



**Charter Authorizer: Bay Mills Community College
Management Company: EdisonLearning, Inc.
8525 Cole
Warren, MI 48093
(586) 575-9418
(586) 575-9876 Fax**

Dear Parents,

We hope this handbook will be helpful in providing answers to your most immediate questions about school policies and procedures. Please refer to the Table of Contents for easy reference, and feel free to contact the school for an appointment to discuss your child's progress or any other school-related matters. It is important that you and your child read this handbook carefully. With a thorough understanding of school principles and rules, students, parents, and staff will share a common philosophy that will set the stage for a fulfilling educational experience.

Sincerely,

Roy D. Harris,
Principal

Caroline Garrett,
Academy Director



BEN ROSS PUBLIC SCHOOL ACADEMY

Guiding Children To a Bright Future!

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Mission Statement

The mission of Ben Ross Public School Academy is to provide a world-class education for all students in a safe and nurturing learning environment.

Vision Statement

At Ben Ross Public School Academy we envision our school to be one in which;

- Students are in attendance daily, on task and actively engaged in curriculum.
- Staff and students are consistently committed to reminding, reteaching, and redirecting.
- Students accept responsibility for their own learning and actions.
- Parents accept responsibility for providing a nurturing environment that encourages the educational growth of each student.



The Ten Fundamentals of an Edison School

- 1. Schools organized for every student's success.** To achieve this, we've organized small, flexible schools-within-a-school, (Academies/Houses) where teachers work with the same students for several years, getting to know each student well and forming strong, mutually supportive relationships with families.
- 2. A better use of time.** Edison partnership schools follow a schedule that makes sense for families today, adds the equivalent of more than six years to what is now a typical K-12 academic career, and builds in more fun for the students too.
- 3. A rich and challenging curriculum.** We have designed an absorbing curriculum that provides schools and every teacher and student in them with a program of variety and possibility. The curriculum is carefully integrated to help students see the connections between knowledge and ideas and to encourage practical applications of learning.
- 4. Teaching methods that motivate.** We are committed to vital and diverse instructional strategies that encourage innovation and excitement in teaching and learning. Partnership schools are full of the sound of discussions, debate, discovery and delight.
- 5. Assessment that provides accountability.** Edison monitors student progress in many ways to help ensure that standards are met. Students participate in Edison's own core assessment system as well as state and local testing programs. Edison is accountable for student performance on all of these measures. We believe in regular, clear, understandable reporting to families and to the public.
- 6. Educators who are true professionals.** Teachers are at the heart of partnership schools. They receive the career development, resources, responsibilities and opportunities that talented professionals deserve.
- 7. Technology for an Information age.** Our plan for technology puts everyone – students, educators, and families – to work with the powerful information, communication, and learning tools available today. It prepares students for the work places of tomorrow. And the technology connects the members for the partnership community.
- 8. A partnership with families.** Edison makes a commitment to families to keep them engaged in their children's progress. Student portfolios and quarterly meetings with teachers give family members an accurate and vivid picture of their children's accomplishments and needs.
- 9. Schools tailored to the community.** Edison designs about 75 percent of its schools' curricula, working with individual schools to tailor the rest of the program to the interests of each community.
- 10. The advantages of system and scale.** Every school automatically becomes a part of a national network of partnership schools, linked by a common purpose and school design as well as being linked literally through our technology system. Every school contributes to, and benefits from our extensive curriculum and professional development offers.

Core Values of the Month

September *Respect*

Respect honors the good things that others and we do. Respect values people and other things for who and what they are. Respect honors people and things of special worth.

October *Responsibility*

Responsibility is taking care of the people and things that are ours. Responsibility is keeping our promises. It is doing our duty for our family, school, community and country.

November *Courage*

Courage is being brave when we are scared. It is being able to do something when we feel bad or fear we might fail.

December *Hope*

Hope is looking forward to and wanting good things to happen. Hope is doing what we can to make good things happen.

January *Wisdom*

We gain wisdom through learning and doing. Wisdom is understanding what to do. It is recognizing right from wrong, good from bad.

February *Compassion*

Compassion is caring about others. It is wanting to help those who are hurting. Compassion is showing kindness to all people.

March *Justice*

Justice is making sure that we treat others and ourselves fairly.

April *Integrity*

Integrity is being honest. It is being trustworthy. Integrity is being true to yourself and your beliefs.

May/June

Review *Respect, Responsibility, Courage, Hope, Wisdom, Compassion, Justice and Integrity.*

A person's character is their destiny.

Heraclitus

Ben Ross Public School Academy
8525 Cole
Warren, MI 48093



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SCHOOL INFORMATION

School Hours

**8:00 A.M. – 3:30 P.M. Grades K-8
Monday through Friday**

Office Hours

**7:30 A.M. – 4:00 P.M.
Monday through Friday**

School Telephone

(586) 575-9418

School Fax

(586) 575-9876

Delayed Starts and School Closing

To learn of a late start, the school being closed due to inclement weather or any other emergency please listen for a radio announcement on

WWJ950 AM News Radio

or tune in to

CHANNEL 2, 4 OR 7 NEWS

Note: Ben Ross Public School Academy is located in Macomb County.



Ben Ross Public School Academy

Getting to Know Us Essential Information About Our School

Advisors

Every student has an advisor. The student's advisor is his/her homeroom teacher. This is the first person with whom the parent/guardian should communicate if a question or issue arises requiring contact between the home and the school.

Attendance

To benefit from the primary purpose of the school experience, it is essential that each student maintains a regular and punctual daily attendance in all classes. Class attendance is necessary for learning and academic achievement. Developing the habits and responsibilities of punctuality, dependability, and self-discipline are also important to a student success in later life. (See Attendance Policy under discipline code for more detailed information.)

- **Excused Absences.** All prearranged, authorized, and illness-related absences will be treated as excused absences. Excused absences must be verified by a telephone call or note from a parent or legal guardian to the registrar's office by 10:00 A.M. the day of each absence. The registrar's phone number is 586-575-9418.
- **Unexcused Absences.** Any absence for which the parent/guardian has not notified the school will be considered unexcused. The Attendance Monitor will call the student's parents for all unexcused absences.
- **Late Arrivals.** Students who arrive late to school **must** report to the office for a pass to enter the classroom. Students are tardy if they are not in the classroom when the final bell rings at 8:00 A.M. Every instance of tardiness requires a written excuse from the parent/guardian stating the reason. Parental assistance in making sure students arrive on time for school is required and appreciated.

Assessment

Student progress is reported on the Student Learning Contract (SLC). The SLC is a detailed account of student performance and a plan for improvement issued four times during the school year. (See the School Calendar for SLC dates.) SLC's will only be given out at Conferences and must include the student and at least one parent/guardian in attendance. Parents must participate in each SLC either in person or by pre-arranged telephone conference with their students' teacher(s), if necessary, due to extenuating circumstances. The student's report card will not be released without a conference.

Application

Verification of age and place of birth must be submitted when a child applies at Ben Ross Public School Academy. Any one of the following forms will be accepted: Original Birth Certificate, Baptismal Record, Passport (showing date of birth), or Alien Registration Card. To enter



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Kindergarten a **child must be five years old on or before December 1st**. All Kindergarten students must have a completed Health Appraisal form signed by a physician. All students must provide an up-to-date record of immunizations.

Basic Emergency Procedures

Fire Drill Procedure:

A minimum of six whole-school practice fire drills is held during the school year. The Principal, Academy Director, and the City Fire and Police Departments coordinate our school safety program.

All students should take these drills very seriously and follow the instructions of their teachers. Everyone **must** exit the building during a fire drill and **not** return until they hear the all-clear bell. Fire drills may occur anytime during school hours. Classroom teachers will spend time discussing and rehearsing fire drill procedures.

- Students should walk to the classroom door and quickly form a line.
- The teacher should lead the group from the building using the assigned exit.
- Talking or running is not permitted. Students should follow the person directly in front of them and carefully listen to and follow directions given by the teacher.
- Students should proceed to a safe place outside as directed by their teacher. Once students are in a safe location the teacher will use their classroom attendance to verify attendance.
- No one should re-enter the building until the all-clear bell has sounded.
- After the all-clear bell, students are to follow the directions of their teacher and return to their classrooms in a quiet and orderly manner.

Students who are not able to walk, or need assistance, will be assisted by their classroom teacher, or the nearest available adult.

Civil Defense Procedures/Severe Weather

- All students will go to their designated area in the building.
- Students will sit on the floor with their heads protected and away from entries and windows.
- Students will remain quiet, and in sheltered areas until the all-clear bell has sounded.
- After the all-clear bell, students are to follow the directions of the teacher and return to their classrooms in a quiet and orderly manner.
- Parents are requested to not telephone the school when a tornado is in effect. It is imperative that school lines are open at this time for official calls. During a tornado watch or warning, a parent/guardian may sign out his/her student from the main office. However, it is important to remember that your child has been moved from the classroom to a safety location approved by the Emergency Management Team.



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Code of Conduct

All students and parents are responsible for the information contained in the Ben Ross Public School Academy's Code of Conduct book.

Classroom Newsletters

Newsletters are sent home with the students in each classroom to keep parents informed of house activities and what is happening in their child's classroom.

Communication

Ben Ross Public School Academy is committed to promoting communication between the teaching staff and parents. Please call the school with any questions or concerns you may have. Listed below are some of the formal ways that the school stays in contact with parents:

- **Bi-Weekly School Newsletter.** A bi-weekly school newsletter called the Ben Ross Weekly is sent home with students every Monday to keep parents informed of building level activities and parent involvement opportunities.
- **Annual Open House, School Visits.** Parents are always welcome to visit the school. However, all visitors must sign in at the office and obtain a visitor's pass for security reasons. Any arrangements to observe a classroom must be made with the classroom teacher in advance. If a parent wishes to conference with a classroom teacher, an appointment must be made first.
- **Parent/Teacher/Student SLC Conference.** Each family will meet with his/her child's teacher to review expectations and discuss the student's academic development.

Confidentiality

Laws involving privacy and confidentiality prohibit the school from divulging student names, addresses, and telephone numbers.

Curriculum

- **Student Standards.** Edison Schools has established high academic standards and clear instructional objectives, which provide the basic curriculum framework for the instructional program. The curriculum is built around five domains – humanities and the arts, mathematics and science, character and ethics, practical arts and skills, and health and fitness.
- **Core Curriculum.** A core curriculum reflective of national standards is shared by all Edison partnership schools, including common instructional programs such as:
 - Open Court for Reading/Language Arts Curriculum and Choices for JA
 - University of Chicago Math for Math Curriculum and Prentice Hall for JA
- **Curriculum Integration.** In Edison partnership schools, all subject areas are linked to provide hands-on, real life experiences within the entire school community.
- **"The Greats".** By weaving the study of great people, ideas, events, and problems throughout the curriculum, Edison partnership schools make learning vivid, interesting, and relevant to students' lives.
- **Multiple Forms of Instruction.** Direct instruction, cooperative learning, project-based learning, and other forms of instruction provide responsive, varied learning situations to meet the needs of students.

Dress Code

Ben Ross Public School Academy is a special place where students come to learn. It is expected that all students will adhere to the Ben Ross Public School Academy's expectations of dress. In addition to ensuring a safe learning environment for all, students are able to focus on the importance of who they are and not how they look. All clothing must fit appropriately, not sagging, nor overly tight. Shirts must be tucked in at all times.



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Clothing Items that are **Permitted:**

- Navy blue pants, shorts, skirts, skorts, capris or jumpers – must be plain with no logos or patterns
- Navy blue sweaters, sweater vests, cardigans, pullovers, crew or v-neck styles with a collared white shirt underneath – must be plain with no logos or patterns.
- K - 4th grade students will wear white or light blue polo shirts (short or long sleeved), turtleneck shirts or button down shirts– must be plain with no logos or patterns.
- 5th - 8th grade students will wear white or light blue button shirts only (short or long sleeved) – must be plain with no logos or patterns.
- 5th – 8th grade boys must wear navy blue ties and 5th – 8th grade girls must wear navy blue tabs.
- A plain belt must be worn commensurate with the design of clothing by all students in grades 2 and above.
- T-Shirts or visible undergarments must be white and plain

Clothing items that are **Not Permitted:**

- Overalls
- Denim of any color or design
- No stripes, cargo pocket or patch pocket pants
- No hooded sweatshirts or hoodies
- No hats, bandanas, scarves or excessive jewelry is allowed.
- Boys may not wear any jewelry except watches or medical alert jewelry

Jewelry

- Girls may wear small stud earrings, or small, plain hoop earrings.
- Girls may wear watches and/or medical alert jewelry
- No other jewelry will be permitted

All shorts, skirts, skorts, capris and jumpers must reach past the fingertips in length. **Shorts may only be worn from May 1 through September 30.**

Hair must be neat and maintained in a business like style.

Dress shoes or plain, black or white gym shoes are required.

In order to create a learning environment that promotes academic excellence, the school reserves the right to make judgments regarding the appropriateness of a student's appearance. Any choice that creates a disturbance within the school or that negatively impacts the learning environment will not be permitted. In the event a student violates the dress code his/her parent will be called and asked to bring the proper attire for their son/daughter. The student will not be allowed to return to class until they are dressed appropriately.

Labeling Clothing – It is recommended that all items be labeled to avoid loss and minimize confusion. It is also recommended that lunch boxes and sacks be labeled.

"Gym" Clothes – All students are required to wear sneakers for physical education. Kindergartners are encouraged to wear sneakers with Velcro fasteners all day to eliminate the need for tying laces.

Lost and Found – Personal belongings of students are taken to the main office when the owner cannot be identified. **Items remaining at the end of each quarter will be donated to a worthy organization.**



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Field Trips

Classroom teachers may plan field trips for a specific educational purpose. In order to participate, the students must have a field trip permission slip completed and signed by the parent/guardian.

If, for any reason, a parent/guardian does not wish his/her child to participate, arrangements will be made for the student to remain at school with another class.

Note: Students are required to adhere to the school dress code while on field trips unless there is a policy exception from the principal.

Students may be excluded from participation in Field Trips at the discretion of the classroom teacher.

Hallway Procedures

1. Stay to the right and on the blue line.
2. Hands down to the sides, or crossed in front of bodies.
3. Single file line.
4. No talking in the hall.

Homework

The Ben Ross Public School Academy believes that students should extend their school experiences through skill reinforcement and enrichment activities both at home and in the community. Homework assignments provide:

- Enrichment of a student's background in a particular subject
- Meaningful practice to improve skills
- An opportunity to become interested in new subjects and ideas

Homework is assigned a minimum of five (5) times a week. Recommended minimum daily time: Primary 20-30 minutes per day / Elementary and Junior Academy 30-60 minutes per day. Parents are asked to please assist their child as needed. This includes **20 minutes of reading every night**, math home links, and other assigned activities.

Make-Up Work: Students are always responsible for making sure that they secure all assignments missed due to absence, and that all work and assignments are completed and turned in promptly.

Library/Technology

Parents are asked to encourage their children to use the library services provided for them, and to spend time reading each day. Books and other materials, such as magazines and reference articles, are available for both classroom and personal use. Parents are asked to make sure that their child's use of the library materials is appropriate and are returned promptly.

Students are expected to respect the rights of all students to a quiet work place, and to take good care of library materials. Students are responsible for damaged or lost materials.

Technology as a Second Language – The TSL curriculum/philosophy builds a community culture regarding technology use where technology truly becomes a second language. Our goal is to build the capacity among the members of the school community to use technology to do their important everyday work.

Lockers

The classroom teacher will assign lockers as needed. It is the responsibility of the student to keep the assigned locker clean and neat, and free of graffiti inside and out. To prevent items from



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being stolen, the locker combination should not be shared with other students. The school is not responsible for lost items taken from the lockers.

Lunch and Breakfast Program

It is the responsibility of the parent and student to see that the student has a lunch or lunch money. Prepayments will be accepted on a daily basis. Money Orders are to be made payable to Ben Ross Public School Academy, no personal checks are accepted. If your child does not qualify for free lunch, BRPSA will not assume financial responsibility for providing breakfast or lunch. Free and Reduced lunch forms are available in the office.

Ben Ross has a closed campus lunch policy. Students are not allowed to leave campus for lunch unless their parent has checked them out through the office. **Due to our contract with Variety Food Services students are not permitted to eat fast food products in the cafeteria.**

Applications for participation in the free and reduced lunch program are sent home at the beginning of the school year and are available in the office throughout the school year.

Breakfast is served daily from 7:15 A.M. – 7:50 A.M. All students are welcome to participate in this program. Students who receive free lunch are eligible for free breakfast.

Lunch Periods are 30 minutes long for all students. Prices are as follow:

- Student Lunches \$2.75 per meal
- Student Milk/Juice \$0.35 per carton
- Student Breakfast \$1.50 per meal

Lunchroom Rules and Procedures

1. Students are expected to promptly follow directions given by adults in the lunchroom
2. Cafeteria privileges are subject to responsible behavior on the part of the students, and may be lost if abused
3. Students must stand in the lunch line or sit down at their assigned seat when they enter the lunchroom.
4. Students must raise their hand to get out of their seat for any reason, including the use of the restroom.
5. Leaving the cafeteria without permission for any reason during mealtime is prohibited.
6. Each student is responsible for the cleanliness of the space at which he/she was seated during mealtime.
7. Students should conduct themselves in a quiet manner.
8. No purses, bookbags, or other like items will be allowed in the cafetorium.

Recess - Recess will be given daily by the teachers in the Primary and Elementary Academies. Classroom teachers will give students plenty of opportunity for movement and change of pace, and will provide breaks as necessary to ensure that all students do their best each day.

Media

The media may choose to cover interesting events that occur at Ben Ross Public School Academy throughout the year; and the school welcomes the publicity. If, for any reason, a parent does not wish for his/her child to be viewed on television, or photographed by the media, please submit a request in writing to the school office.

Money and Other Valuables

Students should not bring money, property, or other valuables to school, except to buy milk, breakfast, and lunch. Money should be sent in a sealed, labeled envelope. If money is required for other reasons, students and parents will be notified. The school will not assume responsibility for lost or stolen property.



Parent and Community Involvement

Parent involvement is of the utmost importance at Ben Ross Public School Academy, and it is recognized that parents are eager to participate fully as the first and continuing teachers of their children. As prescribed in the Parent Contract, parents are expected to volunteer for a minimum of 20 hours each school year, attend two MPAC meetings and three SLC conferences.

At Ben Ross Public School Academy it is believed that what a parent does at home to support the child's education represents the most important aspect of parent involvement. Examples are:

- Ensuring that bedtime is at an appropriate hour
- Preparing the child's clothing for school
- Checking homework for completion and understanding
- Conversing about the child's day at school
- Participating in school assignments that involve the family
- Reading aloud with the child
- Taking family field trips
- Talking about the parent's personal educational experiences in a positive way, and sharing hopes for the child's continued growth in learning

We encourage you to get to know your child's teacher and let the teacher know how you would like to help in the school.

Ben Ross Motivated Parent Advisory Counsel (MPAC) – An elected representative parent group that exists for the primary purpose of helping the principal determine appropriate programs.

Volunteers – Ben Ross Public School Academy welcomes parents and others to work with the school as volunteers. House staffs and specialists will communicate with parents about their needs and wishes for support.

Progress Reports

Progress reports are issued once each quarter for students in grades 3-8. Parents are expected to sign each report and return them to their child's homeroom teacher for verification. In this way, communication is ensured regarding the student's academic progress throughout the quarter leading up to each quarterly conference.

Special Education Services (SES)

Ben Ross Public School Academy is committed to a program of responsible inclusion for students with special needs. Special education teachers work with the teacher and special Edison students within the regular classroom and also in a separate setting when that is most appropriate. SES staff regularly reviews each student's level of service and monitors their progress. Procedures for making referrals, conducting evaluations, communicating with families, writing and reviewing Individual Education Plans (IEP's), maintaining student records, and reporting progress are managed by the Special Education Coordinator.

Gifted Students – Ben Ross Public School Academy sets high standards for all students. Multi-age grouping and a challenging curriculum help teachers address the special needs of gifted students. The project based nature of intensives (school-wide thematic projects that cover an extended period of time), and other project based instruction give children opportunity to tackle more challenging work.

Family and Student Support Team (FASST) – The FASST team exists to ensure that each child receives whatever support/services the child needs to be successful. A Student Support Manager is available to serve the students and their families, assist in bringing together adults and children with after-school evening programs, and coordinating volunteer and community service activities.



Solicitation

Ben Ross Public School Academy regulations prohibit solicitation on school grounds during school hours or by individual students or staff for membership in, contribution to, or purchases in support of any charitable organization, which has not been sanctioned by the principal.

Student Health and Records

Accident – When a student has an accident on the school grounds a parent/guardian will be notified by the office prior to the end of the school day when appropriate.

911/EMS – Ben Ross Public School Academy must call 911/EMS for all health issues that place students at risk. IF EMS determines that further medical attention is required, that child will be transported to the nearest hospital via ambulance.

Immunizations – State law requires immunizations for all students. It is imperative that parents retain immunization records and share these records with the school.

In case of illness – The student must receive a pass from the teacher before going to the school office. It will then be determined whether the student should rest, return to class, or be sent home. If the student needs to go home, parents will be called to pick up their child.

Medication – Students who are required to take prescription drugs or over the counter medicine while in school must provide the office with a note from the attending physician. There is a form that is to be completed by the parent and physician, which can be picked up from the office. The medication must be in the labeled container received from the pharmacy, indicating the dosage and time to be given. Inhalers must be kept in the office unless there is a physician's note on file.

NOTE: Aspirin may not be given by anyone on school staff.

Student Records

Student school records are provided and are protected from unauthorized inspection or use. A cumulative record (CA-60) is maintained for each student from the time he/she enters the school until the student withdraws or graduates. This record moves with the student from school to school. Expulsion Hearings are part of this record.

Change of Name/Address/Phone Numbers – Notify the school immediately when a change of address or telephone number occurs. It is very important that the school has accurate information in their database. There is a form in the office to complete for any changes in student information. When a student's legal name is to be changed, a **court order** showing the change must be submitted to the school for necessary recording and for a revision of the student's records.

Telephone Usage

Valuable instruction time is wasted when students are excused to either answer a call from home or to place a call home. The following guidelines are in effect regarding the use of telephones by students.

- All outgoing calls by students can only be made with teacher permission and can only be made on an emergency basis

If a teacher feels that a call home is an absolute necessity, he/she will send the student to the main office. **All phone calls must be made from the main office.**

- Calls home for lunch, field trip permission forms, homework, and requests to spend the night with friends are not generally considered emergencies.



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- Students answering phones in the classroom should have a scripted message and all students should answer the same way.

Cell phones are to be **turned off** and kept in the student's locker during school hours. **NO EXCEPTIONS.**

Transfers and Withdrawals

The school office must be notified of the date of transfer, the student's new school, and the last day the student will be attending this school as soon as possible.

All textbooks and library books must be returned and all fees paid at the time of transfer/withdrawal. School records are furnished upon request from the new school.

If you are requesting copies of student report cards, immunization records, birth certificate, etc. you must complete the form in the front office and allow a 48 hour response time.

Truancy

Children are required by law to attend school until they are sixteen years of age. "Habitual Truancy" is defined as more than four days of unexcused absence in any one month, or ten days of unexcused absences during the school year.

Visitors

Visitors must always report to the security station when entering the school building. Children who accompany adults must be properly supervised. All visitors must sign in with the Security Officer and receive an orange lanyard that indicates they have signed in and may access the building. Any visitor without the orange lanyard will be escorted to the Security station to sign in. The children may not walk around the building, or use lavatories without adult supervision. During the first week of school parents may accompany their children (students) to the classroom. After the first week, students are encouraged to participate in established procedures for getting to their classrooms, rather than to be escorted by parents.

All visitors will be required to wear appropriate identification (orange lanyard) that will be issued by our Security Officer. Please understand that identifying the adults who enter the school building is a primary factor in assuring the safety of the students.

Wait List/Student Selection Process

The wait list established for Kindergarten through Grade 8 will remain active until February 13, 2009.

Student Selection Process – Students whose applications were submitted by the established deadline date will be selected for admission by random lottery for each grade that exceeds full enrollment. Applications received after the deadline date for each grade that has reached full enrollment will be added to the official waiting list in the order in which they are received.



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BEN ROSS PUBLIC SCHOOL ACADEMY STUDENT CODE OF CONDUCT 2008/2009 Grades K-8

STUDENT CONDUCT AND DISCIPLINE POLICY

Philosophy of Discipline

We live in a world that calls for rules and regulations. No society, organization, group, or individual can operate successfully without them; and schools are no exception.

The responsibility for discipline begins at home. It is the parents/guardians who must provide the necessary training to help their child to function effectively in the world. The school is a continuation of that training, and we want to reinforce what the child is learning at home. To this end we attempt to work in cooperation with the parent/guardian to create this consistency between home and school. Therefore, the parent/guardian should be aware of and reinforce school rules and policies. Cooperation between home and school is essential. School personnel are responsible for maintaining proper discipline in all school settings: classrooms, lunchroom, hallways, etc. It is essential that teachers and staff members maintain order to provide each child with the appropriate learning environment.

THE CODE OF CONDUCT IS IN FORCE

- On school property at all times
- At all school sponsored, approved events, or activities on or off campus
- In a motor vehicle being used for a school related purpose

Ben Ross Public School Academy Discipline Policy

The following consequences for student behavior are not administered as punishment, but as a method to encourage students to see that their choices of behavior have consequences. Children should learn positive behavior has positive consequences and negative behavior has negative consequences. It is not the staff at Ben Ross Public School Academy who chooses the disciplinary actions taken. This choice is the student's alone, based on his/her actions.

Disciplinary Procedure: Actions and Recommendations

There are several types of disciplinary actions taken when a student violates school policy. The school policies have been adopted by the BRPSA Board of Directors to ensure a safe environment conducive to learning. School policies in their entirety may be reviewed in the board office and are reflected in this handbook. The following actions have a range of penalties. Administration has the right and a responsibility to invoke any of the following disciplinary measures necessary to ensure the positive operation of the school. A disciplinary report will be sent to a parent/guardian when a formal disciplinary consequence is taken. The exception will be the classroom teacher's discipline, which may result in a phone call from your child's teacher.

Warnings: Any authorized school personnel witnessing the infraction can give these warnings.

Classroom Teacher's Discipline Guidelines: These guidelines will be actions the classroom teacher feels are necessary to encourage the student to decide against similar misbehavior in the future. They include, but are not limited to:

- Remind and Redirect (This includes a verbal and nonverbal warning)
- Language of Choice (Choice, Pick, Decide)
- Classroom Time Out (Think it Through sheet is completed)
- Re-include student
- Phone call home



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- Buddy teacher and parent conference

Discipline Slip. This is a formal means of communication home, written to make a parent aware of his/her child's behavior at school. A Discipline Slip will have a set consequence following the sequences laid out for each violation.

Peer Mediation. An opportunity to sit face-to-face and talk, uninterrupted, so each view of the dispute is heard. After the problem is defined, possible solutions are created and then evaluated. When an agreement is reached, a commitment to a plan of action is obtained.

PRINCIPAL/ACADEMY DIRECTOR DISCRETION

The Principal/Academy Director reserves the right to use his/her judgment as to the circumstances and severity of the behavior when setting the consequences for any infraction, except when brought before the board for disciplinary action. At that time the Board will make the determination.

DETENTION POLICY

Ben Ross Public School Academy operates a detention system whereby students who have violated acceptable procedure and behavior norms will be able to redeem themselves via "the make-up of time".

The purpose of this system is to permit students the opportunity to spend time in a controlled study situation. It is very important that the school and parents work together to help the students learn the proper behavior and that students have certain consequences for inappropriate behavior.

Administrators can issue detentions and the student must serve them when they are assigned. If the student cannot stay the day assigned, arrangements must be made with the Academy Director for an alternate day prior to the scheduled detention.

DETENTION GUIDELINES

- All detentions will be forty-five minutes in length
- All students who are to serve Detention(s) will report to the Detention room on the day(s) assigned at **3:45 P.M.**
- To reschedule an assigned detention the parent must contact the Academy Director prior to the scheduled detention. **Detentions are rescheduled for mitigating circumstances only. Appropriate documentation is required.**
- Work, athletics, or other extracurricular activities are not considered acceptable excuses for failure to serve an assigned detention.
- It shall be the responsibility of the parent to make necessary and proper arrangements for transportation.
- Students **are required** to bring study materials with them to work on during detention.
- Students are to sit where assigned. The supervisor must authorize exceptions.
- Absolutely no talking is to take place during the detention period, nor will the students be allowed to place their heads down or sleep.
- Students who communicate in any way, pass materials of any kind, do not appear to keep busy, eat candy or food of any kind, or put their heads down will be warned. A second violation for any offense will result in dismissal with no credit being given for the time spent.
- If the student arrives late the student will not be allowed to serve the detention.
- **Failure to serve detention will result in one (1) day of In-School Suspension (ISS)**

IN-SCHOOL SUSPENSION

In-School Suspension is the separation of a student from the general population for a period of time.



IN-SCHOOL SUSPENSION IS EQUIVALENT TO, AND CARRIES THE SAME CONSEQUENCES AS AN OUT-OF-SCHOOL SUSPENSION DAY.

- Full credit may be earned in classes missed
- Schoolwork must be completed in ISS and given to the ISS supervisor for return to the individual teacher
- If a student is removed from ISS or commits other violations as outlined in the Student Handbook, he/she will not receive credit. The student will get a zero for his/her work, and all subsequent days become Out-of-School Suspension days. The incomplete ISS day will count as two suspension days.
- Students serving ISS can not participate in any school activity on the day suspension is served

OUT-OF-SCHOOL SUSPENSION

Suspension separates a student from school for a period not to exceed ten (10) school days. The authority to suspend rests with the Principal/Academy Director and may be delegated to his/her assistants at the administrative level. During a suspension, a student may not attend school or any school function for the specified period of time.

Student work must be arranged for and picked up by parents and credit will be given if submitted on the day of return. The work must be submitted the day of return.

Parents will be notified by certified mail at each occurrence of an in- or out-of-school suspension.

Before a student can return to school after an out-of-school suspension, a conference between teacher and parent must occur.

EXTENDED SUSPENSION

Extended suspension is the separation of a student from school for a period of more than ten (10) days. The administration shall recommend cases for extended suspension to the Board of Directors of Ben Ross Public School Academy for official board action.

PERSISTENT DISOBEDIENCE

When a student reaches ten (10) days of suspension, he/she may be recommended for expulsion to Ben Ross Public School Academy's Board of Directors. At the fifth day parents will be reminded of the ten day policy.

EXPULSION

Expulsion is the permanent separation of a student from school. The administration shall recommend cases for expulsion to the Ben Ross Public School Academy's Board of Directors for action. Any student who accumulates a combined total of ten (10) days or more of In-School or Out-of-School suspension will have his/her name recommended to the Board of Directors for Ben Ross Public School Academy for the purpose of expulsion. Parents will be notified when the student has accumulated a total of five. The authority to expel rests solely with the BRPSA Board of Directors.

SUSPENSION AND EXPULSION RULES

School administrators are authorized by the Ben Ross Public School Academy's Board of Directors to suspend a student for committing a gross misdemeanor or for engaging in persistent disobedience. Suspension for longer than ten (10) student attendance days may be imposed only by action of the Ben Ross Public School Academy's Board of Directors. A student may be suspended by the school administrator while charges and a recommendation for expulsion or suspension for longer than ten (10) school attendance days is pending before the Ben Ross



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Public School Academy's Board of Directors unless otherwise limited by these procedures and/or requirements of the law.

Suspension for Less Than Ten (10) School Days

When a school administrator determines that a student has committed a gross misdemeanor or has engaged in persistent disobedience which justifies a suspension of the student from school for a period of ten (10) days or less, the student and parent shall be informed of the charges in writing, by the responsible administrator and provide an opportunity to respond to the charges prior to the imposition of any suspension. If the student denies the allegations, the school administrator shall explain to the student the evidence against him/her and allow the student an opportunity to present his/her explanation of the incident. If under the circumstances immediate exclusion of the student from school is necessary because the student's presence endangers persons or property and/or threatens disruption of the academic process, the opportunity for the student to meet with the administrator and respond to the charges shall be provided promptly following such exclusion. The administrator may specify that the suspension is one pending a formal hearing before the Ben Ross Public School Academy's Board of Directors upon recommendation for expulsion or suspension longer than five (5) days.

Should the school administrator determine that there is justification to suspend the student, the student will be informed of that decision and will be made to contact the parent or guardian of the student and provide verbal notice of such decision immediately.

The building administrator shall promptly provide written confirmation of the decision to suspend the student to the parent or guardian. This notice is to include the length of the suspension and any special conditions relating to the suspension, and the right of the parent or guardian to appeal the suspension.

The parent and/or guardian may appeal the suspension to the Principal or his/her designee only after discussion with the school administrator imposing the suspension. Any such appeal must be initiated within twenty-four (24) hours following the discussion with the school administrator imposing the suspension. **THE APPEAL PROCESS STOPS WITH THE PRINCIPAL.**

Expulsion and Suspension for More Than Ten (10) School Days

When a school administrator believes that a student has committed a gross misdemeanor or has engaged in persistent disobedience justifying a recommendation for expulsion or suspension for a period of time exceeding five (5) school days, the recommendation shall be forwarded to the Principal for review and presentation to the Ben Ross Public School Academy's Board of Directors. The school administrator may suspend the student from school pending a hearing and determination within ten (10) school attendance days by the Ben Ross Public School Academy's Board of Directors if the school administrator first determines that the student's continued presence endangers persons or property and/or threatens disruption of the academic process.

Disabled Students

Although the provisions of this Student Code of Conduct cover disabled students, the time limitations set forth in the due process procedures may be temporarily suspended or enlarged by the Board to assure compliance with Federal and State Laws governing the discipline of disabled students.



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DISCIPLINE VIOLATIONS AND CONSEQUENCES

It is not possible, nor is it intended, to identify all infractions that may occur. What follows is a list of certain violations and disciplinary results.

PRINCIPAL/ACADEMY DIRECTOR DISCRETION

The Principal/Academy Director reserves the right to use his/her judgment as to the circumstances and severity of the behavior when setting the consequences for any infraction.

1. Attendance and Truancy

Attendance is a high priority at BRPSA. Student achievement and attendance are directly correlated.

The State of Michigan has a Compulsory Education Law (MCLA 380.1561), which makes it the responsibility of the parents or guardians of a child to ensure that any child between the ages of 6 and 16 attends school properly equipped to participate in the school activities. The child's attendance must be continuous and consistent for the school year.

Violations of this law occur "if a child is repeatedly absent from school without valid excuse." This can include a pattern of tardiness, early dismissal or a pattern of absences.

Excused absences, tardies and early dismissals may include the following reasons:

- Medical or dental treatment, exam, recuperation
- Personal illness
- Death in the family (Please provide obituary or funeral program)
- Serious illness in immediate family
- Educational experience. (The principal considers circumstances or conditions that may benefit a pupil as a reasonable educational experience)
- Pre-approved absence by school administrator before the child is absent
- Religious observances

Unexcused absences, tardies, early dismissals include:

- Absence, tardies and early dismissals that do not meet the guidelines for excused absence, tardies, early dismissal, and truancy from individual classes.
- A note from a parent or guardian is also required for unexcused absences, tardies and early dismissals.

Parental requests excusing their child from school for reasons not included above (i.e. to get a haircut, go shopping or not stating a specific reason) are unexcused. Excuses that a student "overslept" are also unacceptable and will constitute an unexcused absence or tardiness. *Students are expected to attend school until the end of the school year. Students failing to attend the last two weeks of the school year shall lose their seat for the upcoming school year unless there is a documented medical or family emergency.*

BRPSA's Attendance Policy states:

Absences:

- After three (3) absences the classroom teacher shall make a phone call to the parent/guardian.
- After five (5) absences the Student Support Manager will send a letter home, as well as notify the Principal or Academy Director.
- If the student is absent again, the student and parent/guardian will be required to conference with the Student Support Manager.



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- After ten (10) absences, the student shall be referred to the Macomb Intermediate School District at the discretion of administration based on individual case circumstances.
- After the 15th absence, the student may or may not be recommended for promotion.

Late Arrivals and Early Dismissals:

In order to benefit from the educational program of Ben Ross Public School Academy it is necessary that a student be in attendance throughout the school day. However, from time to time compelling circumstances require that a student be late to school or dismissed before the end of the day.

Written notice is required upon tardiness or early dismissal of the student, which shall state the reason for the tardiness or the early dismissal.

- Initial attempts to modify a student's tardiness will be handled by the teacher
- After five (5) tardies or early dismissals a letter is sent home by the classroom teacher
- After ten (10) tardies or early dismissals the Student Support Manager sends a letter home.
- If the student is tardy or picked up early again, a parent conference will be required with the student, parent and Student Support Manager.

Late Pick-Up and Early Drop Off of Students

Parents who bring students to school prior to 7:00 A.M. or who pick up their students 15 minutes after dismissal time who are not enrolled in the enrichment program, are subject to the following:

- First Offense: Verbal Warning
- Second Offense: Written Warning
- Third Offense: Parent conference is scheduled. A \$5.00 late fee will be assessed per child for every 15 minutes that the student is left at school. A letter along with an invoice will be handed to the parent or authorized guardian when the child is picked up. All payments must be made to the school by the 30th of each month in the form of a cashier's check, money order or cash. Personal checks and credit cards are not accepted. After 30 days a collection agency will be contacted for follow-up.
- Fourth Offense: Department of Human Services (Children's Protective Services) will be contacted to pursue further action if the student is left.

2. BRPSA's Board Policy Dress Code states:

Ben Ross Public School Academy is a special place where students come to learn. In order to focus on the content of character and not the outward appearance of each student, it is expected that all students will adhere to the Ben Ross Public School Academy's expectations of dress. In addition to ensuring a safe learning environment for all, students are able to focus on the importance of who they are and not how they look.

Dress Code

Ben Ross Public School Academy is a special place where students come to learn. It is expected that all students will adhere to the Ben Ross Public School Academy's expectations of dress. In addition to ensuring a safe learning environment for all, students are able to focus on the importance of who they are and not how they look. All clothing must fit appropriately, not sagging, nor overly tight. Shirts must be tucked in at all times.

Clothing Items that are Permitted:

- Navy blue pants, shorts, skirts, skorts, capris or jumpers – must be plain with no logos or patterns



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- Navy blue sweaters, sweater vests, cardigans, pullovers, crew or v-neck styles with a collared white shirt underneath – must be plain with no logos or patterns.
- K - 4th grade students will wear white or light blue polo shirts (short or long sleeved), turtleneck shirts or button down shirts– must be plain with no logos or patterns.
- 5th - 8th grade students will wear white or light blue button shirts only (short or long sleeved) – must be plain with no logos or patterns.
- 5th – 8th grade boys must wear navy blue ties and 5th – 8th grade girls must wear navy blue tabs.
- A plain belt must be worn commensurate with the design of clothing by all students in grades 2 and above.
- T-Shirts or visible undergarments must be white and plain

Clothing items that are **Not Permitted:**

- Overalls
- Denim of any color or design
- No stripes, cargo pocket or patch pocket pants
- No hooded sweatshirts or hoodies
- No hats, bandanas, scarves or excessive jewelry is allowed.
- Boys may not wear any jewelry except watches or medical alert jewelry

Jewelry

- Girls may wear small stud earrings, or small, plain hoop earrings.
- Girls may wear watches and/or medical alert jewelry
- No other jewelry will be permitted

All shorts, skirts, skorts, capris and jumpers must reach past the fingertips in length. **Shorts may only be worn from May 1 through September 30.**

Hair must be neat and maintained in a business like style.

Dress shoes or plain, black or white gym shoes are required.

In order to create a learning environment that promotes academic excellence, the school reserves the right to make judgments regarding the appropriateness of a student's appearance. Any choice that creates a disturbance within the school or that negatively impacts the learning environment will not be permitted. In the event a student violates the dress code his/her parent will be called and asked to bring the proper attire for their son/daughter. The student will not be allowed to return to class until they are dressed appropriately.

Labeling Clothing – It is recommended that all items be labeled to avoid loss and minimize confusion. It is also recommended that lunch boxes and sacks be labeled.

"Gym" Clothes – All students are required to wear sneakers for physical education. Kindergartners are encouraged to wear sneakers with Velcro fasteners all day to eliminate the need for tying laces.

In order to create a learning environment that promotes academic excellence, the school reserves the right to make judgments regarding the appropriateness of a student's appearance. Any choice that creates a disturbance within the school or that negatively impacts the learning environment will not be permitted. In the event a student violates the dress code his/her parent will be called and required to bring the proper attire for their son/daughter. The student will not be allowed to return to class until they are dressed appropriately. Failure to comply will result in an ISS day.



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Teachers will handle the first violation of dress code in their classroom. **After one violation, teachers will refer students to administration for further disciplinary action of failure to comply with the School Dress Code. Administration will adhere to the following disciplinary action:**

- First Occurrence: Discipline slip and Parent Notification
- Second Occurrence: Change clothes immediately and be sent to ISS room, Parent Notification
- All Other Occurrences: 1-5 day suspension with Parent Notification.

3. **Lockers**

Students are expected to maintain and use their assigned locker/storage spaces appropriately. Lockers or storage spaces are the property of Ben Ross Public School Academy, to be loaned to students for their use in storing personal belongings and instructional materials. Ben Ross Public School Academy retains exclusive control of the lockers and periodic general locker inspection may be conducted for any reason at any time without notice or consent or a search warrant. Students have no right to expect privacy regarding the contents of lockers. Ben Ross Public School Academy is not responsible for lost items taken from the lockers.

4. **Electronic Devices**

Electronic devices such as, but not limited to, I pods, MP3 players, gameboys, beepers, pocket pagers, compact disc players and laser pointers, and the like, are not allowed in school.

- First Occurrence: Conference/confiscation/return item to parent/guardian
- Second Occurrence: Conference/confiscation/return item at the end of the academic year to parent/guardian

Cell phones are to be **turned off** and kept in the student's locker during school hours. **NO EXCEPTIONS.**

- First Occurrence: Conference/confiscation/return item to parent/guardian
- Second Occurrence: Confiscation/return item to parent/guardian and 1-5 day suspension.
- All Other Occurrences: Suspension, conference/confiscation/return item at the end of the academic year to parent/guardian

5. **Book/Gym/Duffel Bags/Coats/Jackets/Purses**

When entering the school, students are to place all book bags, duffel bags, coats, purses and any other such items in their locker or coatroom.

Classroom teacher's discipline

- First Offense: Warning, Discipline Slip, Parent Notification
- Second Offense: One (1) day Detention, Parent Notification
- Third Offense: One (1) day In-School Suspension, Parent Notification
- All Other Occurrences: One (1) to Five (5) day Suspension, Parent Notification

6. **Violations of Building's Rules and Regulations**

A student shall not commit or participate in any conduct or act prohibited by Ben Ross' rules and regulations.

Penalty – Administrative intervention to expulsion.

Failure to follow hallway and lunchroom procedures will result in the following:

- First Offense: Warning, Discipline Slip, Parent Notification
- Second Offense: One (1) day Detention, Parent Notification



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All Other Occurrences: One (1) to Five (5) day Suspension, Parent Notification

7. Closed Campus Policy Violation

Under closed campus policy, students are to remain on campus for the entire school day unless leaving for reasons of illness, appointments, etc. Students are to immediately enter the building upon arrival. Upon dismissal students are to leave school unless they have proper authorization to stay. Students must check out in the main office for early dismissals. Students who are referred for violation of this procedure will be subject to the following disciplinary action:

First Occurrence: One (1) to Five (5) days suspension, Parent Notification
Second Occurrence: One (1) to Ten (10) days suspension, Parent Notification
Third Occurrence: Immediate suspension from school with recommendation for expulsion

8. Trespass and Loitering

A student shall not be on school property or in a school building except to participate in the educational process of the school, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

First Occurrence: Three (3) days detention, Parent Notification
Second Occurrence: Five (5) days detention, Parent Notification
All Other Occurrences: One (1) to Five (5) day suspension, Parent Notification

9. Food/Drinks/Gum Chewing

Food and candy are only allowed in the cafeteria or at staff supervised activities. Gum is not allowed in the building. Failure to comply will result in the following disciplinary action being taken:

First Offense: Warning, Discipline Slip, Parent Notification
Second Offense: One (1) day Detention, Parent Notification
Third Offense: One (1) day In-School Suspension, Parent Notification
All Other Occurrences: One (1) to Five (5) day Suspension, Parent Notification

10. Failure to Have a Hall Pass in the Hallways During Scheduled Class Time

First Offense: Warning, Discipline Slip, Parent Notification
Second Offense: One (1) day Detention, Parent Notification
All Other Occurrences: One (1) to Five (5) day Suspension, Parent Notification

11. Disruption of the Learning Environment

A student shall not, by any type of conduct (violence, force, noise, coercion, intimidation, fear, passive resistance, etc.) cause the disruption, disturbance, or obstruction of any school function, activity or event, nor shall he/she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

Classroom teacher's discipline:

First Offense: One (1) day In-School Suspension, Parent Notification
All Other Occurrences: One (1) to Five (5) day Suspension, Parent Notification

12. Possession of Items that Disrupt the Learning Environment

Items and paraphernalia that are disruptive to the educational process may not be brought in to the building.

First Occurrence: Conference/confiscation/return item to parent/guardian



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Second Occurrence: ISS/conference/confiscation/return item at the end of the academic year/parent notification

All other Occurrences: One (1) to Ten (10) day Out-Of-School suspension, according to the Principal's discretion

13. Disrespect

Students are expected to treat each other in a respectful manner. Speaking to any member of the school community in a discourteous, insulting, or profane manner will not be tolerated.

I. Staff Member/Adult

First Offense: One (1) to Five (5) day Suspension, Parent Notification

All Other Occurrences: Five (5) day Suspension, Parent Notification

II. Classmates/Student Body

First Offense: One (1) to Five (5) day Suspension, Parent Notification

All Other Occurrences: Five (5) day Suspension, Parent Notification

14. Insubordination/Failure to Comply

A student shall not be insubordinate or fail to comply with instructions and directions of school employees (including substitute teachers and student teachers), volunteers or persons acting in a chaperon or supervisory capacity.

Classroom teacher's discipline:

First Offense: One (1) to Five (5) day Suspension, Parent Notification

All Other Occurrences: Five (5) day Suspension, Parent Notification

15. Public Display of Affection

Public display of affection is inappropriate in Ben Ross Public School Academy's environment.

First Offense: Warning, Discipline Slip, Parent Notification

Second Offense: One (1) day ISS, Parent Notification

All Other Occurrences: One (1) to Five (5) day Suspension, Parent Notification

16. Indecency

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in picture, or in caricatures or gestures, or possession or distribution of pornographic material which are offensive to the general standards of propriety.

First Occurrence: Two (2) days In-School Suspension/Parent Notification

All Other Occurrences: Three (3) to Five (5) day Suspension/Parent Notification, Parents to be given copies of inappropriate materials

17. Dishonesty and Cheating in School Work

A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance, or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, ideas and/or thought of another and represent it as one's own original work.

Classroom teacher's discipline:

First Occurrence: Five (5) days Suspension/Parent Notification

Second Occurrence: Ten (10) days Suspension/Parent Notification



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All Other Occurrences: Recommendation for Expulsion to the Board of Directors/Parent Notification

18. Falsification of Records

A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on Ben Ross forms or records. A student shall not provide false, misleading or inaccurate statements or information on Ben Ross forms or records.

First Occurrence: One (1) day Suspension/Parent Notification
Second Occurrence: Three (3) days Suspension/Parent Notification
All Other Occurrences: Five (5) days Suspension/Parent Notification

19. False Allegations

A student shall not make false written or verbal statements against another student, school employee (including substitute and student teachers), Board members or volunteers.

First Occurrence: One (1) to Five (5) day Suspension, Parent Notification.
Second Occurrence: Immediate suspension from school with recommendation for expulsion. Parent Notification.

20. Misuse of Technology

The unauthorized uses of electronic passwords or programs to access, control, or disable technological devices or services are prohibited. Students may not use online services for illegal, inappropriate, or obscene purposes. The Principal and Academy Directors have the authority in his/her discretion, to identify other acts, which constitute infractions under this policy, and establish appropriate discipline. It is not possible, nor intended, to identify all infractions that may occur. Students must follow all of the rules, regulations, and responsibilities outlined in the student agreement. Violations and misconduct will result in disciplinary action according to the discretion of the Principal or Academy Director.

21. Coercion, Extortion, Blackmail

A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value from an unwilling person, nor shall a student, by threats and/or violence, force another person to perform an unwilling act. Students shall not play cards or any other games for money.

First Occurrence: Recommendation for expulsion to the Board of Directors/Parent Notification

22. Suspended Student on School Property or Attending School Activities

A student, while on suspension, shall not enter onto school property without the permission of a building administrator. A student, while on suspension, shall not participate in, or attend any school-related activity, function or event, held on or off school property, without permission of a building administrator.

First Occurrence: Three (3) days Suspension/Parent Notification
Second Occurrence: Five (5) days Suspension/Parent Notification

23. Damage of Property/Theft/Unauthorized Possession of Property Belonging to Others

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal or attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

Severity of offense left to the discretion of the Principal or Academy Director. Administration to determine consequences.



24. Threatening/Bullying Students

Intimidating, bullying, or interfering with other students by threats of violence or physical harm is prohibited.

First Occurrence: Five (5) days Out-Of-School Suspension/Parent Notification
All Other Occurrences: Recommendation for Expulsion to the Board of Directors/Parent Notification

25. Threats

Students making bomb threats, false alarms, or “similar threats” that place the safety of students and staff at risk will not be tolerated.

Students with knowledge or suspicion of other students or individuals with intent to harm other people or school property are expected to inform a staff member of such threat and therefore, may be subjected to consequences as stated below.

Penalty:
Students Grade 6 and Above Mandatory Expulsion (MCL 380.131 1a)

Students Grade 5 or Lower
First Occurrence: Five (5) days Suspension/Parent Notification
Second Occurrence: Ten (10) days Suspension/Parent Notification
All Other Occurrences: Recommendation for Expulsion/Parent Notification

26. Physical Contact & Physical Contact That May Cause Bodily Harm

A student may not hit, push, kick, trip, or shove another student. A student may not bite, spit on, or engage in any behavior with another student that may cause bodily harm.

First Occurrence: One (1) day In-School Suspension/Parent Notification
All Other Occurrences: One (1) to Five (5) day Suspension/Parent Notification

28. Fighting

A physical altercation resulting in pushing, shoving or exchanging of blows between two (2) or more students will not be tolerated.

First Occurrence: Will be sent home on the day of the fight/One (1) to Five (5) days Suspension/Parent Notification
All Other Occurrences: Principal’s discretion/Suspension to Expulsion/Parent Notification

29. Harassment

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

First Occurrence: Five (5) days Out-Of-School Suspension/Parent Notification
All Other Occurrences: Recommendation for Expulsion to the Board of Directors/Parent Notification



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30. Physical Assault

A student shall not physically assault another student, a person employed by or engaged as a volunteer or contractor of the school (including substitute and student teachers). Physical Assault is defined as intentionally causing or attempting to cause harm to another through force or violence.

Penalty:

Students Grade 6 and Above Mandatory Expulsion (MCL 380.1310, MCL 380.131 1a),
Parent Notification/Law Enforcement Notification

Students Grade 5 or Lower Suspension with recommendation for Expulsion/Parent
Notification/Law Enforcement Notification

31. Verbal Assault

Verbal Assault at school directed against school employees, volunteers, contractors or other authorized personnel will not be tolerated. Verbal assault is to be considered any communication that, by its nature, poses a serious threat to the safety or well being of others.

First Occurrence: Three (3) days Suspension/Parent Notification

All Other Occurrences: Recommendation for Expulsion/Parent Notification

32. Striking or Threatening School Personnel

Intimidating school personnel or interfering with administrators or teachers by force, violence, or threat of violence is prohibited.

All Occurrences: Immediate suspension from school with recommendation for
Expulsion/Parent Notification/Law Enforcement Notification

33. Gang Insignia/Activity

A student shall not wear or possess any clothing, jewelry, symbols or other objects, including drawings or handwritten materials that may reasonable be perceived by a teacher, or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal (gestures, handshakes, etc.) that may reasonable be perceived by a teacher, or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal in furtherance of the interests of any gang or gang activity, including, but not limited to, (a) soliciting others for membership in any gang or gang related activity, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or violation of school rules or policies, or (d) inciting other students to act with physical violence on any person.

The term "gang" as used in this policy, means a group of two (2) or more persons whose purposes or activities include the commission of illegal acts or violations of this Code of Conduct, school rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

All Occurrences: Appear before the board for disciplinary action recommended by
the Principal, potentially including expulsion with or without
history of disciplinary problems, Parent Notification

34. Alcohol, Tobacco, Illicit Drugs, and Other Substances

A student shall not manufacture, sell, possess, use deliver or transfer or be under the influence (legal intoxication not required) of any drugs, narcotic drugs, marijuana, hallucinogenic stimulants, depressants or other controlled substance, analogue intended for human consumption, as defined in Article VII of the Public Health Code, being MCL 33.7101, et seq., and as defined in



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other Michigan or Federal Statute. If Article VII of the Public Health Code, being MCL 33.7101, et seq., is amended or repealed, then the definitions of a drug, narcotic drug, and controlled substance analogue shall be defined under the existing State Law.

or intent to distribute, sale, possession, use or being under the influence of the following substances is prohibited:

A student shall not sell, deliver or transfer, or attempt to sell, deliver or transfer, any prescription or nonprescription drug, medicine, vitamin or chemical substance (e.g. pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling No-Doze as "speed" or "crack") or sell, manufacture, possess, use, deliver or transfer "designer" drugs.

Possession of, use of, and/or being under the influence of any drug, alcoholic beverage, controlled substance, or any other substance which implies or includes abnormal behavior while on school property or at a school-sponsored, school-related activity is strictly prohibited.

Use and/or under the influence of any drug, alcoholic beverage, controlled substance, or any other substance which implies or includes abnormal behavior while on school property or at a school-sponsored, school-related activity is strictly prohibited.

Use and/or under the influence (any physical condition that indicates a controlled substance has been consumed).

DEFINITIONS:

Manufacture: altering or combining existing substances to create a new substance that causes physical or emotional change.

Use and/or under the influence: any physical condition that indicates a controlled substance has been consumed.

Possession: physical presence of contraband material, (including in a student's hall locker or backpack, book bag, or purse) or admission of physical possession.

Sale, distribution, or intent to distribute: intent to provide, distribute, or offer to sell any controlled or banned substance on school property, at a school-related or school-sponsored function to any person at any time.

PROHIBITED MATERIALS INCLUDE, BUT ARE NOT LIMITED TO:

- Alcohol or any alcoholic beverage
- Tobacco or tobacco products in any form
- Illicit (street) drugs
- Any abusable glue, aerosol or other chemical substance, including, but not limited to, lighter fluid and other fluids for inhalation
- Any prescription or non-prescription drug, medicine, vitamin, or other chemical including, but not limited to, pain relievers, stimulants, diet pills, depressants, and sleeping pills not taken in accordance with the school district's authorized use of medication procedures
- Steroids, human growth hormones, or other performance-enhancing drugs
- Substance purported to be illegal, abusive, or performance-enhancing (i.e. "look-alike" drugs)
- Drug paraphernalia



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Any Occurrence: Out-Of-School Suspension/Recommendation for expulsion to the Board of Directors. Parent Notification

Tobacco Policy

State law prohibits a minor (under 18 years of age) from unlawfully purchasing, possessing, or using tobacco products. As a result of the above, minors are subject to criminal penalties. A person who violates the above is guilty of a misdemeanor, punishable by a fine of not more than \$50.00 for each offense. All tobacco violations will result in appropriate law enforcement agency notification for court disposition.

In addition, the following school policy will also be enforced:

No student shall possess tobacco (examples include, but are not limited to, cigarettes, cigars, snuff, and chewing tobacco) nor smoke, furnish, or use tobacco products on school property, during school, or at school-related activities. Tobacco products found in lockers, backpacks, bookbags, or purses are considered to be in a student's possession.

Any Other Occurrence: Out-Of-School Suspension/Parent Notification/Police Notification/Recommendation for Expulsion to the Board of Directors

35. Fireworks, Explosives, Chemical Substances

A student shall not possess, handle or transmit any substance or prepared chemical that can explode or is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person.

Any Occurrence: Recommendation for Expulsion to the Board of Directors/Parent Notification/Police Notification

36. Criminal Acts

A student shall not commit or participate in any conduct or act defined as a crime by Federal or State law or local ordinance.

Any Occurrence: Recommendation for Expulsion to the Board of Directors/Parent Notification/Police Notification

37. Personal Protection Devices

A student shall not possess, handle or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting injury or causing physical discomfort to another person.

Any Occurrence: Recommendation for Expulsion/Parent Notification/Police Notification

38. Possession or Use of Potentially Dangerous Objects

Potentially dangerous objects include, but are not limited to, squirt guns, bean shooters, wallet chains, glass containers, rubber bands, lighters, snowballs, projectiles, etc.

First Occurrence: Two (2) Days ISS/Conference/Confiscation
Second Occurrence: Recommendation to the Board for Disciplinary Action

39. Look-Alike Weapons



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A student shall not possess, handle or transmit any object or instrument that is a look-alike weapon or instrument (e.g. starter pistol, rubber knife, toy gun, etc), or look-alike ammunition or B-Bs.

Any Occurrence: Recommendation for Expulsion to the Board of Directors/Parent Notification

40. Weapons

A weapon includes conventional objects like guns, pellet guns, knives, live ammunition, or club type implements. It may also include any toy that is presented as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent expulsion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on school property, that student shall also be subject to the same disciplinary action.

State law may require that a student be expelled from school for a period of one (1) year if he/she brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- a. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- b. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- c. Any similar object that is intended to invoke bodily harm or fear

or bodily harm.

Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.

All Occurrences: Recommendation for Expulsion/Parent Notification/Police Notification

41. Misconduct Resulting in the Serious Disruption of the Class/Activity

Teachers are authorized to suspend a student for up to one (1) day from a class or activity for misconduct resulting in the serious disruption of the class/activity. (MCL 380.1390 (1) (2)) Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he/she was suspended from until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension.

All Occurrences: One (1) day Suspension/Parent Notification

42. Persistent Disobedience

When a student reaches ten (10) days of suspension, he/she may be recommended for expulsion to Ben Ross Public School Academy's Board of Directors. At the fifth day parents will be reminded of the ten day policy.

MISCELLANEOUS PROVISIONS

Unauthorized Distribution, Posting, or Broadcasting of Communicative Materials

The permission of a building administrator is needed before materials are posted, broadcast, or distributed. An outside group also needs the approval of the Principal or his/her designee.

Unauthorized Sales

The permission of a building administrator is needed before any materials, items or services may be sold on school property.

Suspended/Expelled Students on School Property or Attending School Activities

A suspended or expelled student who enters onto school property without the permission of a building administrator shall be deemed to be trespassing.

Disclosure of Information at Time of Enrollment

At the time of enrollment, a student, parent(s) or guardian shall not give false or incomplete information, or fail to disclose information, relative to a student's prior act of gross misdemeanor, or previous expulsion from another school or other misconduct. A violation will result in an expulsion hearing before the board except in cases where there is a previous state mandated expulsion. In which case, an immediate expulsion from Ben Ross Public School Academy will result.

APPEALS PROCESS

If a student, parent, or legal guardian disagrees with a disciplinary action or feels his/her due process rights have been violated, the Appeals Process is as follows:

Contact the Academy Director or Administrator who has charged the student with a violation within twenty-four (24) hours from notification of the violation.

If you do not agree with the decision of the Academy Director or Administrator who has charged the student with a violation, you may appeal to the Principal within two (2) school days from the date of the Academy Director's or Administrator's decision. The appeal must be written, contain the basis of the appeal, and have the support of the custodial parent or guardian through a proper signature.

If you do not agree with the decision of the Board of Directors regarding Board-imposed student discipline, you may appeal to the Board President within 48 hours of the Board's decision, in writing, citing any new or not previously presented information. In the absence of any new or unheard information, the Board's decision is final.

BEN ROSS PUBLIC SCHOOL ACADEMY STUDENT CODE OF CONDUCT 2008-2009

RESPONSIBILITY FOR STUDENT CONDUCT

Many people share the responsibility for student conduct. Each student is responsible for his or her acts. This responsibility increases, as one grows older. Keeping order within the school is the responsibility of the school staff. The staff works to keep the school safe and orderly, and to create an environment conducive to learning. However, the staff needs the cooperation of students, parents and others.

Ben Ross Public School Academy believes that its entire Code of Conduct can be summarized in the following words: Mutual Respect, Responsibility, and Cooperation.

Student Responsibilities

Mutual Respect

- I will treat others and myself with courtesy and respect at all time.
- I will respect personal, classroom, and school property.

Responsibility

- I will come to school prepared with the required materials.
- I will be ready to learn, follow the rules and always do my best.

Cooperation

- I will encourage and demonstrate positive, caring relationships.
- I will model the Edison Core Values, through my words and actions, and help others to do the same.

Therefore, students are expected to:

- Act in a responsible manner, exhibiting respect toward others.
- Accept responsibility for their behavior.
- Cooperate with the school staff in maintaining safety, order, and a disciplined environment.
- Follow established school and classroom codes of conduct and rules, including safety and security rules.
- Attend all classes, regularly and on time.
- Maintain appropriate dress according to the BRPSA Dress Code Policy as written in the student handbook.
- Respect the rights and property of others.

Program Expectations for Enrollment 2008-2009

Because Ben Ross Public School Academy is well on its way to becoming one of the truly remarkable school programs in our nation, our families agree that the following program components are necessary to build the kind of learning environment of which everyone can be proud.

1. **High Expectations for Students.** Improved student thinking is the number one goal of the Ben Ross Public School Academy. In addition to the higher standards in the curriculum areas, higher standards for student conduct must be strictly enforced. Therefore, Ben Ross parents agree to support the school's effort to remove violence/inappropriate behavior from the school through initiatives, policies and expectations when it comes to creating a safe, positive and productive learning environment.
2. **A Partnership with Families.** Parent and family participation is crucial for the success of our school. We need the assistance of the home to reinforce our efforts at school. In order to be active in your student's academic success, you must:
 - a. Attend all Parent/Teacher/Student SLC Conferences.
 - b. Attend at least two MPAC (Motivated Parent Advisory Council) meetings during the school year. This is your opportunity to be able to make positive, constructive changes in the academic life of your child.
 - c. Volunteer at the school for a minimum of twenty hours during the school year.
3. **School Dress Code.** Because Ben Ross Public School Academy wants to be a school committed to students' security, satisfaction, and teamwork, every student is expected to be in dress code every day. The Ben Ross Public School Academy Dress Code outlines the expectations of the dress code policy. Ben Ross parents agree to purchase and maintain the necessary clothing items for each child enrolled.
4. **Attendance.** If a child is ill, you are required to contact the school and notify us of the situation. Any student not called in is considered to be truant and will not be excused for their absence until an adult who is responsible for that child has contacted the school. Extended periods of absences will require a doctor's release to allow the student back into school.
5. **A Longer School Year.** Ben Ross students are required to be in attendance for 180 instructional days unless legitimately ill. Therefore, parents agree to send their child to school until the last school day in June. In the event that a student leaves school before that date, he/she will not be able to participate in Promotion Day and will lose their opportunity to return the following school year, unless the absence is due to a family/medical emergency.



**Parental/Guardian Contract for Enrollment
2008-2009 School Year**

Because Ben Ross Public School Academy is well on its way to becoming one of the truly remarkable school programs in our nation, our families agree that the following program components are necessary to build the kind of learning environment of which everyone can be proud.

Ben Ross Public School Academy Parents/Guardian agree: (initial lines next to each item)

- to support the school's efforts to remove violence/inappropriate behavior from the school. _____
- to attend three of the three Parent/Teacher/Student conferences. _____
- to attend a minimum of two MPAC meetings during the school year. _____
- to volunteer at the school for a minimum of twenty hours during the school year. _____
- to purchase and maintain the necessary school dress code items for each child enrolled in Ben Ross Public School Academy. _____
- to send their child to school every day; unless legitimately ill. _____
- to send their child to school during June until the last scheduled school day. _____

I/We, agree to support _____ by following
(Student's Name)
the Program Expectations as outlined in the above Parental/Guardian contract.

Signed: _____

Date: _____



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ACKNOWLEDGEMENT 2008-2009

We have received a copy of the Ben Ross Public School Academy Student Handbook. We have read, understand, and are familiar with the Student Handbook.

Mission Statement

The mission of Ben Ross Public School Academy is to provide a world-class education for all students in a safe and nurturing learning environment.

Vision Statement

At Ben Ross Public School Academy we envision our school to be one in which,

- Students are in attendance daily, on task and actively engaged in curriculum.
- Staff and students are consistently committed to reminding, reteaching, and redirecting.
- Students accept responsibility for their own learning and actions.
- Parents accept responsibility for providing a nurturing environment that encourages the educational growth of each student.

The signatures below indicate that by signing this form we understand the rules, procedures and regulations of Ben Ross Public School Academy.

Parent Signature

Date

Student Signature

Date

Teacher

Room Number