

Advanced Technology Academy

STUDENT HANDBOOK



*High Standards for
High Achievement*



Lake Superior
State University



Advanced Technology Academy

Chartered by Lake Superior State University

featuring the



Partnership for Advanced Studies
with University of Detroit Mercy

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INTRODUCTION

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

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, 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.

WHEN AND WHERE THE CODE OF 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 staff; and
- When a student is using school telecommunications networks, accounts, or other academy services

ATTENDANCE POLICY

The Advanced Technology Academy emphasizes the value of regular attendance in enabling students to benefit from the school's educational programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis.

More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, but also the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day except when illness, injury, or some providential condition beyond the student's control prevents attendance. Poor attendance may result in the denial of course credit.

SCHOOL SAFETY

Students are expected to treat all staff and other students with respect at all times. A student who is having a problem with another student should ask a teacher, counselor, or administrator for help with resolving the problem. Any type of threat or intimidating behavior toward a staff person or other student is unacceptable. Disciplinary action will range from suspension to expulsion.

STUDENT RIGHTS AND RESPONSIBILITIES

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students in our school.

Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom.

All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment.

If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact school administration immediately.

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.

ATA 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.

The Dean of Students may issue short term suspensions. The school board or its designee may issue long term suspensions or expulsions.

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.

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 right and privileges of attending school, including extracurricular activities, are suspended.

EXPULSION

An expulsion occurs when the school board 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.

MICHIGAN DEPARTMENT OF EDUCATION

Model Code of Student Conduct

This Model Code of Student Conduct was developed by the Michigan Department of Education, in collaboration with other state and local agencies, organizations, educators, and concerned citizens, pursuant to Public Act 263 of 2000. This document may be modified to reflect local school district policy and procedure.

STUDENT CONDUCT

It is the aim of the Advanced Technology Academy's staff to promote, through its policies and regulations, the highest possible standard of conduct which fosters an atmosphere for quality instruction. The goal is to have high standards of conduct, behavior, and school achievement. Development of good habits in citizenship and conduct as individuals requires a consistent atmosphere that will promote the learning process.

Students shall be held responsible at all times for their diligent application to school work and the use of efficient study habits and shall show proper respect at all times to other students and school employees. Both students and staff members have an obligation to maintain at all times conditions which will promote an atmosphere for learning. Students are expected to exhibit high standards of behavior at all times.

PREAMBLE

Creating safe and drug-free schools requires the commitment of the entire community, including families, schools and community leaders. The Michigan Department of Education encourages each school district take the lead in bringing all of its community's resources together to ensure welcoming, safe, gun-free and drug-free schools.

Adoption of a code of student conduct is one element of a school district's safe schools plan. There is no singular code of student conduct that meets the needs of every school district, although every school district is required by law to adopt a code, as set forth in The Revised School Code, MCLA 380.1312(8):

"A local or intermediate school district or a public school academy shall develop and implement a code of student conduct and shall enforce its provisions with regard to pupil misconduct 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."

LEVEL 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 such as denial of credit.

2. DEFAACEMENT 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. Students who deface school property will be required to make full value restitution.

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. The ATA student dress code will be strictly enforced.

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 after being requested by a staff member, or running away from school staff when told to stop constitutes unruly conduct.

7. LEAVING SCHOOL WITHOUT PERMISSION

A student may not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel. The Advanced Technology Academy is a closed campus.

8. NEGLIGENCE 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. Student driving is a privilege at the Advanced Technology Academy.

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 and beepers, radios, television sets, cassette players, compact disc players, cell phones, or other personal communication devices. Certain devices may be permitted for health or other reasons, if approved by the school administration.

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 towards any other student.

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 the school, including all activities or events supervised by the school.

13. TARDINESS

On time behavior is necessary for academic success and essential to effective teaching and learning. All students are expected to be in class on time and prepared for instruction. 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 school's "Technology Use Guidelines."

15. TRESPASSING

A student will not enter upon the premises of the school, 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

Truancy is the failure of the student to report to their assigned class without a legal excuse.

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 an inappropriate item
- Restitution/restoration
- Before and/or after-school detention
- Denial of participation in class and/or school activities
- Saturday detention
- In-school suspension
- Other intervention strategies, as needed
- Out-of-school suspension (short-term) from one (1) school day up to ten (10) school days
- Law enforcement agency notification

LEVEL II VIOLATIONS

Depending on 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 a 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 and may be punishable by fines/restitution.

3. FAILURE TO SERVE ASSIGNED DETENTION

A student will not fail to serve an assigned detention of which students and/or 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 to falsely obtain money or property.

5. FIGHTING

A student will not physically fight with another person.

6. FORGERY

A student will not sign the name of their parent/guardian or any other person on any school document for the purpose of defrauding school personnel or the school board.

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, 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's education mission.

Gang activity includes:

- 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. A 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 the hazing of another student. As used in this section, "hazing" includes, but is not limited to, 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 after the conclusion of classes 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 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 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.

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, as listed before;
- 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 the suspension will depend on the severity or repetition of the offense(s). A parent must meet with the Dean of Students before a student is re-admitted.

- Recommendation to the school board or its designees for long-term suspension or expulsion;
- Law enforcement agency notification;
- Denial of driving privileges.

LEVEL III VIOLATIONS

Depending upon the severity and/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, intoxication 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 prescription 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, or school grounds, or other school property, the school board or its designee shall expel the student from the Academy permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5) and MCL 380.1311(2).

“Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to 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 THREAT; TAMPERING WITH THE 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 the 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 the 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 at a school-related event, then the school board or its designee shall suspend or expel the student from the Academy for a period of time as determined at the discretion of the board, or its designee. (MCL 380.1311a [2]).

5. FELONY

A student will not commit a criminal act that results in he or she 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 Academy 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 Academy 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 the school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school 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 of value 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

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 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, and 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 or 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 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, the 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;
- 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 school administration 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.

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 Level I or Level II violation, as listed before;
- Recommendation to the school board or its designee for 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.]

- 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 Academy 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.

SUSPENSION OF A STUDENT BY A TEACHER

A teacher may suspend a student from the teacher's class, subject, or activity for up to one full day if the teacher has good reason.

The teacher must handle the matter in accordance with the standard disciplinary process used in the school building. The teacher may also elect to not exercise the teacher suspension rights provided in this policy, and handle the matter in accordance with the standard disciplinary process used in the school building.

If the teacher suspends the student, the teacher shall immediately report the suspension and the reason for the suspension to the Dean, or the Dean's designee, for appropriate action consistent with the Code of Student Conduct. If the student remains in school, the student shall be under appropriate supervision. The student will not be returned that school day to the class, subject, or activity from which he or she was suspended without the concurrence of the suspending teacher and the school Dean.

As soon as possible after the teacher-imposed suspension, the teacher shall contact the student's parent/guardian and schedule a parent-teacher conference to discuss the suspension. If possible, the parent-teacher conference should be scheduled during the teacher's non-instructional time, or before or after school. The teacher must report the outcome of the parent-teacher conference to the Dean in writing. Whenever practical, a school counselor, school psychologist, or school social worker should attend the conference. A school administrator will attend the conference if the teacher or parent/guardian so requests. (MCL 380.1309)

FAILURE TO FOLLOW PRESCRIBED INTERVENTION STRATEGY: SEPARATE VIOLATION

If a student fails to comply with the terms of the disciplinary action, such failure is a separate violation of the Code of Student Conduct, at the same level for which the student was initially disciplined; the student may be disciplined for the additional violation.

STAFF AUTHORITY

The authority of any member of the school staff extends to all school students while the students are 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.

SCHOOL ACTIVITIES

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).

REPORTING OF CRIMES OR VIOLATIONS OF THE CODE OF CONDUCT

Any student who has knowledge of the commission of a crime or of a crime to be committed at the Advanced Technology Academy or has similar knowledge of the commission of a level II or above violation of the Michigan Model Code of Student Conduct found in this Handbook and fails to report the matter to an administrator, a faculty member or security personnel is subject to disciplinary action up to and including expulsion.

CONSPIRACY OR SUBORNATION

Any student who conspires with another student or procures another student to violate the provisions of the Code of Conduct or other regulations found in this Handbook shall be subject to the same level of discipline as the student who actually commits the offending action. Any student who conspires with a non-student or procures a non-student to commit actions which are offences under the Code of Conduct, other disciplinary provisions found in the Handbook, or provisions of criminal law shall be subject to discipline.

DUE PROCESS PROCEDURES

SHORT-TERM SUSPENSION

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled by the Academy's administration. If a short-term suspension is contemplated, the administration shall provide the student with oral or written notice of the charges and 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 established, the Dean 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 on-going 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.

LONG-TERM SUSPENSION

If recommended by the Dean, the school's board or its designee shall conduct a hearing to determine whether to impose a long-term suspension or expulsion. The student and the 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 school's board 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/guardians, the school board may meet in a closed session to "consider 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 or its designee shall issue a decision, including determination of disciplinary action.

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 including positive behavior management plans 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

The school 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:

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

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 the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the Dean that the interview has taken place.

NOTIFICATION TO LAW ENFORCEMENT AGENCIES

State law requires each school board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, the Attorney General, and the Director of the 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
- Suspected Armed Student
- Weapons on School Property
- Death or Homicide
- Drive-By Shooting
- Physical Assault (Fights)
- Bomb Threat
- Explosion
- Arson
- Sexual Assault (Criminal Sexual Conduct)
- Bus Incident or Bus Accident
- Robbery or Extortion
- Unauthorized Removal of Student

- Threat of Suicide
- Suicide Attempt
- Larceny (Theft)
- Intruders (Trespassing)
- Illegal Drug Use or Overdose
- Drug Possession or Sale
- Vandalism or Destruction of Property
- Minor in Possession of Alcohol or Tobacco Products

ACADEMY POLICY ON SEARCHES OF PUPILS' LOCKERS AND LOCKER CONTENTS

LOCKERS ARE SCHOOL PROPERTY

All lockers assigned to pupils are the property of the Academy. At no time does the school relinquish its exclusive control of its lockers. The Dean 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 Dean or his/her designee.

LEGITIMATE USE OF SCHOOL LOCKERS

The Academy 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 Dean 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 unless assigned to do so, nor divulge locker combinations to other pupils, unless authorized by the Dean 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 Dean and his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardian or pupil consent.

The Dean or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The Dean or his/her designee shall supervise the search. In the course of a locker search, the Dean 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 Dean 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 Dean or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances, 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 Dean 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 pupil eighteen (18) years of age or older, shall be notified by the Dean or his/her designee of items removed from the locker.

NOTICE OF POLICY

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

REFERENCES

The Revised School Code, 380.1306, 2000 PA 87 (Locker Searches)
New Jersey v. T.L.O., 469 U.S. 325 (1985)

CLASS ATTENDANCE

The student is responsible and accountable for prompt and regular attendance:

- All absences from individual classes will be recorded by the classroom teacher and become part of the student's permanent record.
- Any absence not classified as excused, or resulting from school business or suspension, will be recorded as unexcused.
- Parents/Guardians are responsible for contacting the school in all cases of student absence.
- A maximum of ten (10) absences in any class will be allowed in any one semester. Suspensions and school related functions are exempted. Students who exceed this maximum may be suspended for the remainder of the semester, and may be denied course credit. Major documented medical situations may be exempted by the Dean. Requests for exceptions shall include documentation and be submitted within five (5) days of the student's return to classes.
- ATA teaching staff shall notify parents/guardians when a student's attendance pattern is jeopardizing the student's academic performance.
- The opportunity to make up academic work due to an absence shall be determined by the policy of the teaching staff responsible for the course.

ABSENCE CALL-IN PROCEDURES

A parent or guardian must notify the school of the absence using the following process:

- Parent or guardian must call the school at (313) 582-4500 by 10:00 AM on the date of the absence
- When calling the office, state your name, the name of the student, why they were not or will not be in school, and the date.
- All absences will be considered unexcused until a signed note is received from the parent/guardian the day the student returns. It is the responsibility of the student to have an unexcused absence changed to excused.

PRE-ARRANGED ABSENCE

Routine attendance practices will be followed for excused absences of two days or less. If an absence of three or more days for reasons other than illness is necessary, a request for a prearranged student absence must be made:

- **Student obtains a prearranged absence form from the office**
- The form is designed to allow a student to keep up with class work while away on a pre-planned event. The teacher's signature does not imply approval for the proposed absence.
- Parents and guardians read information on the form and sign.
- Days missed because of prearranged absences will count against absences allowed for the semester.

CHECK-IN/CHECK-OUT

- All students leaving school, other than at their scheduled time, must check out through the school office with a parent phone call prior to leaving the building. If a student does not check in or out through the office, their absence will be unexcused.
- All students arriving late to school must sign in at the office and receive a pass in order to be admitted into class. This pass does not excuse the student.
- If a student is late more than twenty minutes to the class period, it is considered an absence and the parent must call to excuse the absence.

ILLNESS

If a student becomes ill at school, the student should report to the office. If necessary, the student will be excused to go home after the school has received instructions from the home of an authorized person named on the Emergency Care Card. Those students whose home we cannot contact will not be sent home but will be cared for as best as possible at school on the school premises.

FACILITY ACCESS RESTRICTIONS

A student will not enter the elementary school building during school hours without a hall pass signed by an Academy staff person. Students with a proper pass will report to the elementary school office immediately upon entering.

Academy students are not permitted in the gym area unless accompanied by an Academy staff person.

TARDINESS

Tardiness is considered a sign of disrespect and a matter of classroom control and is unacceptable student behavior. Tardiness causes disruptions and distractions. Tardiness is generally defined as not being in class properly seated when it is time for the class to begin. If a student is more than five minutes late to class, it is considered an unexcused absence. Excessive tardiness, defined as five (5) or more in a marking period, will make an impact on the final grading process. Tardiness is also a violation of the Code of Student Conduct and also may subject the student to the sanctions and penalties therein.

ATTENDANCE DISCIPLINARY POLICY

The following policy is in effect regarding disciplinary action for violation of attendance requirements:

1. Three instances of tardiness shall be considered an unexcused absence.
2. In conjunction with any other unexcused absences defined in this handbook, the student upon the occurrence of the 4th unexcused absence, the student shall be suspended from the Academy and will not return to the school until a conference is held with the Dean of Students or his/her designee and the student and his or her parent or guardian.
3. Upon the eighth occurrence by the student of an unexcused absence, the student shall be suspended and required to attend with his or her parent or guardian a conference with the Dean of Students.
4. Upon the tenth unexcused absence, the student will be suspended and referred to a Board of Directors Hearing Panel to consider the expulsion of the student from the Academy

FOOD OR DRINKS IN CLASSROOMS OR HALLWAYS

Due to sanitary reasons, food or beverages are not permitted in classrooms or hallways. All food or beverages must be consumed in the cafeteria unless otherwise permitted by Academy administration. Any student violating this provision shall be subject to discipline.

PARKING REGULATIONS

The parking of a motor vehicle on school property is a privilege not a right. The student understands that if he/she utilizes school parking facilities, then he/she will allow school personnel, immediately upon request, to search the motor vehicle. The student also understands that drugs, marijuana, alcohol, weapons, and other dangerous instruments may be seized by school personnel and used as evidence in a suspension or expulsion hearing. In addition, these items may be turned over to the proper police authority. The failure of a student to permit a search of his/her motor vehicle may result in disciplinary action and the permanent revocation of the student's privilege to utilize school parking facilities.

- A valid State of Michigan driver's license must be carried at all times while driving.
- The vehicle driven by the student must be registered by the student and must display a parking permit at all times.
- When a new license plate is issued or a change of make or model of vehicles made, these changes must be reported to the office the next day following completion of the transaction.
- Fraudulent use of the parking permit will result in the loss of permit and disciplinary action may be taken.
- There will be neither loitering nor smoking in cars. Eating lunches in the cars is forbidden.
- Students are not permitted in the parking lot during school hours.
- Vehicles parked in any Academy lot are subject to random searches by law enforcement authorities K-9 units.

PARKING PERMITS

Parking on campus is by permit only. All students, staff and faculty motor vehicles are required to display a current parking permit.

- Permits for student vehicles must be affixed only to the lower right hand (passenger side) corner of the front windshield. If the permit is not attached securely and readably in that position, the permit is invalid.
- Whenever there is a change of vehicle, license plate, or windshield, a new permit must be obtained and a new registration card must be filed.
- Permits are valid only for the academic year indicated.
- Academy students must park their vehicles in the parking lot located at the northwest corner of Schaefer and Gould Streets. **Students are NOT permitted to park on the streets or parking lots adjacent to the school or church buildings.**
- At the Oakman Blvd. campus students must park in designated areas.

ELECTRONIC DEVICES

Portable radios, Walkman's, TV's, CD players, laser pointers, tape recorders, cell phones, IPODs, MP3 players, hand held video games and/or any item that is noisy and/or

disruptive are not to be brought to school unless they are needed for a particular class assignment. These items may be confiscated for the remainder of the school year.

IDENTIFICATION

Students are required to identify themselves upon request of the Advanced Technology Academy staff. I.D. cards are to be worn at all times and are required for admission to all school activities. The I.D. card identifies you as a student and prevents outsiders from being in the building. Failure to wear the identification is a violation of the code of student conduct.

CONFLICTS

The authority of teachers should be respected even though the student may disagree with a teacher. When there are differences of opinion between staff and student, appropriate procedures to follow are:

- Follow the direction of the staff member – discuss the difference later.
- Conflicts will be reviewed by the Dean or Executive Director to determine a resolution.
- If necessary a parent or guardian will be notified.

REPORT CARDS

Students will receive report cards four (4) times annually. Progress reports will be issued several weeks prior to report cards.

TEXTBOOKS & RETURN POLICY

Students will be provided with textbooks. The responsibility for the return and condition of the books is that of the student. Textbooks that are not returned must be paid for by the student and parents/guardians. Replacement costs plus shipping and handling will determine price. Failure to comply with this textbook policy will result in the denial of a final transcript until the obligation is met.

ACADEMY DRESS CODE

The Advanced Technology Academy has adopted a student uniform. Students must be attired in the school uniform or they will be sent home. Compliance with the student uniform shall be within the jurisdiction of the Dean of Students who will make the determination as to the appropriateness of any article of clothing found in the Uniform Code. Continued violation of the Student Uniform Code may result in expulsion of the student from the Academy.

Shirts: Male and female students will wear in colors designated by the Academy administration short-sleeved polo shirts with the Advanced Technology Academy logo.

The Academy will supply each student with two shirts at the start of the school year. Additional shirts may be purchased from a vendor approved by the Academy. Please note that longed sleeved polo shirts will no longer be permitted. Shirts must be tucked in at all times so that the belt is visible. Undershirts that extend beyond the end of the polo shirt sleeve are not permitted.

Pants: Male and female students will wear straight legged, dress “Docker” style pants. Pants shall be either navy blue or black in color. Pants must have belt loops. Pants must have four pockets, two on the side seam and two on the back of the pants. Pants must be worn at the waist. Jeans, denims, stretch pants, corduroy, baggy pants, pants with rivets or pants with patch pockets are **not permitted**. **SKIRTS ARE NOT PERMITTED.**

Sweatshirts: Students may wear Advanced Technology Academy logo sweatshirts over the polo shirt. Sweatshirts will be navy in color with the Academy logo. Approved sweatshirts will be available from either the Academy or an approved vendor. No other sweatshirts will be permitted.

Belts: Male and female students must wear a black belt at all times. Belts must be visible.

Footwear: Students will wear black lace up dress shoes with a rounded toe. Shoes with athletic logos, decorations, different color soles or stripes are not permitted. Shoe laces shall be of the same color as the shoe. Socks must be worn at all times.

Boots: Dark boots may be worn from November 1st until April 1st due to weather considerations. High-heeled boots may NOT be worn. Pants must cover the upper portion of the boot at all times. Slacks are not to be tucked into boots.

Prohibited Items: Outer garments, such as prohibited sweatshirts or jackets, are not to be worn to class. Hats and other hair coverings shall not be worn in school unless permission is requested in writing for religious purposes. “Doo” rags are not permitted on school property or at any school sponsored event. Rags will be confiscated and not returned to the student.

Hair, Jewelry and Makeup: Tails, Mohawks, etchings, patterns, or spiked hair is not permitted. Hair coloring is not permitted. Jewelry and makeup must be of a modest nature.

Sloppy Appearance: Technical compliance with the dress code but with a sloppy appearance shall not be permitted. The Dean of Students will make all final determinations about dress code compliance.

ACADEMIC REQUIREMENTS

ACADEMIC LOAD

Academy students are required to take seven (7) classes each semester. Those students requiring academic remediation will be assigned to an eighth period on designated days until grade level expectations are met.

ACADEMIC PROBATION

Failure to Make Academic Progress

Any student whose overall Grade Point Average is below 2.0 at the end of the semester will be placed on academic probation. Students on academic probation are required to have the counselor's signature to register for classes and to add or drop any classes. The student is required to take advantage of remediation opportunities offered in an effort to achieve the academy's minimum academic expectations of 2.0.

Any student whose has not attained 2.0 semester grade point average for two consecutive semesters of their enrollment (excluding summer semesters), or any student on academic probation who fails to meet the requirements of that probation, may be suspended for a minimum of one semester.

FINAL SEMESTER EXAMINATIONS/GRADING

A reduced day schedule that provides for two final examinations per day is provided each semester. Administrative regulations require that all students attend classes on final examination days. Teachers are expected to provide a final evaluative experience for each student.

The evaluation process is cumulative in nature and reflects the total performance of the student throughout the semester. The final examination provides additional assessment information in the evaluation process. Students must achieve a minimum grade of C in any course in a sequence. Students may be denied admittance to a higher level course until they have attained this minimum.

GRADUATION REQUIREMENTS

The Advanced Technology Academy graduation requirements are designed to prepare students for college and the modern global business market.

Number of Classes: Students shall be registered each semester for seven periods of instruction carrying a minimum of 3.5 credits per semester. College classes may be substituted for high school classes in accordance with the State of Michigan guidelines.

Academic Assessments: All students are required for graduation to take all of the following tests and evaluations for which they are eligible:

- ACT Explore
- ACT Plan
- ACT
- MEAP – Students will take and continue to take at every available opportunity the MEAP evaluation until they have achieved or exceed a score that meets state requirements to obtain a Michigan Merit Award.
- WorkKeys – Students will take the WorkKeys tests in the 10th grade and will continue to take the evaluation at every opportunity until they have received a passing score on all sections and obtain a Michigan Merit Award.
- ACT Career Readiness Exams

Community Service Requirement: The Advanced Technology Academy recognizes the importance of the school in the local community and wishes to strengthen ties between the school and the greater community. In order to achieve this goal, all students must now fulfill a community service. All freshmen are required to work 40 hours of approved community service over the four years that they attend ATA.

Credit Requirements: In order to phase in the requirements for students who have already been enrolled at the Academy, a sliding schedule of requirements is in effect.

Freshmen (Class of 2012)

- **28 academic credits**
- **40 hours of approved community service**

Sophomores (Class of 2011)

- **28 academic credits**
- **40 hours of approved community service**

Juniors (Class of 2010)

- **28 academic credits**
- **40 hours of approved community service**

Seniors (Class of 2009)

- **27 academic credits**
- **20 hours of approved community service**

Time Requirements: Each student shall participate in a senior high school program for at least eight semesters. Students must take a full day of classes (7). The academy does not provide study halls. Students may not withdraw from a class. Students may not audit a class.

Required Courses: A minimum of 15.0 credits must be earned in the following areas:

English.....	4.0 units
3.5 Language Arts, Writing, Literature	
0.5 Speech	

Mathematics.....	4.0 units
Science.....	3.0 units
Social Studies.....	3.0 units
0.5 American Government	
1.0 Economics	
1.0 U.S. History	
0.5 Introduction to Psychology	
Physical Education.....	0.5 unit
Health.....	0.5 unit
Computer Instruction.....	1.0 units
On-line Course	0.5 unit

The specific classes in the fundamental disciplines of English, Math and Science will be determined the Michigan Merit Curriculum and by the requirements associated with the student’s choice of their individual Career Pathway in either:

- Engineering Technology
- Engineering Management
- Ford PAS Business
- Health Care

Additional Graduation Requirements

Incoming ninth grade students commencing with the 2007-2008 school year shall be required to pass all Advanced Technology Academy high school classes including Ford PAS classes and Michigan Merit Curriculum classes offered by the high school.

Ford PAS Requirements

As the Ford PAS curriculum is at the core of the Academy academic program, students are required to take any Ford PAS courses offered at the Academy when directed to do so by Academy administration. The high school counselor will notify students when a Ford PAS course is required.

Grading Scale

The following is the grading scale used by the Advanced Technology Academy high school:

A	C
A-	C-
B+	D+
B	D
B-	D-
C+	F (below 60%)

Entering a New Class for Credit: A student desiring to enter a new course must be physically in that class by the end of the second Friday of the semester. In extraordinary circumstances, that third Friday can be considered as recommended by the class teacher and counselor.

Credit for Home Schooling: A home schooling course is given credit toward graduation if after the course is evaluated it proves to be the equivalent to a class offered at a high school level. It will be necessary for the parent or student to supply a course outline and copies of tests and/or written work performed. **All students are required to take a test for placement into classes at the Academy.**

Note: Do to changes in the Michigan Curriculum Standards, the Class of 2009 (seniors) may have portions of these credits waived or modified with the approval of the Principal and School Counselor.

The above academic regulations are in effect at the time of printing of this Handbook. Regulations may be modified based upon revisions in state law, action by the State Board of Education, action of the Advanced Technology Academy Board of Directors or revised administrative interpretations of the Academy.

Placement and Promotion Policy: The Advanced Technology Academy Board of Directors recognizes that education growth of children will vary and that they should be placed in an educational setting most appropriate to their needs. Such placement is made to draw the greatest educational benefit from the instructional program of the Academy and attain success with the Academy's rigorous curriculum.

No student will be placed in a grade where the student has not achieved the instructional objectives set for a particular educational grade level.

In line with the Placement and Promotion Policy adopted by the Board on March 21, 2007 the administration shall:

1. Notwithstanding an incoming student's previous grade level, place the student in a grade level consistent with his or her academic achievement as demonstrated by the student's performance on a nationally recognized achievement test administered by the Advanced Technology Academy. Students may be placed up to two grade levels less than their previous grade level at another school.
2. Promote any current student in grades 1 through 8 only if they have substantially demonstrated by performance on a nationally recognized achievement test administered by the Academy that the student has achieved the grade level content expectations of the material.

DUAL ENROLLMENT LSSU and DAVENPORT UNIVERSITY

The Advanced Technology Academy has dual enrollment programs with LSSU and Davenport University. By working with LSSU and Davenport University, ATA is able to offer students the opportunity to earn college credits while still enrolled in high school. It is the goal of ATA that every student makes substantial progress towards an Associate's Degree before finishing high school. Meeting this goal will require that students enroll in

as many LSSU and/or Davenport University registered courses as soon as possible in their high school careers.

By earning college credits, *at no cost*, in engineering, math, science, business and health care, ATA students can take a sizable head start in their college educations. After high school, ATA students can easily matriculate to LSSU or Davenport University and have all earned college credit follow them. This allows ATA students to earn their Bachelor's Degree in less time and at much less cost than would normally be required.

EMERGENCY PROCEDURES FOR FIRE OR TORNADO

Placards in each classroom detail procedures in the event of a fire or tornado. Study the placards in advance, so you will be prepared in the event of an emergency. In the event of a fire, evacuate the building, moving calmly but rapidly to the nearest clear exit. DO NOT reenter the building until you receive an "all clear."

GENERAL PROCEDURES IN CASE OF FIRE OR FIRE DRILL

- At the sound of the alarm, pupils must vacate the room, using the designated route.
- Students will stay in classroom groups so the teacher can take a head count of each class.
- Students must not stop for books, clothing, snacks, etc.
- Students should walk, not run. There should be no pushing, shoving or talking. Students should use handrails if they are on the stairs.
- The first students outside of the building should not stop until the entire group has exited the building.

GENERAL PROCEDURES FOR TORNADO ALERT

In the event of a tornado, immediately move to a shelter area within your building that is designated on the placards.

- At the sound of a rapid series of bells or an announcement on the public address system, students should go to a designated room and sit on the floor against a weight-bearing wall, assume the protective position depicted on the placards, curl up on the floor, draw your knees under you, and cover your head with your hands.

TECHNOLOGY CODE OF CONDUCT

Each student and staff member has the privilege to use the hardware and software that has been placed in the labs and classrooms to facilitate personal academic growth. To guarantee that all those who desire to use the computer facilities reap the maximum benefit, we each have the responsibility to understand and act in a manner that demonstrates support for the following guidelines:

- Treat all equipment with care. If you do experience a hardware problem, please notify your teacher immediately. Don't attempt to make any adjustment on your own.

- Ask for help using a piece of hardware or software if you are unfamiliar with its operation.
- Hardware and books are to remain in the labs or classrooms unless you have approval from the technology facilitator to borrow them.
- Only the technology facilitator may install or modify software.
- **All food, candy, and drinks are to be kept out of the labs and away from hardware located in classrooms.**
- All use of computing facilities must be in support of education and consistent with the purposes of ATA
- Only approved software that is an integral part of a teacher-defined learning activity will be allowed.
- It is unethical to access or copy files that are the private property of another user unless you have the permission from the technology facilitator and the file creator to do so.
- It is everyone's responsibility to see that equipment is not used for illegal, inappropriate, or obscene purposes, or in support of such activities. "Inappropriate use" shall be defined as violations of the intended uses, purposes and goals of the hardware/network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly operated computer networks.
- Students must sign in when using computer facilities on an individual drop-in basis.
- **Programs or software brought from home or elsewhere may not be installed on Academy computers.**

Any violation of these guidelines will be considered grounds for disciplinary action, loss of lab privileges, loss of class credit, and may be deemed a Level I or Level II offense.

COMPUTER SYSTEM MISUSE

Attempts to invade the privacy or accounts of other users are illegal and violate the standards of conduct. Using the computer to distribute unwanted or objectionable messages or to, in any way, disturb other users of the computer system may result in disciplinary action up to and including expulsion.

STUDENT EXPRESSION

Regulations pertaining to oral and written expression and distribution of printed materials:

- Freedom of speech and expression will be protected in the school within those limitations necessary to assure the orderly conduct of classes and school activities and the reasonable protection of the rights of others. Activities not acceptable include but are not limited to the following:
 - Expressions which are deemed obscene or prurient in nature
 - The use of false statements or innuendoes which may subject any person to hatred, ridicule, or injury to his/her reputation

- Advocating the violation of existing statutes, ordinances, or other established laws or official school policies, regulations, etc.
 - Advocating the use of any illegal substance or material which may reasonably be believed to constitute a direct and present danger to the health of students or providing information regarding the availability of such materials and substances
 - Advocating the superiority of any religious denomination or sect over another or in any way criticize or deride others by virtue of their race, creed, color, or place of origin.
- Teachers have the responsibility for the enforcement of the above limitations in class activities.
 - No printed material may be prepared, published, circulated, or distributed on school property for the purpose of financial gain, the soliciting of funds, or otherwise be offered for sale
 - All written materials prepared, published, circulated, or distributed on school property shall be reviewed and approved by the ATA administration prior to any such actions.
 - The use of school printing or duplicating equipment shall be reserved for official school organizations.
 - Any violation by a student of the above restrictions may subject the student to disciplinary action including suspension.
 - The right to petition is guaranteed by the Constitution. Students are allowed to present petitions to the administration at any time. The petition must be free of obscenities, libelous statements, personal attacks, and be within the bounds of reasonable conduct. The collecting of signatures on petitions should be limited to time before and after school hours or between classes.

Notice of Nondiscrimination

The Advanced Technology Academy does not discriminate on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendment of 1972), disability (Section 504 of the Rehabilitation Act of 1973), or age (Age Discrimination Act of 1975) in its programs or activities.

Copies of the Academy's Grievance Procedure are available on the Academy's website or from the Civil Rights Officer listed herein.

The following person(s) have been designated to handle inquiries regarding the nondiscrimination policies:

Randolph J. Dubitsky, Deputy Chief Administrative Officer
7265 Calhoun
Dearborn, MI 48126
313-582-4500 ext. 12

For further information on notice of nondiscrimination, see the following website:
<http://www.ed.gov/offices/OCR/docs/nondisc.htm> or call 1-800-421-3481

Procedures Governing Violation of School Rules

DEFINITIONS OF SUSPENSION/EXPULSION

SUSPENSION is the exclusion of a student from school for a specific period of time, terminating at the end of a specific period or upon fulfillment of a specific set of conditions. During any suspension, the student will not be permitted on school property, in the school building, or admitted to any school functions. The responsibility of completing the daily assignments remains with the student, while it is the teacher's prerogative to assign a grade for all work missed during a suspension.

EXPULSION is the permanent exclusion from the school by action of a Board Hearing Panel.

THE PROCESS RELATED TO A SUSPENSION IS AS FOLLOWS:

- Prior to any suspension of a student an investigation of the incident shall be conducted by the Dean of Students (or an administrator of similar position), the student informed of the charges against him/her, the student shall be provided a chance to explain the evidence, and shall provide the student with an opportunity to explain his/her version of the facts.
- Witnesses should be questioned if possible.
- Initial suspensions (short term) shall be imposed for an indefinite period but not longer than 10 school days until the parent/guardian schedules and participates in a conference with the Dean of Students. The conference is defined as a personal, face-to-face discussion reviewing the reason(s) for the suspension and whether the suspension will continue for a specific period of time or expulsion imposed.
- The administration's decision shall be final regarding short term suspensions.
- Long term suspensions (greater than 10 school days) will be referred to a Board Disciplinary Panel

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

Student misconduct is classified into three levels as set forth in the Michigan Model Code of Conduct. In addition to these three levels of discipline, the Dean 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.

The school administration may also 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 the school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a 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.

THE PROCESS OF EXPULSION IS AS FOLLOWS:

- If, after the investigation and a review of the student's previous record, it is decided that expulsion is warranted, the student and parents or guardian shall be notified of:
 - The charges against the student
 - The recommended disciplinary action
 - The fact that a hearing will be held before a hearing panel comprised of at least two members of the Academy Board of Directors

- The president of the board (or designee) shall appoint at least two Board of Director members to serve on the panel
- If it is decided that the student's presence in school would present a danger to the student, to other students, school personnel, or the educational process, then the student shall be suspended pending the decision of the hearing board. If the student would not present a danger as described above, the student shall be returned to school pending the decision of the hearing panel.
- If the student is suspended pending a decision of the hearing panel, the hearing will take place within ten school days following the initial suspension of the student. If the student is not suspended pending the decision of the hearing panel, the hearing will be held within a reasonable amount of time.
- Unless the student and/or his/her parents or guardian notify the school that they waive their right to a hearing before a Board Hearing Panel such a hearing will be conducted within the time limits set forth above and will be held for the purpose of determining the truth of the charges against the student and the appropriate disciplinary measure if any.
- The Board Hearing Panel's decision shall be given orally, if possible, to the student and parents or guardian within two days after the close of the hearing, and in writing within four days after the close of the hearing. The Board Hearing Panel's decision may be appealed to the full board in a timely fashion.
- The appeal process to the full Board is as follows:
 - a. Within 5 days of a decision by a Board Disciplinary Hearing Panel the subject of the decision will submit a written statement detailing the reasons with specificity why the Board Disciplinary Hearing Panel's decision should be reviewed or reconsidered. The statement along with all other material from the panel hearing will be distributed to the full Board along with a written administrative response.
 - b. The Board may grant the appeal, deny the appeal, or in its discretion schedule a further hearing.
 - c. The subject of the appeal shall be notified of the Board's decision in writing in a timely fashion.

THE FOLLOWING IS A STATEMENT OF STUDENT RIGHTS IN THE HEARING PANEL PROCESS:

- The purpose of the hearing is to evaluate the facts of the case and determine if, in the judgment of the hearing board panel, the decision to impose expulsion is warranted.
- The student may terminate the hearing by withdrawing from the Academy, unless otherwise provided by law.
- Both the parents/guardian and the student have the right to testify as to the facts, offer other evidence, and explain the reasons for disagreeing with the charges and requested disciplinary action. The parents/guardian and student should appear and be prepared to present their case.
- The student's failure to attend this hearing may result in a decision against him/her.
- The parents/guardian and/or student have a right to have counsel attend the hearing. Any attorney who is designated to appear in the case should file a notice of appearance before the day of the hearing. Failure to file an appearance may result in adjournment.
- If there are witnesses who have knowledge of the circumstance of the case, they may arrange to be present at the hearing. If assistance is necessary to produce teachers or administrators, please call 313-582-4500.
- Any written instruments, documents, or letters relevant to the case should be presented at the time of the hearing.
- A factual account of the hearing may be made by the school upon request.
- The decision shall outline the facts of the case and the Hearing Board Panel's conclusions.

IRRESPONSIBLE ACTION

Student participation in activities that elicit public alarm, disturb the public peace, threaten or endanger personal well-being, disrupt or interfere with the orderly processes of the Academy, or harm public or private property is prohibited. Students who encourage or become involved in such activities are subject to disciplinary action up to and including expulsion.

SEXUAL HARASSMENT

It is the policy of the Advanced Technology Academy to maintain an academic and work environment free of sexual harassment for students, faculty, staff or any other constituency. Sexual harassment is contrary to the standards of the school community. It diminishes individual dignity and impedes equal employment and educational opportunities and equal access to freedom of academic inquiry and will not be tolerated. The penalty for sexual harassment can range from suspension to expulsion.

DEFINITION OF SEXUAL HARASSMENT:

For the purpose of determining whether a particular act or course of conduct constitutes sexual harassment, the following definition may include but is not limited to:

Sexual advances, sexually suggestive objects or pictures, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, access to a living environment, or participation in an academy activity; or
2. Submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual's employment, education, living environment, or participation in an academy activity; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or of creating an intimidating, hostile, or offensive environment for that individual's employment, education, living environment, or participation in an academic activity.

PUBLIC NOTICE

Please be advised that the Advanced Technology Academy does not discriminate on the basis of sex in the educational programs or activities it operates as required by Sections 901 and 902 of Title IX of the Educational Amendments of 1972 (86 Stat. 373.374:20 U.S.C. 11681.1682) and by the regulations issued by the Secretary of the United States Department of Health, Education, and Welfare, on June 4, 1975 effective July 21, 1975, (45C.P.R. 86.sl et Seq.) This law and these regulations also prohibit discrimination on the basis of sex with respect to employment in educational programs and activities operated by the school.

SPECIAL EDUCATION SERVICES

The Advanced Technology Academy offers special education services to eligible students. For further information please contact:

Mrs. Luann Felske
Coordinator of Special Education Services
313-582-4500

Advanced Technology Academy

Chartered by Lake Superior State University

featuring the



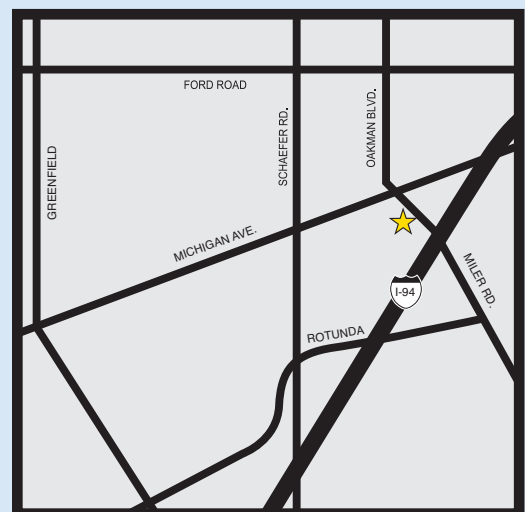
Partnership for Advanced Studies

with University of Detroit Mercy



GRADE SCHOOL

7265 Calhoun
Dearborn, Michigan 48126



HIGH SCHOOL

4801 Oakman Blvd
Dearborn, Michigan 48126

