



STUDENT HANDBOOK



2017-2018 School Year

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**ESTHER DOWDELL
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 middle and 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 service 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.

Esther Dowdell
School Leader

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

Patricia Payne, *President*

Jacquelyn Clement, *Vice President*

Vincent Woods, *Treasurer*

Amy Johnson, *Member*

Shenekia Jones, *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

THE FIVE (5) B’S

1. Be Ready (be in uniform and on time for school)
2. Be Responsible (students should bring materials needed for classroom and keep up with their belongings)
3. Be Respectful (yourself, others and school property)
4. Be Safe (Be aware of your and other’s personal space)
5. Be Successful (hard work pays off)

Student Handbook

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

The last page of this handbook contains an acknowledgement for the student and parent/guardian to sign which demonstrates their complete understanding, acceptance and cooperation of the school policies. Please return the signed form to the main office.

**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.*

LEARNING AND WORKING TOGETHER

If a student is to succeed, there must be cooperation between the parent, school and the student.

Mildred C. Wells Academy teams consistently works to be aware of all things that are happening in the school. It is our responsibilities to see to it that the school maintains a friendly, safe, warm environment where students can, grow and learn.

- To monitor student progress and communicate with parents about academics or progress with regards to events that may occur with their student during school as deemed necessary
- To monitor the implementation of curriculum
- To prepare our students to perform well on any state or national exams
- To assure teachers are teaching the curriculum according to the state of Michigan framework

An MCWA Academy student has the following responsibility:

- To attend classes everyday and be on time
- To come to school prepared with books, paper, pens, pencils, and any materials, assignments, and homework as directed by the teachers
- To be in control of his/her behavior and to act in a way that would make others proud of him/her
- To maintain a positive attitude toward learning and believe in the ability to succeed
- To respect all faculty and staff of MCWA Academy
- To respect himself/herself and the rights and property of others
- To adhere to the school dress code

MCWA Academy students are expected to refrain from use of profanity, obscene/sexual gestures or any other inappropriate behavior

An MCWA Faculty Staff member has the responsibility:

- To provide an orderly classroom and safe school environment
- To provide a quality instructional program in an integrated setting for each student in the classroom
- To make parent(s)/guardians(s) aware of various methods and techniques they can use to assist their student's to learn
- To notify the parent immediately if there is a issue of any kind relevant to academic behavior, discipline, attendance or health
- To send home progress reports and establish school conferences with parents (outside of regular scheduled conferences) whenever necessary.
- To be aware of each students' capabilities and nurture and assist him/her in reaching their potential

An MCWA Parent has the responsibility:

- To see to it that his/her student arrives to school, each day, on time and dressed accordingly to the school dress code
- To make sure that his/her student has all of his/her supplies and materials and ready for school
- To check his/her student's work and homework each day
- Attend all Parent-Teacher Conferences
- To be certain the student returns homework, to respond to any notices of concern or calls from the school
- To provide MCWA with the most current phone number(s) of the parent(s) or guardian(s)**
- To be a role model for your student(s)
- To become actively involved in his/her students' by volunteering at school and attending school programs.

VISITORS

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

PARENTS ARE ALWAYS WELCOME WITH OFFICE APPROVAL.

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

ADMISSION PROCEDURE

Mildred C. Academy is open to the general public for the admission of students who are residents of the State of Michigan and have an expressed interest and commitment to the school's curriculum and methods of teaching. Mildred C. Wells Academy welcomes students of all races, nationalities, religions, and ethnic origin to our school. No student will be discriminated against on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person or other basis that would be illegal if used by a school district.

The availability of applications for admission to specific grade levels will be made public for a minimum of two weeks per school year. Notification of application and enrollment dates will be advertised.

Parent or legal guardian are authorized to register/enroll their student at MCWA. However, MCWA reserves the right refuse admission to any student who has been expelled from another school or whose prior behavior warrants puts other students at risk.

If more applications are received than openings are available in the various grade levels being offered, applications will be selected based upon state mandated lottery procedures for admission.

- Both student and parent/guardian will be required to review & sign the Acknowledge Statement contained in this handbook and it will be placed in student's file. Failure to sign may delay admission process to MCWA.

- All State and Federal laws applicable to public schools concerning church-state and civil rights issues will be complied with.
- Parents of future MCWA students who are transferring from other schools should arrange to provide copies of their academic record prior to their admission to the school. No student will be admitted until all of the registration and enrollment forms are completed by the parent and/or guardian.
- Students who have failed to keep up their grades, have excessive absences/tardiness or whose behavior puts other student at risk will be subject to disciplinary action up to and including expulsion as sanctioned by the Board of Directors.
- State law requires that all students must have an emergency medical card completed, signed by parents/guardian, and filed with the school office.
- **MCWA 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.*

THE SCHOOL DAY

ARRIVAL AND DISMISSAL

- Parents who drive students to school may drop them off at the front entrance at 8:00 a.m. Breakfast will be served at 8:00 a.m. Parents bringing students to school after 8:30 a.m. will have to escort the student(s) to the main office to sign them in-NO Exceptions.
- Please notify the school if your student (s) is going to be late or absent. Please contact the main office at **269-926-2885**.
- If your son or daughter has excessive absences and tardiness (excused or unexcused) an attendance officer will contact the parent. Continuing to be late after being notified will result in attendance referral to Berrien RESA.
- When dropping off or picking up students at school please do not park in the bus loading zone.

LEAVING SCHOOL GROUNDS

Closed Campus: Students may not leave campus at any time during the school day unless they are participating in an approved off-site program. This includes lunch periods. Students who sign out may return after their appointment. Students who do not sign out will be subject to in school suspension.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstance such as inclement weather, equipment failure, or public crisis. We are aware of the hardship, which can be caused by an abrupt cancellation. Therefore school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means will be used to notify parents of an impending cancellation including radio, TV, and newspapers. In the unusual circumstance where school must be canceled during the school day, teachers will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

EMERGENCY SCHOOL CLOSING

Parents and teachers are to watch local television stations as well as listen to radio stations for mention of Mildred C. Wells Academy in the school closing announcements.

WSBT AM 960; Oldies 94.3 FM

WNDU-NBC Channel 16

WSBT-ABC NEWS 22

www.wsbt.com or

www.wndu.com

TEXTBOOKS

Textbooks and workbooks are very expensive; they are supplied to the students by the school. Students are held responsible for the condition of the textbook assigned to them. The parent is responsible and will be charged for the loss of any textbook or workbook. Normal wear and tear of textbooks will carry no charge, however, loss of a workbook or damage beyond repair or abuse beyond the usual wear and tear on textbooks will be charged to the parent.

REPORT CARDS

Progress report are issued every marking period. Report cards will be issued approximately every 9-10 weeks per marking period. If a parent desires more information regarding their student(s) progress they are invited to request a conference appointment at any time during the year.

CARE OF PROPERTY

If a student does damage to or loses school property, the student or his/her parents are responsible and will be required to pay for the replacement or damage. If the damage or loss is intentional, the student will also be subject to discipline according to the school discipline code. Mildred C. Wells Academy staff member *reserve the right* to search students back packs.

STUDENT RECORDS

The school keeps student's permanent records. The parent/guardian and student have the right to see the student's record and to have it explained. The office manager and counselors are responsible for supervising review. Parents/guardian are encouraged to schedule an appointment with the guidance counselor.

MEALS/FOOD SERVICE

The cost of a full breakfast is \$1.00 per day and lunch is \$2.00 per day. The “Reduced cost of breakfast is \$.30 and the “reduced” cost of lunch is \$.40. If you believe that your family would be qualify for a “free” or “reduced” breakfast and lunch. Please contact the office for an eligibility application. Failure to return a completed lunch application to MCWA on and/or before deadline will result in your student paying full price for the breakfast and lunch each time they eat.

STUDENT/FAMILY DEBT TO SCHOOL

Any student with an outstanding financial debt (textbooks, lunch money, equipment loss or damage, fundraisers, etc.) will not be allowed to participate in extracurricular activities, school clubs, field trips, etc. The student will not be issued textbooks, report card, diploma, or school records until the total outstanding debt is settled.

COMMUNICATION/CONFERENCES

An integral part of Mildred C. Wells Academy is our commitment to communication. We will endeavor to keep an open line of communication with all parents/guardians. A monthly newsletter we send home to keep everyone informed of what is happening at the school.

- We will also communicate through parent/teacher conferences, interim reports, school calendars, teacher contact, etc.
- Parent-Teacher Conferences will be as scheduled per school calendar. Parents are expected to meet with the teacher of each of their student(s). Report cards will be issued to the parent during the face-to-face conference.

- The report card summarizes the student's achievement and provides an evaluation of the student's behavior.
- Parents may schedule a conference with the teacher and/or school leader at any time if they have concerns regarding their student's progress.
- If you wish to speak with a teacher during non-classroom time, please call and make an appointment. Teachers will be glad to return your call at their earliest convenience.

INTERNET ACCESS

The school provides staff and students with Internet access as a tool to enhance learning. This access is a privilege and not a right. Students with permission to use the Internet will be supervised by school staff. However, students are responsible for good behavior, with the same general rules applied as outlined in the behavior code. Parents share in this responsibility. A copy of the Internet access policy is in the application packet. **Students are not allowed to access unauthorized sites which includes pornography, social network sites, music videos and video games.**

LOST AND FOUND

The lost and found area is located in the security office. Unclaimed items will be donated after winter break and at the end of the school year.

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.**

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student record contains up-to-date addresses and telephone numbers. Please notify the school immediately if you have a change of address, telephone number, or emergency contact information.

STUDENTS CODE OF CONDUCT:

Students Expectations:

- Students will be required to follow all rules and regulations of Mildred C. Wells Academy as well as all National, State, and Local laws.
- Students will be required to present a high level of respect at all times
- Students will be required to play a vital role in creating and maintaining a safe and enhanced learning environment at all times

- Students will be required to follow the dress code at all times
- Students will be required to be prompt and prepared for their lesson each day

DRESS CODE:

By selecting Mildred C. Wells Academy, you are agreeing to comply and support the school's dress code. In order to maintain a safe, orderly and respectable learning environment, the following guidelines shall be enforced:

TOPS: Solid blue, yellow or white polo shirt.

BOTTOMS: Khaki or navy pants. Knee length shorts, skirts and dresses). **NO JEANS or JEAN like material!!!!!!!**

SHOES: No open toes shoes or sandals allowed (after October).

Students should wear appropriate shoes as deemed by Mildred C. Wells Academy administration.

OTHERS ITEMS:

*No hats, wave caps, scarf, or bandanas to be worn around the head of any male or female student inside the building

*No sagging of the pants, all shirts must be tucked in

*No Electric devises of any kind allowed during school hours (no cell phone, mp3, camera, game boy, etc.)

* Students are required to wear belts

*No clothing or hats that advertise inappropriate products, or statements

*No open-toe shoes i.e. flip flops (after October)

* No Oversized or undersized uniform clothing

* Absolutely no exceptions to all the above

RULES FOR WEARING SHORTS, SKIRTS, AND DRESSES:

1. Dresses, skirts and shorts must reach beyond the extended arms and fingertips of the student.
2. No Spandex or excessively tight short will be allowed
3. No Cut-off sweats or sweat shorts will be allowed

4. All Shorts, shirts and dresses must fall under the guide lines of the school's dress code.

ENFORCEMENT PROCEDURES:

*Given a verbal warning

*Sent to the ISS office, given a discipline sheet to take home, given a phone call home

*Sent home if non-compliance to this procedure

(In-School Suspension will follow-up with documentation)

*Students that continue to violate Mildred C. Wells Academy rules after the final Enforcement Procedure are subject to further consequences up to and including expulsion.

GANGS:

THERE WILL BE ZERO TOLERANCES OF ANY GANG PRESENCE OR ACTIVITIES!!!!

HARRASSMENT:

There will be zero tolerance of student Harassment. This includes inappropriate conduct by staff students or by any visitor that has entered onto school's property.

Sexual Harassment, may include, but is not limited to:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Remarks with sexual or demeaning implications:
4. Unwelcome touching
5. Sexual jokes, posters, cartoons, etc...
6. Suggesting or demanding sexual favors accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

BULLYING:

Mildred C. Wells Academy will not tolerate any gestures, comments, threats, or actions to a student which may cause physical harm or reasonable fear for personal safety. MCWA will comply with all regulations governing bullying including but not limited to those mandated by the State of Michigan Department of Education.

POSSESSION OF WEAPON:

A weapon includes, but is not limited to, fire arms of any form, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electrical weapons, metallic/brass knuckles, and explosives. It may also include any toy that is presented in a form as a real weapon or reacted to by others as a real weapon. Criminal charges may and will be filed for this violation.

VERBAL THREATS TOWARDS STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE SCHOOL:

Verbal assaults against a staff, volunteer, or contractor or making bomb threats or similar threats directed at the school building or at a school related activity will be considered verbal assault. Verbal threats or assaults may result in suspension or expulsion, and will be filed with the Dept. of Justice.

GAMBLING:

Students should not be in possession of dice or any other gambling paraphernalia. Violation of this rule may result in suspension or expulsion.

THEFT:

Any student caught stealing or taking part in removing school or someone else's property, he/she will face disciplinary action and may be reported to the local law enforcement.

FOOD FIGHTS:

Any students engaging in “food fights” will be immediately suspended from school for 10 days. “Food fights” include throwing or propelling of food, beverages, utensils, or furniture in the cafeteria, classrooms, or hallways.

PROFANITY:

A zero tolerance for the use of verbal or written profanity in any form may and will lead to in-school or out of school suspension.

HALL PASSES:

Students are prohibited to being in corridors during a class period without a “hall pass” that has been properly issued and signed by authorized staff members. Students with a hall pass should go directly to his/her destination. Failure to have a hall pass will result in disciplinary action (detention, ISS or out of school suspension).

LUNCH PERIODS:

All Mildred C. Wells Academy students must eat lunch in their appropriate classroom/cafeteria. Students are not to leave the classroom/cafeteria during lunch time without the permission of authorized staff. Food must be eaten during the lunch period. Students are expected to keep the classroom/cafeteria clean and pick up after themselves.

TREPASSING

Students on suspension are not allowed on school property or at school activities, home or away, during the time of suspension.

Please Note: All persons on school property without authorization will be asked to leave.

HEALTH COMMUNICABLE DISEASES

If your student become ill or shows signs of developing any of the communicable diseases, parents will be contacted immediately to pick up your child. In the event that your student does become infected with a contagious disease, you are required to contact the school office. Your student will be readmitted to school according to the direction given by the Benton Harbor Health Department or your family physician. This includes flu, measles, mumps, pink eye, etc.

TAKING OF ORAL MEDICINES

Students are not permitted to bring medicine to school or take oral medicines while at school unless they provide written documentation from a physician, parent or guardian. The responsibility for maintaining scheduled dosage is that of the parent/guardian. The school will monitor the administration of medicine according to the written documentation provided. Students are required to keep the medication in the main office and report to the office when medicine is to be taken.

IMMUNIZATION REQUIREMENT

The Michigan Immunization Law requires that “all students enrolling in any public, private, parochial, or denominational school in Michigan for the first time shall submit proof of immunizations. The immunization record is to be signed by a physician confirming that your son/daughter has been immunized or protected against small pox, diphtheria, tetanus, pretties, rubella, measles, and poliomyelitis and that a tuberculin test has been given to determine the presence of infection from tuberculosis.

Students who do not meet the immunization requirements will be excluded from school per the law.

ILLNESS AND ACCIDENT DURING THE SCHOOL DAY

In case of illness or accident the student will report to the school office and the parents will be notified immediately.

Minor cuts and scratches will be treated by the school staff. Typically staff will wash the wound and if necessary, apply bandage(s) or ice. The parent will be notified if a student is injured while in school.

MAJOR ACCIDENT/SUDDEN ILLNESS

Parents will be notified immediately in the event of a major accident or sudden illness involving their child. If parents are not available an attempt will be made to contact the next person on the emergency call list provided by the parent. If the accident/illness is severe and the parent cannot be reached, the student will be taken to the nearest hospital emergency room. An accident report will be filed in the office by the staff in charge at the time of the accident.

In the event of a suicide threat, the social worker and parents will be notified immediately. The student may not return to school until proper medical attention has been administered.

FIRE DRILLS

During the school year, we are required by law, to conduct a minimum of five (5) fire drills to teach your students what should be done in an actual disaster. Students are expected to listen carefully to instructions.

TORNADO DRILLS

We will conduct a minimum of two (2) tornado drills during the school year to familiarize students as to what to do in case of a tornado. Students are expected to listen carefully to instruction.

SCHOOL LOCK DOWN DRILLS

We will conduct a minimum of three (3) school lock down drills during the school year to familiarize students as to what to do in case of an emergency. Students are expected to listen carefully to instructions.

*In the above circumstances, students failing to act appropriately will be subject to disciplinary action.

DANGEROUS ITEMS AND ACTIVITIES

Our school rules do not allow for fighting, throwing rocks, snowballs, etc. knives, skate boards, bicycles, guns or squirt guns are not to be brought to school. Any object that may be construed as a dangerous weapon will be left to the discretion of the school. Violations of these rules will be subject to immediate investigation, suspension and/or expulsion. In cases involving weapons or threats, according to law, the police will be notified.

CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work will be confiscated. A failing grade will automatically be recorded for the work and parents will be notified. A second offense will result in a suspension from school.

WORK/STUDY SKILLS

A parent can help his/her student be aware of skills and techniques which make learning easier and more enjoyable. The following are student's guidelines for achieving good work/study habits:

1. Come to class prepared with pen, pencil, paper and other necessary materials
2. Be an active participant in class. Listen well, take part in class discussions and take notes.
3. Ask questions to clarify problems.
4. Use what is learned and apply it to new situations.
5. Plan the day and schedule time for homework.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.
7. Complete all assignments/homework as given and turn the work in on time.
8. If additional help is needed, make arrangements to talk to the teacher.

GRADING SYSTEM

GRADING SCALE FOR SUBJECTS

Percent changed to letter grade:

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

If a student receiving a "D" or lower in any subject, parents will be notified.

INCLUSION

The academy with parental permission may identify, and evaluate any student in the school who may display sign of behavioral problems or academic challenges. Our academy embraces the philosophy of full inclusion, believing special needs students can best be educated in the mainstream classroom with the assistance of a resource teaching team. Our teachers accept responsibility for all students in their classroom and modify, accommodate and adjust teaching techniques and class activities to meet the learning abilities of all children. Resource staff supports the mainstream classroom with this process.

TRANSPORTATION

The bus service provided by Mildred C. Wells Academy is a privilege, not a right. All bus riders are expected to behave appropriately to prevent any dangerous situation for the driver and other riders. The safety of the driver and the students must come first and unacceptable behavior of any student will not be tolerated. Any student whose behavior is inappropriate and who causes or participates in a disturbance may have the privilege of the bus service revoked for a period of time or indefinitely.

Students must comply with the following rules at all times:

- a. Obey the bus driver/bus aide and show respect to the driver and monitors;
- b. Refrain from excessive loud noise, physical or verbal assault or other unacceptable offensive and dangerous behavior;
- c. Remain seated except for entering and exiting the bus.

If a student chooses not to comply with the above rules the following steps will generally be followed:

1. Student will be given a written warning
2. Student will be suspended from riding any bus for a period of one (1) to three (3) school days
3. Student will be suspended from riding the bus for a period of three (3) to ten (10) school days
4. Student's privilege will be revoked the bus for the rest of the school year.

The school transportation coordinator and administration will determine the consequence depending on the level of the infraction of the student.

***Please Note:** Parents whose primary address has change need to fill out a change of address form in the main office. Students are not allowed to ride other buses that are not assigned to him/her. Mildred C. Wells Academy pride ourselves on returning each student home safely.

FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by various teachers or staff throughout the school year. These trips are designed to supplement different aspects of learning by introducing students to various resources of the community. Parents will receive notice of field trips in advance and will be required to sign a permission slip for their son/daughter to participate.

Parent: please be informed that their may be a fee requested from each student to help pay for expenses involved in the transportation or contracted event.

School Events, Fundraisers, Athletic Program, Organizations

Mildred C. Wells student's who are involved in community wide activities will be held to the standards of the organization as well as that of MCWA.

All school related events, field trips and fundraisers must be reviewed and pre-approved by the school leader.

ATTENDANCE POLICY

ABSENCES, TARDINESS AND EARLY RELEASE OF STUDENTS

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

Documentation for absences counted as present and excused absences must be provided.

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 or accident
2. Serious illness of a member of the immediate family (those living in the same home as the student)
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 will be implemented until 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:

- Missing more than 1 ½ hours of school will be considered as ½ day absence.
- All missed assignments must be made up and returned on the day designated by the teacher.
- 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 time 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 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 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 appointment 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:

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

OTHER IMPORTANT INFORMATION

A. Additional Assistance

If after speaking with your student's teacher you would like further assistance, please contact the School Leader.

B. Equal Opportunity

Mildred C. Academy supports the principle that all persons are entitled to equal education and employment opportunities without regard to race, religion, color, gender, age, disability, limited English proficiency or national origin. Questions regarding Title IX and 504 compliance contact can be directed toward the school leader.

Rights of homeless children and youth

According to the McKinney-Vento Homeless Assistance Act, children who are homeless have the right to attend school, to have access to comparable services and to be treated with respect. Assistance for families in homeless situation is the **Center for Homeless Education, 1.800.308.2145.**

C. Staff training in blood-borne pathogens

The staff receives yearly training, as required by state law, in dealing with incidents that involve blood. Guidelines have been developed regarding safe custodial procedures.

D. Enrollment process

The academy as a free public school follows all requirements outlined by its charter authorizer and federal and state laws relating to applications and enrollments. In late winter, current students re-enroll with preference given to them and their siblings. During the spring's advertised open enrollment period any local and/or state resident may apply. If a grade is oversubscribed, a public lottery takes place to determine enrollment and a waiting list. **Current students who do not re-enroll during the publicized re-enrollment period could lose their space for the next year.**

In order to register/enroll into Mildred C. Wells Academy the following documents **must** be provided: **Birth Certificate, current immunization record and a completed enrollment application.** The application can be obtained by calling or visiting the school's office.

