



International Academy
of Flint



*Student
Parent
Handbook*

2015 - 2016

STUDENT/PARENT HANDBOOK

PLEASE NOTE: HANDBOOK IS SUBJECT TO CHANGE AT ANY TIME

This Handbook is meant to provide students, parents, and staff with useful information regarding International Academy of Flint, a member of the SABIS® School Network.

The SABIS® School Network reserves the right to make changes in the student handbook at any time and without notice. The Academy also reserves the right to depart from policies and procedures.

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Student/Parent Handbook Acknowledgement 2015-2016

Dear Students and Parents:

Please sign below as acknowledgement that you have read and understand the policies and information stated in the International Academy of Flint's Student/Parent Handbook, which includes *descriptions* of the school's expectations in such areas as attendance, uniforms, behavior, parent involvement, and health-related areas and an *explanation* of academic and emergency procedures. This form must be returned to the main office by September 11, 2015.

Sincerely,

**Kendra Giles
Director**

"We acknowledge receipt of the Student Handbook and understand and agree that we are to strictly abide by the terms and conditions of the Student Handbook. We further acknowledge that we have read the Student Handbook and understand the terms and conditions set forth therein."

Date _____

Student's name _____

Student's signature _____

Parent's/Guardian's name _____

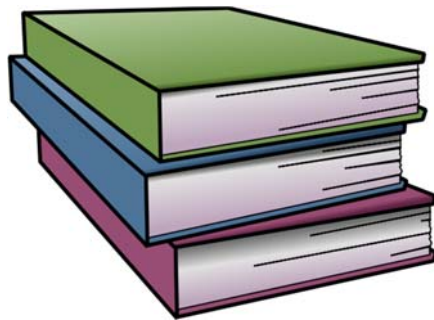
Welcome

About this Handbook

The handbook is meant to provide a *clear* and *visible* framework of understanding for students, parents, and staff. It provides answers, however brief, to such questions as, "What are the guiding principles of a school within the SABIS® Educational System?" "What are our aspirations for our students?" "What responsibilities must we fulfill as members of a community?" In short, "*What are we about?*"

All handbooks should be manageable and should serve as reliable resources. While this *Student Handbook* is a work in progress that will change and be revised as we grow as a school, it still can help you understand "what we are about" today. Please read the handbook thoroughly and with care. Then, keep it at home within arm's reach for reference.

We seek your understanding and cooperation as we work together toward meeting our goals.



International Academy of Flint

Contact List

810-600-5000 Fax: 810-600-5300

Director	Kendra Giles
Academic Quality Controllers	Shamika Givens –Upper School (US) Grades 9-12 Joiel Grenay – Middle School (MS) Grades 4-8 Kristine Shepp - Lower School (LS) Grades K-3
Assessment / College Guidance Coordinator	Beth Kotlark
Marketing Director	Art Wenzlaff
Student Management Coordinator	Arnita Mitchell
Special Education Academic Coordinator	Jennifer Berlanga
Student Life Coordinator	Angela Nichols
Athletic Director	Terry Evanish
School Social Workers	Megan Benton (LS), Brenda Adamczyk (MS) & Mylee Green (HS)
Youth Quest Site Team Leader	Amanda Teeter-Hoffman
Student Records	Shirron McKinley
Business Office	Courtney Pinkelman
Health Coordinator	Lisa McClain
Truancy /Attendance Officer Home Liaison Officer	Rosie Nelson-Twitty
Grants Coordinator	Pam Baker

If you are unsure of whom to call, a member of the front office staff will be happy to direct you to the appropriate person. For more information, visit the SABIS® School Network website at www.sabis.net. Additionally, our Academy has a dedicated website at www.iaf-sabis.net.

Board of Directors

Mrs. Diane Thompson, President

Mr. Dan Smith, Vice President

Mrs. Wilma Mitchell, Treasurer

Mr. Major Stewart, Secretary

Mr. Carl Conner, Member/Past President

Mrs. Deborah Bourke, Member

Mr. Jeff Houck, Member

Mr. G. Michael Meihn, Attorney



Introduction

A Brief History of SABIS®

The first school of what was later to become known as The SABIS® School Network was *The International School of Choueifat*. The school was founded in Lebanon in 1886 in the village of Choueifat, a suburb of Beirut. In 1975 a development program was started that expanded outside of Lebanon and developed into what is now known as SABIS® School Network. The network consists of Member and Associate Member schools that operate around the world. Each school is financially and administratively independent; however, they do share one thing and that is their implementation of the SABIS® Educational System.

Features of the SABIS® Educational System

All SABIS® schools are characterized by a non-selective admissions policy: a comprehensive and dynamic curriculum that is continually updated by the SABIS® Academic Development Department, a unique point system of teaching the objectives contained in the syllabus, a proprietary, computerized system of testing that is designed to monitor student learning and progress, and high levels of accountability for students, teachers, and administrators.

The School's Mission

The International Academy of Flint will prepare each student for success in college, inspire a life-long love of learning and foster responsible citizenship.

The record of college placement by students in all SABIS® schools bears this out.

The SABIS® School Network aims to:

- qualify every student for success in college
- provide each student with a well-rounded education strongly based on a mastery of English and mathematics
- enable students to acquire solid proficiency in a second language
- train students in logical reasoning and critical thinking
- prepare students to sustain an intellectual effort for long periods of time
- generate excitement for life-long learning

The International Academy of Flint students are guided to:

- uphold high standards of conduct and promote ethical and civic values
- make informed decisions on social issues
- defend convictions and reverse negative peer pressure
- participate in extracurricular activities, school management, and community work
- foster tolerance, active cooperation, and teamwork
- become responsible and skilled “citizens of the world”
- develop a true understanding and appreciation of the people of the world through viewing differences as well as similarities

“No Child Left Behind” Act:

Pursuant to all notice requirements required by the federal “No Child Left Behind” Act, www.nclb.org, International Academy of Flint is in phase 0, (not marked for school improvement), runs a Title 1 school wide program that made *Adequate Yearly Progress (AYP)*. IAF will, upon request, provide information regarding the professional qualifications of classroom teachers, including but not limited to information regarding state qualification and licensing criteria for grade levels and subject areas of teacher instruction.

The “No Child Left Behind” Act, www.nclb.org requires that IAF must provide a list of student names, addresses and telephone numbers to military recruiters and institutions of higher learning when they request such information, unless parents or students request that information be withheld. At the start of the school year, a notice of the right to request the withholding of this information will be forwarded to parents/legal guardians and students over 14. **The notice form must be returned to the administrative offices or IAF will consider that there are no objections to the release of this information and such information will be forwarded to BOTH military recruiters and institutions of higher learning.**

Non-discrimination Policy:

According to MCLS § 37.2102, International Academy of Flint is committed to ensuring equal educational opportunities for all students, on a space available basis, and shall not discriminate on the basis of race, color, national origin, creed, sex, special need, proficiency in the English language or a foreign language, or academic achievement. International Academy of Flint may limit enrollment of specific grade levels and may structure curriculum around particular areas of focus such as mathematics, science or the arts.

The Board of Directors has approved grievance procedures, for students, teachers and other employees who feel that they have been discriminated against. Copies of the policy and procedures, (Board Guideline 2260B, Policy 2260), are available at the administrative offices.

Academic Procedures

The Academic Year

The academic year is divided into two Terms, with the first Term lasting approximately 16 weeks and the second Term lasting approximately 23 weeks. Within each Term, three types of instructional days are scheduled to maximize learning – **(1) Regular Instruction Days, (2) Mid-Term Days (3) Revision Days,** and **(4) End-of-Term Exam Days.** The academic year also contains **holidays and breaks.**

Regular Instruction Days

Both Terms are devoted to regular instruction. This is the lengthiest segment of the Term and is the time when students are given new material to learn in each subject. Homework is assigned frequently in third grade and above to help students reinforce concepts and to give them the opportunity to apply what they have learned. Homework is not graded; it is a tool for practice, for gaining fluency, and for independent problem solving.

Throughout the Term, students are given periodic tests. At the beginning of each Term, an exam schedule for the Term is given to each student. Notification concerning the dates and the material covered on these tests is communicated to parents/guardians via a monthly folder and/or newsletter sent home on Fridays, for grades K – 6. In grades one and two, assessment can be either formal or informal. Testing is more formal, starting in third grade. We encourage all members of our community of learners to view testing as an opportunity for learning and for optimum performance. In a sense, it is a time to “show off” the knowledge they have acquired!

Mid-Term Days

Mid-Terms are given to grades 3-8 mid-way through Term 2. All students are tested in ELA and math. Science and social studies testing will be based on subjects of state assessments. This is a great opportunity to have students show their growth before finals take place in June.

Revision Days

The week prior to the End-of-Term exams is assigned for revision. During this type of instructional day, no new material is taught. Instead, students have an intensive and comprehensive review of the material they covered in individual classes throughout the Term. Revision packets are often part of this instructional experience.

End-of-Term Exam Days

The last week of Term 1 is devoted to comprehensive exams that cover the work of that Term. At the end of Term 2, final exams are comprehensive, covering material taught over the full academic year.

Holidays and Breaks

The Academy is closed on several holidays that occur during the academic year. In addition, the school calendar includes a winter break at the end of Term 1 and a spring break near the middle of Term 2. All holidays and breaks are clearly marked on the one page school calendar that is sent home at the beginning of the year.

Daily Schedule

The official school day for all students is from 8:00 am to 3:30 pm. Classes at the Academy begin **promptly** at 8:00. It is essential that all children be present for the opening activities, which are scheduled from 8:00 to 8:05 prior to the first period. At this time announcements are given school wide, and the homeroom teachers communicate vital information regarding the students' day.

Periods	Monday	Tuesday	Wednesday	Thursday	Friday
1 HR 8:00-8:05	Homeroom : Attendance and Announcements				
2 8:08-8:55					
3 8:58--9:45					
4 9:48-10:36					
5 10:39-11:15	Lunch for Grades K-2	Lunch for Grades K-2	Lunch for Grades K-2	Lunch for Grades K-2	Lunch for Grades K-2
6 Lunch/Dear/ St. Life™ 11:00-1:05	This time slot is for all grades at different times.				
7 12:30-1:12					
8 1:15-1:58					
9 2:01-2:45					
10 2:48-3:30					
3:30	Dismissal for students.				

Student Drop-off Procedures

The goal for establishing student drop off procedures is twofold: the first goal is to preserve optimum conditions for instructional time for students and teachers. The second goal is to insure a safe environment for all students, kindergarten through grade twelve. To help this happen we have designed a drop-off and pick-up plan. Please follow the directions that are available in the main office and cooperate with our staff as they guide you to the correct location.

Student Pick-up Procedures

School dismisses at **3:30 pm** for all students. The end of the day is a crucial time. During this time the students quietly complete Student Diaries, gather items to go home, and complete any work in progress. Students will be released and should be met outside the school building.

For the child's safety, a student in Kindergarten through grade 3 will not be released to any person other than the parents or an **authorized** designee. If the person coming to pick up the child is not designated on the emergency card or "release of students" form, identity of the new person must be confirmed by written authorization. Telephone authorization will be accepted **only** in the case of an emergency.

Students in grade 4 and above may exit the school on their own and are not expected to be directly transferred from school personnel to a parent or guardian.

Student Transportation

Parents of IAF students are responsible for getting their child to school on time. **PLEASE UNDERSTAND** that IAF is not associated with any of the alternate forms of transportation, including MTA. IAF does not in any way recommend, endorse, suggest, or promote the use of any of the alternate forms of transportation provided to you or acquired by you and that the information provided by IAF is for informational purposes only. Parents should thoroughly investigate all forms of transportation and select the method that best meets the needs of their child. Any contractual agreement reached by parents for transporting their child to IAF is a contract between the parent and the entity, not IAF.

Testing

The SABIS® approach to education rests on a firm belief in the "building block" method of knowledge acquisition. Initial units of knowledge are acquired and then additional units are built upon this foundation to advance further learning. To prevent gaps in knowledge acquisition, regular testing is administered as a method of assessing student needs and progress.

SABIS® Diagnostic Tests

Diagnostic tests assess student knowledge and are used primarily for placement purposes or for detecting specific learning gaps that may be impeding student progress. If a student receives special education services, parents are requested to provide all documentation, prior to testing, as to what special services are to be provided.

Student Classroom Placements

Classroom placements shall be at the sole discretion of the administration of the Academy. Parental requests for specific faculty members for their children will not be honored.

The SABIS Academic Monitoring System®

The SABIS Academic Monitoring System (SABIS AMS®), which begins in Grade 3 in both mathematics and English, is an integral part of the instructional process and is intended to monitor student learning. SABIS AMS® tests are designed to check student learning and long-term retention. Test items focus on factual information and are intended to evaluate students' grasp of basic or core concepts. These tests consist of multiple-choice questions, and students record their answers on "bubble sheets" in grades 3 & 4. These sheets are then scanned and computer-graded. In grades 5 and up students take these tests directly on computers. SABIS AMS® tests count for 10% of a student's total grade in a given subject. SABIS AMS® retake exams are given the same week during the SLO® Period, starting at 4th grade.

Periodic/Unit Exams

Unlike the SABIS AMS® tests, periodic/unit exams are comprehensive and use a variety of formats to assess knowledge and long-term retention. These exams are cumulative. Students in grades 7-12 have the opportunity to retake any periodic exams that they have failed. They also have the opportunity to make up any exams they have missed due to **excused** absences.

End-of-Term Exams

Comprehensive exams are given at the end of each Term. Exams at the end of Term 1 assess mastery of the material taught in that Term. End-of-Year exams, given at the end of Term 2, measure a student's achievement over the course of the entire academic year. For grades 3 and up, end of year exams account for 40% of a student's grade in English and mathematics and 50% of a student's grade in all other subjects. For grades 1 & 2 end of the year exams account for 50% of a student's grade in all subjects.

Standardized Tests

Standardized tests are given each fall and spring to all students in grades 1-11. The results of these tests give the school a benchmark for student academic standing relative to their peers within the school and across the country. MAP tests for grade 1, PST tests for grades 2-8 and STAR tests for grades K-12 are given in both fall and spring so we can measure each student's progress based on national norms. ACT, PLAN & EXPLORE, and Work Keys exams are also given each spring to students in grades 9-11 to measure college readiness.

State Tests

All SABIS® schools administer those tests mandated by each state, according to state guidelines. These tests show how our students are performing relative to the state's requirements and relative to other schools and districts in the state.

Advanced Placement Requirements

For a student to be eligible to sit AP exams, he/she must meet a combination of three criteria. They must have a minimum grade of an 80% at the end of Term 1, they must have the recommendation of their current subject area teacher, and they must complete a practice AP exam in the given subject scoring a minimum of 75%. The Assessment / College Guidance Coordinator or US AQC will notify students of the exact timeline for AP exam scheduling, which will occur sometime after the start of Term 2.

Reporting Student Progress

Communication between the home and school helps bind the student, parents, guardians, teachers, and administration into a team working toward a common goal. The following section explains some of the means by which the school attempts to report student progress.

Interim Reports

Interim Reports are designed to inform parents of their student's progress each Term. They are made available for pickup 3 times a year. Please remember that these Interim Reports are only a brief snapshot of a given Term for a student. This report contains the student's year to date scores for each subject and should be used to determine what a student needs to do for the remainder of the year, particularly on final exams, to accomplish his/her year's goals be it for GPA, scholarship, or possible retention purposes.

Parent-Teacher Conferences

Parent-Teacher Conferences are held twice a year, one in October, and the other in February both are for K-12. Parents/Guardians come during designated times as the conferences are first come, first served and meet with teachers to discuss their child(ren)'s progress at school.

Report Cards

Report Cards are mailed out twice a year at the end of each Term. The Report Card for grades 1 through 12 includes the student's numerical grades for each subject, attendance records, and an accounting of the student's behavior in school as communicated in the Student Code section of the Report Card. In addition, a summative comment regarding the attitude, progress, and behavior is included.

Grading System

The Academy employs a grading system that differs from schools in the United States. The predominant reliance on testing as an assessment of student learning and the calculation of End-of-Year grades are unique to the SABIS® School Network.

While all classes are important, some are given more academic weight than others in the grading. Neither the total average of a student, nor the average of a single subject with several sub-subjects, can be obtained by simply calculating a simple, mathematical average. Different subjects are given different coefficients; different sub-subjects within a single subject (e.g. the sub-subject *grammar* within the subject *Spanish*) are given different weights. The averages and reports are produced, *not by the teacher*, but by administration via the school computer.

The two Terms are not weighted equally for the End-of-Year grade. The End-of-Year exam for Term 2 covers the curriculum for the entire year and represents 40 to 50 percent of the End-of-Year grade. The SABIS® grading system gives students the entire academic year, not just one Term, to master the concepts taught at a grade level. Because of the unique features of our grading system, the Academy does provide a detailed explanation of its approach to grading to colleges and universities that receive applications from our students.

SABIS® Grades - Percentage Grades and Letter Grades

The grading scheme for 2015-2016 will be the following:

Percentage Grade	Letter Grade	Description	Distinction/Honors
98-100	A+	Outstanding	High Distinction
93-97	A	Excellent	Distinction
90-92	A-	Excellent	Distinction
88-89	B+	Very Good	Honors
83-87	B	Very Good	Honors
80-82	B-	Good	
78-79	C+	Good	
73-77	C	Satisfactory	
70-72	C-	Satisfactory	
68-69	D+	Fair	
63-67	D	Fair	
60-62	D-	Fair	
59% and below	F	Fail	

Promotion Requirements

As a general policy, the Academy requires that all students pass English and mathematics. In the case that one of these subjects is failed, students are required to attend summer school. In the case of a student failing two or more of the core subjects, the student must repeat the grade level. The academic administration is charged with making the decision it deems is in the best interest of the student.

A decision not to promote a student to the next grade level is made after very careful consideration of the student's academic standard and of the various factors that resulted in the failure to achieve minimum requirements for promotion. Each case is examined individually. The academic administration takes and examines the student's grades, teacher evaluations on class performance, behavior records to determine attitude and effort, SLO® records of participation in academic activities, and any other data available.

The final decision on retention rests with the Director. As the student starts falling behind in the course of the year, parents are contacted and informed of the seriousness of the situation and the remedies that may be employed to prevent the retention such as tutoring and after school classes.

Decisions may include intensive classes, summer school, or re-taking a final exam and passing it as a condition for promotion. If a student attends summer school, he/she may have the opportunity to be promoted to the next grade level. However, participating in summer school does not automatically mean promotion. For students in grades K-8 they must pass summer school with a 70% average or better in order to be considered for promotion. In grades 9-12 the student must pass the class with a 60% or higher in order to receive credit and we do not average grades from the previous Term or school year.

Minimum Graduation Requirements

In order to graduate from the International Academy of Flint, students are required to obtain a minimum of 27 credits in grades 9-12. Following is a breakdown of course requirements and applicable credits. A passing grade of 60% per course and above is needed for credits to be earned.

SABIS® Graduation Requirements - U.S. Schools - *Effective AY2007-08			
SUBJECT	Credits per Year	Minimum Years Required	Minimum Content/Level Required
English	1.3	4	All 4 Years Course of Study
Mathematics	1.3	4	Integrated Math 1
World Language	1.3	4	All 4 Years Course of Study
Science	1	3	1 Biology & 1 Physical Science
History/Social Science	1	3	U.S. History World History American Government / Economics
Fine Arts	0.5	2	
Physical Education	0.6	2	
Health	0.6	1	
Computer Studies	0.5	2	1 year Online Learning Experience 1 year Computer Lab Application
Electives	0.5	2	
Total # of Credits Required for Graduation	27	The minimum number of credits required for Graduation is 27. Students may earn more credits. By taking only the above minimum requirements, students will only reach 25.9 credits. An additional 1.1 credits will be required in any of the above subject matter to earn the minimum total number of credits required for graduation: 27.	

Notes:

Total number of credits required for Graduation: Minimum of 27 Credits.

Credits may only be earned in Grades 9 through 12.

Students MUST complete and PASS a course before any credit is earned. There will be NO partial credit given.

Student Code

The Report Card communicates both academic progress and vital information regarding a student's behavior and ethics in school. You will find a section entitled STUDENT CODE which contains ten characteristics or behaviors that students are encouraged to demonstrate. Each of these contains a rating from 1 to 10. The categories are as follows:

Honesty - never taking that which does not belong to oneself or taking credit for something one has not created, written, or done

Cooperation/helpfulness - working with teachers and fellow classmates for mutual benefit

Compliance with rules - acting in accordance with a standard or authority

Self-control - exercising age-appropriate restraint over impulses, emotions, or decisions

Effort - working hard to achieve a particular end

Good manners - being polite, demonstrating appropriate social conduct

Responsibility toward academic work - paying attention in class, doing assigned work carefully, accurately, and in a timely manner

Punctuality - being on time for class

Wise use of time - exercising sound judgment in the use of time

Respect for faculty, students, and property - giving particular consideration or special regard to other members of the school community

In Grade 6 and above, Student Life™ merit points and negative behavior management points are given in addition to the Student Code. Upper school students earn merit points for school community work. This evaluation is labeled Student Life™ on the report card. These are explained later in the handbook in the Student Life™ section.

Student Records

Student records are available for viewing to parents upon requests. The requests must be in written form. Requests will be granted in a minimum of two working days.

Destruction of Student Records:

Notice is hereby given that all hard copies of student records in our possession will be destroyed no later than one (1) years after the student graduates, and/or former students expected graduation date. No additional notice will be provided to the parent/guardian or eligible student prior to the destruction of such records.

In addition, SABIS® may destroy the following documents, which are considered part of the student record, on a yearly basis: disciplinary records (other than documentation of suspensions and/or expulsions), any notes from the parent/guardian concerning absences, early dismissals, late arrivals as well as examples of student work.

Non-Custodial Parent Access to School Records:

A non-custodial parent shall not be entitled to access his son's or daughter's student records unless he or she can provide an order from an appropriate court granting him or her "joint legal custody" of the minor child and entitlement to the students records.

SABIS Student Life Organization[®] (SLO[®])

The Academy prepares students for college and a life of continuous learning. The aim of the Academy is to develop young men and women and equip them with the ability and the morality to face the challenges of the future and to ensure a better life for themselves, their communities, countries and the world. Students are expected to uphold high standards of conduct, and promote ethical and civic values.

SLO[®] is a student organization that, in essence, mirrors the administration. Its mission is to improve and uphold the standard of life for the students in the school, which is a miniature society of its own. Like any other society, it is vital that its members work together to achieve the goals of its individual members and of the community.

SLO[®] Structure

Each and every student has a role in SLO[®]. All students are expected to be responsible and productive members of the school, abiding by school rules and supporting its philosophy.

SLO[®] is implemented using a prefect system. Within this prefect system, students are assigned to, or volunteer for, a variety of tasks and are given varying degrees of leadership responsibilities within a hierarchy of authority. Students entrusted with any degree of leadership are called *prefects*.

At the top of the SLO[®] hierarchy is a leadership group advised by the Student Life Coordinator. The Student Life Coordinator, in consultation with the Director, selects this group of Senior Prefects from the upper classes. These prefects are selected based on personal qualities and leadership potential appropriate for the specific positions and on their desire to serve. Senior Prefects work with the Head Prefect to lead the student organization and coordinate the work of all divisions.

SLO[®] Merit Points

Students who participate in SLO[®] earn merit points that reflect the quality and extent of their contribution to a better life in school. Points are assigned according to the level of responsibility required for the prefect role and the time necessary to complete the tasks required. These points are tallied each Term and appear on students' report cards.

Student Management and Motivation

Every person in a SABIS® School Network is expected to treat every other person with dignity and respect. Staff and students will all work together to help every person in the school reach his/her fullest potential. Positive behavior, which helps someone grow and mature, will be encouraged, and any behavior or action, which interferes with a person's growth, will not be tolerated.

In general, staff and students rely on the following guidelines to inform their decisions and actions:

1. **Always try.**
2. **Do your best.**
3. **Cooperate and actively help others.**
4. **Treat people and property with respect.**
5. **Manage yourself.**

Attendance- State Policy

Daily attendance of all who are enrolled in the Michigan Public Schools is required in accordance with the state law. Section 380.1561 of the revised Michigan School Code states... "Every parent/guardian or other person in this state having control and in charge of a child between the age of 6 to the child's sixteenth birthday, shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. A child becoming 6 years of age before November 1 shall be enrolled on the first school day of the following school year in which the child's sixth birthday occurs."

Students and parents/guardians are expected to adhere to the specific attendance rules of their buildings. **Violation of attendance rules resulting in excessive or patterned absence will be referred to the Genesee County Prosecutors office for the purpose of criminal prosecution (Michigan Compiled Law 380.1599).**

Reporting Absence

In the best interest of all parties involved, the parent/legal guardian should notify the school on each and every day the student is absent. Teachers may not excuse their students directly from the classroom under any circumstances.

1. The parent/legal guardian, or person listed on the student's emergency card, must call the attendance line at 810-600-5249 by 9:00 a.m. on the day the student is absent or before noon the following day to excuse their child's absence from school. However, the Truancy Liaison Officer will use his or her discretion for individual cases.
2. Documentation must be submitted to the Main Office on the day of the child's return in order to verify an excused absence.

If both of the above mentioned points have not been complied with, the absence will be deemed unexcused.

Excused Absence

Parents/Guardians who wish to have their child excused while school is in session must obtain this permission from the Attendance Office. An excused absence is a student absence from a scheduled class or day as per building guidelines. Reasons include, but are not limited to:

- Illness: note from a parent upon return to school – Director reserves the right to require proof of illness (i.e. doctor’s note in order to excuse the absence.) A statement from the attending physician should be submitted to the Director in order to make necessary arrangements for your child.
- Medical appointment: note from doctor’s or dentist’s office upon return to school
- Legal appointments: note from appropriate legal representative upon return to school
- Family emergency
- Death in the family
- Suspensions
- Hospitalization
- Homebound services
- Prearranged
- Other circumstances may be excused at the Director’s discretion

The Truancy Office and/or administration shall make every attempt to notify parents on a consistent basis when students are repeatedly absent from class(es).

(After 5 call-ins for an excused absence a doctor excuse is required. After the 10th absence a truancy petition may be filed and/or the student may be referred to Judge Beagle.)

Parents will be notified at the address provided to the school, when a student reaches 10, 15, 20 or 30 days of absences, **excused or unexcused**. **In addition to the notification, persistent or questionable absences from school may result in a referral to Probate Court as a violation of the truancy law and/or a home visit by our Home Liaison Officer.**

Truancy is defined as: *Willfully and repeatedly absenting oneself from school in violation of Michigan Juvenile Code 712A.2.*

Please Note: Unless there are extenuating circumstances, a truancy petition will be filed once a student has been **absent 10 days (2 weeks)**, without any success from The Academy contacting the parents/guardians via phone calls, home visits, or scheduled meetings. If in the event a student was absent for a **combined count of 15 days (3 weeks)** AND has met with the home liaison officer and/or Director and there is still no improvement, a truancy petition will be filed. The days above are **inclusive of attendance within other school districts within the same academic year.**

(If student in grades 1st through 4th miss more than 15 days, they will be referred to Prosecutor David Leyton’s Project Chalkboard.)

Frequent absences, excused or unexcused, or tardiness in a class may seriously affect the student’s academic progress and credit for that class. Attendance patterns of a student are the responsibility of the parent/guardian and the student.

Unexcused Absence

An unexcused absence is a student absence from a scheduled class or day other than those reported by parents/legal guardians or administration. Reasons include but are not limited to:

- Skipping/truancy – the willful absence from scheduled classes/activities without parent/legal guardian consent and/or administrative approval
- Oversleeping
- Lack of transportation / Car trouble
- Unverified absence – no parental notification
- Leaving school without permission
- Not following proper check-out procedures

The following procedure shall be followed for all unexcused absences:

First Unexcused Absence – A letter may be sent home informing the parent/guardian of the unexcused absence and further explanation of the attendance policy including the consequences of unexcused absences. Instead of written communication the Truancy Office may phone the parent/legal guardian informing him or her of the unexcused absence.

Second Unexcused Absence – The Truancy Office will contact the parent/legal guardian about the unexcused absence. If unsuccessful at reaching the parent/guardian, the Truancy Office may send a letter to the parent/guardian. In addition, the Truancy/ Attendance /Home Liaison Officer will do a home visit to address the situation.

Third Unexcused Absence - A letter will be sent home informing the parent/guardian of the third unexcused absence and further explanation of the attendance policy including the consequences of unexcused absences. The Truancy/Attendance/Home Liaison Officer will do a home visit to address the situation and/or request a conference with the parent/guardian.

Fourth Unexcused Absence – The Truancy Office will meet with the student, review the student's attendance record, and assign, in conjunction with the Student Management Coordinator and/or Director, the student a Saturday detention for each class with four or more unexcused absences. The Truancy Office will also contact the parent/legal guardian to review the child's attendance record and inform them of the Saturday detention and consequences of not attending Saturday detention and any further unexcused absences. Again, the Truancy/ Attendance /Home Liaison Officer will do a home visit to address the situation or require a parent/guardian conference.

Detention will be held on designated Saturdays only, from 9:00 am to 12:00 pm. Any student assigned to a Saturday detention must be on time and in uniform. Students must also bring an adequate amount of schoolwork. Students may not eat, drink or sleep during detention. Any student who violates the rules will be dismissed from Saturday detention and a parent/guardian may be required to meet with the Student Management Coordinator, Director or designated official upon returning to the school.

Tardy Policy

Part of the responsibility of parents and students is regular and prompt attendance. Students must be inside their designated classroom by 8:00 am each morning. Upper and middle school students who are changing classrooms are expected to do so in a timely fashion. It is the discretion of staff and administration to assign a tardy infraction to those students who are loitering between periods. Specific consequences and policies for Lower School and Upper School are outlined below.

Tardies/Absences– Upper School (Grades 7-12)

A student may not accumulate more than ten (10) total absences (excused or unexcused absences, including accumulated tardies) per Term, in any class. Any student who has more than ten absences will be required to attend Saturday detention to compensate for loss of classroom time. The number of assigned Saturday detentions will be determined by the number of days absent over ten. Students who fail to attend Saturday detention will be suspended and a conference must be arranged with the Student Management Coordinator, Director or designated official.

Early Dismissal

For the safety and security purposes, International Academy of Flint requires that parents/guardians make all requests for early dismissal of students in writing on the day of such request. Parents/guardians are discouraged from picking up their children for early dismissal **without** prior written notice. All parental requests for early dismissal of students must be given to the main office and a copy will be made for their teacher. We will not disturb any class for early dismissal requests during examination and testing time. All early dismissal students must record their dismissal time in the LS or HS Office. If a parent/guardian does not provide the school with a written note the morning of an early dismissal, we will only call the student out of class when the parent/guardian arrives to the school.

Students are not permitted to leave the school grounds during the school day unless a parent/legal guardian accompanies them. All requests to leave the building must be approved by the office. If a student leaves the grounds without permission it will be considered as skipping and an unexcused absence.

The Truancy/Attendance/Home Liaison Officer will monitor students who repeatedly are being requested for early dismissal close to the end of the day. A parent/legal guardian will be contacted if this is excessive. These interruptions interfere with the students' learning and academic achievement. Furthermore, it is a disruption for the entire class.

Excused early dismissal will only be granted for the following:

- Medical appointment - note from doctor's or dentist's office upon return to school
- Legal appointments - note from appropriate legal representative upon return to school
- Family emergencies
- Suspensions

***Excessive requests from a parent/guardian to dismiss a student near the end of the day, without prior notice will not be tolerated.**

Make-up Work

It is the student's responsibility to make up work missed due to an absence. In the case of a prearranged absence, students are expected to complete all work before leaving or as soon as possible after their return.

Students are encouraged to complete assignments that will be missed during their absence to enable them to continue their studies to the best of their abilities. These assignments can be completed prior to or during the absence and should be requested at the main office. At least three days' notice should be allowed for a request to be processed. The appropriate Academic Quality Controller shall honor all such requests, to the degree possible. Students must make-up all missed exams within the school building upon return.

All Extended Excused Absences – Extended absences will be considered *excused if the proper steps are taken*.

Make-up of Exams and Other School Work

Students who have an excused absence from school or who have been suspended, shall be given the opportunity to make up work that has been missed. The student should contact his/her subject teacher as soon as possible to obtain assignments.

- Make-up work due to suspension must be completed by the time the student returns to school or within 1 day after the student's return to school.
- For an excused absence, students will be given the number of days which they missed within which to make up the work. If a student misses an exam due to an excused absence, he/she may make arrangements with the teacher to take the test. If he/she misses a MEAP/ACT/MME or other standardized test, the student should consult with the AQC immediately to arrange for taking the test

Uniform Requirements

UNIFORM POLICY- Students are required to follow IAF's uniform policy. Ultimately, it is the parent/guardian's responsibility to monitor his/her child's attire prior to school. Should your child fail to meet any of the uniform standards below, a phone call shall be made home to make arrangements for the appropriate uniform item(s) to be delivered to school. Students who fail to meet the uniform policy shall be subject to disciplinary action.

KINDERGARTEN ONLY- In addition to the items listed below for Boys & Girls

- *Black or Burgundy fleece pants
- *Black or Burgundy fleece tops

BOYS- SHIRTS MUST BE TUCKED IN AT ALL TIMES

- *Black or Khaki **uniform** pants or knee length shorts. Cargo pants are allowed in black or khaki.
- *Black, Brown or White plain belts must be worn at the waist with all pants/shorts
- *White, Burgundy or Black shirts with collar, oxford, polo or turtlenecks
- *White, Burgundy or Black sweaters, crew, cardigan or vest (Solid Colors- NO GRAY ALLOWED)
- *IAF Hooded Sweatshirts/Apparel
- *Undershirts are allowed in approved solid colors only: White, Burgundy, Black or Gray (No printed shirts)

GIRLS- SHIRTS MUST BE TUCKED IN AT ALL TIMES

- *Black or Khaki **uniform** pants or knee length shorts. Cargo pants are allowed in black or khaki.
- *Black, Brown or White plain belts must be worn at the waist with all pants/shorts
- *Black, Burgundy or Khaki uniform knee length skirt or jumper
- *Burgundy plaid only skirt or jumper
- *White, Burgundy or Black shirts with collar, oxford, polo or turtlenecks
- *Solid Black or White knee-highs
- *Solid Black or White tights ONLY
- *White, Burgundy or Black sweaters, crew, cardigan or vest (Solid Colors- NO GRAY ALLOWED)
- *IAF Hooded Sweatshirts/Apparel
- *Undershirts are allowed in approved solid colors only: White, Burgundy, Black or Gray (No printed shirts)

GYM APPAREL- Boys & Girls- Grades 7th thru 12th Only- All students must change for P.E. Class

- *Athletic pants/shorts
- *T-shirt, long sleeve shirt, hoodie- (NO CUT OFF SLEEVES)
- *White non-marking tennis shoes
- *Students must wear tennis shoes for P.E. classes

THE FOLLOWING ITEMS ARE NOT PERMITTED AS PART OF A UNIFORM-

Altered IAF Apparel, fleece for uniform pants/shorts/skirts, non- cargo for uniform pants/shorts/skirts, shimmer or metallic pants/shorts/skirts, leggings worn without a long shirt/sweater, yoga pants, ripped or torn jeans that show skin, spandex pants/skirts, short skirts, shorts/skirts/dresses must be knee length, pajama style pants, shirts above waist- cannot show belly button, tank tops, tutu skirts, distracting hairstyles or hair color (green, purple, orange, etc.), visible body piercing (only girls may wear small earrings), distracting or excessive jewelry, including bracelets or dog tags, spike bracelets or collars, sunglasses, bandanas, hats of any kind, head or neck scarves, open-toed, high heels- must be 2" or less, sandals, flip flops, combat boots, platform shoes, slippers, wheelie shoes.

THE FOLLOWING ITEMS ARE NOT PERMITTED ON A DRESS DOWN DAY-

Altered IAF Apparel, dresses/skirts more than 2" above the knees, ripped or torn jeans that show skin, spandex pants/skirts, pajama style pants, shirts above waist- cannot show belly button, low-cut tops, tank tops, tutu skirts, distracting hairstyles or hair color (green, purple, orange, etc.), visible body piercing (only girls may wear small earrings), distracting or excessive jewelry, sunglasses, bandanas, hats of any kind, head or neck scarves, open-toed, high heels- must be 2" or less, sandals, flip flops, platform shoes, slip on shoes, slippers, wheelie shoes.

STUDENT PARKING

The school parking lot is a private lot open to the public. Consequently, the school is not responsible for damage done to personal property and/or vehicles when parked in the lot. Parking permits are a privilege, not a right. Parking privileges will be honored only to those students that are academically and behaviorally accepted. Parking permits may be revoked at any time at the discretion of our Director or Student Management Coordinator. International Academy High School students in grades eleven and twelve have the privilege to park in the “Buck’s” parking lot across the street on a permit basis only. Any car found parked on school property during the school day that is not registered will be towed at the owner’s expense.

Students are permitted to drive and park under the following conditions:

1. A student parking application must be obtained, completed with a copy of proof of insurance and returned to the main office for a parking permit.
2. Students must present their student I.D., car registration, and a valid driver’s license, to receive a parking application prior to a parking permit being submitted. During the course of the year, any vehicle change must be reported to the main office.
3. The parking permit must be hung from the rear view mirror at all times. There are no exceptions.
4. Students may not sell, loan, duplicate, or give their permit to any other student.
5. Any student driving in a careless or negligent manner likely to endanger any person or property will be subject to criminal prosecution and/or loss of parking privilege.
6. All vehicle accidents should be reported immediately to the Flint Police Department at 237-6890.
7. International Academy of Flint assumes no responsibility for the student’s vehicle; including but not limited to, damages, theft, injuries, and vandalism.
8. Upon arrival, students must enter the building immediately. Loitering or gathering in the parking lot will not be permitted. Students cannot return to their vehicles until dismissed from school for the day or have permission from the Student Management Coordinator’s Office. Automobiles not registered, without a permit properly displayed, or parked in an improper area shall be towed at the owner’s expense. Subsequent violations may result in loss of parking privileges.

Student-Athlete Code of Conduct

Athletic Offerings

- A. International Academy of Flint currently offers the following sports for interscholastic competition: Boys/Girls Basketball, Cheer Team, and Volleyball. These sports are open to any student in the Upper School (fifth grade and above) provided they meet the requirements put forth by the Michigan High School Athletic Association and the International Academy of Flint. If funding is available the following sports will be added to the 2015-2016 season: Bowling and Track & Field.

Athletic Philosophy

- A. International Academy of Flint believes that participation in an organized athletic program can be an integral component of a well-rounded education. As such, the International Academy of Flint will strive to offer students a balanced and varied athletic program that provides them opportunity for competition, exercise, and physical and mental development. However, participation in athletics is always viewed as extra-curricular and as a privilege, not a right.
- B. Students desiring to participate in athletics at the International Academy of Flint must expect to meet all the requirements put forth by the International Academy of Flint and the Michigan High School Athletic Association.

Academic Requirements for Grades 5-12

- A. In order to participate in athletics at the International Academy of Flint all students must meet the standards developed by the administration and adopted by the Board of Directors of the International Academy of Flint.
- B. No student shall compete in any athletic contest or scrimmage who does not have his/her credit in the official records of the school to be represented, at least 66% of full credit in core classes potential for a full time student for the last Term during which he/she shall have been enrolled in grades 9-12, inclusive. A student entering 9th grade for the first time may compete without reference to his/her record in the 8th grade.
- C. Deficiencies in credits of the previous Term (not the current Term) including incompletes, conditions, and failures from a previous Term may be made up during a subsequent Term, summer session, by correspondence, and or online classes. Eligibility may be reinstated during the **next** Term when the school accepts the credit.
- D. Academic eligibility checks will be done every 3 weeks and at the end of each Term. Students must be passing 66% of their core classes to remain eligible. In High School 66% means passing 5 out of 7 core classes, in Middle School that means passing 4 out of 5 core classes. If a student is not passing 66% of their core classes, they will be ineligible for one calendar week.
- E. Students who are ineligible will be checked every week to see if they are passing 66% of their core classes. If they pass 66% they will regain eligibility. Students who are ineligible for 5 consecutive weeks will be ineligible until the end of the

Term. If they are passing 5 out of 7 core classes in High School or 4 out of 5 core classes in the Middle School, he/she will be eligible for the next Term.

- F. Students failing to meet the above requirements will be notified through one of the following methods: a phone call to parent/guardian; a meeting with student-athlete; or a letter sent to the student-athlete's primary residence.
- G. **A student's eligibility depends on a passing grade from the beginning of the Term to the date of the eligibility check.** It is not based on week to week.

Academic Requirements for Grades 5-8

- A. In order to participate in athletics at the International Academy of Flint all students must meet the standards developed by the administration and adopted by the Board of Directors of the International Academy of Flint.
- B. Students must have a 70% grade average 2 weeks before their season begins.
- C. Students in grades 5-8 will follow the above guidelines with the following exception: eligibility checks will begin in the second week of the first Term. Students not at 70% will be ineligible for the following week. Students who are ineligible for 4 consecutive weeks will be ineligible until the end of the current Term. If the student is passing 4 out of 5 classes with at least a 70% overall he/she will be eligible for the next Term.

Process for Ineligibility-Behavior/Attendance

- A. Student will be informed of ineligibility by AD/AQC/SMC due to repeated behavior issues, in school suspension, out of school suspensions, or attendance issues.
- B. Student will not practice/dress for games (uniform or dressing up at school) / participate in the game for 25% of the remaining season for the first offense.
- C. Student will be notified when they are able to participate.
- D. If two suspensions occur within a season, the player is removed from the team.

Behavior Requirements

- A. All student-athletes must abide by the behavior guidelines established by the administration of the International Academy of Flint. These policies are set forth below. Failure to adhere to these policies may result in suspension or dismissal from athletics.
- B. Students must not bring alcohol or drugs to school. They must not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence (legal intoxication is NOT required) of any alcoholic beverage, intoxicant, or drug. Students must not inhale any chemical substance for the purpose of becoming intoxicated or under the influence. Students are permitted to bring prescribed medication to school with the permission of parent(s) and the authorization of a physician. They must not sell or give a prescribed medication to anyone at school.
- C. Conduct unbecoming of an athlete here at IAF will have the following consequences:

1. First Offense: May not participate in 25% of the schedule athletic events.
 2. Second Offense: May not participate in 50% of the schedule athletic events.
 3. Third Offense: May not participate for 1 year (360 days).
 4. Fourth Offense: May no longer participate at IAF.
 - a. A student serving a suspension may not attend any extracurricular events until the first day back from the suspension.
 - b. Student who is on an offense will still be required to attend practices and games.
 - c. The Director and Athletic Director may decide to implement a behavior plan for students who have reached the 2nd or 3rd offense. If the student follows the established behavior plan, they may regain their eligibility after sitting out a minimum of *two weeks of competition*. The decision to formulate and implement a plan must be agreed upon by both the Director and the Athletic Director.
 - d. Students with persistent disobedience problems may be recommended to the Director for removal from athletics.
- D. Conduct unbecoming of IAF athlete may include the following, but not limited to: suspensions, stealing, fighting, cheating, drinking, smoking, drugs (using or selling) etc.
- E. Student-athletes are expected to dress to represent their school, classmates, and family on days of games, contests, and meets. Thus, all student-athletes must dress in semi-formal attire on these days. For men this means they must wear dress slacks, dress shirt, and a tie. It is strongly suggested that they wear a sports coat or a suit on these occasions. Women should wear a dress or a pantsuit. All student-athletes should dress as if they were attending a formal occasion, such as church. Student-athletes failing to meet this requirement will not be allowed to participate in that day's game, contest, or meet.

Attendance Policy

- A. Student-athletes are expected to adhere to the attendance policy established by the Administration of the International Academy of Flint and approved by the Board of Directors. The attendance policy is set forth in the Student Handbook. Failure to do so may result in removal from the athletic program.
- B. Students-athletes are expected to attend each and every practice session. The coach must excuse any absence prior to the team member missing a practice or contest. Team members that do not follow this policy are in danger of being removed from the team.
- C. Students-athletes must be on-time for all practices and contests. Coaches are responsible for communicating information about practices and contests to their team and parents/guardians of team members.
- D. Students missing school the day after a contest are ineligible to play the next scheduled contest.

Appeal Process

- A. A parent or guardian wishing to appeal a discipline decision made by a coach must do the following:
 1. Arrange a meeting with the coach through the Athletic Director within twenty-four (24) hours of the disciplinary action. At this time the parent/guardian will present her/his grievance to the coach in an educated and civil manner.
 2. If the matter is not resolved to the parent/guardian's satisfaction, then the parent/guardian must send written notification to the Athletic Director detailing their grievance within twenty-four (24) hours of her/his meeting with the coach. The Athletic Director will meet with the parent/guardians and discuss the matter. After this meeting the Athletic Coordinator will conduct an investigation in order to determine the merit of the coach's decision. The Athletic Director will present the findings from this investigation to all involved parties within forty-eight (48) hours of concluding the meeting with the parents/guardians.
 3. If the parent/guardian is still not satisfied with the decision, she/he may make a written appeal to the Director within twenty-four (24) hours of receiving the report from the Athletic Director. The Director will consider the merits of the appeal and decide whether to act on the case.
 4. If all of these procedures are met, and the parent/guardian is still not satisfied, she/he may make a written appeal to the Board of Directors within the next twenty-four (24) hours after the Director's decision and a meeting will be set up with the Board of Director's Liaison Officer.
 5. All disciplinary decisions will stand during the appeal process.

Athletic Awards

- A. Student-athletes selected for Varsity competition will be presented with one (1) Varsity Letter throughout her/his athletic career at the International Academy of Flint. In lieu of each subsequent letter earned, they will receive a certificate and/or a pins representative of that particular sport. Letters and pins will only be given to Varsity student-athletes that complete the season in good standing.
- B. All sub-varsity student-athletes will receive a certificate of merit.
- C. Most Valuable Player, Most Improved Player, and other special awards may be given out at the discretion of the coaches and the Athletic Director(s). These awards must be within the guidelines of the Michigan High School Athletic Association.
- D. No awards that may be viewed as demeaning to student-athletes may be given.

Athletic Code for Coaches

- A. Coaches are expected to perform the following:
 1. Model good behavior for student-athletes, parents/guardians, and the school community at all times.
 2. Serve as the model for good sportsmanship for team members.
 3. Display self-control and maintain a positive attitude in contest situations.
 4. Display self-control and maintain a positive attitude in relationships with officials.
 5. Display self-control and maintain a positive attitude with the media.
 6. Display self-control and maintain a positive attitude with the administration.

7. Display self-control and maintain a positive attitude in relationships with the school community.
8. Report scores of contests to the media when applicable.
9. Maintain a working knowledge of the sport(s) they are coaching.
10. Maintain professional competency by attending yearly rules' meetings and clinics.
11. Encourage all students to participate in the athletic program at the International Academy of Flint.
12. Encourage student-athletes to participate in more than one sport.
13. Encourage student-athletes to excel in academic work.
14. Submit an annual record of results of contests and records as requested.

15. Assume primary responsibility for the condition and return of all equipment issued by the Athletic Director.
16. Enforce discipline, code of fair play, establish and oversee penalties for not following team and school standards, and report all incidents to the Athletic Director.
17. Provide supervision of the locker room and any and all training facilities.
18. Assume primary responsibility for using only eligible players at the International Academy of Flint.
19. Work as a team member of the Athletic Department.
20. Attend practice, games, and meetings punctually.
21. Inform the Athletic Director of any and all problems before, during, and after all sporting events.
22. Plan, schedule, and supervise a regular program of practice in-season.
23. Assist students regarding future plans: college entrance, scholarships, etc.
24. Submit necessary rosters, physical forms, and rule forms signed by parents.
25. Work with all involved administrators.
26. Show concern and provide guidance for the youth program(s).
27. Maintain team attendance and medical emergency cards.
28. Assist in the planning of team banquets or other award ceremonies.
29. Remain at the school until all team members are picked up by their parent/guardian.
30. Travel with the team on the school bus to all events.
31. Perform other services and assume other duties as assigned by the administrator in charge, which are not in violation of the statement of hire, school policies, or rules and regulations.

B. Parents/Guardians of student-athletes should expect the following of their child's coach:

1. Fair treatment toward all team members.
2. A practice schedule.
3. Immediate phone calls whenever there is a problem.
4. A list of team rules, if applicable.
5. An explanation for any disciplinary action.

Extra-Curricular Activities

Participation in extra-curricular activities, while encouraged, is a privilege, not a right. Any student whose conduct in and out of school is inconsistent with the school mission may be denied the privilege of participating in extra-curricular activities at the discretion of the Director.

Field Trips

During the school year classes may participate in out-of-school activities that correlate with the educational program. At the beginning of the school year, parents and students are requested to sign a *Field Trip Permission Form* that is kept in the student's file. Thereafter, parents will not be required to sign a permission slip each time the child's class leaves school.

Parents will be informed in advance of plans for any trips, describing the time, destination, and cost. SABIS® is very protective of the school's instructional time. Most field trips will be conducted on a limited basis. The school will **always** provide sufficient supervision for all out-of-school activities.

Food at School

In Lower School (K-3) there is a short snack break each morning. Snacks are provided by the students and will be kept in their lockers until snack time. Nutritious snacks of single portion size are strongly encouraged. These will help provide needed energy for the student and help alleviate waste. Please do not send candy or other snacks with high sugar content. Upper School students may only eat in the cafeteria. They are not permitted to eat in the hallways or classrooms.

Fast food is not allowed at IAF. A well-balanced hot lunch is served daily. Students who bring lunch from home may purchase milk at school.

CHEWING GUM IS NOT ALLOWED IN THE SCHOOL.

Birthdays

Birthdays are very special days for students; therefore, simple celebrations are acceptable only for lower school students (K-6). Birthday celebrations in 7-12 are prohibited. In lower school, birthdays or class birthday cards are typical party fare. Parents may only send store-bought treats to share with the **(lower school only)** class, if they so choose. No elaborate party favors are allowed. Students in grades 7-12 may not bring in treats (re: cakes or cupcakes) or anything in celebration of their birthday.



Student Services

Student services range from school guidance to programs that enhance the education and well-being of students. These student services include academic assistance and study tips; help with home, school, and/or social concerns; or any issues or questions students may want to discuss with the Student Life Coordinator™, Social Worker or Truancy/Attendance/Home Liaison Officer.

Guidance services are available for students in the Upper School. These services include assistance with educational planning, interpretation of scores, occupational information, study techniques, and the like.

In grades 1 through 12 advising/health classes are offered to promote the principles of building the community and to implement the Character and Citizenship Mission for the Students:

- Uphold high standards of conduct and promote ethical and civic values
- Make informed decisions on social issues
- Defend one's convictions and resist negative peer pressure
- Participate in extracurricular activities, school management (SLO®) and community work
- Foster tolerance, active cooperation, teamwork, and helping others
- Develop a true understanding of the peoples of the world through an appreciation of differences and similarities
- Become responsible and skilled "citizens of the world"

Special Services

The International Academy of Flint attempts to meet the needs of each individual student. We have a team of special service personnel who work with students, parents, teachers, and building administrators to ensure each student's needs are met. This program gives guidance and support to students, teachers, and parents/guardians in special instances where a student seems capable of succeeding in a school setting but is not doing so.

Response to Intervention Team (RTI) / Student Assistance Team

The RTI program involves a team of professionals who meet regularly to identify areas of concerns and design interventions to address specific student needs **prior** to a referral for special education evaluation. When a student is struggling with academics or behavior, members of the team study past or current records, confer with teachers and parents/guardians, and meet with the student to determine a course of action. The team will then decide on an appropriate intervention and monitor the student's progress.

Special Education Academic Coordinator

The Special Education Academic Coordinator oversees all special education services at the International Academy of Flint, insuring services are occurring as detailed in Individualized Education Programs. The Special Education Academic Coordinator works with teachers, families, and students to ensure that all students have an opportunity to succeed.

Social Worker

This person works with the students, teachers, families, and community agencies to develop plans and provide support in an effort to maximize student achievement and social development.

Psychologist

Students are referred when learning problems arise through a rigorous referral process, involving the Student Assistance Team. However, the Special Education Academic Coordinator will be the point person of communication with the psychologist, teacher and parent/guardian. Special areas of difficulty are determined through diagnostics and diagnosis and further action is taken if necessary to benefit the individual child.

Speech Pathologist

After referral and diagnosis, the Speech Pathologist meets periodically to address the child's areas of difficulty in speech and language as per each child's Individualized Education Program (IEP).

504 Coordinator

The 504 Coordinator works in conjunction with the Director to oversee all 504 evaluations and plans.

For more information regarding special services, please refer to the Special Education Handbook or contact the Special Education Academic Coordinator.

Internet/E-mail Usage

Internet Usage

Through the Academy's Internet connection, students have an unparalleled opportunity to participate in a global community of information and learning. The school's Internet connection is intended for educational purposes only, and access to the Internet is a privilege, not a right. With such opportunity and privilege comes responsibility. For a student to use the Internet at school, he/she must comply with the following rules and sign an agreement that will be sent home. **A parent or guardian must also sign this agreement. It is important to understand that inappropriate use not only reflects on the school, but may lead to penalties, including revocation of privileges, disciplinary action and, if warranted, legal action.**

Inappropriate Use

The following uses of the Internet are unacceptable:

- Use at school for non-school related activities, but not limited to Myspace, Facebook, YouTube, Twitter, ETC.
- Use in violation of federal, state or local laws, including sending or receiving copyrighted matter without permission
- Commercial use
- Sending patently harassing, intimidating, abusive or offensive material to or about others, in messages public or private
- Sending chain letters or pyramid schemes, "broadcasting" inappropriate messages to lists or individuals, and any other kind of use that would congest the Internet or otherwise interfere with the work of others
- Sending or receiving pornographic material, inappropriate text files or files dangerous to the integrity of the network
- Vandalizing, defined as any deliberate attempt to change files not belonging to you or to harm or destroy the work, systems or data of another user, including uploading or creation of computer viruses
- Engaging in the illegal distribution of software ("pirating")
- Knowingly using another person's password, misrepresenting your identity, or giving your own password to others

- Users of the network will not create or use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful materials or filenames of any sort or manner.
- Failing, when downloading information, to comply with any associated Terms or conditions specified by the supplier of that information
- Expressing views or opinions not clearly identified as your own and not those of the school
- Circumventing security measures on school or remote computers or networks

E-mail

E-mail is not like a letter in an envelope; it is much more like a postcard. The contents are out in the open because there is no easy way to mark a message “confidential.” Messages may be viewed during the mailing process, and, if inadequately addressed, may be read by a “postmaster” trying to redirect it correctly. Messages may be forwarded, printed, or stored indefinitely. For these and other reasons, all of the rules, which apply to Internet usage, also apply to the use of e-mail.

Responsibilities

Although each student has an individual password to access the system, the system belongs to the school, and all e-mail messages are school records. No student should have any expectation of privacy relative to his/her use of the Internet or e-mail. The school reserves the right, for legitimate school purposes, to access and disclose the contents of students’ electronic communications without regard to content, and to conduct periodic, unannounced inspections of e-mail communications.

- The Academy is not liable for the actions of anyone connecting to the internet. All users shall assume full liability, legal, financial or otherwise, for their actions.
- The Academy takes no responsibility for any information or materials transferred through the internet.
- The Academy makes no guarantees, implied or otherwise, regarding the reliability of the data connection.
- The Academy is not liable for any loss or corruption of data resulting while using the internet.
- The Academy reserves the right to examine all data stored in the machines involved in the internet link to ensure that all users are in compliance with these regulations.

Civility Policy

Civility/Conduct of Parents, Other Visitors, and School Employees

It is the intent of SABIS® and the International Academy of Flint to promote respect, civility, and orderly conduct among students, school employees, parents, and the public. It is not the school’s intent to deprive any person of his or her right of freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents, and other members of the community. The Academy encourages positive communication and discourages volatile, hostile, or aggressive communications or actions.

1. Expected Level of Behavior

- School personnel will treat parents and other members of the public with courtesy and respect.
- Parents and other visitors will treat teachers, administrators, and other school employees with courtesy and respect.

- School personnel and visitors shall follow all traffic laws on public and private driveways while traveling to and from campus.

2. Unacceptable and Disruptive Behavior

- Using loud or offensive language, swearing, cursing, or displays of temper
- Threatening to do physical harm to a teacher, school administrator, school employee, or student
- Any other behavior that disrupts the orderly operation of a school, classroom administrative functions, and a safe campus environment
- Abusive, threatening, or obscene letters, e-mail, or voice mail messages

3. Parent Recourse

- Any parent who believes he or she was subject to unacceptable or disruptive behavior on the part of any staff member should bring such behavior to the attention of the staff member's immediate supervisor, appropriate administrator, and/or the Director.

4. Authority of School Personnel

Any individual who acts as follows may be directed to leave the school premises by any school administrator, including the Director, and school security personnel. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement personnel to take such action as is deemed necessary:

- Disrupts or threatens to disrupt school operations
- Threatens or attempts to do or does physical harm to school personnel students or others lawfully on school premises
- Threatens the health or safety of students, school personnel, or others lawfully on school premises
- Fails to follow campus / public / private traffic and safety directives
- Intentionally causes damage to school property or the property of others on school premises
- Uses loud or offensive language
- Comes onto school premises without authorization
- Engages in unauthorized audio / videotaping or still photography

In the event that there is a serious threat of harm to student(s) or school personnel, the school may obtain an Order of No Trespass prohibiting the individual making said threat from entering on school property.

Authority to Deal with Persons who are Verbally Abusive:

- If any member of the public uses obscenities or speaks in a loud demanding, insulting and/or demeaning manner, the employee to whom the remarks are addressed shall calmly and politely warn the speaker to communicate civilly.
- If the verbal abuse continues, the employee may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation.
- If the meeting or conference is on school premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises.
- If the person refuses to leave, the administrator or other authorized personnel shall seek the assistance of law enforcement personnel to take such action as is deemed

necessary. If the employee is threatened with personal harm, he or she may contact law enforcement.

Should an individual persist in violating the Terms of this policy, the school may limit and/or restrict the methods of communication that may be used by said individual. Such restrictions shall not apply in the event of emergencies or administrative functions such as TEAM meetings or disciplinary hearings.

SAFE AND SECURE BUILDING POLICY

In order to maintain safe and secure school buildings and grounds, International Academy of Flint requires that all visitors report to the main office to secure a guest identification badge. All visitors must properly wear this badge to display guest credentials for all school appointments / visits. All visitors are required to legibly print their names, their arrival time, their departure time and their destination when signing into the building. Visitors must be announced before receiving directions to their destinations.

- **Impromptu parent visits for faculty conferencing are discouraged.**
- **Any or all audio/videotaping and/or still photography must be pre-approved by administration.**
- **Cafeteria visits by parents with food from outside vendors for their children is prohibited.**
- **Parents/ guardians are directed to drop off students to their respective school lobby areas, and refrain from walking students to their rooms or cafeteria.**

Visitation privileges may be revoked for any reason at the discretion of the Academy Director or designee. Persons trespassing upon school properties will be reported to the Flint Police Department.

SAFETY AND SECURITY PLAN

In accordance with MI law MCL 333.7410

Mission Statement: The care and protection of students and staff of International Academy of Flint is of primary concern to the Academy administration and to the Board of Directors. Therefore, the Academy is determined to establish and to maintain a comprehensive safety and security plan.

Goal: To enhance existing school safety and security procedures through on-going practice and plan development.

A.) Needs Assessment:

There shall be an annual needs assessment submitted to the Director by the appointed school designee. The assessment should review the Academy and grounds vulnerability to outsiders and review emergency procedures, safety and security equipment and materials, internal security, bus transportation safety, and other safety concerns. The annual needs assessment shall include a physical survey of the property, including but not limited to:

- Doors and windows (inclusive of all locking devices)
- Roof access
- Building and classroom access
- Lighting
- Intrusion devices (alarms)
- Current staff
- Internal security
- Emergency notification systems
- Communication systems

Warning signs
Safety equipment and materials
Evacuation plan in case of emergency
Access/Egress Routes on public and private driveways

B.) Employee Identification Cards and Classroom Keys

In order to promote a safer and more secure school environment, all SABIS® employees shall clearly and conspicuously display their photograph identification card at all times during school hours on school property.

In addition, all personnel shall carry their keys at all times during school hours to secure and lock all classrooms for emergency lockdown situations.

C.) Control of Visitors

Notices will be posted at all building entrances requiring that all visitors shall upon entering the Academy report to the main office to sign in. They will receive visitor badges that must be properly displayed throughout the school visits. Visitors must be announced prior to receiving directions to their destinations. All staff members and students shall immediately report any strangers to an administrator. If possible, only one (1) door to the building should be utilized through which visitors may enter. During the school day, the security personnel should monitor school entryways. Impromptu parent visits for faculty conferencing or for cafeteria visits with food from outside vendors for their children is prohibited. All parents / guardians are directed to drop off all students to their respective school lobby areas, and refrain from walking students to their rooms or cafeteria. Visitation privileges may be revoked for any reason at the discretion of the Director or designee. All visitors must follow all municipal traffic laws and campus vehicular directives. Violators of these laws / directives and persons trespassing upon school property will be reported to the Flint Police Department.

D.) School Crisis Team

There shall remain a building-based Crisis Team consisting of administrators, security personnel, social workers, school health coordinator, and building maintenance personnel. Representatives from the Flint Police, Fire, Bus Transportation and Emergency Preparedness personnel will advise school personnel on a collaborative basis.

The purpose of the Crisis Team is to formulate safety and security plans within the Academy to ensure and promote a safe and secure school environment, develop specific protocols in response to emergencies, and to disseminate safety advisory updates and information to students, staff, parents, and the community. The Crisis Team shall meet throughout the school year.

E.) Building Evacuation/Lockdown Plans

The Academy possesses written building evacuation/lockdown plans to be employed in the event of emergency situations.

F.) Emergency School Closings and Delayed Openings

The Director of International Academy of Flint is responsible for the closing or delayed opening of school. Area radio and television stations will be notified by the Academy's office of school closing and early dismissal information for public broadcast.

G.) Written Reports

The Director shall document in writing all critical incidents including, by not limited to, misdemeanors which affect the health, safety, and welfare of students and/or staff, the

outbreak of contagious diseases or illnesses, the intrusion of uninvited and/or unwelcome visitors, and all accidents and injuries, vandalism, felonies, and dangerous incidents, involving weapons and controlled substances.

H.) Drug Free School Zone

In accordance with Federal and State law, the Board hereby establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any school property. Any person who violates the provisions of the law pertaining to the unauthorized manufacturing, distribution, dispensing or possession with intent to distribute a controlled substance while in or on, or within one thousand feet of the real property comprising a public or private elementary, vocational or secondary school, whether or not in session, shall be punished by a term of imprisonment.

Lack of knowledge of school boundaries shall not be a defense to any person who violates the provisions of this section.

Anti-Bullying Policy

The Academy believes that a safe and secure educational environment is necessary for students to learn and achieve. It is the Academy’s highest priority to provide an environment that is safe, secure and conducive to learning. Demonstration of appropriate behavior, treating others with respect, and refusing to tolerate harassment or bullying is expected of students, administrators, parents, faculty, staff, visitors, and volunteers.

BULLYING IS PROHIBITED

Bullying of a pupil, whether by other students, staff, visitors, parents, guests, contractors, or volunteers, is prohibited. All students are protected under this policy, and bullying is prohibited without regard to its subject matter or motivating animus.

DEFINITION OF BULLYING

Bullying is defined as any written, verbal, or physical act, intentional gesture, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils.
2. Adversely affecting the ability of a pupil to participate in or benefit from the International Academy of Flint’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a pupil’s physical or mental health.
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying is prohibited at the Academy. “At the Academy” is defined as in a classroom, elsewhere on school premises, at school-sponsored activities or events, on a school bus or other school-related vehicle, or using a telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the Academy’s “Telecommunications access device” and “telecommunications service provider” mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a).

Bullying that does not occur “at the Academy,” as defined above, including bullying that occurs over the internet (cyber bullying), that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

REPORTING AND INVESTIGATING REPORTS OF BULLYING

Every student is encouraged to report any act of bullying to a staff member, including a teacher, a counselor, the Academy Director, or other staff member. Staff members shall report any reports of acts of bullying to the Academy Director. Complaints against the Academy Director shall be reported to the Board of Directors.

Retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations about bullying is prohibited. Retaliation and making intentionally false accusations about bullying may result in disciplinary action up to and including expulsion.

All reports of a violation of this policy or a related complaint shall be promptly investigated. The Academy Director or the Academy Director’s designee is responsible for the investigation. If the investigation results in a finding that an instance of bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, up to and including exclusion for parents, visitors, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, notification will be provided to the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying.

The Academy shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including discipline and referrals. The Academy Director shall provide a report of all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the Board of Directors on an annual basis.

The Academy Director is the school official responsible for ensuring that the policy is implemented.

EDUCATION AND TRAINING

International Academy of Flint will provide annual training on preventing, identifying, responding to, and reporting incidents of bullying to administrators, school employees, and volunteers who have significant contact with pupils.

International Academy of Flint will provide **annual** educational programming for pupils and parents on preventing, identifying, responding to, and reporting incidents of bullying and cyber bullying.

CONFIDENTIALITY

The International Academy of Flint will comply with all applicable laws regarding confidentiality of personally identifiable information from education records.

NOTIFICATION

This policy will be annually circulated to parents and students, and will be posted on the International Academy of Flint’s website. The Academy Director is directed to develop administrative guidelines to implement this policy.

Reference: Matt’s Safe School Law, Public Act 241 of 2011 (MCL § 380.1310b).

Code of Conduct

The Code of Conduct is the behavioral mainframe by which the Academy carries on its day-to-day operations. The code reflects academic standards and the right for every student to learn in a non-threatening environment. The code further reflects the Academy's desire to protect each individual's right to deal with violations of safety issues through consequences. SABIS® sees the implementation of such a code as a necessary element of providing a positive school experience for everyone.

The Code of Conduct that appears on the following pages governs the most serious and obvious types of student misconduct. The prohibited acts listed in the code are not to be construed as all-inclusive. Nor is the list to be seen as a limitation upon the authority of school officials to deal appropriately with violations of school rules and regulations or with other types of conduct which interfere with the good order of the Academy, the proper functioning of the educational process, or the health and safety of students.

The Code of Conduct applies before, during, and after school:

- When a student is at the Academy “at the Academy” means in a classroom, elsewhere on Academy premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises
- When a student’s conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school staff
- When a student is using school telecommunications networks, accounts, or other district services

The Code of Conduct establishes reasonable boundaries for students and provides a clear understanding of consequences for breaking the rules. It is expected that students, like the rest of us, will make mistakes.

It is our hope that students learn from their mistakes. By reading the code, we also expect students to understand the Academy's expectations and avoid transgressions in the first place.

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

There are three categories of violations: those that lead to pre-suspension consequences, those that lead to suspension, and those that may lead to expulsion. Each of these levels is explained below:

Progression of Consequences

Students must follow the Academy’s Code of Conduct before, during, and after school, as well as in school buildings, on school grounds, at school-related activities, and on the way to and from these activities. Students’ behavior must not keep any of the members of the school community from doing their jobs.

Classroom Consequences

Teaching and learning can only occur in an orderly environment. Within the classroom, teachers will provide direction, set limits, and promote self-discipline. They will be diligent in their role to create a learning environment that is neither overly permissive nor oppressive. Within that context, they will make every effort to motivate students to learn, to redirect them when their attention or behavior falters, and to continue with instruction. However, if a student demonstrates unwillingness to participate in this learning environment, he/she may be told to leave the regular class setting. Students who are disruptive and who impede the learning of others may be asked to go to another part of the classroom or to another area where they will continue to do assigned work in the time-out area.

Detention

A student violating a school rule or policy may be required to spend a specific period of time before school, after school, during an unassigned class period, or on Saturdays at a specific location assigned by the Student Management Coordinator. A staff member will actively supervise such detention.

In-School Suspension

At the discretion of the Director or the Student Management Coordinator, a student may be directed to serve an in-school suspension for disciplinary reasons. The student would spend the period of this suspension in an alternative classroom where he/she will be allowed to continue his/her studies for credit but may not participate in any athletic or extracurricular activities for the duration of the suspension.

1. The option of the in-school suspension will be administered where it is deemed in the best interest of the student and the school only.
2. All students who are given the opportunity to attend in-school suspension are expected to complete all assigned work given by teachers. If a student does not complete the work assigned to him or her, he/she may lose the privilege of in-school suspension. Failure to follow the rules can result in an Out of School Suspension.

Short Term Suspension

Any time students are sent to the Student Management Coordinator for disciplinary consequences, the adult who is sending them completes a referral notice. This form briefly describes the behaviors that caused the student to be removed from a class, hallway, playground, or activity. The Student Management Coordinator keeps an electronic record of all such slips and sends a copy home for parent/guardian signature. When students have accumulated a record that, in the Student Management Coordinator's view, reflects unwillingness to abide by school rules, the supervisor will refer the student's discipline record to the Director with a recommendation for suspension. Even without such a record of repeated misbehavior, students who break a rule in Level II will be sent home for a period of up to ten (10) school days. They will continue to do assigned work while suspended. If required, suspension pending a Manifestation Determination Review for students with an Individualized Education Program or Section 504 Plan.

Long Term Suspensions

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including

extracurricular activities, are suspended. A violation of this school policy will be considered a trespass resulting in immediate notification of the Flint Police Department.

Corporal Punishment Policy

No school employee or agent of the Academy shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person, with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. EXCEPTION: School employees may use reasonable force to restrain a student when necessary to prevent the child from injuring himself/herself, others, property, or to prevent bodily harm or death to another.

Suspension Pending an Expulsion Hearing

In the event an offense has been committed which, following investigation, results in an administrative recommendation for expulsion, the Director may impose a suspension pending the expulsion hearing before the Board of Directors.

Removal (Emergency Suspension Pending a Hearing)

If students break the rules and cause danger or threat of danger to any person or property, the Director or Student Management Coordinator will have them removed from school without warning. The student, as well as anyone involved with the removal, may be present at the hearing.

Expulsion

In general, students who have had multiple suspensions and have shown little or no behavioral change toward more positive participation will be expelled. Such recommendation(s) shall be appropriately documented citing the disciplinary infraction(s) considered "gross misdemeanors or persistent disobedience." In addition, students who break a rule in level III may be sent home for up to one hundred eighty (180) school days. However, if a firearm or knife were involved, then the expulsion can last up to one year. If there are fewer days left in the school year than the expulsion, students will serve the remaining days of the expulsion at the beginning of the next school year. If expelled, students may not come to school or to any school-related activities during the expulsion period, nor will they be permitted to enroll in any Michigan Public School. The Director receives all recommendations for expulsions and submits the expulsion to the Board of Directors for final approval.

Parents/guardians shall be informed in writing of the Academy's intent to expel by the Director or his/her representative. Students and parent(s)/guardian(s) have the right to appeal this decision to the Board of Directors. The student shall be afforded all the rights of due process. The student shall be given all rights and protections afforded under Federal Law, Section 504 of the Rehabilitation Act of 1973.

Exclusion or Expulsion for Prior Misconduct in Another School District

In order to protect the health and safety of students and employees and to prevent threatened disruption to the educational process, an otherwise eligible resident student who seeks to enroll in the International Academy of Flint and who has previously been found to have engaged misconduct in another school district which resulted in a long-term suspension or expulsion, or who is alleged by school authorities to have engaged in such misconduct in another school district but withdrew from such school district prior to the misconduct being established, may be subject to suspension or expulsion from the International Academy of Flint. Such student shall be permitted to enroll but shall be held on suspension pending a hearing before the Director or

his/her designee. A student who has been expelled from another school district for criminal sexual conduct, arson, or possession of a dangerous weapon in a weapon-free school zone, as those terms are defined in section 1311 and 1313 of the School Code of 1976, as amended (MCL 380.1311,1313; MSA 15.41311, 41313) or who is found to have committed such offense prior to enrollment in the International Academy of Flint shall not be admitted in the district except in accordance with Section 1311(5) of the School Code of 1976, as amended (MCL 380.1311(5); MSA 15.41311(5)).

The Student Management Coordinator, with the consent of the Director, shall determine whether the student's prior misconduct is of sufficient gravity that the student's presence in the school represents a threat to the health and safety of students and school personnel, or threatens the educational process in the school.

If the student's presence is deemed a threat, the student is temporarily suspended from school, and the student's parent(s) or guardian is notified of:

- a) The prior act of misconduct that is the basis of the Director's decision.
- b) The Director's recommendation regarding the suspension or expulsion of the student.
- c) The fact that a hearing will be held before the Board of Directors for expulsion.
- d) The time, place, location and procedures followed at the hearing.

Category I:

School Responses to Level I Violations

The following violations, in general, lead to classroom consequences, after school detention, parent meeting, or Saturday detention. The Student Management Coordinator will determine the appropriate consequences for repetitive violations based on each student's overall discipline record.

Displays of Affection

The display of affection between people is personal and not meant for public exhibit. Such displays include touching, petting, or any other physical contact that may be considered sexual in nature.

Unruly Conduct

All students must obey all adults in the school: administrators, teachers, educational assistants, secretaries, custodians, lunchroom helpers, security guards, and others. Students must do what these adults ask of them. Students must not talk back to adults. If a student does not obey the instructions and/or directions a teacher gives, his/her conduct will be considered unruly. If a teacher says to open a particular book, to write an assignment, to work with another student, to work in a group, to take a test, or to do any other class-related activity and a student refuses to do so, this is considered being unruly.

Being Out of Uniform

Students must wear a uniform to school every day except those days designated on the official school calendar as a "non-uniform day." All elements of our school uniform are listed in the Student Handbook, and it is the reference parents and students should follow. In general, all students may wear white, black, or burgundy tops. Shirts and blouses must have collars and contain no writing. Slacks or shorts must be black or khaki. Sweatpants are allowed only in Kindergarten. Jumpers, skirts, and skorts are permissible. They can be black or burgundy or the approved uniform plaid. Jewelry is limited to small earrings (for female students only), watches and rings. Necklaces, if worn, must be put inside of tops.

Disorderly Conduct

Students must not break classroom or school rules. They may not keep teachers from teaching and students from learning. Students who cause a disruption in the classroom by talking, making noises, throwing objects, or otherwise distracting one or more of their classmates, are engaging in disorderly conduct. If the teacher is prevented from starting an activity or lesson or has to stop what he/she is doing to try to stop the distracting behavior, then the behavior is considered disorderly. Leaving the classroom without permission and inappropriate displays of affection are also considered to be disorderly conduct.

Failure to Cooperate

Students must not refuse to cooperate with school administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules. Students must not make false statements or give false evidence. Students must not refuse to testify or otherwise cooperate with school personnel in any disciplinary proceeding.

Falsification of Records

Students must not use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or records, nor shall they provide false, misleading, or inaccurate statements or information on school forms or records.

Trespass

Students may not be on school property or in a school building except to participate in the educational process and/or the specific enrolled activity of the school, nor may students loiter in building hallways, classrooms, bathrooms, lobby's, etc. Students may not return to school without the Director's specific, written permission while suspended or expelled.

Electronic/Communication Devices

Students must not bring phones, radios, headphones, MP3/CD players, computer games, iPods, or any other electronic communication devices for receiving and/or transmitting messages to school. Not only will this behavior lead to the appropriate consequences, the items will be confiscated and held until a parent/guardian picks the items up or will be held till the last day of school.

Category II:

School Responses to Level II Violations

These violations will most likely lead to a short-term suspension. A short term suspension occurs when a student is suspended for one (1) day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. The length of the suspension will be determined by the Student Management Coordinator and the Director and will be based on the student's discipline record and the seriousness of the offense(s). The Student Management Team under the guidance and leadership of the Director, will investigate major breaches of student code of conduct on a case-by-case basis, and make decisions accordingly. Repetitive violations will lead to a recommendation for expulsion to the Board of Directors.

Failure to Accept Pre-Suspension Consequences

Students must arrive on time for Saturday detentions and serve the entire three (3) hours. Students must behave appropriately in the ISS room. Failure to accept the consequences of Level I behaviors is considered a Level II offense.

Scholastic Dishonesty

Students must not engage in academic cheating. Cheating includes, but is not limited to, using a cell phone or camera phone during an exam, the actual giving or receiving of any unauthorized aid or the actual giving or receiving of unfair advantage on any form of academic work. Students must not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work. A student must not unlawfully duplicate, reproduce, retain, or use copyrighted material. If a student is caught cheating he/she will automatically fail the exam and receive a 3-5 day suspension. He/she also faces automatic failure of the class for the Term, depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense. Scholastic Dishonesty will be noted on transcript and not removed until graduation and ONLY if no other incidents occur.

Smoking

Students must not smoke, have, or use any kind of tobacco or possess a lighter at school, on school grounds, or at any school-related activities.

Fighting

No Physical Contact! Students must not fight. They must not push, shove, or hit another with any part of their body or with an object.

Seclusion and Restraint Policy

As a part of the emergency procedures in place in our Academy, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with Board of Directors policies. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such incident the parents or guardian will be informed when any of these actions have occurred.

Profanity or Obscenity toward Adults

Students must not say or write inappropriate words or signs to any adult in our school community.

Being Repeatedly Out of Uniform

Students who are out of uniform five (5) days in any Term will be suspended for three (3) school days.

Stealing

Students must not take anything that does not belong to them. Students must not possess anything that has been stolen.

Gambling

Students must not play games of cards, chance, or dice for money or any other game, which has money involved, unless these games are played as part of a special school activity.

Violent Disorderly Conduct

Students must not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.) cause the disruption, disturbance, or obstruction of any school function, activity, or event. Nor shall they engage in any such conduct if such disruption or obstruction is reasonably likely to result. Students may not urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

Defacement of Property

Students must not mark on, damage, break, or destroy school property or anything that belongs to someone else. Actions such as writing in school textbooks or library books, writing on desks or walls; carving into woodwork, desks, or tables, and spray-painting surfaces are actions of defacement. Students who destroy or vandalize school property will be required to pay for losses or damages.

Destruction of Property

Students must not damage, break, or destroy school property or anything belonging to someone else. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

Breaking and Entering

Students must not force their way into any school building or classroom.

Sexual Misconduct

Students must not act or use any body parts or those of another in an unacceptable way. Unacceptable will be defined using a "reasonable person" standard. Basically, this means "if members of your family or other members of our community would find a given action to be rude or offensive, then it is unacceptable."

Harassment

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

Look-alike Weapons

Students must not possess, handle, or transmit any object or instrument that is a "look-alike" weapon or instrument, (e.g. rubber knife, toy gun, etc.)

Category III:

Category III Violations that Lead to Mandatory Suspension with Recommendation for Expulsion

Students who engage in any of the violations in this level, will be suspended for up to ten (10) school days with a recommendation by the Director for a possible expulsion to be presented to the Board of Directors.

Alcohol and Drugs

Students must not bring alcohol or drugs to school. They must not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence (legal intoxication is NOT required) of any alcoholic beverage, intoxicant, or drug. Students must not inhale any chemical substance for the purpose of becoming intoxicated or under the influence. Students are permitted to bring prescribed medication to the school Health Coordinator with permission slips signed by the parent(s) and the authorization of a physician. They must not sell or give a prescribed medication to anyone at school.

Physical Assault

A student will not physically assault another person. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3] [b], MCL 380.1311a [12] [b]).

If any student enrolled at IAF commits a physical assault at school against another student, then the Board of Directors or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If any student enrolled at IAF commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by MEP then the Board of Directors or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a [1]).

Weapons: Dangerous Instruments

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, Chemical Mace, pepper gas or like substances, stun guns, BB guns, pellet guns, razors, box cutters, hammers, baseball bats, or metal combs of any length with sharpened handles.

Weapons: Dangerous Weapons

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. A "dangerous weapon" means a firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles. (MCL 380.1313).

A "firearm", as defined in section 921, title 18 of the United States Code (18 U.S.C. § 921) means:

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by action of an explosive
- The frame or receiver of any such weapon
- Any firearm muffler or firearm silencer
- Any destructive device

The term "firearm" does not include an antique firearm (18 U.S.C. § 921).

State law requires the Board of Directors or its designee to permanently expel from the school district a student who possesses a "dangerous weapon" in a "weapon-free school zone", subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

However, the Board of Directors is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon
- The weapon was not knowingly possessed by the student
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon
- The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of school, or police authorities

Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property. (MCL 750.237a).

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (MCL 750.237a).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is en route to or from school on a school bus, the Board of Directors or its designee, shall immediately report that finding to the student’s parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

Weapons: Use of Legitimate Tools as Weapons

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

False Fire Alarms or Bomb Reports

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the Board of Directors or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the Board of Directors or its designee. (MCL 380.1311a [2]).

Sexual Assault

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the Board of Directors or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311 (5). (MCL 380.1311[2]).

“Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

Robbery

A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.

Bullying or Extortion

Students must not make a person do anything they do not wish to do by using a threat or force. Students must not engage in the act of securing or attempting to secure money or other items of value from an unwilling person. Students must not, by threats and/or violence, force another person to perform an unwilling act.

Starting a Fire / Arson

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person.

If a student commits arson in a school building, on school grounds or other school property, the Board of Directors or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311 (5). (MCL 380.1311[2]).

“Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).

Gang Activity

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission. (MDE Model Code of Student Conduct 2005)

Students must not wear or display any clothing, jewelry, colors, or insignia that may be reasonably perceived by a teacher or administrator as evidence of membership in or affiliation with a gang or otherwise symbolizes support of a gang. Students must not use any word, phrase, written symbol or gesture, which intentionally identifies them as a member of a gang or otherwise symbolizes support of a gang. Students must not try to recruit others for gangs.

Fireworks and Explosives

Students must not handle, possess, or transport any substance or prepared chemical that can explode or is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person. Students may not bring any fireworks or firecrackers to school.

Felony

A student will not commit a criminal act that results in being convicted or, in some cases, charged with a felony offense.

Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property that does not belong to the student.

Verbal Assault against an Employee

A student will not bully, harass, intimidate, threaten or coerce any school employee, contractor, or volunteer.

If any student enrolled at IAF commits a verbal assault then the Board of Directors or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the Board of Directors or its designee. (MCL 380.1311a [2]).

Appeal to the Board of Directors for reconsideration.

A student aggrieved by the decision of the Board of Directors may, within five (5) days of receipt of the decision, petition the board of education for the opportunity to request review or reconsideration by the Board of Directors or its designee. The petition shall be in writing and contain the reasons that the Board of Directors or its designee's decision should be reviewed or reconsidered. The Board of Directors may grant or deny the request for an appeal or request for reconsideration. If granted, the Board of Directors shall notify the student in writing of the procedures to be used for the appeal or request for consideration.

Re-admittance Guidelines

Re-admittance to the International Academy of Flint will not be considered until twenty (20) school weeks (summer school not included) have passed. Parents may contact the Director's Office to apply for re-admission. This process may include (but is not necessarily limited to) a meeting with the Director and building level administrator or designee and may also involve certain conditions such as a behavior agreement, communication with outside therapists, court caseworkers, etc. These students will be permitted to re-enroll for the Term following his/her expulsion pending a parent/guardian, pupil, and school personnel conference discussing strategies to assist the pupil with improving his/her daily attendance. Students expelled two successive Terms for truancy will not be considered for re-admittance until twenty (20) school weeks (summer school not included) have passed.

Students who have been expelled for possession of a dangerous weapon, arson, or criminal sexual conduct may be reinstated according to the provisions of Section 1311 of the Revised School Code, MCL 380.1311(5); MSA 15.41311(5).

Off Campus Activities

Students are subject to the rules and regulations of this handbook when on any school district property. Likewise, students at school-sponsored, off-campus events shall be governed by all school district rules and regulations as set forth in this handbook and are subject to the authority of school district personnel. Students failing to obey rules and regulations and/or failing to obey the lawful instructions of school district personnel shall be subject to the provisions of this handbook.

Gross Misdemeanor

Gross misdemeanor, or conduct which constitutes violation of school rules and regulations (in a school setting or at school-sponsored activities including school transportation to and from school) may include, but is not necessarily limited to, the following conduct:

1. Substantially interrupts or interferes with the orderly education of self and/or other students
2. Jeopardizes the physical and mental health and safety of staff and/or students
3. Represents willful disregard or disrespect for the constituted authority of the school
4. Willfully destroys school district property
5. Disorderly behavior – jostling or roughly crowding people unnecessarily, tumultuous or threatening behavior; making unreasonable noise, congregating with others, and refusing to comply with a directive to disperse, creating a hazardous or physically offensive condition
6. An unreasonable accumulation of infractions of school rules, none of which by itself is serious enough to warrant suspension or expulsion

Philosophy of Discipline

The primary objective of the International Academy of Flint is to assist each student to develop into a responsible, self-disciplined individual willing to assume his/her role as a productive member of society. An important aspect of this learning process is learning to respect the rules and regulations that are established for the protection of the rights of all members of the school community.

It is not the intent of the International Academy of Flint through these policies to infringe upon students' exercise of constitutionally guaranteed rights. However, when a student's behavior presents a risk to his/her own well-being, interferes with the right of others, or becomes disruptive to the educational process, parents, teachers, staff, and administration must take corrective action through the Code of Conduct.

Every staff person in the school is an equal and contributing partner in the important area of student management. All adults have the obligation to report any inappropriate behavior to administration.

Fair Treatment Procedures

The International Academy of Flint is committed to treating all students, staff and parents in the school fairly and impartially. The Board of Directors is committed to assuring a school and working environment which is appropriate for institutions of learning and which assures the safety and welfare of all.

Searches

The following section delineates the school's policy relative to searches. Within the context of this section "personal possessions" includes, but is not limited to, purses, backpacks, book bags, packages, cell phones and clothing. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member; a student's suspicious behavior; a student's age and past history or record of conduct both in and out of the school context; or other reliable sources of information.

Lockers

School lockers are the property of the Academy. School personnel for any reason, may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are the property of the Academy. School officials for any reason, may conduct inspection of the interior of desks at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and a Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will disclose a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Interviews of Students by Police or Other Public Agencies

The school district endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the principal that an interview has taken place.

Care of Property

Every student is responsible for the care of his/her personal property. The Academy will not be responsible for any student's personal property. Valuables, such as jewelry or irreplaceable items, should not be brought to school. The Academy may confiscate such items and return them to the student's parents/guardian.

Damage to, or loss of, the Academy's equipment and facilities wastes taxpayers' money and undermines the Academy's program. Therefore, if a student does damage to or loses the Academy's property, the student or his/her parent(s)/guardian(s) will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline, according to the student Code of Conduct.

Student Cell Phone Policy

A student may possess a cell phone in school, on Academy property, at after school activities, and at Academy-related functions, provided that, **during school hours and on a school vehicle, the cell phone remains off and must be concealed.** Also during Academy activities, when directed by the administration, faculty or sponsor, cell phones shall be turned off and stored out of sight. The use of cell phones in locker rooms, exam hall or during testing periods is strictly prohibited. Possession of a cell phone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cell phone.

Using a Camera Phone

The Academy bans students from using camera cell phones on Academy property or during Academy sponsored activities. The Academy also prohibits camera cell phones from any restroom, locker room, or other location where students and staff "have a reasonable expectation of privacy." A student caught improperly using any telecommunication device to take or transmit digital photographic images will face a 3-5 day suspension, loss of privileges, and may be recommended for expulsion.

Taking or transmitting digital images during testing is also prohibited. If a student is caught transmitting digital images or other communication during testing, he/she will automatically fail the exam and receive 3-5 days of suspension. He/she also faces automatic withdrawal from the class, depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense. The Academy prohibits the use of any video device in any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit such video images will face disciplinary action up to, and including, a 3-5 day suspension, loss of privileges, and/or expulsion.

Parent Involvement

SABIS® representatives are regularly on-site at schools around the world. They work actively with the Academy's administration to involve parents in many ways in the life of the school community. SABIS® seeks a collaboration with parents and with the community at large, to complement the organization's efforts to provide an exemplary and multi-faceted education to the children attending the school.

Communication

Every member of the staff is committed to keeping parents informed. However, the methods of communication used in a SABIS® school may differ from those that are common in other schools with which you may be familiar. Types of written communication you can expect to receive include informative Friday Folders, comprehensive review packets on all essential material covered (sent home one week before final exams), and a monthly calendar. Parents/Guardians are encouraged to set up appointments with their child's appropriate Academic Quality Controller, (AQC) throughout the school year.

In addition, parents/guardians are also encouraged to attend Meet Your Teacher Night, Parent-Teacher Conferences, special assemblies, end-of-the-year activities, and graduation celebrations.

Parent Connection

The mission statement for the Parent Connection is "to create an optimum environment for students and parents and to facilitate communication between the school and parents/guardians." It is our hope that parents will help make the school a true community and that this parent group will engage the students in positive activities outside the classroom, as well as during school hours, by sponsoring diverse social and educational activities and programs.

All parents/guardians are automatically members of the Parent Connection and can freely join any committees or activities. The Parent Connection's four primary goals and some possible means for achieving them are as follows:

Facilitate communication between parents and administration.

- Meetings featuring speakers from the school on topics of the parents' choice, e.g. curriculum explanations, computer programming, homework policies, Student Life™, etc.
- Orientations for parents whose children are moving from Lower School to Upper School.
- Orientation for new students and their families just before the start of school
- Evenings with the Director -- informal dialogue and discussion on a variety of topics.

Provide more social, cultural and developmental opportunities for students.

- In-school class parties
- Upper School Dances
- Grade-level parties in the evening for students and their families
- Cultural programs
- Mentoring programs
- Out-of-school volunteer opportunities
- Fundraising to offset some of the cost of after-school, weekend, and holiday activities that will allow all students to participate

Provide more interaction among parents.

- Social events
- Family link-ups (matching families with compatible needs for car pools, emergency pick-ups, etc.)
- Parent Connection meeting assistance (car pools to meetings, cooperative babysitting arrangements)
- Used uniform sales and scholarships
- Parent Connection meetings

Provide a structure for Parent Volunteer activities.

- Library aides
- Crossing guards
- After-school activities

School Visitation

Instructional time in a SABIS® school is highly valued and protected. Teachers and students alike profit from a learning environment that is free from distraction or interruption. **For this reason and others, parents may not randomly visit a classroom.** That is, parents may not accompany their children to class and then stay after instruction has begun. Parents are allowed to check in at the front office with the intention of sitting in on a class by prior arrangement. Parents may call the Academic Quality Controller or the Director to discuss their interest in visiting a particular class and to schedule such a visit.

Expectations of Parents

It is the purpose of this handbook to provide a framework for understanding. It may, however, be useful to have a quick checklist of parental responsibilities relative to your child's education in one place. Therefore, the following list is provided. It is the school's expectation that the parent(s)/guardian(s) of each student shall:

1. Be familiar with the published school calendar, noting specifically which day's school is in session and which day's it is not.
2. Notify the school (via a call to the Attendance Office) the day before or the day of a student absence.
3. Speak regularly with your child about his/her school attendance, absence, and tardiness.
4. Attend Parent-Teacher Conferences.
5. Monitor your child's school performance in each class. Converse regularly with your child and as needed with his/her individual subject-area teachers.
6. Make sure your child schedules enough time for proper rest each evening, but especially on those evenings prior to school days.
7. Establish a rising time each morning school is in session, which allows your child time to eat, prepare for school, and to travel and arrive safely and on time.
8. Familiarize yourself with the Code of Conduct and Attendance Policy.
9. Attend and participate in meetings with administrators when educational placement of your child needs to be reviewed.
10. Request homework for your child if he/she is suspended from school or is on a long-term leave.
11. Understand that the school will not provide make-up work or additional instruction when students intentionally miss school without an excuse.

Parental Feedback

Our Academy is committed to ensure that the communication we receive is handled effectively. This includes receiving, interpreting, and responding to parental input, requests for information, and concerns. Community feedback, critiques, and complaints, whether written or verbal, will be taken seriously by the school administration and will be dealt with promptly. At or near the end of the school year, parents will be asked to complete a comprehensive satisfaction survey designed to assist the school in assessing areas where improvement may be necessary. Also, parents who choose to remove their child from the school will be asked to participate in an exit interview or to complete a survey to determine the reasons for the child's removal. SABIS® is committed to constant improvement of services. These surveys will assist the school in improving its operations.

Every attempt will be made to return all calls—positive or negative—within a 24-hour period, but in no more than 48 hours. Calls involving emergencies will be handled immediately. In cases where the Academy receives several calls with the same complaint, the issue will be immediately directed to the Director for action.

If you have a complaint, you should address it directly with the designated administrator.

If the initial conversation does not resolve the issue, you may refer the matter to the Director. In extreme situations, unresolved issues may be referred to the Board of Directors. At this level, please submit a request for remedy in writing to the school office.

Fundraising

The Academy recognizes that occasionally there may be a need by the SABIS Student Life Organization® for fundraising. The Academy also recognizes a need to exercise constraint to prevent fundraising activities from becoming too numerous and overly demanding for employees, students, and the parents/ guardians. It is the responsibility of the Student Life Coordinator™ to assist students in developing recommendations to the Director that will result in a level of fundraising activity deemed acceptable by the school. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school. The Director must approve all fundraising activities in advance. Participation in non-approved activities will be considered a violation of school policy.

It is the responsibility of the Director to provide coordination of student fundraising throughout the Academy.

The Academy expects all students who participate in approved fundraising activities to represent it in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

Distribution of Non-school-related Materials

The Academy recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material.

To protect such rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school, all parents, students, and employees must adhere to the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities.

1. Requests for distribution of non-school sponsored materials will be reviewed by administration on a case-by-case basis.
2. Distribution of materials deemed inappropriate by the school is prohibited. Examples include any material that is obscene, is libelous or slanderous, is pervasively indecent or vulgar, advocates violence or other illegal conduct, constitutes insulting or fighting or discriminatory words, etc.

Administration sets the time, place, and manner of distribution. Non-school sponsored material may NOT be distributed during a normal school activity.

Health Policies and Procedures

Requirements

SABIS® schools follow those state laws that concern health records and the need for and definition of "proper immunization." The law requires that immunization records be on file before a student is allowed to attend school. These records are to be updated every year. Children will not be permitted to enroll without accurate records and current immunization.

Illness and Exclusion Policy

If a student shows any symptoms of illness such as a temperature, nausea, diarrhea, sore throat, or rashes, the student should not come to school until the seriousness of the condition has been determined or the symptoms have disappeared. This will help reduce the spread of infections at school.

If a student shows such symptoms while at school, the student will be excluded from the regular program. In such instances, the following procedures are followed:

Parents are notified by the Health Coordinator to make arrangements to have the student picked up from school. If parents cannot be reached, the person designated on the emergency card is called. It is essential that parents list people on the emergency card who will be able to pick up the student if parents cannot be reached. It is also critically important that the school has accurate phone numbers for all contacts. Parents or the designated person are required to pick up their sick child **within an hour**.

If the child's condition warrants medical attention, the student's health care provider or the school's local emergency resource will be contacted.

Communicable Diseases

Parents should notify the school immediately if their child has contacted a communicable disease. The school will then notify parents of other students in the grade-level homeroom. If more than one case of a communicable disease occurs in a single homeroom, the school will contact its health consultant from the local health department. In the event of an epidemic, special precautions or exclusion policies may be necessary.

After a communicable disease, use the following guidelines to determine when to send your child back to school:

Chicken Pox	when blisters have dried and formed scabs (6 days)
Impetigo	24 hours after treatment begins
Lice	24 hours after treatment begins

Scabies	24 hours after treatment begins
Ring Worm	24 hours after treatment begins
Pink Eye	24 hours after treatment begins
Strep Throat	24 hours after treatment begins

Administration of Medication

The Health Coordinator administers medications ONLY when the following specific requirements are met:

- Parent/Guardian authorization for each medication is in writing.
- Parents/Guardians have completed the "Parental Request for Administration of Prescribed Medication" form. (Additional forms are available in the office.)
- All prescription medications brought to school are stored in the office with a signed form. (We do not allow students to self-medicate; except and to the extent the law permits use of an inhaler to alleviate asthma or epinephrine to treat anaphylaxis.)
- Doctor's permission is in writing. (For prescription medication, the pharmacy label serves as the doctor's permission.)
- The medication is in its original container.
- The label states:
 - student's name
 - name of the drug
 - dosage
 - directions for use
 - physician's name
 - expiration date of a time-dated drug

The school does not issue any form of medication to students, including over the counter drugs, such as aspirin or Tylenol or even cough drops. Parents/Guardians may sign a permission slip giving the school the right to administer Syrup of Ipecac to induce vomiting in case of accidental poisoning. The school does its best to follow the medication instructions given to us, but it cannot be held responsible for forgetting or delaying the administering of medicine.

Reporting Suspected Child Abuse

If an employee of the school has reasonable cause to suspect, on the basis of his/her professional or other training and experience that a child enrolled at the school is being neglected or abused, or if it is reported by the student, all school staff members are mandated reporters. Reports of suspected child neglect or abuse will immediately be made by phone to the proper authorities.

This is the law, and it will be followed.

Emergency Procedures

Emergency Cards

Parents/Guardians of all students at SABIS® are required to fill out two emergency cards that contain a medical release statement giving the school permission to seek medical attention for the student in case of an emergency. One card remains in the office, one is given to the Health Coordinator.

In emergency situations, the school calls the numbers listed on the card. It is essential that parents/guardians update these cards if their addresses or phone numbers change.

Accidents

Any accident involving more than minor bruises or scrapes is recorded on an *Incident Report Form* and filed with the Director. Minor scrapes are listed on a Daily Accident Log, and the Health Coordinator notifies parents that first aid measures were carried out.

If it appears an accident is more serious, the following procedures are followed:

- The Health Coordinator carries out immediate first aid.
- The Health Coordinator contacts the parents to pick up the student for medical care.

In cases where the parents or the designated emergency persons cannot be reached and immediate medical attention is needed, the school will call the local emergency unit for treatment and/or transportation to a hospital. A staff person will accompany the student and stay until the parent arrives. In some emergency situations, the staff may contact the local emergency unit before calling the parent.

School Closings

If school is closed due to severe weather, a power outage, or other problems, local radio or television will announce the closings. In addition, a parent auto dialer will be sent and a post on IAF's Facebook page. The decision to close school is made early in the morning. Announcements usually start about 5:45 am.

Only under extreme circumstances will school be closed once students have arrived. Closings during the day are also announced on the radio or television. Please call the school if you are in doubt.

Safety Drills and Procedures

One way to ensure the safety of the children and staff is to have a well-thought out and fully documented emergency procedure. The Academy has such procedures, and the manual in which they can be found is used to train teachers. The manual contains procedures for such emergencies as fire, tornado, earthquake, and unwanted intruder. Teachers are taught how to communicate difficulties without causing difficult situations to escalate.

In addition, staff and students practice those procedures that involve a change of location, such as fire and tornado drills, regularly.

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in the hallways or pedestrian traffic areas of the Academy. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within school buildings or on school ground by other than generally accepted practices prohibited. Students violating this expectation will be subject to disciplinary action.

Asbestos Hazard Emergency Response Act (AHERA)

The Environmental Protection Agency, as part of its regulation of asbestos in schools, requires that schools notify parents/guardians and employees that an asbestos management plan is on file and available for review at school. SABIS® International Academy of Flint was inspected and no asbestos containing materials were found in the school. The asbestos management plan is available for inspection during normal business hours. For additional information or questions, please contact: Mr. Pat Hyrman at 810-600-5242.

Use of Telephones

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the Academy for students to use when they are not in class. Students are not to use telephones to call parents/guardians to receive permission to leave the Academy. Office personnel will initiate all calls on behalf of a student seeking permission to leave the Academy.



The International Academy of Flint does not discriminate on the basis of race, color, and national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), or age (Age Discrimination Act of 1975) in its programs or activities. The following person(s) have been designated to handle inquiries regarding the nondiscrimination policies:

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