



STUDENT HANDBOOK



EAGLE PRIDE

2022-2023 School Year

Latrisha Corona
School Leader

Welcome

Welcome to Mildred C. Wells Academy! On behalf of the MCWA team, I want to personally thank you for making this your public school of choice. We enter this year with a renewed level of excitement and anticipation for all that is in store this academic year. We are privileged that you selected us to provide the educational opportunities for your children and are serious in our commitment to deliver nothing less than excellent instruction! It is our firm belief that every student can learn when the right connections are established between the student and the teaching environment.

We espouse the educational philosophy that students must be "safe", "challenged" and "prepared" for the world in which we all live. MCWA students will be introduced to a curriculum that will prepare them for high school and allow them to reach their highest level of proficiency.

This handbook is designed to help students and their parent(s)/guardian set goals that will help the students focus on becoming well-rounded productive students and citizens.

I am honored to serve as the School Leader for Mildred C. Wells Academy and look forward to watching your child (ren) develop into successful young men and women. If there are any problems feel free to call me directly at (269) 926-2885.

Latrishia Corona
School Leader

**MILDRED C. WELLS ACADEMY
BOARD OF DIRECTORS**

Patricia Payne, *President*

Jacquelyn Clement, *Vice President*

Vincent Woods, *Treasurer*

Amy Johnson, *Secretary*

MISSION STATEMENT

Mildred C. Wells Academy seeks to create a challenging learning environment that has high expectations for success through development of appropriate instruction that allows for individual differences and learning styles. We seek academic excellence and believe all students can and will succeed. Our school promotes a safe, orderly, caring and supportive environment. Each student's self-esteem is fostered by positive relationships with students and staff. We strive to have our parents, teachers and community members actively involved in our students' learning.

BELIEF STATEMENTS

1. We believe every student is entitled to a safe and orderly learning environment
2. We believe all students will grow academically, socially, and physically
3. We believe that family involvement in the educational process is integral to their student's success
4. We believe in meeting the diverse needs of our students
5. We believe all students will be prepared to become positive, productive members of the community
6. We believe that differentiated instruction is vital to the learning process and teaching is essential to the learning process.

VALUES AND EXPECTATIONS

1. **We expect our students to dress for success**
 - Come to school appropriately dressed and groomed everyday
2. **We expect our students to be honest, reliable, and focused**
 - Be on time to class everyday
3. **We expect our students to learn and improve everyday**
 - Put forth their best effort

4. **We expect our students to display respect, acknowledge other people’s feelings and personal space**
 - Language will always be appropriate and respectful
 - Never accept “bullying” and intimidation
 - Make good choices when confronted with physical or verbal confrontation
 - Keep our building and grounds clean, “litter free” and graffiti free”
5. **We expect our students to create great opportunities and make excellent choices for their lives**
 - Plan, prepare, and pursue

Eagle Pride

P- Practice Procedure

R- Be Respectful

I-Show Integrity

D- Be Dependable

E- Aim For Excellence

Student Handbook

This handbook has been prepared for all students and their parents/guardians to know and understand the rules, policies, procedures, and expectations of all who attend Mildred C. Wells Academy. Parents/guardians please review this handbook with your student(s) so everyone has a clear understanding of their responsibility.

**Mildred C. Wells Academy offers a free education in accordance with the Michigan Department of Education benchmarks and will not discriminate on the basis of religion, race, color, national origin, sex, age, or disability.*

VISITORS

All visitors **MUST FIRST** stop at the School Office and obtain a pass prior to visiting classrooms.

PARENTS ARE ALWAYS WELCOME!

*Visitors who exhibit disruptive behavior or become violent towards staff or students will be banned from school property.

Behavior Code Information

Our school has high expectations of all students. In order for students to reach their potential, classrooms and schools must be free of disruptive behavior.

Maintaining good discipline within the schools is also a community responsibility. Parents must be familiar with and supportive of school standards and work closely with staff.

Whenever possible, a teacher will ask parents for help in correcting a problem. If the situation continues or is serious, the teacher will seek assistance from the school leader or his/her designee or a local community agency for professional intervention services.

MCWA does not discriminate on the basis of race, gender, economic or documentation status, handicap, sexual orientation or national origin in regard to disciplinary actions against students.

Rules and regulations apply to students on school grounds and premises before, during and after school hours; during school events or functions off of school grounds; when traveling to and from school or to a school activity, function or event; at bus stops or at any time or place which may affect an educational function or be identified with M.C.W.A..

Examples of most rules are provided. Each rule is accompanied by the range of consequences to be incurred upon the violation of that rule. The school administrator will determine the level of the consequence based on such factors as the age of student and the severity of the offense.

M.C.W.A. does not permit employees to use corporal punishment (the physical striking of a student as a disciplinary measure) in disciplining a student. It is recognized that reasonable use of physical force and restraint may be necessary to stop a disturbance that threatens physical

injury to others to obtain possession of dangerous objects from students; for the purpose of self-defense; or for the protection of persons or property.

The teacher and/or administrator may use various means in an attempt to change student behavior including, but not limited to: Counseling students; assigning detentions; having conferences with parents; assigning extra responsibilities or time in school (placing the student in a “partner” classroom or send to the Behavior Team. Additional options may include assigning a community service project, referral to an intervention team; or removing the child from class for a day, pending review of the situation. The school leader/designee and teachers may cooperatively remove a student from a classroom for more than one (1) day if the School Leader determines this consequence would be beneficial in solving the problem. A school administrator may use any of these and up to ten (10) days of suspension, and in some cases, a school leader may recommend a student be placed in an alternative program or expelled.

School leaders may also establish rules and regulations, as long as they are consistent with the Behavior Code of Conduct, the policies set by the M.C.W.A. School District, or other rules and regulations established by The Leona Group, LLC.

Discipline Procedures for Special Education Students

General education, special education and ELL (English Language Learners) students are subject to disciplinary procedures, which promote positive behavioral change and/or ensure the well-being of others. The goal is to have all students function successfully in their educational and social environments and to protect fellow students, school staff members, and public property.

Disciplinary procedures affecting students identified as needing special education services will be administered in compliance with federal and state laws. A casual conference will be scheduled if disciplinary charges recommending expulsion are filed. A copy of the suspension/expulsion procedures for special education students is available in the M.C.W.A. Special Needs office.

Honors

Mildred C. Wells Preparatory Academy is proud of its students and it is an honor to be able to honor students who have achieved academic excellence.

At the end of every card marking M.C.W.A., will determine whether a student has achieved academic excellence based on their cumulative GPA. In order to qualify for the Principal's List a student must achieve a GPA of 3.80 or better. To qualify for Honor Roll a student must achieve a GPA of 3.00 to 3.79 and cannot have any letter grade lower than a C in any subject.

Students Rights and Responsibilities

The following statements summarize student rights and responsibilities per state and local laws to help explain the relationship between and among students. In exercising their rights, students shall not disrupt the educational process or force upon, endanger or deny others their rights.

Education

Students have the right to a public education unimpaired because of gender, race, religion, national origin, pregnancy, disability, parenthood, marital status, economic status or any reason not related to their individual capabilities.

Responsibility Students have the responsibility to avoid actions or activities, individually or cooperatively, which shall interfere with the right of any person to public education.

Expression

Students have the right to express themselves in speech, writing or symbolism within boundaries of law and policies of the school system.

Responsibility Students have the responsibility to ensure that such expression does not disrupt the educational process, present health or safety hazards, damage public property, infringe on the rights of others, or violate the law or the requirements for the Student Rights and Responsibilities & Behavior Code and other M.C.W.A. District policies.

Learning Environment

Students have the right to an orderly school and classroom environment that will promote learning for all students.

Students have the responsibility to ensure that their actions do not disrupt the classroom environment or school activities.

Possession and Distribution of Literature

Students have the right to possess and distribute literature, including but not limited to, newspapers, magazines, leaflets and pamphlets within the law and District policies.

Responsibility Students must ensure that distribution (or possession) of literature will not conflict with or infringe upon school activities, the rights of others, or contain religious, racial or ethnic slurs. The school leader will review and shall determine the time, place and manner of distribution.

Religion

Students have the right to their own religious beliefs.

Students have the responsibility to ensure that in exercising their own religious freedom, they do not violate other students' constitutional right to religious freedom.

Peaceful Assembly

Students have the right to peaceful assembly.

Students have the responsibility to secure approval for using school facilities for assembly, to discuss with an administrator the appropriateness of the facility for the functions, and to ensure that such assembly does not disrupt the educational process. Non-availability of adequate supervision shall constitute grounds for disapproval of such assembly.

Privacy

Students have the right to protection from unlawful searches and seizures of their personal possession(s) or their person without reasonable cause. Any reasonable suspicion is cause for a lawful search and seizure.

Students have the responsibility not to endanger themselves, other students, school personnel, or the general public by possessing material or objects which are potentially hazardous and/or prohibited by federal,

state, or local law, or the requirements of the M.C.W.A. behavior code.

Uniform and Dress Code for Students

The following code is designed to help foster a professional environment in the school and to prepare the students for the professional world.

THE DRESS CODE POLICY IS IN EFFECT EVERY SCHOOL DAY.

School Leaders or his/her designee may determine if particular attire distracts from the school's professional and learning environment. The dress code may be altered for special events; students will be notified of these days in advance.

The Mildred C. Wells Preparatory Academy dress code is intended to create a safe educational setting for all students. Mildred C. Wells Preparatory Academy School District adheres to a strict daily dress code policy.

1. Khaki pants worn at the waist/skirts (knee length with stockings or nylons for girls).
2. Collar **navy blue, white, yellow polo shirt/tee-shirt/sweatshirt** with or without the MCWA logo, polo/tee shirts must be tucked in at all times. Students are permitted to wear a **solid colored long sleeve navy blue, white, yellow shirt** underneath their uniform shirt. No other colors and/or designs are permitted.
3. Brown or black belt.
4. **Navy blue, white, yellow cardigan style (button down)** sweaters are permissible.
6. School provided MCWA gear will be allowed for dress down and as part of the school uniform.

Students in all grades will be prohibited from wearing:

1. Hooded jackets and/or **non MCWA** sweatshirts may **NOT** be worn during the school day.
2. Clothing and accessories that promote alcohol, tobacco, or drug usage or which display weapons or violence and which cause or are likely to cause a disruption within the school environment.
3. Clothing and accessories that contain vulgar, derogatory or suggestive diagrams, pictures, slogans or words that may be interpreted as racially, religiously, ethnically, or sexually offensive and which cause or are likely to cause a disruption within the school environment.

4. Clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination which cause or are likely to cause a disruption within the school environment.
5. Head coverings of any kind in the building (**except for religious or medical reasons**). Bandanas are prohibited.
6. Tank tops, tube tops, mesh tops, sheer tops, sleeveless tops, halter, or bare midriff tops are prohibited. Shirts cannot have necklines that are lower than the straight line from top of underarm across to opposite underarm. Shirts must cover shoulders, must have sleeves, and must extend past the top of the pants. Display of cleavages not permitted. Tops may not expose midriff, and clothing must cover undergarments at all times.
7. Pajamas, loungewear, and dorm pants are prohibited.
8. Leggings or tight fitting spandex type pants, pants with side slits or holes above the knees, see-through pants, tights, or leotards worn as outer garments are not permitted.
9. Sagging pants, pants worn low on the hip so as to reveal underwear or skin. Pants must be worn with both legs down (no leg(s) rolled up), and pants legs may not extend past the sole of the shoe. Clothing must cover undergarments at all times.
10. Bedroom slippers, roller sneakers, slides, crocs, sandals, flip-flops, open-toed shoes, and high heeled shoes are prohibited. Shoes must be worn at all times Athletic shoes may be worn for Physical Education or for recess.

If the procedure outlined above is not followed, the student will be requested to contact his/her parent or guardian in order to obtain suitable clothing before returning to class. Violations will be documented and reported to parents. In addition to the above, repeated offenses of the Dress Code regulations will result in disciplinary action. Administration reserves the right to determine inappropriate clothing, hairstyles, make-up etc.

Technology

Mildred C. Wells Preparatory Academy has a strict computer lab policy. Failure to comply with the following policy will bring denial of future use privileges of school computers.

Take care of the personal computer (PC) that has been assigned to you. The course will not be enjoyable for you if your computer is not working.

- No food and drink are allowed while using computers.
- DO NOT write on the PC or screen with any marking instrument (pencil, pen, markers, sharp objects, etc).
- DO NOT pull anything off of the PC (hardware, stickers, etc).
- NEVER delete or add any software.
- DO NOT let other students change any settings on your computer and NO GAMES ARE ALLOWED on any PC.
- Report to the instructor immediately if the PC malfunctions. NEVER swap computers without asking the instructor's permission.
- Print only pertinent materials or lab assignments for this class. Do not waste paper.
- Follow the M.C.W.A. Internet Use Policy after a signed agreement is completed.
- Parents can be held responsible for any damages to a PC incurred by the student.

Students visiting inappropriate or illicit sites in violation of this policy will lose her/his privileges, up to and including short-term suspension.

Student Internet Use Agreement

Internet resources can be valuable for a student's education. M.C.W.A. Internet access is a privilege which may be authorized as well as withdrawn. Students are expected to be aware of and abide by the following:

Your Personal Safety

Personal contact information may not be entered onto the Internet. Cyber-bullying is never permitted.

Internet Use

Students may use the M.C.W.A. Lab Internet access only for teacher-directed educational activities. Moreover, students may only use the lab with proper district authorization and supervision from designated personnel.

Prohibited Internet Uses

Students may not access or create files or materials without authorization (offensive, profane, or pornographic files or materials are strictly prohibited). Students may not use Internet games, multi-user domains (MUDs), or web chats. This would include social sites, such as but not limited to YouTube, MySpace, Facebook, etc. unless otherwise directed by the teacher. Students may not plagiarize works or violate copyrights or trademarks.

Expectation of Privacy

Students do not have an expectation of privacy in files, disks, documents that have been used or created with M.C.W.A. equipment.

Disciplinary Actions

Disciplinary actions will be taken to meet the specific concerns related to violations of this agreement (e.g. loss of access to computers, dismissal from technology class, and/or contact parents/guardians.)

Electronic Devices Policy

Mildred C. Wells Preparatory Academy put into effect a policy which prohibits the **Possession and Use of Cellular Phones and Other Electronic Devices** on school campus. We have experienced many situations that have created problems related to cell phone usage.

Students should not use the cell phones in anyway that causes harm, or a disruption to the learning environment in any way. Examples can include but are not limited to:

- Student use of cellphones in class, during school activities, or on school transportation for non-emergency purposes.
- Cell phones that are activated during class time so that they disturb the educational process.
- Students using cell phones to contact other students or friends both on and off campus concerning fights and other campus disruptions.
- Students using "cellular walkie talkie" features on phones that disturb the school environment.
- Students abuse/misuse of cell phones photographic and video features including illicit or graphic sexual material.
- Students use of cell phones to record, upload, and share videos of fellow classmates within the school setting or while on MCWA transportation.

*The examples above can warrant student consequences, such as an out-of-school suspension, the number of days will be determined by Administration.

PHONE CALLS TO THE SCHOOL FOR A STUDENT

The office telephone is a business phone and is not to be used by any student to call home except in an emergency. During the school day students will not be called to the phone while school is in session. In an emergency the student(s) will be notified by a member of the staff.

Students will only be allowed to use their cell phones before and after school. Cell phones that are turned on during the instructional day may be confiscated by any staff member and turned in to the main office. A need for emergency phone contact will require that the student uses the school phones. Cell phones that are used during school time will be confiscated by school personnel. **Only parents will be allowed to retrieve the cell phones from the office.**

The Mildred C. Wells Preparatory Academy staff feels that this policy will maintain the integrity of the school, support the safety of students, and promote the educational process.

Electronic Devices Policy

The following is the continued policy regarding electronic devices:

As used in this policy the term “electronic communication device” or “ECDs” shall include, but not limited to cellular phones, tablets, Ipads, smart watches, pocket pagers, and/or other personal communication devices and “electronic storage devices” or “ESDs” shall include, but not limited to , mp3 players, iPods, and flash drives not issued by the School for instructional purposes.

During school activities ECD/ESDs shall be turned off and stored in backpacks or lockers unless Authorized.

The use of ECD/ESDs in rest rooms are prohibited.

Possession of an ECD/ESD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student. Such disciplinary action may result in the confiscation of the ECD/ESD.

A student who possesses an ECD/ESD shall assume responsibility for its care. At no time shall the school be responsible for preventing theft. Loss or damage to the ECDs/ESDs brought onto its property. (District Policy)

Transportation

Right: Transportation is a privilege in the State of Michigan. Students have the right to safe and orderly transportation to and from school or a school activity when such transportation is provided within the *Transportation Guidelines*.

Responsibility: Students have the responsibility to ensure that their conduct contributes to safe and orderly atmosphere while being transported, to refrain from conduct which will create a hazard to themselves, their fellow students, or the general public, and to refrain from violating federal, state, or local law, or the requirements of the

Transportation Guidelines

Transportation Violations/Consequences

CONSEQUENCES FOR TRANSPORTATION VIOLATIONS

Offense	Action	Consequences
1st*	Warning *	<p>Parent will be called and explained the student's behavior. Student's bus privileges can be suspended, if an action is an unsafe behavior or of zero tolerance. Examples of actions can include but are not limited to: fighting, inappropriate language, failure to remain seated while the bus is in motion etc. Number of days to be determined by administration</p> <p><i>Unacceptable behavior can also result in an out-of school suspension</i></p>
2nd*	Parent contact*	<p>Parent will be called and explained the student's behavior. Student's bus privileges can be suspended, if an action is an unsafe behavior or of zero tolerance. Examples of actions can include but are not limited to: fighting, inappropriate language, failure to remain seated while the bus is in motion etc. Number of days to be determined by administration.</p> <p><i>Unacceptable behavior can also result in an out-of school suspension</i></p>
3rd	Bus privileges suspended	<p>Parent will be called and explained the student's behavior. Student's bus privileges will be suspended, if an action is an unsafe behavior or of zero tolerance. Examples of actions can include but are not limited to: fighting, inappropriate language, failure to remain seated while the bus is in motion etc. Number of days to be determined by administration</p> <p><i>Unacceptable behavior can also result in an out-of school suspension</i></p>

4th	Bus privileges suspended	Student's bus privileges will be suspended. Number of days to be determined by administration. <i>Unacceptable behavior can also result in an out-of school suspension</i>

*= Can result in suspended bus privileges if the School Administration determines if the behavior warrants a bus suspension/out-of school suspension.

Misconduct of any kind on a school bus is deemed to jeopardize the safety of all occupants.

Therefore, discipline for misbehavior on a bus shall be swift and firm. The following list of infractions, which is not intended to be exclusive, describes behavior which shall not be tolerated:

1. swearing, use of foul or abusive language, obscene or threatening gestures.
2. throwing objects of any kind or size
3. fighting
4. intimidating or threatening others
5. possession of obscene material
6. using school bus emergency door other than for an emergency
7. vandalism
8. theft
9. possession, use or sale of tobacco products
10. possession, use or sale of alcohol, drugs or drug paraphernalia
11. lighting of matches/lighter or setting objects on fire
12. use or possession of weapons or weapon facsimiles, explosives or fireworks
13. assault and/or battery
14. sexual harassment, misconduct or assault
15. Insubordination

***The actions above can result in consequences such as suspension from the bus and an out-of school suspension. The number of days will be determined by School Administration.**

Search and Seizure

To maintain order and discipline in the schools and protect the safety and welfare of students and school personnel, authorized school personnel may conduct a search of a student's locker, book bag, his/her

possessions/belongings if there is reasonable suspicion for a search. A certified dog and the handler may be used to initiate a search.

Reasonable suspicion for a search means there are circumstances which would cause a reasonable person to believe the search of particular person, place, or thing will lead to the discovery of:

A student's failure to comply with searches and seizures as outlined in this policy will be considered grounds for disciplinary action.

1. Evidence of a violation of this code or Michigan Law; or
2. Anything which represents a danger of physical harm or illness to students, teachers, assistants or others at school, a school-sponsored or school-supervised event or otherwise.

Attendance

Good attendance is essential if students are to reach their potential. Each day is an important opportunity to learn. Additionally, children ages 6 through 16 are required by state law to attend school with few exceptions. Parents are required to ensure their son/daughter maintains good attendance. Parents will also provide current emergency phone numbers.

It is the parent's responsibility to call the school by 8:00 AM the day the student is absent. If a parent does not call, the school will call the parent that day to verify the absence.

Absences Counted as present

1. Court appearances documented by the probation officer or officer of the court.
2. Religious observances or instruction.
3. Placement in a hospital
4. Placement in a juvenile facility.
5. Doctor or dental appointment not exceeding two (2) hours, verified by a physician or dentist.
6. Field trips with the approval of the school leader.

Excused Absences

1. Personal illness of accident with written documentation
2. Serious illness of a member of the immediate family (those living in the same home as the student/with verification)

3. Death in family accompanied with verification (i.e. obituaries, form from funeral home, etc...)
4. Lack of proper immunization (1) one day only
5. Parents should request homework from teacher/school for any student who is expected to be absent for more than one day.

Unexcused Absences

1. Lack of proper immunizations after the first day
2. Leaving school premises without permission
3. Absence due to loss of bus privilege or lack of transportation
4. Accruing three(3) days of leaving school at or before 1pm which will equal one (1) absence
5. Vacation during instructional time is **NEVER** permitted. (with exception prior approval)
6. Out-of-school suspensions (a student who is suspended is absent without excuse but counted for reporting purposes)

The following policy will apply regarding absences:

3 unexcused absences: Parents will receive a letter of warning; the school and parent/guardian will work on a Plan of Action. Failure to complete and submit a Plan of Action will result in disciplinary action. The plan will be implemented until the Plan of Action is completed.

5 or more unexcused absences: A truancy letter will be sent home. Parent/guardian must meet with school administration.

10 or more unexcused absences: This will result in an attendance referral to Berrien County/Berrien RESA. The student maybe place in our after school and/or summer school program. This would also mean the student will possibly fail the marking period.

Please note the following regarding absenteeism:

Ø Missing more than 1 ½ hours of school will be considered as ½ day absence.

Ø All missed assignments must be made up and returned on the day designated by the teacher.

Ø Requests for missing assignments must be submitted in writing by the parent or student to the teacher immediately.

Tardy Procedure

We believe that a very important aspect of training students is to teach them to be prompt. Therefore, it is an essential part of the educational experience for students to be on time to class every day during the school year.

Tardiness interferes with a student's progress and is also an inconvenience to the teacher as well as the rest of the class. Students who are chronically tardy cause a disruption to the educational experience. Therefore the following policy will be in effect for all students.

If a student arrives late for school, he/she must report to the main office to obtain a "late pass". The arrival after the timed scheduled for opening of class constitutes "late". Teachers will not allow students in the classroom without a tardy slip.

(3) three times tardy will equal to (1) one unexcused absence

(5) tardiness: parent will receive a warning letter, parent must submit a Plan of Action. Failure to submit a Plan of Action will result in assistance of Berrien County/Berrien RESA.

(10) tardiness: Parent must meet with the school administration and a letter will be sent to the truancy officer.

MICHIGAN SCHOOL COMPULSORY LAW

Michigan school laws are very strict in regard to the compulsory attendance of children 6-15 years of age, and hold parents/guardians responsible for their child/children's regular attendance in a manner which is "continuous and consecutive for the school year" (MCL 380.156 (1)). If attempts by the administration to improve a student's attendance fail, it may be necessary to petition the juvenile court or other public agencies for assistance. The prosecuting attorney has the option of filing criminal charges against parents/guardians, filing delinquency charges against the student in family court, filing educational neglect charges against parents/guardians in family court, or any combination of these alternatives.

DOCTOR/DENTIST APPOINTMENT

Parents please inform the main office if student's have doctor/dentist appointments during school hours. Please provide documentation to the school office when your student returns.

TAKING STUDENTS FROM SCHOOL

No student is permitted to leave or be taken from school time by anyone other than the authorized parents, guardian or person(s) on the release list. Proper identification is required.

The release of students during school hours is to be handled through the school office only. No one (including a parent or guardian) may go to a classroom and take a student out of class.

Parents are cautioned that continuous early dismissal from the same class may affect the student's grade.

Things Parents/Guardians should know...

During school hours no student may leave the school grounds without permission. Parents MUST check into the office when picking up their child for an early dismissal. The following guidelines shall apply:

Ø No child will be permitted to walk home without written/verbal parental permission.

Ø The person to whom the child is released to will be required to sign a log sheet in the school office indicating the time and purpose of release. Identification will be required if the person is not on the emergency list and the student will not be released without parental permission.

Vacation time during instructional days is never permitted. Students missing 10 or more days of instruction will be referred to the Berrien County Mediation office and may be dismissed from the M.C.W.A. district.

Students with an excused absence are responsible to pick up assignments and if possible to make up any other work upon their return. Students who are absent, without excuse, will be permitted to make up work at the discretion of the teacher. The time frame for completing make-up work upon return to school varies according to the age of the student.

Notification to parents

1. Parents/guardians must notify the school of any absences within 24 hours of the student's absence. Parents/guardians must notify the school of the nature of the absence, i.e., illness, family emergency, etc. Every effort should be made to schedule routine appointments after school hours. Family vacations should be planned during holidays as outlined in the school calendar. Parents/guardians should discuss the importance of good attendance with their students to avoid loss of credit due to violations of the Attendance Policy. Parents have three (3) days to bring in a doctor's note to the office.
2. A parent conference will be held within five (5) school days after a total of ten (10) days absent. **Student will be dropped from enrollment if they accumulate 10 consecutive absences.**
3. Parents will be notified if additional consequences for absenteeism are being considered.
4. A home visit by the school truancy officer or social worker may be made if parents do not come to the parent conference.
5. A loss of credit and enrollment will result due to too many student absences.
6. Retention of student may be considered if absences and tardy days total sixteen (16) or more.

Early Drop-offs/Late Pick-ups

The Berrien County Prosecutor's office may be notified by administration for abandonment charges when children are left at school prior to the start time or picked up ten (10) or more minutes after dismissal. The school is not responsible for children until they are admitted into the building. The school administrator or designee may leave abandoned children in the custody of the Benton Harbor Public Safety. Child Protective Services may also be notified.

Disciplinary Consequences

It is intended that discipline be progressive in nature and move to a more serious consequence with each violation. In the case of more serious offenses, the consequences may not be progressive in nature but reflect the seriousness of the situation. Students who break rules are subject to disciplinary consequences by teachers, administrators or other school personnel.

Positive Behavior Intervention Support

MCWA has put into action an effective positive behavior intervention support (PBIS) system. It is a proactive, positive, skill-building approach to teaching and learning of successful student behavior. Positive behavior support systems ensure effective strategies that promote pro-social behavior and respectful learning environments. The PBS program is designed to accommodate the needs of each individual school building and grade level.

Suspensions

If an out-of-school suspension is being considered, the student will have an opportunity to hear the charges against him/her and to present his/her side of the story. Parents will be offered the opportunity to meet to discuss the suspension. The reason(s) for the suspension will be provided to the parents and student. If the intent of the school leader is to file written charges for an expulsion, parents will be notified in writing within two (2) school days.

Law Violations

If the student violates the law, the police department may be involved depending on the severity of the offense. Parents will also be contacted.

Zero-Tolerance Policies:

These behaviors will be reported to the appropriate law enforcement agency and will be subjected to disciplinary action up to and including expulsion as deemed appropriate by administration.

- Possession of a weapon
- Arson
- Criminal sexual conduct (sexual penetration or touching a person's intimate body parts
- if done for a sexual purpose or in a sexual manner for revenge, humiliation or out of anger)
- Possession of drugs or alcohol with intent to distribute.

- Possession of drugs or alcohol
- Physical assault/battery/fighting resulting in injury (determined by administration and/or law enforcement)
- Homicide
- Conspiracy to break the law
- Gang activity

Harassment/Bullying Policy

Bullying is a pattern of behavior that makes people feel uncomfortable or threatened. Bullying includes, but is not limited to the following:

- Verbal: name calling, teasing, insulting, writing unkind notes and threatening harm
- Physical: hitting, kicking, punching, taking/hiding belongings, damaging property
- Emotional: being unfriendly, excluding, tormenting, spreading rumors, giving looks/gesturing
- Racial: racial taunts, graffiti, gestures
- Instigating
- Sexual Harassment
- Technology: any of the above behaviors carried out through the internet, social media or text messaging, etc.

Sexual Harassment Policy

Sexual harassment may take different forms, including but not limited to the following:

- Verbal: the making of written or spoken sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member or other person associated with the school.
- Nonverbal: possession and/or display of sexually suggestive objects, pictures or graphic commentaries including text messaging and email in the school environment or the making of sexually suggestive or insulting gestures, sound leering, whistling, and the like to a fellow student, staff member or other person associated with the school.
- Physical contact: threatening or causing unwanted touching, contact or attempts at the same, including but not limited to, patting, pinching, pushing the body, kissing or other sexual contact with a fellow student, staff member or other person associated with the school.

Gang Policy

Gang involvement includes but is not limited to: gang related coercion, intimidation, display of gang colors, beads, bandanas or other paraphernalia, gang signs, graffiti, or gang like activities.

Student/Parent Appeal

If a student or parent believes the student is being improperly punished or subjected to an illegal rule or standard, he/she should follow these steps:

1. Discuss the situation with the student's teacher. If either party is not satisfied, a conference with the teacher, student and school leader may be requested.
2. Communication and discussion with the school leader.
3. If the issue is not resolved, then repeat step #2.

Mildred C. Wells Preparatory Academy reserves the right to modify this Student Handbook at any time when deemed appropriate. Reasonable effort will be made to notify parents and students of changes.



BAY MILLS

COMMUNITY COLLEGE
CHARTER SCHOOLS OFFICE

To: Parents and Legal Guardians of Students Attending A Bay Mills Community College
Board of Regent Authorized Public School Academy

From: Bay Mills Community College Charter Schools Office

Re: List of Uses of Student Directory Information Policy/Opt Out Form for 2022-2023 school
year

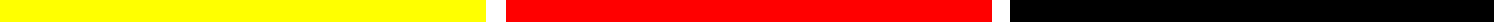
Dated: September 13, 2022

Section 1136(6) of the Revised School Code MCL 380.1136(6), requires Bay Mills Community College Board of Regents, as a public school academy authorizing body, to prepare a list of uses or instances the College commonly discloses regarding a student's directory information. "Directory information" means information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Even though the College does not maintain student educational records or student directory information for any student attending the public school academies that the College Board authorizes, the law requires a public school academy's authorizing body to disclose to you a list of uses or instances the College may disclose you student's directory information. In addition, the law gives you the opportunity to elect not to have your student's directory information disclosed for 1 or more of these uses or instances.

List of Uses

The College does not maintain student directory information for public school academies that are authorized by the College Board of Regents. From time to time, however, the College may receive student directory information from the schools that it authorizes. For example, the College may receive certain student directory information from your school and display that information on the College's website or in publicly available materials prepared by the College's Charter Schools Office about happenings, events and achievements at your school. Your school may disclose directory information from the educational records of a student. Directory information can include the following types of information:

- student's name, address and telephone number;
- names of student's parents;
- student's date and place of birth;
- student's class designation (i.e. 1st grade, 8th grade, etc.);
- student's extra-curricular participation;

- 
- student's achievement awards or honors;
 - student's weight and height if a member of an athletic team;
 - student's photograph;
 - previous educational institutions attended by the student;
 - student's dates of attendance;
 - name of school student currently attends;
 - student's electronic mail address;
 - student projects, artwork, web pages, and photographic or video images created by the school or students in conjunction with school sponsored activities may be used for information and/or instructional purposes including, but not limited to, video and audio playback, internet and print publication, and cable television transmission.

Public school academies may disclose any of the above without prior written consent unless the school is notified to the contrary by you in writing. Each school maintains a list of student names whose parent/legal guardian (or the student if 18 years of age or an emancipated minor) has requested that disclosure be refused. The College requests that each school authorized by the College Board review these lists and advise the College's Charter Schools Office of students that are excluded from directory information disclosures. Any student who is excluded from directory information disclosure at the school, will automatically be excluded by the College.

How to Request Refusal of Your Student's Directory Information

Any parent or legal guardian (or the student if 18 years of age or an emancipated minor) is also entitled to separately refuse disclosure of student directory information noted above by sending the attached opt out form to the Bay Mills Community College Charter Schools Office at 12214 West Lakeshore Drive, Brimley, MI 49715 or by electronic mail to: Karen Parish, kparish@bmcc.edu.

If you have any questions regarding this policy, please contact the Bay Mills Community College Charter Schools Office at (906) 248-8444.



Opt Out Form

I, the undersigned, being a parent/guardian, or an adult student who is 18 years of age, request that the following directory information be removed by Bay Mills Community College from its list of uses for student directory information for the 2022-2023 school year:

All student directory information

The following specific items:

For a Student Under the Age of 18

Parent/Guardian Name (printed) _____ Date _____

Parent/Guardian Signature _____

Student's Name _____

Academy Name _____

For a Student Age 18 or Older

Student Name (printed) _____ Date _____

Student Signature _____

Academy Name _____

Return form by electronic mail to: kparish@bmcc.edu

12214 W. Lakeshore Drive, Brimley, MI 49715
Ph: (906) 248-3354 Fax: (906) 248-3351
www.bmcso.org