



**Youth Advancement Academy**  
**Student Handbook**



**“Watch Us Soar”**

**Youth Advancement Academy**

**“A Strict Discipline Academy”**

6750 Chime Street

Kalamazoo, MI 49009

Phone: 269-443-7740

Fax: 269-443-7741

[enroll@youthadvancementacademy.org](mailto:enroll@youthadvancementacademy.org)

[www.kresa.org/Page/1931](http://www.kresa.org/Page/1931)

## **Welcome to Youth Advancement Academy**

The administration and staff of Youth Advancement Academy are looking forward to getting to know each of you personally and sharing with you this exciting period of your life. The educational program offered at Youth Advancement Academy provides the opportunity for you to be involved in planning your future and becoming a positive, contributing member of our school community.

This handbook has been prepared to assist you in pursuit of a meaningful, positive educational experience whether you are new to our academy or a returning student.

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know.

Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the School. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not contain every rule or policy of the district or high school. Rules, policies, procedures and/or activities are subject to change during the school year, with sufficient notification to the students. Students should notify their parents of these changes. The rules, policies and procedures in this handbook do not supersede federal, state or local laws or ordinances.

No person in the Youth Advancement Academy will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity on the basis of ethnicity, religion, gender, disability or any other legally protected status. Inquiries by students and/or parents/legal guardian related to discrimination on the basis of disability/handicap should be directed to:

Jon DeCou  
Center Director  
269-443-7745

### **Notice of Nondiscrimination Disclosure**

It is the policy of the Youth Advancement Academy not to discriminate on the basis of race, color, national origin, sex, disability, religion or age in its educational and career technology program as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age of Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

-----  
No person in the Youth Advancement Academy will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity on the basis of ethnicity, religion, gender, disability or any other legally protected status. Inquiries by students and/or parents/legal guardian related to discrimination on the basis of disability/handicap should be directed to:

## Table of Contents

Youth Advancement Academy (YAA) School Board Members	7
a. Administration	
b. Faculty/Staff	
c. School Mission	
d. Philosophy and Approach	
e. About Youth Advancement Academy	
Enrollment Process	8
Immunization Policy	9
a. Session Times	
About our Graduates	10
Achievement Policies and Procedures	11
a. Expectations for All Students	
b. Instruction	
Academic Requirements	12
a. Earning Credit	
b. Graduation Requirements	
High School Grade Assignment	13
a. Post-Secondary Enrollment Options	
b. Graduation	
Reporting Student Progress	14
Attendance Policies and Procedures	15
Categories of Absences	16
c. Excused Absences	
d. Truancies	
e. Accidents/Illnesses at School	
f. Appeal Procedure/Absence Extension	
Appeal Procedure for Attendance Forfeiture	17
Student Computer Policy	18
a. Student Internet Policy	
Building Policies and Procedures	20
b. Age of Majority	
c. Building Admittance	
d. Breakfast/Lunch	
e. Damaged, Lost, or Stolen Property	
Dress Code	21
Personal Hygiene	22
a. Driver's Education	
b. Field Trips	
c. Medication Policy	
d. Personal Property	

Pictures	23
a. Privacy of Records	
b. Tornado Watch/Warning Policy	
c. Transportation	
d. Conduct	
Student Concerns, Suggestions, and Grievances	25
Title IX Complaint Procedure	26
Title IX Coordinator	27
a. Reports of Sexual Harassment	
Disciplinary Action and Procedures	30
b. Re-Entry/Behavior Contract	
c. Serious Violations of the Student Code of Conduct	
d. Persistent Violations: Student Conferences	
Temporary Removal from the School	31
a. Suspension	
b. Suspension Procedures: Due Process	
Expulsion from the Academy	32
a. Expulsion Procedures: Due Process	
b. Due Process	
c. Carry Over of Discipline	
d. Reservation of Rights	
Reservation of Rights	33
a. Search and Seizure	
Expectations for our Students	34
a. Expectations for Students	
b. Expectations of the High School Administration, Faculty, and Staff from Students and Families	
Student Discipline and Conduct Code (Categories of Misconduct)	35
Class 1	35
a. Overt Amorous Behavior	
b. Personal Entertainment and Electronic Devices	
Class 2	36
a. General Conduct	
b. Closed Campus Violation	
Class 3	37
a. Cheating/Plagiarism	
b. Disrespect/Insubordination Toward any School Employee	
c. Class 4-7 Disclaimer	
Class 4	38
a. Ethnic/Gender/Sexual/Social Intimidation/Harassment	
b. Bullying	
c. Inciting, Promoting, or Instigating Disruptive Behavior	
Class 5	39
i. Matters Pertaining to the Safety of Others	
a. Fighting or Physical Attacks on Students, Teachers, or Designee	
b. Threats to Students, Teachers, or Other Adult Supervisor	
c. School Transportation Rules	

d. Matters Pertaining to Public and Private Property	
e. Theft	
f. Defacing and/or Destruction of Property including Textbooks, Misuse of Internet, Vandalism of School Technology, and any other behaviors not authorized by school personnel	40
g. Vandalism of a staff’s personal property on or off school premises	
ii. Matters Pertaining to Disruption of the Educational Process	
a. Possession and/or Use of Any Electronic and Telecommunications Device	
b. Dress Code	
iii. Matters Pertaining to Controlled Substance	41
a. Tobacco, All Types, Including Chewing Tobacco	
b. Possession or Use of Alcohol/Other Controlled Substances/Drug Paraphernalia	
c. Sale/Furnishing of Controlled Substances or Attempting to Sell or Furnish	
d. Controlled Substances	
Anti-Vaping Policy	42
Class 6	43
i. Violation of Federal/State/Local Laws & Ordinances	
a. Abuse of Fire Alarms, Safety Equipment, Bomb Threats, Arson, Possession and/or Use of Weapons	
Class 7	44
i. Transportation and High School Driving Policy	
a. Violation of Driving Policy	
Student and Parent Handbook Discipline Procedures	46
a. Acknowledgements and Verification	
b. Discipline Procedures – Discipline Expectations and Consequences	

## **General Information**

### **Board of Education**

Mr. John Lotz, President

Mr. Randy Fielder, Vice President

Ms. Latonia Raines, Secretary/Treasurer

Mr. Scott Ryder, YAA Board Attorney

Ms. Mandi Smith, Recording Secretary

Dr. Hal Jenson, Member

Mr. Will Brennan, Member

Mr. Todd Mora, Member

Mr. Chuck Brown, Member

### **Administration**

Jon DeCou, Director (269) 443-7745

### **Faculty/Staff**

Briann Ricketts, Teacher

Carolyn Sutherland, Special Education Teacher

Maurice Reynolds, Transition Specialist

## **School Mission**

Our mission is to provide a high-quality education and life skills for all students.

## **Philosophy and Approach**

We believe in the transformational power of education and embrace a philosophy that values each student as an individual who can and wants to learn.

Our approach honors the choice students make to attend class, enables them to recognize their ability to learn, and celebrates and builds on their successes. These values transform students' outlook on learning, helping them develop self-esteem and envision new opportunities for their future.

## **About Youth Advancement Academy**

The Youth Advancement Academy offers a “best practices” program for expelled, suspended, or court-ordered adolescents in the area served by Kalamazoo Regional Educational Service Agency (KRESA). The Academy works with the court system, parents and legal guardians, local law enforcement agencies, and area social service agencies to focus on the needs of this unique group of students who are traditionally underserved and overlooked. YAA meets all state and federal mandates for a strict discipline academy and all curriculum and assessment guidelines of the state.

## **Enrollment Process**

Students are eligible to attend Youth Advancement Academy by meeting the following qualifications as stated in the Michigan Revised School Code 380.1311g(3-5):

- (3) A strict discipline academy shall be established under sections 1311b to 1311m specifically for enrolling 1 or more of the following types of pupils:
  - a. Pupils placed in the strict discipline academy by a court or by the department of health and human services or a county juvenile agency under the direction of a court.
  - b. Pupils who have been expelled under section 1311(2).
  - c. Pupils who have been expelled under section 1311a or another provision of this act.
  - d. Other pupils who have been expelled from school, or pupils who have been suspended from school for a suspension that is for a period in excess of 10 school days, and who are referred to the strict discipline academy by that pupil's school or placed in the strict discipline academy by the pupil's parent or legal guardian.
- (4) In addition to the types of pupils specified in subsection (3), a strict discipline academy shall be open for enrollment of a special education pupil who does not meet the requirements of subsection (3) if the special education pupil's individualized education program team recommends that the special education pupil be placed in the strict discipline academy. As used in this subsection, "individualized education program team" means that term as defined in section 614 of the individuals with disabilities education act, 20 USC 1414.
- (5) In addition to the types of pupils specified in subsections (3) and (4), a strict discipline academy may enroll a pupil who is placed in a high-security or medium-security juvenile facility, mental health facility, or child caring institution that is operated by a private agency or a pupil who became a resident of this state as an unaccompanied or resettled minor under the care of the department of health and human services and who is less than 22 years of age as of September 1 of the current school year.

Parents should contact Youth Advancement Academy to set-up an enrollment meeting. The enrollment meeting is the first and most important step for our students. It is, therefore, absolutely critical that the enrollment take place with both the parent and the student. This meeting gives the parent and student an opportunity to meet the staff, tour the facility, and to fill out enrollment forms detailing pertinent student and parent/guardian information. Most importantly, this meeting sets the expectations and goals to ensure student success.

All students (former and new) will participate in the enrollment meeting process yearly. The following documents are needed in order to conduct the intake interview:

- a. Birth Certificate
- b. Immunization Record

Students who have attended in the past should check to see if records are needed.



## **Immunization Policy**

Students are required to provide an up-to-date immunization record at the time of intake. Students will not be admitted into the school building if a current immunization record is not on file. This policy is subject to change but reflects the current Michigan Department of Education policy released August 29, 2019. For more information regarding this policy, please visit the website below for the official state policy.

[https://www.michigan.gov/documents/mde/2019\\_Immunization\\_664591\\_7.pdf](https://www.michigan.gov/documents/mde/2019_Immunization_664591_7.pdf)

### **Session Times**

7:00 a.m. – 11:45 a.m. High School  
12:00 a.m. – 4:45 p.m. Middle School

Session times are set to accommodate the specific needs of students. Due to the age and difference in programs, high school and middle school students will be required to attend their assigned session time. The safety and security of all students was considered in determining the session times and placement of students. Session times are subject to change based on current enrollment, student needs, and emergent community health issues (ex. COVID-19).

## ABOUT OUR GRADUATES

All YAA Graduates will be:

- i. SELF-DIRECTED, COMPETENT LEARNERS who**
  - a. Plan and organize effectively.
  - b. Apply basic academic skills competently.
  - c. Think logically and independently.
  - d. Problem solves efficiently.
  - e. Identify, access, and integrate information.
  
- ii. RESPONSIBLE CITIZENS who**
  - a. Involve themselves in the democratic process and community service.
  - b. Understand and implement environmentally responsible behavior.
  - c. Demonstrate an understanding of the multi-cultural nature of our society.
  - d. Contribute to family stability by utilizing communication, parenting, and conflict management skills.
  - e. Make wise consumer decisions.
  
- iii. COLLABORATIVE, QUALITY WORKERS who**
  - a. Communicate effectively through writing, speaking, and listening.
  - b. Work cooperatively as a member of a team.
  - c. Perform, when appropriate, as either a leader or a follower.
  - d. Strive to produce a quality product.
  
- iv. INDEPENDENT, HEALTHY ADULTS who**
  - a. Utilize coping and stress management skills.
  - b. Demonstrate career planning and job finding skills.
  - c. Take responsibility for personal work and behavior.
  - d. Set and work toward short and long-term goals.
  - e. Involve themselves in "healthy" leisure time activities.
  
- v. FUTURE ORIENTED THINKERS who**
  - a. Utilize and apply technology to solve problems.
  - b. Demonstrate openness to new ideas and processes.
  - c. Adapt to changing work and societal environments.

## **ACHIEVEMENT POLICIES AND PROCEDURES**

### **Expectations for All Students:**

1. **Attendance:** Students must attend 100% of the regularly scheduled time.
2. **Academic Progress:** Students must make reasonable and steady progress toward goals daily.
3. **Consideration for Others:** Students must participate in an atmosphere that is conducive to learning inside and outside of the school.
4. **School Rules and Expectations:** Electronics may not be used at any time. Students must participate in keeping the school drug, alcohol, and smoke free.

### **Instruction**

Through one-on-one instruction in a positive and welcoming environment, teachers guide and encourage students through the process of making positive choices to achieve academic success and becoming productive citizens.

Coursework is completed in a technology-rich setting, which provides students with immediate feedback and helps them become familiar with tools they will use in post-secondary education or the workplace. All YAA students follow Education Development Plans (EDPs), which are tailored to the specific educational needs of each student.

Students are empowered to set goals, develop a plan to achieve those goals and take responsibility for the choices they make. As a result, students have greater accountability for their learning and begin to make better choices inside and outside the classroom.

## ACADEMIC REQUIREMENTS

### Earning Credit

- a. Adhere to attendance expectations.
- b. Satisfactorily complete the prescribed coursework as identified in the course syllabus and district curriculum requirements.

### Graduation Requirements

Youth Advancement Academy requires students to achieve the Michigan Merit Curriculum guidelines for graduation that require a minimum of 18 credits in the outlined curriculum below. Students are given elective courses based on performance, ability, and interests to pursue their passions and fuel their post-graduation goals. Students can also complete a personalized curriculum (PC) as outlined in the Michigan Merit Curriculum guidelines. More information on PC can be found here:

[https://www.michigan.gov/mde/0,4615,7-140-6530\\_30334\\_49879---,00.html](https://www.michigan.gov/mde/0,4615,7-140-6530_30334_49879---,00.html)

## HIGH SCHOOL GRADUATION REQUIREMENTS

### MATHEMATICS 4.0 Credits

Algebra  
Geometry  
Algebra  
Math Elective in Final Year

### SCIENCE 3.0 Credits

Biology  
Physics and/or Chemistry  
Science Elective

### ENGLISH LANGUAGE ARTS 4 Credits

English Language Arts 9  
English Language Arts 10  
English Language Arts 11  
English Language Arts 12

### SOCIAL STUDIES 3.0 Credits

World History and Geography  
U.S. History and Geography  
Government (0.5)  
Economics (0.5)

**Physical Education 0.5 Credit**

**Health 0.5 Credit**

**World Language 2.0 Credits**

**Fine Arts 1.0 Credit**

**Online Learning Experience**

All students are required to earn at least **18 credits** in the courses listed in the graduation requirements.

## High School Grade Levels

Students are assigned courses based on credit earned while in attendance at Youth Advancement Academy and from any previous school attended where credit was issued. All high school students upon enrollment will have a graduation audit completed to assess current pathway towards graduation for the student. Grade level is determined based on the number of credits earned by a student to date. Grade levels are outlined below based on credits the student has earned.

0.0 – 4.0 Credits Freshman  
4.5 – 8.5 Credits Sophomore  
9.0 – 13.0 Credits Junior  
13.5 – 18 Credits Senior

## Post-Secondary Enrollment Options attendance guidelines are:

- a. All information including payments to be made by the district, credit assignment, regulations, etc. are distributed to students and parents prior to students beginning a college course.
- b. Students must attend community college/college classes if they are in session, whether Youth Advancement Academy is or is not in session.
- c. Arrangements to be absent, for any reason, from a community college/college class are the sole responsibility of the student.

## Graduation

Students that complete the requirements for graduation, will be eligible to receive a district diploma from Youth Advancement Academy and attend a graduation ceremony at the culmination of the semester in which requirements were completed.

Students that complete graduation requirements before the end of Fall Semester will be eligible to attend the February graduation ceremony at a date to be established. The students will have a cap and gown and all formal graduation procedures will be followed.

Students that complete graduation requirements by the end of Spring Semester will be eligible to attend the June graduation ceremony at a date to be established. The students will have a cap and gown and all formal graduation procedures will be followed.

Students who are graduating will have the following completed and offered:

- i. Graduation audit and discussion
- ii. A thorough evaluation of the senior's transcript, in the first marking period of the year. YAA plans to help the student establish a specific plan to graduate, on time, with their cohort.
- iii. Financial Aid Night Presentation: to assist parents and students in preparing to complete the forms and documentation to apply for financial aid for college/training schools.
- iv. Graduation Survey: administered in the spring, to discuss student exit plans and attitudes.

## REPORTING STUDENT PROGRESS

### 1. Progress Reports

Progress Reports are an effective method of communicating an evaluation of student progress and an understanding of a student's educational growth to the student and parent/legal guardian. Progress Reports will be issued at the end of every reporting period. These reports will be mailed at the end of each reporting period.

### 2. Report Cards

Report cards are issued every reporting period and show the students grades and progress in each course. Report Cards are discussed at each Parent-Teacher Conference and sent via US Postal Service to the address on file at the end of each semester.

### 3. Parent Teacher Conferences

Conferences are scheduled around the mid-semester period. Conferences are an opportunity for parents and teachers to share information midway through the semester and to develop strategies for improvement.

### 4. Class Grades

The grading system used at Youth Advancement Academy is as follows:

- A - Exceeds Expectations
- B - Meets with excellent effort
- C - Meets with satisfactory effort
- D - Progressing towards satisfactory effort
- F - Failure

### 5. Grade Scale

Letter Grade	Grade Point Average	Percentage Scored	Credit Earned (Y/N)
A	4.00	100-94%	Y
A-	3.70	93-90%	Y
B+	3.30	89-87%	Y
B	3.00	86-84%	Y
B-	2.70	83-80%	Y
C+	2.30	79-77%	Y
C	2.00	76-74%	Y
C-	1.70	73-70%	Y
D+	1.30	69-67%	Y
D	1.00	66-64%	Y
D-	0.70	63-60%	Y
F	0.00	59-0%	N
I	NA	Incomplete	N
CR	NA	Credit	Y

Students can make up incomplete courses within **one week** of the end of the first and second semester or they will convert to a failure.

## ATTENDANCE POLICIES AND PROCEDURES

It is our goal to provide a quality education in a safe environment. By utilizing technology and an individualized program, all students have an opportunity to learn in a quiet and orderly atmosphere that respects the rights of others. For every student to have this opportunity they must attend school every day. We believe that daily attendance increases the opportunity for learning, growth, and success for our students. Therefore, all students must adhere to this attendance policy to be successful.

The attendance policy has been developed to meet the following objectives:

- a. To raise the student achievement and close gaps in student performance.
- b. To identify attendance patterns to design attendance improvement efforts.
- c. To know the whereabouts of every student for safety and other reasons.
- d. To verify that individual students comply with the educational laws relating to compulsory attendance.
- e. To assure school completion for all students.

As stated in the Michigan Revised School Code Act of 1976 380.1561, students must be enrolled in school until the age of 16 for children who turned 11 before December 1, 2009 and the age of 18 for children who turned 11 after December 1, 2009. Students must be in attendance daily and may not be absent two or more consecutive quarters.

As stated in the Michigan Revised School Code Act of 1976 380.1586, students repeatedly absent from school without valid excuse, or is failing in schoolwork or gives evidence of behavior problems, and attempts to confer with the parent or other person in parental relationship to the child fail, the superintendent of schools, or the intermediate superintendent in a district which does not employ a superintendent, may request the attendance officer to notify the parent or other person in parental relationship by registered mail to come to the school or to a place designated at a time specified to discuss the child's irregularity in attendance, failing work, or behavior problems with the proper school authorities.

As stated in the Michigan Revised School Code Act of 1976 380.1587, if a parent or other person in parental relation fails to send a child under his or her control to the public school or other school listed under section 1561, the attendance officer, upon receiving notice from proper authority of that fact, shall give written notice in person or by registered mail to the parent or other person in parental relation requiring the child to appear at the public school or other school on the next regular school day following the receipt of notice, and to continue in regular and consecutive attendance in school. The attendance officer shall notify the intermediate superintendent or superintendent of schools of the service of notice. The intermediate superintendent or superintendent of schools shall notify the attendance officer of the failure on the part of the parent or other person in parental relation to comply with the notice.

## CATEGORIES OF ABSENCES

### Excused Absences

Excused Absences are pre-arranged absences or absences with documentation. Documentation **MUST** be provided for absences to be excused. Acceptable documentation would include, but not limited to:

- a. Doctor's note
- b. Hospital stay
- c. Court appearance
- d. Funeral director's note

In some circumstances, work may be completed to make up for time missed. Documentation from a parent/guardian is **NOT** an excused absence. Documentation must be provided to the Director within 48 hours of the excused absence or the absence will be marked as truant.

### Truancy

Truancy is the unauthorized absences that may include but are not limited to:

- a. Skipping school
- b. Oversleeping
- c. Missing the bus
- d. Car problems
- e. Dress code violations
- f. Leaving school without following proper procedures

Unauthorized absences will require a conference with your parent/guardian and the school director.

Five unexcused absences will result in a referral to the county truancy officer.

Ten unexcused absences in a semester will result in a student being withdrawn from the school and a loss of credit for the semester.

### Accidents/Illnesses at School

All accidents at school or school activities must be reported to the Director immediately. Reports of accidents and injuries will be documented by the staff and reported to the parent immediately.

If a student becomes ill at school and cannot remain in the classroom, the student should ask the Director or teacher to contact their parent/legal guardian or emergency contact to make arrangements to be picked up.

### Appeal Procedure/Absence Extension

An extension of the attendance requirement **MAY** be granted on a case-by-case basis with consideration given to the student's attendance record, including but not limited to:

- a. Absences
- b. Tardiness
- c. Truancy

Extensions will be granted at the discretion of the administration.



### **Appeal Process for Attendance Forfeiture**

The first appeal must be made by the parent/legal guardian within **one week** of notification in writing to the Director. The student or student's parent/legal guardian may present evidence as to why the exception should be granted. The Director will render a decision **on or before the next full school day following the hearing.**

The second appeal must be made to the School Board within **five (5)** school days of the Director's decision.

## **STUDENT COMPUTER POLICY**

Students who are currently enrolled at YAA may be granted a school network account contingent upon compliance with the terms stated in this protocol. This account is for educational purposes only. Any user identified as a security risk or having a history of security problems with other computer systems may be denied access to district network resources. Technology hardware is checked out to students upon completion of the technology loan agreement that must be signed by parent/legal guardian, the student, and the Director. Violators will be disciplined and any technology lost, stolen, and/or damaged while issued to the student will be responsible for any costs associated with the replacement or repair.

### **Students will be held accountable for the following protocol:**

- a. Never be on a computer that is an area not directly supervised by a staff member. Damaging computers, computer systems, computer data, or the computer network, including removing hardware and software from school premises, will result in removal from the school premises and criminal prosecution.
- b. You may use only your User ID and password to log onto the network. You are responsible for the protection of your password to your account. If you suspect that others are using your account, notify one of your teachers immediately.
- c. Student e-mail accounts are established and monitored by a classroom teacher and used for educational purposes **ONLY**. Students are not permitted to access their personal e-mail accounts at school.

Use of student data devices are discouraged. They should not be brought from home to school. These devices may only be used if they meet the following criteria:

- a. The teacher grants permission and use of the device is supervised by the teacher.
- b. The necessary data needs to be printed for a classroom assignment.
- c. Trained personnel scan the device for viruses.

### **Students will be held accountable for protocols included on the Student Internet/Electronic Network Use Agreement Form completed during the enrollment meeting.**

#### **Student Internet Policy**

Access to the Internet is provided to those students who have a current signed Internet/Electronic Network Agreement Form on file with YAA. This form must be signed each year for access.

If you unexpectedly access a site with information that is inappropriate, you should use the back or home button to exit from the site immediately and inform a staff member.

You are not to give out personal information such as but not limited to:

- a. Your address
- b. Phone number
- c. Social security number
- d. School name and/or address

Printing of materials is limited to school personnel only. Any printed materials need by students can be requested through a staff member of the Director.

Internet searches and browsing history will never be deleted and will remain intact during the student's enrollment. Any student tampering with search and browsing history will be disciplined accordingly.

An adult supervisor must always be present and actively supervising in the room while students are on a computer. You will be asked to log off and receive disciplinary measures if inappropriate use is observed.

Be aware when you visit online sites you often leave a trail called cookies. Cookies allow a site owner to help it or its advertisers develop a profile about you and the District. Students are limited to school related use only while using the internet.

Do not assume that just because something is on the internet you may copy it. Copying from online sources is in violation of the school's plagiarism policy and may also be infringing on copyright laws. Any attempt to copy from internet sources for school related work will result in disciplinary action.

## **BUILDING POLICIES AND PROCEDURES**

### **Age of Majority**

The policies, procedures, and Code of Conduct guidelines are written for and apply to all students of Youth Advancement Academy regardless of age, during school hours, and at school activities and events. They are designated to establish and maintain a safe and positive educational environment for all students.

### **Building Admittance**

Students are required to turn in backpacks, purses, bags, hooded sweatshirts, jackets, hats, sunglasses, non-religious headwear, electronic devices, and any other carried items. All items will be housed in lockers that will be locked until the end of the school day. Students will not have access to any items in the locker during the school day and will not be given access to lockers during the school day. Students will be given access to their locker at the end of the school day or if they are leaving early through early dismissal or removal from the school for disciplinary measures. Students will also be subject to a metal detecting wand prior to entrance and is required for admittance into the building. Suspected concealment of prohibited items may require students to remove shoes to be scanned by a metal detecting wand.

### **Breakfast/Lunch**

Students will be offered breakfast or lunch provided by Kalamazoo Public Schools (KPS) Food Service. The breakfast or lunch is provided at no-cost to the students and families. Breakfast or lunch provided is contingent on full completion of the Household Information Report during the enrollment meeting. Students must eat the meal on site and may not remove any meal product from the facility. Students may bring their own meals and they will be stored in the cafeteria or the refrigerator located in the cafeteria. Any outside consumables brought by a student may be searched and confiscated by staff. **NO** glass bottles are permitted on school grounds. Students have access to a microwave and toaster for use during identified mealtimes. Students are required to clean any mess they may create and take care of any materials used during meals.

### **Damaged, Lost, or Stolen Property**

Damage or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. If a student does damage or loses school property, the student and/or parent/legal guardian will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Penalties including replacement cost for damaged, lost, or stolen materials will be:

- a. Denial of participation in school-related activities, including graduation activities for seniors.
- b. Withholding all educational records until fines/fees are paid.

## **DRESS CODE**

While fashion changes, the reason for being in school do not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

To enable students to reach high academic standards, YAA has put in place a dress code designed to reduce distractions and competitions. Implementing a simple, flexible, and cost-effective dress code promotes student learning and increased academic instruction time.

### **All Students**

- a. Shirts must not reference any drugs, alcohol, and/or tobacco products.
- b. Shirts may not be ripped, torn, have pieces missing, and/or contain vulgar language.
- c. Pajamas are not permitted.
- d. Students are expected to dress appropriately with non-suggestive clothing. Any clothing that shows excessive portions of the body and/or parts of the reproductive system will result in the student being offered alternative clothing from the community closet. Refusal to accept clothing will result in the student being sent home.
- e. Pants and/or shorts must be worn around the hips. Pants and/or shorts that are sagging below the waistline, allowing underwear to be seen, or allowing excessive portions of their body to be exposed will be given zip-ties to hold them in place. If the student declines the temporary belt or is unable to pull their pants and/or shorts up, they will be offered a piece of clothing from the community closet. Refusal to accept alternative clothing will result in the student being sent home.
- f. Students must always have appropriate shoes on. Students can wear open toe sandals and flip flops. If students remove any type of footwear during the day, they will be asked to put footwear back on. Refusal to keep footwear on during the school day will result in the student being sent home.
- g. During winter months and rainy days, students are advised to wear different shoes upon entering. This is to limit the impact of external elements on the interior learning environment. If students need additional shoes, community closet shoes are available and other resources will be used to help students in need on a case-by-case basis.
- h. Students are expected to dress accordingly to the weather. Due to the lack of modern heating and cooling in the school, students should be prepared to change into clothing that meets the temperature conditions. During winter months, students should dress appropriately to arrive to school in cold elements. Students should have clothes either on or ready to change into due to heating changes.
- i. Students should plan accordingly and bring additional clothing if they are engaging in activities that result in perspiration. Students are given activity periods and are expected to return to the educational process immediately after.
- j. Students are required to have a shirt underneath any coat and/or hooded sweatshirt as coats and/or hooded sweatshirts are required to be removed for entry into the school. If a student does not have a shirt underneath, an alternative will be offered from the community closet. If the alternative clothing is declined, the student will be sent home.

## Personal Hygiene

The personal grooming of students should be in accordance with the standards of the dress code. Students should be clean and neat when at school. Students who come to school without proper attention given to personal cleanliness, neatness of dress, or compliance to the dress code, will either be sent home to be properly prepared for school or will be required to prepare themselves for the school classroom before entering.

## Driver's Education

Driver's Education is not offered by Youth Advancement Academy. Private companies use school facilities throughout the year to provide driver education courses to students. Information regarding driver's education provided in the Kalamazoo County area can be found by going to:

[https://www.michigan.gov/sos/0,4670,7-127-1627\\_60169\\_60174---,00.html#:~:text=Michigan's%20driver%20education%20curriculum%20is,behind%2Dthe%2Dwheel%20instruction.](https://www.michigan.gov/sos/0,4670,7-127-1627_60169_60174---,00.html#:~:text=Michigan's%20driver%20education%20curriculum%20is,behind%2Dthe%2Dwheel%20instruction.)

## Field Trips

All students must have a completed permission form from their parent/legal guardian to participate in off-campus field trips. Those students who have not presented the Director with written permission on the required form will not be permitted to attend. Additionally:

- a. Each student is responsible for work missed in all classes on the day of a trip.
- b. Teachers may require a student to remain at school due to academic problems in one or more classes.

**All regulations contained in this handbook apply when students are on field trips.**

## Medication Policy

Prescription drugs **will only be administered** when the Medication Release Form has been completed by the parent/legal guardian and has been **signed by the physician** who prescribed the medication. The form needs to be handed to the Director with the prescription in **its original bottle** and placed on file before any medications are released.

Headache medication can be administered when the Medication Release Form is completed. Form must be signed by a parent/legal guardian and the parent/legal guardian must provide the medication in its original bottle. A physician's signature is **not** required for over-the-counter headache medication.

The Medication Release Form is available upon request from the Director.

## Personal Property

Students are responsible for the care of their own personal property. The school is not responsible for any personal property. Valuables, such as jewelry, electronic devices, cameras, phones, and irreplaceable items, should not be brought to school. The school may confiscate such items and return them to the student's parent/legal guardian.

The school is **not responsible** for personal property items which are lost or stolen. Students are encouraged to leave personal possessions and valuables at home.

If a theft of personal or school property occurs, report the theft to the Director immediately. A report will be taken of the theft and property returned if recovered. Disciplinary measures will be enforced if theft was done by a student and local law enforcement will be contacted.

### **Pictures**

Senior pictures are the responsibility of the student and parent/legal guardian. Schools pictures may occur once during the fall and spring semesters at no cost to students and families.

### **Privacy of Records**

The Family Educational Rights and Privacy Act of 1974 (FERPA) explains the rights and responsibilities of students, parents, and the school regarding permanent student records. The purpose of FERPA is to give parents and students knowledge and some control over what information is kept in the student's permanent record.

A procedure has been developed and approved by the Board of Education to implement FERPA with fidelity.

### **Tornado Watch/Warning Policy**

Students will remain in session during a Tornado Watch, Tornado Warning, or Severe Weather Warning. The Director and staff will be notified in the event of potential Severe Weather and appropriate precautions will be taken. If a tornado warning is issued for the immediate area at dismissal time, school **will not** be dismissed until the warning has been lifted.

Students may be picked up at the school by their parent/legal guardian if they come to the school to request their dismissal. No student will be released to a person other than their parent/legal guardian unless noted on the Pick-Up/Release Authorization Form completed during the enrollment meeting. Any person picking up a student will be required to present a valid form of identification and will be verified before the student is released to the person.

Extracurricular student activities will be canceled in the event of a tornado watch or warning. In the event of a warning during a school activity, appropriate measures will be taken to ensure the safety of the students.

### **Transportation**

The YAA Board of Education will provide bus tokens for all students. Bus tokens are purchased from Kalamazoo Metro Transit and all school policies are applicable and enforced from when the student leaves their house to come to school until their return to their house (door to door).

### **Conduct:**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to any Metro Transit bus and Metro Connect service.

- a. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.
- b. If a student misbehaves on a bus, their actions may warrant temporary or permanent loss of bus privileges and/or tokens.

- c. If a student loses bus privileges, they are responsible to attend school via other means of transportation.



## **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The academy is here for the benefit of all students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, they should feel free to offer the suggestion(s). When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear of reprisal for the proper expression of legitimate concerns. Any suggestions, concerns, and grievances may be sent to the Director. A student may have the right to a conference if the student believes they have been improperly denied participation in a school activity or have been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## TITLE IX COMPLAINT PROCEDURE

### ***General Information***

Sexual Harassment: Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

- a. An Educational Service Provider employee conditioning the provision of an aid, benefit, or service of the Academy on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment)
- b. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Academy's education program or activity.
- c. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexual Harassment may involve the behavior of a person of any gender against a person of the same or another gender.

The following conduct – if sufficiently severe, pervasive, and objectively offensive – may constitute Sexual Harassment (this list provides examples and is not meant to be exhaustive or exclusive):

- a. Unwelcome sexual propositions, invitations, solicitations, and flirtations
- b. Unwanted physical and/or sexual contact
- c. Threats or insinuations implying that a person's conditions of education or employment may be adversely affected by not submitting to sexual advances.
- d. Unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome sexually degrading language, profanity, jokes, or innuendoes.
- e. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature
- f. Unwelcome and inappropriate touching, patting, or pinching.
- g. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- h. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- i. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.
- j. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.

Sexual assault refers to any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent (e.g., due to the person's age, intellectual or other disability, or use of drugs or alcohol). Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape. All such acts of sexual assault are forms of Sexual Harassment and, in turn, sex discrimination are prohibited by Title IX.

***Title IX Coordinator***

The following individual serves as the Academy Title IX Coordinator and are responsible for overseeing and coordinating the Academy’s efforts to comply with Title IX and its implementing regulations:

Title IX Coordinator/Investigator  
Jon DeCou, Director  
(269) 443-7745  
6750 Chime Street  
Kalamazoo, MI 49009

Title IX Decision Maker  
Dr. Jeff Hamlin, Superintendent  
(248) 712-4923  
30233 Southfield Road  
Southfield, MI 48076

The Title IX Coordinator reports directly to the Educational Service Provider. Questions should be directed to the Title IX Coordinator.

***Reports of Sexual Harassment***

All students share responsibility for avoiding, discouraging, and reporting Sexual Harassment. The Title IX Coordinator shall be available during regular school/work hours to discuss Title IX questions, including questions related to Sexual Harassment, and assist students, parents/guardians, employees, other members of the Academy community and Third Parties with any issues related to Title IX.

The Title IX Coordinator shall accept reports of Sexual Harassment directly from any member of the Academy community or any Third Party. Reports may be submitted in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator’s published contact information, or by any other means that results in the Title IX Coordinator receiving the person’s oral or written report. Reports may be made at any time (including during non-work hours).

The Academy will be considered to have actual knowledge of Sexual Harassment or an allegation of Sexual Harassment if:

- a. A Formal Complaint is filed by a Complainant (or a parent/guardian on behalf of a minor child)
- b. An Educational Service Provider employee receives a report or otherwise has notice of an incident of Sexual Harassment or allegations of Sexual Harassment.
- c. An Educational Service Provider employee witnesses the misconduct.

The Academy may also receive notice about Sexual Harassment in an indirect manner from a member of the local community, social networking sites, the media, or if the information is shared by survivors during public awareness events or campaigns.

When possible, before a reporting student or parent/guardian discloses the above information, the Educational Service Provider employee should inform the student and/or parent/guardian of the employee’s obligation to report the information to the Title IX Coordinator.

The Educational Service Provider employee will also inform the student and/or parent/guardian of his/her right to file a Formal Complaint with the Academy and a separate complaint with local law enforcement.

Upon receiving a report of Sexual Harassment or allegations of Sexual Harassment, the Title IX Coordinator will provide the appropriate notice to the Complainant, discuss supportive measures with

the Complainant, and explain the Formal Complaint process. The Title IX Coordinator will also inform the Complainant that s/he is available to assist the Complainant in filing a Formal Complaint if that is what the Complainant wants to do. The Title IX Coordinator will further explain to the Complainant that Federal law includes protections against retaliation, and that the Academy will not only take steps to prevent retaliation but also take strong responsive action if it occurs.

When it comes to allegations of stalking, the Title IX Coordinator will inform the Complainant that it is important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. Such evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence. This type of non-physical evidence will also be useful in all types of Sexual Harassment investigations.

If the report involves a student Respondent, while the Title IX Coordinator is communicating with the Complainant concerning supportive measures and whether to file a Formal Complaint, the Educational Service Provider will determine whether the circumstances warrant consideration of emergency removal of the student Respondent.

If the Title IX Coordinator and/or Educational Service Provider decides that the situation calls for possible emergency removal of the student Respondent, the Title IX Coordinator and/or Educational Service Provider will convene a team of educators and other appropriate staff members (e.g., school psychologist, guidance counselor, mental health counselor, etc.) to conduct an individualized safety and risk analysis. The team will be tasked with determining whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal.

If the team determines the student Respondent poses such a threat, it will recommend to the Educational Service Provider that the Academy implement an emergency removal (i.e., removal of the student Respondent from the school premises). If the Director agrees with the recommendation, the Director will notify the student Respondent, remove the student Respondent from the school premises for the remainder of the school day, and begin the process of suspending or expelling the Respondent pursuant to M.C.L. 380.1311. The student Respondent will have an opportunity challenge the team's recommendation and the Director's corresponding decision to remove the student Respondent immediately following the implementation of the removal. The challenge may be filed directly with the Educational Service Provider – even before any recommendation for expulsion is processed by the Educational Service Provider – or by following the due process procedures.

While complaints should be directed to the school's Title IX designee, complaints can be filed at any time with the U.S. Department of Education. Complaints can be sent to:

Office of Civil Rights, Cleveland Office  
U.S. Department of Education  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
Phone: (216) 522-4970  
Fax: (216) 522-2573  
Email: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov)

Complaints can be sent to the Michigan Department of Education via the Title IX Coordinator. Contact information is:

Elizabeth Collins, MDE Title IX Coordinator  
P.O. Box 30712  
Lansing, Michigan 48909  
Phone: (517) 241-2091  
Fax: (517) 373-8776  
Email: [collinse2@michigan.gov](mailto:collinse2@michigan.gov)

For full policy and procedures, please review the policy at:

<https://www.kresa.org/cms/lib/MI01000312/Centricity/Domain/221/Youth%20Advancement%20Academy%20Final%20Title%20IX%20Special%20Release%20AG%20Updates.pdf>

## DISCIPLINARY ACTION AND PROCEDURES

The Youth Advancement Academy has a set of expectations regarding student conduct so the school may operate efficiently and effectively for the benefit and safety of all students and staff members. Conduct that interferes with the operations of the school, is threatening, or inappropriate will not be tolerated.

The Academy endorses a policy of progressive discipline where students are informed of issues and given an opportunity to improve. Progressive discipline may be used to address either the same recurring issue or a series of unrelated issues. Steps in this process may include, but are not limited to:

- a. Counseling
- b. Reassessment of academic placement
- c. Parent/legal guardian meeting
- d. Recommitment to program
- e. Temporary removal
- f. Administrative review
- g. Termination from the program

In cases of serious standards of conduct violations, progressive discipline may not be used. The disciplinary process may occur at any level appropriate to the circumstances.

The Academy's goal is to provide students a quality education in a safe environment achieved through meeting the standards of conduct.

Rules, policies, procedures, and/or activities are subject to change during the school year with sufficient notification to the student and parent/legal guardian.

**NOTE: This handbook does not contain every rule or policy of the school.**

### **Re-Entry/Behavior Contract**

As a condition of reinstatement, a suspended or excluded student is required to agree to a behavioral contract that sets forth terms and conditions of reinstatement. The behavior contract is used with students that have repeating issues of severity. The contract will be signed and is binding.

- a. Any violation of the re-entry contract will result in additional suspension and/or expulsion from school.
- b. Any violation will result in immediate consequences outlined per the agreement that may include recommendation for expulsion or alternative placement.

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

Any student may be recommended for exclusion or expulsion on the first, second, or third offense if, in the opinion of the Director, the student's presence is disruptive and/or dangerous to other students, staff, or the educational process.

### **Persistent Violations: Student Conferences**

When a student has received excessive nonacademic referrals in any school year, the parent/legal guardian will be contacted, and the Director will convene a re-intake meeting. Student, parent/legal guardian, staff, and the Director will meet to discuss the student's future in the school. A behavior contract will be written for the student as part of the conference.

### **Temporary Removal from the School**

When it is necessary for a teacher to remove a student from the classroom or school facility because of behavior deemed unacceptable by the school, the student has not demonstrated the necessary commitment to return the program.

- a. The Director may keep a student out of a class due to serious misconduct or continued behavior problems.
- b. To re-enter the classroom, a parent/legal guardian conference may be required.

### **Suspension**

Students may be placed on suspension after a serious violation of conduct occurs. The Director, with input from the staff, uses this process to determine if the student will continue to be enrolled at the school or removed. The time for suspension may be one (1) to ten (10) days. Any suspension over ten (10) days will result in a due process hearing with the school board in which the student and/or parent/legal guardian will be in attendance.

During a suspension, the following conditions must be met:

- a. A suspended student may not be on school grounds during and after school hours while under suspension. School grounds include all properties and buildings operated by Youth Advancement Academy.
- b. A suspended student may not participate in or attend any school function (including graduation exercises) while serving a suspension.
- c. All suspensions are to be effective until the number of school days have passed.
- d. A suspended student will not receive credit for any class work while under suspension until all assigned work is completed for the courses assigned.

### **Suspension Procedures: Due Process**

The student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against them. The student will have the right to present to the Director any relevant information that will support their own defense.

When the student is suspended by the Director, the Director will:

- a. Notify the parent/legal guardian as soon as possible of the suspension, the reasons for the suspension, and the steps necessary to facilitate the student's return.
- b. Meet with the parent/legal guardian and the student to plan the satisfactory return of the student to the school setting.
- c. Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the Director within **two (2)** school days of the parents' receipt of the written suspension notice. The written appeal **must contain** the reason(s) that the suspension is being appealed.
- d. If the suspension is for a period of more than ten (10) days, the due process for expulsion will apply.

### **Expulsion from the Academy**

A student will be permanently prohibited from attending school in Youth Advancement Academy through action taken by the Board of Education as recommended by the Director. Expulsion will result in loss of credit.

### **Expulsion Procedures: Due Process**

- a. Written notice of charges against a student will be supplied to the student and their parent/legal guardian by registered mail. Included within this notice shall be a statement of the time and location for the hearing. Parents/legal guardian may be present at the hearing. The student against whom charges have been filed will be required to attend this hearing.
- b. The student shall be given an opportunity to give their version of the facts and implications. They will be allowed to offer the testimony of their witnesses and present other evidence.
- c. The student and their parent/legal guardian may be represented by legal counsel.
- d. The student, their parent/legal guardian, or legal agent shall be allowed to review all evidence offered against them. In addition, they will be allowed to question any witness.
- e. The hearing will be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding and court rules of evidence will not be enforced at such hearing.
- f. A record will be kept of the hearing(s).
- g. The Board of Education, by a majority vote, will state, within **ten (10)** days after the hearing, its findings as to whether the student charged is guilty of the conduct charged and its decision as to expulsion.
- h. The findings of the hearing authority shall be put in writing and sent to the student and their parent/legal guardian.
- i. The student and their parent/legal guardian shall be made aware of their right to appeal the decision of the Board of Education to the appropriate judicial authority.

### **Due Process**

The Youth Advancement Academy Board of Education recognizes the following:

- a. Students have full rights of citizenship as delineated in the United States Constitution, Constitution of the State of Michigan, the Michigan Revised School Code of 1976, and other laws passed by the Legislature of the State of Michigan.
- b. The primary intent of society in establishing the public school system is to provide an opportunity for learning.
- c. Citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law.
- d. The opportunity for education is one of these citizenship rights.

### **Carry Over of Discipline**

Any student receiving discipline that cannot be completed before the end of the school year will have discipline carried over to the following year at the discretion of the Director.



### **Reservation of Rights**

The school reserves the right to set forth, as part of the Code of Conduct, necessary rules and regulations for proper execution within the educational program of the school which are not specifically stated herein as the need arises. When, in the judgment of the administration, the student's behavior reaches such proportion, is of a nature that it tends to influence others adversely, interferes with the educational process, and/or infringes on the rights of others, the administration shall require discipline up to and including expulsion.

### **Search and seizure**

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of the law or school 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. Anything that is found during a search that may be evidence of a violation of school rules or the law may be confiscated, held, and/or turned over to the police.
- b. The school reserves the right not to return items which have been confiscated.
- c. During any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.
- d. All computers located in classrooms and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes.
- e. The District retains the right to access and review all electronics, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system and electronic mail.
- f. Students should have no expectation that any information contained on such systems is confidential or private.
- g. Review of such information may be done by the District with or without the student's knowledge or permission.
- h. The use of passwords does not guarantee confidentiality and the District retains the right to access information despite a password.
- i. All passwords or security codes must be registered with the school. A student's refusal to permit such access may be grounds for disciplinary action.

## EXPECTATIONS FOR OUR STUDENTS

Our school is a community whose laws are the procedures, rules, and regulations contained in this handbook. Those who enjoy the rights of citizenship in our school community must know and accept the responsibilities of citizenship. Cooperative supervision of the students by the faculty, staff, administration, and parents are key factors in the satisfactory participation of students in the school community.

### Expectations for Students:

- a. All students will **INVOLVE** themselves in the total school program.
- b. All students will **BE PROMPT** in arriving at their assigned classes/activities.
- c. All students will **UNDERSTAND** and **FOLLOW** school policies, rules, and regulations.
- d. All students will **RESPECT**:
  - a. the worth and dignity of each individual.
  - b. the rights and responsibilities of all staff members as they perform their duties.
  - c. the rights of fellow students.
  - d. the rights and responsibilities of other school personnel, such as secretaries, custodians, food services and transportation employees.
- e. All students will **OBSERVE** the Code of Conduct from door to door.
- f. All students will **WORK** to realize their full potential.
- g. All students will **ATTEND** school and be **PREPARED** for each class, every day.

### Expectations of The High School Administration, Faculty and Staff from Students and Families:

- a. Assistance for students in the development of their capabilities so that they may become an effective and productive citizen of the school and the community.
- b. Timely information, either by telephone or mail, if situations arise where achievement, attendance, and/or behavior are unsatisfactory.
- c. Fair and consistent treatment for every student.
- d. No discriminatory practices against any student for any reason.
- e. Every effort to provide a safe, secure, and productive environment that fosters learning.
- f. Courteous interaction with students and parents.
- g. Consistency in working with students.

**STUDENT DISCIPLINE AND CONDUCT CODE**  
**CATEGORIES OF MISCONDUCT**

Assuming the responsibility granted to it by law, the Board of Education established the following categories of misconduct as those, which may result in temporary separation, suspension, or expulsion from the Youth Advancement Academy. These categories are general in nature and are not to be held all inclusive.

**CLASS 1**

***Overt Amorous Behavior***

- a. There is a proper time and place for expressing affection. Classrooms, hallways, etc., are not considered proper places for this expression.
- b. Any physical contact beyond holding hands is unacceptable at school and at school functions/activities on or off school property.

***Personal entertainment and electronic devices***

- a. Personal electronic devices, gadgets, toys, cameras, etc. **ARE NOT PERMITTED** to be used during the school day.
- b. Any entertainment and/or electronic devices in student possession will be confiscated and returned to parents.

**First violation**

- i. Up to five (5) day suspension from school and conference/contact with parent/legal guardian.

**Second violation**

- ii. Up to seven (7) day suspension from school and conference with parent/legal guardian.

**Third violation**

- iii. Ten (10) day suspension from school, plus possible recommendation for expulsion; conference with parent/legal guardian.

## CLASS 2

### ***General Conduct***

- a. Use of profane language or gestures, epithets and/or possession of pornographic/obscene material.
- b. Inciting and/or contributing to a disruption inside or outside the classroom.
- c. Student Distributed Material: Any material handed out by students or displayed on school property must be approved by the school administration.
- d. Throwing objects

### ***Closed Campus Violation***

- a. Students must enter the school building immediately after getting off the bus or arriving in their car. Students who walk to school must go directly into the building once they are on school property.
- b. Off limit areas are:
  - a. Loitering in restrooms during the day
  - b. Parking lot (all day)
  - c. All outdoor areas
- c. A student who **leaves the building without permission** will be considered truant.

### **First violation**

- i. Up to five (5) day suspension from school and conference/contact with parent/legal guardian.

### **Second violation**

- ii. Up to seven (7) day suspension from school and conference with parent/legal guardian.

### **Third violation**

- iii. Ten (10) day suspension from school, plus possible recommendation for expulsion; conference with parent/legal guardian.

### CLASS 3

#### ***Cheating/Plagiarism***

- a. For every incident, the student will receive zeroes for all work related to cheating/plagiarism.
- b. Forgery of a parent/legal guardian signature and false I.D.'s are not permitted.

#### ***Disrespect/Insubordination toward any School Employee***

Violations include but are not limited to:

- a. Interfering with a teacher/aide/staff member fulfilling their role in/out of the classroom
- b. Verbal epithets and/or profanity directed at a teacher/aide/staff member.

#### **First Violation**

- i. Up to five (5) day suspension from school and conference with parent/legal guardian, plus possible specific consequence(s) for infraction.

#### **Second Violation**

- ii. Up to ten (10) day suspension from school and conference with parent/legal guardian, plus possible specific consequences for the infraction.

#### **Third Violation**

- iii. Ten (10) day suspension from school and conference with parent/legal guardian to set up a Behavior Contract, plus possible specific consequences for the infraction.

**VIOLATIONS THAT APPEAR IN CLASS 4-7 ARE SUBJECT TO REPORTING TO THE LOCAL LAW ENFORCEMENT AGENCY.**

## CLASS 4

### ***Ethnic/Gender/Sexual/Social Intimidation/Harassment***

Youth Advancement Academy has a **ZERO TOLERANCE** regarding this type of behavior. A student is guilty of this type of intimidation/harassment if that person:

- a. Behaves purposely and maliciously, and with specific intent to intimidate or harass another person because of that person's race, gender, religion, creed, disability, sexual orientation, national origin, or ancestry.
- b. Uses abusive, profane, or vulgar language, gestures, displays or graffiti, including those of an intimidating or hostile nature with respect to race, gender, religion, creed, disability, sexual orientation, national origin, ancestry, whether directed at a specific person, or not directed toward anyone specifically.
- c. Inflicts behaviors such as unwanted physical contact with another person, damage, destruction or defacing any real or personal property of another person or threats by word or act.
- d. Any staff member/student or applicant that believes s/he has been or is the victim of harassment should immediately report the situation to the School Director or his/her immediate supervisor.

### ***Bullying***

- a. Bullying is a form of harassment. It is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on property of another. It may include, but not limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal putdowns, extortion of money or possessions, and exclusion from peer groups within school."
- b. Students who engage in any act of bullying while at school, at any school function in connection to the school, with any school sponsored activity/event, or while traveling to/from school are subject to disciplinary action.
- c. As may be required by law, law enforcement officials shall be notified of bullying incidents.

### ***Inciting, promoting, or instigating disruptive behavior***

Violations included but not limited to:

- a. Gang-related symbols
- b. Gestures
- c. Graffiti
- d. Dress/clothing
- e. Jewelry

### **First Violation**

- i. Up to five (5) day suspension, parent/legal guardian conference.

### **Second Violation**

- ii. Up to ten (10) day suspension from school, conference with parent/legal guardian, and re-entry contract.

### **Repeated Violations**

- iii. Exclusion with recommendation for expulsion.

**CLASS 5**

\*Specifics will follow each violation\*

**MATTERS PERTAINING TO THE SAFETY OF OTHERS**

***Fighting or Physical Attacks on Students, Teachers or Designee***

**First Violation**

- i. Ten (10) day suspension with possible request for expulsion and parent/legal guardian conference.

**Second Violation**

- ii. Exclusion with recommendation for expulsion.

***Threats to Students, Teachers, or Other Adult Supervisor***

**First Violation**

- i. Up to Ten (10) day suspension, parent/legal guardian conference and re-entry contract.

**Second Violation**

- ii. Immediate recommendation for expulsion.

***School Transportation Rules***

**First Violation**

- i. Up to ten (10) day suspension, parent/legal guardian notification, loss of bus privileges as determined by Metro Transit.

**Second Violation**

- ii. Bus transportation no longer available to the student for the duration of attendance at Youth Advancement Academy.

**MATTERS RELATING TO PUBLIC AND PRIVATE PROPERTY**

***Theft***

**First Violation**

- i. Up to ten (10) day suspension, parent/legal guardian conference.

**Second Violation**

- ii. Ten (10) day suspension and conference with parent/legal guardian; re-entry contract.

**Third Violation**

- iii. Recommendation for expulsion.

***Defacing and/or Destruction of Property including Textbooks, Misuse of Internet, Vandalism of School Technology, and any other behaviors not authorized by school personnel.***

**First Violation**

- i. Up to ten (10) day suspension, possible recommendation for exclusion, reparation and/or restitution including the obligation to do work in the school related to the type of offense committed, parent/legal guardian conference.

**Second Violation**

- ii. Ten (10) day suspension, possible recommendation for expulsion, reparation and/or restitution including the obligation to do work in the school related to the type of offense committed, parent/legal guardian conference.

***Vandalism of a staff's personal property on or off school premises***

**First Violation**

- i. Ten (10) day suspension, possible recommendation for expulsion depending on circumstances and severity of the vandalism, parent/legal guardian conference, a complaint filed with local law enforcement agency, full restitution for all damages.

**Second Violation**

- ii. Recommendation for expulsion. A parent/legal guardian conference will be held, a complaint will be filed with police, full restitution for all damages.

**MATTERS PERTAINING TO DISRUPTION OF THE EDUCATIONAL PROCESS**

***Possession and/or Use of Any Electronic and Telecommunication Devices***

Cell phones are **NOT** permitted during school hours. If a cell phone/communication device is visible, it will be confiscated and returned to a parent/legal guardian.

**First Violation**

- i. Confiscation, possible detention, conference with parent/legal guardian.

**Second Violation**

- ii. Confiscation, up to a five (5) day suspension, conference with parent/legal guardian.

**Third Violation**

- iii. Confiscation, up to a ten (10) day suspension, conference with parent/legal guardian.

***Dress Code***

**First Violation**

- i. Student will be required to comply with the policy or will be suspended until the standards are met.

**Second and repeated Violations**

- ii. Up to three (3) day suspension from school and conference/contact with parent/legal guardian.

**\*Violation at a school activity will have the student dismissed from the activity until acceptable standard is met\***



## **MATTERS PERTAINING TO CONTROLLED SUBSTANCE**

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as during any school activity and transportation regardless of age. Any activity (sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs) is prohibited. This includes nonalcoholic beers, wines, and other similar products. If caught, the student will be suspended, expelled, and law enforcement officials will be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

### ***Tobacco, all Types, Including Chewing Tobacco***

#### **First Violation**

- i. Confiscation, up to five (5) day suspension, a parent/legal guardian notification.

#### **Second Violation**

- ii. Confiscation, up to ten (10) day suspension, parent/legal guardian conference, possible behavioral contract.

#### **Third and each additional Violation**

- iii. Confiscation, ten (10) day suspension, recommendation for exclusion, police and parent/legal guardian notification, behavioral contract.

### ***Possession or Use of Alcohol/Other Controlled Substances/Drug Paraphernalia***

#### **First Violation**

- i. Confiscation and ten (10) day suspension, parent/legal guardian conference, and police notification; counseling by qualified district personnel at administrator discretion.

#### **Second Violation**

- ii. Confiscation, ten (10) day suspension, recommendation for exclusion, parent/legal guardian, and police notification; behavioral contract, counseling by qualified district personnel at administrator discretion.

#### **Third Violation**

- iii. Confiscation, ten (10) day suspension, recommendation for expulsion, parent/legal guardian, and police notification.

### ***Sale/Furnishing of Controlled Substances or attempting to sell or furnish controlled substances.***

#### **First and repeated Violations**

- i. Recommendation for expulsion, police involvement, notification of parents/legal guardian.

### ***Anti-Vaping Policy***

Vaporizers and vape pens used for vaping are prohibited on school premises and during school events regardless of the absence or presence of nicotine, other drugs, or flavorings. Use and/or possession is prohibited.

#### **First Violation**

- i. Confiscation, ten (10) day suspension, parent/legal guardian conference, report to local law enforcement agency, recommendation for counseling as appropriate.

#### **Second Violation**

- ii. Confiscation, ten (10) day suspension, recommendation for exclusion, parent/legal guardian conference, report to local law enforcement agency, recommendation for counseling as appropriate.

#### **Third Violation**

- iii. Confiscation, ten (10) day suspension, recommendation for expulsion, parent/legal guardian contacted, report to local law enforcement again.

**CLASS 6**  
**VIOLATION OF FEDERAL/STATE/LOCAL LAWS & ORDINANCES**

***Abuse of fire alarms, safety equipment, bomb threats, arson, possession and/or use of weapons***

Pursuant to the Michigan Revised School Code of 1976 380.1313:

- 1) If a dangerous weapon is found in the possession of a pupil while the pupil is in attendance at school or a school activity or while the pupil is enroute to or from school on a school bus, the superintendent of the school district or intermediate school district, or his or her designee, immediately shall report that finding to the pupil's parent or legal guardian and the local law enforcement agency.
- 2) If a school official finds that a dangerous weapon is in the possession of a pupil as described in subsection (1), the school official may confiscate the dangerous weapon or shall request a law enforcement agency to respond as soon as possible and to confiscate the dangerous weapon. If a school official confiscates a dangerous weapon under this subsection, the school official shall give the dangerous weapon to a law enforcement agency and shall not release the dangerous weapon to any other person, including the legal owner of the dangerous weapon. A school official who complies in good faith with this section is not civilly or criminally liable for that compliance.
- 3) A law enforcement agency that takes possession of a dangerous weapon under subsection (2) shall check all available local and state stolen weapon and stolen property files and the national crime information center stolen gun and property files to determine the legal owner of the dangerous weapon. If the dangerous weapon is a pistol, the law enforcement agency also shall check the state pistol registration records to determine the legal owner. If the law enforcement agency is able to determine the legal owner of the dangerous weapon, and if the legal owner did not knowingly provide the dangerous weapon to the pupil or lawfully provided the dangerous weapon to the pupil but did not know or have reason to know that the pupil would possess the dangerous weapon while in attendance at school or a school activity or while en route to or from school on a school bus, the law enforcement agency shall send by certified mail to the legal owner a notice that the agency is in possession of the dangerous weapon and that the legal owner has 90 days from receipt of the notice to claim the dangerous weapon.
- 4) As used in this section, "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

**First Violation**

- i. Ten (10) day suspension with possible request for expulsion and parent/legal guardian conference.

**Second Violation**

- ii. Exclusion with recommendation for expulsion.

## CLASS 7

### TRANSPORTATION AND HIGH SCHOOL DRIVING POLICY

#### *Violation of Driving Policy*

- a. All vehicles driven to school by students must have a Parking Permit Form completed during enrollment.
- b. Parking IDs must be displayed on the rearview mirror.
- c. All vehicles driven to school must be parked within **ONE** designated parking area.
- d. All vehicles will be operated legally on school grounds. Any improper operation will result in the suspension/removal of driving privileges for that student and the authorities may be notified.
- e. Parking on school property is a privilege that can be revoked at any time.
- f. Students who are provided the opportunity to ride school transportation are encouraged to do so.
- g. Students and their parent/legal guardian assume full responsibility for any transportation to and from school not officially provided by the school.
- h. Students are not to sit in cars in the parking lot at any time during the school day. The parking lot is off limits.
- i. Any student involved in an accident in the student parking lot should immediately report the incident to the Director and contact the Kalamazoo County Sheriff Department.
- j. A student must have permission from parent/legal guardian and the office to drive or ride in a car at any time during the school day. Permission may be obtained for the following:
  - a. Emergency
  - b. EFE/EFA/Co-op
  - c. Attending classes at other locations

#### **First Violation**

- i. Loss of driving privilege for up to ten (10) days and parent/legal guardian notification.

#### **Second Violation**

- ii. Loss of driving privilege for up to thirty (30) days.

#### **Third Violation**

- iii. Permanent loss of driving privilege.

**THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK**

**STUDENT & PARENT HANDBOOK DISCIPLINE PROCEDURES**

***Acknowledgements and Verification***

By signing this page, you are acknowledging and verifying that you have received and take the responsibility to review with your child the documents referred below which can be found in this handbook, including without limitation, the district’s policy on transportation privileges, due process, and dress code.

This form must be returned within **10 days** of enrollment.

Student’s Name (printed): \_\_\_\_\_ Student’s Current Grade: \_\_\_\_\_

Student’s Last School Attended: \_\_\_\_\_

Parent Name (printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Discipline Procedures – Discipline Expectations and Consequences**

As a parent in the Youth Advancement Academy School District, you have the right to a quality education for your child. To make sure that every student enjoys that right, the district has established procedures regarding disruptive behavior. The procedures for student responsibilities are designed to create an orderly environment that is safe for all students and staff. We ask that you carefully read the Youth Advancement Academy’s Code of Conduct detailing infractions and consequences. The Youth Advancement Academy School District has severe consequences for drugs, weapons, or threatening behavior. Any such act may result in a recommendation for long-term suspension or expulsion. Some infractions may result in a referral to a local law enforcement agency in addition to school consequences such as suspension and/or expulsion.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Federal privacy laws prohibit the district from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.**