

**Arts Academy in the Woods
Student Code of Conduct
And
Parent Handbook**



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Mission of the Arts Academy

The mission of the Arts Academy in the Woods is to provide equitable representation of Arts Education in Michigan. In the developing global environment, the interactions of academic disciplines with society are increasingly important to participating in world culture and economy. The integrated arts and arts technology program offered by the Arts Academy in the Woods (AAW) will prepare students to enter institutions of higher learning and help to define career goals as well as to introduce them to global experience through international cooperative and exchange programs.

Code of Conduct Statement

The success of each student is a responsibility shared by many elements in our society. But the main responsibility rests with the home and the individual student. As a school citizen, each student has certain rights, privileges and responsibilities. An effective school organization must include fair rules that will protect the rights of all and permit the educational process to proceed in an orderly fashion. The parents must prepare the student by fostering a positive attitude toward learning as well as ensuring regular attendance and appropriate behavior on the part of the student. The school must provide an environment that is safe, orderly and conducive to learning.

It is the purpose of this publication to ensure that the students have full knowledge of their rights and responsibilities and clearly understand the consequences of behaviors that infringe upon others' rights. This code will apply to all student behaviors occurring on any school property, at any school sponsored activity or related to events occurring on school property or school related activity. Acts of misconduct will result in disciplinary, corrective and/or legal action against the student.

Please read this publication carefully, be guided by its content, and work with the teachers and administrators to make AAW an enjoyable place to live and learn.

I. Rights, Privileges, Responsibilities

The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives all citizens, including students, certain rights. The rights of an individual are preserved only by the protection and preservation of the rights of others. Students are responsible for the way they exercise their rights and must accept the consequences of their actions and recognize the boundaries of their rights. Students also have privileges granted by the Academy as stated in this document.

1. Privileges

Graduation Participation

Receiving a diploma is a privilege granted by the Arts Academy in the Woods to those who have fulfilled the necessary requirements.

Participation in the commencement exercise and any farewell activities or events is also a privilege granted by the Arts Academy in the Woods.

Student Driving

Students in grades 10, 11, and 12 may drive motorized vehicles and park in the designated student area of the AAW lot upon agreement to abide by the parking regulations.

Extracurricular Participation

Field trips of any kind are also privileges granted by the Arts Academy in the Woods.

2. Rights**Education**

Students have the right to a quality education. Students have the right to seek changes in school policies and regulations in an orderly manner by utilizing channels provided for this purpose.

Expression

Students have the right of expression as long as they do not interrupt the educational process. This includes the right to express personal opinions in student publications as long as the statements are not libelous, profane, obscene and do not violate editorial policies governing student publications. Students shall not be required to participate in educational experiences that violate their religious or patriotic convictions, but must request and complete alternative educational experiences. The Academy reserves the right to set reasonable rules regarding freedom of expression.

Speech

As intellectual beings, students have a right to search vigorously for truth by examining opposing ideas and to espouse and express their views in an orderly manner. A student must be concerned about the effect that his/her spoken word or symbolic expression will have on the personal reputation of others and the reputation of the school; students have the right to have their own personal reputation protected accordingly.

Press

Journalism through school-sponsored publications provides many learning experiences. In a school community, students involved in student publications shall convey information with accuracy and insight. Such publications shall operate in accordance with applicable constitutional guidelines.

Other school publications, such as flyers for events or activities, as well as non-school publications must receive approval for posting from a school administrator.

Petition

Students have the right to present petitions. However, the collecting of signatures on petitions shall not disrupt classroom procedures nor interfere with the educational process. Petitions presented to school administrators do not carry any guarantee of a change in AAW policy.

Assembly

Students have the right to assemble peacefully at the appropriate time and place for such expression of opinions and beliefs. Conducting and/or participating in demonstrations which interferes with the operation of the school or classroom is inappropriate and will not be tolerated.

Student's Property

A student's personal property should be respected by others. Students are discouraged from bringing to school valuables such as jewelry, electronic items, valuable clothing, and money other than what is necessary for lunch or other school-related activities.

If a student brings valuable personal items to school, he/she is solely responsible for his/her personal property and if said personal property is found to be missing during the school day, the educational process of other students will not be interrupted to locate the property. The school is not responsible for the replacement or reimbursement of said item.

Rights of the Academy (consistent with applicable laws)

The school retains the right to search persons and property on school premises or at school functions (380.1306 MCL). Periodic unannounced use of canines accompanied by law enforcement officials shall be permitted. All items that have been seized will be turned over to proper authorities or returned to the true owner, depending upon the situation. The privacy rights of the pupil shall be respected regarding any items that are not illegal or against school policy.

School employees may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety, or welfare of students or staff may be in danger, according to State School Code 380.1306 MCL.

Search of Lockers

The school is the owner of locks and lockers. School administrators or their designee may inspect desks and/or lockers at any time without notice and without consent whenever reasonable suspicion exists that a law or school rule has been violated, or that the health, safety or welfare of students/staff may be in danger.

Search of Student's Person

A search by a school administrator of a student's person, bag, or purse shall be undertaken if there is reasonable suspicion for an administrator to suspect that the student possesses a dangerous, prohibited, or illegal substance, or object or items that may interfere with school purposes and/or present a threat to people or property.

Search of a Motor Vehicle

A school administrator may search a student's motor vehicle when there is a reasonable suspicion to suspect that the vehicle contains evidence a student is violating a law or school rule.

Illegal Items

Illegal items or other items reasonably determined to be a threat to the safety or security of others, or items which are used or attempted to be used to disrupt or interfere with the educational process will be removed from student possession.

Items properly removed from the person of a student, or found through proper search, may be turned over to law enforcement agencies and used in connection with criminal proceedings against the student, as well as disciplinary actions by the Academy.

Police Questioning

The following guideline will be used when the police want to question a student(s) at school or school related activities.

1. The administration will determine if the student to be questioned is a:
 - A. Victim of a crime
 - B. Witness to a crime
 - C. Suspect in a criminal case
 - D. Defendant in a criminal case
2. If the student is determined to be a victim or witness to a crime, the police may be allowed to question the student without parental permission. A school administrator or his/her designee will witness the questioning.
3. The administrator or his/her designee will notify parents or legal guardians when a minor student, whether victim or witness, is questioned by the police. The timing of this notification will be determined by the administration in consultation with the police.
4. If the student is a suspect or defendant in a criminal case the administration will:
 - A. Notify the parent or legal guardian that the police are at school to question their child and ask them to come to school.
 - B. If the parent cannot come to school, the administrator or his/her designee will witness the questioning.
 - C. If the parent does not want the child questioned by the police at school, questioning will not be allowed.
5. The police have the right to take a student into custody without arrest. The police and/or school will notify the parent and/or guardian.
6. The police have the right to place a student under arrest while at school or school related activities.

3. Responsibilities

Rights carry with them certain responsibilities, which must be shared by the students, parents, teachers, administrators, and the Board of Education. The primary responsibilities of each group are listed below:

Student Responsibilities

- A. To respect yourself and the dignity and worth of every individual and not interfere or threaten the education of others
- B. To be informed of and adhere to the rules and regulations established by the Academy and implemented by school administrators and teachers

- C. To study diligently and maintain the best possible level of academic and artistic achievement
All students must be prepared to take a minimum of 4 art classes in their major (or 2 credits in two arts for a double major), at least ½ credit in their senior project (which is in their art major), and maintain adequate progress in their art major classes. In addition, students are required to take 2 art courses outside their major(s) and 1 course in humanities in either the ninth or tenth grade. A failing grade in a student's art major or any art course places a student on probation and at risk for leaving the school.
- D. To attend school regularly, be on time and be prepared to learn to the best of their ability
- E. To follow reasonable requests, instructions and directions of school personnel and to contribute at all times to the peace and tranquility of the school.
- F. To refrain from slanderous remarks and obscenity in verbal and written expression
- G. To dress and appear in a manner that meets reasonable standards of health, cleanliness, modesty and safety
- H. To help maintain and improve the school environment and preserve school property
- I. To act in an appropriate manner while in school and at school-related functions

Parent Responsibilities

- A. To support all school rules and school personnel as they carry out the mission of the school
- B. To assist your child in attending school regularly, on time and to notify the school when the student is absent
- C. To provide for your child's health, personal cleanliness, acceptable grooming and suitable dress
- D. To listen to, consult with, understand and trust your child
- E. To work with school personnel and community groups to communicate concerns which may interfere with a child's education
- F. To teach your child to respect the law and the rights of others
- G. To be responsible for and insistent upon your child's development of self-reliance, independence, and educational growth

Teacher Responsibilities

- A. To know and enforce the rules both consistently and fairly
- B. To respect the individuality of students
- C. To assist students to become self-reliant, independent, and effective learners
- D. To work with parents, students, and school staff to provide a positive learning environment
- E. To notify parents and/or students that the student may be failing a course

Administrative Staff Responsibilities

- A. To know and to consistently and fairly enforce the rules and policies of the Academy
- B. To establish a climate of understanding toward all students, parents, and staff
- C. To encourage innovative practices in the Academy, designed to increase students' self-respect, self-reliance, and educational progress

Board of Education Responsibilities

- A. To hold the Superintendent, Administration, and school employees responsible for the fair and consistent application of the Board of Education policies
- B. To work to adopt clear and understandable policies that enforce the goals and mission of the Academy and to assure communication of the policies to all persons affected by them
- C. To maintain open communication with all segments of the community to foster attainment of the best possible educational environment

II. Access to Student Files

All parents and guardians of students under 18 years of age have the right, pursuant to the Family Rights and Privacy Act of 1974, to view the official records, files, and data of the Academy directly related to the Student. Contact the Principal for an official request form.

No records, files, or data directly relating to the student shall be made available to anyone without notification and consent of the student or the parents/guardian of a student under 18, except:

1. The teachers and officials of the Academy who have legitimate educational interest in such information.
2. When the information is designated as directory information.

Directory information is considered to be in a category of general school information. Parents will receive notification with the option to opt out of the directory at the beginning of the school year.

III. Attendance Policies

Regular attendance is an important ingredient for a successful education (Refer to School Attendance Law M.C.L.A. 380-1311). Students need to attend class every day to benefit from instructional programs. Classroom activities are difficult to duplicate for absent students. Simply completing daily assignments is not an adequate substitute nor acceptable for missed classes. **If a student misses more than 10% of a class's instructional time, including excused and unexcused absences, that student may be dropped from the class and will not receive credit. The only exception to this rule would be a school authorized field trip or school business.**

Parents/guardians are required to notify the AAW Office when absences occur. The attendance phone number is (586) 294-0391. If a parent or guardian does not call the AAW Office by 9:30 AM to inform the secretary of the student's absence, parents or guardians may be called. Calls from students themselves are not acceptable. **Parents must call to excuse all absences on the day of the absence or by 8:30 the next morning. Absences will not be excused after 8:30 AM of the day following the absence.**

Emergency absences can never be planned. However, family trips or college visits usually are known prior to the absence. In such a case, students must make pre-absence arrangements with their instructors at least two days prior to the absence. If an extensive absence is apparent, the student or his/her parent/guardian is responsible for requesting and collecting assignments.

If unexpected illness or emergencies occur during the day, students will be excused only by an administrator with parental/guardian approval. **Students are never to leave the building without permission. Violation of this policy will result in disciplinary action.**

A. Absence and Tardy Definitions

In the interest of consistency, the following definitions will be observed in the determination of "excused" and "unexcused" absences and tardies. Requests for exceptions to these policies and/or situations not included in the policies should be referred to the principal or his/her designee.

1. Excused Absences

To be considered excused, any absence must be reported by a parent or legal guardian to the main office on the day of the absence or prior to 8:30 AM of the following school day. Excused absences include any of the following:

- Illness or injury
- Medical, dental appointments
- Natural or family disasters
- Family and religious obligations (weddings, funerals, special services and trips - the latter only when pre-arranged absence forms are filed two days in advance)
- Verifiable extreme weather conditions
- Public transportation failure or strike
- Reportable vehicle accidents involving the student
- Extenuating circumstances, such as court appearances or jury duty
- Up to five days of college or school visitations over the span of the junior and senior years (no more than three (3) days in any given year), but only when pre-arranged absence forms are filed two days in advance

2. Unexcused Absences

All absences (regardless of reason), which are not authorized by written documentation or phone call from parents or legal guardians in advance or prior to 8:30 AM on the school day following the absence will be considered unexcused, including the following:

- Personal vehicle failure (inability to start, out of gas, flat tires, stuck when weather conditions are not extreme, unreported accidents involving the student, etc.)
- Oversleeping or resting up from strenuous or late night activities
- Unexcused tardies over fifteen (15) minutes will be considered an unexcused absence

- Truancy
- Work obligations
- Trips, errands, college/school visitations which are not approved by the administration.
- Illness incurred during school hours not reported to the administration.
- Prep time used to complete assignments or prepare for examinations for another class

3. Student Tardiness Policy

Students are expected to be in class on time unless excused with a pass from a staff member or the office. Students are tardy if they are not present in the classroom when the bell starts to ring. A tardy in excess of fifteen (15) minutes is considered an absence and will result in penalties for unexcused absences.

a. Excused Tardies

- Illness or injury when verified
- Being held overtime in the preceding class when verified by the supervising instructor
- Necessary, authorized conferences with instructors or administrators
- Acceptable reasons specified for "Excused Absences"
- Other reasons with the written approval of instructors or administrators

b. Unexcused Tardies

- Failure to observe the time or to pass between classes during the allotted time
- Running errands without faculty/administrative approval in advance or exceeding the approved time allotted
- Clothing problems
- Waiting to confer with instructor/administrators without an appointment
- Waiting for other students to show up with books, videos, or other materials

B. Attendance Procedures

Student's Make-up Work

If a student's absence is excused, he or she will be given the number of days they were absent to make up his or her work. If a student's absence is unexcused, he or she will lose credit on all assignments, tests, or homework due that day.

Excessive Absences in a Semester

At the 10th absence, excused OR unexcused, in any one class, a student will lose credit in that class for that semester.

Tardies

Any three unexcused tardies to the same class will equal one unexcused absence.

Notice of Absence Status

To give students and parents adequate notice of absence status, the following procedure will be followed:

1. When a student has received eight (8) absences excused and/or unexcused, AAW will inform the parent(s) either by phone or by letter that their child is in danger of losing credit for whichever classes are involved. The student will receive a confidential notification, in their homeroom, by the counselor or assistant principal, stating that they are in danger of loss of credit.
2. If the student accrues more than nine (9) absences, excused or unexcused, to any one class, the teacher will verbally inform the student that **he or she has lost credit in that class.**
3. The teacher will notify the office.
4. The office will respond by notifying the parent/guardian by mail that **the student has lost credit in that class.** A copy of the letter will be placed in the student's file.
5. The student must remain in that class for the rest of the semester. During this time the student must demonstrate a renewed commitment to the class. This will be demonstrated by cessation of student absences. Also, the student will not accrue any unexcused tardies and/or missed assignments. If the student successfully applies a committed effort to the class, the teacher MAY recommend to the Absence Review Board that class credit be restored.
6. The Absence Review Board will convene at the end of each semester to review cases where the teacher has recommended restoration of class credit. The Absence Review Board will consist of a principal or his/her designee and two (2) uninvolved Arts Academy Teachers. **The decisions of the Absence Review Board will be final.**

Note: Exceptions to all above policies are at the discretion of the Principal. Some extenuating circumstances that may cause review of an individual's situation would include but are not limited to: serious illness or injury, natural or family disasters, family or religious obligations, verifiable extreme weather conditions, public transportation failure or strike, reportable vehicle accidents involving the student, up to a total of 5 days

of college or school visitations over the span of the junior and senior year, and other reasons as may be approved by the Principal or his/her designee in advance.

C. Appeal Procedure

1. Students who have lost credit in a class after nine (9) absences will be informed of this fact by the Assistant Principal or Counselor. The student's parents will be sent a letter informing them of the loss of credit and of the right to appeal, along with the appeal procedures.
2. The student and parent(s)/guardians(s) may schedule and attend an appeal meeting with the Absence Review Board.
3. At the appeal meeting, the parent and student will be provided with the opportunity to explain the reason for the excess of nine (9) absences in writing. Medical verification, family funeral notices, court documents or other evidence of extenuating circumstances must be presented at the earliest possible time in the appeal process.
4. A decision will be rendered at the appeal meeting, if possible, or within three (3) days of the hearing.
5. Factors considered in evaluating a student's attendance record and in determining whether or not an appeal should be granted include but are not limited to: (1) whether all absences were excused and/or validated, (2) whether the documentation provided is authentic (not falsified), and (3) whether the absences have had a significant impact on academic progress.

IV. Dress Code

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to himself/herself or others, he/she may be removed from the educational setting and asked to change clothes or be sent home. This is at the discretion of the principal or assistant principal.

Personal Grooming

1. All students attending Arts Academy in the Woods shall be clean, neat, and well groomed.
2. Personal grooming shall be completed prior to entering the classroom.

Clothing

1. Attire that poses potential harm to wearer or school property shall not be worn (spiked necklaces or wristbands, large rings, wallet chains, or handcuffs).
2. All clothing shall be neat and clean. Slogans and designs shall be in good taste. Clothing will be considered to be in poor taste if it: (a) is obscene, libelous, indecent, or vulgar; (b) advertises any product or service not permitted to minors by law; (c) has the potential to be insulting or harassing; (d) does incite fighting or

presents a likelihood of disrupting school or a school event; and (e) pants worn below hips. None of these may not be worn to school.

3. The following attire is NOT TO BE WORN IN SCHOOL:
 - a. midriffs
 - b. pants worn below hips
 - c. see-through blouses or low cut blouses
 - d. any top not covering the shoulders –shoulder straps must be at least 1 inch wide. Tank tops must not show any undergarments. Low-cut tank tops, such as those with low-cut necklines or low-cut armholes, are not allowed. No “racerback” or sportsbra style shirts are not allowed.
 - e. halter-tops
 - f. sunglasses (non-prescription) (Students must have a doctor’s note to be allowed to wear sunglasses inside the school.)
 - g. hats or head wear (unless required by culture or religion)
 - h. slippers or house shoes
 - i. pajamas or pajama pants
4. Coats may only be worn at the discretion of the teacher and/or an administrator.
5. Mini skirts or shorts may not be higher than 3 inches above the wearer’s knees or be distracting to the learning environment.
6. Students officially representing the Arts Academy in the Woods in outside activities or events shall always dress according to the standards set by this dress code.
7. Violators may be reported by any student, teacher, administrator or the principal.
8. **To cover other situations, if not covered by the above guidelines, the following policy will be used: Attire that has the potential to distract from the teaching and/or learning situation of the student(s) shall not be allowed.**

Any student found in violation of the dress code statement will be required to change clothing. If no change of clothes is available, parents will be called and a request made for suitable clothing. More than one violation of this code may result in detention and/or possible suspension from school.

V. Student Conduct

Students are expected to conduct themselves, at all times, in a manner which brings credit to them, their parents/guardians, and AAW. It is important that students know that the AAW staff is legally responsible for student conduct during school hours, while the students are anywhere on campus, or at any school function. The following cases of misconduct will lead to disciplinary action. Disciplinary decisions may be appealed to the Principal.

A. Disciplinary Actions

Students involved in inappropriate behavior are subject to certain disciplinary actions. Depending on the behavior problem of the student, one or more of the following actions may be taken by school officials.

1. Informal Talk

A school official (teacher, administrator or counselor) will talk to the student and try to reach an agreement regarding how the student should behave. A recommendation to attend Peer

Mediation (if applicable) may result from this informal talk or the student may initiate this option as well.

2. Formal Conference

A formal conference is held between the student and one or more school officials.

3. Parental Involvement

The parent is notified by telephone, personal contact, letter, or certified letter. A conference may be conducted between student, parent, appropriate school personnel and any other concerned individuals.

4. Removal from Classroom

The student is temporarily removed from one or more classes, but remains at school during these class periods. This action will be recorded in the student's file.

5. Detention

The student will be required to report to a designated detention either before school, after school, or during a lunch hour. Notification of Detention will be provided to the student in writing. Upon a second referral for Detention, the student's parent/legal guardian will be notified. A student who fails to serve a detention two times will be subject to an automatic suspension at the discretion of the Principal.

6. Suspension

The Principal or designee, as appropriate, for violation of any law, an AAW policy, regulation, rule, or gross misdemeanor, or other persistent disobedience of this Student Code of Conduct, shall suspend a student from school for a definite period of time. Any violation of the state or local law will promptly be reported to the appropriate law enforcement authority.

Before a student is suspended, he/she will receive notice of the charge, an explanation of the evidence against the student and an opportunity for the student to present his or her side of the story.

a. Conditions Relating to Suspension

1. Assignments and tests missed during temporary suspension may be made up. If the student is serving a temporary suspension of no more than five (5) days, the student will have as many days to make up the work as he/she has been suspended. If the student is serving a temporary suspension of 5 to 10 days, all make-up work must be submitted within five (5) days of the student's return to school. Work will be credited by the teacher toward the student's grade. A student on extended suspension will have the right to maintain class progress only when practical in the judgment of the building principal. In such case it will be the responsibility of the parent to pick up and drop off class work at school.
2. Students who have been suspended or expelled from school shall not be eligible to participate in or attend curricular or extracurricular activities during the time of their exclusion. Further, the student shall not be present on school property unless

accompanied by a parent or legal guardian for a pre-arranged conference with an administrator. A suspension ends at 11:59 pm on the last date of the suspension.

3. After suspension, every effort shall be exerted to determine and resolve the cause of such behavior. The resources available to help resolve misconduct problems may include parents, teachers, counselors, administrators, school social workers, school and county health service, student services, psychological evaluations, family or social service agencies, police departments and courts.
4. Conditions for readmission of a student may include probationary terms.

THE DECISION OF THE PRINCIPAL IS FINAL WITH REGARD TO SUSPENSION OF TEN (10) DAYS OR LESS.

7. Expulsion

Expulsion from school is the permanent removal of a student from school and the denial of the student's right to attend school activities and/or be present on school property.

An expulsion review committee will review with the parents and students the specific Code of Conduct violations in a formal hearing. The expulsion review committee will recommend to the Board either reinstatement of the student to AAW or expulsion as a result of the findings of the hearing committee.

The expulsion review committee will present its recommendation to the Board of Directors in a closed session. The board will make a decision on the case and the student will be notified by certified mail. The Board of Directors' decision is final.

a. Readmission to School

Arts Academy in the Woods shall not consider the readmission of an expelled student until the student has been off from school the appropriate amount of time (according to the Revised School Code). The parent(s)/guardian(s) of the expelled student must fill out a petition for reinstatement, which can be obtained from the Superintendent's office. A review committee shall be established to review the petition in accordance with the regulations set forth in the Revised School Code. Significant consideration will be given to evidence that indicates the student will no longer engage in the conduct which resulted in the expulsion and that the student expresses genuine remorse for the conduct which resulted in the expulsion.

B. The Provisions of Due Process

All students shall have the right to due process in appeal of disciplinary proceedings. A student's due process safeguards consist of the opportunity to:

1. Be informed of the categories of misconduct and penalties or corrective actions, which may be used, through printed material made available to them and through discussion with school personnel.
2. Be informed of charges against them and penalties or other actions, which may result. In cases involving any extended suspension or expulsion from school, written notice will be sent to parent(s)/guardian(s).
3. Have the right to respond to the charges or allegations.

4. In the event of an extended suspension or expulsion, have an impartial hearing (with a Board-Designated Hearing Officer presiding) regarding the conduct charged, with the opportunity to offer a defense, present and cross-examine witnesses, and examine any documents or other evidence relating to the charges. Such student also has the right to representation by counsel at his/her expense.
5. Appeals of suspensions and expulsions must follow the steps of the "Appeal Procedure". Disciplinary or corrective action may, at the discretion of the Principal, remain in effect during appeal activities.
6. An Administrator may order the immediate suspension of a student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, school officials, damages property or presents a threat of disrupting the educational process or atmosphere of the school. In such cases, the due process procedure shall be completed as soon as practical, and the school will telephone the numbers on the emergency card if the parent is not available. In the event no contact can be made using the emergency card, the local police department may be contacted to take custody of the offending student.

C. Appeal Procedure

A student may exercise his/her right of appeal by the following steps listed below:

1. This step of the appeal process does not apply to discipline imposed by the principal. If a student has been suspended for ten (10) days or less by an assistant principal or designee, the student or parents of the student may appeal for a hearing with the school principal. Such a request may be made by contacting the principal within two (2) days of the first day of suspension and setting up an appointment. The principal will investigate and hear an appeal as soon as possible but not more than three (3) days following its receipt. Based upon information from this hearing, the principal will make a decision to sustain, adjust or reverse the action within one (1) day unless a decision should be made immediately following the hearing. The student and parents will be informed of the decision.

THE DECISION OF THE PRINCIPAL IS FINAL WITH REGARD TO SUSPENSION OF TEN (10) DAYS OR LESS.

D. Alcohol and Drug Abuse – Safe and Drug-Free Schools

It is essential that students are aware that the use of illicit drugs and the unlawful possession and use of alcohol and tobacco are wrong and harmful.

In compliance with the Safe and Drug-Free Schools and Communities Act of 1994 (H.R. 1804), the Arts Academy in the Woods shall provide age-appropriate, developmentally based violence, drug, alcohol, and tobacco education and prevention programs (which address the legal, social, and health consequences of the aforementioned and which provide information about effective techniques for resisting peer pressure) for all students in all grades from grade 9 through grade 12.

Students who have problems, which are in any way related to violence, drug, alcohol, or tobacco abuse, are encouraged to immediately seek professional assistance. Names of agencies offering counseling, rehabilitation and re-entry programs may be obtained from the school's counseling office or the school's social worker.

1. Whenever any student is suspected of having involvement with drugs or alcohol, this fact shall be immediately reported to the Principal or Assistant Principal of the school.
 - a. Drugs are defined as those substances (including marijuana) which are regulated and defined within the Controlled Substance Act of 1971, being P.A. 1971, Act 196, and Article VII of the Public Health Code, being MCL 33.7101, ET SEQ, and in other Michigan or Federal Statutes and any amendments thereto, or regulations promulgated in pursuance thereto.
 - b. Alcohol is defined as any beverage containing ethyl alcohol including, but not limited to: beer, wine (wine coolers), liquor, or distilled spirits, and by whatever name called, containing one-half of one percent (1/2 OF 1%) or more alcohol by volume.
2. The Principal shall immediately do the following:
 - a. Make such inquiries and investigation as he/she deems necessary to obtain all facts.
 - b. Notify the student and his/her parent(s)/guardian(s) of the pending investigation.
 - c. Notify the police department (at the discretion of the administrator).
 - d. Notify the student and parent(s)/guardian(s) in writing of the mandatory disciplinary action that will be imposed if there is a finding of drugs or alcohol involvement and of their right to a review of such action.
 - e. The Principal shall not impose any disciplinary action until a finding has been made that the student is involved with drugs and/or alcohol. The student shall be permitted to remain in class while the investigation is being conducted, except in a case of suspected overdose of drugs or alcohol.
3. When it has been determined that the student has been involved with drugs or alcohol, the Principal shall impose the disciplinary action and immediately notify the student's parent(s)/guardian(s) of same. A complete report shall be forwarded immediately to the office of the Superintendent.
4. In the event of an overdose of drugs or alcohol, no student shall be readmitted until a statement from a medical physician is obtained attesting to the health and physical condition of said student and his/her ability to continue in school.

E. Technology – Acceptable Use Policy

Students are required to sign the Acceptable Use Policy for technology. Failure to follow this policy may result in the loss of computer access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. The Arts Academy in the Woods student code of conduct is the accepted guide for behavior and extends to the use of the Internet. Students' use of the Internet must also be in support of education and research and consistent with the educational objectives of the Arts Academy in the Woods. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of or downloading any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

The Arts Academy in the Woods makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Arts Academy in the Woods will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The Arts Academy in the Woods specifically disclaims any responsibility for the accuracy of information obtained through its service. All users need to consider the source of any information they obtain, and consider how valid that information may be.

1. Privileges

The use of the Internet, computer systems, software and the network are a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school administrators will deem what is inappropriate use and their decision is final. Violations of these policies may result in a loss of access (internet use) as well as other disciplinary or legal action. The Arts Academy in the Woods reserves the right to review any material on user accounts or workstation and to monitor fileserver space in order to make determinations on whether specific uses of the network are inappropriate. Students' use of the Internet may also be revoked, denied, or suspended at the request of faculty and staff.

2. Network Etiquette

Students of the Arts Academy in the Woods are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Use appropriate language. Do not swear; use vulgarities or any other inappropriate language.
- Do not send or display offensive messages or pictures.
- Do not harass, insult or attack others.
- Do not use the network in such a way that you would disrupt the use of the network by other users. Users shall not play games or use the computer resources for other non-academics when other users require the system for academic purposes.
- Do not damage computers, computers systems or computer networks.
- Do not intentionally waste limited resources such as paper, printer cartridges, or school-supplied materials.

3. Safety Rules

- a. Students should not give out personal information about themselves or other students such as address, telephone number, parents' work address or telephone number, or the name and location of the school.
- b. Students should tell their school personnel immediately if they come across any information that makes them feel uncomfortable.
- c. Students should never arrange a face-to-face meeting without parental permission.
- d. Students should never send anyone their picture or any other item without parental permission.
- e. Students should not respond to any messages that make them feel uncomfortable and should tell school personnel immediately if they receive any such message.
- f. Students should never agree to accept offers of gifts or money.
- g. Students should be aware that people online may not be who they seem.
- h. Students should always ask for help from a trusted adult if they are unsure how to handle a situation when using the Internet.

Provisions for Review of the Code of Conduct

A review of this code of conduct shall be made at the discretion of the Superintendent. Any recommendations will be presented to the Board of Education.

Non-Discrimination Policy

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disability Act of 1990. It is the policy of the Academy that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied that benefits of, or be subjected to discrimination during any program, or activity, or in employment. For more information, contact (586) 294-0391.

Categories of Misconduct

These categories of misconduct have been prepared to assist students, parents, and staff to understand what actions are inappropriate in our school setting or at any school activity.

The following list, while it sets forth some very important areas of misconduct, does not contain every possible action, which might violate the rules and rights of others. A student might be subject to discipline even though his/her conduct is not specifically prohibited. Any action which disrupts school activity or which might cause danger to persons or destruction of property may result in disciplinary action. Any behavior that has a negative impact on the health, safety, and welfare of persons or on the learning environment may result in discipline at the discretion of administration.

OFFENSE	DEFINITION	PENALTY
ALCOHOL (All offenses will be reported to the appropriate law enforcement agency)	1. Handling, possessing, using, soliciting, advocating, or being under any degree of influence (legal intoxication not required) of any alcoholic beverage. 2. Manufacturing, selling, delivering, or transmitting of any alcoholic beverage	First Offense: Five (5) day suspension. Recommended treatment must be adhered to before readmittance. Second Offense: Expulsion. First Offense: Ten (10) day suspension. Recommended treatment must be adhered to before readmittance. Second Offense: Expulsion.
ARSON / FIRE / EXPLOSION (All offenses will be reported to the appropriate law enforcement agency)	Committing arson in a school building or on school grounds. Arson means a felony violation of chapter 10 of the Michigan penal code; act no. 328 of the public acts of 1931, being §§ 750.71 through 750.80 of the Michigan compiled laws. Burning or attempting to burn, any school building, structure or property or intentionally setting, or attempting to set, a fire on school property, or causing or attempting to cause an explosion.	Expulsion (by law).
BOMB THREAT (All offenses will be reported to the appropriate law enforcement agency)	Intentionally making or being involved in making a bomb threat.	Expulsion.
BULLYING, THREATS AND/OR INTIMIDATION (STUDENT TO STUDENT) (possible referral to appropriate law enforcement agency)	Coercing, intimidating, or threatening another student	Warning to suspension to recommendation for expulsion.

OFFENSE	DEFINITION	PENALTY
COMMUNICATION DEVICES (BEEPER, CELLULAR PHONE, ETC.)	Possessing, handling, or transmitting a pocket pager, telephone, electronic communication device, or other personal communication device, except for health or other unusual reasons approved by a building administrator.	First Offense: confiscation (return to parent). Second Offense: confiscation (return to parent) and detention. Third Offense: confiscation (return to parent) and temporary suspension to expulsion.
COMPUTER NETWORK, INTERNET, AND TECHNOLOGY ABUSE	Violating the “acceptable practices” student contract for the use of computers, electronic information resources, or other technologies and/or violating the verbal or written directions of school personnel regarding the acceptable use of computers and other technologies.	Warning to expulsion and possible referral to appropriate law enforcement agency.
COPYRIGHTED MATERIAL	Unlawfully duplicating, reproducing, or using copyrighted material.	Warning to expulsion.
CRIMINAL ACTS (All offenses will be reported to the appropriate law enforcement agency)	Committing or participating in any conduct or act defined as a crime by federal or state law or local ordinance.	Five (5) day suspension to expulsion and restitution of damages when applicable.
CRIMINAL SEXUAL CONDUCT (All offenses will be reported to the appropriate law enforcement agency)	Committing criminal sexual conduct in a school building or on school grounds. Criminal sexual conduct means a violation of §§ 520b, 520c, 520d, 520e, or 520g of act no. 328 of the public acts of 1931, being §§ 750.520b, 750.520c, 750.520d, 750.520e, and 750.520g of the Michigan compiled laws.	Expulsion (by law).
DEMONSTRATIONS (UNAUTHORIZED)	Involvement in actions such as walkouts, force, boycotts, congregating, which interfere with school personnel or the operation of the school or school programs.	Ten (10) day suspension and a parent conference.
DISCRIMINATORY HARASSMENT	Making verbal or written statements or physical conduct relating to a person’s sex, race, color, national origin, religion, height, weight, physical appearance, marital status, handicap, or disability.	Temporary suspension to expulsion.
DISHONESTY	Making false statements.	Warning to expulsion.
DISRESPECT	Insulting, calling derogatory names, hazing, or otherwise abusing mentally or physically any member of the staff or student body.	Warning to temporary suspension depending on the circumstances.

OFFENSE	DEFINITION	PENALTY
DISRUPTION OF SCHOOL	Causing the disruption, disturbance, or obstruction of any school function, activity, or event by any type of conducts (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.). Engaging in any such conduct if such disruption or obstruction is reasonably likely to result. Urging other students to engage in such conduct for the purpose of causing such disruption or obstruction is prohibited.	Warning to ten (10) day suspension and possible referral to appropriate law enforcement agency.
DRESS (IMPROPER APPEARANCE)	Students violating the dress code policy will be required to conform, and parents will be contacted.	First Offense: warning and parent contact. Students will be required to change clothing. Second Offense: detention to temporary suspension.
DRUGS, NARCOTIC DRUGS, AND COUNTERFEIT SUBSTANCES (All offenses will be reported to the appropriate law enforcement agency)	<ol style="list-style-type: none"> 1. Handling, possessing, using, soliciting, advocating or being under any degree of influence (legal intoxication not required) of any drugs, narcotic drugs, marijuana, hallucinogen, stimulants, depressants or other controlled substances or counterfeit substances or a controlled substance analogue intended for human consumption (not medically prescribed for the individual or not used according to the prescription). This includes products purchased over the counter. 2. Possessing drug paraphernalia. 3. Manufacturing, selling, delivering or transmitting of any drugs, narcotic drugs, or counterfeit substances, as defined above (#1). 	<p>First Offense: five (5) day suspension to expulsion. Recommended treatment must be adhered to before readmittance.</p> <p>Second Offense: expulsion.</p> <p>First Offense: ten (10) day suspension to expulsion. Recommended treatment must be adhered to before readmittance.</p> <p>Second Offense: expulsion.</p>
ENDANGERMENT	Creating, through recklessness or negligence, a situation, which could or does result in injury to self or others.	Warning to expulsion and possible referral to appropriate law enforcement agency.

OFFENSE	DEFINITION	PENALTY
GANG RELATED ACTIVITIES	<p>The term gang as used in this policy means a group of two or more persons whose purposes or activities include the commission of illegal acts or violation of school rules or policies.</p> <ol style="list-style-type: none"> 1. No student on or about school property or school related activity shall dress or groom in a manner, which, in the judgment of the building administrators, is unsafe to the student or others or disruptive to the educational process. Nor shall they wear or possess any clothing, jewelry, symbol or other things that may reasonably be perceived by any student, teacher or administrator as evidence of membership in or affiliation with any gang. 2. Shall commit any act, verbal or nonverbal (gestures, handshakes, etc.) that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. 3. Shall commit any act, verbal or nonverbal, in furtherance of the interest of any gang or gang activity, including but not limited to: <ol style="list-style-type: none"> A. Soliciting others for membership in any gang or gang related activity. B. Requesting any person to pay for protection or otherwise intimidating or threatening any person. C. Inciting other students to utilize physical violence on any person. 	<ol style="list-style-type: none"> 1. Minimum of three (3) days' temporary suspension. 2. Minimum of three (3) days' temporary suspension. 3. Minimum of five (5) days' temporary suspension and possible referral to appropriate law enforcement agency.
INDECENCY	Engaging 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 pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.	Temporary suspension to expulsion. Possible referral to appropriate law enforcement agency and/or counseling agency.
INTERFERENCE WITH SCHOOL AUTHORITY/SCHOOL PERSONNEL	Deliberately interfering, undermining or hampering school personnel from carrying out their duties.	Minimum of three (3) days' temporary suspension to expulsion.
INSUBORDINATION	Actions undermining the effectiveness and/or authority of school personnel. Refusing to comply with reasonable request of school authorities.	Warning to expulsion.

OFFENSE	DEFINITION	PENALTY
INTIMIDATION / EXTORTION / BLACKMAIL	Committing or attempting to commit intimidation, extortion, or blackmail. Securing, or attempting to secure, money or other items of value from an unwilling person. Forcing another person to perform an unwilling act by threats and/or violence.	Temporary suspension to expulsion and possible referral to appropriate law enforcement agency.
LASER PEN OR LIGHT	Possessing or using a laser light on school property or at school related activity.	Confiscation, temporary suspension to expulsion and possible referral to appropriate law enforcement agency.
LARCENY / THEFT	Stealing another person's property. Being in possession of property not belonging to the student. Concealing or selling any stolen property.	Temporary suspension to expulsion and possible referral to appropriate law enforcement agency.
MISCONDUCT (PRIOR TO ENROLLMENT IN THE ARTS ACADEMY IN THE WOODS)	<ol style="list-style-type: none"> 1. Committing a prior act of misconduct outside of school hours and/or off school premises when the student was not enrolled in the Arts Academy. 2. Committing a prior act constituting a gross misdemeanor and other acts of misconduct while the student was enrolled in another school. 3. Committing an act of gross misdemeanor or other misconduct which would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Arts Academy. 	Individual Behavior Plan to expulsion.
MISCONDUCT (REPEATED)	Repeatedly or persistently violating building and/or classroom policies, rules and regulations.	Temporary suspension to expulsion.
PERSONAL PROTECTION DEVICES	Possessing, handling or transmitting a personal protection device (pepper gas, mace, stun gun, electric shock device, etc.), capable of inflicting bodily injury or causing physical discomfort to another person.	Temporary suspension to expulsion and possible referral to appropriate law enforcement agency.
PHYSICAL ASSAULT / ATTACK (STUDENT TO STAFF) (All offenses will be reported to the appropriate law enforcement agency)	Intentionally causing or attempting to cause physical harm to school employees, volunteers or contractors.	Expulsion.
PHYSICAL ASSAULT / ATTACK (STUDENT TO STUDENT) (All offenses will be reported to the appropriate law enforcement agency)	Physically assaulting and/or attacking another student on school premises or at school related activities.	Extended suspension to expulsion.

OFFENSE	DEFINITION	PENALTY
POSTING OR DISTRIBUTION OF COMMUNICATIVE MATERIALS (UNAUTHORIZED)	Posting material requires the permission of the building principal before materials of a school related group are posted or handed out. An outside group also needs the approval of the superintendent of schools or his/her designee.	Warning to temporary suspension.
PORNOGRAPHIC OR INAPPROPRIATE MATERIAL (writings or pictures dealing with sexual matters regarded as obscene)	Possessing or distributing pornographic or inappropriate pictures, items, etc.	Warning to expulsion.
PROFANITY OR VULGARITY	Using obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on any school property or at school related activities.	Warning to temporary suspension – up to three (3) days.
RACIAL / ETHNIC SLURS	See discriminatory harassment.	
SALES (UNAUTHORIZED)	Selling any materials or services without administrative approval.	Confiscation, warning to temporary suspension.
SCHOLASTIC DISHONESTY	Engaging 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 an unfair advantage on any form of academic work. Engaging in plagiarism, which includes the copying of language, structure, idea, and/or thought of another and representing it as one's own original work.	Warning to expulsion and possible loss of credit.
SCHOOL EQUIPMENT (INAPPROPRIATE / UNAUTHORIZED USE)	Using school equipment in any unauthorized, dangerous or illegal fashion.	Warning to expulsion.
SEXUAL HARASSMENT	Engaging in unwelcome sexual advances or requests for sexual favors.	Temporary suspension to expulsion.
SMOKING OR USING TOBACCO PRODUCTS	1. Smoking or using tobacco products on school property or at school related activities. 2. Possessing tobacco or tobacco products while on school property or at school related activities.	Three (3) day suspension and possible referral to appropriate law enforcement agency. One (1) day suspension and confiscation.
TARDINESS (EXCESSIVE)	Persistently arriving after the prescribed starting time for school and/or class.	Penalties will be assessed in accordance with the attendance policy.
THREATS AND/OR INTIMIDATION (STUDENT TO STAFF) (All offenses will be reported to the appropriate law enforcement agency)	Coercing, intimidating, or threatening any staff member.	Ten (10) days suspension to expulsion.

OFFENSE	DEFINITION	PENALTY
TRESPASSING / LOITERING	Being present on school property without permission. Unauthorized presence in restricted areas of the building or school grounds (including students suspended or expelled from school).	Warning with parent contact to temporary suspension and possible referral to appropriate law enforcement agency.
TRUANCY / WILLFUL ABSENCE FROM SCHOOL / CLASSES (SKIPPING) WILLFUL OFF CAMPUS ABSENCE FROM SCHOOL / CLASS	1. Being absent from school or class without parent and/or school personnel knowledge or permission. 2. Willfully leaving school property without proper sign-out.	Parent contact, detention to temporary suspension and possible referral to appropriate authorities.
VANDALISM	Willfully destroying and/or destructing school property or property not belonging to the student.	A minimum of three (3) day temporary suspension to expulsion and restitution. Payment for repair or replacement of property is required and possible referral to appropriate law enforcement agency.
WEAPONS (All offenses will be reported to the appropriate law enforcement agency)	Possessing, using, handling, transmitting or threatening to use an object which appears to be a weapon or article capable of inflicting bodily harm or which may be used as a weapon which could inflict bodily harm. 1. Possessing, handling or transmitting a knife with a blade under 3", blackjack, baton, martial arts device, paint ball or splat gun, or other object or instrument that can be considered or used as a weapon or is capable of inflicting bodily injury. 2. Possessing, handling or transmitting a dagger, dirk, stiletto, knife with a blade over 3" in length, pocketknife opened by a mechanical device, iron bar, and brass knuckles.	A minimum of five (5) days suspension to expulsion. Expulsion (by law).

OFFENSE	DEFINITION	PENALTY
	<p>3. Possessing, handling, or transmitting a firearm, including a bb gun or pellet gun, or other destructive devices. The term “firearm” means any weapon or starter gun designed to or which can be converted to expel a projectile by the act of an explosive, the frame or receiver of such weapon, or any firearm silencer or other destructive device. A destructive device includes any explosive, incendiary, or poison gas (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than 4 ounces, (iv) missile having explosive or incendiary charge of more than 1/4, (v) mine, or (vi) any similar device. Destructive device also includes any type of weapon by whatever name known which will, or can be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2” in diameter, and any combination of parts either designed or intended for use in converting any device into any destructive device described above.</p>	Expulsion (by law).
WEAPONS (LOOK ALIKE)	Possessing, using, handling, transmitting or threatening to use an object, which appears to be a weapon.	A minimum of five (5) days suspension to expulsion and possible referral to appropriate law enforcement agency.