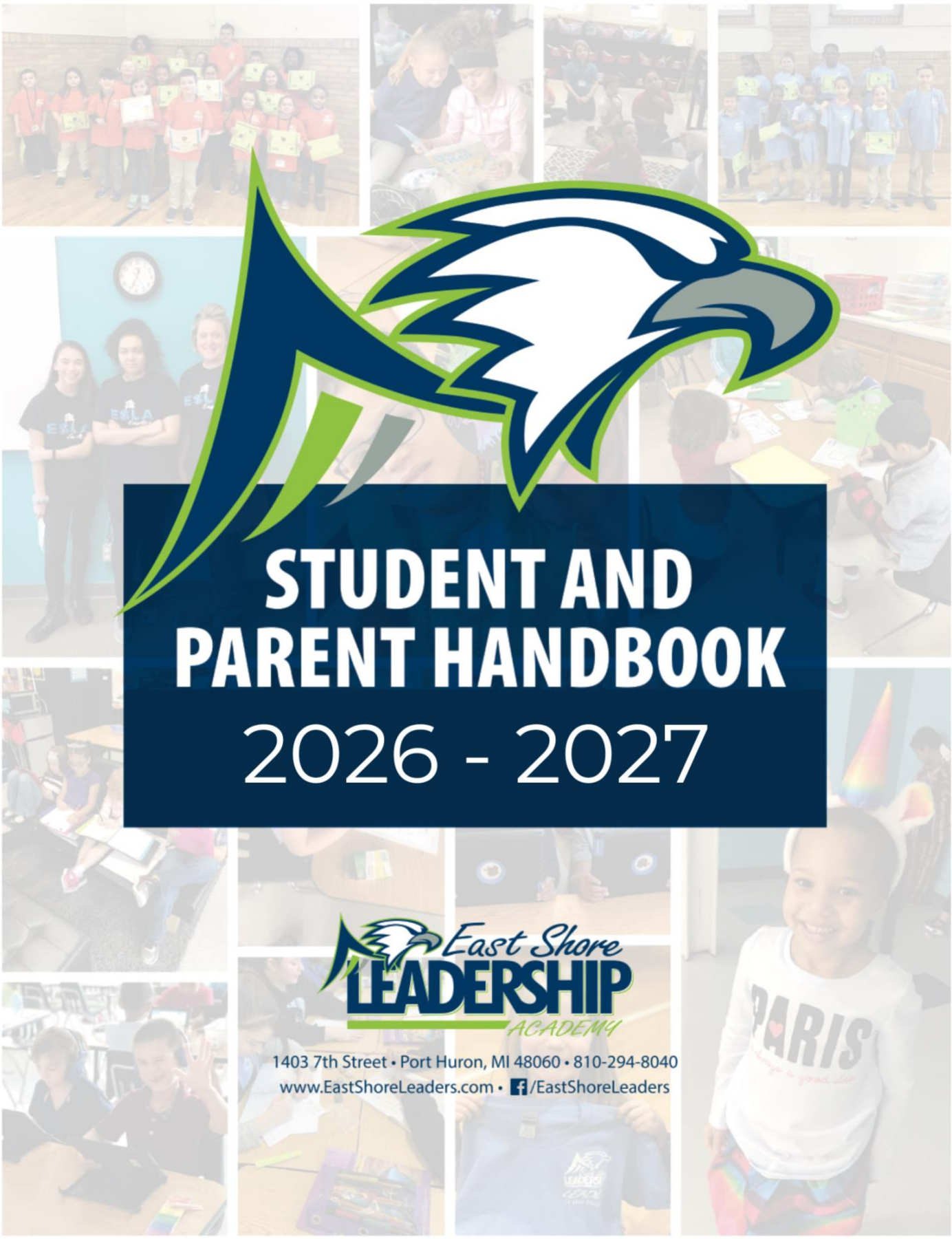

STUDENT AND PARENT HANDBOOK

2026 - 2027

East Shore LEADERSHIP ACADEMY

1403 7th Street • Port Huron, MI 48060 • 810-294-8040
www.EastShoreLeaders.com • /EastShoreLeaders

WELCOME to the Home of the Eagles!

Welcome to East Shore Leadership 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.

East Shore Leadership Academy Mission Statement

East Shore Leadership Academy, in pursuit of excellence, will develop future leaders through a strong academic foundation and the development of high moral character.

We're on the web!
www.eastshoreleaders.com
You can also check on the progress of your individual student by visiting
http://powerschool.eastshoreleaders.com

Enter in your ID and password!

Academy School Hours
Grades K-8 8:00AM – 3:30PM

Academy School Office Hours
Mon-Fri 7:40AM – 3:45PM

East Shore Leadership Academy
Travis Gostinger, CEO

East Shore Leadership Academy Board of Directors
Margaret Swegles, President
Patrick Patterson, Vice President

Educational Service Provider
Bold Education Connections LLC
www.Boldeducation.com

Public School Academy Authorizer
Northern Michigan University
Charter Schools Office

NOTICE OF NON-DISCRIMINATION

East Shore Leadership Academy does not discriminate on the basis of race, color, religion, sexual orientation, gender and gender identity, disability, age, and national origin (Title VI of the Civil Rights Act of 1964), gender (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:

PARENTS RIGHT TO KNOW STATEMENT

As required by the No Child Left Behind Act (NCLB) of 2001, Title I Part A, information is available at your child's school including, but not limited, to the following:

1. The School Improvement Plan

2. Qualifications of your child's teacher:

- Whether the Michigan Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches.
- Whether the Michigan Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional assistants or similar paraprofessionals provide services to your child and, if they do, their qualifications.

3. Professional development opportunities for teachers and instructional assistants to ensure highly qualified personnel.

4. Opportunities for parent involvement and input.

5. East Shore Leadership Academy's Title I Parent Involvement Plan and School Parent Involvement Plan.

6. School Report Card

Please contact Mrs. Kayla Johnson at 810-294-8040 for additional information.

Annual School Calendar
2026-27
Doors Open at 7:40 a.m. for Breakfast
School Day Starts at 8:00 a.m.
School Day Ends at 3:30 p.m.

September 8	First Day of School
October 2	Professional Development – No Students
October 21	Progress Reports
October 21	Early Release 12:00 p.m.
	Parent Teacher Conferences 12:30 p.m. – 6:00 p.m.
October 22	Parent Teacher Conference 4:00 p.m. – 6:00 p.m.
November 25-27	Thanksgiving Break – No School
November 30	Professional Development – No Students & Trimester One Ends
December 1	School Resumes & Trimester Two Begins
December 4	Report Cards go home
December 21 – Jan 1	Winter Break
January 4	School Resumes
January 18	Professional Development – No Students
January 27	Progress Reports
January 27	Early Release 12:00 p.m.
	Parent Teacher Conference 12:30 p.m. – 6:00 p.m.
January 28	Parent Teacher Conference 4:00 p.m. – 6:00 p.m.
Feb 12 & 15	Mid-Winter Break
February 16	Professional Development – No Students
February 17	School Resumes
March 8	End of Trimester Two
March 9	Start of Trimester Three
March 12	Report Cards to go home
March 29- April 2	Spring Break
April 5	School Resumes
April 26	Progress Report go home
May 28 & 31	Memorial Day Break
June 1	School Resumes
June 16	Last Day for Students & Report Cards go home

180 Total School Days

Board Approved 2/23/2026

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General Information

OVERVIEW

The regular school day begins at 8:00 a.m. and ends at 3:30 p.m. Breakfast will be served in the cafeteria from 7:40 a.m.-8:00 a.m. If later, students will take their breakfast to classroom. Students will be permitted in the school for breakfast at 7:40 a.m. and are to report directly to the cafeteria if they want to participate. Breakfast is provided to all students. Breakfast is served until 8:00 a.m., but students need to be present in class at before 8:01 a.m. or they are late.

Regular Daily Schedule (K-8th Grades)

Each student will have twenty-five minutes to complete his or her lunch.

7:40a.m.	Doors open
8:00a.m.	Classes begin Student proceeds through school day with homeroom teacher
3:30p.m.	School dismisses outside (Adults picking up student(s) will need to have identification to show staff in order to release student(s)

ADMISSION INTO ACADEMY

During the school year, parents wishing to enroll their child into East Shore Leadership Academy are required to complete an application and provide all necessary documentation including proof of Michigan residency. If space is available, the parent will receive an acceptance letter for their child. If space is not available, the child will be placed on the waiting list and called in the order they signed in (based on date and time of submitted application).

During public enrollment for the proceeding school year, parents must also complete the application and provide all necessary documentation including proof of Michigan residency. However, if space is not available, children will be admitted on the basis of the lottery system according to the Board of Directors policy. Two weeks after the second trimester is a designated period for parents wishing to reenroll their child. All parents will be required to complete a form to reserve their child's placement for the following school year.

PARENT INVOLVEMENT AND COMMITMENT

By enrolling your child at East Shore Leadership Academy, you have chosen to participate in a unique educational experience that actively involves both you and your child. We ask that you demonstrate your commitment to East Shore Leadership Academy by…

- Ensuring your child will attend school on a regular basis. He/she should attend school unless he/she is unable to function at school due to illness. We also ask that you schedule vacation in conjunction with school breaks and holidays.
- Ensuring your child will be on time to school each day. Being on time is critical to minimizing interruptions to instruction and learning time for all children in a class. One child being 5 minutes late each day means a loss of two full school days in a school year for the entire class. Consider the loss over time when there are multiple tardies. Respect the need to have your child at school on time.
- Provide your child with the necessary materials and time to complete assignments requiring library references, computer access and other research materials.
- See that your child is dressed properly in adherence to the dress code policy.

- Attend conferences and communicate with your child's teachers to monitor progress and to address questions and concerns as they occur.
- Read and return, on time, as requested, all informational materials sent home by the school and classroom teacher in order to ensure good communication.
- Adhering to policies and procedures within this handbook and at the school including behavior in the parking lot and on school grounds.
- Responding respectfully and appropriately to all staff, students, parents, and guests within the East Shore Leadership Academy community and at the school.

Complaint Procedure: If you have a disagreement with a teacher or the administration, you should make every attempt to settle the problem with that person, without involving others. Should it not be settled, the two should go to the next line of authority to arbitrate the difficulty (Teacher → Vice Principal → Principal → Bold Education Connections → Board of Directors). It is the goal of East Shore Leadership Academy to respond to complaints and problems as soon as possible.

DAILY PROCEDURES—ARRIVAL

Students should arrive at school between 7:40 a.m. and 7:55 a.m., however students will not be permitted to enter the building until 7:40 a.m. ***Please have students dress appropriately for weather if they will arrive prior to 7:40 a.m.—No matter the weather conditions they will not be permitted inside the building prior to 7:40 a.m.*** Students need to enter the building in an orderly fashion, they may not run, shout, or otherwise act in a disorderly manner. All students wearing hats need to remove them upon entering the building.

Prompt arrival into the classroom is essential. Classroom entry doors open at 7:40 a.m. and all students arriving tardy to school will be directed through the main office to their classrooms. Students may go directly to their homeroom until 8:00 a.m. At 8:01 students will be marked tardy. At 8:16 a.m. parents must sign students in and the student may proceed to their classroom. Once class has begun, it is distracting to the other students to have their classmates entering the room late so please make every effort to have your child to school on time.

Parents of K-8th grade students may drop off their children the main entry doors. Upon arriving to school, all students are expected to remain outside of the school facility until 7:40 a.m.

AM & PM FACILITY SAFETY PROCEDURES

Parents are to follow the mapped out drop off and pick up procedures. They are not to park in undesignated spots. Students and parents are only to use the main entrance doors (back by parking lot) for entering & exiting the building between 8:00 a.m. and 3:30 p.m. All visitors during this time MUST report to the main office and sign in. No visitors will be permitted into the classroom corridors without prior approval. This is for the protection of all students and staff in the building.

LUNCH

Each student will have twenty-five minutes to complete his or her lunch. Students are expected to follow the Lunch Room Behavior Code and respect all adults that are East Shore Leadership Academy staff or parent volunteers when enforcing this Code.

- Students are expected to stay in the lunchroom and 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.

Any student that does not follow the Behavior Code will be referred to the Administration. Continual problems will result in loss of cafeteria privileges and the student will be required to eat in the school office or other assigned area with their parent/guardian if necessary.

A daily hot lunch program is offered to all students at East Shore Leadership Academy from an outside food service. Menus are distributed to parents monthly. Payment for lunches must be made in advance according to the lunch schedule.

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.

Furthermore, at no time are caffeinated beverages, energy drinks, or other similar products permitted for students.

RECESS

For grades K-5, students have a daily recess for approximately twenty minutes. Recess is held on the playground. Students are required to stay in the designated recess area and follow all school policies. All students are required to participate in the recess time. Please make sure they are dressed appropriately for the weather. Students will go outside for recess when the temperature is above 20 degrees.

Grades 6-8 may have outside/social time.

In the event of rain or temperatures below 20 degrees, recess will be held in the student's classroom.

DISMISSAL

At no time will East Shore Leadership Academy permit a student to be dismissed without a parent/guardian. Parent, guardian, or authorized persons on the student's emergency card must present identification to staff to verify their identity. This is for the safety of our students. Students are not permitted to walk home or leave with a friend without written parent/guardian permission and approval in the main office. Repeated offenses will be turned over to the principal and school social worker for review and follow-up.

Students in grades K-8 are dismissed outside weather permitting. If weather is inclement then an inside dismissal will be held. Students will not be permitted to walk home without administrative approval. Administrative approval requires signed written permission from a parent/guardian for consideration.

INDIVIDUAL STUDENT DISMISSAL

Students will be dismissed from their classroom to a parent/guardian or emergency contact until the age of 18. Students will not be dismissed to any other adult or peer unless prior written arrangements are made with the Academy office. This procedure will guarantee the safety and well-being of all students. Parent/Guardian is required to go to the office to pick up their child from the Academy at times other than normal arrival and dismissal. The Parent/Guardian is not to go directly to the classroom but report to the office where they will be required to sign students out of the Academy. After approval from the main office, the student's educator will send the student to meet the parent in the main office. Parents should not go to the classroom to pick up the student. This causes disruption to the learning environment.

TELEPHONE

A telephone is available in the school office for EMERGENCY phone use by students. During the school day, permission to use the telephone must come from the office personnel. It is also school policy for students to work out any concerns with staff when adult intervention is needed, not with parents by phone. Cellular phones are not permitted at school. If a student is found using a cellular phone, it will be confiscated and a parent must come in to obtain the phone. Refusal to turn in a cell phone will result in further disciplinary action. Please see policy for prohibited electronic devices for additional procedure of handling student in possession of cell phone.

THE ACADEMY VISITORS

Adult visitors are always welcome. However, we are interested in knowing who is in the building and require all visitors to register in the office and wear a visitor's badge. Students or parents from other schools or Academies wishing to visit must make prior arrangements with the principal and a fifteen-minute observation will be scheduled with an educator. Any visitors that will be spending more than four hours in a week at the Academy will be required to meet all criminal/background screening at the cost of the visitor. This is to ensure the safety of all East Shore Leadership students and staff.

VOLUNTEER POLICY

The Educational Service Provider recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Principal in cooperation with the Educational Service Provider shall be responsible for recruiting volunteers, reviewing their capabilities, and making appropriate placements. She/he shall not be obligated to make use of volunteers whose abilities are not in accord with school needs. The Administration shall conduct appropriate background checks on all volunteers in the same manner as required for other professional staff for any volunteer that is assigned to the school for more than four hours per week.

The Administration is to inform each volunteer that she/he:

- Shall agree to abide by all Board policies and school guidelines while on duty as a volunteer including signing, if appropriate, the School's Network and Internet Access Agreement Forms;
- Will be covered under the School's liability policy but the School cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;

- Will be asked to sign a form releasing the School of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services. Also will complete a background check and cleared by administration.
- To attend the appropriate training for the assigned tasks prior to volunteer services at the school.

The Administration shall also ensure that each volunteer is properly informed of the School's appreciation for his/her time efforts in assisting the operation of the School.

THE ACADEMY EMERGENCY CLOSINGS

In the event of the Academy closing due to weather or other emergencies, please check Channel 7/ABC, Channel 4/WDIV, and Channel 2/FOX News, radio stations 102.3FM and 1380AM, ELSA Facebook page and ESLA website page. In the event of a school emergency, Academy personnel will contact you so it is important that you keep your information updated at the front office.

TEXTBOOKS AND SUPPLIES

Students are responsible for the proper care of all books and supplies issued each year through the Academy. Students who lose books or damage the Academy property will be assessed a replacement fee or repair cost to offset the replacement or repair cost. All costs are to be paid prior to receiving all report cards or the transfer of student records.

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 work not finished during class time. 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. When traditional forms of homework are not necessary, the educators may have alternative projects and such instead. Please direct all homework questions to your student's educator.

REQUEST FOR HOMEWORK

A request for homework for a child that is ill should be made in the morning. This will allow time for the educator to organize the materials. Homework may be picked up in the office at the end of the day. Our educators will make every effort to have homework ready to be picked up in the office at the end of the day. Please remember that much of the learning at East Shore Leadership Academy is done in a hands-on and experiential way and many times cannot be sent home to be completed. That is why it is vital that all students are at school as much as possible.

COMMUNICATION

Parents can now access up to date information on their student's progress via the web. Just visit, http://powerschool.eastshoreleaders.com/ enter in your ID and password, and you will have access to grades and attendance, information on individual assignments, you can sign up for e-

mail notification, and view teacher comments. This is a great way to stay on top of what is happening with your student!
Check the school website, www.eastshoreleaders.com for updated information on the Academy and student activities.

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 East Shore Leadership 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 emergency phone number and address information has been changed.

MOVING

Please notify the Academy office before transferring to another school. A copy of the immunization form will be given to you to present to the new school.

We want to know:

- New address and phone number
- Date of the move

- Name of the new school
- Students are expected to:
  a. *Return all library and textbooks*
  b. *Settle all outstanding debts*
  c. *Collect all personal items*

In the event that the above is not returned the student's records will not be transferred and the last report card will not be mailed to the parent/guardian.

School-Wide Policies

CELLULAR PHONES, MP3 Players, IPODs, and Other ELECTRONIC DEVICES

The telephones 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 information business with parents prior to coming to school.

At no time are students permitted to bring pagers, cellular phones, video games, musical electronic listening devices or any other electronic devices into the classroom. Failure to follow policy will result in disciplinary action and forfeit of device to the academy until the end of the school year. ESLA will not accept responsibility for the personal items of students lost, stolen, or confiscated.

- First offense: the item will be taken and returned to student after a meeting with administration.
- Second offense: the item will be returned to parent or guardian.
- Third offense: the item will be returned at the end of the year.
- Refusing to surrender a cell phone will result in further disciplinary action.

STUDENT CAMERAS

For the safety and well-being of all of our students, student cameras are not permitted at school. We recognize the importance of school day memories and will designate specific dates and events which cameras will be permitted for. This will require teacher supervision of the photographs being taken as well as administrative approval. Please understand that we want to ensure the safety and well-being of every student at East Shore Leadership Academy and those circumstances such as the Internet and other predators are at large and we want to protect and ensure you are aware of exposure of your child. Students in possession of cameras that are not approved by administration will be confiscated and if necessary pictures deleted prior to release of camera to parent/guardian.

INTERNET USE POLICY

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

A. Educational Purpose

East Shore Leadership Academy's Internet system has a limited educational purpose. Activities that are acceptable include classroom activities, career development, and high-quality personal research. East Shore Leadership 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 East Shore Leadership 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 East Shore Leadership 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
*S*tudents 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 East Shore Leadership Academy disciplinary code or the law.

East Shore Leadership 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

East Shore Leadership 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. East Shore Leadership 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.

Anti-Bullying Policy

BOARD APPROVED 6/25/2015
BOARD OF DIRECTORS
BULLYING
Reference: The Matt Epling Safe School Law, Public Act 241 of 2011, as amended by Public Act 478 of 2014 (MCL § 380.1310b).
The Board believes that a safe and nurturing educational environment in school is necessary for students to learn and achieve high academic standards. Therefore, it is the policy of the Academy to provide a safe and nurturing environment for all of its students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate, harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

BULLYING AND CYBERBULLYING ARE PROHIBITED
Bullying and cyberbullying of a student, whether by other students, staff, visitors, Board members, parents, guests, contractors, vendors and volunteers, is prohibited. All pupils are protected under this policy, and bullying and cyberbullying are prohibited without regard to its subject matter or motivating animus.

DEFINITION OF BULLYING
"Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:
A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.

B. Adversely affecting the ability of a pupil to participate in or benefit from the Academy's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.

C. Having an actual and substantial detrimental effect on a student's physical or mental health.

D. Causing substantial disruption in, or substantial interference with, the orderly operation of the Academy. "Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing
any of the following:

A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.

B. Adversely affecting the ability of a pupil to participate in or benefit from the Academy's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.

C. Having an actual and substantial detrimental effect on a student's physical or mental health.

D. Causing substantial disruption in, or substantial interference with, the orderly operation of the Academy. Since "bullying" also includes "cyberbullying", any reference in this policy to "bullying" shall also be deemed to refer to "cyberbullying". Bullying and cyberbullying are prohibited at school. "At school" is defined as on school premises, at school-sponsored activities or events, in a school-related vehicle, or using telecommunications access device or telecommunications service provider is owned by or under the control of the school district. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a). Bullying and cyberbullying that does not occur "at school", as defined above, but 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 situation that he or she believes to be bullying behavior directed toward a student to a teacher, a counselor, administrator, or other staff member. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the School Principal/ Designee. Complaints against the School Principal shall be reported to the Educational School Provider, Complaints against the Educational, School Provider shall be reported to the Board.

Under state law, a school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official responsible for implementing this policy or for remedying the bullying, when acting in that capacity. Retaliation or false accusation against a target or bullying, a witness, or another person with 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 of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The School Principal/ Designee are responsible for the investigation. If the investigation results in a finding that 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, and up to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, both the parent and legal

guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification. The Academy shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parents or guardians and any discipline and referrals. The School Principal is the school official responsible for ensuring that this policy is followed.

CONFIDENITIALITY
The Academy will comply with all applicable laws regarding confidentiality of personally identifiable information within education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The School Leader, or the School Leader's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publically disclosed.

NOTIFICATION
This policy will be annually circulated to parents and students, and shall be posted on the Academy website.

REPORTING
As required by the state statute, the Academy shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department.
As required by state statute, the Academy's procedures with respect to bullying are contained within this policy, and thus no administrative guidelines accompany this policy.

LOST AND FOUND

Found articles of clothing or miscellaneous articles will be placed in the lost and found area (see front office for location). The last Friday of the month all the lost and found items will be removed and donated to a local charity organization. To help alleviate the problem of lost articles, PLEASE PUT YOUR CHILD'S NAME ON ALL CLOTHING.

STUDENT SOLICITATION

Students may solicit only for the Academy-sponsored activities. All the Academy activities at the elementary level discourage door-to-door solicitation in the community. There will be no exchange of money among students for any purpose unless authorized by the office.

THE ACADEMY CELEBRATIONS

All celebrations are at the discretion of each educator and the academy administration. If you choose to have your child not participate in an activity, please speak with your child's educator. If the activity is due to religious or other beliefs an opt-out activity will be provided for your student. At East Shore Leadership Academy, we try to recognize celebrations and traditions of many different cultures. Understanding cultural diversity is an integral part of society. If you have other suggestions for educators or the school in regards to celebrations and traditions of different cultures please let us know and we will be happy to consider the additions.

Attendance Policies

ATTENDANCE POLICIES & PROCEDURES

All students are expected to attend the Academy for the entire academic year. Parents are strongly discouraged from taking their students out of the Academy for family vacations.

I. ATTENDANCE:

1. Parents are asked to call the Academy before 7:50AM when their child is going to be absent. This does not constitute an excused absence.
2. Whenever students are absent from the Academy, notes or medical excuses are required explaining the absence. The note should also have day, time, and phone number where the parent can be reached.
3. Parents may arrange, in advance, for absences. Prearranged absences are not automatically excused (guidelines apply for excused/unexcused absences).
4. Medical and funeral excuses only are exempt from the attendance count.
5. Students absent from school the day of a scheduled after-school or evening sponsored activity/event will NOT be allowed to participate in that activity/event.

II. FAMILY VACATIONS:

1. We would like to encourage you to schedule family vacations at times other than when the Academy is in session. When you must schedule a family trip during Academy time, contact the educator in advance concerning how your child will complete missed assignments.
2. Time given for the completion of makeup work will be one (1) day for every day absent.

III. ATTENDANCE PROCESS /TRUANCY:

1. A letter from the administration will be sent to the student's parent/guardian on the fifth absence per trimester.
2. A mandatory conference will be held between administration and the student's parent/guardian upon the eighth absence per trimester.
3. If the student reaches eleven absences per trimester, they may be retained in the current grade level due to lack of formal instruction. The student maybe referred to the St. Clair County RESA truancy officer.

IV. THE PROCEDURES FOR APPEALS:

1. Students, who exceed the number of absences with justifiable cause, may petition the appeals board for a hearing. The appeals process is only presenting proof of justifiable absences. It is not intended for any other use.
2. Students who wish to use the appeals process must present a completed form to the Principal's office clearly giving reasons for their absences. Excuses such as getting up late, car problems, or missing a ride will not be accepted.
3. Each case will be heard and judged on its individual merits.
4. It is the parent's responsibility to provide the necessary materials on his/her behalf.
5. The appeals board will be comprised of two (2) educators and one Administrator.
6. The decision of the board will be final.

V. TARDY/LATE ARRIVAL/EARLY DISMISSAL:

1. Classes begin at 8:00 a.m. Students can be dropped off as early as 7:40 a.m. Students arriving in the learning environment after 8:01 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.

2. A letter from administration will be sent to the student's parent/guardian on the fifth tardy per semester.
3. A mandatory conference will be held between administration and the student's parent/guardian upon the eighth tardy per semester.
4. If the student reaches eleven tardies per semester, they may be retained in the current grade level due to lack of formal instruction. The student maybe referred to the St. Clair County RESA truancy officer.

PROCEDURE FOR LATE ARRIVAL

1. Parents are asked to call the Academy when their child is going to be late. Upon arrival, student must report to the office, and be signed in by parent/ guardian to enter class.
2. A student will be considered absent for the morning if he/she arrives after 10:30 a.m. and for the afternoon if he/she leaves before 1:30 p.m.
3. All documentation will be maintained in the student record.

ATTENDANCE AND CREDITS EARNED

A student who has *MISSED 11 DAYS OF CLASS* within a given semester *MAY BE RETAINED IN THEIR CURRENT GRADE.* ***The Principal will issue final decision on retention at the end of the school year. If a student is absent for 10 consecutive days they may be dropped from the ESLA roster.**

ATTENDANCE FOR RELIGIOUS INSTRUCTION

East Shore Leadership 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 released 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 East Shore Leadership 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 Code

DRESS CODE OVERVIEW

Take pride in how you look at all times. Uniformity can help keep you safe and prevent you from being judged by others for not looking a certain way. They also create a serious, distinguished look that tells the world YOU are about business. Always be mindful of your personal appearance – it speaks volumes about your character.

DRESS CODE

Our basic standards regarding student dress are based on cleanliness, neatness, modesty, safety and minimizing learning distraction. ESLA dress code is to be worn at the Academy by all students in grades K-8 except on announced "Dress Down" days.

Tennis shoes may be worn if wearing jeans on ESLA spirit days (ESLA shirt must be worn) Friday Causal Day only. Participation in Causal Day is a privilege that can be revoked to any student by school administration for any length of time deemed necessary.

Dress code policy will be enforced for all students:

K -8th Grade: Any uniform violation will cause student to move to next step (i.e., no uniform shirt causes step 1 and no school shoes next time will move student to step 2).

Step 1: Dress code violation form will be sent home for a parent to sign.
Step 2: Call home from administration.
Step 3: Student will serve lunch detention.
Step 4: In-House Suspension.
Step 5: Out of School Suspension.

DRESS CODE – Grades K-8

The East Shore Leadership Academy dress code must be strictly followed. Uniformity checks will be performed. If students come to school wearing inappropriate attire, the classroom teacher will send them to the office. Parents may be contacted and will be responsible for bringing proper clothing that same day.

Permitted attire:

- School shirts will be polo style shirts that must be one solid color (no logo). All shirts must be tucked in.
- Dress slacks will be navy blue, black, grey or khaki worn at the waist.
- Knee length shorts or Capri in navy blue, black, grey or khaki are permitted until October 15th and after April 1st. Exceptions may be made in the event of unseasonably warm weather.
- Sweaters or zip up hoodies must be one solid color (no logo).
- Girls may wear dress slacks, knee-length shorts, skorts, skirts or jumpers in navy blue, black, grey or khaki.
- Shoes must have a closed toe.
- Jewelry may be worn providing it is not distracting and does not present a safety hazard.
- Thursdays are dress down days. Fridays are East Shore Leadership Academy Spirit Wear Days. Students may wear East Shore Leadership Academy Spirit Wear Shirts

and Jeans to school. Jeans must be in good taste. NO torn, tight, ripped, or low-rise jeans.

Attire that is NOT permitted (K-8):

- Pants made of nylon, leather, sweat pant material, mesh, denim, or cotton knit. No jeans of any type or color.
- Any body piercing-(ear piercing is acceptable)
- Hats or visors inside the building. No bandanas or other scarf on the head.
- Any decoration on clothing other than the approved ESLA Academy logo.
- Ripped or torn clothing.
- Hooded shirts of any kind, except ESLA Spirit Wear hoodies on Fridays.
- Any shirt worn wrapped around the waist.
- Jackets/outerwear may not be worn in class.
- Any clothing that exposes a part of the body between the neck and knees.
- Students who are in violation of the dress code because of sloppiness or "stretching" the will be corrected and a detention will be issued. This includes sagging pants. If there are extenuating circumstances, such as a foot injury, that may require your child to wear special shoes, please call the school office and let us know. Of course, we make exceptions in these cases.

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

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 only. If you would like more information, please contact the building principal. The following special services are available to all students who qualify under state guidelines.

- Occupational Therapist: Provides services to students who need fine motor therapy.
- School Psychologist: Provides services to students who need evaluation for special education needs.
- School Social Worker: Provides services to students who are experiencing personal or social adjustment problems in the Academy or at home.
- Speech Therapist: Works with students who are impaired by speech and language difficulties.
- Special Education Teacher: Services are provided for students with special needs in a resource room or on a consultant basis.
- Vision and Hearing: The St. Clair County Health Department provides tests annually for designated grade levels.

SPECIAL EDUCATION POLICY

The board of Directors of East Shore Leadership 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 expressed a concern about a child's school performance, Response to Intervention, RTI, plan will begin in which an educator is making documented attempts to develop strategies that increase success of student. If the RTI process is not successful after all options have been exhausted, a child study meeting will be held to determine if formal testing is needed. The student's educator, special education educator, learning specialist, school social worker or counselor and principal will attend the child study meeting.
- 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 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 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 three 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 intervention

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 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. East Shore Leadership 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 are 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 East Shore Leadership Academy Homeless liaison: the school principal.

Additional Information

BOOK BAG/BACKPACK CHECK

Random book bag/back pack and locker checks are to help prevent any illegal substances or weapons from being housed in the student possession. It is the responsibility of the school administration to check book bags and/or back packs. In addition, no book bag/back pack shall exceed the maximum size of 19" high, 9" wide and approximately 4" bottom depth. The school administration may be assisted by the police and canine unit from time to time when conducting locker or personal bag checks. East Shore Leadership Academy is not responsible for items that are stolen out of book bags or lockers. Students should never bring valuable expensive 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.

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 Macomb County Immunization Code prohibit the Academy from admitting children without the required immunizations.

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. The school office will also notify the child's parent/guardian.

MEDICAL EXCUSES

A student may be excused from physical education and recess for one day with a note from parent/guardian. Extended excuses will be honored upon receipt of a physician's note. In the event of an extended excuse a physician's note may be required to return to physical education, recess, and after school activities.

COMMUNICABLE DISEASES

Any student evidencing a rash, sores, or other physical problems with possibility of being contagious, the student will be sent to the office to be sent home. When a child is absent with a contagious disease or illness, the parent/guardian should notify the Academy office. In order for your child to be admitted back into the Academy, parents must comply with the St. Clair County Health guidelines. Please contact the Academy office for further information.

HEALTH

Following are the St. Clair County Health Department recommendations involving uncomplicated cases of communicable diseases. The recommendations are for use by school administration to exclude and re admit children who are ill or are suspected of being ill. A comprehensive list of diseases, incubation periods, period of communicability and exclusion period can be found in the school office.

- Chicken Pox
  Exclude at least five days after the eruption of the first crop of lesions and all lesions have crusted

- Conjunctivitis (pink eye)
  Exclude until under medical care and drainage from eye(s) has cleared.

- COVID-19

- Impetigo
  Exclude until under treatment for 24 hours and lesions are healing with no new lesions appearing.

- Head Lice
  Exclude until 1st treatment completed and child is nit free.

- Scarlet Fever & Strep Throat
  Exclude until under treatment for 24 hours.

- Influenza (Flu)
  Exclude; return to school based on guidelines of Health Department

ADMINISTRATION OF MEDICATION

In accordance with East Shore Leadership 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 office 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 administrating staff and when possible a witness.

INHALER USE OR EPIPEN USE

(1) If the conditions prescribed in subsection (2) are met, notwithstanding any school or school district policy to the contrary, a pupil of a public school or nonpublic school may possess and use 1 or more of the following at school, on school-sponsored transportation, or at any activity, event, or program sponsored by or in which the pupil's school is participating:
  (a) A metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or for use before exercise to prevent the onset of asthmatic symptoms
  (b) An epinephrine auto-injector or epinephrine inhaler to treat anaphylaxis.

(2) Subsection (1) applies to a pupil if all of the following conditions are met:
  (a) The pupil has written approval to possess and use the inhaler or epinephrine auto-injector as described in subsection (1) from the pupil's physician or other health care provider authorized by law to prescribe an inhaler or epinephrine auto-injector and, if the pupil is a minor, from the pupil's parent or legal guardian.
  (b) The principal or other chief administrator of the pupil's school has received a copy of each written approval required under subdivision (a) for the pupil.

(c) There is on file at the pupil's school a written emergency care plan that contains specific instructions for the pupil's needs, that is prepared by a physician licensed in this state in collaboration with the pupil and the pupil's parent or legal guardian, and that is updated as necessary for changing circumstances.

(3) A school district, nonpublic school, member of a school board, director or officer of a nonpublic school, or employee of a school district or nonpublic school is not liable for damages in a civil action for injury, death, or loss to person or property allegedly arising from a pupil being prohibited by an employee of the school or school district from using an inhaler or epinephrine auto-injector because of the employee's reasonable belief formed after a reasonable and ordinary inquiry that the conditions prescribed in subsection (2) had not been satisfied. A school district, nonpublic school, member of a school board, director or officer of a nonpublic school, or employee of a school district or nonpublic school is not liable for damages in a civil action for injury, death, or loss to person or property allegedly arising from a pupil being permitted by an employee of the school or school district to use or possess an inhaler or epinephrine auto-injector because of the employee's reasonable belief formed after a reasonable and ordinary inquiry that the conditions prescribed in subsection (2) had been satisfied. This subsection does not eliminate, limit, or reduce any other immunity or defense that a school district, nonpublic school, member of a school board, director or officer of a nonpublic school, or employee of a school district or nonpublic school may have under section 1178 or other state law.

(4) As part of its general powers, a school district may request a pupil's parent or legal guardian to provide an extra inhaler or epinephrine auto-injector to designated school personnel for use in case of emergency. A parent or legal guardian is not required to provide an extra inhaler or epinephrine auto-injector to school personnel.

(5) A principal or other chief administrator who is aware that a pupil is in possession of an inhaler or epinephrine auto-injector pursuant to this section shall notify each of the pupil's classroom teachers of that fact and of the provisions of this section.

(6) As used in this section and in section 1179a:
(a) "School board" includes a school board, intermediate school board, or the board of directors of a public school academy.
(b) "School district" includes a school district, intermediate school district, or public school academy

STUDENT RIGHTS AND RESPONSIBILITIES

Michigan students, in all of their diversity, must be educated in a safe and supportive environment that fosters academic success and healthy development. The Michigan State Board of Education's mission is: "All students graduate ready for careers, college, and community." This can only be achieved if students are pursuing their education. To fulfill this mission, the Michigan State Board of Education (SBE) strongly urges school districts to adopt practices that allow educators to address disciplinary matters as opportunities for learning instead of punishment.

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

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health, and welfare of all members of the school community. Expectations of student

conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom or safety of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom, but educators must prioritize keeping students engaged in learning as much as possible. The practices outlined above are powerful tools educators have used successfully to address misconduct and conflict at all levels.

All students should recognize the consequences of their language, manners, and actions toward each other, school staff, and volunteers. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a mutually respectful learning environment and support the reduction of any disruption to learning. The following pages list actions that can cause disruptions and, therefore, require some action to address the harm they cause. Whenever possible, the action to address this misconduct should include steps to heal the harm and restore the community members affected.

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

Various types of student misconduct are defined below. These definitions of misconduct are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action, including "snap suspension" by a teacher for misconduct in a class, subject, or activity.

School district staff may use intervention strategies including preventative measures such as intensive instruction, social-emotional learning, PBIS, restorative practices, teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for every type of violation listed here. As required by law, the staff will refer the last group of violations directly to school administrators due to the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions.

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. Students 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.

ILLNESS AND ACCIDENTS

If a child must go home because of an injury or illness, it is the parent/guardian's responsibility to pick up the child at school. When a situation appears to be life threatening, the staff will act on the side of caution and will call an ambulance. The cost of the ambulance is the responsibility of the parent/guardian. The situation becomes challenging if parents cannot be reached in the case of an emergency therefore, the emergency phone number becomes crucial since it is the first number the office attempts to contact.

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 East Shore Leadership 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 Academy rules and policies and pay for any cost incurred. For those who cannot afford such trips, some funding and/or fundraising options may be available. Please notify the office in such cases. 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 uniform, 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.

Student safety is the main priority on field trips. Sponsoring and chaperoning adults are expected to adhere to Academy policies and procedures on the field trip as well as sign a chaperone agreement provided by the classroom teacher specifying specific expected chaperone behavior. Sponsors and chaperones should acquaint themselves in advance with those students who have medical conditions, which may need emergency care. The classroom teacher must accompany the group and adequate male/female supervision should be provided.

Responsibilities of Parents Chaperoning Field Trips: Parents play an important role in making a field trip successful. Field trips are planned to supplement the content through a "hands-on" experience. In preparing for a field trip, the following points need to be understood by parent chaperones.

1. The classroom teacher is the final authority for all field trip preparations including: volunteers, schedules, student discipline, and learning objectives.
2. Chaperones are required to remain with their assigned group for the duration of the field trip. Chaperones are never to leave any student in their care unsupervised.
3. Situations involving student discipline should be reported immediately to the classroom teacher. Chaperones should rely on positive reinforcement redirection until the classroom teacher can be contacted. Chaperones should never touch a student in a physically

aggressive way or speak to them disrespectfully.

4. Chaperones may not participate in smoking of tobacco products or consumption of alcoholic beverages during the entire duration of the field trip. If this cannot be adhered to then please do not volunteer we will not tolerate this type of participation.
5. Since the field trip is viewed as an extension of the regular classroom, all East Shore Leadership Academy discipline codes apply.
6. Parents who offer to supervise on a school field trip must understand that their full attention is needed to ensure the students' safety. Therefore, siblings are not permitted on school field trips.
7. We also only permit a certain number of chaperones and do not permit additional parents and family members to meet us at fieldtrip locations. A group that is too large makes it difficult for us to ensure safety and appropriate learning experiences for our students.
8. All chaperones must have a background check and cleared by administration prior to attending field trip.

ATHLETICS AND AFTER SCHOOL CLUBS

Athletics and other school clubs formed by staff members will be posted and available to all students to register. Some criteria may be required such as, specific age, prior game knowledge, etc. Some fees may apply. See bulletin boards in the hallway for more details on East Shore Leadership Academy's athletic program and after school clubs.

SOCIAL EVENTS

The Board of Directors recognizes the value of student social events in enhancing and enriching the educational experience for the children at East Shore Leadership Academy. The Board of Directors along with the administrative staff will make school facilities available and provide appropriate staff to conduct the student social event after approval by the principal.

School social events, which take place outside school facilities, must be approved by administration. As voluntary participants in school social events, students are held responsible for compliance with the rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures applicable during the regular school day.

Participation at school events is not a right; it is a privilege and as such will be denied to any student who has demonstrated disregard for the rules of the school, including students on suspension and academic probation.

Grading Policies

GRADING

Kindergarten through 2nd grade will utilize the school Academic Key:

M (Mastery 90-100), S (Satisfactory) 80-89, P (Progressing) 70-79,
U (Unsatisfactory) 69 or below

3rd grade through 8th grade will utilize the school Academic Key:

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

BEHAVIORAL PROBATION

A student may be placed on behavioral probation if they are consistently and repeatedly sent to the school principal. A student may also be placed on behavior probation because of involvement in serious incidents at school including but not limited to fighting, insubordination, bullying, etc. Students on behavioral probation may not attend social field trips or others where safety and the reputation of the school is a concern, participate in after school activities, or receive other student privileges until their behavior corrects consistently and proves otherwise.

REPORT CARDS – CONFERENCES

Academic reports for students in grades K-8 are distributed in November, March and June. Parent-Educator-Student Conferences are scheduled in approximately October and of each school year. Parent/guardian or students of age 18 are required to attend the conference to receive their child's report card. In the event the parent is unable to attend the conference one will be rescheduled.

It is understood that educators shall, if necessary, arrange additional periodic conferences with parents. Conferences with educators must be scheduled during non-instructional time.

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.

RETENTION

The Academy recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the policy of the Board of Directors that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

A student will be promoted to the succeeding grade level when he/she has received a C average (for third through eighth grades) and average of P's (for kindergarten through second grades). The student must also have demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade. The student must also have attended school with a maximum of 20 absences.

Students who are failing (below C average or below 3 averages) may not be promoted to the next grade and will receive additional assistance the following school year. Written notification of concern will be provided to the parent/guardian. A retention meeting will be held with the student's educator, parent, administrative representative and any other staff members that have worked with the student throughout the school year. At the retention meeting, the reasons for not promoting the student will be given to the parent as well as a plan for the following school year to academically develop the student.

In addition, the following factors are considered when making a decision for retention by the student's educator, parents, principal, Title 1 Coordinator, school social worker and other involved staff in the student's academic and social livelihood:

In addition, the following factors are considered when making a decision for retention by the student's educator, parents, principal, Title 1 Coordinator, school social worker and other involved staff in the student's academic and social livelihood:

- Student performance based on report cards, portfolio, academic records, assessments
- Discipline record
- Attendance record
- Maturity and social level
- Age of the student
- Reading level

The school principal, however, reserves the right to retain a student in the same grade when in his/her judgment, despite the objection of a parent, and in combination of the above-listed factors strongly suggests that a student needs to have another year of growth in order to be successful at the next grade level.

Any student in 2nd – 8th grade scoring below the 25th percentile on the Reading or Math NWEA will be retained.

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.

- M-Step: Administered to grades 3-8.
- NWEA will be administered to each student in grades Kindergarten-8. The assessments will measure their academic growth throughout the Academy year.
- Monthly benchmark assessments will be administered to each student in grades Kindergarten-8.
- Parents have the right to opt out of the state assessment upon parent request.

Discipline Overview

STUDENT RESPONSIBILITIES

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 East Shore Leadership 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 East Shore Leadership Academy Dress Code.
- Help maintain and improve East Shore Leadership 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.

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 constitute 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. *East Shore Leadership Academy will follow IDEA 2004 mandates.*

ACADEMY-WIDE RULES:

The Academy's ultimate goal is to produce students that are respectful, responsible, and resourceful.

Respectful students are polite and use manners. They use appropriate language and appropriate voice levels when talking in the building and to others. They listen to and follow the direction of authority figures. They walk in the building. They keep their hands, feet, and objects to themselves. They keep a comfortable distance away from other people's personal space. They allow the teacher to teach and minimize disruptions to the learning environment. They use safe measures and decision-making when dealing with themselves, other students, staff, parents, and the school. They utilize good communication skills when dealing with others including listening and responding appropriately to concerns.

Responsible students make decisions to follow rules appropriately. They behave in a safe way for themselves and others. They care about the cleanliness of their school environment and take pride in helping to keep it clean. They make sure they are in proper uniform when they leave for school in the morning and remain in proper uniform throughout the school day. They make sure they have all they need for the day including finished homework, signed papers, and a lunch and are prepared to learn. When a choice or decision has the potential for negative consequences, responsible students admit wrongdoing and are accountable for their actions.

Resourceful students are able to problem solve. They utilize people, places, and things to find answers to problems that they are having. They seek the appropriate help when they need it including adults that are on staff and the closest to get to. They help others when they can by getting an appropriate adult, or informing an appropriate adult if another student or person needs help. They try to use conflict resolution strategies to solve student-to-student issues appropriately and when that doesn't work they seek help of an appropriate adult. If they are in immediate danger they use good decisions to get out of it as soon as possible and then inform the nearest appropriate adult.

Specific School Rules:

1) Be prepared to learn:

Including: be on time, bring all necessary school materials (including completed homework), do not disrupt the learning environment, take care of other business outside of the classroom.

2) Follow the directions of the teacher or staff members in charge:

Including: teacher directives include classroom and school rules, requests to sit down or in a specific seat, requests to take notes, read, or any academic tasks or behavioral tasks, etc.

3) Be respectful:

Including: use your manners, clean up after yourself, be nice and cooperative to the teacher, other staff, other students, guests, and self. Use appropriate language at all times throughout the school. Talk in an appropriate tone and level when speaking with authority, students, and guests and within the building and classrooms. Keep hands, feet, and objects to self. Keep an appropriate distance from the personal space of others. Take appropriate care of the school facility, furniture, grounds, and materials.

4) <u>Be safe:</u>

Including: walk at all times both in the school and outside, upon dismissal and at arrival. Keep hands, feet, and objects to yourself and do not spit or bite others. Keep an appropriate distance from others. Keep toy weapons at home – (guns, knives, handcuffs, etc. are NOT PERMITTED)

5) <u>NOTE:</u>

Gum Chewing and Caffeinated beverages or energy drinks are **<u>not</u>** permitted.
Inappropriate Public Displays of Affection between students including holding, kissing, inappropriate touching, etc., are **<u>not</u>** permitted.

CLASSROOM RULES:

Each educator has the opportunity to add or enhance the Academy Rules within the confines of their classroom. This is in order to make the learning environment age appropriate to promote growth and success.

"SAFE ACADEMY" STUDENT DISCIPLINE POLICY

East Shore Leadership Academy and the Academy's Board of Directors, endeavors to ensure that East Shore Leadership 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. East Shore Leadership Academy will notify the police and 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, or at an Academy-sponsored activity or event will be suspended and may be permanently expelled for a period of not less than one hundred eighty (180) days or one full academic school year.

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 expel any student from East Shore Leadership Academy if at Academy a student:

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

Any student may be suspended or expelled 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 that 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 in grade 6 or above 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 shall be suspended or expelled, depending upon circumstances, for up to one hundred eighty (180) days or one full academic school year.

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.

Without consent:

- Any sexual touching of person's intimate parts: With or without consent
- Any sexual touching of a person under 10 years old

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). During 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 father 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 FIA. (See East Shore Leadership Academy Academy's Child Abuse and Neglect policy)

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 Behavior Code. 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 East Shore Leadership Academy. To encourage the development of this virtue, positive reinforcement will be used. Students are expected to follow the rules and regulations of East Shore Leadership 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.

Detention:
May be served during recess, lunch, classroom celebrations, and before or after-school for unacceptable behavior.

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. While in the office they will follow the same routine as an In-School suspension. 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. Work completed during Out of School Suspension may earn up to half credit.

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.

Due Process Rights:
The Board of Directors recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the Academy's disciplinary procedures.

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:
1.Students subject to short-term suspension: Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The School Leader or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the School Leader whose decision will be final.

2.Students subject to long-term suspension and expulsion: A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the

charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion, to a request for reinstatement, or to a request for admission after being permanently expelled from another district.

The School Leader shall establish procedures so that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

Discipline Actions & Minimum Penalties

DISCIPLINARY ACTIONS AND MINIMUM PENALTIES

Every student has the innate right to an education free from being threatened in any fashion. In addition, every teacher has the right to teach just as every student has the right to learn. Any disruption to this process will not be tolerated. The following is a list of some unacceptable student behaviors and the suggested *minimum* starting penalties. Should a violation not be listed, administrative discretion will be exercised and proper penalty imposed for the violation. **Violations may have different circumstances and therefore administrative discretion may be imposed to apply appropriate consequences and penalties to each individual situation to ensure fairness.**

Detentions, Suspensions and Expulsions:

Detentions, out of school suspensions, and/or expulsions are levels of consequences that are administered to students who demonstrate disobedient, disruptive, violent, disrespectful, or otherwise harmful behavior at school. Students whose presence create, or are likely to create, a specific threat or risk to the safety or well-being of the school community or any of its members will be suspended or expelled from school.

The Principal has the authority to suspend or recommend expulsion of a student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance, or who assaults school personnel at school-sponsored or school-related events, including athletic games. All action will be in compliance with the Academy policy on weapons and violence at school.

DISCIPLINARY ACTION

Definition of Discipline

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment, and consideration of rights of others. Ideal discipline is self-directed and self-controlled. Schools, community, and parents share the responsibility for helping students develop self-discipline. When self-control falters and self-discipline fails, disciplinary forces from outside the individual must be imposed to protect the rights of others and to ensure uninterrupted instruction by teachers for students.
At East Shore Leadership Academy, as in the community at large, certain rules and procedures are established to guide students through constructive growth and into mature adulthood. The rules and procedures are basically the same from Kindergarten through grade 5. Parents, teachers, and others responsible for the welfare and education of these students cooperate to interpret and enforce these rules.

Behaviors Warranting Disciplinary Action

Students guilty of any of the following offenses shall be subject to appropriate disciplinary action, including suspension and expulsion, as set forth in the Michigan School Code.

1. Absenteeism (including cutting of class), excessive;
2. Aggressive behaviors, including but not limited to hitting, pushing and shoving;
3. Alcoholic beverages, possession, delivery, use or being under the influence of;
4. Arson or attempted arson;

5. Assault or attempted assault;
6. Beeper and/or other telecommunications devices, possession of;
7. Cheating and/or plagiarism;
8. Dangerous articles, firearms, knives, metal pipes, sharpened implements, clubs, "look-alike weapons", ammunition, etc., possession of;
9 Defacing or destruction of school property or property of another (includes writing on walls, etc.);
10. Detention, failure to report to;
11. Detention, refusal of;
12. Dice shooting (whether or not gambling);
13. Disobedience to teacher or other staff member;
14. Disrespectful behavior toward teacher or other staff member;
15. Disruption of class, study or instruction;
16. Dress guidelines, violation of;
17. Drugs and controlled substances, possession, use, distribution, or being under the influence of;
18. Extortion or attempted extortion, harassment, or intimidation;
19. Failure to report to office as directed;
20. Failure to pick up trash or return tray in designated eating areas;
21. Fighting
22. Fireworks, stink bombs, or other explosives, possession, distribution, use, or lighting of;
23. Forgery of notes or passes, etc.;
24. Gambling or present at scene of gambling;
25. Leaving class without teacher's permission;
26. Leaving school grounds without proper authorization;
27. Loitering on school property, including halls and classrooms;
28. Loitering in vehicles, in parking lots, or on streets;
29. Lying/falsehood;
30. Misuse of school property or property of others;
31. Molesting others;
32. Obscene language or gestures, use of;
33. Obscene writing, pictures or articles, or possession of;
34. Participating in and/or instigating a riot;
35. Presentation of forged notes or passes;
36. Profane language, use of;
37. Refusal to follow directions of teacher or other staff member,
38. Refusal to identify self properly;
39. Removal of food from cafeteria;
40. Rude behavior to others;
41. Sexual harassment;
42. Sleeping in class;
43. Tardiness, excessive;
44. Tobacco products, possession or use of;
45. Trespassing while suspended;
46. Theft or attempted theft;
47. Threatening bodily harm or property damage;
48. Threatening language or gestures, use of;
49. Truancy from school;
50. Unauthorized entry into restricted areas;
51. Uniform Violation; failure to wear the proper school uniform

52. Violence, acts of;
53. Walkouts;
54. Any violation of this code, policies of the Board of Directors, or local, state or federal law;
55. Any other conduct considered by the principal or teachers to be disruptive, disrespectful or disobedient.

In the following seven cases, discipline referrals must be made immediately to the principal:

1. Fighting;
2. Abusive language directed toward a teacher or another student;
3. Student actions that disrupt the class to the extent that the teacher's authority is being challenged and the teacher is losing control of the class;
4. Student actions, which indicate the use of drugs, alcoholic beverages, or other behavior-altering substances;
5. Student actions that present a danger to the safety and well-being of anyone in the school;
6. Other criminal acts in violation of local, state or federal laws.
7. Any form of bullying.

The Principal is to recommend expulsion for the following first-time offenses occurring on school property, at school-sponsored activities, or for school-related reasons:

1. Arson or attempted arson;
2. Assault and/or battery of an employee or student;
3. Possession, use, or sale of a firearm or dangerous weapon;
4. Manufacturing, growing, distribution, and/or sale of drugs and/or drug paraphernalia;
5. Extortion, attempted extortion, robbery, and/or larceny;
6. Immoral conduct;
7. Hazing;
8. Unlawful assembly and/or riot;
9. Possession, use, distribution, sale, lighting, or discharge of explosive devices;
10. Students found guilty or not innocent of a crime, which resulted in or could have resulted in injuries to others, regardless of where the crime occurred.

Discipline Procedures

A school is judged by the actions of its students in and out of school. At all times when students are under school jurisdiction, they are expected to conduct themselves in an orderly, courteous, dignified, and respectable manner. In an effort to maintain an orderly atmosphere in the school and on the school grounds, the teacher's authority extends to all students, whether or not the teacher teaches the student in class.

PARENT GRIEVANCES

Any and all parent concerns and grievances should be brought to the attention of the teacher. If, after consultation and discussion with the teacher, the parent feels the matter has not been satisfactorily settled, the parent may bring the matter to the attention of the Principal. If, after consultation and discussion with the Principal, the parent feels the matter has still not been satisfactorily settled, the parent may make a written appeal to the Principal. The Principal will

respond in writing informing the parent if and when the hearing of the grievance will take place. If appropriate the grievance will be relayed to the East Shore Leadership Academy Superintendent and/or the East Shore Leadership Academy Board of Directors. Please be aware that the East Shore Leadership Academy Principal, Superintendent, and Board members are in their official capacity to respond to the grievance when and only when they are meeting formally regarding it. Individually (in the hallways, at games, on the telephone, etc.) they are not to discuss official business of this nature, as it would be considered inappropriate.

EARLY AGE PERMANENT WITHDRAWL FROM SCHOOL

Michigan law requires attendance of each student until sixteen (16) years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond East Shore Leadership Academy.

No student under the age of eighteen (18) is permitted to withdraw without the written consent of a parent or the approval from the principal.

For all other Academy policies approved by the Board of Directors, feel free to request a time to review the Board Policy Manual with the Board of Directors Recording Secretary or the Academy Principal.