’s child. This will allow the child to participate with the other

students in class discussion, class assignments and projects. If the parent disagrees with the alternative the parent may submit an alternative request that meets the requisite educational objectives.

If the school is asked to remove a piece of literary or video work from the school a committee comprised of administration, teachers, staff and parents will review the rationale, the request for reconsideration and make a recommendation to the school.

### **Controversial Subjects**

Controversial subjects are those which would be considered divisive or very sensitive, whether or not the introduction of the topic was planned by the teacher or brought up by a student. If, in the course of teaching a class, a teacher sees that a subject has arisen which the teacher has good reason to believe is controversial or obviously of a sensitive nature, and discussion of that subject will *not* help achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic.

If a subject arises which the teacher has reason to believe is controversial and/or sensitive nature, and the discussion of that topic *will* help achieve goals set out in the curriculum guide for that subject, then the teacher will do the following:

1. As necessary, instruct the class on the responsibility to be respectful in debate.
2. Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject as well as applying the sixteen character virtues of the school.
3. As appropriate (i.e. pertinent to stated goals of the class), direct the student's attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as, a research paper, guest speakers, reading differing authors, etc. Students will be strongly encouraged to become knowledgeable of the most widely held views on the topic.
4. The Midland Academy adheres to an abstinence-based program. Due to the extremely sensitive and intimate nature of human sexual relations, discussion and instruction on this topic generally will be limited to human reproduction in biology as they arise in appropriate class contexts.

### **Syllabus**

Syllabi are published and distributed by each teacher. Students are responsible to come to class prepared to work and meet the expectations. The syllabi are designed to help students and parents to plan ahead and know the teachers' expectations. A copy of the syllabus can be found on the class web site/Moodle.

### **Instructional Methodology – 21st Century Learning**

The Midland Academy faculty will use Bloom's Higher Order of Thinking Skills (Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation) as well as Howard Gardner's Multiple Intelligences (Visual-Spatial, Bodily-Kinesthetic, Musical, Interpersonal, Intrapersonal, Linguistic, and Logical-Mathematical) to fulfill the school's mission to challenge all students to reach their full academic potential. To prepare students to be future leaders, The Midland Academy will specifically address the 21<sup>st</sup> Century Learning skills students will need to possess through project-based learning.

The purpose of student grades is to demonstrate proficiency and mastery. Grades can be measured by formative assessments such as homework and/or summative assessments such as projects, quizzes and tests. Students can also demonstrate proficiency and mastery with project-based learning.

Teachers are facilitators of learning, empowering students, providing students with the opportunity to consult and to give students to re-work and revise their work. Instructional emphasis will be on formative assessments versus summative assessments. Teachers confirm assessing work by using expectations matrix and rubrics with scaffolding and check-in points. The instructional methodology will involve addressing a real-world problem to solve that aligns to objectives and builds on previous knowledge and experience.

Students will solve a real-world problem or request from customer, real-time, real-life or simulation. Students will exploit technology, develop critical and creative thinking, and become self-directed learners. Pre-planning, setting goals, self-regulation during learning and self-reflection will be skills developed by students through project-based learning.. Students will become intrinsically motivated through student-led conferences, hints versus answers, scaffolding, and opportunities to consult with others. Students will be able to create authentic work, shared stories of effort, and concept mapping.

Students are able to become active constructors of knowledge as multi-media producers with the ability to communicate with experts world-wide. Students will re-work and revise their work and can use real-word assessors for real-world projects and can use student and peer assessment using expectations matrices and rubrics.

### **Home School Partnership**

Students who are educated by their parents in a home school educational setting may partner with The Midland to take advantage of learning labs, virtual high school courses, dual enrollment opportunities and non-essential elective courses as applicable by law. Non-essential elective courses may include Advanced Placement level courses and subjects such as music, art, computers, life skills, theater and physical education. To pursue these opportunities students or parents may petition the Dean of Curriculum when such a partnership is of mutual benefit to the student and The Midland Academy as applicable by law.

### **Technology**

#### ***Bring Your Own Technology (BYOT) Policies and Terms of Use***

The Midland Academy of Advance and Creative Studies (TMAACS) allows students to use privately owned electronic devices to access the wireless network. The wireless access provided to the electronic devices allows students to employ new technology and new learning paradigms to enhance and advance the student's educational experience and outcomes at the Academy. The BYOT (Bring Your Own Technology) is a program that enhances and builds an excellent learning environment.

#### **Mission and Philosophy**

The use of technology embodies the Academy's mission by:

- Enabling individuals to be more effective and efficient.
- Enabling students to have the mastery of tools that will be indispensable as they move into higher education with confidence and competence.

- Enabling students to communicate and contribute in an increasingly global (and technological) community.

It is the philosophy of The Midland Academy regarding technology to:

- Allow students to integrate technology into the curriculum.
- Use technology to enhance students' learning.
- Recognize students have direct access to informational sources.

### **Students Vision**

Students may have access to resources and tools that will allow them to learn in ways best suited to the learner in terms of presentation, pace and evaluation.

To become highly effective in a technology oriented world, students need to be confident and competent and be enabled to:

- Recognize the need for information.
- Identifying and locating appropriate information resources.
- Knowing how to gain access to information contained in those resources.
- Evaluate the quality of information obtained.
- Organizing information.
- Using the information effectively (e.g. to support logical arguments and aesthetic expression).
- Build personal knowledge by exploring and connecting related information.
- Create and enhance substantive work products, both in context and presentation.
- Develop as independent learners.
- Participate in collaborative learning and cognitive partnerships with interactive tools.
- Utilize remote learning opportunities.
- Take personal responsibility for appropriate use of technology.

The BYOT initiative will help students develop these skills in context of the curriculum beginning in Lower School. The students will have the opportunity to increase their breadth of capability and depth of proficiency as the students move into and through the Upper School. Technology may be used in support of the Academy's continuing emphasis on its academic curriculum and approved programs.

### **Faculty and Staff Vision**

Teachers will be knowledgeable of effective teaching practices, and competitive and innovative in their appropriate uses of technologies. Technology will be seen as a means of achieving curricular and teaching goals.

To become highly effective in a technology oriented world, faculty need to be confident and competent and be enabled to:

- Be proficient and visible in the use of technology in the areas identified in the "Vision for Students" in capability and performance levels that are developmentally appropriate for their students.
- Have the skills to apply appropriate technology to become significantly more effective and efficient in:
  - Planning for appropriate learning.
  - Facilitating student learning.
  - Managing classroom administration.
  - Communicating with remote parties (e.g. students, parents, administration, faculty).

To become highly effective in a technology oriented world, staff need to be confident and competent and be enabled to:

- Be proficient and visible in the use of technology in the areas identified in the “Vision for Students.”
- Support faculty and staff in developing appropriate proficiencies in the use of technology.
- Possesses the skills to apply appropriate technologies in advancing administrative functions for which they are responsible.

#### **Parent Vision**

The Parents can support their children’s education by:

- Enabling them to have access to the Internet and use technology for school-related use.
- Training and educating their child/children to be responsible personally for appropriate use of technology.

#### **Internet Guidelines for Parents**

By taking responsibility for your children’s online computer use, parents can greatly minimize any potential risks of being online.

Make it a family rule to:

1. Never give out identifying information – home address, school name, or telephone number – in a public message such as chat or bulletin boards, and be sure you’re dealing with someone that both you and your children know and trust before giving out via E-mail. Think carefully before revealing any personal information such as age, marital status, or financial information. Consider using a pseudonym or not listing your child’s name if the service allows it.
2. Get to know the services your child uses. If you don’t know how to log on, get your child to show you. Find out what types of information it offers and whether there are ways for parents to block objectionable material.
3. Never allow your child to arrange a face-to-face meeting with another computer user without parental permission. If a meeting is arranged, make the first one in a public spot, and be sure to accompany your child.
4. Never respond to a message or bulletin board items that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable. Encourage your children to tell you if they encounter such messages. If you or your child receives a message that is harassing, of a sexual nature, or threatening, forward a copy of the message to your service provider and ask for their assistance.
5. Should you become aware of the transmission, use, or viewing of child pornography while on-line, immediately report this to the National Center for Missing and Exploited Children by calling 1-800-843-5678. You should also notify your service online.
6. Remember that people online may not be who they seem. Because you can’t see or even hear the person it would be easy for someone to misrepresent him-or herself. Thus, someone indicating that “she” is a “12-year old girl” could be in reality a 40-year-old man.
7. Remember that everything you read online may or may not be true. Any offer that’s “too good to be true” probably is. Be careful about any offers that involve you coming to a meeting or having someone visit your house.
8. Set reasonable rules and guidelines for computer use by your children (see “Student Guidelines for Online Safety” as a sample). Discuss these rules and post them near a computer as a reminder. Remember to monitor their compliance with

these rules, especially when it comes to the amount of time your children spend on the computer. A child or teenager's excessive use of online services or bulletin boards, especially late at night, may be a clue that there is a potential problem.

9. Be sure to make this a family activity. Consider keeping the computer in a family room rather than in the child's bedroom. Get to know their "online friends" just as you get to know all of their other friends.

### **Student Guidelines for Online Safety**

1. Students should not give out personal information such as their address, telephone number, parent's work address/telephone numbers.
2. Students should not include any information which indicates their physical location at any given time other than attendance at a particular school or participation in school activities.
3. Students should tell their teachers right away if they come across any information that makes them feel uncomfortable.
4. Students shall never agree to get together with someone they "meet" online.
5. Students shall never send a person their picture or anything else without checking with their teacher.
6. Students shall not respond to any message that are mean or in any way make them feel uncomfortable. If the students do get such a message they shall tell their teacher right away so that they can contact the online service.

### **Bring Your Own Technology (BYOT) Policy Agreement**

Students are allowed to use privately owned electronic devices to access the wireless network in the Academy. This wireless access provided to the device is designed to enhance the educational experience and outcomes. Connecting to the Wi-Fi network with personal devices is a privilege, not a right, and it is not a requirement for students. Students must adhere to all guidelines and policies of the Academy. If a privately owned device is used by a student to disrupt the educational environment, in the sole opinion of The Midland Academy/Midland Charter Initiative, that student's privilege may be limited or revoked.

### **Consequences of General Use**

**Violation of Academy policies, local, state and/or federal laws while using a personal electronic device on The Midland Academy/Midland Charter Initiative wireless network will result in appropriate disciplinary and/or legal action as specified by Academy Policies, as well as by local, state and/or federal law.**

### **Privately Owned Electronic Device Security Risks**

Laptops and other portable devices are especially vulnerable to loss and theft. These devices should be engraved or otherwise permanently marked with owner information. **Students and parents who choose to allow their children to bring privately owned electronic devices on school property must assume total responsibility for these devices and be aware of all risks.** If a privately owned electronic device is stolen, this must be reported to the front office. The Midland Academy/Midland Charter Initiative will not accept responsibility for loss, damage, theft, damage or non-working personal property. Laptops and all other personal devices that are lost, stolen, or damaged are the responsibility of the student and their parents or guardians. The faculty and staff at The Midland Academy/Midland Charter Initiative cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware and software.



The Midland Academy/Midland Charter Initiative reserves the right to examine the privately owned electronic device and search its content if there is reason to believe that The Midland Academy/MCI policies or local, state and/or federal laws have been violated. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password using an Academy computer.

### General Rules

1. All students may use privately owned electronic “internet ready” devices on The Midland Academy/Midland Charter Initiative wireless network.
2. The use of the privately owned device is solely limited to support and enhance instructional activities occurring in the classroom environment.
3. Personal electronic devices include but not limited to: laptops, netbooks, tablets, cell phones, e-readers and hand held gaming devices. The final determination of devices that will connect to the Internet rests with The Academy/MCI.
4. Connecting a privately owned device may not be successful if the technical specifications for the wireless protocol are not met. Devices must use 802.11g or 802.11n Wi-Fi connectivity only to access The Academy’s/MCI wireless network.
5. **No privately owned electronic devices should ever be connected by cable to The Midland Academy/Midland Charter Initiative network. Network access is provided via Wi-Fi/wireless connection only. No one is allowed to connect a privately owned electronic device to the network by Ethernet cable plugged into a data jack in the school. Violations of this term will result in disciplinary action and revocation of access to the network.**
6. Teacher permission may be necessary for student use of privately owned electronic device during instruction or the classroom period.
7. Voice, video and image capture applications may only be used with the prior written permission and for specific instructional purpose(s).
8. The teacher or staff may request at any time that the privately owned electronic device be turned off and put away.
9. Earphones may be utilized and sound may need to be muted at the request of the teacher and staff.
10. No student shall use another student’s Academy log-on credentials.
11. No student shall knowingly attempt to gain access to any computer, computer system, computer network, informational storage media, or peripheral equipment without the consent of authorized Academy/Midland Charter Initiative faculty and staff.
12. No Academy/MCI owned academic or productivity software can be installed on personal devices unless given permission from authorized staff.
13. **No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use, disruption or harm to The Academy/MCI network, Internet services, learning environment or any other electronic device owned by the school, any MCI personnel and/or student.**
14. Students may not attempt to use, or use any software, utilities, or other means to access Internet sites or content blocked by The Midland Academy/MCI Internet filters.
15. Under the provisions of the BYOT program, parents who choose to allow students to use their own technology and students who bring personal technology do so knowingly that it will diminish their expectations of privacy regarding their personal

device at school. The school reserves the right to search a privately owned electronic device while at school if there is reasonable suspicion that the student has violated The Midland Academy policies, administrative procedures, school rules, or engaged in other misconduct while using the device.

16. **Devices are brought to The Academy at the students' and parents' own risk. In the unlikely event that a privately owned device is lost, stolen or damaged, The Midland Academy/MCI is not responsible for any financial or data loss.**
17. If students and parents choose, they may individually insure their electronic devices on their own time and expense.

*Guidelines and Policies for Computer Use*

The use of technology at The Midland Academy of Advanced and Creative Studies (TMAACS)/Midland Charter Initiative (MCI) is a privilege, not a right. This policy applies to all technology resources including but not necessarily limited to: computers, tablets, phones, video equipment, copy machines and information storage devices. The Academy/MCI has put into place computer resources whose primary purpose is to support the academic efforts of students, faculty, and staff consistent with the mission of the school and used unselfishly, with good manners, and for the good of the community as a whole. While we encourage individuals and groups to make use of these resources, we also expect them to assume the responsibilities that accompany this privilege.

The guidelines and prohibited actions described in the policy apply to any use of The Midland Academy/Midland Charter Initiative network, personal internet outside of school, or internet inside the school via personal access points, personal hotspots, or personal 3G, 4G to interact with any social networking website including, but not limited to, Facebook, and Twitter. In addition, use of technology in negative or derogatory ways may be in violation of other Midland Academy/Midland Charter Initiative policies and rules of conduct including, but not limited to, harassment, off-campus behavior, and/or alcohol and other drug policies.

When using the Internet outside of school, or the internet inside the school via personal access points, personal hotspots, or personal 3G, 4G in ways that may impact the school community, students are expected to demonstrate the same courtesy and respect toward members in the community that they are expected to show at school. The Academy/MCI reserves the right to take disciplinary action in cases where out-of-school Internet use, or the internet inside the school via personal access points, personal hotspots, or personal 3G, 4G in ways that may impact on the school community or learning environment.

It is important to note that The Midland Academy/Midland Charter Initiative Network and Midland Academy e-mail accounts are the property of The Midland Academy/Midland Charter Initiative and are not private. The Midland Academy/Midland Charter Initiative has the right to access network and web activity of users of The Midland Academy/Midland Charter Initiative-owned network at any time. **Government Laws:** Many of the Academy/MCI policies are not only the policies of The Midland Academy but also the policies of the United States and the State of Michigan. Violations include, but are not limited to the following:

1. **Criminal Acts** – These include, but are not limited to “hacking” or attempting to access computer systems without authorization, harassing email, cyber stalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.

2. Libel Laws – Publicly defaming people through published materials on the Internet, email, etc.
3. Copyright Violations – Copying, selling, distributing copyrighted material without the express written permission of the author or publisher (user should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other’s words or ideas as your own).

Appropriate use of the computer resources follows the same guidelines for the use of any school property.

- Violations, including but not limited to vandalism, will result in suspension of user privileges, school disciplinary action, and may include appropriate legal action.
- Vandalism is any malicious attempt to hack, harm or destroy hardware, software, or data here or any facility The Midland Academy/Midland Charter Initiative has access, either physically or by any other method that is intended to make the system impossible, difficult or inefficient for others to use. Printing excess copies, attempting to crash computers or networks, creating or transmitting chain letters or excessive messages, or using devices that restrict legitimate use are all examples of conduct that violate the Guidelines and Policies for Computer Use. It also includes any willful attempt to access hardware, software, or data where privileges have not been granted by the system administrator.

Invasion of Academy/MCI or Individual Files including phone mail, and computer files is not permitted.

- Any attempt by users to access another user’s or the Academy’s/MCI’s nonpublic files, phones or E-mail messages will be considered theft. Any attempts to gain access to unauthorized resources or information, either on the computer or telephone system of the campus or any system to which The Academy/MCI has access, are prohibited. It is the responsibility of all users to report to the Administration any problems, misuse of damage to the network of to individual files.

Students, faculty, and staff will be expected to use appropriate language and decorum on both The Academy’s/MCI’s internal network and the Internet.

- All computer use should meet the standards established in the school’s Harassment and Bullying Policies. Use of technology resources at school to create or distribute annoying, harassing, demeaning, libelous, bullying, threatening, or obscene messages, videos, or photos anywhere or to anyone is prohibited. Masquerading, spoofing, or pretending to be someone else is forbidden. This includes but is not limited to, the use of web-based social networking spaces such as: MySpace, Xanga, and Facebook as well as sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) is someone else’s name.
- The use of vulgarities, slurs, or offensive graphics is prohibited.

All computer software is protected by copyright laws and only software licensed to The Academy/MCI is available on the system. With the exception of freeware, it is illegal to load software, including shareware, on a computer unless the user has a legitimate license for the software or permission has been obtained from the appropriate creator, owner or licensor. All software loaded on The Academy’s/Midland Charter Initiative must be approved by the Academy/MCI and must own and retain the licenses for all copyrighted software loaded on school computers. Request for new software should be directed to an Administrator. Illegal peer-to-peer file trafficking of copyrighted material is prohibited.

- The system administrator and teachers are the only persons permitted to install or remove software on any computer in the system.
- Software may not be transmitted via The Academy's/MCI's internal system or the Internet. Transmission includes uploading, downloading, altering, copying and forwarding software programs.
- All information found on The Academy's/MCI's system and the Internet must be properly referenced when included in a student's work.
- No products or services may be purchased via The Academy's/MCI's computer resources.

The Midland Academy of Advanced and Creative Studies/MCI realizes that Internet access to computers and people from all over the world involves the possibility of encounters with materials, which are not of educational value and may be offensive.

- The Midland Academy of Advanced and Creative Studies/MCI has taken every available precaution including direct adult supervision and "blocking software" to restrict access to objectionable materials. The Midland Academy/MCI technology may not be used to publish, retrieve or store dangerous or demeaning materials, including but not limited to pornography, documents encouraging violence or illegal acts, and racist tracts or hate speech unless required as part of the classroom curriculum and access is supervised by an instructor.
- The Academy/MCI, however, cannot guarantee that offensive materials will not be encountered. If such material is encountered, the faculty and staff of The Academy/MCI will take advantage of the opportunity for instruction in character development and responsible use of the Internet.
- Given the surpassing value of the vast majority of information and interactions available on this worldwide network, and given the precautionary measures implemented by The Academy/MCI. The Academy/MCI firmly believes the possibility of encountering offensive materials should not preclude access to the Internet by our students, faculty, and staff.

Any misuse of the computers will result in suspension of the student's privilege to use any computers at The Midland Academy/MCI. The Midland Academy/MCI reserves the right to monitor student usage and remove students who are using computers improperly.

**Students and parents understand and agree to the following:**

- Students are not permitted to alter the system's software, placing unauthorized information, computer viruses or harmful programs on or through the computer system.
- The Midland Academy/MCI reserves all right to any material stored in files and will remove any materials which, the district views as unlawful, obscene, pornographic, abusive or otherwise objectionable.
- The computer network resources are intended for the exclusive use by the assigned users. The student is responsible for his/her account/password and access privilege. Any problems, which arise from the use of a student's account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and will result in loss of computer privileges.

Parents/Guardians hereby release TMAACS/MCI, its personnel, and any institutions, which are affiliated from any and all claims and damages of any nature arising from their child's use of or inability to use, the Academy's computer resources. The

Parents/Guardians agree to indemnify TMAACS/MCI for any fees, expenses, or damages as a result of the child's use or misuse of the computer equipment.

The Parents/Guardians understand TMAACS/MCI makes no warranties about their computer resources. The Parents/Guardians understand that TMAACS/MCI accepts no responsibility for the accuracy of any information found on the TMAACS/MCI internal system or the Internet. Parents/Guardians understand further that TMAACS/MCI assumes no responsibility for any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of TMAACS/MCI.

Because it is difficult, if not impossible, for the school to monitor the contents of any personal technology hardware or software that a student brings on school property, whether or not used during school hours, TMAACS/MCI places the responsibility on parent(s) and guardian(s) for monitoring any personal technology hardware or software that students bring from home, or otherwise obtain from any source other than TMAACS/MCI. This parental/guardian responsibility includes ensuring that their child's use complies with any applicable provisions of TMAACS/MCI's technology policies and Student Code of Conduct. Application of the technology policies and this provision includes, but is not limited to the student's use of any personal cell phone, pager, voicemail system, laptop, tablet, travel drive, compact disk, software or any Internet or website when accessed through personal hardware, personal hotspot, personal access point, personal 3G, 4G or the like. Notwithstanding this parental/guardian responsibility, TMAACS/MCI, reserves the right to take appropriate action, including, but not limited to, discipline up to and including suspension or expulsion, the loss of any privilege to bring any technology equipment, or software to school and legal action, should any hostile, offensive, intimidating, threatening, or otherwise inappropriate or illegal use, misuse, abuse, behavior, sharing, marketing, sale, or distribution of technology equipment, software, Internet, or website(s), or other violations of the TMAACS/MCI technology policies be identified whether or not taking place during school hours, on school property, or with personal equipment and/or software.

## **TRIPS**

### **School-Sponsored Trips and Field Trips**

Field trips are held throughout the year to enrich the student's learning experience. Parents will receive advance notice of the field trip including information about the trip. A signed permission slip must be filed in the office prior to allowing the student to participate in the field trips. Parents will be asked to chaperone on field trips. This is a special time for the parent chaperone, student, classmates and the professional educator(s). Parents, chaperones, students of the age of majority /and other guests may not indulge in alcoholic beverages, the use of tobacco products, or illegal drugs on campus, off campus, or during school-sponsored trips and field trips.

### **School Trips**

#### *Classroom Field Trips*

- A classroom field trip is part of the curriculum
- A classroom field trip may or may not be required attendance
- A classroom field trip may or may not have associated assignments or grades
- A classroom field trip may not require any student to pay to participate

- A classroom field trip may use volunteers as chaperones or to provide transportation
- All drivers must comply with school standards (see Trip Transportation Rules and Regulations)
- All drivers must comply with current and appropriate insurance (see Trip Transportation Rules and Regulations)
- Students must have turned in signed permission document
- School must have parental permission to obtain medical assistance as needed (original to be with staff coordinator as well as a copy left with a school administrator)
  1. If the students divide into smaller groups then chaperones shall be provided with a copy of medical permission.
- Trip must be under the direction of a staff member
- Parents, chaperones, students of the age of majority /and other guests may not indulge in alcoholic beverages, the use of tobacco products, or illegal drugs on campus, off campus, or during school-sponsored trips and field trips
- Approval by administration is required for all school student trips off the school grounds
- Administrative approval delegated by the Board is sufficient for a classroom trip of:
  1. 1 school day or less, and
  2. Remaining within 150 miles of school (maximum 300 miles round-trip), and
  3. Remaining within Michigan
- In addition, actual Board approval of a specific classroom field trip is required for any trip:
  1. Requiring overnight stay, or
  2. Exceeding 150 miles from school, or
  3. Any trip leaving the State of Michigan, or
  4. Any trip involving a cost of more than \$100 per student, or
  5. Any trip deemed by an administrator to require Board approval

#### School-Sponsored Trips

School sponsored trips are held throughout the year to enrich the student's learning experience. Parents will receive advance notice of the school-sponsored trip via newsletter including information about the trip. A signed permission slip must be filed in the office prior to allowing the student to participate in the school-sponsored trips. Parents will be asked to chaperone on trips. This is a special time for the parent chaperone, student, classmates and the professional educator(s).

- School sponsored trips are not part of the curriculum
- No student can be required to attend
- Failure to attend or participate cannot be held against any student(s)
- Participation or non-participation cannot be factored into any grade
- May use volunteers as chaperones or to provide transportation
- All drivers must comply with school standards (see Trip Transportation Rules and Regulations)
- All drivers must comply with current and appropriate insurance (see Trip Transportation Rules and Regulations)
- Students must have turned in signed parental permission document
- School must have parental permission to obtain medical assistance as needed
- Trip must be led, directed by a staff member

- Parents, chaperones, students of the age of majority and other guests may not indulge in alcoholic beverages, the use of tobacco products, and illegal drugs on campus, off campus, or during school-sponsored trips and field trips
- Approval by administration is required for all school student trips off the school grounds
- Administrative approval delegated by the Board is sufficient for a trip of:
  1. 1 school day or less, and
  2. Remaining within 150 miles of school (maximum 300 miles round trip), and
  3. Remaining within Michigan
- In addition, actual Board approval of a specific trip is required for any trip:
  1. Requiring overnight stay, or
  2. Exceeding 150 miles from school, or
  3. Any trip leaving the State of Michigan, or
  4. Any trip involving a cost of more than \$100 per student, or
  5. Any trip deemed by an administrator to require Board approval.

*Volunteer Driver Transportation Rules and Requirements*

1. Vehicle Requirements:
  - a. Seat facing forward only
  - b. Inside cab of truck only – not in the rear
  - c. No loose, heavy objects in the passenger area
  - d. Vehicle must be in safe operating condition, including tires, brakes, horn, lights, wipers, etc.
  - e. Seat belts must be in good operating condition
  - f. Children and adults can only be seated in designated seating positions, as determined by the number of seatbelts and in accordance with manufacturer’s rated seating capacity.
2. Driver Requirements:
  - a. Must be at least 18 years of age and possess a valid driver’s license
  - b. Must not be currently enrolled at The Midland Academy or any other high school as a traditional high school student
  - c. Must have certificate of no-fault insurance coverage in possession
  - d. No more than 4 active points on driving record
  - e. Drivers must carry a minimum liability insurance of \$100,000 per individual and \$300,000 per occurrence
  - f. Has not been convicted on an alcohol driver-related offense in the last ten (10) years
  - g. Must have a list of children in vehicle, as well as emergency contact information for each child’s parents and/or guardians
  - h. Does not currently have a restricted or suspended license
  - i. Must obey all traffic laws and regulations, including, but not limited to the posted speed limit
3. For vehicles rated to carry more than eight passengers, one volunteer must be present for every eight children. This aide must be at least 16 years old, seated with the children and is responsible for supervision.
4. Children may not be left unattended at any time during the trip.
5. Children should be helped into and out of vehicle by supervisor/driver.

### Finances

Carrying money is the responsibility of the student. The Midland Academy and chaperones will not be responsible for the loss of money.

### Chaperone Conduct

1. Read and enforce all the student guidelines set by the trip coordinator.
2. Supervise the appropriate clean up before allowing students to exit (i.e. car, bus, plane).
3. Reinforce proper behavior consistent with the Student Code of Conduct. If there are any concerns or suspicions, contact your trip coordinator.
4. Keep the emergency information for your group of students available in case of an accident.
5. Take attendance for your group of students each time we transition from one situation to another.
6. Use of tobacco products, partaking of alcoholic beverages and illegal drugs are prohibited while on campus, at off-campus events, during school-sponsored trips and field trips.

## **EVALUATIONS**

### **Testing Policies**

The school administers standardized achievement tests to all students as required by our chartering agreement and the laws of the State of Michigan. The Midland Academy uses achievement, and criterion-referenced tests to establish base-line test scores for incoming students. The test scores are one of many factors used in evaluating our students and assessing our educational program.

### **Report Cards**

Report cards with comments are distributed quarterly. The first and third quarter report cards are sent home with parents during student-led conferences. The second and fourth quarter report cards are mailed to the student's residence. At the end of each semester, parents will receive a notice with teacher comments for (1) any student averaging a C- or below, or (2) any incomplete course.

### **DAD Program**

We believe parents are the primary educators of their children. Here at the Academy we have given parents and students the tool of Skyward to use to help them manage course grades, attendance and discipline. Students and parents are expected to proactively view Skyward. By consistently viewing Skyward you can make sure your child is on track for academic success in their classes.

In the event a student receive a grade below C- during a marking period via Skyward, they will automatically be enrolled in the DAD Program. The DAD program supports the student by educating them on best practices for academic success. Students will have a meeting to discuss their grades, create a plan, and implement a strategy to help them raise their grades and be successful. Students will be expected to proactively view Skyward, set goals, timelines, meet with their teachers, and spend the time needed to raise their grade.



## Grading and Evaluation

Academic work is evaluated on a 4.0 Quality Point grading scale. The minimum passing grade point is a straight-unweighted 1.7. Students and parents will be sent grades and written comments at the end of each quarter. Progress reports will be sent as needed. A grade of D+ is not a passing grade. Regarding prerequisites, students must obtain at least a C- in all prerequisite courses before being permitted to enroll in subsequent courses.

Credit will not be issued for classes where the semester unweighted grade point value is less than 1.7 (a passing grade); however, the point value for the grade earned will be calculated in the student's cumulative grade point average.

Grade changes may be made for a technological error on the part of The Academy faculty and/or staff. Students may appeal grades in-writing up to 30 calendar days from the last day of the quarter. A course may be repeated at The Academy to raise a grade. All grades shall remain on the student's academic record (transcript), but in computing the grade point average, the better grade will be counted.

It is possible that students will have modified or altered curricular expectations in which case as student will be evaluated upon mastery of Academy grade level content standards. A student's grade report, progress report, and/or transcripts will reflect that the curriculum has been modified or altered and mastery of Midland Academy grade level content standards for the course have not been met. Completion of the class may not meet the requirements for a high school diploma from The Midland Academy. An altered grade point average will be calculated in the situations where the student received a modified or altered curricula.

## Grade Point Average

For grades 5 through 12, grade point averages are calculated using grades attained in academic subject. Regular academic grades are evaluated on a straight-unweighted 4.0 point scale (A=4, B=3, C=2, D=1). Honors (H) and Advanced Placement (AP) grades are weighted and their Quality Points will be multiplied by 1.5. Modified or altered curricular content grades are evaluated on a 3.0 point scale (A=3, B=2, C=1, D=0). A high school transcript will include a weighted grade point average (GPA A), an unweighted grade point average (GPA B) as well as a modified grade point average (GPA C).

## Grading Scale

Kindergarten through 4<sup>th</sup> grade at The Midland Academy is adopting a Standards-Based Report Card and will use the following Grading Key to indicate student mastery. This key will be used for core subjects taught by the classroom teachers as well as the enrichment subjects taught by specialty teachers.

**4 = Exceptional** – This student consistently demonstrates a thorough in-depth knowledge of basic and extended concepts and skills. Performance is characterized by self-motivation and the ability to apply skills with consistent accuracy, independence and a high level of quality.

**3 = Meets the Standard** – This student demonstrates a thorough understanding of concepts and skills. Performances are characterized by the ability to apply skills with accuracy and quality.

**2+ = Progressing Well Toward the Standard** – this student demonstrates an increased understanding of basic concepts and skills. Performance is characterized by the ability to apply skills with greater success. Performance is becoming more consistent with regard to accuracy and quality requiring less support.

**2 = Progressing Toward the Standard** – This student demonstrates understanding of basic concepts and skills. Performance is characterized by the ability to apply skills with increasing success. Performance varies in consistency with regard to accuracy, quality, and level of support.

**1 = Not Meeting the Standard** – At this time the student does not demonstrate understanding of basic concepts and skills. Performance is inconsistent event with guidance and support.

**NA = Not Assessed.**

**M = Modified** – This signifies the student’s curricular content has been modified or altered reflecting Midland Academy grade level content standards have not been met. The modified description can be used with the Grading Scale for grades Kindergarten through 4<sup>th</sup> grade.

Non-core subjects such as art, music, physical education, and Spanish will be evaluated on three phase scale of:

EX – Excelling, ST – Satisfactory, and PR – Progressing.

Academic work is evaluated on a 4.0 grading scale. The minimum passing grade is 1.7. Students and parents will be sent grades and written comments at the end of each quarter. Progress reports may be sent home upon completion of mid-quarter. Grades are in the form of letters as follows:

Letter Grade	Numerical Value	Unweighted QP	Weighted QP	Modified QP
A	100-93	4.0	6.0	3.0
A-	92-90	3.7	5.55	2.7
B+	89-87	3.3	4.95	2.3
B	86-83	3.0	4.5	2.0
B-	82-80	2.7	4.05	1.7
C+	79-77	2.3	3.45	1.3
C	76-73	2.3	3.0	1.0
C-	72-70	1.7	2.55	0.7
D+	69-67	1.3	1.95	0.3
D	66-63	1.0	0.0	0.0
D-	62-60	0.7	0.0	0.0
F	59 & below	0.0	0.0	0.0

W	(withdrawn)	Withdrawal after the end of the add/drop period throughout the 6th week of the semester.
WP	(withdrawn passing)	Withdrawal with a passing grade in the 10th-11th week of the semester.
WF	(withdrawn failing)	Withdrawal with a failing grade in the 10th-11th week of the semester. Zero honor points are earned. Credit is counted in the

		grade point average, but not as credit earned.
PIP	(Passing in Progress)	The Passing in Progress grade designation is used on occasion for continuing semester thesis. The student must be achieving at a C- or above. Credit is counted as credit earned, but does not affect the grade point average. It is not to be awarded for regular classes.
P/F	(pass/fail)	P signifies the successful completion of "C-" or better (credit is counted toward credit earned, but does not affect the grade point average).
I	(incomplete)	Incomplete grades will only be issued upon approval of the Dean of Curriculum and Instruction or his/her designee. Incomplete grades must be converted to the appropriate letter grade no later than the end of the succeeding quarter except in the unusual circumstances as approved by the Dean of Curriculum and Instruction or his/her designee.
R	(replacement)	This grade replaces a previous grade earned for this same course and it is this grade that is calculated in the student's grade point average.
NW	(non-weighted)	This signifies that the associated grade with this designation has been replaced by a subsequent grade. The grade with this designation is not calculated in the student's grade point average.
M	(modified)	This signifies the student's curricular content has been modified or altered reflecting Midland Academy advanced grade level content standards have not been met. Completion of the class may not meet the requirements for a high school Diplomas of Higher Distinction from The Midland Academy, and align to the State of Michigan standard diploma requirement.

Grade changes may be made only for a certified error on the part of The Academy faculty and staff. Students may appeal grades in writing up to 30 calendar days from the last day of the quarter. A grade of D+ is not a passing grade for any required course. Regarding prerequisites, students must obtain at least a C- grade in all prerequisite courses before being permitted to enroll in subsequent courses. Credit will not be issued for classes where the semester grade point value is less than 1.7 (a passing grade); however, the point value for the grade earned will be calculated in the student's cumulative grade point average. A course may be repeated at The Academy to raise a grade. All grades shall remain on the student's academic record (transcript), but in computing the grade point average, the better grade will be counted.

### **Promotional Requirement**

Students are required to achieve a minimum unweighted grade point average of C- (1.7) or better. A GPA that is below C- (1.7) will be reviewed by the Administration of the school, who will make recommendations to the Chancellor. A meeting with the parent will be held to discuss the academic progress of the student. The following actions could result:

1. The student may be required to repeat the grade or specific course.
2. The student may be put on academic probation.
3. A meeting with the parent will be held to discuss the academic progress of the student.

Students who do not succeed in the academic program will be placed on academic probation. During this time, students must demonstrate satisfactory academic progress to remain in the program. If this goal is unattainable, students will be advised to select appropriate education that will enhanced their learning abilities and self-esteem.

All appeals for diverging from or waiving the requirement of this policy must be submitted to the Dean of Curriculum and Instruction.

### **Attainment Level Review**

The instructional staff will review attainment levels every four weeks. If a student is having difficulty meeting the minimum attainment level of C- or below for all subjects, a plan will be devised to help the student meet attainment.

### **Academic Probation**

Students who receive a C- or below in one or more academic classes, a progress report will be sent home by mail or through Skyward Message Center. Intervention for these students may include after-school tutoring, lunch-time tutorial assistance, student-planners or other measures to assist students in increasing their academic performance. Students at The Midland Academy must maintain a GPA of 1.7 (C-) and/or not receive more than one F at the end of each marking period or they will be placed on academic probation for the following marking period.

An Academic Probation Contract will be jointly developed by the student, teacher, parent(s) and academic probation officer to address the cause for the student's academic performance and develop academic goals. These students will continue with academic intervention measure for the duration of their probation. As a consequence of being on probation, students are not allowed to participate in any activity which would require them to miss any classes, including field- or school-sponsored trips which involve more than a single class period. Additionally, students on academic probation may not participate in extra-curricular activities.

At any time during the academic year an administrator has the right to put the student on academic probation if the student is not performing as required. If the student does not exhibit improved academic performance in a specified length of time, the student may be retained or advised to select appropriate education that will enhance their learning abilities and self-esteem.

Students who are placed on academic probation for two or more consecutive semesters may need to repeat a specific course or grade level at The Midland Academy. Students in this situation will receive written notification from the Dean of Curriculum and Instruction.

### **Progress Reports**

Parents will be provided access to an on-line communication service that teachers update with academic performance.

In addition, reports may be sent home as necessary to advise parents and students of unsatisfactory progress or behavior. Parents are encouraged to contact teachers whenever they have a concern regarding their child's progress or behavior.

### **Standardized Tests**

Colleges/Universities use up to five sets of standardized tests (PSAT, SAT I, SAT II, AP, ACT) in applicant evaluation. Since these are standard, the same nationally, they serve as common denominators, giving the admissions officer a point of direct comparison of applicants. While some institutions use all available tests/scores equally, many put different values on each. For instance, some put primary emphasis on SAT Is, others on SAT IIs; some use both; most use APs for placement/credit; few use PSATs unless the scores are National Merit caliber, some hardly refer to test scores at all, preferring the value of GPAs. However used, they are only part of the mosaic! All scores must be reported to the Academic Office.

As a charter school dedicated to providing the highest quality education to students we perform multiple standardized assessments to ensure that students are mastering educational content appropriate for their ages and grades. The assessment portfolio offered at The Midland Academy includes the following (which may be a sampling list and not comprehensive) standardized tests: State of Michigan assessments, Michigan Literacy Proficiency Profile (MLPP); NWEA; Iowa Tests of Basic Skills; Iowa Tests of Educational Development; Terra Nova and CogAT (upon individual need and desire). The portfolio of standardized tests may change due to state legislation, charter contract requirements with our authorizer and school administrative decisions.

# ACHIEVEMENTS

## Character Education

The Midland Academy promotes a strong Character Education program designed with three main components of moral development, etiquette and leadership.

**Moral Development** includes a focus on sixteen virtues, using virtue blocks to reinforce and model behavior for students. The virtues are integrated into grade-appropriate curriculum and character education assemblies. Character Challenges, Community service projects, character-building workshops and teen topic seminars may be presented to support the specific virtue.

**Sixteen Core Academy Virtues** are the focus of our program.

Responsibility	Self-discipline	Excellence	Respect
Cooperation	Dependability	Humility	Empathy
Honesty	Courage	Patience	
Industriousness			
Diligence	Loyalty	Prudence	Forgiveness

These virtues are incorporated into all phases of academic curricula and school life activities outside of the classroom. Academy families are expected to consistently reinforce these character values. All student writings created for classroom and homework assignments must reflect good values.

**Etiquette** is presented as a part of daily school life in respect for authority, others and property. Social manners and protocol are demonstrated, in addition to introductions and handshaking, table manners, and telephone etiquette. Fifth grade students look forward to the tutorial in the Formal Tea, and eighth graders enjoy the special event of the formal luncheon tutorial.

**Leadership** is modeled and encouraged through our Student Ambassador Program, student leadership training workshops and civic and community leader involvement as guest speakers. The Midland Academy sponsors several grade-appropriate levels of Student Council including a Junior Council for grades 6-8, a Senior Council for grades 9-12 and an Executive Council responsible for coordinating and over-seeing the two councils.

## Honor Societies

**National Honor Society:** Students elected to this society have, in the view of the faculty and administration, exhibited the qualities of citizenship, service, scholarship and leadership. Students may be elected in their sophomore, junior or senior years.

**National Junior Honor Society:** Students elected to this society have, in the view of the faculty and administration, exhibited the qualities of citizenship, service, scholarship and leadership. Students may be elected in their 7th, 8th and 9th grade years

**National Junior Art Honor Society;** This society is designed specifically for students in middle school and junior high school (grades 7-9), which helps generate interest in art

programs at the secondary level. Students inducted to the NJAHS may then be nominated for the NAHS when appropriate.

## **Student Code of Conduct**

The purpose of the Student Code of Conduct is to maintain an effective learning environment for every student, as well as to facilitate the positive development of each student's abilities and habits essential to acceptable and self-controlled behavior necessary for success. It is important for our students to learn to respect rules and regulations regarding their conduct.

When it is necessary to use corrective measures and to the extent possible, such measures are based on a balance between an understanding of each student and on guiding practices.

### **ATTENDANCE**

#### **Parent-Student-School Contract**

This contract is a commitment on the part of the parents, students and the school to the formation of social and academic excellence in the school. With the cooperation and dedication of the three principal partners (parents, student, and the school) excellence can be obtained. The Contract outlines the commitment between parent, student and school to follow the rules and regulations of the school.

#### **Attendance Policy**

There is a direct correlation between attendance and academic performance. Students who miss class or come to class tardy do not do as well as those who do. Therefore, it is The Academy's policy to expect 100% attendance. The Midland Academy does not tolerate tardiness or skipping class. When students must miss class for Academy field trips and school sponsored events, it is expected that they will inform their teacher and other faculty members in advance of their absence.

Brief illnesses, longer-term illness or crises must be brought to the attention of the Office of Student Services. Students whose attendance performance is not above par may be asked to complete signed physicians' slips confirming the reason for their absence or even be put on contract. Students will not be penalized for absences documented by medical personnel (i.e., physicians, dentists, etc.).

#### **Preparedness**

A student must arrive on time each day with the necessary books, materials and supplies. When the bell rings students must be seated in their classroom with all books and supplies organized and ready to start the school day.

#### **Absentees**

The school must receive a call from the parents if the student is going to be absent. A parent note explaining the reason for absence is required upon the student's return to school. Medically excused absences will require a note from the doctor's office for both illnesses and scheduled appointments. A student who is deliberately absent from school and class without the knowledge or consent of their parents or the school will be considered as an unexcused absence. Excused absences will be at the discretion of the administration.



### **Pre-arranged Absences**

If an absence is to be excused for reason other than illness (i.e., college trips), a note must be written by a parent to, and approved by, the Office of Student Services before the absence. Arrangements for missed work must be made with the student's teacher(s). There is no substitute for good attendance. Students and parents must be accountable for establishing good attitudes and personal responsibility.

### **Dismissal from School During School Hours**

Students leaving campus during the school day (for doctor, dentist, illness, etc.) must go to the office to check out. Parents must approve the checkout either by phone or with a note. The school secretary will keep the sign out list in the main office. Arrangements for missed work must be made with the student's teacher.

## DRESS AND GROOMING

### Professional Dress Code For Kindergarten – 8th Grade

The Professional Dress Code at The Midland Academy emphasizes modesty, clean, neat clothing in good taste to promote school spirit. Dressing for success improves attendance, graduation and academic proficiency and discipline. Positive character development is enhanced when students feel good about themselves. To be consistent with the philosophy and the style of the school, proper attire will be required. Students should choose clothing that fits 100% within the guidelines listed. The latest fad or fashion may not fit the dress code. Students are to consider dress code compliance as part of the Student Code of Conduct. The administration reserves the right to review dress. Parents may be called to pick up students or provide a change of clothing for students in violation of dress code.

It is expected that students will comply with student dress code guidelines whenever they are on campus or at a school-sponsored event. This includes appointed times for the uniform dress code, TMAACS Specialty Dress Code Wear, Friday Spirit Wear, Crew Days, Casual Dress, Dress Down Days and Dress Best Days.

Additional **TMAACS Specialty Dress Code Wear** having the The Midland Academy insignia and/or crest will be approved for our daily uniform dress code. These items will only be available to order through Midland Charter Initiative during specified periods of time.

Schoolbelles offers a TMAACS-endorsed line of clothing that ensures styles and colors are consistent. While it is not mandatory to purchase uniforms through this supplier, it is mandatory that all Uniform Dress Code clothing meet these guidelines as illustrated online using **School Code S1688** to view TMAACS-endorsed clothing. Other companies offering uniform clothing include Land's End, JC Penny, and French Toast. All Professional Dress Code clothing must meet the same guidelines.

**Schoolbelles: ..... Phone: (800) 548-3883 ..... Website: [www.schoolbelles.com](http://www.schoolbelles.com)**

**Name brands and insignia on clothing should be small (i.e. on a pocket) and not written across the shirt.**

**TMAACS Approved Color Code** (see Dress Code for approved item colors):



White



Navy

The following is an outline of our Dress Code:

#### *GIRLS (Grades K-8) DAILY DRESS CODE*

- **Girl's Solid Navy Skirts, Jumpers and Polo Dresses**

**Approved:**

**Dresses** – Short and long sleeve Polo dresses.

**Jumpers** – V-neck, round-neck, and tunic.

Sleeveless jumpers must be worn over a short or long-sleeved collared shirt or turtleneck.

**Skirts** – A-line, pleated, kilt-style, and split.

**\*\*Skirts, jumpers and dresses must not be shorter than 2 inches above the knee.**

**\*\*Slits in skirts, jumpers and dresses must not be above 2 inches from the knee.**

**Unacceptable:**

Skirts, jumpers or dresses and slits in skirts, jumpers or dresses that are above 2 inches from the knee. Sleeveless Polo dresses.

- **Girl's Solid Navy Slacks, Culottes, Capris and Dress Shorts**

**Approved:**

**Slacks** – Plain or Pleated Front.

**Culottes** – Plain or Pleated Front, not shorter than 2 inches above the knee.

**Capris** – Plain or Pleated Front.

**Walking Shorts** – Plain or Pleated Front, mid-thigh length or longer.

**\*\*Culottes must not be shorter than 2 inches above the knee.**

**\*\*Shorts must be mid-thigh length or longer.**

**\*\*Pockets on pant legs should be small and ornamental.**

**\*\*Capris and dress shorts are permitted in the months of August, September, May and June when the temperature outside is 70 degrees or above.**

**Unacceptable:**

Sweatpants, pajama-type pants, baggy pants, hip-hugger pants, cargo pants, painter pants, zippers on the bottom of pant legs, denim, corduroy, camouflage, cut-offs, stirrups or leggings, flannel, fleece, low-rider pants, shorts that are shorter than mid-thigh length, culottes shorter than 2 inches above the knee.

- **Girl's Collared Blouses, Knit Polo Shirts and Turtlenecks**

**Approved:**

**Blouses and Shirts** – Solid white colored with collar, short or long sleeve. This includes: Broadcloth, Oxford Cloth, and Knit Shirts.

**Camisoles and Undershirts** – Solid white colored or solid navy colored may be worn under a collared shirt or blouse *as long as* the lowest part of the neckline of the camisole or undershirt is not more than four inches below the neck.

**Turtlenecks** – Solid white, short or long sleeve.

**\*\*All shirts, blouses, camisoles and undershirts must be long enough to be kept tucked in.**

**\*\* Blouses and shirts (worn with or without a camisole or undershirt underneath) must not be opened more than 4" below the neck.**

**Unacceptable:**

Shirts not tucked in, attached tassels, ties or frays, collarless shirts, colored trim on collar or cuffs, spaghetti strap shirts, sleeveless shirts, flannel, corduroy, camouflage, fleece, t-shirts, Henley shirts, muscle shirts, tank tops, sweatshirts, denim, garments that bare the midriff, single-layer sheer tops, crop tops, visible bra straps. No skin may be showing around the stomach area.

Blouses and shirts (worn with or without a camisole or undershirt underneath) must not be opened more than 4" below the neck. Camisoles and undershirts must not be worn without a blouse or shirt as a second layer.

- **Girl's Second-Layer Solid Navy Sweaters (with or without school name or insignia)**

**Approved:**

**Sweaters** – Solid navy, sleeveless or long-sleeve including:

Crew Neck or V-Neck Pullover Sweaters

Crew Neck and V-Neck Cardigan Sweaters

V-Neck Cardigan Vest Sweaters

**\*\*All sweaters must be worn over a collared shirt or turtleneck.**

**Unacceptable:**

Henley-style sweaters, polo-style sweaters, hoods, attached tassels, ties or frays, colored trim, sweatshirts, spaghetti strap tops, crop top sweaters, camouflage, zippers on pockets, sweaters that bare the midriff, visible bra straps, sweaters worn without a collared shirt or turtleneck underneath.

- **Girl's Navy Blazer**

**Approved:** Solid navy colored Blazer.

- **Girl's Accessories**

**Approved:**

**Socks/Nylons:**

**Grades K-4**

Solid dark navy (preferred), solid black, or solid white colored knee-highs, crew socks and cuffed socks (with or without lace). While navy socks are preferred, black socks will be acceptable.

**Grades 5-8**

Solid dark navy (preferred) or solid black colored socks.

While navy socks are preferred, black socks will be acceptable.

Solid no-show socks to match shoe color or skin-tone colored no-show socks.

Skin-tone colored nylons.

**Tights** – Solid navy colored or solid white, both plain and lace type.

**Belt** – Dark in color, with minimal ornamentation or decoration.

Belts must be worn with slacks that have belt loops. If belts are a problem, simply remove the belt loops to meet dress code.

**Hairpieces** – hairclips, barrettes, (non-athletic) hairbands, hair extensions, ponytail holders, and hair beads are acceptable.

**Ties** – Bowties, Neckties, and Continental Ties are optional.

**Unacceptable:**

Hats, bandanas, scarves, hoods, garments that bare the midriff, visible bra straps, studs on belts, body piercings. (Female students are allowed to wear moderate earrings).

• **Girl's Dress shoes**

**Approved:**

Traditional dress shoes that coordinate with pants, shorts, skirts, jumpers or dresses including tie-up, buckle, loafers/slip-ons and patent leather shoes that are clean and in good repair.

**Unacceptable:**

Athletic shoes, boots (dress, hiking, cowboy, construction, or snow), clogs, skater-style shoes (like Vans), sandals, flip-flops.

**BOYS (Grades K-8) DAILY DRESS CODE**

• **Boy's Navy Pants and Shorts**

**Approved:**

**Pants** – Plain or Pleated Front.

**Walking Shorts** – Plain or Pleated Front.

**\*\*Pockets on pant legs should be small and ornamental.**

**\*\*Dress shorts (mid-thigh length or below) are permitted in the months of August, September, May and June when the temperature outside is 70 degrees or above.**

**Unacceptable:**

Sweatpants, pajama-type pants, baggy pants, cargo pants, painter pants, zippers on the bottom of pant legs, denim, corduroy, camouflage, bell-bottom pants, hip-hugger pants, cut-offs, stretch pants, stirrups or leggings, flannel, fleece, low-rider pants, short shorts.

• **Boy's Collared Dress Shirts, Knit Polo Shirts and Turtlenecks**

**Approved:**

**Dress Shirts and Polo Shirts** – Solid white colored with collar, short or long sleeve. This includes:

Broadcloth, Oxford Cloth, or Knit Shirts.

**Turtlenecks** – Solid white, short or long sleeve.

**\*\*All shirts must be long enough to be kept tucked in.**

**Unacceptable:**

Shirts not tucked in, attached tassels, ties or frays, collarless shirts, colored trim on collar or cuffs, colored undershirts, shirts open more than four inches from the neckline, sleeveless shirts, flannel, corduroy, camouflage, fleece, t-shirts, Henley shirts, muscle shirts, tank tops, sweatshirts, denim, garments that bare the midriff, sheer tops. No skin may be showing around the stomach area.

• **Boy's Second-Layer Solid Navy Sweaters (with or without school name or insignia)**

**Approved:**

**Sweaters** – Solid navy, sleeveless or long-sleeve including:

Crew Neck or V-Neck Pullover Sweaters

Crew Neck or V-Neck Cardigan Sweaters

V-Neck Cardigan Vest Sweaters

**\*\*All sweaters must be worn over a collared shirt or turtleneck.**

**Unacceptable:**

Henley-style sweaters, polo-style sweaters, hoods, attached tassels, ties or frays, colored trim, snaps, sweatshirts, spaghetti strap tops, sheer sweater tops, crop top sweaters, camouflage, zippers on pockets, sweaters that bare the midriff, sweaters worn without a collared shirt or turtleneck underneath.

• **Boy's Accessories**

**Approved:**

**Socks –**

**Grades K-4**

Solid dark navy (preferred) or solid black colored crew socks. While navy socks are preferred, black socks will be acceptable.

**Grades 5-8**

Solid dark navy (preferred) or solid black colored crew socks.

While navy socks are preferred, black socks will be acceptable.

**Belts – Plain Dark Belt, with minimal ornamentation or decoration.**

Belts must be worn with slacks that have belt loops. If belts are a problem, simply remove the belt loops to meet dress code.

**Ties – Bowties and Neckties are optional.**

**Unacceptable:**

Hats, bandanas, scarves, hoods, garments that bare the midriff, studs on belts, body piercings. (While female students are allowed to wear moderate earrings, earrings on boys are unacceptable).

• **Boy's Plain Navy Blazer**

**Approved:** Solid navy colored Blazer.

• **Boy's Dress shoes**

**Approved:**

Traditional dress shoes that coordinate with pants or shorts including tie-up, buckle, loafers/slip-ons and patent leather shoes that are clean and in good repair.

**Unacceptable:**

Athletic shoes, boots (dress, hiking, cowboy, construction, or snow), clogs, skater-style shoes (like Vans), sandals, flip-flops.

**NOTE FOR ALL STUDENTS**

Jackets and coats may not be worn in the classroom. Each student should have a solid navy sweater or solid navy blazer (meeting Uniform Dress Code standards) to wear in the classroom during cold weather. TMAACS Specialty Dress Code Wear is also approved for every-day dress code.

**Friday Spirit Wear**

TMAACS Spirit Wear may be worn on Fridays throughout the school year. Spirit Wear clothing items are made especially for TMAACS with our name and logo printed or embroidered, and may be purchased through the school during special order times. Approved Spirit Wear items include TMAACS t-shirts, TMAACS sweatshirts, TMAACS navy pullover or zip-up fleece tops, TMAACS navy v-neck windbreakers, TMAACS warm-up suits, TMAACS sport and academic team shirts. (Students may wear long-sleeve collared shirts or turtlenecks under TMAACS Spirit Wear t-shirts to keep warm.)

**\*\*Pockets on pant legs should be small and ornamental.**

**Unacceptable Attire for Friday Spirit Wear Days**

Athletic shoes, boots (dress, hiking, cowboy, construction or snow), skateboard-style shoes (e.g. Vans), hats, bandanas, hoods, sandals, clogs, shirts not tucked in, non-TMAACS sweatshirts, flannel, muscle shirts, T-shirts other than from TMAACS sports or academic teams or clubs, Henley shirts (unless worn under a TMAACS Spirit Wear t-shirt), denim clothing items, baggy pants, corduroy, camouflage clothing, cut-offs, cargo pockets with or without zippers, spaghetti

straps, skimpy dresses or garments that bare the midriff, low-rider pants, stirrup pants, leggings, crop tops, single-layer sheer tops, visible bra straps or body piercings (Female students are allowed to wear moderate earrings. Earrings and body piercings on boys are unacceptable).

### **Dress Best Days**

This is a time where students get to dress up for different occasions and activities. Students shall avoid wearing denim, tennis shoes and gotten t-shirts. Instead girls may opt for dress pants, skirts, dresses, and a pair of dress shoes. Boys may opt for trousers, dress shirts, and leather shoes and are able to pair it with a blazer or sport coat and an optional tie. Make sure you meet the following guidelines:

Dresses, skirts, jumpers and culottes must be 2 inches above the knee or longer. Slits in skirts, jumpers or dresses that are above 2 inches from the knee are unacceptable. Blouses and shirts (worn with or without a camisole or undershirt underneath) must not be opened more than 4" below the neck. Camisoles and undershirts must not be worn without a blouse or shirt as a second layer. Spaghetti strap shirts may be worn under tops that have a strap width of 2 fingers or more.

### **Casual Dress & Dress Down Days**

Most clothing that is clean, neat and in good taste is acceptable. Casual dress may be worn for athletic contests or work sessions that occur after the regular academic hours. Shorts may be worn at mid-thigh length or longer. Dresses, skirts, jumpers and culottes must be 2 inches above the knee or longer. Slits in skirts, jumpers or dresses that are above 2 inches from the knee are unacceptable. Blouses and shirts (worn with or without a camisole or undershirt underneath) must not be opened more than 4" below the neck. Camisoles and undershirts must not be worn without a blouse or shirt as a second layer. Spaghetti strap shirts may be worn under tops that have a strap width of 2 fingers or more.

### **Grooming**

As with the dress regulations, the focus of grooming is on neatness, good hygiene, and good grooming that avoids extremes and fads, and which is consistent in spirit and in letter with the standards, philosophy and style of the school. Wigs may not be worn by either boys or girls unless warranted for health reasons.

#### **Boys**

From the opening day of school on, hair must be shaped to the head and trimmed so that the hair is above the collar, preferably with some of the ear exposed. Hair is to be maintained so that it is neat and well-groomed at all times, avoiding bizarre styling and maintaining natural hair color. Ponytails and Mohawks are not allowed. If hair is to be worn over the forehead, it is to be cut above the eyebrows. No mustaches or beards (full or partial) are allowed. Sideburns should not extend below the earlobe, nor onto the cheek. Boys must be clean-shaven at all times. Body piercing and Earrings are specifically prohibited on campus or at off-campus school events.

#### **Girls**

Hair must be maintained so that it is neat and well-groomed at all times, avoiding bizarre styling and maintaining natural hair color. Mohawks are not allowed. Make-up may be used moderately and in good taste. Excessive jewelry which attracts undue attention is not permissible. While female students are allowed to wear moderate earrings at all times on or off campus, other Body piercings are specifically prohibited on campus or at off-campus school events.

## **BEHAVIOR AND DISCIPLINE**

### **Merits and Demerits**

To help create and maintain a culture of self-discipline, accountability and responsibility, The Midland Academy uses a Merit and Demerit system to encourage students to be responsible for their choices and behaviors. Merits are used to recognize when students fulfill these expectations. Students earn Demerits when they violate the terms or do not fulfill these expectations. Because we believe in the importance of communication with parents regarding the education of their children, we send parents an email when their child receives a Merit or a Demerit.

We do realize there may be instances wherein a student might show a spontaneous, yet inappropriate reaction to a situation, and that reaction may result in a Demerit. However, depending upon the severity of the reaction and the sincere remorse of the student for that reaction, the Demerit, at the Dean's discretion, may be erased. The student may be asked to complete a school service project or perhaps write an essay or perform some other appropriate reparation. These terms are communicated to the parent when the agreement is made by the student and the Dean.

### **Code of Conduct (Age of Consent)**

Students of the Age of Consent give The Midland Academy the right to notify parents and guardians as their representative who will receive academic grades, progress, awards, and violations of the Student Code of Conduct at the discretion of The Academy.

### **Policy of Non-Discrimination**

All students will have an equal opportunity to learn. No student shall on the basis of race, creed, color, national origin, age, sex, marital status or disability be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program. The Midland Academy of Advanced and Creative Studies' policy of non-discrimination makes every effort to comply with requirements and objectives set forth in the Elliott-Larsen Civil Rights Act, the Michigan Handicappers' Civil Rights Act and Section 1300a of Public Act 1993, No. 335, section 1.

### **Citizenship**

Students must come to class in the approved dress code, be prepared and on time. Not only is it important for a student to come to class prepared, but it is also important that the student cooperate, take part in class discussions and share information. Students are expected to adhere to the Student Code of Conduct and show respect for peers and authority as well as not disrupting classroom learning activities.

### **Class Time**

Students who finish their desk work shall remain quiet and productive until the bell rings.

### **Pledge of Allegiance and National Anthem**

Students will be asked to participate in the Pledge of Allegiance and the National Anthem. Students are expected to stand and be respectful during this time. If there are religious or other concerns in regard to this participation, we ask parents to contact the front office.

### **Facility Cleanliness**

Students, parents, and staff are accountable for the cleanliness of the facility. ("Cleanliness is viewed not only as a condition but also as an attitude.")

### **Courtesy in Assemblies**

The Midland Academy provides assemblies to broaden the knowledge and experience of the students by providing guest speakers, movies, music, discussions and announcements. During assemblies:

- Students should enter the gym quietly and remain quiet during the entire assembly. Students will be seated with their classroom teacher unless otherwise instructed by the teacher.
- Students should give the speaker their undivided attention.
- Students should applaud in a cultured refined manner when they enjoy something.
- Students should not boo or whistle regardless of their opinion of the program or leave the gym during the assembly.
- Students must show courtesy and respect in word and action.
- Students are expected to be courteous and respectful and must stand for the Pledge and National Anthem.
- Students must stand when presenting a question or comment.

### **Hallway Etiquette**

Students should be in the halls only at the beginning and close of school and when moving from one class to another unless they have special permission or special duties. To be respectful to students who are engaged in the educational process, a soft voice should be utilized. Students in the halls during class time must have written authorization from a faculty member. Students are expected to be courteous at all times and to keep to the right when moving in the halls and between buildings. Neither running or shouting in the halls or between buildings is permitted. Students who are found in the halls without authorization are subject to disciplinary action. Students must show their passes to teachers on duty.

### **Physical Displays of Affection**

Students are expected to act as gentlemen and ladies in their relationship to one another. Displays of physical affection are not acceptable.

### **Respect**

Students are expected to obey and to show respect at all times to members of the faculty and staff, fellow students, school property and to visitors. Students must maintain attitudes of honesty, courtesy and kindness at all times.

### **Instructional Disruptions**

Students may not bring items to school that may disrupt the instructional program. Any item a student brings to school that disrupts instruction will be taken from the student and stored until a parent comes to the school to pick them up. The school is not responsible for items collected from students. Personal music players are not permitted during academic hours unless authorized by administration (their use is permitted before and after school or during lunch).



## Swearing

Swearing, obscene language and gestures are forbidden.

## Bullying and Cyberbullying

### Matt's Safe School Law

The Midland Academy of Advanced and Creative Studies recognizes that a school providing a physically and emotionally safe and secure environment for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. Bullying, like other forms of aggressive and violent behaviors, interferes with a school's ability to educate its students and a student's ability to learn. To protect the rights of all students for a safe and secure learning environment, the Board of Directors of the Academy prohibits all acts of bullying and other forms of aggression and violence.

Bullying is any written, verbal, or physical act, or electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils.
2. Adversely affecting the ability of a pupil to participate in or benefit from the public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying or other aggressive behavior toward any student by another student or students, administrators, staff, or third parties, including Board members, parents, visitors, contractors, vendors or volunteers is prohibited and will not be tolerated. It disrupts the learning environment and adversely affects the quality of a student's education. It harms the victim, the students exposed to it, and in many cases, the actual bully. All students are protected under this policy. All bullying is equally prohibited regardless of its subject matter or motivation.

All individuals are expected to be courteous and respectful toward others. Students not following the rules of courtesy and respect may be subject to school disciplinary procedures. Students may also be subject to disciplinary action for participating in any of the following:

1. Any student who communicates either in-person or utilizing a communication device to another student with the intent to intimidate, harass, or coerce another person, or uses vulgar, obscene, profane, lewd or lascivious language to communicate such harassment, or threatens an illegal or immoral act shall be subject to school disciplinary procedures.
2. Any student who communicates in school or on school grounds or at a school sponsored or school related function the intent to intimidate, harass, or coerce another person, or uses vulgar, obscene, profane, lewd, or lascivious language to

communicate such harassment, or threatens an illegal or immoral act shall be subject to school disciplinary procedures.

3. In any instance in which a student creates a climate of fear and/or causes a substantial disruption of the work of the school or impinges on the rights of other students, in-person or utilizing a communication device, the person committing the act shall be subject to school disciplinary procedures.
4. Retaliation or false accusations against a target of bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited. Any person or persons committing these acts shall be subject to school disciplinary procedures.

Examples of bullying may include, but is not limited to, taunting, malicious teasing, insulting, name calling, making threats, hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings, blocking or impeding student movement, unwelcome physical contact, spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion or intimidation. Bullying also includes forms of retaliation against individuals who report or cooperate in an investigation under this policy.

**Reporting a Violation of This Policy.** Any individual who experiences and/or witnesses an act of bullying *must* report the act to an adult school staff member such as a classroom teacher or other instructional staff member, lunch or recess supervisor, office staff, or to any administrator. Upon receiving a report of bullying, staff members *must* immediately report the complaint to the Dean and/or the Dean's designee who will promptly conduct an investigation. The Dean and/or the Dean's designee will promptly investigate the complaint of bullying and will simultaneously communicate with the parent(s) or legal guardian of the victim of alleged bullying as well as the parent(s) or legal guardian of the alleged perpetrator(s). The Dean and/or the Dean's designee will document all prohibited incidents that are reported, and shall report all verified incidences of bullying and the resulting consequences, including discipline and referrals to the Board on an annual basis, or earlier as the Board may request.

The Dean, who is responsible for ensuring that this policy is implemented, shall develop a process for discussing the Academy's policy on bullying with students and staff. The Dean, or his/her designee, also may establish training programs on preventing, identifying, responding to, and reporting incidents of bullying as needed.

### **Academic Integrity**

The Midland Academy is an academic community where knowledge, character and integrity of the students is important for the growth of the individual. Essential to the success of this education mission is a commitment to principles of ethical academic integrity. Every member of The Midland Academy community is responsible for upholding the highest standards of honesty at all times. Students, as members of this community, are also responsible for adhering to the principles and spirit of academic honesty at all times. Violations of honesty standards can result in denial of credit (F) in a course and can be referred for disciplinary action, which may include suspension or expulsion. Penalties are given at the discretion of Administration.

## Academic Dishonesty

Academic dishonesty is defined as the intentional using or giving of unauthorized aid on any work for which a grade is issued. This specifically includes quizzes, tests, examinations, compositions, term papers, reports on scientific experiments and any other unit of work that is submitted for a grade. Because courses differ in nature, methodology and subject matter, the precise definition of “unauthorized aid” will vary from course to course, and sometimes from assignment to assignment.

Activities that have the effect or intention of interfering with education, pursuit of knowledge or fair evaluation of a student’s performance are prohibited. Examples of such activities include, but are not limited to, the following definitions:

1. **Cheating:** Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work, or preventing or attempting to prevent another from using authorized assistance, material or study aids. Examples: using a cheat sheet in a quiz or exam; altering a graded exam and resubmitting it for a better grade, etc.
2. **Plagiarism:** Using the ideas, data, or language of another without specific and proper acknowledgment. Examples: misrepresenting another’s work (paper, lab report, article, or computer work) as one’s own original creation and submitting it for an assignment; using someone else’s ideas without attribution; failing to cite a reference or use quotation marks where appropriate, etc.
3. **Fabrication:** Submitting contrived or altered information in any academic exercise. Examples: making up data for an experiment; fudging data; citing nonexistent or irrelevant articles, etc.
4. **Multiple submission:** Submitting, without prior permission, any work submitted to fulfill another academic requirement. Example: submitting the same paper for two different classes, etc.
5. **Misrepresentation of academic records:** Misrepresenting, tampering with or attempting to tamper with any portion of a student’s transcripts or academic record, either before or after coming to The Midland Academy. Examples: forging a registration form, tampering with computer records, etc.
6. **Facilitating academic dishonesty:** Knowingly helping or attempting to help another violate any provision of this code. Example: working together on a take-home exam or other individual assignment; transmission of unauthorized information from one student to another either on paper, electronically, or by other means.
7. **Unfair advantage:** Attempting to gain unauthorized advantage over fellow students in an academic exercise. Examples: gaining or providing unauthorized access to examination materials (either past or present); obstructing or interfering with another student’s efforts in an academic exercise; lying about a need for an extension on an exam or paper; continuing to write even when time is up during an exam; destroying, hiding, removing, or keeping library materials, etc.
8. **Computer crimes:** Damaging or modifying computer programs without permission. Examples: software piracy; hacking; constructing viruses; knowingly introducing viruses into a system; copying programs and data belonging to others, etc.

## **Policy on Sexual Harassment**

The Midland Academy of Advanced And Creative Studies will not tolerate any form of sexual harassment at school-related activities. Disciplinary action will be taken promptly against any member of the school district's board of education, school district employee, supervisory or otherwise, or pupil engaging in unlawful sexual harassment directed against another employee or pupil.

### Complaint Procedure

1. Any employee or pupil who feels that he or she has been the victim of sexual harassment or any other form of harassment or discrimination should contact his or her immediate supervisor, or in the case of a pupil, the pupil, parent or guardian, should contact the administration, within fifteen (15) days of the alleged incident. This report can be oral or written, but a written and signed statement of the complaint must be submitted by the person making the complaint within three (3) days of the initial report before an investigation can proceed. If the alleged incident was initiated by the immediate supervisor of an employee, the employee should contact his or her next level of supervision. In the absence of an obvious next level of supervision, the report should be made to the administration of The Midland Academy of Advanced and Creative Studies.
2. Upon receipt of the written complaint, the person receiving the complaint will contact the person who allegedly initiated the sexual harassment, and inform that person of the basis of the complaint and the opportunity to respond within seven (7) days to the complaint in writing.
3. Upon receipt of the written response, the immediate or next level supervisor, after conducting a thorough investigation, will submit a copy of the complaint, the response and a written, confidential summary of the facts of the investigation to the administration. The administration, after conducting a thorough review of the facts of the investigation, including, if possible, interviews with all parties involved, will determine whether sexual harassment has occurred. All appropriate parties will be notified of the administration's decision.
4. A person's failure to report the occurrence of sexual harassment within fifteen (15) days may be deemed a waiver of any TMAACS action. Failure to file a written complaint within three (3) days of the verbal report will be considered a withdrawal of that report. If the person against whom the complaint of sexual harassment is filed fails to respond to the complaint within seven (7) days of notification, the complaint will be presumed to be true, and the appropriate disciplinary measure will be taken as circumstances warrant.
5. The school may apply appropriate disciplinary action up to and including termination from the Board of Education as regards Member of the Board of Education; Midland Charter Initiative may apply appropriate disciplinary action up to and including discharge will be taken as regards employees; as regards pupils, such discipline can include immediate suspension from all school activity for a period of at least three days and may result in a period of greater suspension or expulsion. The severity of the discipline will be determined by the nature and frequency of the offense, or other conditions surrounding the incident.

## **Smoking on Campus**

According to Michigan State Law, use of tobacco products is not permitted in the school building or on school grounds.

## **Weapons, Illegal Drugs and Controlled Substances**

The school and encompassing area and any school controlled external recreational facilities are alcohol, drug and weapon-free zones. By Contract with the students and parents, one violation of an alcohol, drug, or weapon rule may result in the expulsion of the student. "Fearing and learning are not compatible."

A student shall not possess, handle, create, illustrate or transmit any object or instrument that is, or looks like, a weapon (e.g. rubber knife, toy gun, etc.) or weapon paraphernalia, drugs or drug paraphernalia, or alcohol or alcohol paraphernalia unless authorized by the administration.

A student shall not threaten or cause physical injury to any student, school employee or other person (e.g. fighting).

Parents and guests are to refrain from consuming alcoholic beverages, use of tobacco products and illegal drugs while chaperoning students on campus, off-campus, or other school-sponsored trips.

Parents will not allow alcoholic beverages or other illegal drugs to be consumed by the student in their home, property or any other location organized by the parents or any family members. Parents are responsible to actively supervise any parties organized by themselves or any family members.

## **Search of a Student**

If an administrator or acting administrator determines that there is a reasonable suspicion to believe that a student is in possession of an object which can jeopardize the health, welfare or safety of that student, other students, staff, or administration, that student may be called to the office. Once in the office the administrator shall advise the student of the reason for the search and the student will be asked to empty items such as, but not limited to, pockets, purses, shoulder bags, backpacks and briefcases.

If the student refuses to cooperate, the administrator may notify law enforcement officials and inform them of the facts regarding the situation. Any further search of the student shall be at the discretion and under the control of the law enforcement officials.

## **Police in Schools**

If a student is to be questioned by a police officer, the school administrator shall use reasonable efforts to see that:

1. The interrogation takes place privately in the office of a school official in the presence of an administrator or his/her representative.
2. The student has been notified of his/her rights.
3. A record of the interrogation will be compiled for the future use of the police, the school and the student, parent, guardian.

4. When students are removed from school for any reason by law enforcement authorities, reasonable effort will be made to notify the parents or guardian.

### **Discipline**

Good behavior is expected from students at all times. Teachers and administrators are committed to guiding and assisting students in learning. It is not expected that a disproportionate period of time be spent on student discipline.

The school may employ discipline as it deems wise and expedient (i.e., reprimand, disciplined detention, in-school parent supervision, out-of-school parent supervision, suspension, Saturday school, expulsion, etc.). Listed below, under behavior offenses, is a sampling of disciplinary actions, and is not to be considered exclusive. Students may be required to correct their actions.

At any time during the disciplinary action an administrator or designee may enter into a written contract with the student and parents setting forth the parties' agreement in settlement of the disciplinary charges. In such case, the written settlement shall not be later challenged by the student and/or his or her parents.

A student who is on suspension or expulsion shall not participate in, or attend any school related activities, sports, functions or events held on or off school property without the permission of an administrator. A student who is on school property without permission shall be deemed to be trespassing and will be requested to leave.

The School reserves the right to reprimand and discipline any child who fails to comply with the established regulations and disciplines of the school including expulsion.

### **Special Needs Students**

A special needs student may be suspended if guilty of a violation of the school rules, but may not exceed ten (10) days unless the student's placement and special needs condition are reviewed by a committee made up of a school administrator, faculty and other designated individual that may provide services. Disciplinary action, including suspension for more than 10 school days in a school year or expulsion of a student with a disability shall be in accordance with all applicable laws.

### **Exile**

The term "exile" as it is used at The Midland Academy has two meanings. A student may be exiled to (i.e., reprimand, disciplined detention, in-school parent supervision, out-of-school parent supervision, suspension, Saturday school, expulsion, etc.), or from a place or person. A student who becomes involved in disciplinary difficulties in a particular locality or with an individual may be exiled from that locality or individual for a certain period of time. A student who fails to complete an assigned task on schedule may be exiled to a specific locality until that task is accomplished. While on exile, a student is expected to work on the assignment for which he or she is exiled or other duties. Once the assignment or duty is completed, the student may be released by the faculty member who assigned the exile.

## **Disciplinary Dismissal**

To ensure the health and safety of students, parents and employees, and to prevent the threat or possible threat to the educational process, a student may be reprimanded, disciplined, suspended or expelled from The Academy if he/she had a prior act, or acts of misconduct committed during or outside of school hours and on or off school premises when the student was not enrolled in The Midland Academy, currently enrolled in The Midland Academy or enrolled in another school district. This includes use of school technology, telecommunications, networks, accounts or other services.

The Midland Academy can only offer the opportunity for each student to develop his or her personal academic potential. Students are expected to abide by the standard and rules since attendance at The Midland Academy is a privilege and not a right. Students found not to be in harmony with these standards and rules will be requested to withdraw from the school.

When the parents and student will not cooperate with the administration of the school or when the student's attitude, conduct or lack of effort makes it inadvisable for the student to remain at The Midland Academy, and a behavior contract has been breached, the student can be dismissed from The Midland Academy.

## **Disciplinary Procedures**

Disciplinary procedures for behavior offenses include:

### *Reprimand and Discipline*

Disciplinary procedures include students to correct their behavior and actions. Students will be held accountable for the cleanliness of the facilities. This list of discipline procedures is not exhaustive and the level and order of discipline imposed on any violation may vary.

### *Demerit*

Infractions of our codes and rules are taken very seriously and individual infractions are recorded. Students earn Demerits when they violate the terms or do not fulfill these expectations. Any student who habitually violates the Contract, or Code of Conduct will, after ten (10) Demerits, lose the privilege of attending school for one day (two days for twenty (20) cumulative Demerits, etc.).

### *Exile*

The term "exile" as it is used at The Midland Academy refers to a time when a student may be exiled, removed from school for a period of time as a disciplinary action which may be a result of accumulated demerits. While on exile, a student is expected to work on class assignments.

### *Detention*

Disciplinary actions may include loss of privileges. If a student receives detention for breaking the same rule, the disciplinary procedures may be cumulative.

### *In-School Supervision*

In-school supervision is a disciplinary action which may be assigned at the direction of administration. During in-school supervision the student's parent/guardian attends school with the student (administrative intervention may be applied at any time).

### *Out-of-School Supervision*

Out-of-school supervision is a disciplinary action where the student is under the direct supervision of their parent/guardian during a regular school day.

### Saturday School

Saturday school is a disciplinary action available to the administration or their designee, and may be automatic for some offenses. Students are required to attend the designated time outside of the regular school day.

### Suspension

In-school or out-of-school suspension is a disciplinary action that is available to an administrator of the school and is automatic for some offenses. The administrator or designee may remove a student from school for a period of one (1) to ten (10) days. If a student receives suspension for breaking the rules, the disciplinary procedures may be cumulative and could result in temporary dismissal. Students suspended from school will be responsible for all homework and class work missed. The work must be completed by the time the student is reinstated. Students suspended from school will not be readmitted until a conference is held with the student and parent.

### Expulsion

Students may be expelled from the school for a period of more than ten (10) school days by an administrator. Expulsion is required in some cases and is automatic for extreme offenses. The following procedure will govern the expulsion process, and a written record will be kept.

- a. Written notice of charges against a student for which expulsion may be indicated will be supplied to the student and his/her parent or guardian. Included within this notice will be a statement of the time and place of the hearing.
- b. Parents or guardians will have the right to be present at the hearing and be represented by counsel (at the student's own expense).
- c. The student will be given an opportunity at the hearing to give his/her version of the facts and their implication. The student will be allowed to offer testimony of witnesses and other evidence.
- d. The student will be allowed to observe all evidence offered against him/her. In addition, the student may be allowed to question any witnesses.
- e. An administrator may conduct the hearing, and issue a written decision on the expulsion, alternatively, the administrator may conduct the hearing and bring his or her recommendation from the hearing to the Board of Directors for decision on expulsion; or the Administrator may refer the hearing and expulsion decision to the Board of Directors.
- f. If the administration brings their recommendation to the Board of Directors for decision, or if the Board of Directors conducts the hearing, the Board may go into closed session at the request of the parent, but the Board must act publicly, and take action in the public open meeting.
- g. The findings of the Board will be reduced to writing and sent to the student and his/her parent within five (5) school days.

During the period of expulsion, the student shall not participate in, or attend any school related academic programs, sports, activities, functions or events held on or off school property. A student who is on school property or at events without written permission from administration shall be deemed trespassing.

### **Behavior Violations and Responses**

The following contains a partial list of violations as well as penalties. Any student who commits an act of misconduct that is not listed is also subject to disciplinary action.



The following illustrative violations are divided into three (3) distinct levels: Level I Minor/Intermediate; Level II Major; and Level III Gross Misdemeanor/Felony. Each level, in increasing number represents an increasing level of severity and applicable response. High school and middle school consequences will be administered at the discretion of the appropriate staff members and administration.

## **Level I**

### Level I Minor/Intermediate Violations

A Level I violation is behavior that disrupts the educational process or interferes with teaching and learning. Level I violations disrupt or interfere with a student's own learning environment, attendance, or punctuality or disrupts or interferes with another person's right to an appropriate learning environment. A Level I violation may be reclassified as a Level II violation depending on the severity of the violation or the repetition of misconduct.

### Level I Violations

- |   |   |
|---|---|
| 1. Abuse of technology                                  | 2. Dishonesty   |
| 3. Violation of academic integrity                      | 4. Not keeping hands or feet to oneself                   |
| 5. Physical displays of affection                       | 6. Violation of dress and grooming code                   |
| 7. Inappropriate use of technology                      | 8. Disrespectful attitude toward adults and peers         |
| 9. Insubordination/disruptive behavior                  | 10. Arguing   |
| 11. Tardiness/absenteeism                               | 12. Abuse of school passes including hallway and bathroom |
| 13. Truancy   | 14. Use of foul or obscene language                       |
| 15. Bullying  | 16. Possession of unauthorized articles                   |
| 17. Failure to serve detention                          | 18. Fighting  |
| 19. Forgery/supplying false information                 | 20. Gang activity   |
| 21. Sexual harassment                                   | 22. Hazing  |
| 23. Inappropriate use of motor vehicle                  | 24. Intimidation/personal threat                          |
| 25. Persistent misbehavior                              | 26. Unacceptable conduct during school-related activities |
| 27. Supply drugs or medications to another student      | 28. Possession of drug paraphernalia                      |
| 29. Tampering with/discharge of fire extinguisher       | 30. Disregard for personal property of others             |
| 31. Theft, possession or transfer of property to others | 32. Trespassing   |
| 33. Vandalism of school property                        | 34. Violation of driving privileges                       |

### Responses to Level I Violations

Staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention and school/parent/student contracts. Any of the following strategies and disciplinary actions may be used:

- |  |   |
|--|---|
| 1. Demerit                             | 2. Change in student's class schedule                             |
| 3. Confiscation of inappropriate items | 4. Cleaning duty  |
| 5. Corrective action                   | 6. Conflict resolutions   |
| 7. Daily/weekly progress reports       | 8. Referrals and conferences involving supports staff or agencies |

- |   |  |
|---|--|
| 9. Detention                                | 10. Denial of participation in class and school related activities |
| 11. In-school supervision                   | 12. Discipline   |
| 13. In-school suspension                    | 14. Out-of-school supervision                                      |
| 15. Out-of-school suspension                | 16. Saturday school  |
| 17. Reprimand                               | 18. Restitution/restoration  |
| 19. Other intervention strategies as needed | 20. School service assignments                                     |
| 21. Parent conferences                      | 22. Parent contact   |
| 23. Police notification                     | 24. Denial of driving privileges                                   |
| 25. Long-term suspension or expulsion       |  |

## Level II

### Level II Major Violations

Level II violation disrupts or interferes with the effective functioning of the school.

Level II violation behavior is of an aggravated nature, which may or may not have an unlawful nature.

### Level II Violations

- |   |  |
|---|--|
| 1. Theft  | 2. Vandalism   |
| 3. Breaking and entering  | 4. Burglary or larceny, possession and transfer of property to others                  |
| 5. Disorderly conduct   | 6. Extortion   |
| 7. False fire alarms  | 8. Interference with school authorities  |
| 9. Persistent misbehavior   | 10. Possession, transmission, or concealment of dangerous weapons/dangerous instrument |
| 11. Possession, transmission, or ownership, sale, intent to distribute or use of alcohol and illegal drugs and paraphernalia  | 12. Possession or use of fireworks/explosives  |
| 13. Reckless driving  | 14. Physical display of affection  |
| 15. Sexual assault  | 16. Possession, transmission, or use of tobacco products and paraphernalia             |
| 17. Arson   | 18. Assault and battery against another student  |
| 19. Instructional disruptions   | 20. Academic dishonesty  |
| 21. Firearms/weapons violation  | 22. Criminal sexual conduct on school grounds  |
| 23. Violation of computer use guidelines and policies   | 24. Violation of academic integrity  |
| 25. Prior acts of misconduct committed outside of school hours on/off school premises when the student was enrolled/not enrolled in The Midland Academy or another district | 26. Violation of dress code  |
| 27. Leaving campus without permission   | 28. Excessive tardiness/unexcused absences   |
| 29. Violation of driving privileges   |  |

### Responses to Level II Violations

Any of the following intervention strategies and disciplinary actions may be used:

1. Any school response to Level I violations
2. Automatic police notification

3. Long-term suspension or expulsion
4. Automatic expulsion/suspension

### **Level III**

#### Level III Gross Misdemeanor/Felony Violations

A Level III Violation is behavior that is unlawful in nature, unless mitigating circumstances exist.

#### Level III Violations

1. Arson
2. Bomb threat
3. Use of and possession of intoxicating liquors and narcotics
4. Use of and possession of fireworks and explosives
5. Use of and possession of dangerous weapon and firearms
6. Criminal sexual conduct on school grounds

#### Response to Level III Violations

1. Any school response to Level I and Level II violations and/
2. Michigan Law requires the following response:
  - a. Automatic expulsion/suspension

Michigan law states that a student who is expelled for a Level III violation is expelled from all public schools in the state (except a strict discipline academy). A parent or guardian (or student over the age of 18) may petition the school for reinstatement, but the student may not be reinstated before the end of the required expulsion period. It is the responsibility of the parent and guardian to locate a suitable educational program for the expelled student.

# PARENT-STUDENT-SCHOOL CONTRACT

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**Student's Name:** \_\_\_\_\_

This document is a commitment on the part of parents, and the students and the school to the formation of social and academic excellence in our schools. With the cooperation and dedication of the three principle partners (parent(s), school, and student) excellence can be obtained. The level of effort, interest and motivation put forth by the three principle partners will determine the level of each student's success. Together we can improve teaching and learning.

This document outlines the rules, regulations and key commitments between the parent(s), school and students.

## **THE SCHOOL'S COMMITMENT TO STUDENTS AND PARENTS**

As an administrator, I pledge to:

- Create a welcoming environment for all students and parents.
- Provide a safe and orderly learning environment.
- Actively work toward the goal of achieving EXCELLENCE in our school.
- Reinforce the partnership between parents, students and staff.
- Communicate regularly with parents, students and staff regarding the school's mission, philosophy, principles, key values, desired student achievements, programs, available services, achievements, needs, etc.
- Act as an instructional leader by supporting teachers in their classroom.
- Maintain and foster high standards of academic achievement and behavior.
- Understand, communicate and reinforce the rules and regulations of the school, including the Student Code of Conduct.

As a teacher, I pledge to:

- Actively work toward the goal of achieving EXCELLENCE in our schools.
- Respect, love and encourage children, their ideas and their growth.
- Provide motivating and interesting learning experiences in my classroom.
- Maintain and foster high standards of achievement and behavior.
- Explain my expectations, instructional goals and grading system to students and parents.
- Read and reinforce the mission, philosophy, principles, key values and desired student outcomes of The Midland Academy.
- Communicate regularly with parents and students regarding student's progress in learning and behavior.
- Understand, explain and reinforce The Parent-Student Handbook, rules and regulations and the Student Code of Conduct to the student and his/her parent(s).
- Communicate with each parent to ensure the best education possible.
- Reinforce the dress code.

## THE PARENTS' AND STUDENTS' COMMITMENT TO THE SCHOOL

### As a parent I pledge to:

- Provide adequate food and rest so my child is prepared to learn.
- Provide a quiet study time at home and encourage good study habits.
- Talk with my child about his/her school activities every day.
- Be active in my child's education by attending conferences, reviewing school work, communicating with teachers and being involved in school functions.
- Be active in the parental participation program by volunteering my time at the school.
- Help my child in any way possible to meet his/her responsibilities.
- Seek medical treatment including physicals and vision testing on a regular basis or as needed from a licensed medical professional.
- Reinforce the dress code.
- Read, understand, adhere to and reinforce the TMA Curriculum Guide, Parent-Student Handbook, mission, philosophy, principles, key values, desired student achievement, rules and regulations and the Student Code of Conduct.  
(<http://midlandacademy.com/parent-resources/>)
- Read the Guidelines and Policies for Computer Use and Bring Your Own Technology (BYOT) Policies and Terms of Use and reviewed the policies with my child. I understand that my child will lose user privileges and/or access to the Internet and may face other disciplinary actions.

### As a student I pledge to:

- Complete all assignments to the best of my ability.
- Come to school on time and prepared to work.
- Go to the public libraries to enhance my studies.
- Respect the rights of others to learn without distraction and disruption.
- Encourage other students to achieve.
- Show respect for people and property by not using profanity, stealing or vandalizing.
- Discuss with my parent(s) what I am learning in school.
- Show respect and cooperation with all adults in the school, using common courtesies of please and thank you.
- Refrain from using tobacco products, using drugs or alcohol.
- Adhere to the school dress code.
- Take personal responsibility for my actions.
- Read, understand and adhere to the TMA Curriculum Guide, Parent-Student Handbook, mission, philosophy and principles, follow the key values, rules and regulations, Student Code of Conduct and achieve the desired student outcomes.  
(<https://midlandacademy.com/student-life/handbooks/>)
- Read the Guidelines and Policies for Computer Use and Bring Your Own Technology (BYOT) Policies and Terms of Use. I agree to follow the rules contained in these documents. I understand that if I violate the rules my computer privileges may be terminated and that I may face other disciplinary actions.
- Review the information pertaining to the ACE/ACE+ Program, including college learning opportunities, AP, and dual enrollment opportunities available thru April

1, 1996 Public Act 160 and Public Act 258 of 2000, that are contained in the TMA Curriculum Guide.

\*\*Students of the age 18 or over give The Midland Academy the right to notify parents and/or guardians as their representative who will receive Academy grades, progress, awards and violations of the Student Code of Conduct at the discretion of The Midland Academy.

I certify that the enrolled student named above will be counted as full-time membership at The Midland Academy, and is not enrolled in any other school or on-line class. If the student is enrolled in another program I agree to notify the school administration immediately in writing if there are any changes to the information provided. If The Academy funds were extended by the school district for the course beyond a 1.0 full time student equivalence and is not reimbursed by the State of Michigan the student and the parent must reimburse the funds utilized beyond a student's 1.0 FTE.

Student signature \_\_\_\_\_  
Date \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_  
Date \_\_\_\_\_



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