

# EAGLE'S NEST ACADEMY

2018-2019 STUDENT PARENT HANDBOOK



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## 2018-2019 STUDENT PARENT HANDBOOK

### TO OUR STUDENTS AND PARENTS:

We extend to each of you a sincere welcome to our school family. We thank you for your confidence in our school and staff. We realize you have a choice, and we pledge ourselves to providing the best for your student's learning experience. We love our students enough to maintain high expectations and all members of our community support these expectations.

### OUR MISSION STATEMENT (K-6)

Our mission is to provide a quality education that prepares scholars to SOAR ASAP (*Academically, Socially, Artistically, and Physically*)!

### OUR VISION (K-6)

Our vision is to create an environment of excellence for our students. We will strive to develop the maximum potential of our children shaping them into model students, future professionals and productive citizens in our community.

### WHAT EAGLE'S NEST ACADEMY OFFERS (K-6)

Eagle's Nest Academy offers many things of great value to parents and guardians dedicated to the development of their children. First of all, Eagle's Nest offers quality education at all grade levels. As a result, it can provide for the full range of a student's needs. Secondly, our highly qualified staff members, under the No Child Left Behind Act (NCLB), are people whose lives are committed to the students they teach. Thirdly, the curriculum emphasizes high-character values, while following the guidelines of the Michigan Curriculum Framework.

### PARENT INVOLVEMENT IN THE EDUCATIONAL PROGRAM

The Board of Directors recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the Academy. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

#### A. Relationships with Families

1. Cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools;<sup>1,2</sup>
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;<sup>1,2</sup>
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.<sup>2</sup>

#### B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities;<sup>1,2</sup>

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3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable;<sup>1,2</sup>
5. providing information and involving families in monitoring student progress;<sup>2</sup>
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;<sup>1,2</sup>
7. preparing families to be involved in meaningful discussions and meetings with school staff.<sup>1,2</sup>

### **C. Volunteer Opportunities**

1. providing volunteer opportunities for families to support their children's school activities;<sup>2</sup>
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.<sup>2</sup>

### **D. Learning at Home**

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;<sup>1,2</sup>
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home.<sup>1</sup>

### **E. Involving Families in Decision Making and Advocacy**

1. involving families as partners in the process of school review and continuous improvement planning;<sup>2</sup>
2. involving families in the development of its Academy-wide parent involvement policy and plan, and distributing the policy and plan to families.<sup>1,2</sup>

### **F. Collaborating with the Community**

1. building constructive partnerships and connecting families with community-based programs and other community resources;<sup>1,2</sup>
2. coordinating and integrating family involvement programs and activities with Academy initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.<sup>1,2</sup>

## **ADMISSION POLICY (K-6)**

Eagle's Nest Academy does not discriminate on the basis of race, color, and national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), or age (Age Discrimination Act of 1975) in its programs or activities. The following person(s) have been designated to handle inquiries regarding the nondiscrimination policies.

## **EAGLE'S NEST ACADEMY CREED**

Hey ENA Scholar, do you know who you are? Who you really are?

Do you know you can be what you want to be, if you try to be, what you can be?

Hey ENA Scholar, do you know where you are going, where you are really going?

Do you know you can learn what you want to learn, if you try to learn what you can learn?

Hey ENA Scholar, do you know you are strong, I mean really strong?

Do you know you can do what you want to do, if you try to do what you can do?

Hey ENA Scholar, be what you can be, learn what you must learn, do what you can do and tomorrow your community will be what you want it to be.

(adapted from poem Hey Black Child)

**Dr. Reginald Flynn**

Founder  
5005 Cloverlawn Drive  
Flint, MI 48504  
810.869.6495  
info@eaglesnestflint.org

Dear Parent,

I am Dr. Reginald Flynn, founder of Eagle's Nest Academy. Our school's mission is to provide a quality education that prepares scholars to soar ASAP (Academically, Socially, Artistically and *Physically*)! Our motto is *Start early, Soar high!*

I established *The Nest* to close the academic achievement gap among children living in poverty, especially African American boys. To date, only 12% of African American boys are proficient in reading at grade level. 80% of African American students in special education are male. Even more disturbing, annually over 6,000 children are expelled from preschool, 90% are male. At *The Nest*, we are intervening as early as possible to reverse this trend. You will find that our school is unique and truly supports learning for all.

Eagle's Nest Academy is a great school where students receive a quality academic instruction in a safe, caring, and respectful environment. I consider our school as a special place because of the stakeholders' support and community in which we are located. We desire for each student to achieve his/her dream. For that reason, we call our students scholars.

We look forward to partnering with parents and community members to help our scholars accomplish each aspiration. With everyone working together, we are sure to achieve our goals and be a beacon in this community. I encourage you to volunteer your time and abilities, visit often, and communicate with your child's teacher. Working together we can accomplish great things in the city of Flint.

Soaring High!

*Reginald Flynn*

Dr. Reginald Flynn  
Founder

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DeNesha Rawls-Smith, M.A.Ed  
School Leader  
5005 Cloverlawn Drive  
Flint, MI 48504  
(810 )869-6495

Dear Parent,

I am so pleased that you have decided to join the Eagle's Nest Academy Family. We are looking forward to our fourth year of existence and expecting our scholars to experience outstanding academic growth. I am DeNesha Rawls-Smith, the new principal at ENA. I have had the pleasure of serving in the field of education for over 16 years and I am grateful for the opportunity to serve you and your scholar.

You will be pleased to discover that the unique details that you have grown to love about ENA are being fortified this year, as we strive to meet your high expectations. You can expect your scholar to encounter more culturally relevant curriculum events and activities. You can expect your scholar to receive care and support from a nurturing, yet firm faculty. You can expect for your scholar to receive effective instruction, as well as, academic support if/when the need arises. I look forward to leading this school through a learning process that will enhance their ethical, educational, and economical knowledge. I'm so excited!

My goal is the success of this school! The type of success I am envisioning can only be achieved through building a strong partnership between the school and its families. I am confident that as we continue to work together our scholars will indeed *Soar ASAP (Academically, Socially, Artistically, and Physically)*.

If you need anything, please contact me at (810) 869-6495. If I am unable to accept your call, you can expect to receive communication from me within 24 hours of receiving your call. It is my pleasure to serve you and your family.

Kind regards,

DeNesha Rawls-Smith, M.A.Ed  
Principal

## Nguzo Saba Principles

At Eagle's Nest Academy, our aim is to start early so our scholars can soar high. We espouse to the Nguzo Saba seven principles to help strengthen our insight on African culture and support our culturally relevant curriculum. The desire is for the community at large to be more aware of this holiday and its implications. The founder, Dr. Karenga, shares that "the holiday, will of necessity, be engaged as an ancient and living cultural tradition which reflects the best of African thought and practice in its reaffirmation of the dignity of the human person in community and culture, the well-being of family and community, the integrity of the environment and our kinship with it, and the rich resource and meaning of a people's culture.

Instead of teaching the concepts only during the 7 days following Christmas (December 26<sup>th</sup> – January 1<sup>st</sup>), Eagle Nest Academy teaches these valuable concepts each month to our scholars and families. The goal is that our scholars will in return develop a stronger self-image then take that into the community around them, creating a viable, sustainable, and stronger community.

Kwanzaa was created in 1966 by Dr. Maulana Karenga, who stresses the indispensable need to preserve, continually revitalize and promote African American culture. The website is <http://officialkwanzaawebsite.org/index.shtml>

Our calendar for the teachings are: Aug – Teach 7 principles, Sep – Imani, Oct/Nov – Nia, Dec – Ujima, Jan – Umoja, Feb/Mar – Kujichagulia, Apr – Kuumba, May/Jun – Ujamaa. We will host monthly parent events, forums and activities around the month's theme/principle.



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ENROLLMENT AT EAGLE'S NEST ACADEMY

The following list provides admission requirements for new students:

- Submit a complete enrollment form for each child attending Eagle's Nest Academy.
- A copy of the applicant's birth certificate with a seal
- The applicant's social security number
- A copy of the applicant's most recent report card
- A complete health report including all immunizations (the attached form must be signed by the appropriate medical personnel) and returned as soon as possible. This is the only document that may be submitted later.

**Special note:** Enrollment will be considered incomplete unless ALL indicated items are completed and returned.

The above-completed forms may be mailed or returned to:

**Eagle's Nest Academy  
Attn: PUPIL ACCOUNTING  
5005 Cloverlawn Drive  
Flint, MI 48504**

**REQUIRED FORMS OTHER THAN ADMISSION PAPERS.**

Various consent and agreement forms will be issued as needed during the school year. These forms include but are not limited to:

- Medical treatment forms as needed
- Athletic liability release forms as needed
- Field trip liability release and permission forms as needed.
- Doctor signed athletic physical forms as needed
- Any previous IEP information for your child
- Signed forms from Student/Parent Handbook
- School Uniform Order

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#### MEDICAL GUIDELINES \*

All students must file a medical report form with the school detailing inoculations, past health problems, etc. Parents must sign a medical treatment form. This form gives the school the right to authorize any necessary medical treatment in the event of an emergency when the parents cannot be reached.

No staff member will be allowed to administer any medications, tranquilizers, aspirin, any pills, etc. to any student for headaches, fever, or other reasons without WRITTEN PARENTAL AUTHORIZATION FORM with administrative approval. A note from parent/guardian is NOT enough. Phone permissions will not be accepted. All medicines will be kept in a lockbox or locked refrigerator and administered privately by designated, certified staff.

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#### DIRECTORY INFORMATION \*

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Eagle's Nest Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Eagle's Nest Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Academy to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Eagle's Nest Academy to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 15, 2017**. Eagle's Nest Academy has designated the following information as **directory information**:

- Student's name**
- Address**
- Telephone listing**
- Electronic mail address**
- Photograph**

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- Date and place of birth**
- Major field of study**
- Dates of attendance**
- Grade level**
- Participation in officially recognized activities and sports**
- Weight and height of members of athletic teams**
- Degrees, honors, and awards received**
- The most recent educational agency or institution attended**
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**
- Parent email addresses**

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**GRADE SCALE FOR GRADES 3 AND ABOVE**

92.5% - 100%	A	72.5% - 76.4%	C
89.5% - 92.4%	A-	69.5% - 72.4%	C-
86.5% - 89.4%	B+	66.5% - 69.4%	D+
82.5% - 86.4%	B	62.5% - 66.4%	D
79.5% - 82.4%	B-	59.5% - 62.4%	D-
76.5% - 79.4%	C+	Less than 59.5%	F

Report Cards for students in grade K-2 are Standards Based.

More explanation of grade scale will appear on the student's individual report card.

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**HOMEWORK \***

Homework is proven to be invaluable in reinforcing the concepts learned in the classroom. Expect some sort of homework or other reinforcement responsibility for your child on a daily basis. The amount given nightly will be age appropriate for your child's grade level. If your child is regularly struggling with the completion of their homework, it is vital that you contact their teacher directly to identify the issue that needs to be resolved. Students are individually responsible for completing all assigned work. Though homework will not be the major portion of the student's grade, it will be a determining element.

Daily reading is essential for building comprehension skills and fluency. We encourage you to provide your child with age appropriate reading material and a period of time in which to read and be read to. Children who become good readers have parents who continue to read with them through elementary school and beyond daily reading is essential for building comprehension skills and fluency.

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**MAKEUP WORK**

Students are expected to make up any classroom work that was assigned during an absence. It is the student's responsibility to find out what work needs to be completed during or before the absence.

Teachers will have the work ready for pickup on the day the student returns to school unless arranged in advance. Students will be permitted a one-day extension for each day absent to return completed work except in the case of an assignment that was clearly given a deadline prior to the absence. This generally means 1 day absent = 1 day to complete the missed assignments but previously established deadlines and other circumstances may apply. Absences longer than 5 days need to be discussed with the student's teacher for appropriate makeup time. Testing windows and the issuance of semester and final grades may affect this policy. Test, quiz, and project dates announced prior to absence may impact this policy if the absence occurs within two days of the announced test, quiz, or project and are subject to the discretion of the classroom teacher and administration. In general, work submitted after one week of the due date will not be awarded credit nor will work submitted following the announced date of teacher's report card grade submission.

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### TEXTBOOKS (K-6)

Textbooks and related materials will be loaned to all students at no charge for use in the classroom. The care of these materials are the student's responsibility but remain the property of Eagle's Nest Academy except in cases as materials are determined by administration to be expendable. Textbooks and related materials must be returned at the end of the school year or class cycle.

Students are expected to:

- Return textbooks and related materials in the same condition as when they were issued.
- To use the textbooks and related materials responsibly and with respect.
- Bring textbooks and related materials to the class daily.
- Monetarily replace any damaged or lost textbooks that were in their care.

Failure to replace or reimburse for damaged or lost materials will result in loss of privileges such as extracurricular and celebratory participation. Other forms of consequences may be levied.

## RETENTION POLICY

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### GRADE PROMOTION AND RETENTION

The sections of the Revised School Code that address this issue are contained in the Michigan Compiled Laws under MCL 380.10, 380.11a, 380.1280b, and 380.1282.

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### LOCAL BOARD AUTHORITY (K-6)

Promotion and retention decisions may be difficult. People may disagree about policies and criteria, and research may not provide educators with a definitive answer to the question of whether to promote or retain. However, despite the problems inherent in making promotion and retention decisions, it is clear that educators and boards of education have authority to adopt policies that are based on objective criteria.

The Revised School Code, sections 380.11a and 380.1282, provides a board of education "general powers" to "exercise a power incidental or appropriate to the performance of any function related to the operation of the school district in the interests of public elementary and secondary education in the school district." [MCL 380.11a and

380.1282]. Moreover, the courts have confirmed that a school board has the authority to retain pupils on the basis of their failure to achieve at the appropriate level.

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## PARENTAL RIGHT TO REQUEST (K-6)

Regarding the rights of a parent on this issue, the law does recognize:

Section 380.10:

*“It is the natural, fundamental right of parents and legal guardians to direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil’s parents and legal guardians to develop the pupil’s intellectual capabilities and vocational skills in a safe and positive manner.”*

This authority does not give a parent the ability to determine at what grade level their child shall be placed. While a local school board policy may consider the recommendation of a parent as an objective standard and incorporate it in the promotion and retention policy, the ultimate decision is based on school board policy.

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## PROMOTION

Promotion to the next grade is based on the following criteria:

### Grades (K-6)

- Current level of achievement
- Potential for success at the next grade level
- Emotional and/or social maturity
- Fulfillment of the school's attendance policy

A passing grade for the purpose of promotion is D- (or equivalent stands-based achievement) or better. The student must pass three (3) out of four (4) academic and exhibit appropriate effort and achievement in co-curricular and elective courses per academic year. If significant deficiencies are identified in core content coursework or standardized test scores, additional requirements may be instituted for promotion including but not limited to: Successful Summer School Completion, Intervention Courses, Special Projects, or Additional Assignments/Evaluations.

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## RETENTION

Students may be retained if it is in their best interest. Students may be retained for any of the following reasons:

- Emotional growth
- Social growth
- Academic growth

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- Lack of sufficient attendance

All parents/guardians will be informed throughout the year as to a possible retention. The decision to retain will be made in the third quarter so that the student may have a probationary period to correct the issue at hand.

## OTHER PHILOSOPHYS AND PROGRAM SUPPORT

### WELLNESS PHILOSOPHY (K-6)

Eagle's Nest Academy is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating, hygiene, and physical activity.

In addition to core academic classes, students will be educated in the area of health and wellness as directed by the Michigan Health Education Content Standards. Students will learn about healthy eating choices, personal and oral hygiene practices, and the importance of physical activity.

### PARENTAL SUPPORT

Send healthy snacks and lunches for students that are low in sugar and higher in protein.

Do not send candy, cupcakes, cookies, or other pastries for birthday treats. A list of alternate ideas to celebrate your child's special day will be given to you from your child's teacher.

Look for different and unique food items to be served during classroom parties.

Do not send pop of any kind to school with your child.

Do not allow your child to bring candy, mints, or gum to school.

### SPECIAL SERVICES (RTI, SPECIAL EDUCATION, 504) (K-6)

A Rtl (Response to Intervention) Team, Title I support staff, and intervention structures are provided for students who qualify. Students go through the Response to Intervention (Rtl) process. There are three levels of intervention. As described by the Learning Disabilities Association of America, Rtl is a prevention model designed to limit or prevent academic failure for students who are having difficulty learning by providing "scientific research-based interventions" to bring students up to grade level achievement. Parents are given letters to get solicit permission to receive services and parents are asked to participate in the Rtl process when necessary. The classroom teacher is required to keep records of the interventions and supports being given and the frequency. There is extensive use of school recording and tracking of strategies to ensure that students are advancing. As a part of the Rtl process meetings are held to discuss the implications of the interventions. At any of the levels of the Rtl process students can be evaluated to determine if there is a disability.

A number of other services are available for students with special needs. The services of psychologist, social worker, speech and language pathologist, occupational therapist, and special education teachers are available to students that qualify. For students with a current individualized education plan (IEP), Eagle's Nest Academy will provide services based on the IEP.

Additionally, we have policies in place to ensure that students who are in need of special education and related services are identified and evaluated. **CHILD FIND:** The school can request for evaluations to be conducted on students suspected with disabilities. However, if a parent desires to have an evaluation completed on their child, a written request can be given to the office. The request should include the date of the request, the parent's concerns

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and the parent's signature. The school will provide notice of the request to the parent and begin the multidisciplinary evaluation team process also known as a MET. Parents are a part of the MET team and input from parents as well as school staff will be collected during the evaluation process. The parent will be asked to sign a Review of Existing Data (REED) and evaluation plan that would give permission to Eagle's Nest Academy to further proceed with the evaluation process. Eagle's Nest Academy will set a MET meeting within 30 school days. The purpose of the meeting would be for the MET team to discuss the findings. In addition, they would begin implementation of the individualized education plan (IEP), if the student qualifies.

State of Michigan laws regarding these special education procedures are:

R 340.1721a Initial evaluation. Rule 21a. (1) Each student suspected of having a disability shall be evaluated by a multidisciplinary evaluation team as defined in R 340.1701b(b). In addition to the requirements in R 340.1705 to R 340.1717, the multidisciplinary evaluation team shall do all of the following: (a) Complete a full and individual evaluation. (b) Make a recommendation of eligibility and prepare a written report to be presented to the individualized education program team by the designated multidisciplinary evaluation team member who can explain the instructional implication of evaluation results. The report shall include information needed by the individualized education program team to determine all of the following: (i) Eligibility. (ii) A student's present level of academic achievement and functional performance. (iii) The educational needs of the student. (2) Special education personnel who are authorized to conduct evaluations of students suspected of having a disability may provide consultation to general education personnel.

R 340.1721b Time lines. Rule 21b. (1) Within 10 school days of receipt of a written request for any evaluation, the public agency shall provide the parent with written notice consistent with 34 CFR § 300.503 and shall request written parental consent to evaluate. The time from receipt of parental consent for an evaluation to the notice of an offer of a free appropriate public education or the determination of ineligibility shall not be more than 30 school days. This time line begins upon receipt of the signed parental consent by the public agency requesting the consent. This time line may be extended if agreed to by the parent and public agency. Any extension to this time line shall be both of the following: (a) In writing. (b) Measured in school days. (2) The parent has 10 school days after receipt of the notice of an initial offer of a free appropriate public education to provide the public agency with written parental consent to provide initial special education programs and services. (3) Within 7 school days from the date of the individualized education program team meeting, the public agency shall provide the parent with the notice of an offer of a free appropriate public education or determination of ineligibility. The public agency shall document mode and date of delivery. The notice shall identify where the programs and services are to be provided and when the individualized education program begins. (4) Unless a parent has filed an appeal under R 340.1724f, the public agency, as defined under 34 CFR § 300.33, shall initiate a proposed special education individualized education program as soon as possible and not more than 15 school days after the parent's receipt of written notification under R 340.1721b(3), or not more than 15 school days after receipt of written parental consent under R 340.1721b(2). The parties may agree to a later initiation date if the later date is clearly identified in the individualized education program. An initiation date later than 15 school days shall not be used to deny or delay programs or services because they are unavailable and shall not be used for purposes of administrative convenience. (5) For students with an individualized education program in effect at a previous public agency who transfer public agencies within the same school year, the new public agency shall immediately provide a free appropriate public education. A decision regarding implementation of an individualized education program in accordance with 34 CFR § 300.323 shall be made within 30 school days of enrollment.

Another service is Section 504. Section 504 requires that Eagle's Nest Academy offer a Free Appropriate Public Education (FAPE) to each eligible student who has a physical or mental impairment that substantially limits a major life activity. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services that are designed to meet the student's individual educational needs as adequately as the needs of non-disabled students, and in accordance with Section 504 requirements pertaining to educational setting, evaluation, placement and procedural safeguards. The FAPE obligation extends to all students described in this paragraph, regardless of the nature or severity of their disability.

Section 504 is based on the principle that students with disabilities shall not be denied access to educational facilities, programs and opportunities on the basis of their disability. For a student to qualify for Section 504 protection, the student must: **(1) have a mental or physical impairment that substantially limits one or more major life activities (such as reading or concentrating), (2) have a record of the impairment, and (3) is regarded as having an impairment, or a significant difficulty that isn't temporary.** All three criteria must be met before the student is eligible for Section 504 protection.

## FINE ARTS PROGRAMS AND EXTRA CURRICULAR ACTIVITIES (K-6)

Several programs have been developed including Music, Art, Physical Education, and several after school opportunities to support academics, fine arts, and athletics. All students are welcome to participate in any program that they choose as long as they uphold the following Eagle's Nest Academy standards:

- Students must carry a grade point average of 2.0 (C-) or higher.
- Students must not be involved in any severe discipline action processes or exhibit a pattern of disturbance at any time.
- Students are to uphold Eagle's Nest Academy's rules and codes of conduct on and off campus.
- Students must adhere to any financial obligations and regulations.
- Students must complete and submit any and all required permissions forms and releases.

## ARRIVAL AND DISMISSAL (K-6)

The school office will be open from 7:45 am to 4:00 pm.

Students in detention or participating in official after school activities must be picked up within 10 minutes of their dismissal. If parent/guardians do not arrive, authorities will be notified and consequences may be levied. Students may not leave the school grounds for personal reasons such as but not limited to, shopping, dining, or socializing and return unless prior written permission from administration has been secured. Students who arrive after 9:30am will be counted absent for 1/2 day. Likewise, students leaving before 3:00pm will be counted absent for 1/2 day.

Our parking lot and pickup lanes are in a confined space and it is imperative that all parents follow the rules:

Drop your child off and go in the morning. Do not wait for them to cross. A staff member will get them into the building.

Pick up your children at their assigned pickup time. Please do not arrive early and wait for your child.

Stay in your vehicle at all times, the teacher or a staff member will walk your child to you. This will make pickup less confusing and congested.

Do not conference with your child's teacher in the pull up lanes. If you need to talk to them, let them know and pull around to park. Once the teacher has all of their students dismissed, they will be able to talk to you.

Please drive slowly and follow the directions of the staff members directing traffic. Excessive speed or reckless operation is forbidden and may result in notification of proper authorities.

Talk to your child about looking before crossing. A staff member will direct them across when the lot is safe.

Though any traffic jam is frustrating, please remember that we are all in this together and to be courteous and kind for our students' sake.

Parking for any length or time in Fire Lanes or spaces identified as Handicapped Only without proper permits is forbidden and may result in notification of proper authorities.



## ATTENDANCE (K-6)

## ABSENCES

School attendance is the law! As stated in the Michigan Compulsory School Attendance Act (PA 451 or 1977), all children from age six to sixteen are required to be in attendance during the entire school year at a public school, unless that child is enrolled in an approved non-public school. At Eagle's Nest Academy, students are expected to be in attendance every day that school is in session. Whenever a student misses school, he or she must bring a note from the parent stating the reason for the absence. The parent may call the Eagle's Nest Attendance line and provide the following information: student name, teacher, date(s) of absence, reason for absence, parent phone number but written documentation with the same information is required before the absence or immediately upon the return to school. We realize that things happen which are out of our control, however, a note from the parent does not necessarily mean the absence is excused. If the reason falls under the excused category, the absence will be marked excused. If not, it will be marked unexcused. The determination between excused and unexcused will be made by school administration. A pattern of excused absences exceeding 10 days may necessitate a meeting with administration to determine whether or not attendance is an issue impacting successful completion of academic requirements. Excessive absence of any type can be problematic and will be taken seriously into consideration regarding promotion and/or credit attainment.

## EXCUSED ABSENCES (K-6)

Too sick to come to school: An excuse note must be brought to the school office upon return to school for 1 or 2 day absences. For an extended absence (3 days or more), a doctor's note is required.

Vacation out of town: Please limit to no more than 8 school days total, with the student being responsible for any work missed (see the makeup work policy for details).

Doctor or dental appointments: As much as possible these should be scheduled around school hours. The parent must provide documentation to the office when the student returns to school.

Passing of a family member or friend: The parent must provide documentation showing attendance at services.

**Any other reason will be considered unexcused. If a pattern of absences becomes apparent, a conference with the parent/guardian will be convened to seek a resolution to the situation.**

## HALF DAY ABSENCES (K-6)

Students who arrive after 9:30am will be counted absent for 1/2 day. Likewise, students leaving before 3:00pm will be counted absent for 1/2 day.

## TRUANCY (K-6)

The State of Michigan holds parents responsible for student attendance. A notice of truancy will be sent by U.S. mail to the parent/guardian following a student's absence from school according to the following criteria:

- 1st notice - 3 days of accumulated unexcused absences
- 2nd notice - 8 days of accumulated unexcused absences
- 3rd notice - 13 days of accumulated unexcused absences

## EAGLE'S NEST ACADEMY

- Petition to Genesee County Prosecutor's Office - 15 days unexcused absences

In the event that a student in grades 1st through 5th, has accumulated 15 or more unexcused absences, Project Chalkboard Procedures, as established by the Genesee County Prosecutor's Office, will be implemented. If a student in grades 6th through High School accumulates 15 or more unexcused absences, whether through educational neglect on the part of the parent (MCL 712A.2(b)(1)), or the child's willful absence from the school program (MCL 712A.2(a)(4)), a Truancy petition will be filed with the Family Division of the Genesee County Circuit Court. Further action concerning the attendance of the child will then rest with the Genesee County Prosecutor's Office. Ultimately, keeping track of their child's attendance is the parents' responsibility; failure to receive an attendance notification letter from the school does not excuse parental responsibility.

In addition, students who accumulate more than 15 absences in a school year face the possibility of not being promoted to the next grade at the year's end.

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### TARDINESS (K-6)

Students are considered tardy if they arrive after the school day has begun.

Tardy students must go to the tardy officer and obtain a late slip before being admitted to class.

Parents must walk students into the school when the student is tardy.

Five (5) unexcused tardies will equal 1 unexcused absence.

Students who arrive after 9:30am will be counted absent for 1/2 day. Likewise, students leaving before 3:00pm will be counted absent for 1/2 day.

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### CLOSED CAMPUS (K-6)

Eagle's Nest Academy has a closed campus policy. This means once students have arrived in the morning, they may not leave the school without permission from the school office until the school day ends. If a student needs to leave, the following procedures must be followed:

1. The parent must contact the front office (not the teacher) and request permission for the student to be dismissed.
2. The office will contact the classroom and inform the teacher and student of the pick-up time.
3. When parents/visitors arrive they must come to the school office.
4. The parent/visitor must sign the student out at the front office. The visitor or parent representative must be on the emergency contact form and over the age of 18.
5. The office will then call to have the student dismissed. All students are to remain in their learning environment until the parent arrives to the school.
6. The parent will not need to go to the classroom teacher when picking up the student. The student will be called to the office.
7. Students who arrive after 9:30am will be counted absent for 1/2 day. Likewise, students leaving before 3:00pm will be counted absent for 1/2 day.

When followed, this procedure allows both the home and the school to be aware of what is happening and helps us to monitor the safety of the student.

No student will be allowed to leave school without the parent's permission being communicated to the school by phone or in person. Any student who leaves the school campus without office permission will be considered

## EAGLE'S NEST ACADEMY

withdrawn from the school and is automatically suspended until such time as the parents and principal have a conference to allow the student to return. Disciplinary action will likely follow. Students may not leave the school grounds for personal reasons such as but not limited to, shopping, dining, or socializing and return unless prior written permission from administration has been secured.

### VISITORS TO THE SCHOOL (K-6)

In order to maintain proper security, all visitors to the school must check in at the school office immediately upon arrival. A visitor is anyone who is not a current student or staff member. Social visits during the educational day are discouraged. Limiting distractions, however well intended, is a high priority. Classroom visits must be scheduled and approved. Volunteer opportunities are encouraged and supported but must be structured and approved. Visitors must present identification, state the purpose and intended length of their visit, sign in and obtain a Visitor's Badge. This badge is to be worn at all times and remain easily visible to staff. At the end of the visit they must sign out. Parents are our students' first role models and are expected to support the school staff in a manner that reflects responsibility and respect. If a problem arises, parents are encouraged to meet with the teacher and or administration to calmly work out a solution. In the unfortunate event that a parent or visitor allows their emotions to get the better of them and communication becomes aggressive, loud, or confrontational, that person will be asked to leave the grounds and schedule another time to further discuss the issue. If there is a refusal to leave the grounds without further incident, authorities will be notified and the person will be removed. Should this occur, further access to the premises may be restricted. In the interest of the emotional and physical well-being of our students, the school environment needs to be a model of safety and stability. Whether in-person, written, or by phone, the communication should be calm and non-confrontational. If communication from a parent/guardian or other visitor becomes inappropriate, the communication will be halted and another attempt will be made at a later time to rectify the matter.

### PHONE CALLS AND MESSAGES (K-6)

During the school day students are not allowed to receive phone calls from anyone except their parent or guardian. Even then, it is better if a message can be delivered to them from the office. The less we have to interrupt the learning environment the better.

If students need to make a phone call from the school and not in their classroom, they must get written permission from their teacher or other staff member.

Messages for teachers and administration must be handled through the Main Office, staff e-mail, or voicemail. Please take the time to make an appointment to speak with staff and give clear information as to the nature of the issue so that appropriate attention and care may be taken to accurately address your concern.

Messages to staff will be prioritized and information about the nature of the call or visit will be requested. Confidentiality will be maintained at all times but disclosure of the details and nature of the incident is required to effectively manage the safety and security of our students and staff. If requested information regarding the nature of the concern is not provided, meetings will not be scheduled and calls will not be returned. Special attention is paid to safety and emergencies take priority over other concerns. Messages will be routed to personnel determined to be most appropriate to address the concern.

Aggressive, confrontational, or abusive communication will not be tolerated during phone, email, or face-to-face communication. Calls will be ended after a warning if unacceptable communication is occurring.

Please communicate the transportation to and from school to your child prior to sending them to school. We will only take calls in cases of emergency regarding a different transportation method and the call must be made prior to 2:30pm.

### SCHOOL CLOSING INFORMATION (K-6)

All scheduled closings of Eagle's Nest Academy are listed on the school year calendar available in the school office and in this handbook.

When the school has an unscheduled closing, such as a weather-related closing, automated phone calls, the radio, local TV stations, Facebook page and our school website will be the primary means of announcement. In such situations, we will try to make a decision by 7:00am and will notify local stations and post on our media.

Please remember, if it is not on the TV news, on our website or an automated call is not made, we are having school. Please do not call staff members to ask if there is school.

### PARENT NEWSLETTERS (K-6)

A weekly newsletter is sent home on Mondays to keep parents informed of the events in the school. These newsletters are Eagle's Nest Academy's way of communicating with the parent about school information and news. Please look for this newsletter each week. An updated newsletter is posted by the office each week and on our website. Policy updates and announcements found within these documents are extensions of this handbook and should be treated as such.

### PARENT/EDUCATOR CONFERENCES (K-6)

An essential ingredient in student achievement is direct parental involvement. Parent/Educator conferences are scheduled three times during the academic school year. This provides opportunities for parents and teachers to discuss each student's academic and social growth. Both afternoon and evening conferences are held for parental convenience. Reports cards will not be sent home if there is an opportunity for conferencing. Report cards are only available at these conferences with the exception of Fourth Quarter report cards and Third Quarter Notifications.

Conferences are listed on our school calendar.

### STUDENT PERSONAL PROPERTY \*

Eagle's Nest students are allowed to bring the items necessary for proper functioning at school. Such items would include pencils, ink pens, erasers, rulers, protractors, tissues, etc. Any other items such as CD players, MP3 players, portable gaming devices, cameras, playing cards, toys, etc., are not allowed unless required or permitted by school personnel (in writing). Items of great personal or monetary value should not be brought to school as their presence may be a distraction. Also, reimbursement or replacement for the loss or damage of these items will not be the responsibility of Eagle's Nest Academy.

Students are forbidden to bring any kind of weapon to school. Students who bring weapons to school will be subject to expulsion proceedings. Likewise, students whose actions endanger student lives or school property be subject to severe consequences including potential expulsion.

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### FORBIDDEN ITEMS (K-6)

Eagle's Nest Academy students will not be allowed to have certain items at school at any time. These items will be confiscated immediately and not returned. Disciplinary consequences for the possession of these items or the knowledge of their possession without report to administration will be severe. Such items include, but are not limited to:

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- Knives
- Guns
- Martial arts weapons such as stars, swords, etc.
- Drugs or drug related items. The only exception is prescribed medicine that is kept in the school office and administered in the presence of designated personnel with administrative permission and signed forms.
- Pornography
- Any unapproved music, DVD, or video
- Clothing in violation of dress code.
- Fireworks of any kind
- Matches
- Lighters
- Straight pins or needles
- Alcohol of any type
- Any tobacco product
- Any electronic device
- Gum, candy, or mints
- Playing cards of any kind
- Dice or poker chips

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### CELL PHONES AND ELECTRONIC DEVICES (K-6)

Students needing to carry a cell phone on school property must have filled out the cell phone form located in the permissions section of the handbook. All cell phones need to be powered off during school hours and can only be used before and after school by the student. If a staff member has reason to believe that a student is using a cell phone for any reason during school hours, the staff member will ask that the phone be handed over to them immediately. Failure to hand the phone directly to the staff member without complaint or delay (including operating any of the buttons on the phone) will be viewed as insubordination and impeding staff in the performance of their duties, which will carry further consequences. After determining that the phone is on, the staff member will request that the student turn the phone off immediately and hand the phone back to the staff member. The phone will be packaged, labeled with the student's name and turned over to the Main Office. Phones will only be turned over to the parent or legal guardian of the student in the Main Office.

Students should NOT be found in possession of a phone belonging to another. If a phone is confiscated from a student and the phone is the property of another, the parent or guardian of the owner of the phone must reclaim it from the Main Office.

No pictures may be taken with a cell phone by a student on school grounds without written permission of staff. Distribution of images or content that is deemed to be offensive using a cell phone (including texts, images, voice messages, emails, etc.) will be dealt with severely. Messaging of any type during a testing session or when the recipient of the message is in a testing session will be viewed as academic misconduct regardless of the content of the message. If possession or use of cell phone becomes a persistent problem in the classroom or school area, then the student may lose their privilege to carry a phone on school grounds.

Text Messaging, mobile email, and other file transmissions are prohibited unless written permission is given by administration prior to transmission.

Use of images or audio content captured on school grounds without administrative written permission is prohibited unless written permission is given by administration prior to capture.

Any electronic device capable of transmitting information falls under this policy such as but not limited to: iPod, iTouch, Media Players, Zune, video camera, digital camera, etc.

## SEARCH AND SEIZURE POLICY (K-6)

Eagle's Nest Academy reserves the right to search the student's person and belongings in the event the school suspects the student possesses an unapproved or missing item. Such a search may be conducted without the student or parent's permission, and registration of the student in the school constitutes parental consent to such searches. Items which may be searched include, but are not limited to the following:

Student's desk -Backpacks - Purses -Pockets -Lockers

If unauthorized, stolen, or illegal items are found in the searches, the school reserves the right to confiscate such items. These items may or may not be returned to the parent. When they are returned, it will be only to the parent. If illegal items are found, the principal will schedule a parent conference to discuss what action is to be taken, and determine whether or not the authorities will be notified.

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## POLICY ON SEARCHES OF PUPILS' LOCKERS AND LOCKER CONTENTS (K-6)

### **LOCKERS AND CUBBIES ARE SCHOOL PROPERTY:**

All lockers and cubbies assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee. Unapproved locks will be cut from lockers and discarded. No financial liability for these locks rests with Eagle's Nest Academy and no restitution will be made for their damage in removal.

### **LEGITIMATE USE OF SCHOOL LOCKERS:**

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school principal or his/her designee.

### **SEARCH OF LOCKER CONTENTS:**

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent. The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

### **SEIZURE:**

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but

## EAGLE'S NEST ACADEMY

are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

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### NOTICE OF POLICY:

A copy of the local school board policy regarding locker searches shall be provided annually to each pupil and parent/guardian of the pupil assigned a school locker.

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### REFERENCES:

*The Revised School Code*, 380.1306, 2000 PA 87 (Locker Searches)

*New Jersey v. T.L.O.*, 469 U.S. 325 (1985)

U.S. Constitution, Amendment IV

\*If the board of a school district, local act school district, or intermediate school district or board of directors of a public school academy operates a school that has pupil lockers,... the board or board of directors shall adopt a policy on searches of pupils' lockers and locker contents. The board or board of directors shall provide a copy of this policy to each pupil at a school that has lockers and to the parent or legal guardian of each of those pupils. The board . . . shall also provide a copy of the policy to the department upon request by the department. [ 380.1306(2)]

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### LOST AND FOUND (K-6)

It is inevitable that a student at some time in the year misplaces something. Lost items will be placed in a "Lost and Found" box. These items will be available for parents and students to look through as needed and will be displayed for open houses and parent educator conferences. Due to high volume, the "Lost and Found" items will be donated to charity after a minimum of three weeks in lost and found bins or following a display at an open house or conferences. Any item of value, such as jewelry, etc., will be kept in the office for identification prior to return. We strongly advise that you label all clothing and personal property so that misplaced items may be returned.

### STUDENT CODE OF CONDUCT INTRODUCTION ((K-6)

Eagle's Nest Academy is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. One of the most important lessons education teaches is discipline. While it is not a formal subject, it underlies the entire educational process. Discipline is the joint responsibility of students, parents, family, staff, and administration. Discipline includes self-control, character development, orderliness, and efficiency. Proper conduct and consideration of others are goals of student discipline.



## EAGLE'S NEST ACADEMY

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

The Code of Student Conduct will be administered uniformly and fairly, without partiality or discrimination. Information obtained from the student discipline log will be considered when preparing behavior plans for individual students.

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

The Code of Student Conduct applies before, during, and after school:

- When a student is at school.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises;

- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff; and

- When a student is using school telecommunications networks, accounts, or other district services. This includes text messages, phone calls, letters, notes, emails, and Internet communication.

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### VIOLATIONS OF THE CODE OF STUDENT CONDUCT:

Student misconduct is classified into three levels. In addition to these three levels of discipline, a teacher may suspend a student for his or her conduct in a class, subject or activity. The definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for Level I and Level II violations. The staff will refer Level III violations directly to school administrators, because of the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions.

A teacher may issue suspensions for up to one day. The principal or assistant principal may issue short-term suspensions. The district's board of education or its designee may issue long-term suspensions or expulsions.

**Any student involved in the investigation of a possible violation of the student code can be required to complete a written statement of their recollection of events upon request of school staff. Failure to do so will be viewed as interference in the performance of school personnel's duties and insubordination and will result in consequences being levied. Any false information given in these statements will be viewed in the same manner with the same or greater consequence.**



#### SHORT-TERM SUSPENSION:

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

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#### LONG-TERM SUSPENSION:

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

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#### EXPULSION:

An expulsion occurs when the school district's administration terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law. The parent/guardian of the student may petition the school board to request the student's reinstatement to school, as permitted by state law.

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#### LEVELS I, II, AND III VIOLATIONS

Depending on severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.

#### **LEVEL I VIOLATIONS:**

##### **1. Cheating/Academic Misconduct**

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline.

##### **2. Defacement of Property**

A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.

##### **3. Disorderly Conduct**

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

##### **4. Inappropriate Displays of Affection**

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

##### **5. Inappropriate Dress and Grooming**

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the learning and teaching process.

#### **6. Insubordination/Unruly Conduct**

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

#### **7. Leaving School Without Permission**

A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.

#### **8. Negligent or Improper Operation of a Motor Vehicle**

A student will not negligently operate a motor vehicle on school property, so as to endanger the property, safety, health, or welfare of others.

#### **9. Possession of Inappropriate Personal Property**

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser lights, personal entertainment devices, computer games, electronic pagers or beepers, radios, television sets, cassette players, compact disc players, telephones, or other personal communication devices. Certain devices may be permitted for health or other reasons, if approved by the principal.

#### **10. Profanity and/or Obscenity Toward Students**

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student. A list of unacceptable words will be available for parent/guardian review upon request.

#### **11. Sexual Harassment (Level I)**

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.

#### **12. Smoking**

A student will not smoke, use tobacco, or possess any substance containing tobacco in any area under the control of a school district, including all activities or events supervised by the school district.

#### **13. Tardiness**

A student will not fail to be in his or her place of instruction at the assigned time without a valid excuse.

#### **14. Technology Abuse**

A student will not violate the district's "Technology Use Guidelines."

#### **15. Trespassing**

## EAGLE'S NEST ACADEMY

A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

### **16. Truancy**

A student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or parent/guardian.

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#### **SCHOOL RESPONSES TO LEVEL I VIOLATIONS:**

School administrators and staff may use appropriate intervention strategies, as determined by local district policies including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention. Any of the following intervention strategies and disciplinary actions may be used:

- Administrator/student conference or reprimand;
- Administrator and teacher-parent/guardian conferences;
- Referrals and conferences involving various support staff or agencies;
- Daily/weekly progress reports;
- Behavioral contracts;
- Change in student's class schedule;
- School service assignment;
- Confiscation of inappropriate item;
- Restitution/restoration;
- Before- and/or after-school detention;
- Denial of participation in class and/or school activities;
- Weekend detention;
- In-school suspension;
- Other intervention strategies, as needed;
- Out-of-school suspension (short-term) from one (1) school day up to and including ten (10) school days;
- Law enforcement agency notification.

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#### **LEVEL II VIOLATIONS:**

Depending upon severity or repetition, a Level II violation may be reclassified as a Level III violation.

### **1. Bullying/Harassment/Intimidation**

"Bullying, harassment or intimidation" means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying, harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act, that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

## **2. Destruction of Property**

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

## **3. Failure to Serve Assigned Detention**

A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified.

## **4. False Identification**

A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

## **5. Fighting**

A student will not physically fight with another person. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.

## **6. Forgery**

A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

## **7. Fraud**

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

## **8. Gambling**

A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

## **9. Gang Activity**

A student will not, by use of violence, force, and coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process.

Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission.

Gang activity includes:

## EAGLE'S NEST ACADEMY

- a. Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- b. Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- c. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- d. Recruiting student(s) for gangs.

### **10. Hazing**

A student will not haze or conspire to engage in hazing of another. As used in this section, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace. The term "hazing" does not include customary athletic events or similar contests or competitions.

### **11. Improper, Negligent, or Reckless Operation of a Motor Vehicle**

A student will not intentionally or recklessly operate a motor vehicle, so as to endanger the safety, health or welfare of others on school property.

### **12. Loitering**

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

### **13. Profanity and/or Obscenity Toward Staff**

A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school district staff members or adult volunteers.

### **14. Sexual Harassment (Level II)**

A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.

### **15. Theft or Possession of Stolen Property**

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at \$100.00 or less which does not belong to the student.

### **16. Threat/Coercion**

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

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### **SCHOOL RESPONSES TO LEVEL II VIOLATIONS:**

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any or all of the following intervention strategies and disciplinary actions may be used:

- Any school response to a Level I violation, listed above;

- Out-of-school suspension (short-term) for one (1) school day, up to and including ten (10) school days.

**NOTE:** Fighting poses an immediate threat to student safety. In most cases, out-of-school suspension is imposed even for a first offense. The length of suspension will depend on severity or repetition.

- Long-term suspension or expulsion;
- Law enforcement agency notification;
- Denial of driving privileges.

**Fighting will usually result in an immediate 3 to 5 day OSS on first offense and long-term suspension or expulsion on second offense.**

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### LEVEL III VIOLATIONS :

Depending on severity or repetition, a Level I or Level II violation may be reclassified as a Level III.

#### 1. Alcohol and Drugs

A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.

#### 2. Arson (Starting a Fire)

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person.

If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

“Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code.

(MCL 750.71 to MCL 750.80).

#### 3. Extortion

A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

#### 4. False Fire Alarm or Bomb Report; Tampering with Fire Alarm System

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student

from the school district for a period of time as determined in the discretion of the school board, or its designee. (MCL 380.1311a[2]).

### **5. Felony**

A student will not commit a criminal act that results in being convicted or, in some cases, charged with a felony offense.

### **6. Fireworks**

A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers.

### **7. Interference with School Authorities**

A student will not interfere with administrators, teachers or other school personnel by threat of force or violence.

### **8. Physical Assault**

A student will not physically assault another person.

If a student enrolled in grade 6 or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1]).

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b], MCL 380.1311a[12][b]).

### **9. Robbery**

A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.

### **10. Sexual Assault**

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

“Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

### **11. Theft or Possession of Stolen Property**

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at more than \$100.00 that does not belong to the student.

### **12. Verbal Assault Against an Employee**

Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school sponsored activity or event against an Academy employee or against a person

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engaged as a volunteer or contractor for the Academy shall be suspended or expelled, depending upon the circumstances, for up to one hundred eighty (180) days. "Verbal assault" means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence; a bomb threat (or similar threat) directed at a school building, other school property, or a school related event. For purposes of this policy, the definition of assault also includes written threats.

If a student enrolled in grade 6 or above commits a verbal assault, as defined by school board policy, at school against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined at the discretion of the school board or its designee. (MCL 380.1311a[2]).

### **13. Weapons: Dangerous Instruments**

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors; or box cutters.

### **14. Weapons: Dangerous Weapons**

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. A "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles. (MCL 380.1313).

A "firearm," as defined in section 921, title 18 of the United States Code (18 U.S.C. § 921) means:

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device.

The term "firearm" does not include an antique firearm (18 U.S.C § 921).

State law requires the school board or its designee to permanently expel from the school district a student who possesses a "dangerous weapon" in a "weapon-free school zone," subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

However, a school board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed by the student;
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon;



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- The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

“Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property. (MCL 750.237a).

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (MCL 750.237a).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is in route to or from school on a school bus, the superintendent or the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student's parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

### 15. Weapons: Use of Legitimate Tools as Weapons

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

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#### SCHOOL RESPONSES TO LEVEL III VIOLATIONS :

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

- Any school response to a Levels I or II violation, listed above;
- Long-term suspension or expulsion;

**[NOTE: Drug-related behaviors pose an immediate threat to student safety. In all Level III drug-related cases, out-of-school suspension is imposed even for the first offense.]**

- Placement in an alternative education program or transfer to another building;
- In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county department of the family independence agency or county community mental health agency, and notifies the individual's parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, notifies the individual of the referral. (MCL 380.1311[4]).
- Requesting an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation. The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be from a source approved by the administration.

#### ANTI-BULLYING POLICY: (K-6)

The Eagle's Nest Academy board of education prohibits acts of harassment or bullying. The board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

**"Harassment" is conduct that meets all of the following criteria:**

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

**"Bullying" is conduct that meets all of the following criteria:**

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The Eagle's Nest Academy board of education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Eagle's Nest Academy board of education believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The Eagle's Nest Academy board of education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline.

Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The Eagle's Nest Academy board of education requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

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#### FACTORS FOR DETERMINING CONSEQUENCES

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

#### **Factors for Determining Remedial Measures**

##### **Personal**

- Life skill competencies
- Experiential deficiencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

##### **Environmental**

- School culture
- School climate
- Student-staff relationships and staff behavior toward the student

## EAGLE'S NEST ACADEMY

- General staff management of classrooms or other educational environments
- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved code of student conduct or employee handbook.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

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### EXAMPLES OF CONSEQUENCES

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension
- Legal action
- Expulsion or termination

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### EXAMPLES OF REMEDIAL MEASURES

#### **Personal**

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration

## EAGLE'S NEST ACADEMY

- Transformative conferencing/restorative justice
- Peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions

### **Referral Services team, peer mediation, etc.**

- Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

### **Environmental (Classroom, School Building, or School District)**

- Set a time, place, and person to help the bully reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
- School culture change
- School climate improvement
- Adoption of research-based, systemic bullying prevention programs
- Modifications of schedules
- Adjustments in hallway traffic
- Modifications in student routes or patterns traveling to and from school
- Targeted use of monitors (e.g., hallway, cafeteria, bus)
- General professional development programs for certificated and non-certificated staff
- Professional development plans for involved staff
- Disciplinary action for school staff who contributed to the problem
- Parent conferences

## EAGLE'S NEST ACADEMY

- Referral to Family counseling
- Involvement of parent-teacher organizations
- Involvement of community-based organizations
- Development of a general bullying response plan
- Peer support groups
- Law enforcement involvement (e.g., school resource officer, juvenile officer)

The Eagle's Nest Academy board of education requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Eagle's Nest Academy board of education requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made.

The Eagle's Nest Academy board of education prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Eagle's Nest Academy board of education prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with district policies, procedures, and agreements.

The Eagle's Nest Academy board of education requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

The school district shall incorporate information regarding the policy against harassment or bullying into each school employee training program and handbook.

### **School Activities (K-6)**

A student who is suspended from school for any reason will not be allowed to practice, participate in, or attend any school activity, regardless of location, during the suspension (including weekends and/or holidays). Students who are suspended out-of-school (OSS) are to be removed from campus immediately following due process and are not to be on school grounds for any reason while suspended.

### **Maintaining Class Progress (K-6)**

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When appropriate in the judgment of the principal, a suspended student may maintain academic progress under the terms and conditions set by the principal. A suspended student must request work prior to serving their suspension. Requests made after the suspension may not be granted.

### DUE PROCESS PROCEDURES (K-6)

#### **Short-Term Suspension**

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student's school. If a short-term suspension is contemplated, the principal or assistant principal shall provide the student with oral or written notice of the charges or allegations, and an explanation of the evidence or basis for the charges. The student shall be given the opportunity to present an explanation or a differing statement of the facts. If the misconduct is determined, the principal may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions.

Students whose presence pose a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical. The student and parent/guardian shall be notified of the circumstances and action taken.

### EXPULSION

The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date and location of the hearing; and of their right to attend and participate in the hearing. The board of education or its designee shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others.

At the request of the student or the student's parents, the board of education may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student." (MCL 15.268[b]). The student and parent/guardian may be represented at the hearing by an attorney or other adult. Written or oral evidence may be presented at the hearing on behalf of the student.

After the hearing, the board of education or its designee shall issue a decision, including a determination of disciplinary action.

### APPEAL TO BOARD OF EDUCATION FOR RECONSIDERATION

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

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

Students previously identified under state and federal regulations as eligible for special education are entitled to an extra measure of consideration for the disability in student discipline procedures. Also, other due process provisions are triggered for any student if a review of a student's record indicates significant prior knowledge about a potential but unidentified disability. School personnel are advised to consult with their local and intermediate district

administrators for special education and to refer to the most recent edition of Special Education Considerations in Student Disciplinary Procedures (Michigan Department of Education).

### **Interviews of Students by Police or Other Public Agencies (K-6)**

The school district endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering the:

- (1) type of incident;
- (2) seriousness of the incident;
- (3) age and maturity of the student;
- (4) relationship of the incident to school and the educational process; and
- (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview if time permits. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the Principal or designee that an interview has taken place.

### **NOTIFICATION TO LAW ENFORCEMENT AGENCIES (K-6)**

State law requires each school board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

- Armed Student or Hostage Robbery or Extortion
- Suspected Armed Student Unauthorized Removal of Student
- Weapons on School Property Threat of Suicide
- Death or Homicide Suicide Attempt
- Drive-By Shooting Larceny (Theft)
- Physical Assault (Fights)
- Intruders (Trespassing)
- Bomb Threat Illegal Drug Use or Overdose
- Explosion Drug Possession or Drug Sale
- Arson Vandalism or Destruction of Property
- Sexual Assault Minor in Possession of Alcoholic Liquor or Tobacco Products



## EAGLE'S NEST ACADEMY

- (Criminal Sexual Conduct) Bus Incident or Bus Accident

### **SATURDAY SCHOOL RULES AND PROCEDURES**

#### STUDENTS MUST BE IN EAGLE'S NEST ACADEMY DRESS CODE

- Students must report to the Saturday School Room when they arrive at school and should be in the correct room by 8:00. Tardies to Saturday School or Check-Ins/Check-Outs (excused or unexcused will result in an extra day of Saturday School unless approved by the administration). Absences from Saturday School will result in a 1-day Out of School Suspension. Other privileges may be restricted until the missed Saturday School is made up.
- The Saturday School Monitor will e-mail Administration to notify them who is in Saturday School at 8:05AM any student whose name does not appear on this email will be considered absent and the above conditions apply.
- Students must bring books, paper, pencil, pens, and other materials to Saturday School.
- The Saturday School instructor will assign students a seat. Students will remain seated at all times. Only essential movements related to the completion of assigned tasks will be allowed.
- Students will not sleep or rest their heads on arms, desk, wall, etc. at any time.
- Students will not talk to other students, pass notes, or make any noises.
- Students will not eat candy or chew gum while in Saturday School.
- Students may speak only when instructed to do so by the Saturday School instructor.
- Students are expected to complete all work assigned by teachers or the Saturday School instructor.
- Students will be given bathroom breaks as deemed appropriate by the Saturday School instructor. The Saturday School instructor will escort the students to the bathroom.
- Students will not be allowed to use the phone unless there is an emergency.
- Students will follow all Board of Directors policies and school rules while in Saturday School.
- Students will not be allowed to participate in any after school activities, such as band, athletic events or drama, the day they are in Saturday School.
- Students will follow Eagle's Nest Academy dress code while in Saturday School.
- Students will surrender all cell phones to the Saturday School instructor upon entering the Saturday School room. Phones will be returned to student at the end of the day. Should parents need to contact students during the day, calling the main office is required.
- The instructor will contact parent/guardian of each student assigned to Saturday School to share information about student conduct and progress as well as to update contact information including email address.
- Students will not mark on desks, chairs, study carrels, etc. Any defacing of the Saturday School facility (or other school property) will be considered an act of vandalism.
- Any verbal instruction given by an administrator or Saturday School instructor shall supersede these printed rules and procedures.
- Any violation of rules may result in additional days of Saturday School. The Saturday School instructor can assign extra days of Saturday School. The student may be referred back to an administrator; this may result in OUT OF SCHOOL SUSPENSION. Following the OSS, the student will return to Saturday School for remaining days of assignment.
- Saturday School may be assigned by Administration only and in the following increments: 1-day and 2-day. After these have been assigned and served, Saturday School is no longer an option.

## DRESS CODE

### DRESS AND APPEARANCE CODE

Eagle's Nest Academy holds high expectations for our students' success and has adopted the following uniform dress code:

**Any and all requests for exception to this code must be handled PRIOR to attendance on campus. Exceptions for religious observance must be determined by the Board at a scheduled meeting.**

#### A. General Clothing Guidelines

Students will need to be dressed for the weather conditions for outside play. This clothing will be stored in lockers when not being used outdoors.

#### B. Girls

- Skirts, jumpers, skorts, knee-length shorts or Docker style slacks in SOLID black, navy blue or tan khaki. NO GAUCHOS, OR PAJAMAS ALLOWED.
- Skirts, jumpers, and skorts must be knee length when seated.
- NO BARE MIDRIFFS allowed.
- Torso must be appropriately covered.
- No jean clothing of any color
- Girls who have pierced ears may wear one small plain stud in each ear to keep each ear open.
- When Slacks have belt loops, a belt must be worn.
- Socks, tights, or nylons (middle school) are to be solid black, navy, white, or skin-toned.
- Shirts must be fully tucked into pants except in PE classes.
- Belts must be free of adornment and of simple, solid design without large ornate or distracting closures.
- No stretch pants

#### C. Boys

- Slacks must be uniform, Dockers style, cargo or corduroy in black, navy blue or tan khaki. Knee-length shorts allowed.
- When slacks have belt loops, a belt must be worn.
- Pants may not sag and should be worn at waist level.
- No jean clothing of any color
- Socks are to be solid black, navy, white, or skin-toned
- Shirts must be fully tucked into pants except in PE classes.
- Belts must be free of adornment and of simple, solid design without large ornate or distracting closures.

#### D. Both boys and girls

- No jewelry except for a watch.
- No body piercing or tattoos.
- Necklaces may be worn under shirts provided that they are not visible.
- Shirts must be fully tucked into pants except in PE classes.
- Belts must be free of adornment and of simple, solid design without large ornate or distracting closures.

#### E. Shoes

- Shoes can be any shoe as long as the toe is enclosed.
- Females may wear a closed-toe sandal with a strap on the back.
- Additional athletic shoes are required for all grades for PE class.
- Heels are to be no higher than 1 inch in size. Soles are to be no higher than ½ inch.
- No Heelies are allowed.

## HAIR/MAKEUP

### A. Girls

- Hair must be clean, and neat and free of unnatural or distracting colors.
- Hairstyles determined to be distracting by the staff will not be allowed.
- Hair accessories need to be solid color in school colors, black or white and notdistracting.
- Hair accessories may not be so numerous or of such size that they make noise when moved.
- Light makeup may be worn in upper grades only.
- Makeup determined to be distracting by the staff will not be allowed.
- No hats are permitted except for school spirit days.

### B. Boys

- Hair must be clean, neat, and free of unnatural or distracting colors, off the collar, off the ears and out of the eyes.
- Hairstyles determined to be distracting by the staff will not be allowed.
- Facial hair must be removed or barely noticeable.
- No makeup allowed except clear lip protectant.
- No hats are permitted except for school spirit days.

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## ASSEMBLY (K-6)

On some days throughout the year students will participate in assemblies. This is a time of fun, learning, team and school spirit. During assemblies, students and family are expected to act responsibly and respectfully.

When entering, leaving or during the assembly, each student should:

- Walk quietly in a single-file line with their teacher or designated staff member.
- Enter the assembly quietly and quickly following any directions given for seating.
- Pay attention and NO TALKING during the assembly except when asked.
- Show positive actions only; no put-downs, boos, or laughing, etc.
- Excessive noise will be requested to be controlled and then the student will be removed if not remedied.
- Leave quietly and quickly following their teacher or designated staff member.
- Leave in a single-file line.

### ***Hallway Expectations***

Students are expected to conduct themselves in an orderly and courteous manner in our hallways.

When in the hallways of Eagle's Nest Academy, students are expected to:

- Walk quietly on the right side of the hallway.
- Students are to refrain from running, pushing, shoving, hitting or tripping other students.
- Students are to refrain from slamming locker doors, banging on lockers or walls, or yelling.
- Students are not to jump, touch lights, door frames, ceiling tiles, walls, or school clocks.
- Students are to refrain from touching any school artwork or class projects displayed on tables or walls in the hallway.

**\*There are several safety alarms throughout our hallways and touching them may trigger the alarm. Students are not to touch these alarms and may face disciplinary consequences should they do so.**

### ***General Classroom Expectations***

Each teacher will provide their students with a copy of their classroom rules and procedures. Students are expected to abide by these guidelines at all times. Whether the class is being supervised by the teacher, other staff member, guest teacher, substitute teacher, or volunteer parent students are expected to conduct themselves by:

- Arriving at each class and being seated on time.
- Bringing the required materials to class daily.
- Following classroom rules and procedures established by their teacher, as well as other school rules.
- Receive permission before leaving the classroom or school area.
- Cooperate with the teacher.
- Be courteous and kind to all classmates as well as all students in the school.

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### COMPUTER LAB AND LAPTOP COMPUTERS ( K-6)

Students will have use of computers. Students are to follow all rules and guidelines set forth by the Eagle's Nest Academy Board of Directors and the Eagle's Nest Academy technology use policies. Parents will need to sign a release yearly to ensure they are of the understanding of the policies and procedures. If the Internet Permission slip is not signed, then the student will not be allowed to use the Internet at Eagle's Nest Academy. Violation of the acceptable use policy may result in limited use of technology.

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### CHEATING (ACADEMIC MISCONDUCT) (K-6)

Cheating is a serious offence that cannot be tolerated at Eagle's Nest Academy. It is a flaw that becomes a mark against the student's character. It includes but is not limited to the following:

- Using a cheat sheet
- Collaborating with another student for answers
- Having someone else do the work and let it stand as your own
- Copying from another person's work
- Not doing all the work and pretending it is all done
- Changing wrong answers on a corrected test

In the event of academic misconduct, a failing grade on the assignment (including projects and tests) will be issued to any student involved in the incident.

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### SCHOOL SUPPLIES (K-6)

School supply lists vary from teacher to teacher and are on file in the office for the parent to receive a copy.

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### LUNCH/RECESS SHIFTS AND FOOD

The lunch shifts may vary from year to year but will consist of a combination lunch/recess time. The lunch/recess shifts are as follows:

A lunch--11:40-12:10 Kdg & 1<sup>st</sup> grade

B lunch---12:15-12:45 2<sup>nd</sup>-5<sup>th</sup> grade

A recess---11:40-12:10 2<sup>nd</sup>-5<sup>th</sup> grade

B recess---12:15-12:45 Kdg & 1<sup>st</sup> grade

Please check with your child's teacher as to their lunch shift. We will serve a hot lunch for those who wish to participate, or students may bring a sack lunch. Hot lunches must be ordered in advanced on a pick and choose basis. Daily orders will not be accepted. Microwaves are not available for heating student lunches.

Recess is required for all students. Please dress your child appropriately for the weather.

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### EAGLE'S NEST ACADEMY PARENT TEACHER ORGANIZATION (PTO ) (K-6)

The Eagle's Nest Academy PTO is an organization of parents, teachers, and friends of the school formed to promote the school and provide needs and services we would not ordinarily have. We encourage all parents to take an active interest in and to cooperate with the PTO. This is your chance to make major contributions to your child's education.

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### RIGHT TO INSPECT INSTRUCTIONAL MATERIALS

Parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials mean instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional materials do not include academic tests or academic assessments.

Please contact the school administrator if you desire to preview curriculum and materials. A timely response will be given. The school may need up to 48 hours to gather some of the requests. Parents/students will be contacted by a school designee within 24 hours as to the date of the review.

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### FUNDRAISING (K-6)

Eagle's Nest Academy will conduct fundraisers during the school year. They are a valuable tool in providing things we cannot purchase otherwise, and can help make up any shortages in the school experience. When fundraising is done, we try to select the least troublesome ones we can find. We do ask our school families to do their part in supporting the effort. Any additional fundraising must be approved by the PTO at a meeting at least one month in advance of the project.

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### FIRE, TORNADO, AND EMERGENCY DRILLS (K-6)

During the course of the school year Eagle's Nest Academy will conduct at least 8 fire drills, 2 tornado drills and 2 emergency drills. Records of these activities will be kept in the school office. Said records will contain the date, time

and results of the drills. Any disruption of these drills will be dealt with seriously as these drills are crucial to the maintenance of safety. There is not to be talking by students during the entire drill including the return to class.

## FINAL NOTES

### STUDENT RESPONSIBILITIES (K-6)

Students are expected to attend school regularly, punctually, and to devote their energy to learning, under the supervision of the school staff. In addition to observing and understanding all of the rules of conduct of the school, students are expected to recognize that there are established channels through which rules and conditions can be appealed.

### PARENT RESPONSIBILITIES (K-6)

Parents are expected to insure regular and punctual attendance of their children, establish and maintain appropriate communications with Eagle's Nest Academy, and assume responsibility for working cooperatively with the school personnel in resolving behavioral problems. Parents are also responsible for helping their child attend fine arts performances. Parents are our students' first role models and are expected to support the school staff in a manner that reflects responsibility and respect. If a problem arises, parents are encouraged to meet with the teacher and or administration to calmly work out a solution. In the unfortunate event that a parent or visitor allows their emotions to get the better of them and communication becomes aggressive, loud, or confrontational, that person will be asked to leave the grounds and schedule another time to further discuss the issue. In the interest of the emotional and physical well-being of our students, the school environment needs to be a model of safety and stability. Whether in-person, written, or by phone should be calm and non-confrontational. If communication from a parent/guardian or other visitor becomes inappropriate, the communication will be halted and another attempt will be made at a later time to rectify the matter.

It is encouraged that every parent becomes a part of Eagle's Nest Academy and volunteer time to better the education of our students. There are many opportunities for volunteering and employment.

### REVISION RIGHTS (K-6)

This handbook and its policies are effective as of August 13, 2018. The school administration reserves the right to update and revise this document as is necessary. When such changes occur, a new revised handbook will be issued or notification in Parent Newsletter or other distributed notification in written form will be used.

### CONCLUSION

Once again we extend a warm welcome to every student and family. Working together as a team, we can and will have a successful school year. Thank you for your commitment to Eagle's Nest Academy.

## SAMPLE ATTENDANCE NOTIFICATION LETTER

**Attendance and Tardy Policy Letter**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Dear: \_\_\_\_\_ Date: \_\_\_\_\_

We realize that students occasionally will have a reason to be absent from school. However, these occurrences should be the exception rather than the rule. The following procedures will be used when dealing with absences:

1. After **4** unexcused absences from school, the teacher will notify the parent by phone or mail of these absences.
2. At the **6<sup>th</sup>** unexcused absence from school, the teacher will send a letter, in U.S. mail informing the parent of the absences and requesting a parent conference. Student may be referred to the student assistance team for possible intervention.
3. The teacher will notify the principal in writing when a student has 8 unexcused absences. The principal will send a written notice of the attendance concerns to the parent and schedule a parent conference. A student intervention referral form will be completed at this time and the student will be referred to the student facilitator.
4. After **12** absences, the parents and school personnel will have a conference concerning the student's attendance problem problems. The parent will be informed at that time of the possibility of an educational neglect petition being filed if the attendance problem is not corrected.
5. If a student reaches **15** unexcused absences, the parent's name may be submitted to the Genesee County Prosecutor's Office for possible prosecution resulting in **2-90 days in jail** based on the Michigan Compulsory Attendance Law, or the school will initiate a truancy/educational neglect petition with the Genesee County Family Court.

**Tardy Policy**

- One hour after the morning instructional bell rings, the student will be considered tardy. **5** tardies equal a ½ day absence.
- A student arriving 1 hour after the morning bell, but before lunch will be marked absent a full day. A student who comes in the morning, but leaves any time before lunch will be marked absent a full day. If the student leaves after lunch break, it will be considered a ½ day absence. If the student leaves before the dismissal bell, it will be treated as a tardy. **5** tardies equal a ½ day absence.
- A pattern of consistent tardiness should be dealt with by school staff intervention and the possibility of filing and educational neglect petition with the Genesee County Family Court for a referral to Attendance Court.

**Your child has accumulated \_\_\_\_\_ unexcused absences as of the above date. This letter serves the purpose of completing Step #\_as stated above. Please make a better effort to send your child to school on a regular basis. Your cooperation is much appreciated.**

Sincerely,

School Principal

## **Eagle's Nest Academy Student Acceptable Use Policy**

Eagle's Nest Academy considers the following uses of the Internet and World Wide Web (WWW) unacceptable, and just cause for taking disciplinary action, revoking privileges, and/or initiating legal action:

### **1. Personal Safety**

- a. Students shall not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- b. Students shall not agree to meet with someone they have met online without their parents' approval and participation.
- c. Students shall promptly disclose to their teacher and or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

### **2. Illegal Activities**

- a. Students shall not attempt to gain unauthorized access to the Wide Area Network (WAN) or to any other Local Area Network (LAN) or computer system through the WAN, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of browsing.
- b. Students shall not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Students will not use the system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
- d. Students shall not use Eagle's Nest Academy's computing resources for commercial or financial gain or fraud.
- e. Students shall not use the system for political lobbying (Unless teacher directed as part of an administration-approved activity). Students may use the system to communicate with their elected representatives and to express their opinion on political issues.
- f. Students shall not post chain letters.
- g. Students shall not post anonymous messages.



### **3. System Security**

- a. Students shall be responsible for the use of their individual account, if assigned, and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide their account information and/or password to another person.
- b. Students shall immediately notify the teacher if they suspect or have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access
- c. Students shall avoid the inadvertent spread of computer viruses by following the Eagle's Nest Academy virus protection procedures if they download software.

### **4. Inappropriate Language**

Restrictions against Inappropriate Language apply to public messages, private messages and material posted on Web pages. For the purpose of this policy, Inappropriate Language can be considered to include, not necessarily limited to, the following clarifications:

- a. Students shall not use obscene, profane, lewd, vulgar, rude, inflammatory, racist, sexist, threatening, or disrespectful language.
- b. Students shall not post information that, if acted upon, could cause damage or a danger of disruption.
- c. Students shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. Students shall not harass another person. Harassment is persistently acting in manner that distresses or annoys another person. If a student is told by a person to stop sending them messages, the student must stop sending messages to that person.
- e. Students shall not knowingly or recklessly post false or defamatory information about person or organization.

### **5. Respect for Privacy**

- a. Students shall not repost a message that was sent to them privately without permission of the person who sent them the message.
- b. Students shall not post private information about another person.

### **6. Respecting Resource Limits**

Every effort shall be taken not to waste finite resources. Students shall not download extensive files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used and immediately remove the files from the system computer to their personal computer.

## **7. Plagiarism and Copyright Infringement**

- a. Students shall not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings or others and presenting them as if they were original to the user.
- b. Students shall respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the student should follow the expressed requirements. If the student is unsure whether they can use a work, they should request permission from the author or copyright owner.

## **8. Access to Inappropriate Material**

For the purpose of this policy, Inappropriate Materials are those materials including, but not limited to, any materials not in support of the system's curriculum.

- a. Students shall not use the WAN to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
- b. If a student inadvertently accesses such information, they should immediately disclose the inadvertent access to the computer teacher at their school. This will protect students against an allegation they have intentionally violated the Acceptable Use Policy.

## **Consequences of Violations**

In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be provided with notice and a hearing in the manner set forth in the disciplinary code(s) of Eagle's Nest Academy.

Disciplinary action shall be tailored to meet specific concerns related to the violation and to assist the students in gaining the self-discipline necessary to behave appropriately in an electronic environment. If the alleged violation also involves a violation of other provisions of the disciplinary code(s) of Eagle's Nest Academy, the violation will be handled in accord with the due process provisions of the school and the school district currently in place.

It is every student's responsibility to cooperate in any investigation of a complaint or alleged violation of the policies by providing any information he/she possesses concerning the matters being investigated. Further, it is against city policy to attempt to alter, delete or destroy documents, files, etc. that are the subject of investigation. Students should realize that the Network Administrator can still recover files, which have been deleted.

Consequences to violations include by are not limited to:

- Suspension of Internet access;
- Revocation of Internet access;

EAGLE'S NEST ACADEMY

- Suspension of Network privileges;
- Revocation of Network privileges;
- Suspension of computer access;
- Revocation of computer access;
- School suspension;
- School expulsion;
- Legal action and prosecution by the authorities.

**Eagle's Nest Academy has the right to restrict or terminate anyone's Network, Internet, and WWW access at any time for any reason. Further, Eagle's Nest Academy has the right to monitor Network activity in any form that is deemed necessary to maintain the integrity of the Network.**

## STUDENT ACCEPTABLE USE POLICY REGISTRATION FORM

I have read the Eagle's Nest Academy Student Acceptable Use Policy for the Internet and the World Wide Web, and agree to use these resources in accordance thereof.

Further, my parent(s) or guardian(s) and I have been advised that Eagle's Nest Academy does not have control of the information on the Internet or the World Wide Web, which may contain material that is potentially offensive to some People. It is Eagle's Nest Academy's intent to make Internet and World Wide Web access available to further educational goals and objectives.

Eagle's Nest Academy believes that the benefits to educators and students from access to the Internet and WWW, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, the parent(s) or guardian(s) of minors are responsible for setting and conveying the standards that their child(ren) should follow. We get daily and weekly updates of new sites that contain inappropriate material and the academy blocks those sites on its server. To that end, Eagle's Nest Academy supports and respects each family's right to decide whether or not to allow their child(ren) to utilize the resources of the Internet and WWW.

The student and his/her parent(s) or guardian(s) shall understand that student access to the Internet and WWW is being provided in support of the educational program. The specific conditions and services being offered will change from time to time. In addition, Eagle's Nest Academy makes no warranties with respect to the academy's Wide Area Network and Internet, WWW service, and it specifically assumes no responsibilities for:

A. The content of any advice or information received by a student from a source outside the academy, or any costs or charges incurred as a result of seeing or accepting such advice;

B. Any costs, liability or damages caused by the way the student chooses to use his/her Internet, WWW access:

C. Any consequences of service interruptions or changes even if these disruptions arise from circumstances under the control of Eagle's Nest Academy.

2018-2019 ACCEPTABLE USE POLICY

**Student Permission Slip for Student Acceptable Use Policy**

SCHOOL: \_\_\_\_\_

Student Name (please print first and last): \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

I have discussed Internet Safety rules with my child and agree to adhere to this policy completely.

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IN ADDITION TO THE ABOVE SIGNATURES, PLEASE SIGN BELOW**

I give my child permission to use the Internet in the classroom for educational curricula reasons.

NOTE: All Internet activities are teacher directed.

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Parent/Guardian Name** \_\_\_\_\_

2018-19 PUBLISHING STUDENT WORK

We are encouraging all schools to have updated web pages for information and curriculum reasons. At certain times, a teacher might want to share student name, photo, or work on the web page or other publication. If you give permission for your child's name, photo, or work to be shared, please initial below.

Please place your initials in the space provided to the left of each statement to indicate your choice(s):

\_\_\_\_\_ I give permission for my child's name to appear on their student web page should one is developed.

\_\_\_\_\_ I give permission for my child's photo to appear on their student web page should one be developed.

\_\_\_\_\_ I give permission for my child's work to be displayed on or off school premises in relation to Eagle's Nest Academy activities or initiatives.

\_\_\_\_\_ I give permission for my child's photo/work to be shown in other publications of the academy.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

2018-19 POSSESSION OF CELL PHONE

I have read, understand, and agree to fully comply with Eagle's Nest Academy's Cell Phone policy. Listed below are the identification details for the phone that my student will be carrying with my permission.

Cell Model \_\_\_\_\_

Color \_\_\_\_\_

Does the phone have Internet access \_\_\_\_\_ Yes \_\_\_\_\_ No

Does the phone have a camera \_\_\_\_\_ Yes \_\_\_\_\_ No

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent Agreement**

It is important to have my child reach his full academic potential. Therefore, I will encourage him/her by doing the following:

- Provide a healthy breakfast for my child everyday (or get my child to school for breakfast).
- See that my child is on time and attends school every day unless ill.
- Support the school, teachers, staff and administration in its efforts to maintain proper discipline.
- Provide school supplies for my child.
- Encourage my child to do his/her best.
- Stay aware of what my child is learning.
- Check and sign planner according to grade level policy.
- Attend parent nights (orientation, open houses and conferences) throughout the school year.
- Have ongoing communication with my child's school and teacher.
- Establish a time for sharing daily school experiences and/or completing homework/unfinished work.
- Stress the importance of literacy by setting aside time for shared and independent reading.
- Read to my child at least 30 minutes each night.
- Reinforce my child's positive behavior by exhibiting my own positive behavior.
- Become involved in the parent group and volunteering at the school in some way.
- Ensure that my student completes 2 hours of annual community service, if applicable.

**I AGREE TO FOLLOW ALL POLICIES AND PROCEDURES IN THE STUDENT/PARENT HANDBOOK**

I have shared this information with my child...

**Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Student Agreement**

It is important that I do the best that I can. Therefore, I will do the following:

- Come to school, be in class on time and ready to learn.
- Have my homework and assignments completed and turned in on time.
- Have the supplies I need ready for each class.
- Always try to work to the best of my ability.
- Utilize my planner in required grade levels on a daily basis to maintain organization.
- Show respect for myself, my school, staff, teachers, administration and other students.
- Do my part in keeping my school clean and safe by showing respect for school property
- Set a regular time and place each night to complete homework/unfinished work.
- Display the Eagle's Nest Academy Eagle character traits and show school spirit.
- Believe in myself that I can learn and will learn.

**I AGREE TO FOLLOW ALL POLICIES AND PROCEDURES IN THE STUDENT/PARENT HANDBOOK**

I have shared this information with my parent/guardian...

**Student** \_\_\_\_\_ **Date:** \_\_\_\_\_

