



Student Handbook



St. Clair County Intervention Academy
1170 Michigan Rd.
Port Huron, MI 48060

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<http://www.intervention-academy.org>

WELCOME to the St. Clair County Intervention Academy.

Welcome to Intervention Academy! Our staff is looking forward to providing your child with every educational opportunity for maximum growth in the academic and social-emotional areas. Our goal is to provide meaningful instruction, positive for you and your child.

Intervention Academy Academy Mission Statement

The mission of Intervention Academy is to provide a quality education while empowering students with the knowledge and skills that will guide them through a productive life.

Academy School Hours

8:30am-3:05pm

Academy School Office Hours

Mon-Fri 8:00 AM – 4:00 PM

Intervention Academy Academy Board of Directors

Thomas Buckley, President

Tracy DeCaussin, Vice President

Heidi Fogarty, Secretary

Helen McCartan, Treasurer

Stephen M. Guilliat, Trustee

Michael K. McMillan, Trustee

H. Ronald Wollen, Trustee

Administration

Troy Peyerck, Principal

Donna Collins, Office Manager

1170 Michigan Rd.

Port Huron, MI 48060

810-966-1649

Educational Service Provider

The Romine Group

7877 Stead

Suite 100

Utica, MI 48317

www.therominegroup.com

Public School Academy Authorizer

Port Huron Area School District

2720 Riverside Drive

Port Huron, MI 48060

<http://www.phasd.us>

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OVERVIEW

The regular school day begins at 8:30 and ends at 3:05.

Regular Daily Schedule (6-12 Grade)

8:00am – Doors Open

8:30am – Classes Start

8:30am – 3:05pm – Students' Progress Through School Day.

Each student will have a minimum of thirty minutes to complete lunch.

Lunch: 11:30-12:00pm

ADMISSION INTO ACADEMY

The St. Clair County Intervention Academy (the "Academy") is a Strict Discipline Academy as defined by the Michigan Revised School Code ("Code") organized pursuant to a Contract with the Port Huron Area School District. The Academy hereby adopts the following policy concerning admission of students consistent with Section 1311g of the Code.

Enrollment Limits

The Academy has a single location. Total enrollment in the Academy is limited to the number of students the Academy's facility can accommodate.

Admission Requirements

The Academy is organized for the purpose of enrolling students in grades 6-12 who meet one or more of the following criteria:

- (a) Pupils placed in the Academy by a court or a county juvenile agency under the direction of a court.
- (b) The Academy shall be open for enrollment of a special education pupil who does not meet the above detailed admission requirements if the special education pupil's individualized education program team recommends that the special education pupil be placed in the Academy. The term individualized education program team means that term as defined in section 614 of the individuals with disabilities education act, 20 USC 1414.

General Rules

The Academy shall not charge tuition.

A pupil who is enrolled in the Academy under the above criteria may, at the option of his or her parent or legal guardian, continue to remain enrolled in the Academy after he or she ceases to meet the

requirements for enrollment listed above as long as he or she meets the other applicable requirements for enrollment.

Except as otherwise provided above the Academy shall not discriminate in pupil admissions policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a student with a disability, or any other basis that would be illegal if used by a school district.

Except for a foreign exchange student who is not a United States citizen, a strict discipline academy shall not enroll a pupil who is not a resident of this state. Enrollment in the Academy may be open to all individuals who reside in this state who meet the admission criteria above and shall be open to all pupils who reside within the Port Huron Area School District who meet the admission criteria above.

If there are more applications to enroll in the Academy than there are spaces available, pupils shall be selected to attend using a random selection process. Provided, the Academy may give enrollment priority to a sibling of a pupil enrolled in the strict discipline academy.

The Academy shall allow any pupil who was enrolled in the strict discipline academy in the immediately preceding school year to enroll in the Academy in the appropriate grade unless the appropriate grade is not offered at that Academy.

Parent Involvement

The Intervention Academy recognizes the importance of regular communication between school and parents, guardians or responsible family members. The Intervention Academy believes student learning is improved when there is an effective partnership, and involvement by parents, guardians or responsible family members generally results in higher academic achievement.

This school-partnership as established will be provided to the parent, guardian, or responsible family member upon entry of their child to the St. Clair County Intervention Academy. The Parental Involvement Policy shall reflect the school's commitment to the following:

A. Relationships with parents, guardians, or responsible family members

1. Provide professional development for school staff that helps to build partnerships between parents, guardians, or responsible family members and the academy
2. Cultivate a school environment that is welcoming, supportive and student-centered;
3. Bridge all economic and cultural barriers
4. Follow the parental involvement guidelines of the St. Clair County court system.

B. Effective Communication

1. Provide opportunities to meet with school Instructional staff and school administration to inform and develop individual academic plans for each student;
2. Promote open communication between school personnel and parents, guardians, or responsible family members;
3. Communicate with parents, guardians, or responsible family members in a format and language that is understandable to the extent practicable;
4. Provide information and involve parents, guardians, or responsible family members in monitoring student progress;
5. Provide parents, guardians, and responsible family members with timely and meaningful information regarding Michigan's academic standards, and State and local assessments;
6. Provide parents, guardians, or responsible family members with a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
7. Offer parents, guardians, or responsible family members an opportunity to give feedback regarding their experience with the Academy.

C. Learning at Home

1. Offer resources to parents, guardians, or responsible family members to help them learn strategies and skills to support at-home learning and success in school;

D. Collaborating with the Community

- I. Assist in transition services that encourage a smooth passage back to the student's traditional diploma-granting school.

Implementation

The Director will provide for a comprehensive plan to engage parents, guardians, and responsible family members in support of each student's academic achievement.

LUNCH

Students are expected to follow the Lunch Room Behavior Code and respect all adults that are Intervention Academy staff or parent volunteers when enforcing this Code.

- Students are expected to ask permission before leaving the lunchroom.
- Students are to use quiet voices when conversing with other students, yelling across the table or room is not acceptable.
- Students are expected to use good table manners while at lunch and to clean up their area after eating.

A daily hot lunch program is offered to all students at Intervention Academy from an outside food service.

There are no refrigerators or microwaves for student use. All lunches brought in need to be prepared ahead of time. Drink boxes, for example can be frozen the night before and packed in the student's lunch to keep items cool.

Students are NOT allowed to order food to be delivered to the school. Parents are allowed to send food to be delivered to the school in their child's name.

DISMISSAL

At no time will the Academy permit a student to be dismissed without a parent/guardian or probation officer/county staff.

Students in grades 6-12 are dismissed from their classroom at 3:05pm. Student transportation is arranged based on the student program, or through the county.

TELEPHONE

Students have access to a telephone for EMERGENCY purposes only. During the school day, permission to use the telephone must come from school or program personnel. Cellular phones are not permitted at school. If a student is found using a cellular phone, it will be confiscated and the cell phone policy will be followed. Refusal to turn in a cell phone will result in further disciplinary action.

INTERVENTION ACADEMY VISITORS

Intervention Academy requires all visitors to make arrangements in advance.

THE ACADEMY EMERGENCY CLOSINGS

If the Port Huron Area School District closes due to inclement weather, the Intervention Academy will also be closed. Any other emergency closures will be communicated directly to parents or guardian via phone or email.

HOMEWORK

Homework is a very necessary and integral part of a child's education. The purpose of homework is to reinforce those skills and concepts taught in the learning environment. Homework also includes students working towards meeting their weekly Edgenuity goal. Parental support and cooperation are very important in this area. Helping students with their homework shows you are interested in their education. Each educator is responsible for the classroom homework policy. This is to ensure age-appropriate requirements. Please note that homework can come in many forms and while the Academy recognizes that age appropriate learning also consists of social and family activities at home, we request your support and cooperation while we try to find the best ways to reinforce learning at home. Please direct all homework questions to your student's educator.

COMMUNICATION

Parents can now access current information regarding their student's academic progress via Edgenuity's Parent Portal. To obtain a username and password to access Edgenuity, please contact your child's teacher. This is a great way to stay on top of what is happening with your student!

STUDENT RECORD "RIGHTS"

The Federal "Family Educational Rights and Privacy Act of 1974" provides parents or guardians of students under the age of 18 the right to examine official records, files, and data relating to the student. If you wish to review your child's record, please contact the office.

STUDENT RECORDS

The Board of Directors for Intervention Academy believes that all student records shall be treated as confidential and exist primarily for local Academy use or as otherwise stipulated. To request a review of your students records a parent/guardian must contact the main office to schedule an appointment. To request a hardcopy of your student's records a parent/guardian must submit the request in writing to the main office. The Office Manager will then contact the parent/guardian to notify of when the request can be reasonably fulfilled, not to exceed 15 days.

In situations where the parents of a student are divorced or separated, each parent custodial and/or non-custodial has equal rights to their child's records unless a court order specifies otherwise. The Academy's personnel shall not recognize private agreements between the student's parents.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students; to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into such records the parent's written explanation of the content of such records.

Any eligible parent/guardian or student may inspect the records of the student during regular Academy office hours with a scheduled appointment. The district reserves the right to interpret selected records to students and/or parent/guardians at the time of the inspection.

If circumstances prevent a parent/guardian from exercising their right to come to the Academy to review a student's education records, the Academy will provide a copy of the requested records to the requesting party following the procedure above. The Academy will not destroy any educational records if there is an outstanding request to inspect and review a student's records.

Whenever a student attains 18 years of age, the consent required of and the rights accorded to the parents of the student shall thereafter only be accorded to the student. Parents/guardians are responsible for updating the academy when an emergency phone number and address information has been changed.

Cell Phones, MP3 Players, iPods, Cameras, and other electronic devices

The telephones in the main office are for the Academy business and emergencies only. Students will be

permitted to use the telephones for emergency purposes only. Students should take care of business with parents prior to coming to school.

If a cell phone or other electronic device (included, but not limited to, MP3 players, IPODs, cameras, tablets, laptops, or gaming devices) is “heard” or “seen” it will be taken to the main office by the staff member. Students that are taking pictures and videos without approval that are not approved will be confiscated and if necessary pictures deleted prior to release of camera to parent/guardian. (Electronics are allowed for high school students during their lunch period, inside the cafeteria only) Failure to follow policy will result in the disciplinary action below. Intervention Academy will not accept responsibility for the personal items of students that are lost, stolen, or confiscated. No headphones are allowed unless being used for academic purposes (NO MUSIC).

INTERNET USE POLICY

Intervention Academy adheres to the federal requirements and guidelines stipulated under Title XVII—Children's Internet Protection Act.

A. Educational Purpose

Intervention Academy Internet system has a limited educational purpose. Activities that are acceptable include classroom activities, career development, and high-quality personal research. Intervention Academy has the right to place reasonable restrictions on material you access or post through the system. You are expected to follow the rules set forth in the Intervention Academy disciplinary code and the law in your use of the network. *Students who use laptops for personal (non-academic) purposes during the school day will be prohibited from bringing their laptop to school or using an Academy laptop during the school day.*

B. Internet Management

Embracing the Internet as a critical and essential component in today's world is essential if our students are to become functional members of society. The benefits attained by the advancement of technology bring with it associated costs and a wide range of risks, in particular, the exposure of student to inappropriate material and people. As part of our commitment to Internet security, we offer a firewall (a web-blocker application program). This has the ability to block objectionable material and captures the window when questionable material is accessed.

C. Unacceptable Uses

The following uses are considered unacceptable:

1. Personal Safety and Personal Privacy

Students will not post personal contact information. This includes students address, school address, telephone number, and name on the Internet. This includes other people as well as the student. Students will promptly disclose to the teacher any message or website that is inappropriate or makes students feel uncomfortable.

2. Illegal Activities

Students will not attempt to gain unauthorized access to Intervention Academy Network or to any other system through the network beyond authorized access. Students will not attempt to deliberately disrupt the computer system or destroy data by spreading computer viruses or by any other means. Students will not use the network to engage in any other illegal act, such as arranging for illegal activities or threatening the safety of other people.

3. System Security

No software is to be downloaded on the computers at any time without explicit consent of the system administrator.

4. Inappropriate Language

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Students will not use obscene, profane, vulgar, rude, threatening or disrespectful language. Students will not post information that could cause damage or a danger of disruption. Students will not engage in personal attacks, including prejudicial or discriminatory attacks. Students will not harass another person. Students will not knowingly post false or defamatory information about another person or organization.

5. Respecting Resources

Using the computer systems and Internet is a privilege. Students need to respect the computer by using it appropriately.

6. Plagiarism

Students will not plagiarize works that they find on the Internet or any other print source. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.

7. Copyright

Students will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure or have questions, they should ask a teacher.

8. Inappropriate Access to Material

Students will not access material that is designated for adult use only or is profane or obscene, that advocates illegal or dangerous acts, or discrimination towards other people. If students mistakenly access inappropriate information, they should immediately tell the teacher. This will protect students against a claim that they have intentionally violated the rules.

D. Disciplinary Actions

Students should only expect limited privacy in the contents of personal files or records of Web research. Routine maintenance and monitoring of the network may lead to discovery that you have violated the Policy, the school disciplinary code or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Intervention Academy disciplinary code or the law. Intervention Academy will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school.

E. Limitation of Liability

Intervention Academy makes no guarantee that the functions or the services provided by or through the school Network system will be error free or without defect. Intervention Academy will not be responsible for any damage that may be suffered, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system. Parents or guardians will be responsible for any harm to the system as a result of intentional misuse.

ATTENDANCE POLICIES & PROCEDURES

All students are expected to attend everyday while enrolled with the Academy. The Intervention Academy is concerned with helping students develop and accept responsibility for their education. The primary goals of DT/NW are to provide quality education, to establish accurate attendance patterns, and to work cooperatively to move students back to public school. The student can only achieve this through acceptable attendance.

I. Excused Absences

- a. School van related absences or tardiness confirmed by program staff.
- b. Death or extreme hardship in family reported to PO or school/program staff.
- c. Religious holidays as allowed by law.
- d. School or Day Treatment sponsored activities.
- e. Office conferences at court, etc. approved by PO or school/program staff.
- f. Professional appointments such as doctor, dentist, etc. verified by written professional excuse will be excused for 1/2 of a day.
- g. Illness verified by a phone call from parents or guardian and written excuse upon return to school.

II. Unexcused Absences

- a. Personal matters such as baby-sitting, shopping, entertainment, or private transportation problems.
- b. Illness not verified by parent or guardian and/or PO, and not followed by a written excuse.
- c. Missing or late for scheduled van pick-up.
- d. Coming to school after 8:30 a.m. without valid reason covered in Excused Absences section.

III. Family Vacations:

1. All vacations must be pre-approved by county staff (IT Form), your PO, or by school staff. We would like to encourage you to schedule family vacations at times other than when the Academy is in session.
2. Students will still be expected to meet weekly goals.

V. Tardies:

1. Students are expected to be on time. Classes begin at 8:30 a.m. Students can be dropped off as early as 8:00 a.m. Students arriving in the learning environment after 8:30 a.m. will be considered tardy. Due to state guidelines, all attendance must be documented and reported to St. Clair County RESA including late arrivals.

VI. Attendance Policy Enforcement

Any violation of the student attendance policy will result in review by any or all of the following: school staff, school administration, county staff, or Difference Makers team members. Appropriate disciplinary actions will be determined by staff based on the infraction, and the program that the student is enrolled in, and may include actions up to and including dismissal from program.

ATTENDANCE FOR RELIGIOUS INSTRUCTION

Intervention Academy will cooperate with parents who wish to provide religious instruction for their child but also recognizes its responsibility to enforce the attendance requirements of the State. Upon the signed request by the student's parent, the Board will allow exceptions to the student's continuous attendance at school:

1. For religious instruction outside the school building for no more than two (2) class hours per week.

2. For attendance at confirmation classes provided is twelve (12) or thirteen (13) years of age and the instructional period is no longer than five (5) months in either of those years.

The student must be properly registered and a copy of such registration must be filed with the principal, which will be maintained in the student file. The time release for religious instruction or education shall be arranged by the Principal in keeping with the regulations of the State Board of Education. The student will also assure the appropriate continuance of the instructional program at Intervention Academy during such release times. No solicitation for attendance at religious instruction shall be permitted on school premises. No member of the staff shall encourage nor discourage participation in any religious instruction program.

Dress

Students are responsible for wearing the School T-shirts supplied to them during the appropriate phases and/or being appropriately dressed for all school functions depending on the program the students is participating in. Appropriate dress is clothing that is clean, in good repair, and is not considered a distraction by school and/or program staff. Shoes are to be tied and worn with socks. Pants are to be zipped and worn at the waist. Program shirts are to be tucked in and pants are to be worn with a belt. Coats, jackets, purses, etc. are to be placed in an assigned area.

Examples of *inappropriate* clothing include:

- Jewelry other than one pair of earrings worn in ears and one watch.
- Halter tops or half shirts.
- See-through clothing or other provocative clothing.
- Shorts will be worn no shorter than the tips of your fingers when your arms are hanging straight down at your side.
- Clothing that refers to drug usage, alcohol, sex, profanity, gangs, etc.
- No hats.
- No sagging pants can to be worn.
- No skinny jeans or leggings
- No Pajama pants

**** *Administrative discretion may be used at any time in regards to dress code issues.**

The Intervention Academy dress code must be strictly followed. If students come to school wearing inappropriate attire, they will have the opportunity to correct the violation. If they cannot or will not fix dress code violation, appropriate disciplinary actions will be determined by staff based on the infraction, and the program that the student is enrolled in, and may include actions up to and including dismissal from program.

IMPORTANT INFORMATION:

STUDENTS WITH SPECIAL NEEDS

SPECIAL SERVICES

The services of a speech and language therapist, psychologist, social worker, and Special Education Educator, and Occupational therapist are available on a referral basis. If you would like more information, please contact your child's educator.

SPECIAL EDUCATION POLICY

The Intervention Academy wants each child to fulfill their ultimate learning potential. To the extent that an educator or parent feels that child may demonstrate some learning disabilities, the following board policy to evaluate a child's academic progress shall be followed:

- After either a parent or educator expresses a concern about a child's school performance, a plan will be developed in which an educator makes documented attempts to develop strategies that increase success of student. The Intervention Academy teachers documents the performance of all students on a weekly and monthly basis.
- If it is determined that formal testing is needed, within ten days parents must be notified and request made for their written authorization for testing.
- Once the parent(s) provides consent for formal testing of their child, the Academy has thirty days to complete the evaluation process and hold an Individualized Education Program Team (IEPT) meeting in which determines if special educational services are needed.
- For a child to qualify for special education services there must be proof that the child's academic progress is impacted by a discrepancy in achievement or other tested data.
- After a decision is made on the student's eligibility for special education services, the IEPT meeting is held with general education educator, special education educator, principal, MET representative, and parent in attendance.
- It will be determined at the IEPT meeting how many hours per week and what services the child will receive special education services.
- Once a child is in special education the child's IEP goals will be reassessed annually.
- Every 3 years the child must be reevaluated to determine continued eligibility for special education services. It is the ultimate goal for each child eligible for special education services that the achievement gap will be closed and that the special education strategies have worked to no longer require services.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 is designed to prohibit discrimination based on disability in any program or activity receiving federal money. This statute obligates public schools to provide equal access and equal opportunity to otherwise qualified persons with disabilities. For a student to be eligible for a 504 plan, the student must meet all three of the following criteria. It must be because of this disability that the student is unable to gain equal access and benefit from school programs and services.

The publication, *A Parent Guide to Section 504 Of the Rehabilitation Act of 1973*, is a resource available to parents through their school.

- A physical or mental impairment (has a history of having a physical or mental impairment)
- That **substantially** limits
- One or more major life activities

If you believe that a student may be eligible for Section 504 support, please contact the school Principal

for additional information.

HOMELESS STUDENTS: MCKINNEY VENTO ACT

Educational Rights of Children and Youth Experiencing Homelessness: *If you or someone you know is experiencing homelessness, please notify the school so we can help. This is not something to be ashamed of and there are many resources to assist families in this situation. Intervention Academy is committed to keeping all information strictly confidential.*

Children and youth experiencing homelessness have the right to:

- Go to school, no matter where they live or how long they have lived there. Students who are homeless must be given access to the same public education provided to other students.
- Continue in the school they attended before becoming homeless or the school last attended if that is their choice and feasible. The school district's local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.
- Receive transportation to the school they attended before they became homeless or the school last attended, if a request is made for such transportation and transportation is feasible.
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program due to the fact that they are homeless.
- Enroll in school without providing a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes in the school of their choice even while the school and student who is homeless seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

These rights are established under the McKinney-Vento Homeless Assistance Act. This act is the primary piece of federal legislation dealing with the education of children and youth experiencing homelessness in U.S. public schools. It was reauthorized as Title X, Part C, of the No Child Left Behind Act in January 2002. To qualify for these rights, children and youth must be considered homeless according to the McKinney-Vento definition of homelessness.

How does the McKinney-Vento Act define homelessness?

According to U.S. Department of Education (USDE) guidance, people living in the following situations are considered homeless under McKinney-Vento: doubled-up with family or friends due to economic hardship; in motels or hotels due to lack of other suitable housing; in homes for unwed or expectant mothers because they have nowhere else to go; in homeless and/or domestic violence shelters; in transitional housing programs; on the streets; in abandoned buildings; in public places not meant for housing; in cars, trailers, and campgrounds; or awaiting foster care. Runaway and/or "throwaway" children and youth are also considered homeless under McKinney-Vento.

The description above refers to people living "doubled-up". What does that mean?

"Doubled-up" refers to people who are living with friends and relatives due to loss of housing, economic hardship, or a similar reason. However, families who have chosen to move into adequate housing situations with friends or relatives for reasons of cultural preference or convenience are not covered by McKinney-Vento.

Are migrant students considered homeless under McKinney-Vento?

Migrant students are considered homeless if they meet one or more of the definitions of homelessness under McKinney-Vento. However, migrant students should not be considered homeless simply because they are migrant.

Are children in foster care considered homeless?

No. The McKinney-Vento definition of homelessness includes children who are awaiting foster care placement only. Once children have been placed in foster care, they are no longer considered homeless.

If you would like additional information on the rights of homeless students or you would like to notify us of a situation involving a homeless student, please contact the following Intervention Academy Homeless liaisons:

Mr. Troy Peyer
Principal
1170 Michigan Rd.
Port Huron, MI 48060
810-966-1649

BOOK BAG/LOCKER CHECK

Random book bag and locker or assignments belongings area checks are to help prevent any illegal substances or weapons from being housed in the student possession. It is the responsibility of county staff, school staff, and/or Difference Makers program staff to check bags and lockers or assignments belongings area. The county staff, school staff, and/or Difference Makers program staff may be assisted by the police and canine unit from time to time when conducting personal bag and lockers or assignments belongings area checks. The Intervention Academy is not responsible for items that are stolen out of book bags or lockers. Students should never bring valuables, expensive electronics, coats, jackets, jewelry, shoes, supplies etc. to school. Students are not allowed to share a book bag or house another student's belongings in their bag. Students will assume ownership and therefore responsibility for items found in their locker or assignments belongings area, backpack, or in their possession.

MEDICAL REQUIREMENTS

State Law and the St Clair County Immunization Code require all students entering the Academy to provide evidence of having received the required immunizations for Diphtheria, Tetanus, Peruses, Polio, Measles, Rubella, and Mumps, HIB shot, Hepatitis B, and Chicken Pox or a signed statement that a child has not been immunized because of religious or other reasons. State Law and St Clair County Immunization Code prohibit the Academy from admitting children without the required immunizations or appropriate documentation.

INJURIES AND ILLNESS

Children should report all illnesses and injuries occurring in the Academy to their educator or supervisory personnel. Only immediate and temporary care will be given in the Academy. Parents will be notified by phone when a child needs additional care. If injury or illness is of an urgent nature, the local emergency services will be contacted at the expense of the parent. The school office will also notify the child's parent/guardian.

ADMINISTRATION OF MEDICATION

In accordance with Intervention Academy Academy's policy, no medication is to be in the student's

possession at any time. Should children be required to take medication during the school hours, a form must be filled out by the physician indicating the name of the drug, the dosage to be taken and any other instructions that are necessary. The medication must be brought from the home by the parent/guardian or other responsible adult. The medication container must have the dispensing instructions noted on it. At school, the medication will be kept under lock and key and only the county staff, school staff, and/or Difference Makers program staff will administer the medication. A record is kept of the medication that is administered to each child. A log will be kept indicating when each dose is administered to each child and signed by administering staff and when possible a witness. It is the responsibility of the High School student to come to the designated location to take the medication. If it needs to be distributed at a specific time during class, the parent must provide a physician's note to that specific classroom teacher.

NOTE: Prescription inhalers are allowed in the student's possession at any time. We recommend advising your child's educator if they are carrying an inhaler. At no time should a student be sent to school with medication that does not follow these guidelines. Student's are not to self medicate while at school nor are they to possess medications to offer opportunity for other students to ingest and possibly overdose.

POLICY FOR REPORTING SUSPECTED CHILD ABUSE

In a perfect world, all children are loved, well cared for, safe, and treated with respect. Because our world isn't perfect, this is not true for some children. As educators and other Academy staff members, we not only have the privilege of teaching, learning from and getting to know our students, but we must take on the responsibility of listening to and helping them when they need us to. When there is reasonable cause to suspect child neglect or abuse the following policy will be followed.

MAKE AN ORAL REPORT

In accordance with the law, any Intervention Academy employee who suspects child abuse or neglect will report it to Child Protective Services immediately. Suspicion can be based on many factors such as observations, bruises or marks, student report, and so on. The abuse does not have to be confirmed. After an internal investigation, the St. Clair County Department of Social Services will determine the correct course of action. The Department caseworkers will interview the student as soon as possible. Any Academy employee having knowledge of the incidents or concerns about the child on question should be prepared to share any such information with the child protection services caseworker or with any law enforcement personnel.

FIELD TRIPS

The purpose of a field trip is to give students a better understanding of their culture and acquaint them with real life experiences. Students are expected to follow all the Intervention Academy rules and policies. If a Field Trip Permission Form is not submitted by a parent/guardian in the proper time frame, if the student is not in proper dress, or a student has had behavior which may jeopardize the safety of self, others, or the school, the child may not attend the trip. Students not attending will still be expected to attend school and will be provided parallel learning activities.

6 – 12th GRADE GRADING

100-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59-0	E

GRADUATION CREDIT REQUIREMENTS

The State Board of Education introduced the new requirements, called the Michigan Merit Curriculum, in December 2005. When the state legislature enacted the requirements as law in March 2006, they became the driving force behind high school reform in Michigan and are among the most rigorous in the nation. In satisfying these requirements, graduates will meet and often surpass the most stringent entry requirements for all colleges and universities in the state, and will provide the academic and applied learning skills business and industry leaders say they need in their work force.

-MATHEMATICS -4 Years (Algebra I, Geometry, Algebra II, one additional year)

-ENGLISH LANGUAGE ARTS -4 Years (ELA 9, 10, 11, & 12)

-SCIENCE -3 Years (Biology, Chemistry, Physics, one additional year)

-SOCIAL STUDIES -4 Years (US History, Civics, Economics, World Geography/History, one additional year)

-PHYSICAL EDUCATION & HEALTH -1 Year (must include 1 semester of health)

-VISUAL, PERFORMING AND APPLIED ARTS -2 Years and LANG. OTHER THAN ENGLISH -1 Year
~or~

VISUAL, PERFORMING AND APPLIED ARTS -1 Year and LANG. OTHER THAN ENGLISH -2 Year

CRITERIA FOR MARCHING IN GRADUATION

Intervention Academy reserves the right to determine the seniors who are allowed to be a part of graduation.

REPORT CARDS – CONFERENCES

Academic reports for students in grades 6-12 are distributed at the end of each month. Students also have weekly goals they keep track of daily. Parent-Educator Conferences are scheduled a minimum of 30 days after the student has been enrolled. Parent/guardian attendance at the conference is required. If the scheduled time does not work for you, please let us know and we'll reschedule. *It is understood that educators shall, if necessary, arrange additional periodic conferences with parents.*

APPOINTMENTS WITH EDUCATORS

If you would like an appointment to meet with your child's educator, you may make an appointment by note or call the Academy and leave a message. Phone calls to educators during school hours are reserved for emergencies only. Meetings with educators are best when an appointment is made in advance.

STANDARDIZED TESTS

The Academy gives the following standardized tests every year. Parents can receive results and are encouraged to review the findings. Call for an appointment.

- MStep Administered to grades 6-8 and 11.
- Michigan Merit Exam (MME): Administered to grade 11 and includes the SAT college entrance exam. .
- PSAT: to grades 8, 9 and 10 to determine eligible for college scholarships.
- SAT Grade 11

STUDENT RESPONSIBILITIES and DISCIPLINE

Each student has the responsibility to:

- Respect the inherent human dignity and worth of every individual.
- Be informed of and adhere to all rules and regulations established by the Intervention Academy and implemented by school administrators, teachers, and support staff for the welfare and safety of all students.
- Study diligently and strive to reach the highest possible level of academic achievement.
- Be punctual to school and classes.
- Refrain from slanderous remarks and obscenity in verbal and written expression.
- Dress and present oneself in a manner that meets the standards of health, cleanliness, safety, and the Intervention Academy Dress Code.
- Help maintain and improve the Intervention Academy's school environment, preserve school property and exercise the utmost care while using school equipment and facilities.
- Conduct oneself in an appropriate manner while in attendance at all school sponsored and/or related events.
- Continue to be, or strive to become, more actively involved in one's education and personal growth.
- Comply with all Day Treatment/Night and Difference Makers program rules and policies in addition to school rules and policies.

DISCIPLINE & SPECIAL EDUCATION STUDENTS

School officials may suspend a disabled student (as identified by IDEIA 2004) for up to ten (10) consecutive days without implementing procedural safeguards. However, a suspension in excess of ten

(10) consecutive school days constitutes a "change in placement" for which procedural safeguards must be implemented.

Before implementing a suspension for a disabled student for more than ten (10) consecutive school days, the school district must provide due process protection given non-disabled students, and must take the following steps:

1. Notify the student's parent or guardian in writing of proposed change in placement; and,
2. Convene an MDR/IEPT to determine:
 - a. Did the disability cause, or have a direct and substantial relationship to the act of the misconduct?
 - b. Did the District's failure to implement the IEP cause the misconduct?
3. If the answer to both questions is NO, a suspension of more than ten (10) days must be imposed. However, the school district is still responsible for providing special education services during the course of the long-term suspension and an IEPT must be convened to determine what the special education services will be.

At any stage, the parent always has the right to appeal a decision made as part of the IEPT

process. In the event of an appeal, the school district must operate under the “stay put” policy allowing the student to remain in the present program. *Intervention Academy will follow IDEIA 2004 mandates.*

STUDENT DISCIPLINE POLICY

Intervention Academy and Intervention Academy’s Board of Directors, endeavors to ensure that Intervention Academy is a safe place for teaching, learning and working. In order to achieve this goal we have instituted a **Zero Tolerance Discipline Policy**. Regardless of circumstances, these policy guidelines will be followed. Intervention Academy will take swift and appropriate disciplinary action for the following infractions:

Physical Assaults Against Academy Personnel:

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Any student who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, on an Academy bus or other Academy related vehicles will be suspended and may be subject to the St. Clair County juvenile court system enforcement.

Physical Assaults against Students:

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

The Academy board or designee of the Academy board shall dismiss any student from the Intervention Academy if an Academy student:

- Possesses a dangerous weapon
- Commits arson
- Commits criminal sexual conduct.

Any student may be dismissed for the following:

- Physical assault against another student
- Physical assault against an Academy Staff or Official (expel)
- Verbal assault, as defined by Academy board policy, against an Academy Official or Staff member
- Bomb threat or similar threat
- Other serious in nature offense which significantly jeopardizes the student, other students, staff, guests, or the Academy.

Verbal Assaults:

Verbal Assault means a threat of an immediate harmful or offensive touching, coupled with apparent immediate ability to commit same, and which puts a person in a reasonable

apprehension of such touching, or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence, a bomb threat (or similar threat) directed at an Academy building, other Academy property, or an Academy related event. For purposes of this policy, the definition of assault also includes written threats.

Any student who commits a verbal assault on Academy property, on an Academy bus or other Academy related vehicle, or at an Academy sponsored activity or event against an Academy employee or against a person engaged as a volunteer or contractor for the Academy may be dismissed from the program.

Criminal Sexual Conduct:

Criminal sexual conduct means sexual penetration or touching of a person's intimate parts. Intimate parts are defined as the breast, buttock, inner thigh, and groin or genital area. The authorities will be notified and dismissal from program may occur. Notification to Child Protective Services if appropriate.

SEXUAL HARASSMENT POLICY

For the purpose of this Policy, "sexual harassment" shall mean ANY unwelcome advance of a sexual nature, requests for sexual favors, and/or **verbal or physical conduct** or communication of a sexual nature.

Sexual Harassment: Discriminatory harassment on the basis of sex is hereby prohibited.

Compliant Procedure: Report. A person who believes that this Policy has been violated should promptly report the alleged violation to the school administrator/principal. All alleged violations should be reported no later than sixty days from the date the person first becomes aware of the alleged incident. However, the school reserves the right to investigate and act upon reports submitted beyond the sixty-day period.

School Action: The school administrator/principal and a representative from the educational service provider (ESP), shall assist in the complainant to pursue effective resolution of the complaint. This may be handled through an informal or formal process, depending on the severity of the situation. In the event that the administrator or representative from the ESP or among the persons complained of, their positions shall be filled by a member of the Board of Directors, as determined by the Board.

Informal Process: The complaint shall be handled by an informal process unless the situation complained of is deemed so severe by the investigating team or the Board of Directors as to require a formal process, or the complainant demands a formal process, or the action complained of would constitute a criminal act if proven true. The informal process shall involve the investigating team meeting with the alleged offender and all other persons or parties as it deems appropriate, this includes meeting with the student without a parent/guardian present. The alleged offender(s) shall be informed of the complaint and the

complainant has requested resolution. If the complaint is resolved to the satisfaction of all parties, no further action will be taken unless required by law or if deemed appropriate by the investigating team. If all parties are not satisfied with the action taken, a formal complaint can then be made by any of the parties.

Formal Complaint: A formal complaint must be signed and clearly state the nature of the alleged offense, the name of the alleged defender and the specifics (including time, date and location of the incident(s)). The formal complaint must be filed with the investigating team. If the investigating team deems that the circumstances require action, the complaint will be investigated in a timely and thorough manner to protect the rights of both the complainant and the alleged harasser(s). In the course of the investigation, the following process will be followed:

- a) The investigating team will attempt to convene as soon as is reasonably possible after the filing of the formal complaint.
- b) The investigating team will attempt to gather all appropriate facts in as timely a manner as is reasonably possible.
- c) The investigating team will report to the board at the next regularly scheduled board meeting, or if the investigating team and the Board President deem appropriate, at a special meeting of the board.
- d) The board shall determine appropriate action to be taken.

Sanctions: The person(s) who is found to have violated this Policy may be subject to sanctions which may include, but need not be limited to, suspension, removal from school environments/activities/events, expulsion from the school, banishment from the campus, and/or dismissal from service at the school. Violators may also be subject to civil action or criminal prosecution.

Confidentiality: Discretion will be exercised. However, there can be no guarantee of confidentiality or anonymity since any investigation will involve discussions with other parties. Information about the complainant giving rise to the complaint will be reviewed only as investigatory and disciplinary processes require, or as otherwise required by law or courts having competent jurisdiction. Confidentiality will be observed to the extent permitted by law and to the extent consistent with protecting the welfare of the School Community and the interest of the school. However, the investigating team, the Board and/or the school administrator/principal may report the incident to appropriate authorities as they deem necessary or appropriate.

CHILD ABUSE OR NEGLECT

Child abuse or neglect means harm or threatened harm to a child's health or welfare by a parent, or legal guardian, or any other person responsible for the child's health or welfare, or by an educator or educator's abide.

Suspected child abuse and or neglect must be reported to CPS.

EDUCATOR EMPOWERMENT TO SUSPEND

Pursuant to MCL 380.1309(2), the type of conduct of which educators may unilaterally suspend students in grades 6 and above from a class subject or activity for up to one day, is expressly limited to misconduct involving a physical assault committed against another student or other Academy personnel. Physical assault is defined as intentional causing or attempting to cause physical harm to another through force or violence. Following an educator-initiated suspension; the educator shall send the student to the principal's office, immediately report the suspension and reason for the same to the principal. The educator shall schedule as soon as possible a conference with the student's parent(s)/guardian(s) and the principal to discuss the suspension. The educator and administrator(s) shall be in attendance at the conference. Any student suspended pursuant to this policy shall not be allowed to return to the class from which he or she was suspended from until the passage of one full Academy day from the time of the student's infraction unless otherwise permitted to return by the educator who ordered the suspension and the Academy principal's concurrence. Further, suspended students under this section shall not be permitted, during the term of the suspension to attend other classes in the Academy building or extracurricular activities, unless the principal or designee permits the student to continue the Academy day under appropriate supervision. This policy does not negate the principal's discretion to impose a multiple day suspension or expulsion beyond the educator's statutorily limited suspension period when the student's conduct warrants more severe disciplinary action in the principal's sole discretion.

Application to Students with Disabilities

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

STUDENT BEHAVIOR CODE

Students are expected to follow the rules and regulations of the Student Code of Conduct . The Academy will uphold the code and will exercise proper discretion as it pertains to each incident. For further information on expulsion and due process, see the main office.

Self-discipline is our goal for all of the students of Intervention Academy. To encourage the development of this virtue, positive reinforcement will be used. Students are expected to follow the rules and regulations of Intervention Academy. The Academy will uphold the code and will exercise proper discretion as it pertains to each in student.

DEFINITION OF DISCIPLINARY ACTIONS:

Conference with student: Conferences are held for all disciplinary problems. Usually it is also a first step for minor violations resulting in a warning being issued. All behaviors and resolutions will be documented.

Parent Conferences: A parent conference can be personal or by phone. This can be used as a second disciplinary action or can be required for other violations. All conferences and resolutions will be documented.

Referrals: If a resolution is not created, student will be referred to school administration by any staff member within the school. All students will be responsible for returning their referral with a parent/guardian signature by the next school day. If not returned they may be asked to serve an in-house suspension until all required paperwork is returned.

Suspension: For chronic, irresolvable or severe discipline problems. A student who is suspended out of school will be required to remain in the office until picked up by a parent or guardian. Once serving their out of school suspension they are not to be on school grounds during or after school or attend any after school activities. They are to make up all missed assignments and have the same number of days to complete it as they are absent. They will receive an unexcused absence for any time served.

Expulsion from the Academy: In extreme cases, expulsion from the Academy may be necessary. A student who is expelled may not return to the school for a time period equivalent to one full academic school year. After the expulsion is completed, it is up to the Academy to permit re-enrollment into the Academy.

DISCIPLINARY ACTIONS

Any violation of the student code of conduct will result in review by any or all of the following: school staff, school administration, county staff, or Difference Makers team members. Appropriate disciplinary actions will be determined by staff based on the infraction, and the program that the student is enrolled in, and may include actions up to and including dismissal from program.