



**The  
Midland  
Academy**  
of Advanced  
& Creative Studies

**Parent/Student Handbook  
June 2011**

*Lower School*

## **FOREWARD**

This handbook is designed to help you understand The Midland Academy. No part of this handbook is to be construed as a contract. This handbook is only a summary of our program and highlights particular areas. The terms “parent”, “guardian”, and “parent/guardian” are used interchangeably throughout this handbook. The Midland Academy of Advanced and Creative Studies may be referred to as “TMAACS”, or “The Academy”, or “The Midland Academy”. Midland Charter Initiative may be referred to as “MCI”.

We urge you to review the contents of this handbook. The Midland Academy is a program with high expectations. Students are expected to excel in various disciplines with enthusiasm. The enthusiasm of our school is reflected in the support of our parents, students, friends and community. The Academy is a state-funded school and operates free of federal funds.

These policies, rules and regulations have been written to promote harmony and safety in our school community, allowing us to focus on the educational process. The rules, regulations and policies of the school are subject to change from time to time by the administration, or the board of directors of The Academy. The Academy reserves the right to suspend or cancel classes and/or other Academy functions, or change the curriculum or its components for any reason.

## **WELCOME**

The Midland Academy, chartered through Central Michigan University, is available to children of any Michigan resident. The school provides a family atmosphere and a nurturing environment by embracing all grades (K-12). The grade continuity enables students to grow in a stable setting, with guiding principles and key values consistently reinforced through the collaboration of home and school.

The Academy offers a challenging academic program with an advanced and expanded curriculum. Students from The Midland Academy are known for accepting challenges. Beyond academics, enrichment is provided through such offerings as visual and performing arts, athletic clubs, academic teams, field trips and community involvement. Parental participation is a vital link in the success of our school and is encouraged through our formal Parent Partnership Network. The Academy also builds such life skills as responsibility, proper social behavior, and decision-making. Students experience the rewards and self-respect that stem from shared responsibility for their education.

The Midland Academy experience is unique. We have designed our program to be rigorous yet diverse enough to be balanced by social activities. It is our hope that students find their experiences at The Academy to be challenging, rewarding and fun, while helping them develop the desire to become life-long learners.

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## Foundation

### Origin of The Midland Academy of Advanced and Creative Studies

The Midland Academy became a vision after Michigan's first law on Charter Schools, or Public Schools Academies, was passed in December 1993. The new law allowed the creation of public schools with a specific focus and an independent governing body. All decisions, administrative and academic, are made by the board or staff of The Midland Academy and reflect the personality of our school. Through the dedication of numerous volunteers, our vision became a reality. The Board of Trustees at Central Michigan University approved our charter in the spring of 1995.

Team-work brought us these impressive results. We had outstanding parents, educators and business leaders who devoted many hours to developing The Midland Academy of Advanced and Creative Studies. They accepted the challenge of developing a rigorous academic program with high standards.

Now a reality, this program for advanced and creative studies was founded to allow students with potential for high academic and personal achievement to have access to an environment that challenges them to reach their full potential. The curriculum and program are accelerated with increased depth and breadth. Parental participation, key values, proper etiquette, appreciation of our country's heritage, and a market-driven free-enterprise education principles are characteristic of The Midland Academy of Advanced and Creative Studies.



***A SCHOOL IS A BEAUTIFUL PLACE IN THE VILLAGE WHERE  
EDUCATION IS ENLIGHTENED AND CHARACTER IS INSTILLED.***

**-Kathryn A. Shick, Founder**

## **Mission**

The mission of The Midland Academy is to provide a values-driven, rigorous academic learning environment that challenges each student to reach his/her full academic potential. The Academy prepares each student for a future as a productive, well-rounded person who enhances his/her community, working from a personal foundation of traditional values, self-discipline, accountability and responsible behavior.

## **Philosophy**

We believe that parents are the primary teachers of their children. Therefore, the key to a sound education is close cooperation among parents, teachers, staff and students.

We believe that to fill the future needs of a technological society, students must complete a rigorous curriculum of core academic subjects.

We believe that the values of a civilization are conveyed through teaching and experience, understanding, appreciation of the arts and cultural diversity.

We believe that, to become effective contributing members of their families, communities, and the world, students must build important life skills including self-discipline, accountability, and respect for the rights, opinions and property of others.

We believe that learning is a life-long process. Love of learning, critical thinking skills, a broad knowledge base and effective interpersonal skills will prepare students for a changing future.

## **Upper School Philosophy**

The Midland Academy motto "Altiora Peto" (I seek higher things) reflects the philosophy of the Upper School. We offer challenging and comprehensive instruction in the basic liberal arts disciplines through diversity of teaching styles in homogeneously grouped classrooms. We stress the extension of the educational process beyond academics with required athletics, activities and a variety of assemblies, seminars and symposia. We believe that every student from average to gifted ability has the potential for a successful university experience. We maintain a nurturing environment created by close faculty-student and advisor-advisee relationships. We adhere to the premise that creativity can flourish in a structured and dignified environment. We recognize that in addition to superior academic credentials, our faculty must also possess the character traits that will enable them to serve as role models for students in the areas of respect, leadership, personal integrity and responsibility to the work ethic.

## **Principles**

The Academy expects the parent body, student body and staff to be in agreement with the following principles and to enthusiastically embrace them. The Midland Academy promotes the following principles which are the foundation for the design and execution of the curriculum and program.

1. Provides students with a rigorous academic foundation consistent with entry into institutions of higher learning.
2. A curriculum which places a strong emphasis on traditional academics, coupled with practical application.

3. A secure learning environment supported by required, active collaboration from staff, parents and students.
4. A commitment between home and school. The parent-school partnership stems from defined responsibilities, communication, mutual respect and a common vision.
5. A curriculum and program support for the development of an ethical, productive, creative and critically thinking student.
6. A program which enhances the learning environment by requiring good citizenship and personal accountability.
7. Installation and support of a strong system of Key Values.

Success in The Midland Academy requires strong academic achievement for a student of good academic quality. Students are challenged to reach full potential.

### **Key Values**

The Midland Academy attracts parents, students and staff who regard these Key Values as important and desirable to securing a student's long-range success as an ethical, productive, critically thinking member of society. The Midland Academy program will actively promote these values.

1. We pursue academic excellence with alacrity.
2. We strive to achieve our individual potentials.
3. Each of us exhibits personal qualities of enthusiasm, motivation and perseverance.
4. We embrace learning as a self-directed and lifelong activity.
5. Each of us is responsible for his/her actions and decisions.
6. We interact cooperatively with others, resolving conflict through respect, negotiation and compromise.
7. Our behavior is a credit to The Academy and an asset to the learning environment.
8. Each individual's word is his/her bond.
9. We show respect for individuals, beliefs, property and truth.

“Life's ups and  
downs provide  
windows of  
opportunities to  
determine ... (your)  
values and goals ...  
Think of using all  
obstacles as  
stepping stones to  
build the life you  
want.”

### **Statement of Purpose**

The Midland Academy of Advanced and Creative Studies (TMAACS) whose heritage dates from 1995, is a public charter academy, college preparatory school with programs for kindergarten through twelfth grade.

The Midland Academy of Advanced and Creative Studies:

**Academics** Provides teachers who are strongly committed to academic excellence. Emphasizes an outstanding academic program which encourages independence of and love of thought.

**Marsha Sinetar**

This program is enriched by offerings in the Fine Arts, Sports, Activities and Community Service.

- Individuals Challenges students to grow in mind, body and spirit, developing integrity, leadership and respect.
- Community Cultivates a strong sense of community within a diverse school family. Promotes civic and international awareness and responsibility.

### **Desired Student Achievements**

It is anticipated that each student will accomplish the following goals over the course of his/her experience at The Midland Academy and parents and staff will enthusiastically support the pursuit of these achievements.

1. Each student will have an academic foundation appropriate for entry into a professional discipline or university.
2. A student not desiring college training will have a strong academic foundation to support direct entry into the job market.
3. Each student will be a productive, well-rounded person who enhances their community, nation and world.
4. Each student will write, read and speak with the confidence that comes from excellent abilities in these areas.
5. Each student will manipulate numbers and deal with mathematical concepts with the confidence that comes from excellent abilities in these areas.
6. Each student will have the capability and desire to be a lifelong learner.
7. Each student will be intellectually independent.
8. Each student will be a critical thinker, able to discern fact from opinion.
9. Each student will be confident in using his/her creative talents.
10. Each student will have explored his/her individual potential and will have learned to stretch his/her personal expectations.
11. Each student will understand that enthusiasm, motivation and perseverance are crucial to academic success.
12. Each student will have experience working within a strong ethical framework that reflects traditional values and emphasizes personal responsibility, ethical behavior and respect for others.

***School life should grow gradually out of the home life...it should take up and continue the activities with which the child is already familiar in the home.***  
**-John Dewey-**

### **School Community**

School is a community, a community of many parts where learning takes on many forms. Our Upper School student body ranges from sixth through the twelfth grade. Students come primarily from mid-Michigan. Faculty and administration also bring to the school diverse background and experiences. Faculty and administration play a significant role in our concept of community. Not only do they teach, they also coach, advise clubs and participate in the recreational life of the students. The Midland Academy is a growing community, each individual working toward the creation of an environment in which all members learn, grow and benefit from one another's company.

## **School Motto, Mascot, Colors, Shield**

*School Motto:* "Altiora peto" ("I seek higher things")

*Mascot:* Golden Eagle

The school's mascot is known for his ability to soar high, be proud, and have courage, just like our students. Golden eagles also are known for their parental dedication and commitment, like the parents of our school.

The golden eagle is the monarch of the bird kingdom. The eagle resides in North America, particularly around the Great Lakes. The eagle is majestic in his flight and stance. He soars high hunting for food, and can carry prey weighing as much as himself to his nest. He looks proud and is courageous. The golden eagle is faithful to his mate until death. As parents, dedication prevails as they supervise the educational play of their offspring. Their parenting skills continue after their young have left the nest. The golden eagle has been used to symbolize freedom and power. The Roman warrior used the golden eagle as a sign of strength and bravery.

*Colors:*

The colors of the State of Michigan are Blue and Gold and represent the territory of our student population. Locally, the colors symbolize Midland being located in the cornfield surrounded by the sky and Great Lakes.

*Shield:*

The Midland Academy coat of arms consists of a shield, crest and motto. The symbols in the coat of arms represent the quality and life of The Midland Academy.

The shield's five stars represent quality, the book and candle represent knowledge and the palms represent achievement. Together the shield distinguishes The Midland Academy by "Quality Education in Knowledge and Achievement". The life of the school includes knowledge, leadership and character.

The crest is a crown, referring to the distinction of our school. Within the scroll is our motto "Altiora peto" ("I seek higher things").

## **Parental Participation**

Educators and parents are increasingly aware that parental involvement in schools has a long-term, positive effect on the education of children.

Through parents, children learn to value education and to succeed through learning. To foster this attitude in the school setting, parents and school must work together and reinforce each other as partners.

Each partner has a role to play. Both school and parents must clearly understand the mission of the school and commit themselves to carry it out in an atmosphere of mutual respect and cooperation. Parents must recognize the strengths of the faculty and administrators and the school must recognize and encourage parental input.

The following Principles of Good Practice, developed by the National Association of Independent Schools, serve as guidelines in promoting an effective partnership between parents and schools.

Parents Working with Schools

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, communication, mutual respect and a common vision of the goals to be reached.
2. Parents study their own expectations and philosophies and compare those to the expectations, philosophies and programs of the school before making a commitment to the school.
3. Parents are familiar with and support the school's policies and procedures.
4. Parents provide a home environment, which supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school. This can be done in or out of the classrooms in a variety of ways.
6. Parents value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address concerns.
8. Parents share with the school any religious, cultural, medical, or personal information that the school may need in order to best serve the student.

Schools Working with Parents

1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, shared commitment to collaboration, open lines of communication, mutual respect and a common vision of goals to be reached.
2. The school clearly and fully presents its philosophy, program and practices to parents during the admissions process and talks with parents to clarify their expectations.
3. The school seeks and values parents' perspectives on the student.
4. Teachers and administrators are accessible to parents for candid and open discussions.
5. The school keeps parents well informed through systematic reports, conferences, publications and informal conversations.
6. The school defines clearly how parents are involved in major decisions that affect the school community.
7. The school offers and supports a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process, inside and outside of the classroom.
9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

“There are few, if any,  
jobs in which ability  
alone is sufficient.  
Needed also are loyalty,  
sincerity, enthusiasm  
and team play.”

**William B. Given**

# MIDLAND CHARTER INITIATIVE

## Founder of the Midland Academy of Advanced and Creative Studies

The Midland Charter Initiative is a non-profit organization exempt from federal income taxation under internal revenue section 501(c)(3) that founded The Midland Academy. Although The Midland Academy does not charge tuition, MCI is able to solicit, and is happy to accept any grants, gifts or bequests which support its mission, enabling us to enhance education.

Philanthropy of education has been a tradition deeply rooted in the United States. Significant financial support serves to strengthen the ideas being pursued by the students and faculty.

Our team naturally includes our generous donors whose gifts brought us to the milestone of reality. Their gifts support the educational program and enhance educational opportunities for students. The Annual Giving Fund has a major impact on the quality of education offered. We are grateful for the generosity embedded in the hearts of our benefactors, and remind them that their gift is tax-deductible.

Yes, I want to support education. Enclosed please find a check made out to the Midland Charter Initiative, a 501(c)(3) corporation.

### Annual Giving Fund

President's Gold Fund.....	\$10,000+	Leadership .....	\$5,000-\$9,999
Challenge .....	\$1,000-\$4,999	Sponsor.....	\$500-\$999
Partner .....	\$200-\$499	Friend .....	\$ ___-\$199

Name: \_\_\_\_\_

Organization/Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

This is my  home address or  business address

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Make contributions payable to:

#### The Midland Charter Initiative

Office of Fund Development

4653 Bailey Bridge Road

Midland MI 48640-8542

Phone (989) 496-2404 / FAX (989) 496-2466

Please bill my  Master Card or  VisaCard Number \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Please contact me about how I can make a transfer of stock to Midland Charter Initiative.

Please contact me about how I can make a strategic investment to MCI through estate planning.

Yes, I work for a matching gift company. My employer is: \_\_\_\_\_

My matching gift is enclosed.

# **Administrative Operations**

## **GENERAL INFORMATION**

### **Rights and Responsibilities of Choice**

Parents have a right to choose their child's school that best suits their needs, interests and life-styles. Parents and students having chosen their school, have the responsibility to observe the standards and regulations established by the school they have selected. A student's enrollment at The Midland Academy involves an agreement with The Academy that the parents and student will obey the academic and non-academic regulations of The Academy.

### **Transportation**

Transportation is not provided for students who attend The Midland Academy. Parents and/or guardians are responsible for providing transportation to and from school for their students. Private services, such as Dial-a-Ride or County Connection, or carpool arrangements can be made independently.

### **School Closing**

In the event of inclement weather cancellation of classes or other Academy function, school closing announcements will be made on the following stations: WNEM-TV5, WJRT-TV12, MCTV, WHNN-OLDIES 96FM, WIOG-FM102, WMPX 1490AM, WPRJ-PRAISE RADIO 101.5FM, WSGW NEWS RADIO 790AM, WUGN FAMILY LIFE RADIO 99.7FM.

### **Office Hours**

During the school year the normal hours of operation are from 7:30 a.m. until 4:00 p.m., Monday through Friday.

### **Announcements**

The daily bulletin will be announced each morning over the telephone intercom. All announcements for the bulletin must be approved by the Office of Student Services or their designee.

### **Lost And Found**

All personal property must be clearly labeled. This helps to return lost property to the rightful owner. Personal property is the sole responsibility of the owner. All unclaimed articles of clothing, books, and other materials should be turned into the lost and found area. Any items not claimed after each marking period will become the property of the school.

### **Supplies**

Our school will provide the basic classroom needs for each student. Because students enjoy a sense of ownership when they have their own supplies, we encourage students to bring their own paper, pencils, etc. School property that is damaged or lost will be charged to the student's account and paid before report cards are distributed and before students are allowed to participate in graduation ceremonies and events.

### **Arrival and Dismissal**

Except for those with specific responsibilities, students should not enter the building before 7:30 a.m. Students waiting may wait in designated areas until the appropriate bell rings permitting them to go to lockers, restrooms, drinking fountains or classrooms.

Students will leave the building promptly after the daily dismissal bell has rung. Students authorized to stay for after-school activities (i.e., student government meetings, sporting events), must report immediately to their designated room or area.

### **Student Drop-off and Pick-up**

For the safety of our students, please enter the school property at a slow speed of 5 m.p.h. or below. Vehicles must enter the east entrance from Bailey Bridge Road and proceed around the left lane of the circle drive. Students are dropped off and picked up in the right lane on the west side of the circle drive. If you plan to park your vehicle while waiting to pick up your child(ren), park in the right lane of the east side of the circle drive. Then proceed to the right lane of the west side of the drive to pick up your child(ren). Students must exit and enter the vehicle on the passenger side. This prevents students from exiting in the path of another vehicle. Make sure students are cleared from the front of your vehicle before exiting the drive.

### **Parking**

Vehicles must enter the east entrance from Bailey Bridge Road. Use the front lot designated as the parent and visitor parking area. All vehicles must back into the parking stalls for the safety and visibility of our students. Parents are to walk their children into the school building. Vehicles must exit via the west exit onto Bailey Bridge Road.

### **Closed Campus**

The Midland Academy is a closed campus. Students must stay on the grounds from the time they arrive until dismissal or until they have been signed out by their parents or with the permission of their parents. All students leaving school grounds must check out through the Hospitality Office. Student who are at the age of consent under the conditions that conform to the law are responsible for signing themselves out in the Hospitality Office.

### **Lunch**

The Midland Academy of Advanced and Creative Studies has a brown bag lunch program. All students must provide their own lunch, including necessary dishes and plastic tableware. The Academy encourages proper table etiquette and behavior, including proper napkin use and conversational tone level. We know that parents will support us in this effort. Parents are welcome to join The Midland Academy family for lunch. Please sign the school family register as you join us for lunch.

During times of the school year when the gymnasium is being used, students will be assigned rooms in which the student will eat lunch as shown on the student schedule. At the beginning of the lunch time students need to report to their lunch room. Students who wish to have their lunch time in a room other than where they are assigned must have permission from the staff in the room they will be visiting, as well as the staff in their assigned lunch room. Staff reserves the right to deny any student entry into their room during lunchtime, or to ask a student to return to their assigned lunch room.

Microwaves are provided as a courtesy for the students. Misuse of the microwave is subject to remedies applied according to the Student Code of Conduct. Students need to provide their own appropriate dishes and tableware. Elementary age students do not have access to microwaves at this time.

Students are responsible for cleaning up after themselves. Lunch staff will instruct students to begin cleanup 5 minutes prior to the end of lunch time. A cleanup checklist is posted in each class. Students will be dismissed from their appointed lunch room when cleanup is complete.

### **Student Locker & Desk Policy**

School wall lockers will be assigned to students in grades 5-12 for their use at the beginning of each school year, or when new students enroll during the school year. Lockers and desks are the property of The Midland Academy and will be treated as school property. The Midland Academy does not supply locks for the student wall lockers, and strongly discourages students from storing any valuables in their locker. Students who choose to provide their own lock for the locker must give a duplicate key or a written copy of the combination, whichever is appropriate, to the main office to be kept in their student file. The Midland Academy reserves the right to search school property (including the use of canine searchers), such as lockers and desks used by students, the person or the property, without notice. In the event a key or combination provided to the office does not open the lock, The Midland Academy administration, or their authorized designated party, reserves the right to remove the lock. The Midland Academy will not be responsible for the condition of the lock.

Students will maintain a neat and orderly locker and desk. Perishable foods are not to be stored in lockers or desks. As with any school property, misuse or damage to lockers and desks is subject to disciplinary action. Students are responsible for leaving their locker and desk empty and clean at the end of the school year, or upon withdrawal during the school year. All trash, stickers, magnets, books, papers, etc. must be removed. A student's report card and transcript may be withheld, at administrator discretion, due to damage or poor condition of a locker at the end of the school year, or upon withdrawal during the school year, until the damage is restored to appropriate condition by the student or reimbursement is made for the costs of the damage.

### **Leaving School**

If it is necessary for a student to leave school, he/she must have his/her parent or adult guardian come to the school and sign him/her out prior to the student's dismissal. If a student has driving privileges, his/her parent or adult guardian must provide written permission for the student to be allowed to leave the school during school operations. This written permission must be delivered to the Office of Student Services or designee before the student is allowed to leave campus. Before a student leaves the school property, including students who are at the age of consent under the conditions that conform to the law, he/she must sign out in the Hospitality Office. If a student leaves without following the proper procedure, he/she may be referred for disciplinary action. Each parent is allowed to designate adults who will be allowed to sign in and out their child.

### **Use of Telephone**

For the convenience of students, a telephone is located in the Hospitality Room. Calls may be made during lunch, before and after school and should be limited to one minute. Students will not be allowed to use telephones in the classrooms. Parents and relatives are requested to telephone students only in an emergency.

### **Fund Raising**

All fund-raising events must be approved by the Controller of Midland Charter Initiative. Procedures to be used in raising the funds and the purpose for which the funds will be used must be submitted in writing to the Controller, co-signed by the activity sponsor and a faculty sponsor. Door-to-door fundraising outside of the school will be prohibited. Individuals are asked to

fundraise from known individuals who will not jeopardize their safety and well being. All funds, including club dues, must be deposited in proper account in the Business Office. Accurate accounting of funds must be made by the group treasurer, reported periodically to the group and verified with the account records maintained in the Business Office. It is specifically prohibited to maintain accounts outside the school or the Midland Charter Initiative.

## OPPORTUNITIES

### Alumni Relations

All Midland Academy graduates are eligible for membership in TMAACS Alumni Association. The office of Alumni Relations is the link between alumni and The Academy community. The Midland Academy/Midland Charter Initiative and the Alumni Association Board seek to build loyalty and support among TMAACS graduates through involvement in social, educational, cultural, and political activities. Alumni are significant contributors to the continued growth and improvement of The Academy. Through professional and community experiences, alumni demonstrate the quality of TMAACS, bringing distinction to the alumni body and their alma mater.

### Volunteer Opportunities and Responsibilities

Your time and talents are essential and invaluable in enhancing the school's ability to fulfill its mission. A minimum of 30 parent/school contact hours are required each year and are viewed as an important factor in student progress. Volunteers are asked to sign in during the time they volunteer at the school or are involved in their child's academic life at the school.

The list of rights and responsibilities (adapted from ISM To The Point) establish what a volunteer can expect from the school, and what the school expects from our volunteers.

- Opportunity:** To be fully informed about the school's mission and philosophy.
- Responsibility:** To accept, support, and be able to articulate the school's mission and philosophy.
- Opportunity:** To know as much about the school (its people, programs, etc.) as is necessary to fulfill the requested duties.
- Responsibility:** To understand that some information is confidential, and to maintain that confidentiality.
- Opportunity:** To receive appropriate orientation and training.
- Responsibility:** To attend and give full attention to all orientation and training sessions.
- Opportunity:** To be provided with a "job description" for the position or task.
- Responsibility:** To perform tasks as requested by the school, and to ask questions of the appropriate school personnel.
- Opportunity:** To be supported by the school's professional staff.
- Responsibility:** To work well under the direction of others and to be open to suggestions.
- Opportunity:** To be respected and recognized as a member of the school community – not just the volunteer group.
- Responsibility:** To have a professional attitude toward volunteer work.
- Opportunity:** To have a volunteer experience that is personally fulfilling and fun.
- Responsibility:** To commit only to the extent that personal, business, and social obligations permit.
- Opportunity:** To receive open and frequent communication about their specific

volunteer tasks and general school information.

**Responsibility:** To maintain consistent two-way communication.

## **COMMUNICATIONS**

### **Parent Conferences**

PARENT(S) ARE REQUIRED TO ATTEND ALL CONFERENCES. If the parent is unable to attend at the designated time an alternate time will be scheduled.

### **Parent Concerns**

Parental concerns regarding individual students are to be directed to the lead teacher or appropriate enrichment educator. If concerns cannot be addressed briefly, the teachers are willing to set up a conference to provide their undivided attention. A school administrator is available to address concerns that need further review, outside a student's particular class experience.

### **Parent/Guardian Communication Policy**

#### Policy Statement:

In any school differences of opinion may develop with parents/guardians about the policies and procedures under which the school operates. The effective resolution of these differences is important to the positive educational experience that the student will receive and to the successful operation of The Midland Academy of Advanced and Creative Studies. Accordingly, it is the intent of the Academy Board that parental concerns about policies and procedures be addressed in the following manner and that they're resolved in the most positive, productive and timely manner possible. The Board believes that the following procedure will accomplish this goal.

#### Procedure for Resolving Parental/Guardian Concerns:

1. Parent/Guardian-Staff Member Meeting:  
A parent/guardian who has a concern pertaining to the operation of a particular Academy program or in regard to an individual staff member, shall be responsible for meeting with that staff member and communicating the nature of the concern about the program or the staff member. The staff member should be given the opportunity to respond to the issue raised by the parent/guardian. Every attempt should be made to resolve the issue raised between the parent/guardian and the staff member at this meeting.
2. Parent/Guardian-Administration Meeting:  
If the parent/guardian meeting with the staff member does not resolve the issue raised, the parent/guardian will be responsible for arranging a meeting with an appropriate administrator to discuss and attempt to resolve the issue raised by the parent/guardian. This meeting may or may not include the staff member based on the sole discretion of that administrator.
3. Parent/Guardian Chancellor Meeting:  
If the parent/guardian meeting with an administrator does not resolve the issue raised, the parent/guardian will be responsible for arranging a meeting with the Chancellor to discuss and attempt to resolve the issue. This meeting may or may not include the staff member, the administrator with whom the parent/guardian met with earlier, or any combination thereof, based on the sole discretion of the Chancellor.
4. Parent/Guardian Submits Letter to Academy Board President:

If the parent/guardian meeting with the Chancellor does not resolve the issue raised, the parent/guardian may submit a letter to the President of the Academy Board explaining the issue and the remedy the parent/guardian seeks.

5. Board President Review:

The Board President will review the issue raised and may review it with the parent/guardian and the Chancellor in an effort to resolve the issue.

6. Academy Board Review:

If the issue is not resolved or cannot be resolved by the President of the Board, the parent/guardian may bring the issue to the Board. The Academy Board may review the issue either by a committee of less than a quorum or, at its option, by the full Board.

A Board committee may refer the issue to the full Board for resolution.

Consideration of an issue by the full Board will be consistent with the Michigan Open Meetings Act.

# **Building Operations**

## **SECURITY & SAFETY**

### **Security**

The following is a list of security procedures which will be implemented at The Midland Academy:

1. All faculty and personnel will be provided identification with name and title.
2. All visitors on campus will be asked to sign in and secure visitors' passes in the Hospitality Room.

### **Visitors**

Visitors to the school must always report to the Hospitality Room for clearance. Students are permitted to bring a guest to introduce to The Midland Academy. All arrangements for visitors must be pre-approved by and made through the Office of Student Services. All visitors must have a visitor's pass and sign in at the Hospitality Room.

### **Fire, Tornado and Lockdown Drills**

Fire, tornado and lockdown drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given students must immediately leave their assigned areas in a quiet, orderly, single file format, proceed to the designated area and are to remain quiet and orderly until an "all-clear" is sounded. Everyone must obey orders provided by proper authority. The teacher in each classroom will give instructions to students. Plans are posted in each classroom.

### **Tobacco-Free Environment**

According to Michigan State Law, the use of tobacco products is not permitted in the school building or on school grounds.

### **Left Child Policy**

A student or child who is not picked up after school or after a school activity will be handled in the following fashion.

1. Parent(s) and other approved individuals noted on the emergency contact list will be notified.
2. If the parent(s) or approved individuals can't be notified or are unable to pick up the child, 911 or the Department of Social Services are to be called.

### **Animal Policy**

By enrolling in the Academy parents and students acknowledge and accept that Animals are part of the environment and are an integral part of the educational experience of the school. Students, parents and visitors may come in contact with, or be exposed to, various animals on school premises or while participating in school sponsored trips, field trips or activities on and off the premises.

# **Student Services**

## **ADMISSIONS**

### **Definition of Enrollment District**

Enrollment District: An Academy authorized by the Central Michigan University Board of Trustees can enroll pupils from throughout the State of Michigan.

### **Open Lottery**

The Midland Academy of Advanced and Creative Studies is open to all students (grades K-12) residing in the state of Michigan. The Midland Academy is an advanced academic program and committed to a rigorous educational program. Once enrolled, we expect students to abide by this program. The parent and student should evaluate the curriculum, method of teaching, character education, and school culture when considering The Academy.

If The Academy has more applicants than available space, it will select students using a random selection method, according to state law in the State of Michigan. Students not selected for enrollment will be placed on a wait list as ordered by lottery.

### **Applications Accepted Year Around**

The Midland Academy of Advanced and Creative Studies will accept applications year-around. All applications are date and time stamped upon receipt. If the grade or grouping for which a student is applying is not filled to capacity, students will be admitted on a first-come, first-serve basis. The applicant must begin attending within five school days upon notice of admission to be enrolled, otherwise the application will become invalid. If openings do not exist during the school year, applicants will be placed on the official wait list. Then, in the event an opening occurs during the school year, a student will be selected to fill the vacancy in order of the official wait list, which is established on a first-come, first-serve basis with preference given first to returning students, then to siblings, and then non-sibling applicants.

### **Wait List**

As space becomes available, it will be filled first by students from the returning student list, then by students from the sibling list and finally by students from the wait list. If a student applies for enrollment in a class for which a waiting list has been formed, he or she will be placed at the end of that waiting list. If the applying student is a sibling of a current student, he or she will be placed at the end of the sibling waiting list, ahead of non-sibling applicants.

### **Sibling Priority**

Siblings will be admitted to the school over others when class space permits. This decision is based upon supporting the family unit. When class space is full, siblings will be put on a sibling list.

### **Student Admission**

If a student has been selected from a random lottery to fill a seat in class, that student's parents must secure the student's admission by registering the student within five school days upon notice of admission by filling out and returning the proper paper work. If the student has not registered within the specified period, the seat will be forfeited and offered to the next student on the wait list. A student must begin attending classes within this time period when in session to be enrolled, unless prevented from doing so because of illness or other medical reasons.

## **Campus Visit**

An interview with the Academy Admissions Office is a very positive experience for the student, family and school. The campus visit serves two purposes. First, the admissions staff has an opportunity to get to know the student. Among topics discussed during the enrollment process is our mission statement, personal interests, academic needs and goals. In addition, the admission staff clearly outlines the expectations and requirements of the school. Second, the student and his/her family will tour the school, meet teachers and current students and possibly attend classes. This is an opportunity for the family to ask questions and determine if TMAACS is a good match for their needs.

You may drop by the school at any time; however, if you make an appointment this would allow us to schedule time with key Academy personnel.

## **Student Grade and Course Selection**

Students must meet prerequisites to be placed into appropriate grades, classes and groupings as determined by testing, academic grade and course completions.

## **Good Faith Policy**

Acting in good faith, The Academy will accept students from other schools based on the information given from the parents. However, if the information turns out to be false or misleading, your child may be subject to disenrollment. Any student who has been expelled (or whose expulsion is pending) from another public or private school will not be accepted for enrollment.

## **Family Meeting**

As part of the enrollment process, The Midland Academy will meet with each family; parents and student, prior to the student attending the school. In this way, each applicant and their parents will have the opportunity to become fully informed as to the nature and scope of the school, its curriculum and requirements before making a final decision to attend. The process includes an introduction to The Midland Academy philosophy, tour of the facilities, classroom observations by a parent or guardian, classroom visitation by the student, meeting with an administrator and the submission of required forms.

## **Proof of Identity and Age**

Upon enrollment of a student for the first time in a public school district, a certified copy of the student's birth certificate must be provided to the school.

## **Health Appraisal and Immunization Statement**

A child enrolling a public or non-public school for the first time must submit a Health Appraisal statement signed by a physician. The statement must certify that the child has been tested for, and immunized or protected, against diseases specified by the director of public health. If a child has not been immunized because of religious convictions or other objections to immunizations, a parent must sign an immunization waiver form that is available from the Office of Student Services.

## **Vision Test**

The parent of each enrolling child shall submit a signed statement by a licensed medical doctor, ophthalmologist, or licensed optometrist stating that the child's eyes have been examined during the preschool years after age 4 and before initial entrance. It is recommended that regular check-

ups occur throughout the child's academic life. Growth and adolescent changes may affect vision. Distorted vision and reading problems may be correlated.

### **Attendance Obligations**

The following obligations are required of parents:

- Parents are required to meet attendance requirements for students enrolled at The Midland Academy. Attendance shall be continuous throughout the school year.
- The Midland Academy parents and students must sign and be in agreement with and support the parent/student/school contract.
- The Midland Academy parents will be responsible for providing lunch and snacks for their child at school.
- The Midland Academy parents are required to comply with state and local health department rules and regulations regarding health and immunizations.
- Parents are required to attend scheduled parent meetings and carry out given responsibilities.
- A minimum of 30 parent/school contact hours are required each year, and are viewed as an important factor in student progress. Parents are asked to sign in during the time they volunteer at the school or are involved in their child's academic life at the school.
- Parents must work cooperatively and respectfully with The Midland Academy. Parents must respond rapidly with the school staff when a student's behavior does not meet the standards of The Midland Academy.
- Parents must work with the staff to promote respect and appropriate language in word and action. Students must be respectful of all school personnel in action and word. Common courtesies of "please" and "thank you" are expected. Teachers will also address students properly.
- Parents are asked to submit a signed statement from a licensed optometrist that their child has 20/20 vision, or that their vision has been corrected to 20/20 vision. Due to growth and adolescence, changes can affect medical conditions, vision, and prescription levels. It is not unusual for vision and hearing problems to affect academic achievement.

### **Age Policy**

- The Academy shall allow any pupil who was enrolled in the immediately preceding academic year to re-enroll in the appropriate age range/grade level unless that grade is not offered.
- A child becoming age 5 before December 1 may be enrolled on the first school day of the year in which the child's fifth birthday occurs. A child becoming 5 years of age on or after December 1 shall be enrolled on the first school day of the school on the school year following the school year in which the child's fifth birthday occurs.\*
  - A student applying to kindergarten at The Academy will have reached age 5 by December 1<sup>st</sup> of the academic year but not older than age seven by June 30<sup>th</sup> of the academic year.
  - General Education students may not be older than the age of 19 by June 30<sup>th</sup> of the academic year.

*\*Reference State of Michigan School Code 380.504(2)*

## Withdrawing from School

Any parent or student over the age of 16 who wishes to withdraw from classes and cease to be an Academy student must meet with an administrator in order to complete a withdrawal form. If a fully validated student fails to comply with this requirement, his/her transcript will show a full term (however many credits are indicated on the student's schedule) of grades that will reflect participation, and earned grades.

## MEDICAL

### Medication Policy

The Midland Academy of Advanced and Creative Studies and Midland Charter Initiative shall not be responsible for the diagnosis of student illness. The administration of prescribed medication and medically-prescribed treatments to a student at school, at field trips, or at any other school-sponsored activity will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school, field trips or school-sponsored activities if the medication or treatment were not made available at school, field trips or school-sponsored activities or the child is disabled and requires medication to benefit from his/her education program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations and remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures, which require special training, such as catheterization.

Before any medication or treatment may be administered to any student at school, field trips, or school-sponsored activities, The Midland Academy of Advanced and Creative Studies and Midland Charter Initiative shall require the written permission from the child's physician accompanied by the written authorization of the parent. **Both must authorize any self-medication by the student.** The building administrator may discontinue the self-administration privilege. Before any non-prescribed medication or treatment may be administered, The Midland Academy of Advanced and Creative Studies and Midland Charter Initiative shall require the prior consent from the parent who must also authorize any self-medication by his/her child. This document shall be kept on file in the administrative offices. No student is allowed to provide or sell any type of over-the-counter medication to another student.

Medication must be in its original container; labeled with the date. If the medication is a prescription, a pharmacy label must be provided and include; the student's name, the physician's name, instruction, and the strength, dosage and frequency of the medication. Exact dosage of the medication will be administered according to the printed instructions. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, field trips, or school-sponsored activities, if the following conditions are met:

- A. There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler.
- and*
- B. The building administrator has received a copy of the written approvals from the physician and the parent/guardian.

## **Health Requirements**

The student must meet all the health requirements prescribed by the State of Michigan to attend school.

The health department requires the reporting of communicable diseases. If your child becomes ill with a communicable disease, like chicken pox, please call the school.

## **STUDENT INFORMATION**

### **Confidentiality**

All information on record with the school concerning a student, other than “directory information”, is confidential. This includes, but is not limited to, student grades, behavior and family background. Release of confidential information requires prior written parental consent.

### **Student Records**

The Academy policy grants access by parents to their child’s educational record or to the student at the age of consent under the conditions that conform to the law. This policy is regulated by federal guidelines. Information including medical history and information will be released to a third party when appropriate.

Primary addresses may be determined by the custodial parent whose mailing address location is closest to that of the school, beginning in Midland and then beyond Midland.

### **Directory Information**

Directory Information may be published or released unless a parent informs the Office of Student Services in writing before the first day of classes each semester, that any or all items should not be released without prior consent from the parent. The request to withhold directory information is valid to the beginning of the new academic year in August. Directory information is that information concerning the student which the school may release to the public without prior parental consent, and includes the parents’/guardians’ and student’s name, address, telephone listing, e-mail address, date and place of birth, academic placement, degree program, dates of attendance, degrees received, alumni, honors, grade point average, awards, photographs, student images, and the most recent educational institution attended by the student. In addition, participation in clubs, activities, and community service, student height and weight for those participating in sports, or any information related to school activities and services will be considered as directory information. Uses include, but are not limited to, student yearbooks, newspaper articles, web pages, marketing materials and public relations publications for The Academy. Except as outlined above, The Academy and Midland Charter Initiative will not release a student’s academic record, personal records, or placement credentials to third parties without written consent. We have attempted to make all the above consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, and will make adjustments to make it consistent within.

In certain instances the school can release student information without parental consent. These exceptions to FERPA include:

1. School officials who have ‘legitimate educational interests’
2. Schools in which a student seeks to enroll

3. Federal, State, and local authorities involving an audit or evaluation of compliance with education programs
4. Connection with financial aid
5. State and local authorities pursuant to a state law adopted before November 1974 requiring the disclosure
6. Organizations conducting studies for or on behalf of educational institutions
7. Accrediting organizations
8. Parents of a dependent student
9. Compliance with judicial order of subpoena
10. Health or safety emergency
11. Directory information
12. The student
13. Results of disciplinary hearing to an alleged victim of a crime of violence

## **ACTIVITIES AND STUDENT LIFE**

### **Activities**

Activities at The Midland Academy are an integral part of the educational process. Both athletic and non-athletic activities are important and provide diverse opportunities. This section includes examples of opportunities for students, some activities may not be offered every year. The Blue, Gold and White Point Program helps to incorporate the student's family life into the school and the school life into the home--a connection which is essential for student success.

### **After School Activities**

A student who is not present in school four (4) hours will not be permitted to participate in any after-school activities, including academic and athletic contests or practice, without approval from the Office of Student Services or their designee.

### **Blue, Gold and White Points**

In addition to academic credits, students are required to participate in the Blue, Gold and White Point Program for each year they attend The Academy. It is expected that students will earn a minimum of three points per year. Upper school students are required to participate in school-sponsored sports to earn their Blue Points. Students must also earn one Gold Point by participating in a skill-oriented activity and one White Point by participating in a service-oriented activity. Gold Points may be earned for participating in a club or activity (e.g., science project, musical/drama, debate etc.). White Points may be earned for providing service to others (e.g., community service) in approved projects.

Students are responsible for submitting the forms and completing all criteria established, to be recognized for their achievement.

### **Ambassador Program**

The Ambassadors are students selected to represent The Midland Academy for the new school year. Their main focus is to welcome and extend kindness to new students at The Midland Academy by pairing them with a classroom ambassador. Student Ambassadors' main concentration is to help new students with their transition into a new school, and to be a part of The Academy family.

The Student Ambassador program emulates kindness while providing leadership opportunities, promoting decision-making skills and creativity for leaders.

### **Battle of the Books**

Battle of the Books is a city-wide program designed to encourage and reward fourth and fifth grade readers. A list of twenty books chosen by librarians encompasses a variety of interests and is designed to introduce students to a wide range of literature. During Battle season, students have the opportunity to meet with their teammates to discuss the books, so that reading becomes a shared activity. While reaping the rewards of reading and team building, the students also discover that they are having a lot of fun! Teacher and parent volunteers read books and develop practice questions, as well as meet on a weekly basis with students on the team from November through February.

### **Science Fair**

Every spring Midland Academy students participate in the Science Fair. The annual event has become a showcase for the academic talents of our students.

Each grade is assigned a specific type of project (i.e., experiment, demonstration, etc.) so students are exposed to a variety of scientific formats. Judges are recruited from the community and parent volunteers help with the organization of the fair including publishing the handbook and setting up the displays. The Fair is normally held during spring conferences so parents and students have the opportunity to observe all the projects.

High school students may receive credit for one gold (activity) point by preparing a science project for an approved science competition, including The Midland Academy Science Fair. Gold point credit for students is contingent upon the students' submitting the project to the science competition and a written report for the science fair coordinator. Students are expected to spend at least the same amount of time working on their science projects as they would have, had they been in an activity during the winter season.

### **Athletic Eligibility**

Student athletes at The Midland Academy are required to:

- Maintain good academic standing. A student whose academic standing falls below a 1.7 unweighted GPA, and is on academic probation for the current marking period, is ineligible to play at official games; however, such a student is eligible to attend and participate in all practices and meetings. Student participation in games and other scheduled activities will be at the discretion of the academic office in conjunction with the athletic department, pending student academic progress and achievement.
- Strictly adhere to the Student Code of Conduct. Students must obey the Student Code of Conduct and reflect good character to be eligible for participation in the athletic program. Students on suspension are ineligible to play during the time of suspension. Students who are expelled are not allowed to participate in or attend athletic programs.
- Attend all practices, games, meetings, and other scheduled team activities. Please notify coaching staff in advance if you are not able to attend. Attendance is directly correlated to meeting the criteria for participation points.
- Be in school four hours on game days to be eligible to compete.

- Obtain a satisfactory sports physical performed by medical personnel prior to participating in any sport including spirit or pompon squad.
- Receive parental authorization.

The appropriate sports physical form to be completed by the physician, after July 1 of the current year, may be obtained in the front office of The Midland Academy. The completed form will be filed in the school office and will encompass the entire school year.

### **Activity Achievements and Awards**

Students at The Midland Academy may be recognized and honored throughout the school year for their variety of achievements. This includes an assortment of acknowledgements and awards for leadership, academic achievements, character, citizenship, sports, attendance, community service, participation in clubs and activities, and other areas where our students exemplify the Academy Eagle spirit.

Sports Awards	Attendance	Honor Roll	Character
Varsity Letters	Clubs and Activities	Community Service	Citizenship

### **Special Programs and Projects**

Special projects and events occur throughout the school year at The Midland Academy. Some of the events are school-wide, such as our Science Fair. Classrooms or enrichment studies classes may sponsor events or programs for parents and friends. Letters and special notices will be sent home to inform families of the special programs and projects.

## **Philosophy**

The Midland Academy motto “Altiora Peto” (I seek higher things) reflects the philosophy of the Upper School. We offer challenging and comprehensive instruction in the basic liberal arts disciplines through diversity of teaching styles in homogeneously grouped classrooms. We stress the extension of the educational process beyond academics with required athletics, activities and a variety of assemblies, seminars and symposia. We believe that every student from average to gifted ability has the potential for a successful university experience. We maintain a nurturing environment created by close faculty-student and advisor-advisee relationships. We adhere to the premise that creativity can flourish in a structured and dignified environment. We recognize that in addition to superior academic credentials, our faculty must also possess the character traits that will enable them to serve as role models for students in the areas of respect, leadership, personal integrity and responsibility to the work ethic.

## **LOWER SCHOOL GOALS**

The goals of the Upper School are met within the academic program of The Academy as well as character program and the overall school culture. The Midland Academy strives to develop the whole child wherein they excel in all situations, academic and civic alike by:

1. Providing a unique college-preparatory program that enables students to graduate with advanced standing.
2. Offering a model of excellence in the educational community.
3. Promoting intellectual curiosity and an acceptance of life-long learning by inspiring students in their education.
4. Encouraging a healthy student with a commitment to and an enthusiasm for athletics and physical fitness.
5. Placing an emphasis upon cultural literacy so students gain a knowledge of the world in regards to religions, ethics, aesthetics, government and business.
6. Allowing students to be well-rounded by promoting a variety of interests beyond the academic classroom.
7. Expecting students to display social maturity student and respect for others.
8. Building a technologically perceptive student with an understanding of the application of technology and an eagerness for future challenges.
9. Expecting students to be responsible with a sensitivity and awareness of human activities on the environment.
10. Requiring students to display a high degree of ethical behavior and a strong sense of personal integrity and leadership capacity.
11. Displaying an awareness of the value of appropriate conduct and dress as well as being a well-mannered student.
12. Building students’ preparedness for study skill so they are capable of adjusting the expectations and rigors of college and career.

## **Curriculum Changes**

The school reserves the right to change the curriculum or its components as deemed necessary.

## **Overview of Curriculum for the Lower School**

It is the philosophy of The Midland Academy that its curriculum must be diverse enough to meet the varied needs of able learners who have an exceptional thirst for learning. The content of the curriculum provides interest and challenge to all students, enabling them to reach their full potential. The hallmark of education for this academically advanced curriculum is the carefully planned opportunities of advanced learning and the open-ended challenges that are suitable for exceptional minds.

Our curriculum ensures a balanced focus on accelerated and enriched areas of learning. Critical thinking, creative thinking and problem-solving skills are incorporated to stimulate the students' higher-level thinking processes, therefore facilitating students' independent search for knowledge.

The Midland Academy offers a total curriculum that integrates the learning process within planned experiences, thereby providing a progressive development of knowledge, skills and opportunities.

### **Organization**

The Midland Academy offers a college preparatory program that specializes in Honors Classes and is associated with the College Board Advanced Placement Program. Students must take certain courses required for graduation. This guide contains descriptions of all courses in the Upper School. Included in each description are the eligibility requirements for each course (i.e. grade level and prerequisites), course content, course format, procedures and a list of books and supplementary materials used in the course.

### **Course Placement**

When proper placement in a course is questioned a student may be asked to take a placement exam that assesses student knowledge in regards to locally established curricular objectives.

# **TOOLS**

## **Homework**

Homework is an essential part of every student's education. It is the responsibility of each student to budget and manage their time to ensure the timely completion of daily and extended assignments. Students will not be given homework assignments on weekends prior to Labor Day. Extended assignments will be given throughout the school year, after Labor Day.

### **Family-Friendly Homework**

Family-friendly homework incorporates parents and students working together on academic assignments. This quality time helps the school, family and students form a cohesive relationship in the educational process.

To uphold and support the high academic standards of the school, it is necessary for parents to provide a place at home for their child to study and ample time in which to complete assignments. Together the parent and student will take responsibility to ensure all homework and assignments are completed on time and reviewed together.

### **Summer Assignments**

Summer assignments (reading, research, etc.) may be assigned to assure academic continuity. The assignments will be discussed and graded when students return for the new school year. Upper level students taking AP courses can expect to have summer assignments for most courses.

### **Textbooks**

Textbooks are provided to all students for classes taken at The Midland Academy for which a refundable deposit may be required. Students are responsible for the reasonable care and prompt return of all texts issued to them. In addition, students are expected to report any lost books immediately to their classroom instructor. Prompt action will result in the recovery or the replacement of the text and consequently reduce a student's chance of falling behind in the assigned work. If a book is lost or damaged, replacement cost of the book will be assessed. Upon withdrawal from the school the family may petition within ten (10) weekdays to have their deposit returned to them.

Any Midland Academy student who wishes to borrow a book for the summer study should make arrangements with the Curriculum Office. A deposit may be required for each book borrowed, as approved by administration. The deposit will be returned when the book is returned, provided the books are returned in the same condition as when loaned. Any Midland Academy student who wishes to purchase a text for their personal use and ownership may do so and should make arrangements with the Curriculum Office.

### **Literary Alternatives**

If a parent disagrees with the selected literature the teacher will offer an alternative selection that meets the requisite educational objectives (as defined in the teacher's rationale) for that parent's child. This will allow the child to participate with the other students in class discussion, class assignments and projects. If the parent disagrees with the alternative the parent may submit an alternative request that meets the requisite educational objectives.

“Whatever your discipline, become a student of excellence in all things. Take every opportunity to observe people who manifest the qualities of mastery. These models of excellence will inspire you and guide you toward the fulfillment of your highest potential.”

**Michael Gelb and Tony Buzan**

If the school is asked to remove a piece of literary or video work from the school a committee comprised of administration, teachers, staff and parents will review the rationale, the request for reconsideration and make a recommendation to the school.

### **Controversial Subjects**

Controversial subjects are those which would be considered divisive or very sensitive, whether or not the introduction of the topic was planned by the teacher or brought up by a student. If, in the course of teaching a class, a teacher sees that a subject has arisen which the teacher has good reason to believe is controversial or obviously of a sensitive nature, and discussion of that subject will *not* help achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic.

If a subject arises which the teacher has reason to believe is controversial and/or sensitive nature, and the discussion of that topic *will* help achieve goals set out in the curriculum guide for that subject, then the teacher will do the following:

1. As necessary, instruct the class on the responsibility to be respectful in debate.
2. Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject as well as applying the sixteen character virtues of the school.
3. As appropriate (i.e. pertinent to stated goals of the class), direct the student's attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as, a research paper, guest speakers, reading differing authors, etc. Students will be strongly encouraged to become knowledgeable of the most widely held views on the topic.
4. The Midland Academy adheres to an abstinence-based program. Due to the extremely sensitive and intimate nature of human sexual relations, discussion and instruction on this topic generally will be limited to human reproduction in biology as they arise in appropriate class contexts.

### **Home School Partnership**

Students who are educated by their parents in a home school educational setting may partner with The Midland to take advantage of learning labs, virtual high school courses, dual enrollment opportunities and non-essential elective courses as applicable by law. Non-essential elective courses may include Advanced Placement level courses and subjects such as music, art, computers, life skills, theater and physical education. To pursue these opportunities students or parents may petition the Dean of Curriculum when such a partnership is of mutual benefit to the student and The Midland Academy as applicable by law.

### **Technology**

#### *Guidelines and Policies for Computer Use*

The use of technology at The Midland Academy of Advanced and Creative Studies/Midland Charter Initiative is a privilege, not a right, which may be revoked by the Administration at any time, for any reason. The Academy reserves the right to remove, limit and deny access and refer the student for other disciplinary action. The Academy has put into place computer resources whose primary purpose is to support the academic efforts of students, faculty, and staff. While we encourage individuals and groups to make use of these resources, we also expect them to assume the responsibilities that accompany this privilege. Students involved in the Honors Laptop Program may have additional responsibilities, procedures and policies to follow. In exchange for the use of computers at The Midland Academy of Advanced and Creative Studies/Midland Charter Initiative, the student and parents/guardians must understand and agree to the following:

Appropriate use of the computer resources follows the same guidelines for the use of any school property.

- Violations, including but not limited to vandalism, will result in suspension of user privileges, school disciplinary action and may include appropriate legal action.
- Vandalism is any malicious attempt to harm or destroy hardware, software or data. It also includes any willful attempt to access hardware, software or data where privileges have not been granted by the system administrator.

Students, faculty, and staff will be expected to use appropriate language and decorum on both The Academy's internal network and the Internet.

- All computer use should meet the standards established in Student Code of Conduct, including the school's Sexual Harassment Policy.
- The use of vulgarities, slurs or offensive graphics is prohibited.

All computer software is protected by copyright laws and only software licensed to The Academy or Midland Charter Initiative is available on the system.

- The system administrator, teachers and/or designated individuals by the system administrator are the only persons permitted to install or remove software on any computer in the system.
- Only in situations approved by the system administrator, or designee, may software be transmitted via The Academy's internal system or the Internet. Transmission includes uploading, downloading, altering, copying and forwarding software programs.
- All information found on The Academy's system and the Internet must be properly referenced when included in a student's work.
- No products or services may be purchased via The Academy's computer resources.

The Midland Academy of Advanced and Creative Studies realizes that Internet access to computers and people from all over the world involves the possibility of encounters with materials which are not of educational value and may be offensive.

- The Midland Academy of Advanced and Creative Studies uses direct adult supervision, electronic monitoring and "blocking software" to restrict access to objectionable materials.
- The Academy, however, cannot guarantee that offensive materials will not be encountered. If such material is encountered, the faculty and staff of The Academy will take advantage of the opportunity for instruction in character development and responsible use of the Internet.
- Given the surpassing value of the vast majority of information and interactions available on this worldwide network, and given the precautionary measures implemented by The Academy, The Academy firmly believes the possibility of encountering offensive materials should not preclude access to the Internet by our students, faculty and staff.

Any misuse of the computers may result in suspension of the student's privilege to use any computers at TMAACS/MCI. TMAACS/MCI reserves the right to monitor student usage and remove students who are using computers improperly. Students and parents understand and agree to the following:

- Students are not permitted to alter the system's software, placing unauthorized information, computer viruses or harmful programs on or through the computer system.
- TMAACS/MCI reserves all rights to any material stored in files and will remove any material which the district views as unlawful, obscene, pornographic, abusive or otherwise objectionable.
- The computer network resources are intended for the exclusive use by the assigned users. The student is responsible for his/her account/password and access privilege. Any problems which arise from the use of a student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may result in loss of computer privileges.

Parents/Guardians hereby release TMAACS/MCI, its personnel, and any institutions which are affiliated from any and all claims and damages of any nature arising from their child's use of or inability to use, the Academy's computer resources. The Parents/Guardians agree to indemnify TMAACS/MCI for any fees, expenses or damages as a result of the child's use or misuse of the computer equipment.

The Parents/Guardians understand TMAACS/MCI makes no warranties about their computer resources. The Parents/Guardians understand that TMAACS/MCI accepts no responsibility for the accuracy of any information found on the TMAACS/MCI internal system or the Internet. Parents/Guardians understand further that TMAACS/MCI assumes no responsibility for any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of TMAACS/MCI.

Because it is difficult, if not impossible, for the school to monitor the contents of any personal technology hardware or software that a student brings on school property, whether or not used during school hours, TMAACS/MCI places the responsibility on parent(s) and guardian(s) for monitoring any personal technology hardware or software that students bring from home, or otherwise obtain from any source other than TMAACS/MCI. This parental/guardian responsibility includes ensuring that their child's use complies with any applicable provisions of TMAACS/MCI's technology policy and Student Code of Conduct. Application of the technology policy and this provision includes, but is not limited to the student's use of any personal cell phone, pager, voicemail system, laptop, travel drive, compact disk, software or any Internet or website when accessed through personal hardware. Notwithstanding this parental/guardian responsibility, TMAACS/MCI, reserves the right to take appropriate action, including, but not limited to, discipline up to and including suspension or expulsion, the loss of any privilege to bring any technology equipment, or software to school and legal action, should any hostile, offensive, intimidating, threatening, or otherwise inappropriate or illegal use, misuse, abuse, behavior, sharing, marketing, sale, or distribution of technology equipment, software, Internet, or website(s), or other violations of the TMAACS/MCI technology policy be identified whether or not taking place during school hours, on school property, or with personal equipment and/or software.

# TRIPS

## School-Sponsored Trips and Field Trips

Field trips are held throughout the year to enrich the student's learning experience. Parents will receive advance notice of the field trip including information about the trip. A signed permission slip must be filed in the office prior to allowing the student to participate in the field trips.

Parents will be asked to chaperone on field trips. This is a special time for the parent chaperone, student, classmates and the professional educator(s). Parents, chaperones, students of the age of majority /and other guests may not indulge in alcoholic beverages, the use of tobacco products, or illegal drugs on campus, off campus, or during school-sponsored trips and field trips.

### School Trips

#### Classroom Field Trips

- A classroom field trip is part of the curriculum
- A classroom field trip may or may not be required attendance
- A classroom field trip may or may not have associated assignments or grades
- A classroom field trip may not require any student to pay to participate
- A classroom field trip may use volunteers as chaperones or to provide transportation
- All drivers must comply with school standards (see Trip Transportation Rules and Regulations)
- All drivers must comply with current and appropriate insurance (see Trip Transportation Rules and Regulations)
- Students must have turned in signed permission document
- School must have parental permission to obtain medical assistance as needed (original to be with staff coordinator as well as a copy left with a school administrator)
  1. If the students divide into smaller groups then chaperones shall be provided with a copy of medical permission.
- Trip must be under the direction of a staff member
- Parents, chaperones, students of the age of majority /and other guests may not indulge in alcoholic beverages, the use of tobacco products, or illegal drugs on campus, off campus, or during school-sponsored trips and field trips
- Approval by administration is required for all school student trips off the school grounds
- Administrative approval delegated by the Board is sufficient for a classroom trip of:
  1. 1 school day or less, and
  2. Remaining within 150 miles of school (maximum 300 miles round-trip), and
  3. Remaining within Michigan
- In addition, actual Board approval of a specific classroom field trip is required for any trip:
  1. Requiring overnight stay, or
  2. Exceeding 150 miles from school, or
  3. Any trip leaving the State of Michigan, or
  4. Any trip involving a cost of more than \$100 per student, or
  5. Any trip deemed by an administrator to require Board approval

#### School-Sponsored Trips

School sponsored trips are held throughout the year to enrich the student's learning experience. Parents will receive advance notice of the school-sponsored trip via newsletter including information about the trip. A signed permission slip must be filed in the office prior to allowing the student to participate in the school-sponsored trips. Parents will be asked to chaperone on

trips. This is a special time for the parent chaperone, student, classmates and the professional educator(s).

- School sponsored trips are not part of the curriculum
- No student can be required to attend
- Failure to attend or participate cannot be held against any student(s)
- Participation or non-participation cannot be factored into any grade
- May use volunteers as chaperones or to provide transportation
- All drivers must comply with school standards (see Trip Transportation Rules and Regulations)
- All drivers must comply with current and appropriate insurance (see Trip Transportation Rules and Regulations)
- Students must have turned in signed parental permission document
- School must have parental permission to obtain medical assistance as needed
- Trip must be led, directed by a staff member
- Parents, chaperones, students of the age of majority and other guests may not indulge in alcoholic beverages, the use of tobacco products, and illegal drugs on campus, off campus, or during school-sponsored trips and field trips
- Approval by administration is required for all school student trips off the school grounds
- Administrative approval delegated by the Board is sufficient for a trip of:
  1. 1 school day or less, and
  2. Remaining within 150 miles of school (maximum 300 miles round trip), and
  3. Remaining within Michigan
- In addition, actual Board approval of a specific trip is required for any trip:
  1. Requiring overnight stay, or
  2. Exceeding 150 miles from school, or
  3. Any trip leaving the State of Michigan, or
  4. Any trip involving a cost of more than \$100 per student, or
  5. Any trip deemed by an administrator to require Board approval.

#### Volunteer Driver Transportation Rules and Requirements

1. Vehicle Requirements:
  - a. Seat facing forward only
  - b. Inside cab of truck only – not in the rear
  - c. No loose, heavy objects in the passenger area
  - d. Vehicle must be in safe operating condition, including tires, brakes, horn, lights, wipers, etc.
  - e. Seat belts must be in good operating condition
  - f. Children and adults can only be seated in designated seating positions, as determined by the number of seatbelts and in accordance with manufacturer's rated seating capacity.
2. Driver Requirements:
  - a. Must be at least 18 years of age and possess a valid driver's license
  - b. Must not be currently enrolled at The Midland Academy or any other high school as a traditional high school student
  - c. Must have certificate of no-fault insurance coverage in possession
  - d. No more than 4 active points on driving record
  - e. Drivers must carry a liability insurance of \$100,000 per individual and \$300,000 per occurrence

- f. Has not been convicted on an alcohol driver-related offense in the last ten (10) years
  - g. Must have a list of children in vehicle, as well as emergency contact information for each child's parents and guardians
  - h. Does not currently have a restricted or suspended license
  - i. Must obey all traffic laws and regulations, including, but not limited to the posted speed limit
3. For vehicles rated to carry more than eight passengers, one volunteer must be present for every eight children. This aide must be at least 16 years old, seated with the children and is responsible for supervision.
  4. Children may not be left unattended at any time during the trip.
  5. Children should be helped into and out of vehicle by supervisor, driver.

#### Finances

Carrying money is the responsibility of the student. The Midland Academy and chaperones will not be responsible for the loss of money.

#### Chaperone Conduct

1. Read and enforce all the student guidelines set by the trip coordinator.
2. Supervise the appropriate clean up before allowing students to exit (i.e. car, bus, plane).
3. Reinforce proper behavior consistent with the Student Code of Conduct. If there are any concerns or suspicions, contact your trip coordinator.
4. Keep the emergency information for your group of students available in case of an accident.
5. Take attendance for your group of students each time we transition from one situation to another.
6. Use of tobacco products, partaking of alcoholic beverages and illegal drugs are prohibited while on campus, at off-campus events, during school-sponsored trips and field trips.

## **EVALUATIONS**

### **Testing Policies**

The school administers standardized achievement tests to all students as required by our chartering agreement and the laws of the State of Michigan. The Midland Academy uses achievement, and criterion-referenced tests to establish base-line test scores for incoming students. The test scores are one of many factors used in evaluating our students and assessing our educational program.

### **Report Cards**

Report cards with comments are distributed quarterly. The first and third quarter report cards are sent home with parents during student-led conferences. The second and fourth quarter report cards are mailed to the student's residence. At the end of each semester, parents will receive a notice with teacher comments for (1) any student averaging a C- or below, or (2) any incomplete course.

## Grading and Evaluation

Academic work is evaluated on a 4.0 Quality Point grading scale. The minimum passing grade point is a straight-unweighted 1.7. Students and parents will be sent grades and written comments at the end of each quarter. Progress reports will be sent as needed. A grade of D+ is not a passing grade. Regarding prerequisites, students must obtain at least a C- in all prerequisite courses before being permitted to enroll in subsequent courses.

Credit will not be issued for classes where the semester unweighted grade point value is less than 1.7 (a passing grade); however, the point value for the grade earned will be calculated in the student's cumulative grade point average.

Grade changes may be made for a technological error on the part of The Academy faculty and/or staff. Students may appeal grades in-writing up to 30 calendar days from the last day of the quarter. A course may be repeated at The Academy to raise a grade. All grades shall remain on the student's academic record (transcript), but in computing the grade point average, the better grade will be counted.

### Grade Point Average

Grade point averages are calculated using grades attained in academic subject. Regular academic grades are evaluated on a straight-unweighted 4.0 point scale (A=4, B=3, C=2, D=1). Honors (H) and Advanced Placement (AP) grades are weighted and their Quality Points will be multiplied by 1.5. A high school transcript will include a weighted grade point average (GPA A) as well as an unweighted grade point average (GPA B).

### Grading Scale

Academic work is evaluated on a 4.0 grading scale. The minimum passing grade is 1.7. Students and parents will be sent grades and written comments at the end of each quarter. Progress reports may be sent home upon completion of mid-quarter. Grades are in the form of letters as follows:

Letter Grade	Numerical Value	Unweighted QP	Weighted QP	Letter Grade	Numerical Value	Unweighted QP	Weighted QP
A	100-93	4.0	6.0	C	76-73	2.0	3.0
A-	92-90	3.7	5.55	C-	72-70	1.7	2.55
B+	89-87	3.3	4.95	D+	69-67	1.3	
B	86-83	3.0	4.5	D	66-63	1.0	
B-	82-80	2.7	4.05	D-	62-60	0.7	
C+	79-77	2.3	3.45	F	59 & below	0.0	

W	(withdrawn)	Withdrawal after the end of the add/drop period throughout the 6th week of the semester.
WP	(withdrawn passing)	Withdrawal with a passing grade in the 10th-11th week of the semester.
WF	(withdrawn failing)	Withdrawal with a failing grade in the 10th-11th week of the semester. Zero honor points are earned. Credit is counted in the grade point average, but not as credit earned.
PIP	(Passing in Progress)	The Passing in Progress grade designation is used on occasion for continuing semester thesis. The student must be achieving at a C- or above. Credit is counted as credit earned, but does not affect the grade point average. It is not to be awarded for regular classes.
P/F	(pass/fail)	P signifies the successful completion of "C-" or better (credit is counted toward

		credit earned, but does not affect the grade point average).
I	(incomplete)	Incomplete grades will only be issued upon approval of the Dean of Curriculum and Instruction or his/her designee. Incomplete grades must be converted to the appropriate letter grade no later than the end of the succeeding quarter except in the unusual circumstances as approved by the Dean of Curriculum and Instruction or his/her designee.

Grade changes may be made only for a certified error on the part of The Academy faculty and staff. Students may appeal grades in writing up to 30 calendar days from the last day of the quarter. A grade of D+ is not a passing grade for any required course. Regarding prerequisites, students must obtain at least a C- grade in all prerequisite courses before being permitted to enroll in subsequent courses. Credit will not be issued for classes where the semester grade point value is less than 1.7 (a passing grade); however, the point value for the grade earned will be calculated in the student's cumulative grade point average. A course may be repeated at The Academy to raise a grade. All grades shall remain on the student's academic record (transcript), but in computing the grade point average, the better grade will be counted.

### **Promotional Requirement**

Students are required to achieve a minimum unweighted grade point average of C- (1.7) or better. A GPA that is below C- (1.7) will be reviewed by the Administration of the school, who will make recommendations to the Chancellor. A meeting with the parent will be held to discuss the academic progress of the student. The following actions could result:

1. The student may be required to repeat the grade or specific course.
2. The student may be put on academic probation.
3. A meeting with the parent will be held to discuss the academic progress of the student.

Students who do not succeed in the academic program will be placed on academic probation. During this time, students must demonstrate satisfactory academic progress to remain in the program. If this goal is unattainable, students will be advised to select appropriate education that will enhanced their learning abilities and self-esteem.

All appeals for diverging from or waiving the requirement of this policy must be submitted to the Dean of Curriculum and Instruction.

### **Attainment Level Review**

The instructional staff will review attainment levels every four weeks. If a student is having difficulty meeting the minimum attainment level of C- or below for all subjects, a plan will be devised to help the student meet attainment.

### **Academic Probation**

Students who receive a C- or below in one or more academic classes at the progress report will receive a "Notice of Impending Academic Probation." Intervention for these students may include after-school tutoring, lunch-time tutorial assistance, student-planners or other measures to assist students in increasing their academic performance which will be coordinated by the academic probation officer. Students at The Midland Academy must maintain a GPA of 1.7 (C-) and/or not receive more than one F at the end of each marking period or they will be placed on academic probation for the following marking period.

An Academic Probation Contract will be jointly developed by the student, teacher, parent(s) and academic probation officer to address the cause for the student's academic performance and develop academic goals. These students will continue with academic intervention measure for the duration of their probation. As a consequence of being on probation,

students are not allowed to participate in any activity which would require them to miss any classes, including field- or school-sponsored trips which involve more than a single class period. Additionally, students on academic probation may not participate in extra-curricular activities.

At any time during the academic year an administrator has the right to put the student on academic probation if the student is not performing as required. If the student does not exhibit improved academic performance in a specified length of time, the student may be retained or advised to select appropriate education that will enhance their learning abilities and self-esteem.

Students who are placed on academic probation for two or more consecutive semesters may need to repeat a specific course or grade level at The Midland Academy. Students in this situation will receive written notification from the Dean of Curriculum and Instruction.

### **Progress Reports**

Parents will be provided access to an on-line communication service that teachers update with academic performance.

Reports may be sent home as necessary to advise parents and students of unsatisfactory progress or behavior. Parents are encouraged to contact teachers whenever they have a concern regarding their child's progress or behavior.

### **Standardized Tests**

Colleges/Universities use up to five sets of standardized tests (PSAT, SAT I, SAT II, AP, ACT) in applicant evaluation. Since these are standard, the same nationally, they serve as common denominators, giving the admissions officer a point of direct comparison of applicants. While some institutions use all available tests/scores equally, many put different values on each. For instance, some put primary emphasis on SAT Is, others on SAT IIs; some use both; most use APs for placement/credit; few use PSATs unless the scores are National Merit caliber, some hardly refer to test scores at all, preferring the value of GPAs. However used, they are only part of the mosaic! All scores must be reported to the Academic Office.

As a charter school dedicated to providing the highest quality education to students we perform multiple standardized assessments to ensure that students are mastering educational content appropriate for their ages and grades. The assessment portfolio offered at The Midland Academy includes the following (which may be a sampling list and not comprehensive) standardized tests: Michigan Education Assessment Program (MEAP) (grades 3-8), Michigan Literacy Proficiency Profile (MLPP) (grades K-4); Michigan Merit Exam (high school), Scantron Performance Test (grades 2-10), Iowa Tests of Basic Skills (K-8) and Iowa Tests of Educational Development (9-12) and CogAT (upon individual need and desire). The portfolio of standardized tests may change due to state legislation, charter contract requirements with our authorizer and school administrative decisions.

## ACHIEVEMENTS

### Character Education

The Midland Academy promotes a strong Character Education program designed with three main components of moral development, etiquette and leadership.

**Moral Development** includes a focus on sixteen virtues, using virtue blocks to reinforce and model behavior for students. The virtues are integrated into grade-appropriate curriculum and character education assemblies. Character Challenges, Community service projects, character-building workshops and teen topic seminars may be presented to support the specific virtue.

**Sixteen Core Academy Virtues** are the focus of our program.

Responsibility	Self-discipline	Excellence	Respect
Cooperation	Dependability	Humility	Empathy
Honesty	Courage	Patience	Industriousness
Diligence	Loyalty	Prudence	Forgiveness

These virtues are incorporated into all phases of academic curricula and school life activities outside of the classroom. Academy families are expected to consistently reinforce these character values. All student writings created for classroom and homework assignments must reflect good values.

**Etiquette** is presented as a part of daily school life in respect for authority, others and property. Social manners and protocol are demonstrated, in addition to introductions and handshaking, table manners, and telephone etiquette. Fifth grade students look forward to the tutorial in the Formal Tea, and eighth graders enjoy the special event of the formal luncheon tutorial.

**Leadership** is modeled and encouraged through our Student Ambassador Program, student leadership training workshops and civic and community leader involvement as guest speakers. The Midland Academy sponsors several grade-appropriate levels of Student Council including a Junior Council for grades 6-8, a Senior Council for grades 9-12 and an Executive Council responsible for coordinating and over-seeing the two councils.

### Honor Societies

**National Honor Society:** Students elected to this society have, in the view of the faculty and administration, exhibited the qualities of citizenship, service, scholarship and leadership. Students may be elected in their sophomore, junior or senior years.

**National Junior Honor Society:** Students elected to this society have, in the view of the faculty and administration, exhibited the qualities of citizenship, service, scholarship and leadership. Students may be elected in their 7th, 8th and 9th grade years

**National Junior Art Honor Society;** This society is designed specifically for students in middle school and junior high school (grades 7-9), which helps generate interest in art programs at the secondary level. Students inducted to the NJAHS may then be nominated for the NAHS when appropriate.

## **Student Code of Conduct**

The purpose of the Student Code of Conduct is to maintain an effective learning environment for every student, as well as to facilitate the positive development of each student's abilities and habits essential to acceptable and self-controlled behavior necessary for success. It is important for our students to learn to respect rules and regulations regarding their conduct.

When it is necessary to use corrective measures and to the extent possible, such measures are based on a balance between an understanding of each student and on guiding practices.

### **ATTENDANCE**

#### **Parent-Student-School Contract**

This contract is a commitment on the part of the parents, students and the school to the formation of social and academic excellence in the school. With the cooperation and dedication of the three principal partners (parents, student, and the school) excellence can be obtained. The Contract outlines the commitment between parent, student and school to follow the rules and regulations of the school.

#### **Attendance Policy**

There is a direct correlation between attendance and academic performance. Students who miss class or come to class tardy do not do as well as those who do. Therefore, it is The Academy's policy to expect 100% attendance. The Midland Academy does not tolerate tardiness or skipping class. When students must miss class for Academy field trips and school sponsored events, it is expected that they will inform their teacher and other faculty members in advance of their absence.

Brief illnesses, longer-term illness or crises must be brought to the attention of the Office of Student Services. Students whose attendance performance is not above par may be asked to complete signed physicians' slips confirming the reason for their absence or even be put on contract. Students will not be penalized for absences documented by medical personnel (i.e., physicians, dentists, etc.).

#### **Preparedness**

A student must arrive on time each day with the necessary books, materials and supplies. When the bell rings students must be seated in their classroom with all books and supplies organized and ready to start the school day.

#### **Absentees**

The school must receive a call from the parents if the student is going to be absent. A parent note explaining the reason for absence is required upon the student's return to school. Medically excused absences will require a note from the doctor's office for both illnesses and scheduled appointments. A student who is deliberately absent from school and class without the knowledge or consent of their parents or the school will be considered as an unexcused absence. Excused absences will be at the discretion of the administration.

#### **Pre-arranged Absences**

If an absence is to be excused for reason other than illness (i.e., college trips), a note must be written by a parent to, and approved by, the Office of Student Services before the absence. Arrangements for missed work must be made with the student's teacher(s). There is no substitute

for good attendance. Students and parents must be accountable for establishing good attitudes and personal responsibility.

### **Dismissal from School During School Hours**

Students leaving campus during the school day (for doctor, dentist, illness, etc.) must go to the office to check out. Parents must approve the checkout either by phone or with a note. The school secretary will keep the sign out list in the main office. Arrangements for missed work must be made with the student's teacher.

# DRESS AND GROOMING

## Uniform Dress Code For Kindergarten – 8th Grade

It is expected that students will comply with student dress code guidelines whenever they are on campus or at a school-sponsored event. This includes appointed times for the uniform dress code, alternative dress code, casual dress code and Friday Spirit Wear.

The Dress Code at The Midland Academy emphasizes modesty, clean, neat clothing in good taste to promote school spirit and reduce superficial competition. Positive character development is enhanced when students feel good about themselves. To be consistent with the philosophy and the style of the school, proper attire will be required. Students should choose clothing that fits 100% within the guidelines listed. The latest fad or fashion may not fit the dress code. Students are to consider dress code compliance as part of the Student Code of Conduct. The administration reserves the right to review dress. Parents may be called to pick up students or provide a change of clothing for students in violation of dress code.

Schoolbelles offers a TMAACS-endorsed line of clothing that ensures styles and colors are consistent. While it is not mandatory to purchase uniforms through this supplier, it is mandatory that all Uniform Dress Code clothing meet these guidelines as illustrated in the catalog. TMAACS administration should not be able to identify whether Uniform Dress Code clothing was purchased from a local retailer or from Schoolbelles. All Uniform Dress Code clothing must meet the same guidelines.

The following is an outline of our Dress Code with the Schoolbelles item number listed for Uniform Dress Code items.

**Schoolbelles:** ..... **Phone:** (800) 548-3883 ..... **Website:** [www.schoolbelles.com](http://www.schoolbelles.com)  
*GIRLS (grades K-8)*

- **Girl's Navy Skirts and Jumpers**

**Approved:** Tunic-, shift-, round-neck, and v-neck jumper (1423, 1421, 1406, 1418), pleated, or kilt-style skirts, split skirts, (1518, 1521, 1525, 1529)

Navy knee-high socks with skirts

\*\*Skirts are not to be shorter than 2 inches above the knee

**Unacceptable:** Short skirts, mini skirts.

- **Girl's Navy Pants & Shorts**

**Approved:** Plain- or Pleated-Front Slacks (3265, 3266), Pleated-Front Walking Shorts (3267)

\*\*Dress shorts (mid-thigh length or below) are permitted when the temperature outside is 70 degrees or above, and in the months of August, September, May and June.

**Unacceptable:** Bell-bottom pants, baggy pants, hip-hugger pants, cargo pants, painter pants, pants with pockets and/or zippers on legs, denim, corduroy, camouflage, cut-offs, stretch pants, stirrups or leggings, non-TMAACS logos or insignias, flannel, fleece, low-rider pants, short shorts.

- **Girl's White Blouses, Knit Polo Shirts and Turtlenecks**

**Approved:** Broadcloth, Oxford Cloth, or Knit Shirt – short or long sleeve (1739, 1740 for K-5), (1750, 1751, 1770, 1771, 5705, 5706 for K-8)

White Turtleneck (5707)

**Unacceptable:** Shirts not tucked in, attached tassels, ties or frays, collarless shirts, colored trim on collar or cuffs, non-TMAACS insignia, colored undershirts, long sleeve undershirts under short sleeve shirts (except on Fridays), shirts open more than four inches from the neckline, spaghetti strap shirts, snaps, zippers, flannel, corduroy, camouflage, fleece, t-shirts, Henley shirts, muscle shirts, tank tops, sweatshirts, denim, garments that bare the midriff, sheer tops, crop tops, visible bra straps. No skin may be showing around the stomach area (all shirts must be long enough to be kept tucked in).

- **Girl's Plain Navy or Yellow Sweaters (with or without school name or insignia)**

**Approved:** Crew Neck, Long-Sleeve or Sleeveless V-Neck Pullover, Bulky Crew- or V-Neck Pullover, V-Neck Long-Sleeve Pullover or Cardigan, or V-Neck Sleeveless Cardigan Vest (1995, 1993, 1994, 1970, 1997, 1996, 5910, 5913, 5914, 5915)

**Unacceptable:** Non-TMAACS logos and insignia, Henley-style sweaters, polo-style sweaters, hoods, attached tassels, ties or frays, colored trim, snaps, sweatshirts, spaghetti strap tops, sheer sweater tops, crop top sweaters, camouflage, zippers on pockets, sweaters that bare the midriff, visible bra straps.

- **Navy Blazer**

**Approved:** Optional Navy Blazer (3822)

- **Girl's Accessories**

**Approved:** Navy knee-high socks (1601, 1602, 1605)

Crew Socks match pants or shorts (1651, 1653)

Opaque Tights (1603) Navy, White

Plain Dark Belt, without ornamentation or decoration (6308, 6310)

Traditional hairpieces are acceptable (Schoolbelles offers hairpieces 98, 99)

Continental tie (2825) Navy

Button on bow (2824) Navy

**Unacceptable:** Non-TMAACS logo and insignia, hats, bandanas, scarves, hoods, garments that bare the midriff, visible bra straps, studs on belts, belts with jewelry or multiple holes, body piercing (only female students are allowed to wear moderate earrings, earrings on boys are unacceptable).

- **Plain dark dress shoes**

**Approved:** Traditional tie-up dress shoes, loafers clean and in good repair

**Unacceptable:** Athletic shoes including black leather, boots (hiking, cowboy, construction, or snow), clogs, skater-style shoes (like Vans), sandals, flip-flops.

*BOYS (grades K-8)*

- **Boy's Navy Pants and Shorts**

**Approved:** Plain- or Pleated-Front, or Relaxed-Fit Trousers (5202, 5203, 7206), Pleated-Front Walking Shorts (3268)

\*\*Dress shorts (mid-thigh length or below) are permitted when the temperature outside is 70 degrees or above, and in the months of August, September, May and June.

**Unacceptable:** Baggy pants, cargo pants, painter pants, pants with pockets and/or zippers on legs, denim, corduroy, camouflage, bell-bottom pants, hip-hugger pants, cut-offs, stretch pants, stirrups or leggings, non-TMAACS logos or insignias, flannel, fleece, low-rider pants, short shorts.

- **Boy's White Dress Shirts, Knit Polo Shirts and Turtlenecks**

**Approved:** Broadcloth, Oxford Cloth, or Knit Shirt – short or long sleeve (5703, 5704, 5760, 5761, 5705, 5706)

White Turtleneck (5707)

**Unacceptable:** Shirts not tucked in, attached tassels, ties or frays, collarless shirts, colored trim on collar or cuffs, non-TMAACS insignia, colored undershirts, long sleeve undershirts under short sleeve shirts (except on Fridays), shirts open more than four inches from the neckline, snaps, zippers, flannel, corduroy, camouflage, fleece, t-shirts, Henley shirts, muscle shirts, tank tops, sweatshirts, denim, garments that bare the midriff, sheer tops. No skin may be showing around the stomach area (all shirts must be long enough to be kept tucked in).

- **Boy's Plain Navy or Yellow Sweaters (with or without school name or insignia)**

**Approved:** Crew Neck, Long-Sleeve or Sleeveless V-Neck Pullover, Bulky Crew- or V-Neck Pullover, V-Neck Long-Sleeve Pullover or Cardigan, or V-Neck Sleeveless Cardigan Vest (1995, 1993, 1994, 1997, 1996, 5913, 4914, 5915)

**Unacceptable:** Non-TMAACS logos and insignia, Henley-style sweaters, polo-style sweaters, hoods, attached tassels, ties or frays, colored trim, snaps, sweatshirts, spaghetti strap tops, sheer sweater tops, crop top sweaters, camouflage, zippers on pockets, sweaters that bare the midriff.

- **Boy's Accessories**

**Approved:** Crew Socks (1651, 1653) Navy

Plain Dark Belt, without ornamentation or decoration (6308, 6310)

Tie (4827-1527)

**Unacceptable:** Non-TMAACS logo and insignia, hats, bandanas, scarves, hoods, garments that bare the midriff, studs on belts, belts with jewelry or multiple holes, body piercing (only female students are allowed to wear moderate earrings, earrings on boys are unacceptable).

- **Plain Navy Blazer**

**Approved:** Optional Blazer (3822)

- **Plain dark dress shoes**

**Approved:** Traditional tie-up dress shoes, loafers clean and in good repair

**Unacceptable:** Athletic shoes including black leather, boots (hiking, cowboy, construction, or snow), clogs, skater-style shoes (like Vans), sandals, flip-flops.

Note For All Students

Jackets and coats will not be worn in the classroom. Each student should have a plain navy sweater (meeting Uniform Dress Code standards) to wear in the classroom during cold weather. The TMAACS zip-up hoody sweatshirt is approved for every-day dress code.

### **Friday Spirit Wear**

TMAACS Spirit Wear may be worn on Fridays throughout the school year. Spirit Wear clothing items are made especially for TMAACS with our name and logo printed or embroidered, and may be purchased through the school during special order times. Approved Spirit Wear items include TMAACS sweatshirts, TMAACS navy pullover or zip-up fleece tops, navy v-neck TMAACS windbreakers, TMAACS sport and academic team shirts and TMAACS Varsity letter jackets.

Unacceptable attire for Friday Spirit Wear days: Non-TMAACS logos and insignia, athletic shoes including black leather, boots (hiking, cowboy, construction or snow), skateboard-style shoes (e.g. Vans), hats, bandanas, scarves, hoods, sandals, clogs, shirts not tucked in, non-TMAACS sweatshirts, flannel, muscle shirts, T-shirts (other than from TMAACS sports or academic teams or clubs), cargo pants, denim clothing items, baggy pants, corduroy, Henley shirts, camouflage clothing, cut-offs, cargo pockets with or without zippers, spaghetti straps, skimpy dresses or garments that bare the midriff, low-rider pants, clingy stretch pants, stirrup pants, leggings, crop tops, sheer tops, visible bra straps or body piercing (only female students are allowed to wear moderate earrings, earrings on boys are unacceptable).

### **Casual Dress**

Most clothing that is clean, neat and in good taste is acceptable. Casual dress can be worn for athletic contests or work sessions that occur after the regular academic hours. Shorts and culottes must be worn at mid-thigh level or below, and skirts must be worn 2 inches above the knee or lower.

### **Grooming**

As with the dress regulations, the focus of grooming is on neatness, good hygiene, and good grooming that avoids extremes and fads, and which is consistent in spirit and in letter with the standards, philosophy and style of the school. Wigs may not be worn by either boys or girls unless warranted for health reasons.

#### Boys

From the opening day of school on, hair must be shaped to the head and trimmed so that the hair is above the collar, preferably with some of the ear exposed. Hair is to be maintained so that it is neat and well-groomed at all times, avoiding bizarre styling and maintaining natural hair colors. Ponytails and Mohawks are not allowed. If hair is to be worn over the forehead, it is to be cut above the eyebrows. No mustaches or beards (full or partial) are allowed. Sideburns should not extend below the earlobe, nor onto the cheek. Boys must be clean-shaven at all times. Body piercing and Earrings are specifically prohibited on campus or at off-campus school events.

## Girls

Hair must be maintained so that it is neat and well groomed at all times, avoiding bizarre styling and maintaining natural hair color. Make-up may be used moderately and in good taste. Excessive jewelry which attracts undue attention is not permissible. Body piercing is specifically prohibited on campus or at off-campus school events (only female student are allowed to wear moderate earrings).

## **BEHAVIOR AND DISCIPLINE**

### **Merits and Demerits**

To help create and maintain a culture of self-discipline, accountability and responsibility, The Midland Academy uses a Merit and Demerit system to encourage students to be responsible for their choices and behaviors. Merits are used to recognize when students fulfill these expectations. Students earn Demerits when they violate the terms or do not fulfill these expectations. Because we believe in the importance of communication with parents regarding the education of their children, we send parents an email when their child receives a Merit or a Demerit.

We do realize there may be instances wherein a student might show a spontaneous, yet inappropriate reaction to a situation, and that reaction may result in a Demerit. However, depending upon the severity of the reaction and the sincere remorse of the student for that reaction, the Demerit, at the Dean's discretion, may be erased. The student may be asked to complete a school service project or perhaps write an essay or perform some other appropriate reparation. These terms are communicated to the parent when the agreement is made by the student and the Dean.

### **Code of Conduct (Age of Consent)**

Students of the Age of Consent give The Midland Academy the right to notify parents and guardians as their representative who will receive academic grades, progress, awards, and violations of the Student Code of Conduct at the discretion of The Academy.

### **Policy of Non-Discrimination**

All students will have an equal opportunity to learn. No student shall on the basis of race, creed, color, national origin, age, sex, marital status or disability be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program. The Midland Academy of Advanced and Creative Studies' policy of non-discrimination makes every effort to comply with requirements and objectives set forth in the Elliott-Larsen Civil Rights Act, the Michigan Handicappers' Civil Rights Act and Section 1300a of Public Act 1993, No. 335, section 1.

### **Citizenship**

Students must come to class in the approved dress code, be prepared and on time. Not only is it important for a student to come to class prepared, but it is also important that the student cooperate, take part in class discussions and share information. Students are expected to adhere to the Student Code of Conduct and show respect for peers and authority as well as not disrupting classroom learning activities.

### **Class Time**

Students who finish their desk work shall remain quiet and productive until the bell rings.

## **Pledge of Allegiance and National Anthem**

Students will be asked to participate in the Pledge of Allegiance and the National Anthem. Students are expected to stand and be respectful during this time. If there are religious or other concerns in regard to this participation, we ask parents to contact the front office.

## **Facility Cleanliness**

Students, parents, and staff are accountable for the cleanliness of the facility. ("Cleanliness is viewed not only as a condition but also as an attitude.")

## **Courtesy in Assemblies**

The Midland Academy provides assemblies to broaden the knowledge and experience of the students by providing guest speakers, movies, music, discussions and announcements. During assemblies:

- Students should enter the gym quietly and remain quiet during the entire assembly. Students will be seated with their classroom teacher unless otherwise instructed by the teacher.
- Students should give the speaker their undivided attention.
- Students should applaud in a cultured refined manner when they enjoy something.
- Students should not boo or whistle regardless of their opinion of the program or leave the gym during the assembly.
- Students must show courtesy and respect in word and action.
- Students are expected to be courteous and respectful and must stand for the Pledge and National Anthem.
- Students must stand when presenting a question or comment.

## **Hallway Etiquette**

Students should be in the halls only at the beginning and close of school and when moving from one class to another unless they have special permission or special duties. To be respectful to students who are engaged in the educational process, a soft voice should be utilized. Students in the halls during class time must have written authorization from a faculty member. Students are expected to be courteous at all times and to keep to the right when moving in the halls and between buildings. Neither running or shouting in the halls or between buildings is permitted. Students who are found in the halls without authorization are subject to disciplinary action. Students must show their passes to teachers on duty.

## **Physical Displays of Affection**

Students are expected to act as gentlemen and ladies in their relationship to one another. Displays of physical affection are not acceptable.

## **Respect**

Students are expected to obey and to show respect at all times to members of the faculty and staff, fellow students, school property and to visitors. Students must maintain attitudes of honesty, courtesy and kindness at all times.

## **Instructional Disruptions**

Students may not bring items to school that may disrupt the instructional program. Any item a student brings to school that disrupts instruction will be taken from the student and stored until a parent comes to the school to pick them up. The school is not responsible for items collected

from students. Personal music players are not permitted during academic hours unless authorized by administration (their use is permitted before and after school or during lunch).

### **Swearing**

Swearing, obscene language and gestures are forbidden.

### **Bullying and Cyberbullying**

Bullying is the abuse of a student inducing fear of being harmed by another student (i.e., physical, emotional, verbal). Bullying in any form is strictly forbidden and will not be tolerated. It disrupts the learning environment and adversely affects the quality of a student's education. It harms the victim, the students exposed to it, and in many cases, the actual bully. Since the advent of the Internet and personal electronic communication devices, the definition of bullying has expanded to include cyberbullying.

Cyberbullying is defined as the use of information and communication technologies - such as e-mail, cell phone, and page text messages, instant messaging, and defamatory personal Web sites and online personal polling sites - to support deliberate, hostile behavior intended to frighten or harm others.

Students are expected to follow three basic rules of courtesy and respect:

1. Any student who communicates either in-person or utilizing a communication device to another student with the intent to intimidate, harass, or coerce another person, or uses vulgar, obscene, profane, lewd or lascivious language to communication such harassment, or threatens an illegal or immoral act shall be subject to school disciplinary procedures.
2. Any student who communicates on school grounds or at a school-related function the intent to intimidate, harass, or coerce another person, or uses vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or threatens an illegal or immoral act shall be subject to school disciplinary procedures.
3. In any instance in which a student creates either in-person or utilizing a communication device a climate of fear and/or causes a substantial disruption of the work of the school or impinges on the rights of other students, the person committing the act shall be subject to school disciplinary procedures..

### **Academic Integrity**

The Midland Academy is an academic community where knowledge, character and integrity of the students is important for the growth of the individual. Essential to the success of this education mission is a commitment to principles of ethical academic integrity. Every member of The Midland Academy community is responsible for upholding the highest standards of honesty at all times. Students, as members of this community, are also responsible for adhering to the principles and spirit of academic honesty at all times. Violations of honesty standards can result in denial of credit (F) in a course and can be referred for disciplinary action, which may include suspension or expulsion. Penalties are given at the discretion of Administration.

### **Academic Dishonesty**

Academic dishonesty is defined as the intentional using or giving of unauthorized aid on any work for which a grade is issued. This specifically includes quizzes, tests, examinations, compositions, term papers, reports on scientific experiments and any other unit of work that is submitted for a grade. Because courses differ in nature, methodology and subject matter, the

precise definition of “unauthorized aid” will vary from course to course, and sometimes from assignment to assignment.

Activities that have the effect or intention of interfering with education, pursuit of knowledge or fair evaluation of a student’s performance are prohibited. Examples of such activities include, but are not limited to, the following definitions:

1. **Cheating:** Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work, or preventing or attempting to prevent another from using authorized assistance, material or study aids. Examples: using a cheat sheet in a quiz or exam; altering a graded exam and resubmitting it for a better grade, etc.
2. **Plagiarism:** Using the ideas, data, or language of another without specific and proper acknowledgment. Examples: misrepresenting another’s work (paper, lab report, article, or computer work) as one’s own original creation and submitting it for an assignment; using someone else’s ideas without attribution; failing to cite a reference or use quotation marks where appropriate, etc.
3. **Fabrication:** Submitting contrived or altered information in any academic exercise. Examples: making up data for an experiment; fudging data; citing nonexistent or irrelevant articles, etc.
4. **Multiple submission:** Submitting, without prior permission, any work submitted to fulfill another academic requirement. Example: submitting the same paper for two different classes, etc.
5. **Misrepresentation of academic records:** Misrepresenting, tampering with or attempting to tamper with any portion of a student’s transcripts or academic record, either before or after coming to The Midland Academy. Examples: forging a registration form, tampering with computer records, etc.
6. **Facilitating academic dishonesty:** Knowingly helping or attempting to help another violate any provision of this code. Example: working together on a take-home exam or other individual assignment; transmission of unauthorized information from one student to another either on paper, electronically, or by other means.
7. **Unfair advantage:** Attempting to gain unauthorized advantage over fellow students in an academic exercise. Examples: gaining or providing unauthorized access to examination materials (either past or present); obstructing or interfering with another student’s efforts in an academic exercise; lying about a need for an extension on an exam or paper; continuing to write even when time is up during an exam; destroying, hiding, removing, or keeping library materials, etc.
8. **Computer crimes:** Damaging or modifying computer programs without permission. Examples: software piracy; hacking; constructing viruses; knowingly introducing viruses into a system; copying programs and data belonging to others, etc.

### **Policy on Sexual Harassment**

The Midland Academy of Advanced And Creative Studies will not tolerate any form of sexual harassment at school-related activities. Disciplinary action will be taken promptly against any member of the school district’s board of education, school district employee, supervisory or otherwise, or pupil engaging in unlawful sexual harassment directed against another employee or pupil.

### Complaint Procedure

1. Any employee or pupil who feels that he or she has been the victim of sexual harassment or any other form of harassment or discrimination should contact his or her immediate supervisor, or in the case of a pupil, the pupil, parent or guardian, should contact the administration, within fifteen (15) days of the alleged incident. This report can be oral or written, but a written and signed statement of the complaint must be submitted by the person making the complaint within three (3) days of the initial report before an investigation can proceed. If the alleged incident was initiated by the immediate supervisor of an employee, the employee should contact his or her next level of supervision. In the absence of an obvious next level of supervision, the report should be made to the administration of The Midland Academy of Advanced and Creative Studies.
2. Upon receipt of the written complaint, the person receiving the complaint will contact the person who allegedly initiated the sexual harassment, and inform that person of the basis of the complaint and the opportunity to respond within seven (7) days to the complaint in writing.
3. Upon receipt of the written response, the immediate or next level supervisor, after conducting a thorough investigation, will submit a copy of the complaint, the response and a written, confidential summary of the facts of the investigation to the administration. The administration, after conducting a thorough review of the facts of the investigation, including, if possible, interviews with all parties involved, will determine whether sexual harassment has occurred. All appropriate parties will be notified of the administration's decision.
4. A person's failure to report the occurrence of sexual harassment within fifteen (15) days may be deemed a waiver of any TMAACS action. Failure to file a written complaint within three (3) days of the verbal report will be considered a withdrawal of that report. If the person against whom the complaint of sexual harassment is filed fails to respond to the complaint within seven (7) days of notification, the complaint will be presumed to be true, and the appropriate disciplinary measure will be taken as circumstances warrant.
5. The school may apply appropriate disciplinary action up to and including termination from the Board of Education as regards Member of the Board of Education; Midland Charter Initiative may apply appropriate disciplinary action up to and including discharge will be taken as regards employees; as regards pupils, such discipline can include immediate suspension from all school activity for a period of at least three days and may result in a period of greater suspension or expulsion. The severity of the discipline will be determined by the nature and frequency of the offense, or other conditions surrounding the incident.

### **Smoking on Campus**

According to Michigan State Law, use of tobacco products is not permitted in the school building or on school grounds.

### **Weapons, Illegal Drugs and Controlled Substances**

The school and encompassing area and any school controlled external recreational facilities are alcohol, drug and weapon-free zones. By Contract with the students and parents, one violation of an alcohol, drug, or weapon rule may result in the expulsion of the student. "Fearing and learning are not compatible."

A student shall not possess, handle, create, illustrate or transmit any object or instrument that is, or looks like, a weapon (e.g. rubber knife, toy gun, etc.) or weapon paraphernalia, drugs or drug paraphernalia, or alcohol or alcohol paraphernalia unless authorized by the administration.

A student shall not threaten or cause physical injury to any student, school employee or other person (e.g. fighting).

Parents and guests are to refrain from consuming alcoholic beverages, use of tobacco products and illegal drugs while chaperoning students on campus, off-campus, or other school-sponsored trips.

Parents will not allow alcoholic beverages or other illegal drugs to be consumed by the student in their home, property or any other location organized by the parents or any family members. Parents are responsible to actively supervise any parties organized by themselves or any family members.

### **Search of a Student**

If an administrator or acting administrator determines that there is a reasonable suspicion to believe that a student is in possession of an object which can jeopardize the health, welfare or safety of that student, other students, staff, or administration, that student may be called to the office. Once in the office the administrator shall advise the student of the reason for the search and the student will be asked to empty items such as, but not limited to, pockets, purses, shoulder bags, backpacks and briefcases.

If the student refuses to cooperate, the administrator may notify law enforcement officials and inform them of the facts regarding the situation. Any further search of the student shall be at the discretion and under the control of the law enforcement officials.

### **Police in Schools**

If a student is to be questioned by a police officer, the school administrator shall use reasonable efforts to see that:

1. The interrogation takes place privately in the office of a school official in the presence of an administrator or his/her representative.
2. The student has been notified of his/her rights.
3. A record of the interrogation will be compiled for the future use of the police, the school and the student, parent, guardian.
4. When students are removed from school for any reason by law enforcement authorities, reasonable effort will be made to notify the parents or guardian.

### **Discipline**

Good behavior is expected from students at all times. Teachers and administrators are committed to guiding and assisting students in learning. It is not expected that a disproportionate period of time be spent on student discipline.

The school may employ discipline as it deems wise and expedient (i.e., reprimand, disciplined detention, in-school parent supervision, out-of-school parent supervision, suspension, Saturday

school, expulsion, etc.). Listed below, under behavior offenses, is a sampling of disciplinary actions, and is not to be considered exclusive. Students may be required to correct their actions.

At any time during the disciplinary action an administrator or designee may enter into a written contract with the student and parents setting forth the parties' agreement in settlement of the disciplinary charges. In such case, the written settlement shall not be later challenged by the student and/or his or her parents.

A student who is on suspension or expulsion shall not participate in, or attend any school related activities, sports, functions or events held on or off school property without the permission of an administrator. A student who is on school property without permission shall be deemed to be trespassing and will be requested to leave.

The School reserves the right to reprimand and discipline any child who fails to comply with the established regulations and disciplines of the school including expulsion.

### **Special Needs Students**

A special needs student may be suspended if guilty of a violation of the school rules, but may not exceed ten (10) days unless the student's placement and special needs condition are reviewed by a committee made up of a school administrator, faculty and other designated individual that may provide services. Disciplinary action, including suspension for more than 10 school days in a school year or expulsion of a student with a disability shall be in accordance with all applicable laws.

### **Exile**

The term "exile" as it is used at The Midland Academy has two meanings. A student may be exiled to (i.e., reprimand, disciplined detention, in-school parent supervision, out-of-school parent supervision, suspension, Saturday school, expulsion, etc.), or from a place or person. A student who becomes involved in disciplinary difficulties in a particular locality or with an individual may be exiled from that locality or individual for a certain period of time. A student who fails to complete an assigned task on schedule may be exiled to a specific locality until that task is accomplished. While on exile, a student is expected to work on the assignment for which he or she is exiled or other duties. Once the assignment or duty is completed, the student may be released by the faculty member who assigned the exile.

### **Disciplinary Dismissal**

To ensure the health and safety of students, parents and employees, and to prevent the threat or possible threat to the educational process, a student may be reprimanded, disciplined, suspended or expelled from The Academy if he/she had a prior act, or acts of misconduct committed during or outside of school hours and on or off school premises when the student was not enrolled in The Midland Academy, currently enrolled in The Midland Academy or enrolled in another school district. This includes use of school technology, telecommunications, networks, accounts or other services.

The Midland Academy can only offer the opportunity for each student to develop his or her personal academic potential. Students are expected to abide by the standard and rules since attendance at The Midland Academy is a privilege and not a right. Students found not to be in harmony with these standards and rules will be requested to withdraw from the school.

When the parents and student will not cooperate with the administration of the school or when the student's attitude, conduct or lack of effort makes it inadvisable for the student to remain at The Midland Academy, and a behavior contract has been breached, the student can be dismissed from The Midland Academy.

## **Disciplinary Procedures**

Disciplinary procedures for behavior offenses include:

### Reprimand and Discipline

Disciplinary procedures include students to correct their behavior and actions. Students will be held accountable for the cleanliness of the facilities. This list of discipline procedures is not exhaustive and the level and order of discipline imposed on any violation may vary.

### Demerit

Infractions of our codes and rules are taken very seriously and individual infractions are recorded. Students earn Demerits when they violate the terms or do not fulfill these expectations. Any student who habitually violates the Contract, or Code of Conduct will, after ten (10) Demerits, lose the privilege of attending school for one day (two days for twenty (20) cumulative Demerits, etc.).

### Exile

The term "exile" as it is used at The Midland Academy refers to a time when a student may be exiled, removed from school for a period of time as a disciplinary action which may be a result of accumulated demerits. While on exile, a student is expected to work on class assignments.

### Detention

Disciplinary actions may include loss of privileges. If a student receives detention for breaking the same rule, the disciplinary procedures may be cumulative.

### In-School Supervision

In-school supervision is a disciplinary action which may be assigned at the direction of administration. During in-school supervision the student's parent/guardian attends school with the student (administrative intervention may be applied at any time).

### Out-of-School Supervision

Out-of-school supervision is a disciplinary action where the student is under the direct supervision of their parent/guardian during a regular school day.

### Saturday School

Saturday school is a disciplinary action available to the administration or their designee, and may be automatic for some offenses. Students are required to attend the designated time outside of the regular school day.

### Suspension

In-school or out-of-school suspension is a disciplinary action that is available to an administrator of the school and is automatic for some offenses. The administrator or designee may remove a student from school for a period of one (1) to ten (10) days. If a student receives suspension for breaking the rules, the disciplinary procedures may be cumulative and could result in temporary dismissal. Students suspended from school will be responsible for all homework and class work missed. The work must be completed by the time the student is reinstated. Students suspended from school will not be readmitted until a conference is held with the student and parent.

### Expulsion

Students may be expelled from the school for a period of more than ten (10) school days by an administrator. Expulsion is required in some cases and is automatic for extreme offenses. The following procedure will govern the expulsion process, and a written record will be kept.

- a. Written notice of charges against a student for which expulsion may be indicated will be supplied to the student and his/her parent or guardian. Included within this notice will be a statement of the time and place of the hearing.
- b. Parents or guardians will have the right to be present at the hearing and be represented by counsel (at the student's own expense).
- c. The student will be given an opportunity at the hearing to give his/her version of the facts and their implication. The student will be allowed to offer testimony of witnesses and other evidence.
- d. The student will be allowed to observe all evidence offered against him/her. In addition, the student may be allowed to question any witnesses.
- e. An administrator may conduct the hearing, and issue a written decision on the expulsion, alternatively, the administrator may conduct the hearing and bring his or her recommendation from the hearing to the Board of Directors for decision on expulsion; or the Administrator may refer the hearing and expulsion decision to the Board of Directors.
- f. If the administration brings their recommendation to the Board of Directors for decision, or if the Board of Directors conducts the hearing, the Board may go into closed session at the request of the parent, but the Board must act publicly, and take action in the public open meeting.
- g. The findings of the Board will be reduced to writing and sent to the student and his/her parent within five (5) school days.

During the period of expulsion, the student shall not participate in, or attend any school related academic programs, sports, activities, functions or events held on or off school property. A student who is on school property or at events without written permission from administration shall be deemed trespassing.

### **Behavior Violations and Responses**

The following contains a partial list of violations as well as penalties. Any student who commits an act of misconduct that is not listed is also subject to disciplinary action.

The following illustrative violations are divided into three (3) distinct levels: Level I Minor/Intermediate; Level II Major; and Level III Gross Misdemeanor/Felony. Each level, in increasing number represents an increasing level of severity and applicable response. High school and middle school consequences will be administered at the discretion of the appropriate staff members and administration.

#### **Level I**

##### Level I Minor/Intermediate Violations

A Level I violation is behavior that disrupts the educational process or interferes with teaching and learning. Level I violations disrupt or interfere with a student's own learning environment, attendance, or punctuality or disrupts or interferes with another person's right to an appropriate learning environment. A Level I violation may be reclassified as a Level II violation depending on the severity of the violation or the repetition of misconduct.

##### Level I Violations

- |                                    |   |
|------------------------------------|---|
| 1. Abuse of technology             | 2. Dishonesty                           |
| 3. Violation of academic integrity | 4. Not keeping hands or feet to oneself |
| 5. Physical displays of affection  | 6. Violation of dress and grooming code |

- |   |   |
|---|---|
| 7. Inappropriate use of technology                      | 8. Disrespectful attitude toward adults and peers         |
| 9. Insubordination/disruptive behavior                  | 10. Arguing   |
| 11. Tardiness/absenteeism                               | 12. Abuse of school passes including hallway and bathroom |
| 13. Truancy   | 14. Use of foul or obscene language                       |
| 15. Bullying  | 16. Possession of unauthorized articles                   |
| 17. Failure to serve detention                          | 18. Fighting  |
| 19. Forgery/supplying false information                 | 20. Gang activity   |
| 21. Sexual harassment                                   | 22. Hazing  |
| 23. Inappropriate use of motor vehicle                  | 24. Intimidation/personal threat                          |
| 25. Persistent misbehavior                              | 26. Unacceptable conduct during school-related activities |
| 27. Supply drugs or medications to another student      | 28. Possession of drug paraphernalia                      |
| 29. Tampering with/discharge of fire extinguisher       | 30. Disregard for personal property of others             |
| 31. Theft, possession or transfer of property to others | 32. Trespassing   |
| 33. Vandalism of school property                        | 34. Violation of driving privileges                       |

Responses to Level I Violations

Staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention and school/parent/student contracts. Any of the following strategies and disciplinary actions may be used:

- |   |  |
|---|--|
| 1. Demerit                                  | 2. Change in student's class schedule                              |
| 3. Confiscation of inappropriate items      | 4. Cleaning duty   |
| 5. Corrective action                        | 6. Conflict resolutions  |
| 7. Daily/weekly progress reports            | 8. Referrals and conferences involving supports staff or agencies  |
| 9. Detention                                | 10. Denial of participation in class and school related activities |
| 11. In-school supervision                   | 12. Discipline   |
| 13. In-school suspension                    | 14. Out-of-school supervision                                      |
| 15. Out-of-school suspension                | 16. Saturday school  |
| 17. Reprimand                               | 18. Restitution/restoration  |
| 19. Other intervention strategies as needed | 20. School service assignments                                     |
| 21. Parent conferences                      | 22. Parent contact   |
| 23. Police notification                     | 24. Denial of driving privileges                                   |
| 25. Long-term suspension or expulsion       |  |

**Level II**

Level II Major Violations

Level II violation disrupts or interferes with the effective functioning of the school. Level II violation behavior is of an aggravated nature, which may or may not have an unlawful nature.

Level II Violations

- |                          |   |
|--------------------------|---|
| 1. Theft                 | 2. Vandalism  |
| 3. Breaking and entering | 4. Burglary or larceny, possession and transfer of property to others |
| 5. Disorderly conduct    | 6. Extortion  |
| 7. False fire alarms     | 8. Interference with school authorities                               |

- |   |  |
|---|--|
| 9. Persistent misbehavior   | 10. Possession, transmission, or concealment of dangerous weapons/dangerous instrument |
| 11. Possession, transmission, or ownership, sale, intent to distribute or use of alcohol and illegal drugs and paraphernalia  | 12. Possession or use of fireworks/explosives  |
| 13. Reckless driving  | 14. Physical display of affection  |
| 15. Sexual assault  | 16. Possession, transmission, or use of tobacco products and paraphernalia             |
| 17. Arson   | 18. Assault and battery against another student  |
| 19. Instructional disruptions   | 20. Academic dishonesty  |
| 21. Firearms/weapons violation  | 22. Criminal sexual conduct on school grounds  |
| 23. Violation of computer use guidelines and policies   | 24. Violation of academic integrity  |
| 25. Prior acts of misconduct committed outside of school hours on/off school premises when the student was enrolled/not enrolled in The Midland Academy or another district | 26. Violation of dress code  |
| 27. Leaving campus without permission   | 28. Excessive tardiness/unexcused absences   |
| 29. Violation of driving privileges   |  |

Responses to Level II Violations

Any of the following intervention strategies and disciplinary actions may be used:

1. Any school response to Level I violations
2. Automatic police notification
3. Long-term suspension or expulsion
4. Automatic expulsion/suspension

**Level III**

Level III Gross Misdemeanor/Felony Violations

A Level III Violation is behavior that is unlawful in nature, unless mitigating circumstances exist.

Level III Violations

1. Arson
2. Bomb threat
3. Use of and possession of intoxicating liquors and narcotics
4. Use of and possession of fireworks and explosives
5. Use of and possession of dangerous weapon and firearms
6. Criminal sexual conduct on school grounds

Response to Level III Violations

1. Any school response to Level I and Level II violations and/
2. Michigan Law requires the following response:
  - a. Automatic expulsion/suspension

Michigan law states that a student who is expelled for a Level III violation is expelled from all public schools in the state (except a strict discipline academy). A parent or guardian (or student

over the age of 18) may petition the school for reinstatement, but the student may not be reinstated before the end of the required expulsion period. It is the responsibility of the parent and guardian to locate a suitable educational program for the expelled student.

# THE MIDLAND ACADEMY PARENT-STUDENT-SCHOOL CONTRACT

**Student's Name:** \_\_\_\_\_

This document is a commitment on the part of parents, and the students, and the school to the formation of social and academic excellence in our schools. With the cooperation and dedication of the three principle partners (parent(s), school and student) excellence can be obtained. The level of effort, interest and motivation put forth by the three principle partners will determine the level of each student's success. Together we can improve teaching and learning.

This document outlines the rules, regulations and key commitments between the parent(s), school, and students.

## THE SCHOOL'S COMMITMENT TO STUDENTS AND PARENTS

### As an administrator, I pledge to:

- Create a welcoming environment for all students and parents.
- Provide a safe and orderly learning environment.
- Actively work toward the goal of achieving EXCELLENCE in our school.
- Reinforce the partnership between parents, students and staff.
- Communicate regularly with parents, students, and staff regarding the school's mission, philosophy, principles, key values, desired student achievements, programs, available services, achievements, needs, etc.
- Act as an instructional leader by supporting teachers in their classroom.
- Maintain and foster high standards of academic achievement and behavior.
- Understand, communicate and reinforce the rules and regulations of the school, including the Student Code of Conduct.

### As a teacher, I pledge to:

- Actively work toward the goal of achieving EXCELLENCE in our schools.
- Respect, love and encourage children, their ideas and their growth.
- Provide motivating and interesting learning experiences in my classroom.
- Maintain and foster high standards of achievement and behavior.
- Explain my expectations, instructional goals and grading system to students and parents.
- Read and reinforce the mission, philosophy, principles, key values, and desired student outcomes of The Academy.
- Communicate regularly with parents and students regarding student's progress in learning and behavior.
- Understand, explain and reinforce The Parent-Student Handbook, rules and regulations, and the Student Code of Conduct to the student and his/her parent(s).
- Communicate with each parent to ensure the best education possible.
- Reinforce the dress code.

## THE PARENTS' AND STUDENTS' COMMITMENT TO THE SCHOOL

### As a parent I pledge to:

- Provide adequate food and rest so my child is prepared to learn.
- Provide a quiet study time at home and encourage good study habits.
- Talk with my child about his/her school activities every day.
- Read, understand, adhere to and reinforce The Parent-Student Handbook, mission, philosophy, principles, key values, desired student achievement, rules and regulations, and the Student Code of Conduct.
- Read and agree to the computer use guidelines and policies.
- Be active in my child's education by attending conferences, reviewing school work communicating with teachers and being involved in school functions.
- Be active in the parental participation program by volunteering my time at the school.
- Help my child in any way possible to meet his/her responsibilities.
- Seek medical treatment including physicals and vision testing on a regular basis or as needed from a licensed medical professional.
- Reinforce the dress code.

### As a student I pledge to:

- Complete all assignments to the best of my ability.
- Come to school on time and prepared to work.
- Go to the public libraries to enhance my studies.
- Respect the rights of others to learn without distraction and disruption.
- Encourage other students to achieve.
- Show respect for people and property by not using profanity, stealing or vandalizing.
- Discuss with my parent(s) what I am learning in school.
- Read, understand, and adhere to The Parent-Student Handbook, mission, philosophy and principles, follow the key values, rules and regulations, Student Code of Conduct and achieve the desired student outcomes.
- Read and agree to abide by the computer use guidelines and policies.
- Show respect and cooperation with all adults in the school, using common courtesies of please and thank you.
- Refrain from using tobacco products, using drugs or alcohol.
- Adhere to the school dress code.
- Take personal responsibility for my actions.

\*\*Students of the age 18 or over give The Midland Academy the right to notify parents and guardians as their representative who will receive Academy grades, progress, awards, and violations of the Student Code of Conduct at the discretion of The Academy.

Student signature\_\_\_\_\_

Date\_\_\_\_\_

Parent/guardian signature\_\_\_\_\_

Date\_\_\_\_\_



**The  
Midland  
Academy**  
of Advanced  
& Creative Studies

4653 Bailey Bridge Road  
Midland MI 48640

(989) 496-2404  
Fax (989) 496-2466

**[www.midlandacademy.com](http://www.midlandacademy.com)**