



INTERNATIONAL
ACADEMY^{OF}
FLINT

Home of the Phoenix

Student/Parent Handbook
2021-22



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Welcome

About this Handbook

Welcome to the International Academy of Flint, a public school academy serving students in grades K-12 since 1999.

This handbook is meant to provide a clear and visible framework of understanding for students, parents, and staff at the academy. It provides answers, however brief, to many questions relating to attendance, grades, discipline, and other operational items.

This handbook should be used as a resource and continues to be an adaptive work in progress. Updates and changes are likely and to be expected. The most up-to-date version of this handbook will be posted to the schools website at all times and will include the effective date of any and all changes.

Board of Directors

International Academy of Flint is operated and governed by a volunteer board of directors. Below are the members for the current school year. The most up-to-date listing and scheduled board meeting dates and agendas may be found on the school website (www.iafphoenix.org).

Mrs. Diane Thompson, President

Mr. Jeff Houck, Vice President

Mrs. Yuwonia Speights-Beaugard, Secretary

Mr. Jacob Sopczynski, Treasurer

Mrs. FaLessia Booker, Member

Mr. Mark Childress, Member

Mrs. Jaquita Kelley, Member

Mr. G. Michael Meihn, Attorney

International Academy of Flint

Contact List

Phone: 810-600-5000

Interim Executive Director
Executive Assistant to the Executive Director

Kendra Giles
Heather Yorks

ACADEMICS:

Dean of Academics K-2
Dean of Academics 3-5
Dean of Academics 6-8
Dean of Academics 9-12
Director of Special Education
School Social Worker - Special Education K-5
School Social Worker - Special Education 6-12
MTSS & Assessment Coordinator

Nikole Southworth
Russell Bedford
Tamara Smeltzer
Melissa Vincent
Sarah-Beth Alexander
Lawrence Brown
Ja'Nel Jarrett
Raquel Watson

STUDENT SERVICES:

Director of Student Services & School Operations
Dean of Students K-2
Dean of Students 3-5
Dean of Students 6-8
Dean of Students 9-12
Athletic Director
At Risk Social Worker K-5
At Risk Social Worker 6-12
Security Officer

Kendra Giles
DeAntio Shakir
Kevin Crosby
Shamika Givens
Ed Kendall
Ed Kendall
Lyssa Hill
Amie Garner
Al Dickenson

STUDENT SUCCESS:

Director of Climate, Culture and Student Success
Resilience Coach
Truancy Interventionist
Behavior & Attendance Affairs Coordinator
Student Success Coach K-2
Student Success Coach 3-5
Student Success Coach 6-8
Student Success Coach 9-12
College, Career & Student Leadership Coordinator

Kandi Thomas
TBD
Rosie Twitty
Michael Pettigrew
Brandi Natale
Elisha Mitchell
Ahmad Muhammad
Jacob Poole
Elayashia Kendall

COMMUNITY ED

Community School Director, CRIM

Jonique Donald

OPERATIONS

Director of Financial Operations
Director of IT
Director of Office Operations, Student Attendance
Student Records/Registrar
Health Coordinator
Facilities Manager
Cafeteria Manager

Courtney Pinkelman
Tony Daggett
Tim Cameron
Shirron McKinley
Lisa McClain
Brandon Yorks
Roseann Jones

If you are unsure of whom to call, a member of the main office staff will be happy to direct you to the appropriate person.

Introduction

A Brief History of IAF

The International Academy of Flint, College Preparatory Classes & Tuition Free Public Charter School, is a highly regarded public charter school and institution that provides tuition free, high-quality education to a diverse population in the Flint, MI area. IAF opened in September 1999. Today IAF serves roughly 1,000 students annually in grades K-12.

IAF strives to help all students to achieve their full potential, prepare them for success in college, equip them with the ability and desire for lifelong learning, and strengthen their civic, ethical, and moral values. The tuition-free public charter school houses elementary school, middle school and high school students, and maintains high standards of efficiency and accountability throughout its operation.

Mission

The International Academy of Flint will prepare students for success in college, inspire a lifelong love of learning, and foster responsible citizenship.

Vision

At IAF, our purpose is to provide rigorous instruction coupled with high expectations to cultivate the “whole child” through a K-12 education in the city of Flint. IAF will address each student’s cognitive/intellectual, social/emotional, moral/character, and physical/sensory needs as we engage students in enriching educational experiences.

The Board and Leadership team feel strongly that a positive school climate is at the core of a successful educational experience and is critical in the overall success of the Academy. Relationships and emotions strongly influence learning, and a positive school climate that provides support for teaching social and emotional skills, as well as academic content, should go hand in hand. Influenced by how students are treated at school, as well as at home and in their communities. School climate creates the physiological and psychological conditions for productive learning. Without secure relationships and multiple supports for development, student engagement and learning are undermined.

Some of the Academy’s beliefs surrounding this whole village / whole child vision are:

- developing strong interpersonal relationships, communication, cohesiveness, and belongingness between students and teachers are the essential ingredients that catalyzes healthy development and learning critical for overall success.
- implementing structural features of the school, such as smaller class size, physical conditions, mindfulness room, and resources. All which help shape students’ daily experiences of personalization and caring with a whole child mindset.
- providing an education for students that honors their growth and development.
- developing the whole child by recognizing the uniqueness of each student as a scholar, citizen, athlete, and valued community member.
- using identified “best practices in education,” as indicated by valid research in the field.
- holding high expectations for our students’ progress and success in their cognitive/intellectual, social/emotional, moral/character, and physical/sensory achievements.
- monitoring continuous improvement activities as the vehicle for achieving and sustaining a standard of educational excellence.
- providing instruction that includes robust engagement, anchored in positive youth development.

- ensuring that IAF is a welcoming and safe environment, one where students and staff feel empowered and fulfilled.
- IAF is the first charter school in Genesee County to become a community school and partnership with the Crim Fitness Foundation. As a Community School, community partners and internal stakeholders work collaboratively to support the mission and IAF's core values. Community education aligns and supports the whole school / whole child with a prioritized focus on attendance, third grade, graduation / grade promotion, collective neighborhood impact. This is accomplished through the collaborative efforts of community partners. YouthQuest, Genesee Health, Crim Fitness, Crim Nutrition, Stemletics and the Crim Mindfulness.

Non-discrimination Policy:

According to MCLS § 37.2102, International Academy of Flint is committed to ensuring equal educational opportunities for all students, on a space available basis, and shall not discriminate on the basis of race, color, national origin, creed, sex, special need, proficiency in the English language or a foreign language, or academic achievement. International Academy of Flint may limit enrollment of specific grade levels and may structure curriculum around particular areas of focus such as mathematics, science or the arts.

The Board of Directors has approved grievance procedures for students, teachers and other employees who feel that they have been discriminated against. Copies of the policy and procedures, (Board Guideline 2260B, Policy 2260), are available at the administrative offices.

Academic Information

The Academic Year

The academic year is divided into two Terms, with the first Term lasting approximately 16 weeks, concluding at the start of winter break and the second Term lasting approximately 23 weeks, concluding at the start of summer break.

Holidays and Breaks

The Academy is closed on several holidays that occur during the academic year. In addition, the school calendar includes a winter break at the end of Term 1 and a spring break near the middle of Term 2. All holidays and breaks are clearly marked on the one page school calendar that is sent home at the beginning of the year and can also be found on the school website.

Daily Schedule

The official school day for all students is from 8:00 am to 3:30 pm. Classes at the Academy begin **promptly** at 8:00. It is essential that all children be present for the opening activities, which are scheduled from 8:00 to 8:05 prior to the first period. At this time announcements are given school wide, and the homeroom teachers communicate vital information regarding the students' day.

Periods	K-2	3-5	6-8	9-12
7:30 - 8:00	Breakfast			
8:00-8:05	Homeroom : Attendance and Announcements			
8:05 - 8:57	Period 1			
9:00 - 9:57	Period 2			
10:00 - 10:57	Period 3			
11:00 - 11:27	Lunch	Wellness	Period 4	
11:30 - 11:57	Wellness	Lunch		
12:00 - 12:27		Wellness	Lunch	Wellness
12:30 - 12:57	Period 4		Wellness	Lunch
1:00 - 1:27				Wellness
1:30 - 2:27	Period 5			
2:30 - 3:27	Period 6			
3:30	Dismissal for students.			

Student Classroom Placements

Classroom placements shall be at the sole discretion of the administration of the Academy. Parental requests for specific faculty members for their children will not be honored.

Standardized Tests

MAP tests are given each fall, winter, and spring to all students in grades K-8. The results of these tests give the school a benchmark for student academic standing relative to their peers within the school and across the country. PSAT or SAT exams are also given each spring to students in grades 8-11 to measure college readiness. Grade 11 also completes WorkKeys.

State Tests

All schools in the state of Michigan administer those tests mandated by the state, according to state guidelines. For IAF this includes M-Step for all students in grade 3-8 and 11 each spring. These tests show how our students are performing relative to the state's requirements and relative to other schools and districts in the state.

Advanced Placement Requirements

For a student to be eligible to sit AP exams, he/she must meet a combination of three criteria. They must have a minimum grade of an 80% at the end of Term 1, they must have the recommendation of their current subject area teacher, and they must complete a practice AP exam in the given subject scoring a minimum of 75%. The Dean of Academics will notify students of the exact timeline for AP exam scheduling, which typically are administered in May. The scores are used as a measurement for placement in college courses with the possibility of receiving college credit. There is an examination fee.

Reporting Student Progress

Communication between the home and school helps bind the student, parents, guardians, teachers, and administration into a team working toward a common goal. The following section explains some of the means by which the school attempts to report student progress.

Progress Reports

Progress Reports are designed to inform parents of their student's progress each Term. They are made available for pickup two (2) times per year - October and March. The exact dates are indicated on the published school calendar. Please remember that these reports are only a brief snapshot of a given Term for a student. This report contains the student's year to date scores for each subject and should be used to determine what a student needs to do for the remainder of the year, particularly on final exams, to accomplish his/her year's goals be it for GPA, scholarship, or possible retention purposes.

Parent-Teacher Conferences

Parent-Teacher Conferences are held twice a year, one in November, and the other in March, both are for K-12. Parents/Guardians come during designated times as the conferences are first come, first served and meet with teachers to discuss their child(ren)'s progress at school.

Report Cards

Report Cards are mailed out twice a year at the end of each Term. The Report Card for grades 1 through 12 includes the student's numerical grades for each subject, attendance records, and an accounting of the student's behavior in school. In addition, a summative comment regarding the attitude, progress, and behavior is included.

Grading System

Student progress is measured through a variety of assessment strategies, both formative and summative. Formative and summative assessments may include projects, assignments, portfolios, papers, presentations, labs, unit tests, performance based assessments, selective response assessments, participation, attendance, group projects, homework and practice.

MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS

The Academy's graduation requirements are listed below.

Graduation Requirements			
SUBJECT	Credits per Year	Minimum Years Required	<u>Minimum Required Content/Level</u>
English	1	4	All 4 Years Course of Study
Mathematics	1	4	Algebra II
World Language	1	2	2 Years Course of Study
Science	1	3	1 Biology & 1 Physical Science
History Social Science	1	3	U.S. History World History American Government (.5) Economics (.5)
Visual Performing Applied Arts	1	1	
Physical Education Health	1	1	PE (.5) Health (.5)
Computer Studies	0.5	2	1-year Online Learning Experience 1-year Computer Lab Application
Additional Credit	5.0	1	Electives, Job Shadowing, Grade 12 non-required classes & Genesee Career Institute
Total # of Credits Required for Graduation	25	The minimum number of credits required for Graduation is 25. Students may earn more credits. By taking only the above minimum requirements, students will only reach 24.8 credits. Additional credits will be required in any of the above subject matter to earn the minimum total number of credits required for graduation.	

Notes: Total number of credits required for Graduation: Minimum of 25 Credits. A student is able to achieve more than 25 credits. A student MUST complete and PASS a course before any credit is earned. There will be NO partial credit given.

Operational Information

Student Drop-off Procedures

The goal for establishing student drop off procedures is twofold: the first goal is to preserve optimum conditions for instructional time for students and teachers. The second goal is to insure a safe environment for all students, kindergarten through grade twelve. To help this happen we have designed a drop-off and pick-up plan. Please follow the directions that are available in the main office and cooperate with our staff as they guide you to the correct location.

Student Pick-up Procedures

School dismisses at **3:30 pm** for all students. The end of the day is a crucial time. During this time the students quietly prepare to go home and complete any work in progress. Students will be released and should be met outside the school building.

For the child's safety, a student in Kindergarten through grade 3 will not be released to any person other than the parents or an **authorized** designee. If the person coming to pick up the child is not designated on the emergency card or "release of students" form, the identity of the new person must be confirmed by written authorization. Telephone authorization will be accepted **only** in the case of an emergency.

Students in grades 4 and above may exit the school on their own and are not expected to be directly transferred from school personnel to a parent or guardian. After school events/athletes must be picked up before 4:30, the lobby will be closed after 4:30.

Student Transportation

Parents of IAF students are responsible for getting their child to school on time. **PLEASE UNDERSTAND** that IAF is not associated with any of the alternate forms of transportation, including MTA. IAF does not in any way recommend, endorse, suggest, or promote the use of any of the alternate forms of transportation provided to you or acquired by you and that the information provided by IAF is for informational purposes only. Parents should thoroughly investigate all forms of transportation and select the method that best meets the needs of their child. Any contractual agreement reached by parents for transporting their child to IAF is a contract between the parent and the entity, not IAF.

Student Records

Student records are available to parents upon request. Requests for school records must be in written form. Please allow at least two working days for preparation of records.

Destruction of Student Records

Destruction of Student Records will follow the Records Retention and Disposal Schedule for Michigan Public Schools as outlined in the Michigan Freedom of Information Act (FOIA) (MCL 15.231-15.246) released by the State of Michigan Records Management Services. For more detailed information, visit <http://www.michigan.gov/recordsmanagement/>. Reference MCL 399.5 and 750.491.

Non-Custodial Parent Access to School Records

A non-custodial parent shall not be entitled to access student records unless he or she can provide an Order from an appropriate Court granting him or her "joint legal" custody of the minor child and entitlement to the student's records.

Student Parking

The school parking lot is a private lot open to the public. Consequently, the school is not responsible for damage done to personal property and/or vehicles when parked in the lot. Driving to school is a privilege, not a right. Parking privileges may be revoked at any time at the discretion of the Director of Student Services & School Operations. IAF high school students have the privilege to park in the "Buck's" parking lot across the street. Any car found parked on school property during the school day that is not registered will be towed at the owner's expense.

Students are permitted to drive and park under the following conditions:

1. Any student driving in a careless or negligent manner likely to endanger any person or property will be subject to criminal prosecution and/or loss of parking privilege.
2. All vehicle accidents should be reported immediately to the Flint Police Department at 237-6890.
3. International Academy of Flint assumes no responsibility for the student's vehicle; including but not limited to, damages, theft, injuries, and vandalism.
4. Upon arrival, students must enter the building immediately. Loitering or gathering in the parking lot will not be permitted. Students cannot return to their vehicles until dismissed from school for the day or have permission from the Director of Student Services & School Operations or his/her designee. Automobiles not registered, without a permit properly displayed, or parked in an improper area shall be towed at the owner's expense. Subsequent violations may result in loss of parking privileges.

Field Trips

During the school year classes may participate in out-of-school activities that correlate with the educational program. Parents will be required to sign a permission slip each time the child's class leaves school.

Parents will be informed in advance of plans for any trips, describing the time, destination, and cost. Most field trips will be conducted on a limited basis. The school will **always** provide sufficient supervision for all out-of-school activities.

Food at School

In grades K-3 there is a short snack break each afternoon. Snacks are provided by the students and will be kept in their lockers until snack time. Nutritious snacks of single portion size are strongly encouraged. These will help provide needed energy for the student and help alleviate waste. Please do not send candy or other snacks with high sugar content. **CHEWING GUM IS NOT ALLOWED IN THE SCHOOL.**

Fast food is not allowed at IAF. A well-balanced hot lunch is served daily. Students who bring lunch from home may purchase milk at school.

Birthdays

Birthdays are very special days for students; therefore, simple celebrations are acceptable only for students in K-5. Parents of students in K-5 may only send store-bought, individually wrapped treats to share with the class, if they so choose, prior approval by the Dean of Academics is required. No elaborate party favors are allowed. Students in grades 6-12 may not bring in treats (re: cakes or cupcakes) or anything in celebration of their birthday.

Student Success

Every student is expected to treat every other person with dignity and respect. Staff and students will all work together to help every person in the school reach his/her fullest potential. Positive behavior, which helps someone grow and mature, will be encouraged, and any behavior or action, which interferes with a person's growth, will not be tolerated.

Attendance

International Academy of Flint expects regular attendance by all students. Daily attendance records shall be maintained for each student. Regular attendance contributes not only to the probability of scholastic success but also to the development of attitudes of consistent performance which will carry over into adult life.

Daily attendance of all who are enrolled in the Michigan Public Schools is required in accordance with state law. Section 380.1561 of the revised Michigan School Code states, "Every parent, guardian or other person in this state, having control and charge of a child between the ages of six to the child's sixteenth birthday, shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled."

Students and parents are expected to adhere to the specific attendance rules of their buildings. Violation of attendance rules resulting in excessive or patterned absences will be referred to the Genesee County Prosecutor's Office.

Parents are required to contact the Attendance Hotline to report their child's absence.

Attendance Hotline

810-600-5249

Note: There is a voicemail service 24 hours per day for parents' convenience.

Excused absence

Excused absence refers to any absence documented and verified by the parent/guardian by a phone call and/or submission of documentation/verification of the absences listed below to the main office. Documentation must be received by the school within 72 hours of the absence. Excused absences do not count toward truancy or toward consequences for the Attendance Policy.

Excused Absences may include:

- Medical/Sick/Hospital
- Doctor/Dentist/Vision appointments that cannot be scheduled outside the school day
- Homebound Services
- Observance of a religious holiday
- Death of an immediate family member
- Mandated court appearances
- School-Related absences such as field trips and experiences approved by school administration
- Documented/verified homelessness
- In-school suspension or Out-of-school suspension

Unexcused Absences:

An unexcused absence is an absence not verified by a parent. This includes "skipping." Skipping is when a student deliberately misses all or part of a class and may result in disciplinary measures, as well as receiving no participation credit for class activities at the discretion of the teacher.

Tardy

A student is considered tardy if he/she is not inside the classroom when the bell rings. If tardiness begins to impact student learning/success, a conversation shall be held with the parent or guardian, student and the appropriate school staff member to develop a plan to ensure the students get to school on time every day. If the parent cannot be reached for a conversation, then a message will be left or a letter will be sent making the parent aware of the tardiness problem and formally inviting them to discuss the matter with the school. If your child is more than one hour late or leaves school more than one hour early, it is considered a half-day absence.

Middle School/High School Only

Five tardies in a course will equal one absence and could result in consequences according to the absence policy.

Early Dismissal

Every student must report to the Main Office if he/she intends to go home during the school day. If leaving the building due to illness, appointments, or other valid reasons, the student must stop in the main office to be signed out by parent/guardian. If the parent is not picking up permission must be obtained by the main office via phone for the student to leave the premises and they must sign themselves out.

Extracurricular Activities

Students must attend at least three hours in order to attend any extracurricular activity, with the exception of YouthQuest and expanded learning, on the same day unless prior approval is given by the school leader. If the event falls on a weekend, the student must have attended at least three hours on the Friday before to be eligible for participation.

Make-up Work

Make-up work will be available on the student portal.

Notification

Parents and students should login to PowerSchool to monitor attendance on a regular basis. In addition, the following communications will provide parents/guardians and students with progressive warning of a student's failure to attend any single class (per semester) on a regular basis.

	Absence	Notification Method	School Interventions
	No Absences	Email, letter, phone call	Certificates, Social Media Spotlight, Public Recognition, HS Only - opt out of finals
	All Absences	Automated and/or teacher phone call	N/A
	5 th Absence	Letter/Email Parent	N/A
	6-9 Absences	Attendance Office calls parent/guardian	Schedule a parent meeting
	10th Absence (Truancy)	Attendance Office calls and Letter/Email	Attendance Contract and/or Formal hom visit
	11-19th Absence (Chronically Absent)	Attendance Office calls and Letter/Email	Referral to Attendance & Student Success Task Force

			Formal home visit
	20+ Absences (Chronically Absent)	Attendance Office calls and Letter/Email from school and Prosecutors Office	Truancy Petition Filed

Closed Campus

International Academy of Flint operates on a closed campus policy. Students will not be permitted to leave for lunch less accompanied by a parent/guardian and will not be permitted to leave school grounds any other time during the day except in emergencies or if requested by their parents.

Attendance Contract for Excessive Absences/Appeal (Middle & High School Only)

A student who accumulates more than 10 absences in a course (parent permitted or unexcused) will risk losing a letter grade for that course.

To earn a letter grade back, you must:

- Show a marked improvement in attendance and tardiness
- Complete class work and pass the course with at least
Upon completion of the above requirement, submit a written appeal to the Academic Dean or designee to reinstate a letter grade at the end of the semester.

The appeal request must be in writing on the appropriate form and submitted to the Academic Dean or designee, no later than two weeks prior to the end of the semester. The deadline for seniors in the second semester is 2 weeks prior to their last day. The appeal will be reviewed and if approved the student will receive the letter grade that was earned.

Uniform Policy

Students are required to follow IAF's uniform policy. Ultimately, it is the parent/guardian's responsibility to monitor his/her child's attire prior to school. Should your child fail to meet any of the uniform standards below, a phone call shall be made home to make arrangements for the appropriate uniform item(s) to be delivered to school. Students who fail to meet the uniform policy shall be subject to disciplinary action.

KINDERGARTEN ONLY (In addition to the items listed below)

- Black or Burgundy fleece pants
- Black or Burgundy fleece tops

Uniform Shirts

- Black, Burgundy or White with collar (REQUIRED), oxford, polo, or turtlenecks
- Black, Burgundy, or White (sweaters, crew, cardigan, or vest)
- Undershirts are allowed in the approved colors only (Black, Burgundy, & White) and must fit appropriately under uniform shirts
- IAF Hooded Sweatshirts/Apparel
- NO PRINTED SHIRTS or UNDERGARMENT

Uniform Pants, Capris, Jumpers, Shorts, Skirts, & Dress

- Black or Khaki (ONLY)
- Burgundy Plaid ONLY (dress, jumper or skirts)
- Shorts, Skirts, & Dresses must be knee length or longer
- Belts should be worn. (NO SAGGING)

Gym Days/Class Only

- Students must wear tennis shoes to physical education class in order to participate.

Prohibited Clothing & Accessories

- Revealing "see-through", low-cut tops, spaghetti strap shirts, halter tops, tank tops, and midriff shirts (can't show belly button or stomach)
- Bandanas, bonnets, doo rags, sunglasses, hats, headscarves, & hoods are prohibited except for religious or medical purposes
- Leggings, jeggings, yoga pants or spandex (unless worn with an outer garment covering buttocks and private area) Dress Down Days ONLY
- Blankets, coats, jackets, gloves, fanny packs, backpacks, and purses must be placed in lockers for the entire school day
- Pajama clothing or slippers
- Ripped or torn jeans/slacks that expose skin
- Tutu Skirts
- Flip flops, sandals, open toed shoes, shoes with wheels or high heels more than 2" (shoes must be worn at all times)
- Jewelry with spikes that mimic brass knuckles
- Clothing or accessories may not depict or advertise sexual, obscene language, or images
- Altered IAF Apparel

Athlete Code of Conduct

Athletic Offerings

- A. International Academy of Flint currently offers the following sports for interscholastic competition for students in grades 9th-12th: Boys Basketball, Football, Boys/Girls Track & Field, Girls Volleyball, Cheer Team (basketball), and Majorette Team (football). The following sports are offered to any student in grades 6th-8th: Boys/Girls Basketball, Boys/Girls Track, and Girls Volleyball. Provided any student in grades mentioned meet the requirements put forth by the Michigan High School Athletic Association and the International Academy of Flint.

Athletic Philosophy

- A. International Academy of Flint believes that participation in an organized athletic program can be an integral component of a well-rounded education. As such, the International Academy of Flint will strive to offer students a balanced and varied athletic program that provides them opportunity for competition, exercise, and physical and mental development. However, participation in athletics is always viewed as extra-curricular and as a privilege, not a right.
- B. Students desiring to participate in athletics at the International Academy of Flint must expect to meet all the requirements put forth by the International Academy of Flint and the Michigan High School Athletic Association.

Academic Requirements for Grades 6-12

- C. In order to participate in athletics at the International Academy of Flint all students must meet the standards developed by the administration and adopted by the Board of Directors of the International Academy of Flint.
- D. No student shall compete in any athletic contest or scrimmage who does not have his/her credit in the official records of the school to be represented, at least 66% of full credit in core classes potential for a full time student for the last Term during which he/she shall have been enrolled in grades 9-12, inclusive. A student entering 9th grade for the first time may compete without reference to his/her record in the 8th grade.
- E. Deficiencies in credits of the previous Term (not the current Term) including incompletes, conditions, and failures from a previous Term may be made up during a subsequent Term, summer session, by correspondence, and or online classes. Eligibility may be reinstated during the **next** Term when the school accepts the credit.
- F. Academic eligibility checks will be done every 4 weeks and at the end of each Term. Students must be passing 66% of their core classes to remain eligible. In High School 66% means passing 4 out of 5 core classes, in Middle School that means passing 4 out of 5 core classes. If a student is not passing 66% of their core classes, they will be ineligible for one calendar week.
- G. Students who are ineligible will be checked every week to see if they are passing 66% of their core classes. If they pass 66% they will regain eligibility. Students who are ineligible for 5 consecutive weeks will be ineligible until the end of the Term. If they are passing 4 out of 5 core classes in High School or 4 out of 5 core classes in the Middle School, he/she will be eligible for the next Term.
- H. Students failing to meet the above requirements will be notified through one of the following methods: a phone call to parent/guardian; a meeting with a student-athlete; or a letter sent to the student-athlete's primary residence.
- I. **A student's eligibility depends on a passing grade from the beginning of the Term to the date of the eligibility check.** It is not based on week to week.

Behavior Requirements

- A. All student-athletes must abide by the behavior guidelines established by the administration of the International Academy of Flint. These policies are set forth below. Failure to adhere to these policies may result in suspension or dismissal from athletics.
- B. Students must not bring alcohol or drugs to school. They must not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence (legal intoxication is NOT required) of any alcoholic beverage, intoxicant, or drug. Students must not inhale any chemical substance for the purpose of becoming intoxicated or under the influence. Students are permitted to bring prescribed medication to school with the permission of parent(s) and the authorization of a physician. They must not sell or give prescribed medication to anyone at school.
- C. Conduct unbecoming of an athlete here at IAF will have the following consequences:
 1. First Offense: May not participate in 25% of the schedule athletic events.
 2. Second Offense: May not participate in 50% of the schedule athletic events.
 3. Third Offense: May not participate for 1 year (360 days).
 4. Fourth Offense: May no longer participate at IAF.
 - a. A student serving a suspension may not attend any extracurricular events until the first day back from the suspension.
 - b. Students who are on an offense will still be required to attend practices and games.
 - c. The Director and Athletic Director may decide to implement a behavior plan for students who have reached the 2nd or 3rd offense. If the student follows the established behavior plan, they may regain their eligibility after sitting out a minimum of *two weeks of competition*. The decision to formulate and implement a plan must be agreed upon by both the Director and the Athletic Director.
 - d. Students with persistent disobedience problems may be recommended to the Director for removal from athletics
 5. Conduct unbecoming of IAF athlete may include the following, but not limited to: suspensions, stealing, fighting, cheating, drinking, smoking, drugs (using or selling) etc.
- D. Student-athletes are expected to dress to represent their school, classmates, and family on days of games, contests, and meets. Thus, all student-athletes must dress in semi-formal attire on these days. For men this means they must wear dress slacks, dress shirts, and a tie. It is strongly suggested that they wear a sports coat or a suit on these occasions. Women should wear a dress or a pantsuit. All student-athletes should dress as if they were attending a formal occasion, such as church. Student-athletes failing to meet this requirement will not be allowed to participate in that day's game, contest, or meet.

Attendance Policy

- A. Student-athletes are expected to adhere to the attendance policy established by the Administration of the International Academy of Flint and approved by the Board of Directors. The attendance policy is set forth in the Student Handbook. Failure to do so may result in removal from the athletic program.
- B. Students-athletes are expected to attend each and every practice session. The coach must excuse any absence prior to the team member missing a practice or contest. Team members that do not follow this policy are in danger of being removed from the team.
- C. Students-athletes must be on-time for all practices and contests. Coaches are responsible for communicating information about practices and contests to their team and parents/guardians of team members.
- D. Students must be in attendance the day of a contest to participate. If they are absent due to a funeral or doctor's appointment then a ½ day is required, which would be no later than 11:45 am.
- E. Students missing school the day after a contest are ineligible to play the next scheduled contest.

Process for Ineligibility: Behavior/Attendance

- A. Students will be informed of ineligibility by Athletic Director, /Dean of Academics or Dean of Students due to repeated behavior issues, in school suspension, out of school suspensions, or attendance issues.
- B. Students will not practice/dress for games (uniform or dressing up at school) / participate in the game for 25% of the remaining season for the first offense.
- C. Students will be notified when they are able to participate.

If two suspensions occur within a season, the player is removed from the team.

Appeal Process

- A. A parent or guardian wishing to appeal a discipline decision made by a coach must do the following:
 1. Arrange a meeting with the coach through the Athletic Director within twenty-four (24) hours of the disciplinary action. At this time the parent/guardian will present her/his grievance to the coach in an educated and civil manner.
 2. If the matter is not resolved to the parent/guardian's satisfaction, then the parent/guardian must send written notification to the Athletic Director detailing their grievance within twenty-four (24) hours of her/his meeting with the coach. The Athletic Director will meet with the parent/guardians and discuss the matter. After this meeting the Athletic Director will conduct an investigation in order to determine the merit of the coach's decision. The Athletic Director will present the findings from this investigation to all involved parties within forty-eight (48) hours of concluding the meeting with the parents/guardians.
 1. If the parent/guardian is still not satisfied with the decision, she/he may make a written appeal to the Director within twenty-four (24) hours of receiving the report from the Athletic Director. The Director will consider the merits of the appeal and decide whether to act on the case.
 4. If all of these procedures are met, and the parent/guardian is still not satisfied, she/he may make a written appeal to the Board of Directors within the next twenty-four (24) hours after the Director's decision and a meeting will be set up with the Board of Directors Liaison Officer.
 5. All disciplinary decisions will stand during the appeal process.

Athletic Awards

- A. Student-athletes selected for Varsity competition will be presented with one (1) Varsity Letter throughout her/his athletic career at the International Academy of Flint. In lieu of each subsequent letter earned, they will receive a certificate and/or a pins representative of that particular sport. Letters and pins will only be given to Varsity student-athletes that complete the season in good standing.
- B. All sub-varsity student-athletes will receive a certificate of merit.
- C. Most Valuable Player, Most Improved Player, and other special awards may be given out at the discretion of the coaches and the Athletic Director(s). These awards must be within the guidelines of the Michigan High School Athletic Association.
- D. No awards that may be viewed as demeaning to student-athletes may be given.

Athletic Code for Coaches

- A. Coaches are expected to perform the following:
 1. Model good behavior for student-athletes, parents/guardians, and the school community at all times.
 2. Serve as the model for good sportsmanship for team members.
 3. Display self-control and maintain a positive attitude in contest situations.
 4. Display self-control and maintain a positive attitude in relationships with officials.
 5. Display self-control and maintain a positive attitude with the media.
 6. Display self-control and maintain a positive attitude with the administration.

7. Display self-control and maintain a positive attitude in relationships with the school community.
8. Report scores of contests to the media when applicable.
9. Maintain a working knowledge of the sport(s) they are coaching.
10. Maintain professional competency by attending yearly rules' meetings and clinics.
11. Encourage all students to participate in the athletic program at the International Academy of Flint.
12. Encourage student-athletes to participate in more than one sport.
13. Encourage student-athletes to excel in academic work.
14. Submit an annual record of results of contests and records as requested.
15. Assume primary responsibility for the condition and return of all equipment issued by the Athletic Director.
16. Enforce discipline, code of fair play, establish and oversee penalties for not following team and school standards, and report all incidents to the Athletic Director.
17. Provide supervision of the locker room and any and all training facilities.
18. Assume primary responsibility for using only eligible players at the International Academy of Flint.
19. Work as a team member of the Athletic Department.
20. Attend practice, games, and meetings punctually.
21. Inform the Athletic Director of any and all problems before, during, and after all sporting events.
22. Plan, schedule, and supervise a regular program of practice in-season.
23. Assist students regarding future plans: college entrance, scholarships, etc.
24. Submit necessary rosters, physical forms, and rule forms signed by parents.
25. Work with all involved administrators.
26. Show concern and provide guidance for the youth program(s).
27. Maintain team attendance and medical emergency cards.
28. Assist in the planning of team banquets or other award ceremonies.
29. Remain at the school until all team members are picked up by their parents/guardians.
30. Travel with the team on the school bus to all events.
31. Perform other services and assume other duties as assigned by the administrator in charge, which are not in violation of the statement of hire, school policies, or rules and regulations.

B. Parents/Guardians of student-athletes should expect the following of their child's coach:

1. Fair treatment toward all team members.
2. A practice schedule.
3. Immediate phone calls whenever there is a problem.
4. A list of team rules, if applicable.
5. An explanation for any disciplinary action.

Athletes must be picked up within 15 mins after practice or game, this includes students who are watching the game, as the lobby will be closed.

Extra-Curricular Activities

Participation in extracurricular activities, while encouraged, is a privilege, not a right. Any student whose conduct in and out of school is inconsistent with the school mission may be denied the privilege of participating in extracurricular activities at the discretion of the Director.

Student Services

Student services range from school guidance to programs that enhance the education and well-being of students. These student services include academic assistance and study tips; help with home, school, and/or social concerns; or any issues or questions students may want to discuss with the Social Worker or Truancy/Attendance/Home Liaison Officer.

Guidance services are available for students in the Upper School. These services include assistance with educational planning, interpretation of scores, occupational information, study techniques, and the like.

In grades 1 through 12 advising/health classes are offered to promote the principles of building the community and to implement the Character and Citizenship Mission for the Students:

- Uphold high standards of conduct and promote ethical and civic values
- Make informed decisions on social issues
- Defend one's convictions and resist negative peer pressure
- Participate in extracurricular activities, school events/programs and community work
- Foster tolerance, active cooperation, teamwork, and helping others
- Develop a true understanding of the peoples of the world through an appreciation of differences and similarities
- Become responsible and skilled "citizens of the world"

Special Services

The International Academy of Flint attempts to meet the needs of each individual student. We have a team of special service personnel who work with students, parents, teachers, and building administrators to ensure each student's needs are met. This program gives guidance and support to students, teachers, and parents/guardians in special instances where a student seems capable of succeeding in a school setting but is not doing so.

Multi-tiered System of Supports (MTSS)

The MTSS program involves a team of professionals who meet regularly to identify areas of concerns and design interventions to address specific student needs **prior** to a referral for special education evaluation. When a student is struggling with academics or behavior, members of the team study past and current records, confer with teachers and parents/guardians, and meet with the student when appropriate to determine a course of action. The team will then decide on an appropriate intervention and monitor the student's progress.

Director of Special Education

The Director of Special Education oversees all special education services at the International Academy of Flint, ensuring services are occurring as detailed in Individualized Education Programs. The Special Education Academic Coordinator works with teachers, families, and students to ensure that all students have an opportunity to succeed.

School Social Worker

This person works with the students, teachers, families, and community agencies to develop plans and provide support in an effort to maximize student achievement and social development.

School Psychologist

Students are referred when learning problems arise through a rigorous referral process, involving the Student Assistance Team. However, the Special Education Academic Coordinator will be the point person of communication with the psychologist, teacher and parent/guardian. Special areas of difficulty are determined through diagnostics and diagnosis and further action is taken if necessary to benefit the individual child.

Speech Pathologist

After referral and diagnosis, the Speech Pathologist meets periodically to address the child's areas of difficulty in speech and language as per each child's Individualized Education Program (IEP).

504 Coordinator

The 504 Coordinator works in conjunction with the school leadership to oversee all 504 evaluations and plans.

For more information regarding special services, please refer to the Special Education Handbook or contact the Director of Special Education's office.

Internet/E-mail Usage

Internet Usage

Through the Academy's Internet connection, students have an unparalleled opportunity to participate in a global community of information and learning. The school's Internet connection is intended for educational purposes only, and access to the Internet is a privilege, not a right. With such opportunity and privilege comes responsibility. For a student to use the Internet at school, he/she must comply with the following rules and sign an agreement that will be sent home. **A parent or guardian must also sign this agreement. It is important to understand that inappropriate use not only reflects on the school, but may lead to penalties, including revocation of privileges, disciplinary action and, if warranted, legal action.**

Inappropriate Use

The following uses of the Internet are unacceptable:

- Use at school for non-school related activities, but not limited to Facebook, YouTube, Twitter, Snapchat. ETC.
- Use in violation of federal, state or local laws, including sending or receiving copyrighted matter without permission
- Commercial use
- Sending patently harassing, intimidating, abusive or offensive material to or about others, in messages public or private
- Sending chain letters or pyramid schemes, "broadcasting" inappropriate messages to lists or individuals, and any other kind of use that would congest the Internet or otherwise interfere with the work of others
- Sending or receiving pornographic material, inappropriate text files or files dangerous to the integrity of the network
- Vandalizing, defined as any deliberate attempt to change files not belonging to you or to harm or destroy the work, systems or data of another user, including uploading or creation of computer viruses
- Engaging in the illegal distribution of software ("pirating")
- Knowingly using another person's password, misrepresenting your identity, or giving your own password to others
- Users of the network will not create or use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful materials or filenames of any sort or manner.
- Failing, when downloading information, to comply with any associated Terms or conditions specified by the supplier of that information
- Expressing views or opinions not clearly identified as your own and not those of the school
- Circumventing security measures on school or remote computers or networks

E-mail

E-mail is not like a letter in an envelope; it is much more like a postcard. The contents are out in the open because there is no easy way to mark a message "confidential." Messages may be viewed during the mailing process, and, if inadequately addressed, may be read by a "postmaster" trying to redirect it correctly. Messages may be forwarded, printed, or stored indefinitely. For these and other reasons, all of the rules, which apply to Internet usage, also apply to the use of e-mail.

Responsibilities

Although each student has an individual password to access the system, the system belongs to the school, and all e-mail messages are school records. No student should have any expectation of privacy relative to his/her use of the Internet or e-mail. The school reserves the right, for legitimate school purposes, to access and disclose the contents of students' electronic

communications without regard to content, and to conduct periodic, unannounced inspections of e-mail communications.

- The Academy is not liable for the actions of anyone connecting to the internet. All users shall assume full liability, legal, financial or otherwise, for their actions.
- The Academy takes no responsibility for any information or materials transferred through the internet.
- The Academy makes no guarantees, implied or otherwise, regarding the reliability of the data connection.
- The Academy is not liable for any loss or corruption of data resulting while using the internet.
- The Academy reserves the right to examine all data stored in the machines involved in the internet link to ensure that all users are in compliance with these regulations.

School Facility and Visitor Expectations

Civility Policy

Civility/Conduct of Parents, Other Visitors, and School Employees

It is the intent of the International Academy of Flint to promote respect, civility, and orderly conduct among students, school employees, parents, and the public. It is not the school's intent to deprive any person of his or her right of freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents, and other members of the community. The Academy encourages positive communication and discourages volatile, hostile, or aggressive communications or actions.

1. Expected Level of Behavior

- School personnel will treat parents and other members of the public with courtesy and respect.
- Parents and other visitors will treat teachers, administrators, and other school employees with courtesy and respect.
- School personnel and visitors shall follow all traffic laws on public and private driveways while traveling to and from campus.

2. Unacceptable and Disruptive Behavior

- Using loud or offensive language, swearing, cursing, or displays of temper
- Threatening to do physical harm to a teacher, school administrator, school employee, or student
- Any other behavior that disrupts the orderly operation of a school, classroom administrative functions, and a safe campus environment
- Abusive, threatening, or obscene letters, e-mail, or voice mail messages

3. Parent Recourse

Any parent who believes he or she was subject to unacceptable or disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor, appropriate administrator, and/or the Executive Director.

4. Authority of School Personnel

Any individual who acts as follows may be directed to leave the school premises by any school administrator, including the Executive Director, and school security personnel. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement personnel to take such action as is deemed necessary:

- Disrupts or threatens to disrupt school operations
- Threatens or attempts to do or does physical harm to school personnel students or others lawfully on school premises
- Threatens the health or safety of students, school personnel, or others lawfully on school premises
- Fails to follow campus / public / private traffic and safety directives
- Intentionally causes damage to school property or the property of others on school premises
- Uses loud or offensive language
- Comes onto school premises without authorization
- Engages in unauthorized audio / videotaping or still photography

In the event that there is a serious threat of harm to student(s) or school personnel, the school may obtain an Order of No Trespass prohibiting the individual making said threat from entering on school property.

Authority to Deal with Persons who are Verbally Abusive:

- If any member of the public uses obscenities or speaks in a loud demanding, insulting and/or demeaning manner, the employee to whom the remarks are addressed shall calmly and politely warn the speaker to communicate civilly.
- If the verbal abuse continues, the employee may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation.
- If the meeting or conference is on school premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises.
- If the person refuses to leave, the administrator or other authorized personnel shall seek the assistance of law enforcement personnel to take such action as is deemed necessary. If the employee is threatened with personal harm, he or she may contact law enforcement.

Should an individual persist in violating the Terms of this policy, the school may limit and/or restrict the methods of communication that may be used by said individual. Such restrictions shall not apply in the event of emergencies or administrative functions such as TEAM meetings or disciplinary hearings.

SAFE AND SECURE BUILDING POLICY

In order to maintain safe and secure school buildings and grounds, International Academy of Flint requires that all visitors report to the main office to secure a guest identification badge. All visitors must properly wear this badge to display guest credentials for all school appointments / visits. All visitors are required to legibly print their names, their arrival time, their departure time and their destination when signing into the building. Visitors must be announced before receiving directions to their destinations.

- Impromptu parent visits for faculty conferencing are discouraged.
- Any or all audio/videotaping and/or still photography must be pre-approved by administration.
- Cafeteria visits by parents with food from outside vendors for their children is prohibited.
- Parents/ guardians are directed to drop off students to their respective school lobby areas, and refrain from walking students to their rooms or cafeteria.

Visitation privileges may be revoked for any reason at the discretion of the Executive Director or designee. Persons trespassing upon school properties will be reported to the Flint Police Department.

SAFETY AND SECURITY PLAN

In accordance with MI law MCL 333.7410

Mission Statement: The care and protection of students and staff of International Academy of Flint is of primary concern to the Academy administration and to the Board of Directors. Therefore, the Academy is determined to establish and to maintain a comprehensive safety and security plan.

Goal: To enhance existing school safety and security procedures through on-going practice and plan development.

Needs Assessment:

There shall be an annual needs assessment submitted to the Executive Director by the appointed school designee. The assessment should review the Academy and grounds' vulnerability to outsiders and review emergency procedures, safety and security equipment and materials, internal security, bus transportation safety, and other safety concerns. The annual needs assessment shall include a physical survey of the property, including but not limited to:

- Doors and windows (inclusive of all locking devices)

- Roof access
- Building and classroom access
- Lighting
- Intrusion devices (alarms)
- Current staff
- Internal security
- Emergency notification systems
- Communication systems
- Warning signs
- Safety equipment and materials
- Evacuation plan in case of emergency
- Access/Egress Routes on public and private driveways

Control of Visitors

Notices will be posted at all building entrances requiring that all visitors shall upon entering the Academy report to the main office to sign in. They will receive visitor badges that must be properly displayed throughout the school visits. Visitors must be announced prior to receiving directions to their destinations. All staff members and students shall immediately report any strangers to an administrator. If possible, only one (1) door to the building should be utilized through which visitors may enter. During the school day, the security personnel should monitor school entryways. Impromptu parent visits for faculty conferencing or for cafeteria visits with food from outside vendors for their children is prohibited. All parents / guardians are directed to drop off all students to their respective school lobby areas, and refrain from walking students to their rooms or cafeteria. Visitation privileges may be revoked for any reason at the discretion of the Director or designee. All visitors must follow all municipal traffic laws and campus vehicular directives. Violators of these laws / directives and persons trespassing on school property will be reported to the Flint Police Department.

School Crisis Team

There shall remain a building-based Crisis Team consisting of administrators, security personnel, social workers, school health coordinator, and building maintenance personnel. Representatives from the Flint Police, Fire, Bus Transportation and Emergency Preparedness personnel will advise school personnel on a collaborative basis.

The purpose of the Crisis Team is to formulate safety and security plans within the Academy to ensure and promote a safe and secure school environment, develop specific protocols in response to emergencies, and to disseminate safety advisory updates and information to students, staff, parents, and the community. The Crisis Team shall meet throughout the school year.

Building Evacuation/Lockdown Plans

The Academy possesses written building evacuation/lockdown plans to be employed in the event of emergency situations.

Emergency School Closings and Delayed Openings

The Executive Director of International Academy of Flint is responsible for the closing or delayed opening of school. Area radio and television stations will be notified by the Academy's office of school closing and early dismissal information for public broadcast.

Written Reports

The Director shall document in writing all critical incidents including, by not limited to, misdemeanors which affect the health, safety, and welfare of students and/or staff, the outbreak of contagious diseases or illnesses, the intrusion of uninvited and/or unwelcome visitors, and all accidents and injuries, vandalism, felonies, and dangerous incidents, involving weapons and controlled substances.

Drug Free School Zone

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. Any person who violates the provisions of the law pertaining to the unauthorized manufacturing, distribution, dispensing or possession with intent to distribute a controlled substance while in or on, or within one thousand feet of the real property comprising a public or private elementary, vocational or secondary school, whether or not in session, shall be punished by a term of imprisonment.

Lack of knowledge of school boundaries shall not be a defense to any person who violates the provisions of this section.

Anti-Bullying Policy

The Academy believes that a safe and secure educational environment is necessary for students to learn and achieve. It is the Academy's highest priority to provide an environment that is safe, secure and conducive to learning. Demonstration of appropriate behavior, treating others with respect, and refusing to tolerate harassment or bullying is expected of students, administrators, parents, faculty, staff, visitors, and volunteers.

Bullying is Prohibited

Bullying of a pupil, whether by other students, staff, visitors, parents, guests, contractors, or volunteers, is prohibited. All students are protected under this policy, and bullying is prohibited without regard to its subject matter or motivating animus.

Definition of Bullying

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

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

Bullying is prohibited at the Academy. "At the Academy" is defined as in a classroom, elsewhere on school premises, at school-sponsored activities or events, on a school bus or other school-related vehicle, or using a telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the Academy's "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a).

Bullying that does not occur "at the Academy," as defined above, including bullying that occurs over the internet (cyber bullying), that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

Reporting and Investigating Reports of Bullying

Every student is encouraged to report any act of bullying to a staff member, including a teacher, a counselor, the Executive Director, or other staff member. Staff members shall report any reports of acts of bullying to the Executive Director. Complaints against the Executive Director shall be reported to the Board of Directors.

Retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations about bullying is prohibited. Retaliation and making intentionally false accusations about bullying may result in disciplinary action up to and including expulsion.

All reports of a violation of this policy or a related complaint shall be promptly investigated. The Director of Student Services and School Operations or his/her designee is responsible for the investigation. If the investigation results in a finding that an instance of bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, up to and including exclusion for parents, visitors, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, notification will be provided to the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying.

The Academy shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including discipline and referrals. The Executive Director shall provide a report of all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the Board of Directors on an annual basis. The Executive Director is the school official responsible for ensuring that the policy is implemented.

Education & Training

International Academy of Flint will provide annual training on preventing, identifying, responding to, and reporting incidents of bullying to administrators, school employees, and volunteers who have significant contact with pupils.

International Academy of Flint will provide **annual** educational programming for pupils and parents on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying.

Confidentiality

The International Academy of Flint will comply with all applicable laws regarding confidentiality of personally identifiable information from education records.

Notification

This policy will be annually circulated to parents and students, and will be posted on the International Academy of Flint's website. The Academy Director is directed to develop administrative guidelines to implement this policy.

Reference: Matt's Safe School Law, Public Act 241 of 2011 (MCL § 380.1310b).

Code of Conduct

The Code of Conduct is the behavioral mainframe by which the Academy carries on its day-to-day operations. The code reflects academic standards and the right for every student to learn in a non-threatening environment. The code further reflects the Academy's desire to protect each individual's right to deal with violations of safety issues through consequences. The implementation of such a code as a necessary element of providing a positive school experience for everyone.

The Code of Conduct that appears on the following pages governs the most serious and obvious types of student misconduct. The prohibited acts listed in the code are not to be construed as all-inclusive. Nor is the list to be seen as a limitation upon the authority of school officials to deal appropriately with violations of school rules and regulations or with other types of conduct which interfere with the good order of the Academy, the proper functioning of the educational process, or the health and safety of students.

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

- When a student is at the Academy "at the Academy" means in a classroom, elsewhere on Academy 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 staff
- When a student is using school telecommunications networks, accounts, or other district services

The Code of Conduct establishes reasonable boundaries for students and provides a clear understanding of consequences for breaking the rules. It is expected that students, like the rest of us, will make mistakes.

It is our hope that students learn from their mistakes. By reading the code, we also expect students to understand the Academy's expectations and avoid transgressions in the first place.

This Progression of Consequences below shall be applied in a manner consistent with the rights secured under federal and state laws to students who are determined to be eligible for special education programs and services.

There are three categories of violations: those that lead to pre-suspension consequences, those that lead to suspension, and those that may lead to expulsion. Each of these levels is explained below:

Progression of Consequences

Students must follow the Academy's Code of Conduct before, during, and after school, as well as in school buildings, on school grounds, at school-related activities, and on the way to and from these activities. Students' behavior must not keep any of the members of the school community from doing their jobs.

Classroom Consequences

Teaching and learning can only occur in an orderly environment. Within the classroom, teachers will provide direction, set limits, and promote self-discipline. They will be diligent in their role to create a learning environment that is neither overly permissive nor oppressive. Within that context, they will make every effort to motivate students to learn, to redirect them

when their attention or behavior falters, and to continue with instruction. However, if a student demonstrates unwillingness to participate in this learning environment, he/she may be told to leave the regular class setting. Students who are disruptive and who impede the learning of others may be asked to go to another part of the classroom or to another area where they will continue to do assigned work in the time-out area.

Detention

A student violating a school rule or policy may be required to spend a specific period of time before school, after school, during an unassigned class period, or on Saturdays at a specific location assigned by the Director of Student Services and & School Operations or their designee. A staff member will actively supervise such detention.

In-School Suspension

At the discretion of the Director of Student Services & School Operations or his/her designee, a student may be directed to serve an in-school suspension for disciplinary reasons. The student would spend the period of this suspension in an alternative classroom where he/she will be allowed to continue his/her studies for credit but may not participate in any athletic or extracurricular activities for the duration of the suspension.

1. The option of the in-school suspension will be administered where it is deemed in the best interest of the student and the school only.
2. All students who are given the opportunity to attend in-school suspension are expected to complete all assigned work given by teachers. If a student does not complete the work assigned to him or her, he/she may lose the privilege of in-school suspension. Failure to follow the rules can result in an Out of School Suspension.

Short-Term Suspension

Any time students are sent to the Dean of Students for disciplinary consequences, the adult who is sending them completes a referral notice. This form briefly describes the behaviors that caused the student to be removed from a class, hallway, playground, or activity. The Director of Student Services & School Operations and the Dean of Students keeps an electronic record of all such slips and sends a copy home for parent/guardian signature. When students have accumulated a record that, in the Director of Student Services and School Operations view, reflects unwillingness to abide by school rules, the supervisor will refer the student's discipline record to the Executive Director with a recommendation for suspension. Even without such a record of repeated misbehavior, students who break a rule in Level II will be sent home for a period of up to ten (10) school days. They will continue to do assigned work while suspended. If required, suspension pending a Manifestation Determination Review for students with an Individualized Education Program or Section 504 Plan.

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. A violation of this school policy will be considered a trespass resulting in immediate notification of the Flint Police Department.

Corporal Punishment Policy

No school employee or agent of the Academy shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person, with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. EXCEPTION: School employees may use reasonable force to restrain a student when necessary to prevent the child from injuring himself/herself, others, property, or to prevent bodily harm or death to another.

Suspension Pending an Expulsion Hearing

In the event an offense has been committed which, following investigation, results in an administrative recommendation for expulsion, the Executive Director or his/her designee may impose a suspension pending the expulsion hearing before the Board of Directors.

Removal (Emergency Suspension Pending a Hearing)

If students break the rules and cause danger or threat of danger to any person or property, the Executive Director or Director of Student Services and School Operations will have them removed from school without warning. The student, as well as anyone involved with the removal, may be present at the hearing.

Expulsion

In general, students who have had multiple suspensions and have shown little or no behavioral change toward more positive participation will be expelled. Such recommendation(s) shall be appropriately documented citing the disciplinary infraction(s) considered "gross misdemeanors or persistent disobedience." In addition, students who break a rule in level III may be sent home for up to one hundred eighty (180) school days. However, if a firearm or knife were involved, then the expulsion can last up to one year. If there are fewer days left in the school year than the expulsion, students will serve the remaining days of the expulsion at the beginning of the next school year. If expelled, students may not come to school or to any school-related activities during the expulsion period, nor will they be permitted to enroll in any Michigan Public School. The Executive Director receives all recommendations for expulsions and submits the expulsion to the Board of Directors for final approval.

Parents/guardians shall be informed in writing of the Academy's intent to expel by the Executive Director or his/her designee. Students and parent(s)/guardian(s) have the right to appeal this decision to the Board of Directors. The student shall be afforded all the rights of due process. The student shall be given all rights and protections afforded under Federal Law, Section 504 of the Rehabilitation Act of 1973.

Exclusion/Expulsion for Prior Misconduct in Another School District

In order to protect the health and safety of students and employees and to prevent threatened disruption to the educational process, an otherwise eligible resident student who seeks to enroll in the International Academy of Flint and who has previously been found to have engaged in misconduct in another school district which resulted in a long-term suspension or expulsion, or who is alleged by school authorities to have engaged in such misconduct in another school district but withdrew from such school district prior to the misconduct being established, may be subject to suspension or expulsion from the International Academy of Flint. The student shall be permitted to enroll but shall be held on suspension pending a hearing before the Executive Director or his/her designee. A student who has been expelled from another school district for criminal sexual conduct, arson, or possession of a dangerous weapon in a weapon-free school zone, as those terms are defined in section 1311 and 1313 of the School Code of 1976, as amended (MCL 380.1311, 1313; MSA 15.41311, 41313) or who is found to have committed such offense prior to enrollment in the International Academy of Flint shall not be admitted in the district except in accordance with Section 1311(5) of the School Code of 1976, as amended (MCL 380.1311(5); MSA 15.41311(5)).

The Director of Student Service and School Operations with the consent of the Executive Director, shall determine whether the student's prior misconduct is of sufficient gravity that the student's presence in the school represents a threat to the health and safety of students and school personnel, or threatens the educational process in the school.

If the student's presence is deemed a threat, the student is temporarily suspended from school, and the student's parent(s) or guardian is notified of:

- a) The prior act of misconduct that is the basis of the Executive Director's decision.
- b) The Executive Director's recommendation regarding the suspension or expulsion of the student.
- c) The fact that a hearing will be held before the Board of Directors for expulsion.
- d) The time, place, location and procedures followed at the hearing.

Category I:

School Responses to Level I Violations

The following violations, in general, lead to classroom consequences, after school detention, parent meeting, or Saturday detention. The Director of Student Services and School Operations and the Dean of Students will determine the appropriate consequences for repetitive violations based on each student's overall discipline record.

Displays of Affection

The display of affection between people is personal and not meant for public exhibit. Such displays include touching, petting, or any other physical contact that may be considered sexual in nature.

Unruly Conduct

All students must obey all adults in the school: administrators, teachers, educational assistants, secretaries, custodians, lunchroom helpers, security guards, and others. Students must do what these adults ask of them. Students must not talk back to adults. If a student does not obey the instructions and/or directions a teacher gives, his/her conduct will be considered unruly. If a teacher says to open a particular book, to write an assignment, to work with another student, to work in a group, to take a test, or to do any other class-related activity and a student refuses to do so, this is considered being unruly.

Being Out of Uniform

Students must wear a uniform to school every day except those days designated on the official school calendar as a "non-uniform day." All elements of our school uniform are listed in the Student Handbook, and it is the reference parents and students should follow. In general, all students may wear white, black, or burgundy tops. Shirts and blouses must have collars and contain no writing. Slacks or shorts must be black or khaki. Sweatpants are allowed only in Kindergarten. Jumpers, skirts, and skorts are permissible. They can be black or burgundy or the approved uniform plaid. Jewelry is limited to small earrings, watches and rings. Necklaces, if worn, must be put inside of tops.

Disorderly Conduct

Students must not break classroom or school rules. They may not keep teachers from teaching and students from learning. Students who cause a disruption in the classroom by talking, making noises, throwing objects, or otherwise distracting one or more of their classmates, are engaging in disorderly conduct. If the teacher is prevented from starting an activity or lesson or has to stop what he/she is doing to try to stop the disruptive behavior, then the behavior is considered disorderly. Leaving the classroom without permission and inappropriate displays of affection are also considered to be disorderly conduct.

Failure to Cooperate

Students must not refuse to cooperate with school administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules. Students must not make false statements or give false evidence. Students must not refuse to testify or otherwise cooperate with school personnel in any disciplinary proceeding.

Falsification of Records

Students must not use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or records, nor shall they provide false, misleading, or inaccurate statements or information on school forms or records.

Trespass

Students may not be on school property or in a school building except to participate in the educational process and/or the specific enrolled activity of the school, nor may students loiter in building hallways, classrooms, bathrooms, lobby's, etc. Students may not return to school without the Director's specific, written permission while suspended or expelled.

Electronic/Communication Devices

Students must keep the following items out of sight or concealed during school hours, phones, headphones/earbuds, MP3/CD players/radios, computer games, iPods/iPads, or any other electronic communication devices for receiving and/or transmitting messages to school. The items will be confiscated and held until a parent/guardian picks the item(s) up or will be held till the last day of school.

Category II:

School Responses to Level II Violations

These violations will most likely lead to a short-term suspension. A short term suspension occurs when a student is suspended for one (1) 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. The length of the suspension will be determined by the Director of Student Services and School Operations or the Dean of Students and will be based on the student's discipline record and the seriousness of the offense(s). The Dean of Students under the guidance and leadership of the Director of Student Services and School Operations, will investigate major breaches of student code of conduct on a case-by-case basis, and make decisions accordingly. Repetitive violations will lead to a recommendation for expulsion to the Board of Directors.

Failure to Accept Pre-Suspension Consequences

Students must arrive on time for Saturday detentions and serve the entire three (3) hours. Students must behave appropriately in the ISS room. Failure to accept the consequences of Level I behaviors is considered a Level II offense.

Scholastic Dishonesty

Students must not engage in academic cheating. Cheating includes, but is not limited to, using a cell phone or camera phone during an exam, the actual giving or receiving of any unauthorized aid or the actual giving or receiving of unfair advantage on any form of academic work. Students must not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work. A student must not unlawfully duplicate, reproduce, retain, or use copyrighted material. If a student is caught cheating he/she will automatically fail the exam and receive up to a 5 day suspension. He/she also faces automatic failure of the class for the Term, depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense. Scholastic Dishonesty will be noted on transcript and not removed until graduation and ONLY if no other incidents occur.

Smoking

Students must not smoke, have, or use any kind of tobacco/vape pens or possess a lighter at school, on school grounds, or at any school-related activities.

Fighting

No Physical Contact! Students must not fight. They must not push, shove, or hit another with any part of their body or with an object.

Seclusion and Restraint Policy

As a part of the emergency procedures in place in our school, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with School Board policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law, including assaults on students and staff, will be reported to the police. The parents or guardian will be informed when any of these actions have occurred. School Board policies are in compliance with MCL 380.1307 to 380.1307h under Michigan state law.

Profanity or Obscenity toward Adults

Students must not say or write inappropriate words or signs to any adult in our school community.

Being Repeatedly Out of Uniform

Students who are out of uniform five (5) days in any Term will be suspended for three (3) school days.

Stealing

Students must not take anything that does not belong to them. Students must not possess anything that has been stolen.

Gambling

Students must not play games of cards, chance, or dice for money or any other game, which has money involved, unless these games are played as part of a special school activity.

Violent Disorderly Conduct

Students must not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.) cause the disruption, disturbance, or obstruction of any school function, activity, or event. Nor shall they engage in any such conduct if such disruption or obstruction is reasonably likely to result. Students may not urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

Defacement of Property

Students must not mark on, damage, break, or destroy school property or anything that belongs to someone else. 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 actions of defacement. Students who destroy or vandalize school property will be required to pay for losses or damages.

Destruction of Property

Students must not damage, break, or destroy school property or anything belonging to someone else. 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.

Breaking and Entering

Students must not force their way into any school building or classroom.

Sexual Misconduct

Students must not act or use any body parts or those of another in an unacceptable way. Unacceptable will be defined using a “reasonable person” standard. Basically, this means “if members of your family or other members of our community would find a given action to be rude or offensive, then it is unacceptable.”

Harassment

Harassment of any type, including hazing and discriminatory harassment, is prohibited. Students must not engage in sexual advances, requests for sexual favors, or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or disability, (e.g. sexual or racial comments, threats or insults, unwanted touching, etc.).

Look-alike Weapons

Students must not possess, handle, or transmit any object or instrument that is a "look-alike" weapon or instrument, (e.g. rubber knife, toy gun, etc.)

Category III:

Category III Violations that may lead to Mandatory Suspension with Recommendation for Expulsion

Students who engage in any of the violations in this level, may be suspended for up to ten (10) school days with a recommendation by the Executive Director for a possible expulsion to be presented to the Board of Directors.

Alcohol and Drugs

Students must not bring alcohol, drugs or vape pens to school. They must not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence (legal intoxication is NOT required) of any alcoholic beverage, intoxicant, or drug. Students must not inhale any chemical substance for the purpose of becoming intoxicated or under the influence. Students are permitted to bring prescribed medication to the school Health Coordinator with permission slips signed by the parent(s) and the authorization of a physician. They must not sell or give prescribed medication to anyone at school.

Physical Assault

A student will not physically assault another person. “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]).

If any student enrolled at IAF commits a physical assault at school against another student, then the Board of Directors or its designee may suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If any student enrolled at IAF commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by Partner Solutions then the Board of Directors or its designee may expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a [1]).

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, box cutters, hammers, baseball bats, or metal combs of any length with sharpened handles.

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 of an explosive
- The frame or receiver of any such weapon
- Any firearm muffler or firearm silencer
- Any destructive device

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

State law requires the Board of Directors 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, the Board of Directors 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 en route to or from school on a school bus, the Board of Directors or its designee, may immediately report that finding to the student’s parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

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.

False Fire Alarms or Bomb Reports

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 Board of Directors or its designee may suspend or expel the student from the school district for a period of time as determined in the discretion of the Board of Directors or its designee. (MCL 380.1311a [2]).

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 Board of Directors or its designee may 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).

Robbery

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

Bullying or Extortion

Students must not make a person do anything they do not wish to do by using a threat or force. Students must not engage in the act of securing or attempting to secure money or other items of value from an unwilling person. Students must not, by threats and/or violence, force another person to perform an unwilling act.

Starting a Fire / Arson

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 Board of Directors or its designee may 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).

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 district's education mission. (MDE Model Code of Student Conduct 2005)

Students must not wear or display any clothing, jewelry, colors, or insignia that may be reasonably perceived by a teacher or administrator as evidence of membership in or affiliation with a gang or otherwise symbolizes support of a gang. Students must not use any word, phrase, written symbol or gesture, which intentionally identifies them as a member of a gang or otherwise symbolizes support of a gang. Students must not try to recruit others for gangs.

Fireworks and Explosives

Students must not handle, possess, or transport any substance or prepared chemical that can explode or is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person. Students may not bring any fireworks or firecrackers to school.

Felony

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

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 that does not belong to the student.

Verbal Assault against an Employee

A student will not bully, harass, intimidate, threaten or coerce any school employee, contractor, or volunteer.

If any student enrolled at IAF commits a verbal assault then the Board of Directors or its designee may suspend or expel the student from the school district for a period of time as determined in the discretion of the Board of Directors or its designee. (MCL 380.1311a [2]).

Appeal to the Board of Directors for reconsideration.

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

Re-admittance Guidelines

Re-admittance to the International Academy of Flint will not be considered until twenty (20) school weeks (summer school not included) have passed. Parents may contact the Executive Director's Office to apply for re-admission. This process may include (but is not necessarily limited to) a meeting with the Executive Director and Director of Student Services and School Operations and may also involve certain conditions such as a behavior agreement, communication with outside therapists, court caseworkers, etc. These students will be permitted to re-enroll for the Term following his/her expulsion pending a parent/guardian, pupil, and school personnel conference discussing strategies to assist the pupil with improving his/her daily attendance. Students expelled two successive Terms for truancy will not be considered for re-admittance until twenty (20) school weeks (summer school not included) have passed.

Students who have been expelled for possession of a dangerous weapon, arson, or criminal sexual conduct may be reinstated according to the provisions of Section 1311 of the Revised School Code, MCL 380.1311(5); MSA 15.41311(5).

Off Campus Activities

Students are subject to the rules and regulations of this handbook when on any school district property. Likewise, students at school-sponsored, off-campus events shall be governed by all school district rules and regulations as set forth in this handbook and are subject to the authority of school district personnel. Students failing to obey rules and regulations and/or failing to obey the lawful instructions of school district personnel shall be subject to the provisions of this handbook.

Gross Misdemeanor

Gross misdemeanor, or conduct which constitutes violation of school rules and regulations (in a school setting or at school-sponsored activities including school transportation to and from school) may include, but is not necessarily limited to, the following conduct:

1. Substantially interrupts or interferes with the orderly education of self and/or other students
2. Jeopardizes the physical and mental health and safety of staff and/or students
3. Represents willful disregard or disrespect for the constituted authority of the school
4. Willfully destroys school district property
5. Disorderly behavior – jostling or roughly crowding people unnecessarily, tumultuous or threatening behavior; making unreasonable noise, congregating with others, and refusing to comply with a directive to disperse, creating a hazardous or physically offensive condition
6. An unreasonable accumulation of infractions of school rules, none of which by itself is serious enough to warrant suspension or expulsion

Philosophy of Discipline

The primary objective of the International Academy of Flint is to assist each student to develop into a responsible, self-disciplined individual willing to assume his/her role as a productive member of society. An important aspect of this learning process is learning to respect the rules and regulations that are established for the protection of the rights of all members of the school community.

It is not the intent of the International Academy of Flint through these policies to infringe upon students' exercise of constitutionally guaranteed rights. However, when a student's behavior presents a risk to his/her own well-being, interferes with the right of others, or becomes disruptive to the educational process, parents, teachers, staff, and administration must take corrective action through the Code of Conduct.

Every staff person in the school is an equal and contributing partner in the important area of student management. All adults have the obligation to report any inappropriate behavior to administration.

Fair Treatment Procedures

The International Academy of Flint is committed to treating all students, staff and parents in the school fairly and impartially. The Board of Directors is committed to assuring a school and working environment which is appropriate for institutions of learning and which assures the safety and welfare of all.

Searches

The following section delineates the school's policy relative to searches. Within the context of this section "personal possessions" includes, but is not limited to, purses, backpacks, book bags, packages, cell phones and clothing. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member; a student's suspicious behavior; a student's age and past history or record of conduct both in and out of the school context; or other reliable sources of information.

Lockers

School lockers are the property of the Academy. School personnel for any reason, may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a

student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are the property of the Academy. School officials for any reason, may conduct inspection of the interior of desks at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and a Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will disclose a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Interviews of Students by Police or Other Public Agencies

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 the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the Director of Student Services and School Operations or his/her designee, that an interview has taken place.

Care of Property

Every student is responsible for the care of his/her personal property. The Academy will not be responsible for any student's personal property. Valuables, such as jewelry or irreplaceable items, should not be brought to school. The Academy may confiscate such items and return them to the student's parents/guardian.

Damage to, or loss of, the Academy's equipment and facilities wastes taxpayers' money and undermines the Academy's program. Therefore, if a student does damage to or loses the Academy's property, the student or his/her parent(s)/guardian(s) will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline, according to the student Code of Conduct.

Student Electronic Policy

A student may possess a cell phone in school, on Academy property, at after school activities, and at Academy-related functions, provided that, **during school hours and on a school vehicle, the cell phone remains silent and must be concealed along with chargers and headphones.** Students Also during Academy activities, when directed by the administration, faculty or sponsor, cell phones shall be turned off and stored out of sight. The use of cell phones in locker rooms or during testing periods is strictly prohibited. Possession of a cell phone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Using a Camera Phone

The Academy bans students from using camera cell phones on Academy property or during Academy sponsored activities. The Academy also prohibits camera cell phones from any restroom, locker room, or other location where students and staff "have a reasonable expectation of privacy." A student caught improperly using any telecommunication device to take

or transmit digital photographic images will face a 3-5 day suspension, loss of privileges, and may be recommended for expulsion.

Taking or transmitting digital images during testing is also prohibited. If a student is caught transmitting digital images or other communication during testing, he/she will automatically fail the exam and receive up to 5 days of suspension. He/she also faces automatic withdrawal from the class, depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense. The Academy prohibits the use of any video device in any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit such video images will face disciplinary action up to, and including, up to a 5 day suspension, loss of privileges, and/or expulsion.

Middle and High School ONLY (6-12)

Cell phones, tablets and iPods may be used by middle and high school students in grades 6-12 **ONLY** during **lunch**. Students **MUST** utilize headphones if using the audio component on the device. Electronic devices may be used in the classroom at the discretion of the teacher for educational purposes **ONLY**.

Violations of the student electronic device policy will result in disciplinary action against the student, which may result in confiscation of the electronic device the first time and returned to student at the end of the school day. The second violation will require a parent to pick up the device at the end of the school day. The third violation will result in confiscation of the device until the end of the school year and loss of privilege to have electronic devices at school for the remainder of the school year.

Parent Involvement

Communication

Every member of the staff is committed to keeping parents informed. Types of written communication you can expect to receive include informative Friday Folders, comprehensive review packets on all essential material covered (sent home one week before final exams), and a monthly calendar. Parents/Guardians are encouraged to set up appointments with their child's appropriate Dean of Academics or Dean of Students throughout the school year.

In addition, parents/guardians are also encouraged to attend Meet Your Teacher Night, Parent-Teacher Conferences, special assemblies, end-of-the-year activities, and graduation celebrations.

Parent-Teacher-School Organization (PTSO)

The mission statement for the Parent-Teacher-School Organization is "to create an optimum environment for students and parents and to facilitate communication between the school and parents/guardians." It is our hope that parents will help make the school a true community and that this parent group will engage the students in positive activities outside the classroom, as well as during school hours, by sponsoring diverse social and educational activities and programs.

All parents/guardians are automatically members of the Parent Connection and can freely join any committees or activities. The PTSO's four primary goals and some possible means for achieving them are as follows:

Facilitate communication between parents and school.

- Meetings featuring speakers from the school on topics of the parents' choice, e.g. curriculum explanations, computer programming, homework policies, student engagement, etc.
- Orientations for parents whose children are moving from elementary school to middle school grade levels
- Orientation for new students and their families just before the start of school
- Evenings with the school leadership -- informal dialogue and discussion on a variety of topics.

Provide more social, cultural and developmental opportunities for students.

- In-school class parties
- Upper School Dances
- Grade-level parties in the evening for students and their families
- Cultural programs
- Mentoring programs
- Out-of-school volunteer opportunities
- Fundraising to offset some of the cost of after-school, weekend, and holiday activities that will allow all students to participate

Provide more interaction among parents.

- Social events
- Family link-ups (matching families with compatible needs for car pools, emergency pick-ups, etc.)
- Parent Connection meeting assistance (carpools to meetings, cooperative babysitting arrangements)
- Used uniform sales and scholarships
- Parent Connection meetings

Provide a structure for Parent Volunteer activities.

- Library aides
- Crossing guards
- After-school activities

School Visitation

Instructional time at IAF is highly valued and protected. Teachers and students alike profit from a learning environment that is free from distraction or interruption. **For this reason and others, parents may not randomly visit a classroom.** That is, parents may not accompany their children to class and then stay after instruction has begun. Parents are allowed to check in at the main office with the intention of sitting in on a class by prior arrangement. Parents may call the Dean of Academics or Dean of Students to discuss their interest in visiting a particular class and to schedule such a visit.

Expectations of Parents

It is the purpose of this handbook to provide a framework for understanding. It may, however, be useful to have a quick checklist of parental responsibilities relative to your child's education in one place. Therefore, the following list is provided. It is the school's expectation that the parent(s)/guardian(s) of each student shall:

1. Be familiar with the published school calendar, noting specifically which day's school is in session and which day's it is not.
2. Notify the school (via a call to the Attendance Office) the day before or the day of a student absence.
3. Speak regularly with your child about his/her school attendance, absence, and tardiness.
4. Attend Parent-Teacher Conferences.
5. Monitor your child's school performance in each class. Converse regularly with your child and as needed with his/her individual subject-area teachers.
6. Make sure your child schedules enough time for proper rest each evening, but especially on those evenings prior to school days.
7. Establish a rising time each morning school is in session, which allows your child time to eat, prepare for school, and to travel and arrive safely and on time.
8. Familiarize yourself with the Code of Conduct and Attendance Policy.
9. Attend and participate in meetings with administrators when educational placement of your child needs to be reviewed.
10. Request homework for your child if he/she is suspended from school or is on a long-term leave.
11. Understand that the school will not provide make-up work or additional instruction when students intentionally miss school without an excuse.

Parental Feedback

Our Academy is committed to ensure that the communication we receive is handled effectively. This includes receiving, interpreting, and responding to parental input, requests for information, and concerns. Community feedback, critiques, and complaints, whether written or verbal, will be taken seriously by the school administration and will be dealt with promptly. At or near the end of the school year, parents will be asked to complete a comprehensive satisfaction survey designed to assist the school in assessing areas where improvement may be necessary. Also, parents who choose to remove their child from the school will be asked to participate in an exit interview or to complete a survey to determine the reasons for the child's removal. SABIS® is committed to constant improvement of services. These surveys will assist the school in improving its operations.

Every attempt will be made to return all calls—positive or negative—within a 24-hour period, but in no more than 48 hours. Calls involving emergencies will be handled immediately. In cases

where the Academy receives several calls with the same complaint, the issue will be immediately directed to the Director for action.

If you have a complaint, you should address it directly with the designated administrator.

If the initial conversation does not resolve the issue, you may refer the matter to the Director. In extreme situations, unresolved issues may be referred to the Board of Directors. At this level, please submit a request for remedy in writing to the main office.

Fundraising

The Academy recognizes that occasionally there may be a need by the academy for fundraising. The Academy also recognizes a need to exercise constraint to prevent fundraising activities from becoming too numerous and overly demanding for staff, students, and the parents/guardians. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, staff, or the school. The school leadership must approve all fundraising activities in advance. Participation in non-approved activities will be considered a violation of school policy.

It is the responsibility of the school leadership to provide coordination of student fundraising throughout the Academy.

The Academy expects all students who participate in approved fundraising activities to represent it in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

Distribution of Non-school-related Materials

The Academy recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material.

To protect such rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school, all parents, students, and employees must adhere to the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities.

1. Requests for distribution of non-school sponsored materials will be reviewed by administration on a case-by-case basis.
2. Distribution of materials deemed inappropriate by the school is prohibited. Examples include any material that is obscene, is libelous or slanderous, is pervasively indecent or vulgar, advocates violence or other illegal conduct, constitutes insulting or fighting or discriminatory words, etc.

Administration sets the time, place, and manner of distribution. Non-school sponsored material may NOT be distributed during a normal school activity.

Health Policies and Procedures

Requirements

The Academy follows those state laws that concern health records and the need for and definition of "proper immunization." The law requires that immunization records be on file before a student is allowed to attend school. These records are to be updated every year. Children will not be permitted to enroll without accurate records and current immunization.

Illness and Exclusion Policy

If a student shows any symptoms of illness such as a temperature, nausea, diarrhea, sore throat, or rashes, the student should not come to school until the seriousness of the condition has been determined or the symptoms have disappeared. This will help reduce the spread of infections at school.

If a student shows such symptoms while at school, the student will be excluded from the regular program. In such instances, the following procedures are followed:

Parents are notified by the Health Coordinator to make arrangements to have the student picked up from school. If parents cannot be reached, the person designated on the emergency card is called. It is essential that parents list people on the emergency card who will be able to pick up the student if parents cannot be reached. It is also critically important that the school has accurate phone numbers for all contacts. Parents or the designated person are required to pick up their sick child **within an hour**.

If a student throws up at school and the parent or designated person cannot be reached the student will be sent back to class as long as the student shows no signs of sickness or fever after 30 minutes.

If the child's condition warrants medical attention, the student's health care provider or the school's local emergency resource will be contacted.

Communicable Diseases

Parents should notify the school immediately if their child has contracted a communicable disease. The school will then notify parents of other students in the grade-level homeroom. If more than one case of a communicable disease occurs in a single homeroom, the school will contact its health consultant from the local health department. In the event of an epidemic, special precautions or exclusion policies may be necessary.

After a communicable disease, use the following guidelines to determine when to send your child back to school:

Chicken Pox	when blisters have dried and formed scabs (6 days)
Impetigo	24 hours after treatment begins
Lice	24 hours after treatment begins
Scabies	24 hours after treatment begins
Ringworm	24 hours after treatment begins
Pink Eye	24 hours after treatment begins
Strep Throat	24 hours after treatment begins

Administration of Medication

The Health Coordinator administers medications **ONLY** when the following specific requirements are met:

- Parent/Guardian authorization for each medication is in writing.

- Parents/Guardians have completed the "Parental Request for Administration of Prescribed Medication" form. (Additional forms are available in the office.)
- All prescription medications brought to school are stored in the office with a signed form. (We do not allow students to self-medicate; except and to the extent the law permits use of an inhaler to alleviate asthma or epinephrine to treat anaphylaxis.)
- Doctor's permission is in writing. (For prescription medication, the pharmacy label serves as the doctor's permission.)
- The medication is in its original container.
- The label states:
 - student's name
 - name of the drug
 - dosage
 - directions for use
 - physician's name
 - expiration date of a time-dated drug

The school does not issue any form of medication to students, including over the counter drugs, such as aspirin or Tylenol or even cough drops. The school does its best to follow the medication instructions given to us, but it cannot be held responsible for forgetting or delaying the administering of medicine.

Reporting Suspected Child Abuse

If an employee of the school has reasonable cause to suspect, on the basis of his/her professional or other training and experience that a child enrolled at the school is being neglected or abused, or if it is reported by the student, all school staff members are mandated reporters. Reports of suspected child neglect or abuse will immediately be made by phone to the proper authorities.

This is the law, and it will be followed.

Emergency Procedures

Emergency Cards

Parents/Guardians of all students enrolled at the Academy are required to fill out two emergency cards that contain a medical release statement giving the school permission to seek medical attention for the student in case of an emergency. One card remains in the office, one is given to the Health Coordinator.

In emergency situations, the school calls the numbers listed on the card. It is essential that parents/guardians update these cards if their addresses or phone numbers change.

Accidents

Any accident involving more than minor bruises or scrapes is recorded on an *Incident Report Form* and filed with the Executive Director. Minor scrapes are listed on a Daily Accident Log, and the Health Coordinator notifies parents that first aid measures were carried out.

If it appears an accident is more serious, the following procedures are followed:

- The Health Coordinator carries out immediate first aid.
- The Health Coordinator contacts the parents to pick up the student for medical care.

In cases where the parents or the designated emergency persons cannot be reached and immediate medical attention is needed, the school will call the local emergency unit for treatment and/or transportation to a hospital. A staff person will accompany the student and stay until the parent arrives. In some emergency situations, the staff may contact the local emergency unit before calling the parent.

School Closings

If school is closed due to severe weather, a power outage, or other problems, local radio or television will announce the closings. In addition, a parent auto dialer will be sent and a post on IAF's Facebook page. The decision to close school is made early in the morning. Announcements usually start about 5:45 am.

Only under extreme circumstances will school be closed once students have arrived. Closings during the day are also announced on the radio or television. Please call the school if you are in doubt.

Safety Drills and Procedures

One way to ensure the safety of the children and staff is to have a well-thought out and fully documented emergency procedure. The Academy has such procedures, and the manual in which they can be found is used to train teachers. The manual contains procedures for such emergencies as fire, tornado, earthquake, and unwanted intruder. Teachers are taught how to communicate difficulties without causing difficult situations to escalate.

In addition, staff and students practice those procedures that involve a change of location, such as fire and tornado drills, regularly.

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in the hallways or pedestrian traffic areas of the Academy. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within school buildings or on school grounds by other than generally accepted practices prohibited. Students violating this expectation will be subject to disciplinary action.

Asbestos Hazard Emergency Response Act (AHERA)

The Environmental Protection Agency, as part of its regulation of asbestos in schools, requires that schools notify parents/guardians and employees that an asbestos management plan is on file and available for review at school. International Academy of Flint was inspected and no asbestos containing materials were found in the school. The asbestos management plan is available for inspection during normal business hours. For additional information or questions, please contact: The Facilities Manager.

Use of Telephones

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the main office for students to use when they are not in class. Students are not to use telephones to call parents/guardians to receive permission to leave the Academy. Office personnel will initiate all calls on behalf of a student seeking permission to leave the Academy.

The International Academy of Flint 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:

Kendra Giles
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