



FRANCIS REH ACADEMY

Student & Parent Handbook
2023-2024 Academic Year

2201 Owen St.
Saginaw, MI 48601
Office - (989)753.2349
FAX - (989)753.1819

Francis Reh Public School Academy

Board of Directors

Catherine Kretz - President
Penny Lichon - Vice President
Darlene Johnson - Secretary
David Bearss - Treasurer
Scott Hinojosa - Member
Yolanda Reynolds - Member

Academy Authorizer

Northern Michigan University

Educational Service Provider

The Leona Group

Board meetings are posted several days before the meeting. Meetings are held at the Academy on the second Tuesday of the month at 10:00 AM unless otherwise noted. *Meetings follow the Open Meetings Act of the State of Michigan.*

Mission Statement

Francis Reh Academy educates and empowers all students to excel academically and positively impact our community.

Vision Statement

Francis Reh Academy is a community of focused, engaged and responsible achievers.

Core Values

All students deserve a quality education.

All students can achieve at high levels.

Our inclusive learning environment meets the needs of each and every student.

Our staff is committed and confident in their ability to educate our students

Our protected instructional time, in cooperation with families, maximizes student achievement.

Daily Elementary (preK-5) Schedule

6:30	Office Opens
7:45	School begins and breakfast in classrooms
8:00	Students arriving at or after this time are tardy and must check-in at the office
8:15	Morning meeting
8:30	Instruction begins
10:45 - 12:20	Lunch Window (varies by grade level)
3:10	Wrap-up/Closing Circle/Dinner in classrooms
3:30	Dismissal

Daily Middle (6-8) Schedule

6:30	Office Opens
7:45	School begins and breakfast in classrooms
8:00	Students arriving at or after this time are tardy and must check-in at the office
8:10 - 9:00	Core 1
9:03 - 9:50	Core 2
9:53 - 10:40	Core 3
10:43 - 11:30	Core 4
11:33 - 12:23	Core 5
12:23 - 1:23	Lunch/Advisory
1:26 - 2:21	Core 6
2:24 - 3:19	Core 7
3:19 - 3:30	Dinner & Dismissal

A major component of the educational program at Francis Reh is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school
- respect the civil rights of others
- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively with others regardless of gender, race, ability or ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family and in the school

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal items, including money. Students found with sums of money or other valuables may have these items taken for safekeeping. The school will then return the money or valuable item(s) only when the parent comes to the school office. Valuables such as jewelry or expensive games should not be brought to school. Damage or loss of academy equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or

loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student may be subject to further discipline.

PreK thru 8 Student Dress Expectations

Students are expected to come to school looking neat, clean and dressed in a manner reflecting good taste. Students shall not wear attire that interferes with the operation of the school or infringes upon the general health, safety and welfare of students and staff. Specific guidelines are as follows:

- Shoes or sandals must be worn at all times. Slippers and flip-flops are not allowed.
- Student attire must not be provocative or in conflict with good taste. Pajamas are only allowed on designated school spirit days.
- Shoulders, backs, midribs and cleavage must be covered. All shirts/tops must have sleeves.
- Obscene language and symbols of and/or implying drugs, sex, alcohol, or tobacco are prohibited.
- Hats, sweatbands, bandanas, sunglasses and other headgear, including sweatshirt hoods may not be worn in school. Students with medical or religious exemptions may be exempt.
- Jewelry cannot present a safety hazard to the individual and/or others. Such items will be confiscated. Any jewelry lost at school will not be replaced.

Acceptable	Not Acceptable
Bottoms include uniform pants, jeans, sweatpants, and joggers. Shorts, dresses, skirts that are no more than two inches above the knee. All bottoms must be worn at the waist.	Any bottoms with tears, rips, shredding or holes. Leggings, spandex and/or biker shorts as bottoms. Cargo pants or other bottoms with oversized pockets. Shorts, dresses and skirts that are more than two inches above the knee.
Tops include polo shirts, button-down shirts, tee shirts, sweatshirts (including hoodies), sweaters and turtlenecks free of inappropriate, suggestive, inflammatory or offensive images and words.	Any tops with inappropriate, suggestive, inflammatory or offensive words and/or images. Tank tops, see-through tops and tops that do not cover the student’s midriff.
Footwear can include shoes, boots, secure sandals/crocs (or similar items). Gym shoes must be worn during physical education and other athletic activities.	Flip-flops, slippers and “house shoes”

Students should come to school dressed for the weather. In the winter, boots, hats and gloves are a necessity.

Attendance

Attending school is both necessary and Michigan law, which requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose privileges, and/or have their parents taken to court. All students are required to attend school the day of any extracurricular activities unless administration approves the absence. Examples: dances, programs and sporting events. Student athletes are held to the highest of standards and will receive clear expectations regarding their attendance from their coach.

Attendance can also be impacted by tardiness to classes during the school day (for 6th - 8th grades) or skipping classes at any grade level. **Students who are tardy (arriving after 8am) must be checked into the main office by an adult.** After signing in, they will receive a tardy slip. Students are expected to report directly to their classroom. Failure to do so may result in additional truancy issues and possible disciplinary action.

Dismissal is at 3:30pm and students will not be checked out after 3:10pm to ensure a safe and orderly dismissal. Students arriving at school after 9:30am will be considered absent for the morning and students picked up before 2:15pm will be considered absent for the afternoon.

Student Attendance/Absences

Students may be excused for dentist, doctor or other medical appointments and for funerals. Francis Reh Academy encourages parents to make these appointments during non-school hours whenever possible. Students that are excused because of illness, suspension, medical appointment or funeral will have the opportunity to make up work (when possible) and assessments they missed. **Verification of an excused absence will be accepted up to two (2) days upon the student's return to school. Students absent four (4) or more consecutive days may require verification (ie - doctors note on letterhead, obituary/funeral information, evidence of long-term vacations). Absences documented after ten (10) days are all marked as unexcused pending interventions and communication with school leadership. Absences in excess of ten (10) days will necessitate intervention at the school level that will include meetings, improvement plans and attendance agreements. The Saginaw County Truancy Officer will be notified of excessive unexcused absences only AFTER interventions have proven unsuccessful and there is not a marked improvement in student attendance.**

Notification of Absence

If a student is going to be absent, the parents should contact school 989-753-2349 as soon as possible and provide an explanation. In the event a parent cannot call, a written excuse should be provided. When no excuse is provided, the student is considered truant.

Make-up of Tests and Other School Work

Students who have an excused absence from school or who have been suspended shall have the opportunity to make up work (when possible) that has been missed. This work should be completed within an agreed upon time frame after returning to school. If a student misses an assessment due to an excused absence, arrangements should be made with the teacher. Standardized tests (such as the M-STEP or NWEA) should be arranged with the school leader and/or instructional coach.

Discipline

It is important to remember that the academy's rules apply going to and from school, at school, on school property, at school-sponsored events and on school provided transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the academy leadership's responsibility to maintain an orderly and safe learning environment. In all cases, the academy shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- Eat meals separate from classmates
- Time with CARES team or school leader
- Change of seating or location in classroom
- Loss of privilege in relation to their behavioral challenge.
- Lunch or after school detention

Informal discipline concerns will be documented in Unified Classroom Behavior Support

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 days, and even longer term of suspension or expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for one school day or less without the possibility of a longer-term suspension or expulsion may not be appealed. Suspensions and expulsions can be appealed. Students being considered for suspension or expulsion are entitled to an informal hearing with the school leader or designee, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. Formal discipline issues are maintained in the student's cumulative file.

If a student is suspended, the parents may appeal the suspension, in writing, to the school leader and an appeal hearing with the school leader will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for a long-term suspension (more than 10 days) or expulsion, a formal hearing is scheduled with the academy's board of directors. Parents/Guardians will be given written notice of the hearing and are asked to be present. The academy's board takes testimony from all parties and determines if a student is to serve a long-term suspension or be expelled.

Students involved in co-curricular and extra-curricular activities such as clubs or athletics can lose their eligibility for violation of the academy rules. This is especially true for infractions involving drugs, alcohol, and tobacco use, threatening language/actions/behaviors, or harassment/bullying.

If a student commits a crime while under the academy's jurisdiction, she/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Unified Classroom Behavior Support (Kickboard)

Unified Classroom Behavior Support is a software program that allows teachers to give students points to reinforce positive behaviors and assign negative points for unsafe/inappropriate behaviors. It is our goal in all circumstances to focus on the positive student behaviors and choices that we want to develop and enhance in our students.

UCBS is an excellent tool to share classroom data at all times via a mobile app and during parent-teacher conferences and other student focused meetings. It provides teachers the ability to quickly reinforce choices and consequences.

For all severe cases (repeated offenses or dangerous/threatening behaviors), students will immediately be referred to the CARES team.

Due Process Rights

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten days or less, the school leader or designee will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the staff member will then provide the student the evidence supporting the charges. After that informal hearing, the administrator will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified by phone or in writing within one day of the reason for and length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to the school leader. The request for an appeal must be in writing.

- Suspension from co-curricular and extra-curricular activities may not be appealed.
- During the appeal process, the student shall not be allowed to remain in school.
- The appeal shall be conducted in a private meeting with the school leader, other appropriate staff, parent/guardian and student.
- When a student is suspended, he/she may make up work missed after the return to school or while on suspension.
- Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.
- A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal notification addressed to the parents which will contain:

- The charge and related evidence
- The time and place of the hearing meeting
- The length of the recommended expulsion

- A brief description of the hearing procedure
- A statement that the student may bring parents, guardians or counsel
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction

Student Discipline Code

The academy board has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The board has also adopted the list of behaviors and the terms contained in the list.

It is the academy staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the academy's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

In circumstances where threats (these may be physical, verbal, or a combination of both) are made to individual students, individual staff, a group of students and/or staff, or the larger school community, Francis Reh Academy will follow the Comprehensive School Threat Assessment Guidelines. This model focuses on interventions and supports to prevent violence in school and school-related settings. The school-based threat assessment team will follow a detailed process to determine the nature of the threat and appropriate next steps. Each circumstance is considered serious and will require some degree of disciplinary action, up to and including expulsion. It is critical that we all work together to keep our students, staff and school community safe. Families, please talk with your students about using appropriate language to express their frustrations. Emotions are real and valid, but making threatening statements and/or gestures is never acceptable and fosters an environment that doesn't support the learning and growth we are focused on facilitating at Francis Reh Academy.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Use of Drugs

The school has a "Drug Free" zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity – sale, use, distribution, or possession of drugs, alcohol, fake drugs, steroids, inhalants, or look alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look alike drugs is prohibited. This includes nonalcoholic beers and wines, steroids, and the like. Many drug abuse offenses are also felonies.

Use of Breath Test Instruments

The school leader may arrange for a breath test for blood alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on academy property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of academy rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook.

Use of Tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The academy prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

Student Disorder/Demonstration

Students will not be denied their rights of freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student feels there is a need to organize some form of demonstration, s/he is encouraged to contact the school leader to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

Possession of a Weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club type elements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, chairs, jewelry and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion.

Use of an Object as a Weapon

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

Arson

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

Physically Assaulting Staff Member/Student/Person Associated with the Academy

Physical assault on a staff member, student or other person associated with the academy which may or may not cause injury, injury to a staff member may result in charges being filed and subject the student to suspension/expulsion.

Verbally Threatening Staff Member/Student/Person Associated with the Academy

Any statement or non-contact action that a staff member, student or other person associated with the academy feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Verbal threats may result in suspension and expulsion.

Extortion

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations could result in suspension/expulsion.

Gambling

Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

Falsification of School Work, Identification or Forgery

Forgery of school passes and excuses as well as identification or other legal documents is unacceptable. Plagiarism and cheating are also forms of falsification and subject the student to penalties and possible disciplinary actions. Students will not receive any credit for forged/plagiarized work. Violations could result in suspension or expulsion.

False Alarms and False Reports

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and those in the building. What may seem like a prank, is a dangerous stunt. Violations could result in suspension or expulsion.

Explosives

Explosives, fireworks, and chemical reaction objects such as smoke bombs, poppers, etc. are forbidden and dangerous. Violations could result in suspension or expulsion.

Trespassing

Although schools are public facilities, the law does allow the school to restrict access to school property. If a student has been removed, suspended or expelled, the student is not allowed on school property without authorization of the school leader. Violations could result in suspension or expulsion.

Theft

When a student is caught stealing school or personal property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring valuable items to school that are not needed for learning without prior authorization from the school leader. The academy is not responsible for personal property. Theft may result in suspension or expulsion.

Disobedience

School staff is acting "*in loco parentis*," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in suspension or expulsion.

Damaging Property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

Persistent Absence or Tardiness

Attendance laws require students to be in school all day or have a legitimate excuse, such as illness, doctors appointment, or funeral. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absences could lead to suspension or other disciplinary action. A student with 10 consecutive unexcused absences will be exited from the academy.

Unauthorized Use of School or Private Property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations could result in suspension or expulsion.

Refusing to Accept Discipline

The academy may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

Aiding or Abetting Violation of School Rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

Displays of Affection

Students demonstrating affection between each other is personal and not meant for public display. This includes inappropriate touching or any other contact that may be considered sexual in nature. Such behavior may result in suspension or expulsion.

Possession of Electronic Equipment

The school supplies the electronic equipment necessary in school. Students are not encouraged to bring cell phones, tablets or other electronic equipment to school. If students bring this equipment to school, they are expected to surrender it for safekeeping at the beginning of the day. It will then be returned before the child is dismissed at the end of the day. Any personal electronic equipment used or visible during class will be confiscated and disciplinary action will be taken. The property will be returned only to a parent. Violations could result in suspension or expulsion. The academy is in no way responsible for any equipment lost or stolen.

Violation of Individual School/Classroom Rules

Each learning environment has different rules for students. Individual rules are for the safety and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the Academy. Persistent violation of rules could result in suspension or expulsion.

Disruption of the Educational Process

Any actions or manner of dress that interfere with academy activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletics and performing arts events. Violations could result in suspension or expulsion.

Harassment/Bullying

The academy believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or staff members or other individuals are not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment/bullying could result in suspension or expulsion. (Act 451 Section 380.1310b). Conduct constituting harassment/bullying may take different forms, including but not limited to the following:

Sexual Harassment

Verbal: Making written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, a sexual proposition(s), or threats to a fellow student, staff member, or other person associated with the academy.

Nonverbal: Causing the placement of sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the academy.

Physical Contact: Threatening or causing unwanted touching, contact, or attempts of same, including petting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the academy.

Gender/Ethnic/Religious/Disability Harassment

Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member or other person associated with the academy. Conducting a campaign of silence toward a fellow student, staff member or other person associated with the academy.

Nonverbal: Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member or other person associated with the academy.

Physical: Any intimidating or disparaging action such as hitting, hissing or spitting on a fellow student, staff member or other person associated with the academy.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member or other person associated with the academy should make contact with the school leader or another person listed as available to students to report any harassment/bullying incident.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person/s that he/she believes to be responsible for the harassment/bullying and the nature of the harassing/bullying incident(s). A written summary of each report will be promptly prepared and a copy forwarded to the school leader.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly and with the utmost candor whenever they

present harassment allegations or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Under no circumstances will the academy threaten or retaliate against anyone who raises or files a harassment/bullying complaint.

Possession of a Firearm

In compliance with state law, the academy shall permanently expel a student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in an academy building or on academy property, including school buses and other school transportation.

- A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.
- Disabled students under IDEA or Section 504 shall be expelled only in accordance with academy policy and federal due process rights appropriate to disabled students.
- A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the academy office.

Criminal Acts

Any criminal acts taken at or related to the academy will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy when school rules and the law are violated.

Francis Reh Academy reserves the right to address each and every student behavior concern individually. Each student is unique and each incident merits its own weight. Our ultimate goal is to provide a safe and orderly learning environment where students can thrive academically, socially, emotionally and behaviorally.

Student Medication Policy

Physicians may prescribe medication to be administered during school hours. Such medication should be in an original container with a child-proof cap and labeled with:

- Student's Name
- Doctor's name
- Name of medication
- Instructions regarding dosage and time to be administered

All medications must be taken to the school office, given to the school office staff along with clear written instructions.

Under no circumstances should a child keep possession of any medication.

Parents will be asked to sign a medication policy sheet authorizing the school officials to administer the medication. The parent must notify the school immediately in the event the medication is to be discontinued.

There is a *Medication Prescriber/Parent Authorization Form* that has to be filled out by the physician and parent. This form is kept on record in the school office. ALL medications given to students are documented in a log and include the dosage given, time, date and authorized administrator, Any medications requiring refrigeration are kept in a refrigerator in the office. The school maintains instructions regarding asthma emergencies and diabetic emergencies. The parent also agrees to release Francis Reh Public School Academy and its employees from any liability or damage which may result from the administration of said medication as prescribed by the physician. The school maintains records of who administers the medication and when it is administered.

Internet/Student Use Technology

The use of Francis Reh's technology and internet use is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and possible school discipline in accordance with the Francis Reh Public School Academy discipline policy.

Technology Expectations

- Be polite. Do not be abusive in any message to others.
- Use appropriate language. Do not use profanity, obscene comments, sexually explicit material, and expressions of bigotry, racism or hate. Illegal activities are strictly forbidden.
- Do not reveal personal addresses or telephone numbers of others.
- Do not use the network in such a way that you would disrupt the use of the network or other users.

Technology Security

- Under no circumstances should you give anyone your password.
- Do not reveal your personal address or telephone number.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet/Student Use Technology.
- Parents/Guardians have the right to appeal any restrictions or access privileges.

Technology Vandalism

- Vandalism is defined as any malicious attempt to harm or destroy electronic information including data or equipment.
- Uploading or creating computer viruses is considered vandalism.

Rules and Code of Ethics

- The student will use the internet/ technology in the manner prescribed by their teacher.
- The student should act honorably and in a manner consistent with ordinary ethical obligations.
- The student will not make unauthorized copies of software in accordance with the copyright laws.
- The student will respect the rights and privacy of other authorized users.
- The student represents his/her school and should do so in ways that are positive.

Francis Reh Public School Academy is not responsible for the accuracy or quality of information obtained through the Internet. Under penalty of law students may be subject to criminal sanctions, if by means of signs, signals, writing, images, sounds or data, they threaten, intimidate, abuse or harass another person through electronic mail or other computerized communication system.

Students and parents need to agree to responsible use of school technology. Students and parents will be asked to sign an Acceptable Use Policy upon enrolling at the academy and before use of the internet/student use technology will be allowed.

Parental Involvement

Francis Reh Academy believes that parents are partners in the education of their child. We believe that parent involvement is an important component in school success. In order to encourage parents in their partnership with Francis Reh Academy, we ask parents to communicate with their child's teacher about grade level appropriate engagement opportunities.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school owned buses as well any contracted transportation. The driver or bus aide may assign seating or direct students in any reasonable manner to maintain transportation safety. The bus aide has the right to have a student removed from the bus if deemed necessary. Students must comply with the following basic safety rules.

Riding a school bus is a privilege. It is expected that students will behave themselves while on the bus or at the transfer station. Violations of Francis Reh Academy's expectations may result in discipline that can include "loss of bus privileges", suspensions from the bus and/or school, and in severe cases expulsion.

Previous to loading (on the road and at school)

Each student shall:

- Be on time at the designated bus stop or loading zone 10 minutes prior to scheduled stop
- Stay off the road at all times while walking to and waiting for the school transportation
- Line up single file off the roadway to enter
- Wait until the school transportation vehicle is completely stopped before moving forward to enter; or exit
- Go immediately to a seat and be seated
- It is the parent's responsibility to inform the academy when their child will **not** be using school transportation. The bus will not wait.

Educational Development Plan

Middle School students will create and annually update their Educational Development Plan (EDP) online using the Xello platform. The EDP is an action plan regarding course selection that focuses the students toward their future and lifelong learning. Elements of the EDP include: personal data, career goals, education goals, assessment results, career exploration, course selection, and parental endorsement. After each student establishes their online account, the EDP may be accessed at any time by visiting *login.xello.world* and entering a student username and password. Students will be provided time during their elective classes to complete their EDP and learn more about life skills that will support their success as students and young adults.

The Michigan Merit Curriculum (MMC) legislation states that "The board of a school district or board of directors of a public school academy shall ensure that each pupil in Grade 7 is provided with the opportunity to develop an EDP, and that each pupil has developed an EDP before he or she begins high school. An EDP shall be developed by the pupil under the supervision of the pupil's school counselor or another designee qualified and selected by the high school principal and shall be based on a career pathways program or similar career exploration program."

The first step in developing an individualized approach to learning is the EDP. An EDP documents an ongoing process in which a learner identifies both career goals and a plan of action to achieve them. The EDP does not take the place of either an Individualized Education Program (IEP) or a Personal Curriculum (PC) modification.