



WEST MICHIGAN  
AVIATION ACADEMY

**Parent & Student Handbook 2021-2022**

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# School Leadership

## **West Michigan Aviation Academy Board of Directors**

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Kathleen Maine, Vice President

Clifford Maine, Secretary/Treasurer

Tandy Champion, Director

Rick Fiddler, Director

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## **Leadership Team**

Nicole Gasper, CEO

Meggan George, Director of Development & Marketing

Jaclyn Iacco, Dean of Academic & Student Services/Compliance Officer

George Pavey, Dean of Aviation & Engineering

Betsy Pott, Director of School Operations

Chris Williams, Dean of Teaching & Student Learning/Compliance Officer

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# West Michigan Aviation Academy Vision and Mission

## **Vision Statement**

Provide an innovative, professional and welcoming environment that inspires growth and ignites a passion for lifelong learning.

## **Mission Statement**

Provide a unique opportunity to explore high school education through

- a progressive and cutting-edge aviation program
- an advanced and multi-faceted engineering curriculum
- a caring, inquisitive, and passionate teaching staff

Grow and sustain a safe environment that encourages students to

- value relationships
- embrace diversity
- engage with their communities
- develop global awareness
- model professionalism

Maintain a rigorous education program, by challenging students to become

- self-motivators
- critical thinkers
- effective collaborators
- creative innovators

Prepare our students for success by

- fostering student accountability
- upholding high expectations
- exploring a variety of postsecondary options

Values: Empathy, Professionalism, Respect, Responsibility and Self-Motivation

# Admission and Enrollment

Admission and enrollment at WMAA are governed by the Academy's admission and enrollment policy and the practices and procedures that accompany the policy. Copies of both the policy and the practices and procedures are available at the Academy office and on the Academy's website.

## School Calendar 2021-2022

August 9-12, 2021	Freshman & New Student Orientation
August 12, 2021	Picture Day for 9 <sup>th</sup> Graders during Orientation
August 17, 2021	Registration & Picture Day for 10 <sup>th</sup> -12 <sup>th</sup> Graders
August 24, 2021	Freshman Parent & New Parent Orientation: 6-6:30pm
August 23, 2021	KCTC Classes Start
August 23, 2021	First Day of Classes
August 24, 2021	Freshman Parent & New Parent Orientation: 6-6:30pm
August 24, 2021	Freshman Parent/Teacher Open House: 6:30-8pm
August 27, 2021	WMAA Closed – No School
August 31, 2021	10 <sup>th</sup> -12 <sup>th</sup> Graders Parent/Teacher Open House: 7-9pm
September 3, 2021	WMAA Closed
September 6, 2021	LABOR DAY – No School
September 13, 2021	Post-Secondary Planning Night: 6-7pm
September 20, 2021	NHS Induction Ceremony: 7pm
October 7, 2021	Picture Retake Day
October 13, 2021	College Board Suite of Assessments for Grades 9-11. Dismiss at 11:30am
October 15, 2021	Mid Term Reporting
October 22, 2021	Staff Professional Learning – No School
October 25 & 27, 2021	Parent-Teacher Conferences: 5-8pm
October 28, 2021	Parent-Teacher Conferences: 1-3:30pm – Students Dismissed at 11:30am
October 29, 2021	WMAA Closed
November 24-26, 2020	Thanksgiving Break – WMAA Closed – No School
December 13-16, 2021	Semester Exams
December 17, 2021	Records Days – No Students/Make-Up Exam Day Pending Snow Day
Dec. 20, 2021-Jan. 2, 2022	Winter Break – No School
January 3, 2022	Classes Resume & Second Semester Begins
January 17, 2022	Martin Luther King Holiday – No School for Students – Staff Professional Learning
February 21-22, 2022	Mid-Winter Break – WMAA Closed
March 11, 2022	Mid Term Reporting
March 18, 2022	Staff Professional Learning – No School
April 1-8, 2022	Spring Break – WMAA Closed
April 11, 2022	Classes Resume
April 13-15, 2022	State Mandated/WMAA Graduation Requirement Testing Days
April 29, 2022	Staff Professional Learning – No School
May 16-19, 2022	Senior Exams
May 20, 2022	Senior Breakfast
May 26, 2022	Graduation
May 30, 2022	Memorial Day – WMAA No School
June 6-9, 2022	Semester Exams
June 10, 2022	Teacher Records Day

## Daily Class Schedule

Time	Period	Transition
8:00am – 9:30am	1 <sup>st</sup> /5 <sup>th</sup>	9:30am – 9:40am
9:40am – 11:10am	2 <sup>nd</sup> /6 <sup>th</sup>	11:10am – 11:20am
11:20am – 1:20pm	3 <sup>rd</sup> /7 <sup>th</sup> & Lunch	1:20pm – 1:30pm
1:30pm – 3:00pm	4 <sup>th</sup> /8 <sup>th</sup>	Dismissal

## Graduation Requirements

WMAA will meet all high school curriculum requirements under Michigan state law. It will offer the Michigan Merit Curriculum. A total of 26 credits are required for graduation from WMAA, with the following specific requirements:

Subject Area	Credits	Fulfillment Options
Mathematics	4 credits	Through Algebra II. All students must take a math class during their senior year.
English	4 credits	English course each year
Science	3 credits	1.0 credit in Chemistry, 1.0 credit in Physics and 1.0 credit in Biology
Social Studies	3 credits	1.0 credit World History, 1.0 credit US History, .5 credit Government, and .5 credit in Economics
Physical Education	.5 credit	
Health	.5 credit	
Visual, Performing or Applied Arts	1 credit	
World Language	2 credits	Two years of the same world language
Electives	8 credits	Aviation and elective courses
Community Service Requirement		100 hours
Junior Testing Requirement		Good faith effort in required State of Michigan Assessments
<b>TOTAL</b>	<b>26</b>	<b>Minimum Credits Required</b>

## **Grade Level Placement**

Students at West Michigan Aviation Academy, enrolled in seven academic classes plus a LIFT hour per semester, have the possibility of earning over seven credits per year. To encourage students to make continuing progress toward graduation, credit requirements have been established for grade level placement. The number of credits earned will determine the grade level placement and the grade classification for each student. Guidelines for minimal progress toward graduation are as follows:

- For a student to be in 10<sup>th</sup> Grade - Student must have earned a minimum of **5 credits.**
- For a student to be in 11<sup>th</sup> Grade - Student must have earned a minimum of **11 credits.**
- For a student to be in 12<sup>th</sup> Grade - Student must have earned a minimum of **18 credits.**

Grade level placement will be determined prior to the start of each new school year. Students may not change grade levels during the school year. Students who fail to advance to the next grade level will be affected in terms of:

- Locker assignment
- Yearbook photo designation
- Grade level meetings or assemblies
- Class offices and Student Council

Any student who withdraws from school for any period of time will be enrolled at the appropriate grade level based on earned credits at the time of re-enrollment.

All students new to WMAA will be assigned to a grade level based on credits earned and accepted by WMAA.

Final grade placement will be determined by the school's CEO.

## **Testing Out Policy**

West Michigan Aviation Academy, in compliance with the School Code of Michigan, will allow students to "test out" of any course or subject credit area. These tests will be a sound demonstration that a student meets or exceeds the content expectations associated with the subject credit area. Because some end-of-year tests do not serve as comprehensive measures of content and skill "mastery" as expressed in the Michigan School Code, students may be required to demonstrate a reasonable degree of mastery either through a written examination, written papers, projects, portfolios, or other comparable forms.

The following statements will apply to the testing out provision:

1. This policy will apply equally to all students at West Michigan Aviation Academy.
2. Course advancement, credit and/or waiver will only be granted for a final exam grade of C+ or higher. If there is no final exam, credit will be earned by exhibiting mastery through the basic assessment used in the course, which may consist of a portfolio, performance paper, project, and/or presentation. Mastery of course content must be demonstrated at the C+ or higher level.

3. Testing out of high school courses will count toward graduation requirement credit. Successful completion of the testing out provision will also count toward fulfillment of a requirement for a subject area or a course sequence.
4. Once credit is earned by testing out, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.
5. Credits earned through testing out will not be included in a computation of grade point average.
6. The Academy will establish reasonable times when testing out is available.

### **Timeline for Testing Out Option**

February 2022	Notification of process communicated.
April 29, 2022	Students must sign up for test out, indicating the course(s) a student wishes to test out of must be submitted to the school counselor.
June 7-9, 2022	Students may obtain a course syllabus and a description of what will serve as exhibition of mastery of the course outcomes. Texts and related materials will be made available from school counselor.
August 2022	Assessments for all courses will be administered.
August 2022	Notification of testing results will be provided to the student and parents.



# Graduating From West Michigan Aviation Academy

1. Graduation from West Michigan Aviation Academy implies that students have satisfactorily completed an approved course of study and that they have satisfactorily passed any examinations and/or other requirements established by the school.
2. It shall be the responsibility of the CEO and/or his/her designee to maintain a record system that will adequately provide the information necessary to assure that the above policy is enforced.
3. Only approved courses will be accepted for graduation. Course work taken anywhere but at West Michigan Aviation Academy must be approved in advance to prevent loss of credit through misunderstanding.
4. Prior credit earned from **accredited** schools is transferable, with the following exceptions: doctrinal religion courses; driver's education; service activities such as teacher, office, or library assistant.
5. Students enrolling in summer school for credit must have prior written approval from a West Michigan Aviation Academy dean or school counselor.
6. A student may repeat a course that s/he has taken and passed, but it will not be for credit. Although both grades will be recorded, only the higher grade will be used in computing the G.P.A. (grade point average).
7. KCTC coursework will transfer into WMAA as elective credit only.
8. Kent ISD programs (KCTC, KTC, Launch U) must meet the same grade requirements (70% or higher) as WMAA courses in order to earn high school credit.
9. Credit for high school courses taken in middle school can articulate as credit to West Michigan Aviation only if credit is documented on an official high school transcript.
10. Students, through approval of their parents, teacher, and counselor, may request to take a course on a Credit/No Credit basis rather than for a letter grade, but it is limited to one course per semester. It is wise to check with a counselor on the merits of doing so, especially if college admission is a factor.
11. Twenty-six credits, with specific departmental requirements, are needed to receive a diploma from West Michigan Aviation Academy. Students lacking not more than one credit at graduation time will be permitted to participate in commencement exercises, provided they are enrolled in summer school for the necessary credit. The diploma will be withheld until all graduation requirements have been fulfilled.
12. A personal curriculum may be developed for qualifying students who may be unable to meet certain Michigan Merit Curriculum requirements. Please see the Dean of Academic and Student Services regarding this possibility.
13. The Academy's deans and counselors will provide information and assistance to all students to enable them to develop a schedule of courses that will meet requirements for colleges, vocational schools, or any post-high school program selected by the student and her/his parents.

14. The following policies shall govern the graduation requirements of transfer students:
- a. Any student who attends West Michigan Aviation Academy during the entire senior year will be allowed to graduate from West Michigan Aviation Academy if s/he fulfills the graduation requirements of this school.
  - b. Any student who attends West Michigan Aviation Academy for only the last semester of the senior year will be allowed to graduate from West Michigan Aviation Academy if s/he fulfills the graduation requirements of this school, and the school s/he has transferred from refuses to grant a diploma.
  - c. Any student who has attended West Michigan Aviation Academy through the first semester of the senior year and then transfers to another school will be allowed to receive a diploma from West Michigan Aviation Academy and participate in the graduation exercises, if s/he fulfills all of the Academy's graduation requirements. This does not apply to a student who is expelled from West Michigan Aviation Academy.

Any exceptions to the policies stated above, although rare, can only be made by the school's CEO.

### **Selecting Classes**

The West Michigan Aviation Academy Board of Directors has established the following guidelines regarding a student's course load:

1. **All students, in all grades, are to be scheduled in seven classes plus a LIFT hour per semester.**
2. Requests for an exception to #1 will be examined on a case-by-case basis, taking into consideration what the student's parent, Dean of Academic & Student Services, and CEO believe is in the student's best educational interest.
3. A college preparatory curriculum consists of a MINIMUM OF FOUR ACADEMIC courses (English, mathematics, social studies, science, world language) each of the four high school years. The more selective the college one has in mind, the more rigorous the academic load should be, both in course difficulty and in number of classes taken.

### **Academic Progress Monitoring**

Twenty-six credits, with specific departmental distribution, are required to graduate from West Michigan Aviation Academy. Students are continually reminded by their counselor that they need to be aware of the number of credits they have and what specific requirements they must complete prior to graduation.

The End of Year Credit Check Letter is mailed home each June with the student's report card showing the number of credits earned as of that date. It is always wise to be proactive and know how many credits the student earns each semester.

The school operates with the following policy regarding who can and cannot participate at commencement.

*Students lacking **not more than one credit** at graduation time will be permitted to participate in commencement exercises, provided they are enrolled in summer school for the necessary credit. However, the diploma will be withheld until all graduation requirements have been fulfilled.*

The school counselor will monitor all students up to the day of the commencement ceremony. Only students who are within one credit of all graduation requirements at the time of graduation will be permitted to participate in commencement exercises provided they have a completion plan approved by their counselor.

Again, **be proactive**. Know how many credits your son or daughter has and what course requirements remain for graduation to be realized.

Any exceptions to the above stated policies, although rare, can only be made by the CEO.

## **Graduation-Related Topics**

### **1. Cap, Gown, Tassel, Etc.**

Jostens, Inc. has been chosen by the school to sell graduation items. Their representative will visit the school in the fall to distribute and explain their catalog to seniors. Orders are then taken and delivered to the school in the spring. The cap and gown and accessories must be ordered through Jostens, Inc. Measurements will be taken when the order is placed. **Be sure to try on the cap and gown when it is received to check the fit! It must be sent back immediately if a replacement is needed for the ceremony.** Hang on to your tassel. They are easily lost or misplaced.

Announcements, mugs, open house invitations, thank you notes, etc. can be ordered from Jostens, Inc. as well.

### **2. Baccalaureate**

The senior parents plan and organize Baccalaureate. The program is designed to be a traditional farewell for the class. Any senior may request to speak or perform. Auditions are then held with the senior class officers and representatives deciding on who will be part of the approximately one-hour program. Adults may also be asked to speak. Baccalaureate is held at a facility that is large enough to accommodate the seniors, their families, and friends. It is nondenominational and inclusive in nature. The event is a formal occasion with boys wearing jackets and ties and girls wearing dress outfits.

### **3. College Scholarships Earned by Graduates**

A listing of college scholarships and special awards earned by graduating seniors is included in the Commencement Program, provided a copy of the award notification **in presented to the senior counselor prior to April 29, 2022**. Awards, grants, or scholarships, which are part of a financial aid package, based on demonstrated financial need, are **not** included in this listing.

### **4. Commencement Ceremonies**

Graduation is held at Calvin University, inside the Spoelhof Fieldhouse at the Van Noord Arena. Older guests and those in need of special seating or parking should call the WMAA office at least one week in advance. A letter will be sent in late April reviewing the dress and behavior codes.

## 5. Top Academic Recognition

A variety of recognitions are given each spring to the top academic students in the senior class.

- At the Awards program in May, the top *Summa Cum Laude* students are recognized based on cumulative weighted grade point averages of 4.00 or above through seven semesters, the *Magna Cum Laude* students with a grade point average of 3.8-3.999 and the *Cum Laude* students with a grade point average of 3.5-3.799.
- At commencement, the students with the highest cumulative weighted grade point averages through the eighth and final semester of school will be recognized as the Top Ten students in the class. The school will not name a Valedictorian or Salutatorian.
- Various media outlets often request a Top Ten from each high school in the area. WMAA will respond to these requests by providing a list of the Top Ten students in the class based on a cumulative weighted grade point average at the time of the request, i.e. through seven semesters prior to commencement and through eight semesters following commencement.
- The Grand Rapids Press may request names and profiles of WMAA students for their Super Star recognition. WMAA will comply with the criteria established by the Grand Rapids Press and Grand Rapids Times.

## **Homework**

WMAA staff believes that homework is an important component of the educational process and seeks to accomplish the following objectives through regular and well-planned homework:

- Students will develop more self-direction and individual responsibility.
- Students will develop independent study skills.
- Students will become better organized.
- Students will learn to budget their time.

WMAA staff will develop homework guidelines, including make-up work, and provide them in the course syllabus.

## **Community Service**

WMAA staff believes that community service is an important component of the educational and developmental process and seeks to accomplish the following objectives through regular community service:

- Students will develop civic-mindedness.
- Students will develop independent work skills.
- Students will develop a sense of teamwork.
- The learning process will be expanded through experience beyond the school setting.

**Guidelines**

1. Students will complete an average of 25 hours of community service each academic year.
2. The Academy will coordinate community service activities for students each semester.
3. Students will keep a log of dates, times, locations, and nature of service.
4. Students are encouraged to work in groups of 3 or more to encourage teamwork.
5. Students may develop their own ideas for community service.

# Aviation Program

## Aviation Competitive Excellence (ACE) Awards

Students from each of the freshman, sophomore, junior, and senior classes will be afforded the opportunity compete and be recognized as ACE Award recipients. This award will highlight student academic excellence and overall character each month during the academic year. ACE Award recipients will receive a Certificate of Recognition as well as an aviation incentive flight in a WMAA Cessna 172. Students will be required to self-nominate themselves by submitting an award application to the WMAA Aviation Department. ACE Award guidelines and applications are located on the WMAA Aviation Department website. Application deadline: no later than the last Friday of each month. Late applications will not be accepted. Award recipients will be notified at the beginning of each month. Finally, students may apply each month of the academic year; however, they may only receive one ACE Award per academic year.

## Student Flight Training

Student flight training will be conducted in a WMAA Cessna 172 aircraft and will be limited to only those seniors that have successfully completed the WMAA Private Pilot Ground School class. Upon completion of ground school, students are eligible to conduct flight training in the fall of their senior year in an effort to solo (Completion of Stage I). Upon successful demonstration of aeronautical aptitude and obtaining a 70% or higher on the FAA Private Pilot Written Exam students will be extended the invitation to complete FAA Private Pilot training prior to graduation (Completion of Stage II & III). Additionally, students are expected to remain in good standing with the WMAA Student Code of Conduct, demonstrate sound maturity & decision making, adequate academic performance, and share the financial burden associated with flight training.

## WMAA Flight Training Center (FTC)

Students attending classes at the WMAA Flight Training Center (FTC) are expected to exit the main campus building through the main office exit. **Other exits during the normal school day are strictly prohibited.** Additionally, students exiting main campus will proceed left to the east side of WMAA and utilize the appropriate sidewalks to ensure a safe and orderly arrival to the FTC (horseplay will NOT be tolerated). **While crossing the main airport road, students will pay special attention to oncoming traffic ensuring to look both directions prior to crossing.** Students are expected to utilize the designated crosswalk area as well as appropriate use of the cross-walk visual signaling options. Students returning from the FTC to main campus shall adhere to these same expectations utilizing the sidewalks to the north and east side of main campus entering the building at the main office entry only. To the maximum extent possible, those students operating their own personal vehicles shall adhere to the expectation of "Park & Stay" as to minimize the amount of repositioning vehicle traffic on the WMAA campus during normal school hours.

# Student Code of Conduct

## Introduction

WMAA will address the academic needs of students through a quality education program. To be effective and to fulfill this goal, WMAA believes that students need a positive, safe, and orderly school environment in which learning can take place without disruption. There is a direct correlation between good school/classroom behavior and student achievement. Students who do not observe the rules of good conduct in the classroom or hallway are interfering with the maximum learning and safety of others, as well as minimizing their own opportunities to learn. Therefore, WMAA staff takes a very proactive role in enforcing the school's Student Code of Conduct outlined below.

Students are expected to conduct themselves at all times responsibly and respectfully. The WMAA campus and the internship sites are adult atmospheres at which business and classes are being conducted on a daily basis. Students should not only respect this, but are expected to use this environment as an opportunity to observe and learn.

WMAA is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success.

Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. The Student Code of Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct, age and grade level of the student, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school community, and any other relevant factors. The Student Code of Conduct will be administered fairly and as uniformly as practicable, without partiality or discrimination.

## When and Where the Student Code of Conduct Applies

The acts of misconduct and penalties listed below are applicable when a student:

- engages in a prohibited act on school property;
- engages in a prohibited act in a motor vehicle being used for a school-related purpose;
- engages in a prohibited act at a school-related activity, function or event;
- engages in a prohibited act off school premises, which act, in the judgment of the administration, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees or would endanger the proper functioning of the educational process;
- engages in a prohibited act when the student was not enrolled in the school or was enrolled in another school, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the school; or
- uses school telecommunications networks, accounts, or other Academy services and devices.

## **Expectations**

In order that WMAA may prepare each child for college and/or career success:

- The instruction and direction provided by staff members and volunteers must be followed at all times by our students.
- The school's property and materials must be kept clean, neat, and in excellent repair so all students and adults can benefit from their use. If a student damages school property or materials, the CEO will determine the cost and method of replacing what has been damaged.
- Students will use respectful language when writing or speaking.
- Students will be courteous and kind in their relationships with students, staff members, and other adults.
- Students will follow the required school dress code.
- Students will be punctual and in attendance at school each day.
- Students will be focused on learning. Students will pay attention and work diligently in class.
- Students will refrain from public displays of affection.

## **Acts of Misconduct**

Student misconduct is classified into three levels. In addition to these three levels of discipline, a teacher may suspend a student for his or her conduct in a class, subject or activity. The definitions of misconduct at each level are not all inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

### **Level I Violations**

Depending on severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.

- Cheating/Academic Misconduct: Plagiarizing (see Plagiarism definition), cheating, gaining unauthorized access to, or tampering with educational materials.
- Defacement of Property: Willfully defacing, or damaging property.
- Disorderly Conduct: Harassing others or misbehaving in a manner that disrupts the learning environment.
- Violation of Dress Code
- Insubordination: Ignoring or refusing to comply with directions or instructions given by Academy faculty member.
- Leaving School Without Permission: Students must have permission from a parent or Academy faculty member to leave campus.
- Skipping Class: Intentionally missing class while in school.



- Negligent or Improper Operation of Automobiles: Speeding, reckless driving, playing music too loudly are all examples of negligent and improper use of automobiles.
- Profanity, Offensive Language and/or Obscenity Toward Students or Academy Staff: Students may not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student or Academy staff.
- Sexual Harassment (Level I): Students may not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in Academy activities.
- Technology Abuse: Violation of WMAA's "Technology Use Guidelines."

## **Level II Violations**

Depending upon severity or repetition, a Level II violation may be reclassified as a Level III violation.

1. Bullying/Harassment/Intimidation: "Bullying, harassment or intimidation" means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying, harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act, that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, gender identity, weight, socioeconomic status, or by any other distinguishing characteristic.
2. Destruction of Property: Actions that impair the use or appearance of something or are destructive. Destruction of property includes but is not limited to defacing school books and classroom resources, personal or school property including automobiles.
3. Fighting
4. Improper, Negligent, or Reckless Operation of a Motor Vehicle (level II): Intentionally or recklessly operating a motor vehicle, so as to endanger the safety, health or welfare of others on school property.
5. Profanity and/or Obscenity Toward Staff: Verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any Academy staff members or adult volunteers.
6. Obsessive or repeated profanity and obscenity in the Academy building and classroom
7. Sexual Harassment (Level II): Unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, Academy district personnel or adult volunteers.
8. Theft or Possession of Stolen Property: A student may not, without permission of the owner or custodian of the property, take property or have in his or her possession property, which does not belong to the student.
9. Threat/Coercion: A student may not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.
10. Tobacco, Smoking & Vaping: A student may not possess, use, offer to buy or sell, or purport to buy or sell, cigarettes, tobacco, vapes, e-cigarettes, or any related materials or paraphernalia.

Possession of and/or use of cigarettes, tobacco, vapes, e-cigarettes and related paraphernalia is strictly prohibited on school grounds, in a school related vehicle or at any school related event. This policy applies to all tobacco, smoking, and e-cigarette products, including those that use nicotine and those that do not. (See the Tobacco, Smoking, & Vaping section of this handbook on page 32)

### **Level III Violations**

Depending on severity or repetition, a Level I or Level II violation may be reclassified as a Level III.

1. **Alcohol:** A student may not possess, use, offer to buy or sell, or purport to buy or sell alcohol while on school property, on a school-related vehicle, a school-sponsored event, or at an internship.
2. **Drugs:** A student may not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, or intoxicating substance while on school property, on a school-related vehicle, a school-sponsored event, or at an internship. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at the Academy.

NOTE: Drug-related behaviors pose an immediate threat to student safety. In all Level III drug-related cases, out of school suspension may be imposed for the first offense.

3. **Arson (Starting a Fire):** A student may not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in an Academy building, on Academy grounds or other Academy property, the Academy board or its designee may expel the student from the Academy permanently, subject to possible reinstatement, or may impose other appropriate discipline. See "Academy Responses to Level III Violations," below. MCL 380.1311(5). (MCL 380.1311[2]). "Arson" means a felony violation defined in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80).
4. **Extortion:** A student may not make another person do any act against his or her will, by force or threat of force, expressed or implied.
5. **False Fire Alarm or Bomb Report; Tampering with Fire Alarm System:** Unless an emergency exists, a student may not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on Academy property, or at an Academy-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student may not destroy, damage, or otherwise tamper with a fire alarm system in an Academy building. If a student enrolled makes a bomb threat or similar threat directed at an Academy building, other Academy property, or an Academy-related event, then the Academy board or its designee may suspend or expel the student from the Academy for a period of time as determined in the discretion of the Academy board, or its designee. See "Academy Responses to Level III Violations," below. (MCL 380.1311a[2]).
6. **Fireworks:** A student may not possess, handle, transmit, conceal, or use any fireworks or firecrackers.
7. **Interference with School Authorities:** A student may not interfere with administrators, teachers or other Academy personnel by threat of force or violence. Physical contact with Academy personnel by a student will be considered a serious violation of the Student Code of Conduct.

8. Physical Assault against Academy Personnel: A student may not physically assault another person. If a student enrolled commits a physical assault at the Academy against a person employed by, or engaged as a volunteer or contractor by the Academy board, then the Academy board or its designee may expel the student from the Academy permanently, subject to possible reinstatement under MCL380.1311a(5), or may impose other appropriate discipline. See "Academy Responses to Level III Violations," below. (MCL 380.1311a[1]). "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b], MCL 380.1311a[12][b]).
9. Physical Assaults against Students: Any student who commits a physical assault against another student while on school property, on a school-related vehicle, or at a school-sponsored activity or event may be suspended or expelled, depending on the circumstances, for up to one hundred eighty (180) school days. See "Academy Responses to Level III Violations," below. "Physical assault" is defined as intentionally causing or attempting to cause physical harm to another through force or violence. All students are subject to the Student Code of Conduct and its related disciplinary actions.
10. Robbery: A student may not take or attempt to take from another person any property, by force or threat of force, expressed or implied.
11. Sexual Assault: A student may not sexually assault another person. If a student commits criminal sexual conduct in an Academy building, on Academy grounds or any other Academy property, the Academy board or its designee may expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). See "Academy Responses to Level III Violations," below. "Criminal sexual conduct" means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).
12. Verbal and Written Assaults: Any student who commits a verbal assault against a school employee or a person engaged as a volunteer or contractor for the school while on school property, on a school-related vehicle or at a school-sponsored activity or event may be suspended or expelled, depending on the circumstances, for up to one hundred eighty (180) school days. See "Academy Responses to Level III Violations," below. "Verbal assault" is defined as an intentional display of force or communication that gives the victim reason to fear or expect immediate bodily harm. A bomb threat (or similar threat) directed at a school building, other school property, or a school-related event is also viewed as verbal assault. For the purpose of this policy, the areas of assault listed above, when placed in writing, recorded on tape, CD, or cell phone or transmitted by e-mail or a social networking site shall be viewed as written assault. All students are subject to the Student Code of Conduct and its related disciplinary actions.
13. Weapons: Dangerous Instruments: A student may not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors; or box cutters.

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

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

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

State law permits the Academy board or its designee to permanently expel from the Academy, subject to possible reinstatement, or to impose other appropriate discipline upon a student who possesses a “dangerous weapon” other than a “firearm” in a “weapon-free school zone.” (MCL 380.1311[2]). See “Academy Responses to Level III Violations,” below. Furthermore, the Academy will contact local law enforcement as required by law.

The Academy board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following factors:

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

There is a rebuttable presumption under state law that permanent expulsion for possession of a firearm or another dangerous weapon is not justified if the student establishes at least one of the four factors described above in a clear and convincing manner, and the student has no history of suspension or expulsion.

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

“Academy property” means a building or property used for Academy purposes to impart instruction to children or used for functions and events sponsored by the Academy, except a building used primarily for adult education or college extension courses. (MCL750.237a). If a dangerous weapon is found in the possession of a student while the student attends the Academy or an Academy activity the CEO or designee, shall immediately report that finding to the student’s parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

15. Weapons: Use of Legitimate Tools as Weapons: A student may not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

## **Violations of the Student Code of Conduct**

### **Academy Responses to Level I Violations**

The Academy will address student misconduct in a variety of ways, depending upon the severity of the offense. All teachers have the authority to suspend a student for his or her conduct in a class, subject or activity for up to one day. Academy administrators and staff may use appropriate intervention strategies including, but not limited to any of the following intervention strategies and disciplinary actions:

- Administrator/student conference or reprimand
- Administrator and teacher-parent/guardian conferences
- Referrals and conferences involving various support staff or agencies
- Daily/weekly progress reports
- Behavioral contracts
- Positive Behavior Support Plans (PBSPs)
- Restorative Practices
- Student programs for conflict resolution and peer mediation
- Change in student's class schedule
- Academy service assignment
- Confiscation of inappropriate item
- Programs for anger management and violence prevention
- Restitution/restoration
- In cases of persistent disobedience, a short-term suspension from one (1) Academy day up to and including ten (10) Academy days.

### **Academy Responses to Level II Violations**

Depending upon severity or repetition, a Level I violation may be reclassified as a Level II violation. Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances.

- Any school responses to a Category I violation, listed above
- Short-term suspension for one (1) Academy day, up to and including ten (10) Academy days
- Recommendation to the Academy Board of Directors or its designee for long-term suspension or expulsion
- Law enforcement agency notification
- Denial of driving privileges

## Academy Responses to Level III Violations

In addition to any or all of the intervention strategies or disciplinary actions already identified, the Academy will impose the discipline required by state law and make the law enforcement referrals also required by state law.

Discipline for Level III violations is subject to the following requirements of state law, as provided in MCL 380.1310d:

- A. Except as specifically provided in this policy, before a student may be suspended, expelled, or permanently expelled, the Academy's CEO or designee, or the Board, shall consider each of the following factors:
1. the student's age;
  2. the student's disciplinary history;
  3. whether the student is a student with a disability;
  4. the seriousness of the violation or behavior committed by the student;
  5. whether the violation or behavior committed by the student threatened the safety of any student or staff member;
  6. whether restorative practices will be used to address the violation or behavior committed by the student; and
  7. whether a lesser intervention would properly address the violation or behavior committed by the student.

The fact that consideration of these factors has occurred shall be documented in the record of the disciplinary decision. The CEO shall develop an appropriate checklist to be used to document consideration of these factors.

- B. Except as provided in subsection (C), below, the Academy has discretion over whether to suspend, expel or permanently expel a pupil. In exercising this discretion, there is a rebuttable presumption that a suspension, expulsion or permanent expulsion is not justified unless administration can demonstrate that it considered each of the factors listed in subsection (A), above.
- C. The obligation to consider the factors listed in subsection (A), above, and the presumption identified in subsection (B), above, shall not apply to a student being permanently expelled under state law for possessing a firearm in a weapon-free school zone.
- D. The Academy shall consider using restorative practices as an alternative or in addition to suspension or expulsion of a student. If the Academy suspends or expels a student, the Academy shall consider using restorative practices in addition to suspension or expulsion. The obligation to consider restorative practices shall not apply to a mandatory expulsion for possession of a firearm in a weapon-free school zone.
- E. "Restorative practices" means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. Restorative practices shall be considered as an alternative or in addition to suspension or expulsion of a student. The CEO shall establish procedures for the use of restorative practices within the Academy.

NOTE: Drug-related behaviors pose an immediate threat to student safety. In all Level III drug-related cases, out of school suspension may be imposed even for the first offense.

In the event a student is permanently expelled for possession of a dangerous weapon in a weapon-free school zone, arson in an Academy building or on Academy grounds, or criminal sexual conduct in an Academy building or on Academy grounds, the Academy board shall ensure that, within three days after the expulsion, an official of the Academy refers the individual to the appropriate county department of the family independence agency or county community mental health agency, and notifies the individual's parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, notifies the individual of the referral. (MCL 380.1311[4]).

## **Due Process Procedures**

### **Introduction to the Rules of Due Process**

The following due process procedures govern only the suspension, expulsion or permanent expulsion of a student from the Academy's regular educational program. Discipline in the form of legally appropriate administrative intervention is solely within the discretion of the CEO and is not subject to the procedures of due process as provided in this Student Code of Conduct.

If a student charged with violation of this Code of Conduct has been returned to the regular school program pending a due process hearing and decision, then such action of reinstatement shall not limit or prejudice the Academy's right to suspend, expel or permanently expel the student following a due process hearing.

The administration reserves the right to address acts of misconduct, or to supplement any disciplinary action, through the implementation of a "Corrective Action Plan", which is defined as a written document that identifies the misconduct and the steps to be taken to help a student to overcome inappropriate behavior. Such a plan may include a behavioral contract.

The Board shall appoint annually its Designee(s) to hear discipline matters involving a recommendation of a long-term suspension or expulsion.

### **Teacher Suspension**

All teachers have the authority to suspend a student for his or her conduct in a class, subject or activity for up to one day. The only due process for such a suspension shall include:

1. The teacher shall notify the student of the misconduct resulting in the suspension, and
2. The teacher shall give the student the opportunity to explain his/her conduct.

### **Imposition of Suspension, Expulsion or Permanent Expulsion Generally**

As a general rule, prior to any suspension, expulsion or permanent expulsion of the student, the CEO or designee shall provide the student with the following due process:

1. The CEO shall inform the student of the charges against him/her, and, if the student denies the charges, the CEO shall provide the student with an explanation of the evidence the CEO possesses.
2. The student shall be provided an opportunity to explain to the administrator his/her version of the facts.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the CEO may immediately remove the student, and as soon thereafter as reasonable, provide the student with his/her due process rights as set forth above. A student may also be removed from school pending investigation for no more than the time needed to complete the investigation, or as necessary to defuse a situation that could become worse without such a removal. A removal from school pending a hearing or investigation, or for other reasons, does not constitute discipline, although if the incident that prompts the removal results in discipline the time during which the student has been removed shall be credited to any disciplinary time imposed.

### **Suspension of Ten (10) School Days or Less**

If, after providing the student with his/her due process rights, the CEO determines that the student has engaged in a prohibited act under this Student Code of Conduct that warrants a disciplinary penalty of a suspension not to exceed ten (10) school days, then he/she may impose such a suspension. The CEO, or designee, shall inform (in person or by phone) the student's parent/guardian of the suspension and of the reasons and conditions of the suspension. A decision to impose a penalty of up to ten (10) school days with prior approval of the CEO, is final and not subject to further review or appeal.

### **Long Term Suspension, Expulsion, and Permanent Expulsion**

A long-term suspension is the exclusion of a student from the Academy for greater than ten (10) but not more than sixty (60) days.

An expulsion is the exclusion of a student from the Academy for more than sixty (60) days, but not permanently.

A permanent expulsion shall be the permanent exclusion of a student from school for disciplinary reasons and the severance of all rights and responsibilities to that student. Students who are expelled permanently may petition for reinstatement under the "Reinstatement" provisions described below.

Acts of misconduct warranting long-term suspension, expulsion or permanent expulsion require that the student be removed from school for up to ten (10) days pending the hearing.

### **Discipline Hearing for Long-Term Suspension or Expulsion**

- a. **Notice:** If a student is charged with a violation of the Student Code of Conduct carrying a consequence of long-term suspension or expulsion, WMAA shall notify the student and parent in writing by registered mail. The written notice shall state:
  - i. the nature of the violation,
  - ii. the proposed consequence, and
  - iii. the student's and parent's right to a due process hearing at a specified time and place to determine
    - (i) whether a violation occurred and
    - (ii) whether the consequence of such violation merits the imposition of a long-term suspension or expulsion.
  - iv. the right of the student and parent (and an advocate of their choice and at their expense) to participate in the hearing,
  - v. the right of the student to hear and/or see the evidence offered against him or her during the hearing,
  - vi. the right of the student to present oral or written evidence or testimony on the student's behalf,



- vii. the right to a written record of the result of the hearing, and
  - viii. the right to request that the discipline hearing be closed to the public.
- b. **Hearing:** A hearing to consider whether to impose a long-term suspension or an expulsion will ordinarily be conducted by the CEO or designee, although such a hearing may be conducted by the Board or a committee of the Board. A hearing to consider whether to permanently expel a student will be conducted by the Board. A disciplinary hearing conducted by the Board may take place in closed session, at the student or parent/guardian's written request; absent such a request, the hearing must take place in open session. The Board's decision must be made in open session. Any open session shall be conducted in accordance with the rights of confidentiality adhering to Education Records as that term is defined in 20 USC 1232g. At the hearing, the student and parent shall be advised of the alleged violation and the facts leading toward the allegation. Minutes shall be kept of the hearing. Within a reasonable time following the hearing, the school will provide the parent with a written record of the decision. This document will inform the parent if there is any right to an appeal.
- c. **Parent responsibility:** The parent shall be responsible for making arrangements for the child's educational needs during a long-term suspension and/or expulsion.

### **Appeal of Long-Term Suspension or Expulsion**

If a discipline decision is made by the CEO or designee(s), the decision may be appealed to the Board. (All discipline decisions made by a quorum of the Board of Directors are final and not subject to appeal.)

The appeal must:

- a. be requested in writing within five days of receipt of the imposition of the discipline,
- b. contain the reasons that the decision should be reviewed or reconsidered,
- c. be signed by the student or his parent/guardian, and
- d. be delivered to the Board of Directors by way of certified first-class mail.

The Board of Directors shall review the decision of the designee(s) for an erroneous application of the handbook's provisions based upon the grounds presented by the student in his/her written request for appeal.

The request for appeal shall be presented at the next regular meeting of the Board of Directors following receipt of the notice of appeal, at which time the Board of Directors shall review the written request for appeal. The appeal may be considered in closed session, at the student or parent/guardian's request; absent such a request, the appeal must be considered in open session. The Board's decision with respect to the appeal must be made in open session. Any open session shall be conducted in accordance with the rights of confidentiality adhering to Education Records as that term is defined in 20 USC 1232g.

In reviewing the written request for appeal, the Board of Directors may, during the review, ask the administration to respond to the written request for appeal orally and may request information of the student or his/her parent/guardian. The Board of Directors or the committee of the Board of Directors shall notify the student and his parent/guardian of the result in writing within five business days of the board meeting at which the appeal was heard.

All determinations of the Board of Directors after appeal are final.

## **Reinstatement**

A student who has been permanently expelled from the Academy under one of the state law provisions mandating or permitting permanent expulsion may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade 6 or above at the time of the permanent expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- B. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the CEO on a form specified by the CEO.
- C. The CEO or designee shall, within ten (10) school days after receiving the reinstatement form, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) Board members, an Academy administrator, a teacher, and a parent of an Academy student.
- D. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:
  1. the extent to which reinstatement would create a risk of harm to students or school personnel;
  2. the extent to which reinstatement would create a risk of Academy or individual liability for the Board or Academy personnel;
  3. the age and maturity of the student;
  4. the student's school record before the expulsion incident;
  5. the student's attitude concerning the expulsion incident;
  6. the student's behavior since the expulsion and the prospects for remediation;
  7. if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
    - a. abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
    - b. participate in an anger management program or other counseling activities;
    - c. cooperate in processing and discussing periodic progress reviews;
    - d. meet other conditions deemed appropriate by the committee;
    - e. accept the consequences for not fulfilling the agreed-upon conditions.

The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

- E. The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.
- F. In the event a student who has been permanently expelled from a school district or another public school academy requests admission to this Academy, the Board shall, in making its decision, rely upon the recommendation of the CEO.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition in accordance with the procedures set forth above or the standards and the procedures it determines to be appropriate under the circumstances.

## **Miscellaneous Provisions**

### **Voluntary Agreements of Discipline**

At any time during the disciplinary proceedings, the CEO may enter into a written contract with the student and/or his/her parent(s) or guardian(s) setting forth the parties' agreement in settlement of the disciplinary charges. In such cases, the written agreement shall be final and binding and may not be later challenged by the CEO or the student and/or his/her parent(s) or guardian(s).

### **Suspended/Expelled Students on School Property Or Attending School Activities**

A suspended, expelled or permanently expelled student who enters onto school property or appears at a school activity, event, or function without the permission of the CEO shall be deemed to be trespassing.

### **Maintaining Class Progress**

A suspended student has the right to maintain progress, when practical in the judgment of the CEO, during the period of suspension.

## **Application to Students with Disabilities**

This policy shall be applied in a manner consistent with the rights secured under Federal and State law to students who are determined to be eligible for special education programs and services.

## **Interviews of Students by Police or Other Public Agencies**

The Academy endeavors to cooperate with law enforcement agencies. Law enforcement officials may interview students in the Academy. Academy officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to the Academy and the educational process; and (5) whether time is of the essence.

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

## **Illegal Drugs and Alcohol**

WMAA will not tolerate the use or possession of illegal drugs or alcohol and will take a firm position towards students using drugs. Drug and alcohol-related incidences are Category III violations and clear consequences are outlined above. At the same time, we recognize that some students may require drug treatment information and access to drug treatment programs in order to truly become drug free.

## **Student Assistance Program**

Students with drug or alcohol-related violations will be required to enroll in such a program for any drug-related offense to be considered for reentry to WMAA.

## **Tobacco, Smoking & Vaping**

WMAA prohibits smoking, vaping, and the use of any tobacco product in all Academy-related situations, by any person, at any time, in any location, and at any event. This includes vape products that do not contain nicotine. In addition, any smoking, vaping, or tobacco advertising or promotion is strictly prohibited. All smoking, vaping, and tobacco products will be confiscated from students and not returned. This includes lighters and matches.

- First offense for use or possession: One-day suspension
- Second offense for use or possession: Two-day suspension and follow through on school counselor recommendation
- Third offense for use or possession: Recommendation for expulsion

## **Seclusion and Restraint**

The safety and well-being of all the students at WMAA is our primary concern. WMAA staff will be trained in various discipline techniques using the MDE guidelines for seclusion and restraint. Seclusion and restraint are reserved for those emergency situations as a last resort. If restraint and/or seclusion become necessary, staff members are responsible for informing parents of any discipline techniques used to manage student behavior.

# Personal Property

## **Search and Seizure**

Search of a student and his/her possessions, including locker contents, may be conducted at any time the student is under the jurisdiction of the Board of Directors, if there is a reasonable suspicion that the student is in violation of law or the Academy's rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. A student's person will only be searched when there is a reasonable suspicion that the student has an illegal weapon, drug and/or alcohol on his/her person. Anything that is found in a search that may be evidence of a violation of the Academy's rules or the law may be either taken and held or turned over to the police.

All computers located in the Academy are considered Academy property and are used by students, where appropriate, solely for educational purposes. The Academy retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Academy's computer system and e-mail as well as personal flash drives or other electronic storage devices. Students should not expect any information contained on such systems to be confidential or private.

## **Lockers as School Property**

All lockers assigned to students are the property of the school. At no time does the school relinquish its exclusive control of its lockers. The CEO or designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advanced approval of the CEO or designee.

## **Damage of Property**

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

## **Student Valuables**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft. WMAA cannot be responsible for their safekeeping and is not liable for loss or damage to personal valuables.

# Sexual Harassment

The Academy is committed to providing for its students an educational environment that is respectful of human dignity and free from sexual harassment. Abuse of the dignity of any student by means of sexist slurs, sexually oriented obscene, lewd, vulgar, unwanted, offensive, or indecent language will not be tolerated. Sexually derogatory or objectionable conduct, including, but not limited to, unwanted or offensive touching and physical contact will also not be tolerated.

Any student who feels he or she is being sexually harassed by any other student or by a staff member or volunteer shall report such incidents to a teacher, counselor, school psychologist, school social worker, or the CEO. Such reports shall be reported to and investigated by the CEO or designee. Any student who is determined to have committed sexual harassment will be subject to disciplinary action, based upon the severity and frequency of the offense(s).

# Dress Code

The WMAA Dress Code reflects a sense of purpose from our students and identifies that school is a place to study and learn. The standards support student safety and promote a focused, orderly school climate. The code is also designed to provide an aviation-industry business-like atmosphere to help students develop the lifelong character of dressing appropriately for the workplace.

	ACCEPTABLE	UNACCEPTABLE
Shirts	<ul style="list-style-type: none"> <li>• WMAA uniform shirt</li> <li>• Long-sleeved shirts worn under a short-sleeved polo are solid black or white in color.</li> <li>• Shirts are tucked into the waistband</li> </ul>	<ul style="list-style-type: none"> <li>• Untucked shirts</li> </ul>
Bottoms	<p><b>Types:</b> pants, shorts, skirts, or capris  <b>Color:</b> khaki-colored  <b>Fabric:</b> cotton, twill, or similar material  <b>Style:</b> plain in style, and hemmed neatly  <b>Length:</b> no longer than top of the shoe; shorts and skirts must be fingertip-length or longer  <b>Leggings/Tights:</b> solid black or white</p>	<ul style="list-style-type: none"> <li>• Denim</li> <li>• Jogger/cargo/utility pants</li> <li>• Pegged pants</li> </ul>
Sweatshirts/ Sweaters	<ul style="list-style-type: none"> <li>• Sweatshirt/sweater with WMAA logo</li> </ul>	<ul style="list-style-type: none"> <li>• Sweatshirts with hoods</li> </ul>
Outerwear	<ul style="list-style-type: none"> <li>• Outerwear, including hats, are removed upon entering the building.</li> <li>• Students store jackets, coats, gloves, hats, caps, and scarves in their lockers during the school day.</li> </ul>	<ul style="list-style-type: none"> <li>• Trench style coats</li> </ul>
Footwear	<ul style="list-style-type: none"> <li>• Closed toed shoes including tennis/running shoes, loafers, or heels/platform/boots less than 2" high</li> </ul>	<ul style="list-style-type: none"> <li>• Flip-flops, soccer sandals, Crocs, open-toed shoes, slipper-like footwear, or bare feet</li> </ul>
Socks	<ul style="list-style-type: none"> <li>• Solid black or white when visible (worn with skirts, shorts, or capri pants)</li> </ul>	<ul style="list-style-type: none"> <li>• Socks worn over pants</li> <li>• Colored/patterned socks visible</li> </ul>
Belts	<ul style="list-style-type: none"> <li>• Required and worn in belt loops</li> <li>• Any color or style that meets standards</li> </ul>	
Jewelry		<ul style="list-style-type: none"> <li>• Collars, spikes, and studded jewelry</li> </ul>

Administration reserves the right to restrict any clothing items or accessories that disrupt teaching and learning, promotes or encourages violence or hate.

# Technology Use Policy

Students (and parents of minors) must sign and agree to the conditions set forth in the Technology Use Policy in order to use computers and other electronic devices and equipment at the Academy. A copy of the signed form must be returned to the WMAA office. Students violating the Technology Use Policy will lose the privilege to use school computers and other electronic devices and must complete their assignments requiring computer use at a location other than WMAA.

## **Responsibilities and Expectations**

All use of computers, furnished or created data, software, and other technology resources as granted to the employee and student body are the property of WMAA and are intended for business and educational use. Network users shall not access or willingly allow another person to access any network resource without proper authorization.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom and on airport grounds. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with this policy and the rules set forth on the

**Technology Use Policy and the Technology Acceptable Use Agreement.** The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the WMAA computer network and/or the computer resources of the school.

## **Cell Phones, Digital/Electronic Devices, and Personal Items**

The Academy will not accept responsibility for the personal items of students. We expect students to leave belongings that are not necessary for their education at home.

Students are allowed to have personal cell phones, and other digital/electronic devices. Any personal items that staff members judge to be unsafe, inappropriate for school, or interfering with students' educational focus will be confiscated and held in the office or remain in the possession of the staff member, and may be subject to search. WMAA shall not be responsible for any lost or damaged item that was brought onto campus or to an Academy event, which was in the possession of WMAA staff due to a violation of this policy.

Parents MUST contact the school office in an emergency rather than phoning a student during class hours.

No personal or school-issued electronic device may be used to harass or bully another individual or to send inappropriate messages or materials.

Any exceptions to this general rule sought by parents for specific health or safety concerns should be brought to the attention of the CEO or designee. The CEO or designee's determination is final.



## Lunch Break

Students are responsible for cleaning up after themselves and for maintaining the good condition of the appliances they use. WMAA students are required to stay on campus for the entire lunch period. Failure to do so will result in a Category I disciplinary measure equivalent to leaving campus without permission. WMAA students must conduct themselves as a responsible person while on their lunch break. WMAA students are responsible for returning from their lunch break, prepared to work, and in class on time.

# Driving and Parking

Students may drive to WMAA and park in the WMAA parking lot in designated student parking spaces. To the maximum extent possible, those students operating their own personal vehicles shall adhere to the expectation of “Park & Stay” as to minimize the amount of repositioning vehicle traffic on the WMAA campus during normal school hours. Parking at the FTC is intended for the use of students and faculty utilizing that facility. Before a student is allowed to park on campus, a student parking form must be filled out, signed by a parent or guardian and on file in the office. Students must purchase a parking sticker each year and display it on the lower left side of the rear window of any car parked on campus. Students who are driving recklessly or speeding in the parking lots on the WMAA campus or on Airport grounds will be in violation of the code of student conduct.

Students are not allowed to go to their cars during the school day without permission of an administrator.

Students may not provide transportation or ride with other students during the school day without written permission on file at WMAA. Student drivers transporting other students without permission are in violation of the code of student conduct.

## **Closed Campus**

WMAA is a closed campus. Once students arrive on school grounds they are not permitted to leave campus. Any student who leaves campus without parent permission is in violation of the code of student conduct. Students enrolled in Dual Enrollment or Online classes must sign out in the main office if they leave school grounds before the end of the school day. Students taking Dual Enrollment and Online courses 2<sup>nd</sup> through 6<sup>th</sup> hours may NOT leave and return to school.

## **Search of Vehicles**

Vehicles parked on school property are subject to searches for prohibited items when there is reasonable cause to suspect a student may be in possession of a prohibited item or substance. In the event of a search, the student will be called to the office and asked to open his/her vehicle so that administrators and/or law enforcement will be able to complete the search. If a prohibited item is found in a student vehicle, the student will be subject to disciplinary consequences, which may include long-term suspension and/or expulsion as outlined in the code of student conduct.

## **The Rapid Bus Policy**

Students who choose to ride *The Rapid* to and/or from school are subject to all West Michigan Aviation Academy Code of Student Conduct policies. All students being transported to and/or from school and those students at the Rapid bus stop on their way to and/or from school will be held to the same behavioral standards and expectations as if they are on school property. Appropriate levels of discipline will be applied to any student found in violation of the West Michigan Aviation Academy Code of Student Conduct policies.

# Cheating and Plagiarism

Students will not use materials from other sources without identifying them. Any passages that are directly or indirectly taken from another source must be acknowledged. Academy staff will show students how to include the ideas and words of other writers and how to acknowledge sources properly.

What we mean by cheating or plagiarizing is simply passing off someone else's work – thinking or writing – as your own. We strongly discourage cheating and plagiarism because they subvert the development of the individual student's talents and skills, because they erode the morale of all students and teachers, and because they undermine integrity and self-worth.

It is plagiarism if a student:

- Copies or paraphrases ideas from another source without citation, either from another student's paper or from a published book or article.
- Plagiarism means deceiving or misleading your reader, not only about the source of specific phrases or sentences, but also about ideas and interpretations.

It is not plagiarism if:

- A student quote's another's words and acknowledges, in a footnote, the source of their quotation.
- A student indicates, in a footnote or within the body of their paper, the source of an idea they are discussing. They do not need to footnote ideas derived from class discussion or lectures or from conversations with friends, but it might be good courtesy to do so, especially if the ideas are not supported by their own examples and explanations.

A student does not need to footnote any general background works they read as long as they did not take specific ideas and interpretations from them to present as their own.

Those who assist in cheating or plagiarizing will be treated the same as those who try to profit from it. A student is cheating if they let someone copy from their tests or papers, and they will be treated accordingly.

Check with a teacher in advance if there are any questions about whether practices constitute cheating or plagiarizing.

# Attendance

## **Attendance Philosophy**

Regular attendance is the single most important factor affecting student achievement. Research demonstrates that students who attend school regularly do better than those who are frequently absent. Good attendance increases student achievement; poor or irregular attendance diminishes learning and lowers student achievement.

Classroom learning is a communal endeavor: teachers and students learn by being able to share ideas in an open forum. Absent students miss the learning that comes from participation in the group process. WMAA's goals for student learning emphasize the importance of communication skills, social responsibility, and respect for the ideas of others. Students cannot achieve these goals if they are not in class. Class time missed is learning lost. There is no substitute for attending class.

## **Attendance Policy**

Parents are urged to stress the importance of regular attendance and punctuality. Both the family and the school should foster these characteristics.

- Students are expected to arrive on time and attend all assigned classes.
- If students must leave school during the day, the parent must have contact with the school to grant permission prior to the student leaving.
- Students leaving campus must sign out at the office and sign in when they return. Failure to sign out or get permission first, will result in an unexcused absence.
- If a student arrives at school after 8:00 a.m., the student must sign in at the office and the parent must call school with a reason.
- To excuse an absence, parents must call the school office within a 24-hour period from the day of the absence.
- Parents are urged to consider school hours and the school calendar when scheduling appointments and vacations.
- No student will be allowed to leave the Academy prior to dismissal time without the written permission of a parent/guardian. In addition, no student will be released to any person not listed on the student's emergency card.

## **Tardiness and Early Dismissal**

Students are considered tardy if they arrive to any period of the day after it has begun. The tardy is considered unexcused unless a note or a phone call is provided by the parent/guardian the day of the tardy and the tardy is excused under the reasons below. The note must contain the following information:

- Student's name
- Teacher and class period for which student is tardy
- Date of tardy

- Reason for tardy
- Phone number
- Signature of parent/guardian

## **Excused/Unexcused Absences**

Excused absences are approved absences reported to the school office.

*Excused absences include:*

- Absences for religious observances
- Absences for personal or family illnesses
- Absences for death of friends and family members
- Absences for medical or dental care
- Absences for participation in legal or court proceedings
- Reportable vehicle accidents
- Natural disasters or family emergency
- Suspension out of school
- School related activities

Please Note:

- Excused absences must be reported to the school office within a 24-hour period from the date of the absence or that will be considered unexcused.
- Students with excused absences must makeup class work. It is the student's responsibility to make arrangements with their teacher to make up their work outside of class.

Unexcused absences include:

- Absences that are not approved by the school.
- Absences resulting from leaving class or school without being granted permission from a school faculty member.
- Absences not reported by a parent within 24 hours.
- Absences resulting from missing more than 15 minutes from a class.

## **Early Dismissal**

No student will be allowed to leave the Academy prior to dismissal time without the written permission of a parent/guardian. In addition, no student will be released to any person not listed on the student's emergency card.

## **Truancy**

A student is truant if unexcused absences total ten (10) or more school days in a school year. If truant, the student will be referred to the Kent ISD Office of Truancy, which may lead to a referral to the Kent County Prosecutor's Office. Chronic absenteeism is when a student misses 10% or more of scheduled school days. This includes excused and unexcused absences.

The WMAA Dean of Teaching and Student Learning may act as the school's attendance officer or delegate that duty. The school's attendance officer shall investigate possible school attendance violations and take such other actions as may be necessary to enforce the compulsory education laws.

The Kent ISD along with WMAA recommends attendance interventions to begin starting on the sixth unexcused absence in a semester. Interventions include, but are not limited to:

- A truancy notice sent home to parents
- A call home from a teacher
- A scheduled teacher meeting
- A call from a school counselor
- A call from the Dean of Teaching and Student Learning
- A review of curriculum, accommodations, 504 Plan, and/or IEP by appropriate staff when and if such structure contribute to solve attendance issues
- A request for a meeting including parent(s) or guardian, student, and school official(s)
- A home visit by school officials
- Attendance Improvement Plan written and agreed upon by parent(s) or guardian, and school officials
- A referral to the Kent County Truancy Office.

# Emergency Closing Information

## Closings Due to Weather

Information regarding an WMAA closing due to inclement weather will be advertised on WOOD-TV 8, FOX-17, WOTV-4, and WZZM-13.

## Tornado Procedure

If there is a severe weather WATCH or WARNING during school hours, students will remain in school until regular dismissal. They may be detained beyond the school's regular dismissal if the weather conditions warrant. Parents may pick up their students at any time, or the student may be released to any adult designated by the parent or guardian.

If a WATCH or WARNING occurs outside of school hours, the school will not begin any school activity (co-curricular events, etc.) during a tornado WATCH or WARNING. After school activities may be held if such activities are scheduled to begin one hour after a tornado watch or warning has been lifted.

Tornado Watch	Conditions conducive for tornado formation exist in the area. Students and staff may be detained if weather warrants.
Tornado Warning	One or more tornadoes have been sighted in the area. Take cover immediately.
Severe Thunderstorm Watch	The possibility of severe storms, including dangerous lightning, damaging winds, and possible hail exists in the watch area. Students and staff may be detained if weather warrants.
Severe Thunderstorm Warning	Storms as described above are in the area and are imminent. Students may be detained. In the event of any of the above conditions, keep tuned to the radio or television for details.

Parents must assume the responsibility for making certain that their students understand and follow these procedures, as well as instructing their students to stay off the streets once they reach home.

Parents are encouraged to provide alternate transportation and home arrangements if there is a need to release students for other types of emergencies (power outage, loss of heat, etc.) Please attempt to locate an alternate home of a friend or relative where your student could go until such time as you return home. Please review your family's plan with your student on a regular basis during the school year.

## Fire Procedure

Unannounced fire drills will occur throughout the school year. The drill practice is necessary to assure the safety of everyone in the event that a real emergency ever occurs. Each school area will be posted, showing the proper exit route. Students are to follow all staff directions and leave the building quickly and quietly.

## **Emergency Information**

Student safety is a responsibility of the staff. All WMAA staff members are familiar with emergency procedures such as fire and tornado drills, lock-down procedures, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent/legal guardian, and filed in the school office. Emergency cards are distributed at the beginning of the school year and should be completed immediately. A student may be excluded from school until this requirement has been fulfilled. If any of that information changes during the school year, please promptly notify the school office.



# Health Information

## **Injury and Illness**

All injuries must be reported to a teacher or the office. If a minor injury occurs, the student will be attended to and may return to class. If medical attention is required, the office will follow WMAA's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An administrator in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **When to keep your child home**

We want to work together to assure that your children and their health are protected. Please keep your child home when they are sick. A student should not return to school until they have been fever-free for 24 hours, not vomited in 24 hours and/or the family's physician has addressed rashes.

In the interest of your child's health and for the protection of other students, we will expect you to come for your child if he or she has a fever, cough, rash, head lice, pink eye, or similar symptoms. Please let the office know if your child is absent with a communicable disease. If your child has been ill, be sure that he or she is fully recovered before returning to school.

It is important to fill out your child's enrollment form very carefully with home and work phone numbers. Please notify us of changes during the year. Also, be sure that the people listed as your emergency names are aware and willing to accept responsibility for your child if necessary. If your child becomes ill or is injured during school hours we will make every effort to contact you first.

## **Medication Administration**

The following definition of "medication" is adopted for use at WMAA: medication includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medication applied to the skin.

Only necessary medications that must be given during regular school hours will be administered. The student's parent/guardian will give WMAA written permission and request to administer medication(s) to their student.

Written instructions from a physician, which include the name of the student, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the student shall accompany the request and be kept on record by WMAA.

Parental or guardian request/permission and a physician's instructions for administration shall be renewed every school year.

The medication supplied to the school must be in the exact dosage prescribed, so the individual administering medications is not responsible for dividing or splitting pills. All medication must be picked up by the parent at the end of the school year or upon a student's withdrawal. Any medication not picked up will be discarded.



If a parent is accompanying his/her child on a field trip, the parent will be required to administer the child's medication.

One adult in the presence of a second adult must administer medications, except where the individual administering the medication is a licensed registered professional nurse (as described in the Michigan Revised School Code, Section 380.1178), or when an emergency threatens the life or health of the student.

Unsupervised use of an inhaler is allowed when authorized by a physician and permission granted by the parent/guardian. These students should be instructed by their parents to notify their teacher each and every time they use their inhaler so that frequent use can be communicated to the parents/guardians. It is required that an extra inhaler be kept in the office.

WMAA has a plan for handling medical emergencies in the front office.

Parents/guardians of students who need an Epi-Pen must contact the office at the beginning of each school year to institute a medical plan.

Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the policy and procedures that govern the administration of medications. Note: the policy and procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

## **Contagious Infections/Diseases**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or a highly transient pest, such as lice. Specific communicable diseases include, but are not limited to, the following: conjunctivitis (pink eye), diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period as specified in the school's administrative guidelines. Parents/guardians are asked to please notify the school office if your child has contracted a communicable disease. The school is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease. Any student who contracts a contagious illness or infection must have written notification from the doctor indicating the student is safe to return to the classroom. This written notification must be submitted to the school office before the student can be readmitted to class.

## **Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waiver, the school administrator may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school office.

# Parent/Family Visits to WMAA

## Visitor and Volunteer Guidelines

WMAA thanks its students' parents/guardians for their willingness to help provide their children with the best possible educational experience. The school places the utmost importance on parental involvement in both the formal and informal education of children.

The following guidelines have been established to provide a safe, secure environment for parents, students, and staff. Parents are expected to review and honor these guidelines while on school grounds or volunteering for activities.

### **General**

1. All parents, visitors, and volunteers must sign in at the school office immediately upon entering the building. Prior to leaving the building, they must sign out at the office. Parents may not walk directly to a student's classroom unless given permission by the office staff.
2. All parents, visitors, and volunteers must conduct themselves in a manner conducive to a school environment. Respect and patience must be demonstrated at all times.
3. Parents are expected to acknowledge and reinforce model character behavior for our students.
4. All parents, visitors, and volunteers must wear a nametag or other form of identification provided by the school.
5. The distribution of literature, without prior approval from the classroom teacher or CEO, is not permitted.
6. Volunteers may be required to submit to a criminal background check prior to beginning volunteer duties.
7. Volunteers are representatives of the school. They must always put the health and safety of students first. They must abide by all staff instructions and directions and ask for clarification of responsibilities if necessary.
8. Under no circumstances is corporal punishment allowed. If a situation requires more than verbal intervention, the offending student should be brought to the office or to the teacher in charge. The Student Code of Conduct and disciplinary procedures included in this handbook are to be followed as an alternative to corporal punishment.
9. Because WMAA is a public school, it has a board policy of neutrality with respect to matters of religion. When acting as school volunteer representatives, it is important to show no preference for any one religion over any other religion. In addition, volunteers should not show a preference for religion over non-religion, or vice-versa. They must respect the students' right to express themselves on matters of religion, but volunteers must also respect the other students' right not to be harassed by such expression. Volunteers also must be aware that, when they are volunteering, it is inappropriate for them to share their personal religious views with students.
10. Appropriate dress is required at all times.

## **Classrooms**

1. Classroom visitors and volunteers must remember that the teacher is ultimately responsible for the students and activities in his/her classroom. Visitors or volunteers shall be prohibited from the classroom if it is deemed by the teacher that their presence has created a disruption in the learning environment.
2. When volunteers arrive to begin their shift, they should be sensitive to the learning that is taking place in the classroom. They should enter the room quietly and wait until there is a break in the activity before communicating with the teacher and students.
3. The classroom teacher must address student infractions.
4. Visitors and volunteers must understand that classroom issues related to students are confidential matters. Students who need extra help are often sensitive as to how they are doing in school. Volunteers may not talk with other parents about the specific learning or disciplinary needs of any child other than their own. Test scores and other grades should be kept in strict confidence.
5. Drop-in conferences are not permitted during instructional time. Conferences must be prescheduled with the classroom teacher.
6. Classroom visitors are allowed in the classroom for a limited time. Permission to visit and observe a classroom must be approved by the CEO.

## **Field Trips**

- Volunteer drivers must complete the appropriate forms demonstrating a valid driver's license, proof of insurance, and a sufficient number of seat belts to transport their assigned students. Volunteer drivers may be required to submit to a criminal background check. Forms are available at the office.
- If driving to a school-sponsored event, volunteers should follow all instructions provided by the teacher or the school.
- Smoking is prohibited in the presence of students.
- Volunteer drivers must drive directly to the event and return directly to school (or pre-approved location) immediately following the activity. They must not take students on "side trips."
- The Academy expects all volunteers to behave in an appropriate manner while participating on field trips.

Whenever students travel away from school, they are subject to the same rules, regulations, and appropriate politeness and civility observed at the Academy. As in the classroom, the teacher judge's behavior as acceptable or unacceptable. Signed permission slips must be on file with the teacher for each child for each field trip.

These Visitor/Volunteer Guidelines are designed to provide parents, visitors, and volunteers with the behavior expectations held by WMAA and the Academy Board. Violation of the guidelines endangers the safety and security of our students and their right to an education. Any person who does not abide by this policy may be barred from entering the building.

# Student Support Services

Every child has the right to an education, regardless of age, culture, disabilities, gender, or race. It is the goal of the school to provide educational opportunities for all students. It is the school's policy to provide special education services. All students with special needs have the right to a quality education appropriate to their needs, abilities, and interests. The special education staff acts as a resource to the classroom teacher in the development and implementation of appropriate instructional and socialization strategies. Implementation of these strategies occurs within the general education setting and through one-on-one and small group remediation.

## **The Student Assistance Team**

The Student Assistance Team (SAT) is a committee of school personnel set up by the CEO to ensure ongoing and effective support for classroom teachers and students. The special education staff may serve on the SAT along with their general education colleagues and administration. The team provides a forum to discuss students' academic and behavioral needs and to generate, initiate, and monitor solutions that marshal the resources of the school, the family, and the community. This process creates awareness and understanding of the issues affecting students. The documentation and review of student intervention strategies by the SAT fulfills the Child Find requirement under federal law and may serve as a pre-referral intervention-planning group for those "unidentified" students whose difficulties may suggest the presence of a disability. As appropriate, the team may refer a student to the Special Education staff for formal assessment. Parents are informed if their child is being considered by the SAT, and parental permission must be obtained prior to any initial formal assessment of that student.

## **Evaluations and Program Planning**

The program and services for students receiving special education support are reviewed on an annual basis, and further evaluation of the students' needs is conducted every three years. At their annual reviews and three-year reevaluations, parents, teachers, administration, and the school review current testing progress in general and special education programs and consider parental input that impacts the students' academic growth and proficiency. Based on the discussion of these factors, the IEP team develops goals and objectives for the continuing programs and services of the students. Parents are informed of student progress at least four times per year at quarterly marking periods. Progress is also shared through personal contacts, telephone calls, and written information/feedback.

## **Educational Placement of Students with Disabilities**

The school is committed to placing students in the least restrictive environments possible in order to meet their educational needs as determined by our professional team of general and special educators, administrators, and related service providers.

## **Parent Participation**

Parents have the express right to participate in all meetings dealing with the evaluation, identification, and educational placement of their child. Information concerning a child will be requested of his/her parents during the SAT process, and the parents will be requested to be present at subsequent meetings.

## **Individuals with Disabilities Education Act (IDEA) – 2004**

The school is in step with the major changes in special education under the revisions made in the 2004 legislation. As the Department of Education clarifies specific state implementation of this act, the school will be in full compliance. Parents have the right to review their child's records and to refuse permission to release information (except as required or permitted by law).

## **Rehabilitation Act of 1973 – Section 504**

Under Section 504, the school has the responsibility to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. Contact the Dean of Academic & Student Services at (616) 446-8886 to inquire about evaluation procedures and programs. The Dean of Academic & Student Services is the Section 504 Coordinator. If the parent disagrees with the determination made by the school staff, he/she must file a written complaint, stating the specific facts of the grievance with the Section 504 Compliance Officer within fifteen (15) calendar days of the date of the alleged violation.

## **The Individual Education Plan**

The school will comply with all federal and state legal requirements that every student identified as having a disability be provided an Individual Educational Program (IEP) specifying goals, level of service, ancillary services, and the least restrictive placement. Prior to the opening of school, registration forms are reviewed to identify current IEPs from previous schools attended. The parents are fully informed of their rights, procedures, and responsibilities under special education law.

# Nondiscrimination Policy

It is the policy of WMAA to provide an equal education opportunity for all students. WMAA admits students of any race, color, and national ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the Academy. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies or other Academy administered programs. The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations and academic or behavioral standards. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, gender identity, or national origin, while at the Academy, or an Academy activity, should immediately contact the CEO. Any student making a complaint or participating in an Academy investigation will be protected from any threat or retaliation. The CEO can provide additional information concerning equal access to educational opportunity.



# Directory Information

The Family Education Rights and Privacy Act (“FERPA”) requires that the Academy, with certain exceptions, obtain the written consent of the parent or guardian of a student prior to the disclosure of personally identifiable information from their child’s education records. However, the Academy may disclose appropriately designated “directory information” without written consent, unless you have advised the Academy to the contrary in accordance with Academy procedures. The primary purpose of directory information is to allow the Academy to include this type of information from your student’s education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA (WMAA) that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Academy to disclose directory information from your child’s education records without your prior written consent, you must notify the Academy in writing by the end of the first week of the school year. The Academy has designated the following information as directory information:

- Student’s name
- Address
- Electronic mail address
- Telephone listing

# Notifications

## **Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their child's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents should submit to the CEO a written request identifying the record(s) they wish to inspect. The school official will make arrangements for access and notify the parents of the time and place the records may be inspected.
- The right to request the amendment of the student's education records that the parent believes are inaccurate. Parents may ask the school to amend a record they believe is inaccurate. They should write the CEO, clearly identify the part of the record they want changed, and specify its inaccuracy. If the school decides not to amend the record as requested by the parents, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school does not need written consent to disclose a student's education records to those with a legitimate educational interest in those records, including the following (see 20 U.S.C. §1232g; 34 CFR Part 99):
  1. School administrators, teachers, support staff, and other school officials
  2. Persons or organizations with whom the district has contracted to perform a special task or study (e.g., attorneys, auditors, medical consultants, and therapists)
  3. A school district to which the student is transferring if a proper records release request is received
  4. Appropriate parties in a health or safety emergency
  5. Accrediting organizations
  6. Certain federal and state officials (for audit and evaluation purposes)
  7. Appropriate parties in connection with financial aid to a student
  8. To comply with a judicial order or lawfully issued subpoena; however, the school must first make a reasonable attempt to notify the parent of the order or subpoena State and local authorities, within a juvenile justice system, pursuant to specific state law
  9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920

## **Rights under the Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights concerning student privacy, parental access to information, and administration of physical examinations to minors. These include the right to:

1. Consent before students are required to submit to a survey, which is funded in part or in whole by a program of the U.S. Department of Education, that concerns one or more of the following protected areas (“protected information survey”):
  1. Political affiliations or beliefs of the student or student’s parent
  2. Mental or psychological problems of the student or the student’s family
  3. Sexual behavior or attitudes
  4. Anti-social, demeaning, illegal, or self-incriminating behavior
  5. Critical appraisals of others with whom respondents have close familial relationships
  6. Legally-recognized privileged relationships, such as with lawyers, doctors, or ministers
  7. Religious affiliations, beliefs, or practices of the student or parent
  8. Income, other than as required by law, to determine program eligibility
2. Receive notice and an opportunity to opt a student out of the following:
  1. Any other protected information survey, regardless of funding.
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the student (except for hearing, vision, scoliosis, or any other physical exam or screening permitted or required under state law)
  3. Any activity involving the collection, disclosure, or use of personal information or the marketing, selling, or distributing of such information to others
3. Inspect the following, upon request and before administration or use:
  1. Surveys created by a third party before their distribution by a school to its students
  2. Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
  3. Instructional material used as part of the educational curriculum

The school has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school will directly notify parents of these policies at the beginning of each school year and after any substantive changes. The school will also both directly notify parents through U.S. Mail, e-mail, parent meetings, or the Parent and Student Handbook at the start of each school year of the specific or approximate dates (if such events are planned and/or scheduled) of the above activities and provide an opportunity to opt a student out of participating in them. *Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920

### **Gender Equity Policy (Title IX)**

The school certifies compliance with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C 1681 et seq. (Title IX), and its implementing regulation, at 34 C.F.R. Part 106, which prohibits discrimination based on sex. The school, as a recipient of federal financial assistance from the United States Department of Education, is subject to Title IX and does not discriminate based on gender in employment or any educational program or activity it operates.

Complaints or grievances regarding discrimination based on gender should be delivered in writing to the CEO of the school and should provide specific details regarding the event, the date of the event, and the parties involved. The complaint will be considered confidential and will be expeditiously investigated by the CEO with the assistance of legal counsel as necessary and appropriate.

### **Unsafe School Choice Option**

Title IX, Section 9532 of the No Child Left Behind Act of 2001 provides that a student attending a “persistently dangerous school” or a student who is a “victim of a violent criminal offense” on school property, as defined by law, has the right to transfer to another safe school in the district, if his/her parent requests a transfer. If there is not another safe school in the district providing instruction at the student’s grade level, the school shall contact neighboring districts to request that the student be permitted to transfer to a school in one of those districts.

### **Asbestos Management Plan**

The Asbestos Hazard Emergency Response Act (AHERA) requires us to annually notify parents, students, staff members, and others who regularly occupy the school building of compliance with AHERA. An Asbestos Management Plan (AMP) has been developed for the school and is on file in the school office. Parents may schedule an appointment with the CEO if they wish to review the AMP.

## **Pesticide Notification**

The school aims to control pest populations and to reduce the use of active pesticides throughout the school by implementing an Integrated Pest Management program. The health and safety of all persons within the school's facilities are of primary concern. The school will notify parents in advance of pesticide applications. Notice will be posted on the front door of the school and on the school website. A parent can also request to be notified by letter 48 hours before the application is to take place. Please contact the school office if you wish to be notified by letter.

# Technology Use Policy

**Please complete this form indicating whether you choose to Accept or Decline the use of Technology at WMAA.**

As a parent or guardian of a student at the Academy, I have read the Technology Use Policy and the Technology Acceptable Use Agreement in the Parent and Student Handbook outlining the appropriate use of computers at the Academy and I understand this agreement will be kept on file at the Academy. I have reviewed the policy and rules with my child.

I understand my child will be using devices that are connected to the Internet in a supervised and educationally-focused environment.

**ACCEPT** By signing below, we accept and agree to abide by the Academy's Technology Acceptable Use Policy. This agreement is on record and valid until my child is no longer enrolled at West Michigan Aviation Academy.

**DECLINE** We decline the right to use the technology devices provided by the Academy.

\_\_\_\_\_  
Student Signature                      Date                      Grade                      Student Printed Name

\_\_\_\_\_  
Parent/Guardian Signature                      Parent/Guardian Printed Name

# Appendix A

## **TECHNOLOGY ACCEPTABLE USE AGREEMENT**

Title: Legal title to the laptops, printers, and Chromebooks is with the Academy and shall at all times remain with the Academy. A student's right of possession and/or use is limited to and conditional upon the student's full and complete compliance with this Agreement, the Technology Use Agreement and the Student Code of Conduct.

Loss or Damage: If any electronic device is damaged, lost or stolen while in a student's possession, the student shall be responsible to file a report. Separate agreements are in place for school-provided Chromebooks. If found to be responsible, the student is required to replace any lost, stolen, or damaged power cords, batteries, external storage devices, earphones, or any other accessory.

Appropriation: A student's off-site use of technology without the Academy's consent and/or failure to return it in a timely manner may be considered unlawful appropriation of Academy property.

I have reviewed the Technology Use Policy and the Student Code of Conduct contained in the Parent and Student Handbook and agree to abide by the rules set forth in the policies.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or technology privileges as well as other disciplinary action.

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Graduating Class: \_\_\_\_\_

*As the parent or guardian of this student, I have reviewed and discussed the WMAA Technology Use Policy with my child. I understand that network access is designed for educational purposes. I recognize that, even though the Academy network has an Internet filter, it is impossible to entirely restrict access to controversial materials. I understand that my child shall have unrestricted access to the Internet when using Academy technology off school property, and I assume full responsibility in monitoring my child's use of the internet during those times. I acknowledge receipt of the Parent and Student Handbook and have reviewed the Student Code Conduct. I understand that my child's photo and/or work (writings, drawings, etc.) may occasionally be published on the Academy's website unless I specify otherwise.*

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

# Appendix B

## West Michigan Aviation Academy Student Parking Permit Form

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Make of Car

\_\_\_\_\_  
License Plate #

\_\_\_\_\_  
Color

### **Parking Guidelines:**

Because of the limited number of parking spaces on the school grounds, the following guidelines are in effect:

1. Student must park in a legal, designated student spot.
2. Student may not park anywhere in any of the drop-off areas
3. Students choosing to park in any of the airport parking areas or ramps are subject to all fees, restrictions and policies of the airport.
4. Students may not go to their vehicles during the school day without permission from a school Administrator.
5. Student failing to park in the designated student parking areas are subject to having your car ticketed or towed at student's expense.
6. Students must purchase and have a parking pass viewable in the designated spot in their vehicle.

\*The cost for a WMAA Student Parking Pass is \$5.00 each year.

I have reviewed this policy and agree to abide by the above rules and regulations to park legally and in legal student spaces in my assigned area, and, if no legal spaces are available, to park in a legal place off campus.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

Mr. Chris Williams  
Dean of Teaching & Student Learning

Sticker # \_\_\_\_\_