



# UNIVERSITY**YES** ACADEMY

**A New Paradigm for Education Campus**

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**NEW PARADIGM  
FOR EDUCATION**

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Dear Parents:

Welcome to University Yes Academy (UYA). You and your child are a vital part of the school's success. As you begin your collaborative relationship with our school, I challenge you to become an active and involved parent. In return, we accept your challenge to expect each UYA teacher to constantly work toward inspiring your child(ren) and exerting an influence that will facilitate the development of each child's maximum potential.

How do you help us inspire? How do you motivate your child(ren) to do their best and achieve all of which they are capable of? One key element available to all of us is enthusiasm. If parents are enthusiastic about something -anything- that enthusiasm is communicated to those with whom contact is made.

Enthusiastic parents communicate, support their child's school, are involved in their child's learning, and are committed to the school's goals. Parents whose child(ren) attend University Yes Academy, should believe that school is important and that their child(ren) will benefit from what they are taught.

I know there can be day-to-day realities and trials that plague home-school relations. It is sometimes difficult to maintain a positive outlook, high energy, and enthusiasm over a sustained period of time. However, I also know that it is important to keep a positive attitude that will communicate itself to children, and encourage them as they continue with their learning. Learn to look for success in little things. Do not expect overnight changes. Understand that it will not be easy, but with patience and cooperation it can be done.

The educational focus of University Yes Academy is consistent with the school's mission. I support and applaud the efforts of all our teachers as they provide challenging and positive learning experiences that will address and meet the individual/collective needs, abilities, and differences of your children. As you become an involved and supportive parent, I trust that you will maintain your enthusiasm as you help us promote the mission, goals, and objectives of our school.

Best wishes for a collaborative and productive year.

Sincerely,

Ralph C. Bland Superintendent



## Compact for Success

### As a Parent/Guardian, I/We agree to:

- Support the school's discipline policy, my child's teachers, and school.
- Attending person or virtual school conferences, activities, and programs.
- Spend time with my child/children doing educationally related things like homework.
- Pledge to do the best for my children.
- Have ongoing communication with my child's teacher.
- Be a good example for my child/children in everything I do.
- Work as a partner in the quality education of my child.
- Follow the chain of command established at the school.
- Respect the position of the professionals in authority.
- Read at least twenty minutes a night with my child.
- Ensure that my child attends school or distant learning regularly and is punctual every day.
- Ensure that my child is following the Distant Learning Etiquette protocol.

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*Parent/Guardian Signature-1<sup>st</sup> Teacher Conference*

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*Date*

### As a Student, I agree to:

- Attend school every day and be on-time.
- I will do my best at all times to honor my school and family.
- Never give up on myself.
- Treat others as I would have them treat me.
- Expect only the best from myself, teacher, and classmates.
- Work hard in my studies.
- Talk openly with my teachers and family about the problems that I might encounter.
- Dream BIG dreams for my future.
- Respect myself, other classmates, and school property.
- Come to school prepared and focused on learning or log on to virtual school prepared and focused.
- Follow the Distant learning Etiquette protocol.

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*Student Signature*

---

*Date*

**As a Teacher, I agree to:**

- Exhibit a special commitment to help my students succeed.
- Build on the unique strengths of each student and celebrate their increments of growth.
- Provide advice and counsel to my students so that they know I care and understand their feelings.
- Display a positive attitude, finding the good in every student.
- Be courageous in my support for my students.
- Continue learning, bringing new state of the art ideas to my classroom.
- Involve my students' families totally in the learning process through frequent contact and interaction.
- Lead by example in personality, character, appearance, and professional ethics.
- Execute high standards and work ethics, including exemplary attendance and respect of the workplace.
- Provide high quality instruction during virtual learning, distant learning or face to face learning.
- Come prepared to teach with documents uploaded on Google Classroom site for students.

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*Teacher Signature*

---

*Date*

## **Acknowledgement Form**

# Commitment to Excellence

Whatever It Takes...

## **Student's Commitments:**

- I will arrive at school on time and will remain for the entirety of the school day.
- I will not exceed more than 10 absences in an academic school year.
- I will attend mandatory Saturday/Tutorial programs.
- I will complete and turn-in all my homework every night.
- I will adhere to the student management plan and accept any required consequences.
- I will always behave in a way that protects the safety, interest, and rights of all individuals.
- I will respect my Academic Advisors/Instructors along with myself and others.
- I will adhere to the UYA uniform dress code.
- I will always work, think, and behave to the best of my ability.

## **Parents'/Guardians' Commitments:**

- We will make sure our child arrives at school daily and on time.
- We will make arrangements for our child to attend all required programs.
- We will ensure that our child attends mandatory Saturday/Tutorial programs.
- We will communicate our concerns in a solution-based and productive manner.
- We will ensure that homework/assignments are completed and returned daily.
- We will attend all required parent meetings, exhibitions, and conferences.
- We will make sure our child adheres to the UYA uniform dress code.

This Legacy Handbook lists the District's rules and procedures for New Paradigm for Education Schools. The rules apply to all activities occurring on school grounds, on other sites being used for school activities, and on any vehicles/locations utilized during field experiences. Your acknowledgement and enrollment indicate that you understand the rules and procedures.

## **Media Release Statement**

I, undersigned, hereby grant University Yes Academy (UYA) permissions to make still pictures, videotapes, and sound recordings, separately or in combination, of my child, and I also give University Yes Academy permission to use the finished videotapes, still pictures, and/or sound recordings over the video distribution system, over the internet and in the news for the purpose of conducting school business.

Further, I relinquish and give University Yes Academy (UYA) all the rights, title, and interest I may have in finished videotapes, still pictures, and/or sound recordings, negatives, prints, reproductions, and copies of the originals, negatives, recordings, duplicates, and prints for educational or instructional purposes only.

## **Equal Educational Opportunity**

University Yes Academy does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities, or employment. Further, it is the policy of this School to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age disability, marital status, place of residence, or social or economic status, and/or other legally protected characteristics, to learn through the curriculum offered in this School.

## Student Rights Statement

Students at UYA are public school students and as such, have the right to a public education subject to the rules and regulations of UYA. If this right is to be exercised, regular **attendance** in classes is of vital importance for a student to succeed in school. The United States Supreme Court has also held that a student may not be deprived of this right to a public education without adherence to procedural due process.

- It is the responsibility of UYA and its staff to ensure that no student is arbitrarily denied the right to an education.
- It is the responsibility of each student to behave in a manner that does not threaten, interfere with, or deprive other students of their right to an education.

## Mission Statement

University Yes Academy exists to prepare students entrusted to our care for a future as compassionate and caring global citizens and successful lifelong learners.

Academic development is achieved in a dignified and supportive environment that incorporates diversity, family, staff, and community partnerships, in pursuit of educational excellence.

## District Pledge

Right now, today, this very moment,  
I am capable of giving myself,  
the gift of absolute self-assurance,  
self-belief, and powerful non-stop confidence in myself.  
I AM COLLEGE BOUND!

## District Motto

Pioneers make it happen!

## Spirit Colors

Red, Black & White

## Section I – Attendance

UYA believes that punctuality and consistent attendance is a significant factor in academic achievement. Regular attendance to school and in classes is of vital importance if a student is to succeed in school. Absences for any reason interfere with learning and should be avoided. Arriving at school on time and avoiding tardiness is also an essential key to promoting student preparation and punctuality in a school setting. Tardiness will affect the child's grade. These assignments cannot be made up, and will be graded accordingly.

Whenever a child is absent, a written excuse must be presented to the teacher when the child returns to school. To report a student's absence, you may do one of the following:

- Call or email your respective Academy Office
- Send 2-way text message or email to Dean's List to the Principal, Student Support Specialist and Administrative Assistant

The school does not recognize an absence as acceptable without a valid excuse. Whenever several absences and/or habitual tardiness occurs, the staff must take appropriate action(s). Teacher's will call after the first time a student is absent. The Administrative Assistant will call after the second time a student is absent. The Student Support Specialist & CMO Attendance Specialist will coordinate with the building leader to complete home visit after the third absence based on feedback from the principal and /or designee. In addition, intervention plans will be set in place using the Solutions Team process. A student with 10 consecutive absent school days, without written communication/documentation from a parent/guardian, will be dropped from enrollment on the 10th day absent. As a school courtesy, parents will be contacted and warned verbally and in writing when there are absence and tardy concerns. After continual infractions, parents will be notified and a meeting must be held.

Students are expected to be in school except in cases of emergency. The Michigan School Code states that a student should not be absent in excess of ten school days throughout the school year. Excessive absences are considered truancy. Students absent more than ten days or ten consecutive days and not verified by a doctor will be evaluated and proper measures will be followed. If a student is skipping school or classes, the parent will be notified as soon as possible. If the student is missing from the building without a parent's knowledge, a police contact may be made.

## Reasonable Excuses

UYA considers the following factors to be reasonable excuses for time missed:

- illness
- recovery from an accident
- required court attendance
- professional appointments
- death in the immediate family
- observation of a religious holiday
- such other good cause as may be acceptable to the School Leader

## Non-Attendance Early Signs of Truancy

### IT IS IMPORTANT TO BE IN SCHOOL EVERY DAY

WHAT IS A PATTERN OF NON-ATTENDANCE?

A student may be establishing a pattern of non-attendance when:

1. He or she has an accumulation of tardiness, early sign outs, and/or absences (excused and unexcused) that exceed 5 days in one marking period or 10 days in 2 marking periods.
2. He or she is absent and unexcused 5 days in 30 calendar days or 10 days in 90 calendar days. However, a student does establish a pattern of non-attendance when he or she has an accumulation of 15 unexcused absences within 90 calendar days, with or without a parent's knowledge (habitual truant). Parents and students may verify absences at any time at school or at home by contacting the school or by accessing electronic attendance records through Parent Portals. If after an accumulation of absences as noted above, the administrator and/or designee determines that the reasons for time out of school are invalid, the administrator/designee shall refer the student to the Success Network to determine if early patterns of truancy are developing and provide appropriate interventions, and/or the Wayne County Prosecutor's Office will be notified due to non-compliance with compulsory school attendance laws. However, if the administrator and/or designee determine that the reasons for the absences are valid and there are no early signs of truancy, the parent must provide a note (to be kept on file at the school) that provides the reasons for those absences. No further action will be taken.

**ATTENDANCE IS REQUIRED OF ALL STUDENTS DURING THE DAYS AND HOURS THAT THE SCHOOL IS IN SESSION.**

**Minimum Number of Days/Hours:**

Per Michigan Legislation for the 2024-2025 school year, districts are to provide an amount of instructional content equivalent to the 180-day and 1,098-hour requirements. Districts have to provide, at a minimum, student instruction at school, at a different location, in person, online, digitally, by other remote means, in a synchronous or asynchronous format, or through any combination of those that would result in an amount of hours and days necessary to deliver the content that would have led to course completion in a typical school year.

*Parents who allow their child(ren) to accumulate excessive tardies see Non-Attendance Early Signs of Truancy section, absences (more than 4 absences per quarter), early pick-ups and/or late pick-up severely risk their child's academic success and enrollment. Parents may be asked to find another learning environment for their son/daughter(s).*

## Attendance Definitions

- **Absences from school/class** - A student is not present or accounted for classes during the day.
- **Excused Absence** - Whenever a child is absent, a phone call or written excuse must be presented to the teacher when the child returns to school. If no phone contact has been made, a parent or guardian must send a signed, dated note with the student's name, date(s) and reason for absence. If the absence is pre-planned a parent or guardian must notify the school prior to the absence. A student must have a note from a parent or guardian, a pass from a staff member, a statement from a doctor, verifying documents for court appearances, etc. Send 2-way text message or email to Dean's List to the Principal, Student Support Specialist and Administrative Assistant
- **Unexcused Absence** - When a parent has not notified the school through Dean's List, email, or phone call with an appropriate excuse.
- **Morning Tardy**- A student who arrives at his/her classroom after the respective start time.
- **Classroom Tardy**-Students who arrive to their classes after the scheduled start time.
- **Truancy**- Unexcused absences without permission, while school is in session.
- **Skiping** – Student does not attend class or leaves class without permission and remains in the school building or on school property.
- **Early Pick-Up**- A student who is picked up before their school dismissal time.
- **Late Pick-Up** - A student who is not picked up by the appropriate dismissal time.
- **Attendance Requirements**- 1098 Hours, 180 Days

## After-School Attendance

UYA provides before and after school programs. Registration for these programs will begin during their season or when offered.

Students cannot decide on their own to stay after school. If you sign a student up for an activity, that student is expected to report to the appropriate destination immediately after school and not allowed to leave campus without adult supervision. All students need permission slips for after school activities, and registration information on file for the before and after school program. Siblings are NOT permitted to stay with other students involved in after-school activities.

## Early Pick-Up

If for any reason your child needs to be excused from school before the regular dismissal time on one specific day, only an adult on file (the emergency card) as an authorized individual will be permitted to remove your child from school. Such requests must be kept to a minimum. Students leaving the room during the closing of the school day is disruptive. Constant early pick-up may cause permanent removal from our academy. **No early pick-ups will be allowed after 3:00 pm before dismissal.** In an effort to provide quality, uninterrupted instructional time, excessive early dismissals during the school year will not be tolerated. In addition, classwork and assignments cannot be made up from an early dismissal, and they will be graded accordingly. Our procedure for releasing children is as follows:

- Parents or authorized guardians are required to report to the main office where verification of identity is conducted. All parents should have completed an EMERGENCY FORM on file in the main office, specifying who is authorized to pick-up their children, with proper ID. Please keep in mind that authorized guardians must be 21 years or over or the school will not release a scholar to a minor.
- Parents or guardians are asked to sign-off on the early dismissal, listing the reason for early dismissal. Please note: students are not allowed to leave the school property without adult supervision.
- **ANY ADULT ARRIVING FOR EARLY DISMISSAL OF A STUDENT WILL BE REQUIRED TO SUBMIT PICTURE IDENTIFICATION.**
- The number of early dismissals are monitored throughout the school year. Excessive early dismissals will result in further disciplinary measures and may result in the removal of your child from the school and/or retention.

Staff may release a child *during the school day* **only to a person whom the parent authorizes on the Emergency Card.** In other words, staff will not release your child to someone who does not appear on the emergency form in the main office. Please help us extend this protection to your child by providing the school with names and telephone numbers of the persons who have your permission to take your child from school, and update it as your family situation changes. Any additions or deletions to this form must be made in person by the parent who filled out the form, we are unable to modify this information over the phone. If you have not filled out an EMERGENCY FORM, please feel free to request one in the main office.

## Late Pick-Up

During regular dismissal hours, parents are expected to pick up their children by the appropriate academy dismissal time. Teachers are instructed to allow a grace period of fifteen minutes past the dismissal time. If students are consistently picked up late a fee will be assessed. Proper authorities will be contacted if the late pick-up pattern continues to occur.

## Leaving School Grounds

During regular school hours, as well as during after school activities, **students are NOT allowed to leave the school grounds for any reason** without a liability release form being submitted to the proper Academy Office, i.e., walking to the local party stores, fast food restaurants, outside the gated campus, etc. Once students leave the campus, they are not allowed to return. Failure to comply may result in suspension and possible expulsion, or referral to law enforcement.

## Sibling Pick-Up (K-8)

Older siblings may pick up Kindergarten students upon completing a sibling pick up form and submitting it to the Academy Office. Students must enter and exit at their designated doors unless special arrangements have been approved.

(Pre-K see Pre-K handbook.)

## Tutoring Attendance

Tutoring services are available for qualifying individuals. Only those students who have been identified with additional criteria will receive these services during regular school hours. **Students identified for additional support are required to attend each session.** Support includes tutoring (before, after, and during school hours), Saturday programs, and summer enrichment programs.

## Section II – Dress Code

University Yes Academy students must conduct themselves with a sense of personal pride. Therefore, they are expected to be neat, clean and **dressed appropriately in their school uniforms.** The dress code is in effect throughout the entire school day and while students are on field trips, unless otherwise indicated on the permission slip. The Dress Code is also in effect on half days, abbreviated schedules and exam days unless otherwise indicated. Please note below the following prohibited clothing items and the procedure for violations of the Dress Code.

The mandatory Dress Code is an attempt to ensure a safe and orderly environment conducive to learning and the attainment of high academic goals at the University Yes Academy. A concerted effort has been made to identify those specific items that may cause a distraction to the educational process, and/or interfere with student safety. However, the school recognizes that items of clothing also change in popularity.

Even though the school has a mandated uniform, please note that the list of “not permitted” articles of clothing is not all inclusive. Other items of clothing which by virtue, pose a danger to student safety, or cause a disruption to the educational process will be banned automatically.

### Prohibited Items

- ✓ Crocs, Slippers including Uggs slippers/slides
- ✓ Yeezy foam runners
- ✓ Bubble slides
- ✓ Hats, head-scarves, bandanas
- ✓ Tight-fitted/short skirts, dresses, shorts, skorts. Sunglasses worn in school
- ✓ Rubber bands around wrists
- ✓ Earrings for boys/Multiple piercings
- ✓ Bare midriffs, cropped tops, bare back exposed Blue jeans (cannot replace blue pants)
- ✓ Polo Shirts
- ✓ Missing buttons, torn/ripped, holed, clothing Outerwear/coats in class
- ✓ Shirts being worn inside out
- ✓ Shirts fronts & tails hanging out
- ✓ Footie socks/ socks with designs on them Hooded sweatshirts during school hours
- ✓ Purses in Primary and Elementary Academies
- ✓ Large purses (only cross body) JA/ECE



- ✓ No boots of any kind during school hours
- ✓ Gym shoes (except during gym class)
- ✓ Non-prescription glasses
- ✓ Mules, strapless shoes, or high heels
- ✓ Clothes that hang off the waist/sagging pants Gold/silver exposed chains

## Cosmetics/Costumes

The use of lipstick/lip gloss, eye make-up and facial cosmetics is not permitted. Students are not allowed to wear costumes to school on holidays or special occasions unless the school administration approves.

## Free Dress/Spirit Days

There will be occasions when the school will sponsor social activities or events that will not necessarily require uniform attire. Clothes with holes inappropriately revealing flesh, biker shorts, and/or leggings are **NOT** permitted.

Students with multiple uniform violations will **NOT** be allowed to participate in free dress days, and may be suspended from school.

All uniforms must be clean and neat. Males and females must wear proper undergarments under all apparel, without designs or other colors. All shirts and blouses must be buttoned and tucked inside (NO POLO SHIRTS).

*UYA requires that all students wear uniforms on a daily basis. The Uniform Procedure is mandatory with no deviations.*

PRIMARY ACADEMY (K-2)	GIRLS	BOYS
	White Round Collar Blouse (long or short sleeves/NO polo)	White Button-Down Oxford Shirt (long or short sleeve/NO polo)
	Blue/Red Plaid Jumper	Navy Blue Pants
	Blue/Red Plaid Bow Tie	Blue/Red Plaid Tie
	Red Cardigan Sweater	Black Cardigan Sweater
	Red, Black, or White Tights /Knee Socks	Black, White, or Black Socks
	Solid Black, Red, Blue Oxford/Loafer Shoes*	Solid Black, Red, Blue Oxford/Loafer Shoes*
ELEMENTARY ACADEMY (3-5)	GIRLS	BOYS
	White Round Collar Blouse (long or short sleeve/NO polo)	White Button-Down Oxford Shirt (long or short sleeve/NO polo)
	Blue/Red Plaid Skirt	Blue Pants
	Red Cardigan Sweater	Black Cardigan Sweater
	Plaid Bow Tie	Red tie
	Red, Black or White Tights /knee socks	Black, White, or Black Socks
	Solid Black, Red, Blue Oxford/Loafer Shoes*	Solid Black, Red, Blue Oxford/Loafer Shoes*
JUNIOR ACADEMY (6-8)	GIRLS	BOYS
	White Button-Down Oxford Shirt (long or short sleeve/NO polo)	White Button-Down Oxford Shirt (long or short sleeve/NO polo)
	Regulation Plaid Skirt	Khaki Pants
	Regulation Plaid Cross or Tie	Black Tie
	Red Cardigan Sweater	Black Cardigan Sweater
	Red, Black or White Tights /knee socks	Red, Black, Tan or White Socks
	Solid Black, Red, Blue Oxford/Loafer Shoes*	Solid Black, Red, Blue Oxford/Loafer Shoes*

Mandatory-PE	Gym Clothes Colors – Red, Black, or Gray Shorts and/or Sweat Pants T-Shirt and/or Sweatshirt Gym Shoes	Gym Clothes Colors – Red, Black, or Gray Shorts and/or Sweat Pants T-Shirt and/or Sweatshirt Gym Shoes
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*Girls in K-5 may wear shorts under the uniform skirt. All Junior Academy and students are required to change for physical education. Appropriate clothing for PE includes shorts and/or sweat pants, t-shirts and/or sweat shirts and gym shoes. The clothing should be in the appropriate school colors.*

*ALL STUDENTS: Seasonal boots may be worn to school with students changing into their black oxford/loafer shoes. At all times, students must wear black oxford/loafer shoes...sandals, mules, boots, etc. are not acceptable. Jeans are not permitted at any time. Sweaters may be worn if they are solid red for girls or solid black for boys...hooded sweatshirts/sweaters are not permitted.*

## Book Bags

UYA believes that dress codes, and book bag control can contribute toward improving the school climate. School climate, of course, can play a significant role in reducing security threats and improving school safety. Thus, **ONLY clear/mesh** book bags are permitted. Book bags are considered part of the school dress code and violations will be distributed for those not in compliance.

## Outerwear (see dress codes for options)

No coats, jackets, ski vests or hats are to be worn during school hours. Boots and necessary outside/winter wear are **NOT** to be worn in the building during the school day. A uniform cardigan sweater (solid red or black) can be worn, if needed, to dress warmly for class. Students have the opportunity to store their outerwear/coats in their designated locker/cubby at the beginning of the school day. Failure to do so will result in the coat/jacket being commandeered and held to the end of the day.

## Expensive Items

Expensive cell phones, coats, jewelry, gym shoes and bookbags can endanger the safety and welfare of the students at school. These items should not be worn or brought to school. UYA is NOT responsible if these items “turn up missing” (lost or stolen).

## Labeling Clothing

Items of clothing such as boots, sweaters, raincoats, hats, gloves, and coats must be labeled for children. This avoids loss and confusion since many boots and other articles look alike. Please label clear book bags, lunch boxes, binders, shoes, and all personal items of school or after school activities as well. This allows a speedy return of items lost or misplaced. The school will not be responsible for lost or stolen items.

## Physical Education Clothing

### Primary/Elementary Academy Students (K-5)

**K-5** girls will need to wear shorts under their clothes, so they should be fairly light-weight. Students will keep their jumpers on over the shorts. In the end, we are interested only in comfort and ease of movement. Students must wear gym shoes (white rubber soled, for gym only). To participate students must be in full uniform during school hours.

### Junior Academy (6-8)

**6 - 8** students are required to change clothes for physical education. Students who fail to dress and participate will risk failing physical education.

Personal belongings of students are brought to the school's lost and found area when the owner cannot be identified. Items not retrieved within one month will be donated to a worthy organization.

**UYA WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ARTICLES.**

## Dress Code Disciplinary Procedures

### Violation 1:

Upon receipt of the 1st uniform violation the student receives a formal violation to be signed and returned the next day.

### Violation 2:

Upon receipt of the 2nd uniform violation the student receives a formal violation to be signed and returned the next day.

### Violation 3:

Upon receipt of the 3rd uniform violation the student receives a suspension notice and **is not** to return to school unless they are in complete compliance of the uniform procedures upon return from suspension.

(Multiple/Repetitive violations will result in further disciplinary action.)

The violations do not have to be consecutive days. If more than one (1) suspension occurs as a result of violations, a parent conference with the administrator will be scheduled. Persistent violations will result in the loss of free dress privileges. Extenuating circumstances that are responsible for a violation must be communicated with the appropriate academy office in a timely manner.

## Money and Property

Children should not bring money, property, or valuables to school. If money is required for other reasons, students and parents will be notified. **Exact change must be sent in a sealed and labeled envelope.** The school cannot assume the responsibility for lost/stolen money.

## Nuisance Items

The use of electronic games, cell phones, or other electronic communication devices are not permitted on the school grounds at any time (see Code of Conduct).

- Laser pointers/pens are not permitted anywhere on school grounds and will be confiscated. Laser pointers/pens can cause permanent eye damage.
- OTHER ELECTRONIC EQUIPMENT- iPods, MP3's, CD's, radios, headphones, electronic games, cameras, and other similar items are prohibited unless prior approval has been granted. The school is not responsible for broken, lost, or stolen equipment.
- If cell phones are brought to school, they will be collected and stored in a secured location returned at the end of the day. If a student leaves early, they may get their cellphone the next day. Students will receive a warning on the first offense, and will be instructed to put the phone in a secure location ex: locker etc. 2nd offense students will be required to turn in their phone to the teacher or adult, phones will be received at the end of the day. 3rd offense parents will be required to pick up the phone after 4:00 PM in the Academy Office. Repeated violations of the policy will result in the phone being confiscated until the end of the school year.

## Dance Attire

For all dances the following dress code should be followed: no halters, no tube tops, no cleavage, or bellies and no bareback; dresses should be appropriate in length, spaghetti straps are not permitted.

## Jean Days

On Jeans Days, students are expected to be in appropriate school clothing except for denim pants, skirts, or dresses.

## Game Days

In order for a student to play in a game-on-game day they must attend  $\frac{3}{4}$  of their classes that day. Suspended students cannot participate in games. In order to wear team attire on game day during school hours, the coach must have written pre-approval

from the Administrator. Only students that are officially part of the team may participate. Administration will inform students and staff once approved.

## Formal Dress Days

Students are expected to use a higher level of standards for all clothing – including outerwear and footwear. No halter tops, crop tops, leggings (unless the top covers the lower area).

## Section III – Academics

### After School Activities/Programs Eligibility

Students participating in after school activities/programs, must have a permission slip signed by a parent or guardian on file. Students, who have been suspended, are restricted from participating, and/or attending any after school activities/programs for the duration of their suspension. Parents are expected to pick up their children promptly at the time the activity has ended. A fifteen (15) minute grace period will be allowed before a late charge will be applied. **Students are NOT permitted to leave school grounds between dismissal and after-school activities.**

Students who participate in interscholastic sports or after-school activities must meet the eligibility standards. A student must pass his/her classes with a 2.00 cumulative overall grade point average (in core classes) the marking period before the season begins in order to be eligible to participate. Failure to show improvement will result in the student being removed from any scheduled activities until either improvement and/or passing grade is attained.

### Computers

UYA provides many opportunities for students to learn to use these valuable tools during the school day. The use of computer labs or assignment of the mobile computer carts will be coordinated by the Technology Department. Students are expected to respect the equipment during use, and are responsible for any damages caused by misuse. UYA will also provide opportunities for parents to learn to use these valuable tools. This will be coordinated by the Technology Director. Computers will be loaned out to families as needed for distance learning. Computers will be returned to school.

### End of the Year Activities

All students that attend UYA are required to complete final exams during the final weeks of school. Instructors will notify students in advance of the dates for exams. **Students must be present for final exams. NO EXCEPTIONS/ NO MAKE-UPS.** There will be many activities the last three weeks of the school year that will require student and parent participation. Each Academy has a variety of programs that will occur such as field trips, picnics, theme weeks, and promotion programs. In order to participate in these activities, students must maintain regular attendance, demonstrate good behavior and complete final exams. Students are expected to complete the school year in its entirety.

### Grading Procedures

Grades for all students\* will be calculated based on the following scale:

- 40%** Assessments, Quizzes, Exit Tickets, Comprehension Test and Unit Tests
- 25%** Classwork/Projects
- 20%** Homework
- 15%** Journals/Notebooks/Participation/KFC

- F - 50-59
- D - 60-69
- C - 70-79
- B - 80-89
- A - 90-100

## Grading Scales -

Kindergarten students receive grades of:

S - (satisfactory progress)

I - (improving)

NI - (needs improving)

U - (unsatisfactory)

All other grade levels receive letter grades (A, B, C, D, F) in core classes along with fine arts/specials classes. Extra-Credit will not be provided or calculated into the student's quarterly grades due to the student's failure to complete assignments. The grading system for all students will be in the form of a Report Card. Progress reports will be made available mid- quarter four times a year (three of which, during parent-teacher conferences).

### In Response to "NO HARM GRADING PRACTICES for secondary"

The revised process is intended to acknowledge and support our scholars as a result of the pass/fail rate that has impacted our student body. The criteria is based primarily on providing students with support who are working towards earning credit to meet The State of Michigan and NPFE graduation requirements.

**Extra-Credit is reviewed by leadership based on specific circumstances**

## Field Experiences

Field Experiences for a specific educational purpose will be planned by classroom teachers. In order to participate, a child must have a Field Experience Permission Slip completed and signed by the parent by the designated due date. The teacher will also send a notice home prior to each experience, [requiring a bus] to let you know what is planned. Failure to return funds and the permission slip by the designated date will result in your child not being able to attend. Field trips are an extension of the classroom and students are expected to attend. No Field Experiences will be taken during this time.

UYA expects that teachers might sometimes take children to the park to see historical sites or elsewhere within walking distance. Sufficient adult supervision will always be present. If you have any concerns about such outings, you should communicate these to the teacher in writing. Younger siblings are not allowed to accompany parents who are chaperoning on the field trip. Additionally, only parents/guardians with "passing" background checks are allowed to chaperone. Only currently enrolled UYA students may attend activity nights. Students who have been suspended may not attend activities, as well as, following their suspension unless accompanied by a parent or guardian. Students who misbehave or are disrespectful to the chaperones will be banned from future activities.

**Field Experiences are often planned well in advance and sometimes require deposits. As a result, for any reason the child does not attend the designated field experience, NO REFUNDS will be provided. In addition, you must pay exact amount of field experience and no change will be given when paying for field experiences.**

## Homework Policy

UYA believes that students should extend their school experiences through skill reinforcement and enrichment activities, both at home and in the community. Homework assignments should reflect the needs, abilities, and interests of students. All homework is due the following day, unless noted. Make-up work will not be provided for excuse absences.

If your child is spending what appears to be an unusual amount of time on homework, or if it seems to be particularly difficult for him or her, you should communicate with your child's teacher.

## Honor Roll

Students who receive an overall grade point average of 3.00 or higher will be placed on the Honor Roll for that grading quarter. Honor Roll students with a cumulative 3.5 GPA will have the opportunity to join the various Honor Societies as well as receive incentives such as field trips, awards, and special host privileges.

## Promotion Ceremonies

Each student in the 8<sup>th</sup> grade, who has met and completed all the academic requirements of their school, will be able to participate in a promotional ceremony at the end of the school year.

## School Organization

### ACADEMIES

University Yes Academy is committed to a school that provides a community atmosphere. Therefore, the school building is divided into “schools within a school,” or academies. Academies are the largest unit of school organization. They are meant to be distinctive programmatically and organizationally. Teachers and students work primarily within their academies.

### GRADE LEVEL/SUBJECT AREA TEAMS

These teams are the basic units of the academies. Students work with all other students in their team.

## The Success Network

The Solutions Team is the multi-tiered support system (MISS) and referral process established by the school to assist identified students with academic, behavioral, social, and attendance concerns. Leading for Success is a school wide management structure that ties intervention and instructional components together and links them to student achievement.

## Retention Procedures

The following factors shall be considered in recommending retention:

- Achievement as demonstrated by performance in class.
- Physical, social, emotional, and academic development.
- Chronological age.
- Attendance history.
- Home support systems for intervention/prevention measures.

Teacher will do the following:

- Maintain student portfolio  
(i.e., cumulative test scores, student work samples, other appropriate materials).
- Assure that grades reflect achievement of the Standards and General Learner Outcomes.
- Request assistance through the Solution’s Intervention Team
- Document ways in which student is provided help or services
- Inform parents about consideration for retention by the end of the third quarter.
- Hold a parent-teacher conference if the student is to be retained.

Retention Committee will do the following:

- Review the recommendation made by the team.
- Determine status – retention, conditional promotion, or no retention.
- Base decision on individual needs of each child.
- Meet with parents to review.
- Provide written notification to the parent and registrar.
- A student may be placed back with the same teacher.  
(If the environment is conducive and the student-teacher compatibility is positive)
- The student may be placed back in the same grade with another teacher. (Upon recommendation of the team.)

All decisions on placement are open to parental review, however, the following are required:

- Consultation with the student's teacher, Principal, appropriate school personnel, and parents.
- Documentation must be presented.
- No student shall stay in the same grade for more than two years.
- No student shall repeat more than twice.
- Special Education students may be retained however, guidelines must be followed.

### 3rd Grade Law

In 2016, the Michigan Legislature passed a law that requires schools to identify learners who are struggling with reading and writing and to provide additional help.

### Special Education

Special education services are available for all students who have been identified as having an educational disability. Services are designed to meet the educational needs of each individual student. A full range of special education services are available with emphasis given to supporting students in general education classes. The UYA design emphasizes a responsible inclusion model. Children new to UYA must submit the current IEP during the application time.

### Child Find

At University Yes Academy when staff identifies students who are experiencing challenges; they are referred for assistance through the Solutions Network. The *Solutions Network* assesses and analyzes factors standing in the way of student achievement and then plans and implements appropriate customized intervention strategies. The *Solutions Network* is the overriding structure that establishes a sense of connections, accountability, and commitment throughout the school community. It is the main body that oversees how Solutions program strategies are designed, applied, and monitored throughout the school. Under the umbrella organization of the *Solutions Network* are five subgroups; each subgroup addresses a different component of intervention. Dividing interventions into smaller chunks ensures that the intervention strategies are targeted in a specific, systematic way to achieve maximum results. The five components to the *Solutions Network* are: attendance, intervention, parent and family involvement, community connections and Cooperative Culture - PBIS.

Through this process staff may identify and submit a referral for academic or behavioral difficulty to the Intervention team. The team incorporates the strategies and techniques of Response to Intervention (RtI). If a student has been referred for academic or behavioral difficulty, parents are contacted and are a part of the team. Parent involvement is encouraged and important in this process. The parent has the right to request an evaluation at any time.

Special Education Programs and Services provide students with special needs individualized programs and services mandated under the IDEA '04 Federal Law in the Least Restrictive Environment (LRE). Eligibility is based on meeting specific criteria for one or more disabilities.

University Yes Academy follows the evaluation requirements outlined in IDEA and MARSE.

For more information on the District's guidelines for evaluation and determining eligibility for specific learning disability, see the links below.

[http://www.michigan.gov/documents/mde/MARSE\\_Supplemented\\_with\\_IDEA\\_Regs\\_379598\\_7.pdf](http://www.michigan.gov/documents/mde/MARSE_Supplemented_with_IDEA_Regs_379598_7.pdf)

[http://www.resa.net/downloads/special\\_education\\_guidelines/sld\\_guidelines.pdf](http://www.resa.net/downloads/special_education_guidelines/sld_guidelines.pdf)

## Testing

Standardized test scores serve many useful purposes for teachers, counselors, administration, parents, and students. The state-mandated M-Step (3-9, 11), along with the PSAT (8-10), and SAT. However, the school mandates ANET, and the charter school authorizer mandates NWEA. All are the major components of the UYA's testing program. M-STEP/SAT is administered March – May. Students in K-1 will take the NWEA three times per year. Attendance for testing is **MANDATORY**.

Extended Learning Plans must include an assurance that the district shall select a benchmark assessment or benchmark assessments that are aligned to state standards and an assurance that the district shall administer benchmark assessments to all pupils to determine whether pupils are making meaningful progress toward mastery of these standards. The assessment(s) must be administered to all pupils in grades K-8 within the first nine weeks of school to measure proficiency in reading and mathematics.

## Textbooks

Textbooks/or online books are furnished by the University Yes Academy. Additionally, they may be available for purchase and rental from the Curriculum Department. Students are expected to take good care of the books. ***Parents are responsible to pay for the loss, damage or destruction of their child's school books.*** Textbooks cannot be removed from school grounds unless consent from the Chief Academic Officer is provided.

## Tutoring

Tutoring services are available for qualifying individuals. Only those students who have been identified with specific criteria will receive these services during regular school hours. The school will not be held responsible for the cost of any private tutoring sessions, provided by a staff member, held outside of the school. If your child has been identified for this additional support, it is mandatory.

## Virtual Learning Options

Starting with the 2017-2018 school year, the virtual aspect (including online and blended learning options) is governed by Section 5-O-D of the Pupil Accounting Manual. Section 5-O-D allows students to enroll in up to two virtual courses during an academic term, semester, or trimester. A pupil may enroll in more than two virtual courses if:

- The district has determined that it is in the best interest of the pupil.
- The pupil agrees with the recommendation of the districts.
- The district, in collaboration with the pupil, has developed an education development plan, in a form and manner specified by the Department, which is kept on file by the district.

Under section 5-O-D, students have the option of requesting courses from the statewide course catalog, or the courses may be selected from the board approved local district or intermediate district course catalog.

## Testing Out

Students can earn credit for content required under the MMC by simply testing out. According to the MMC Law, Section 380.1278(1)(4)(c), a public school can grant credit to students for earning a score, determined by the MDE or by the school district, on the assessments developed or selected for the subject area. The school is responsible for ensuring that a student's understanding of the subject area content applies to the credit.



## Procedure for Testing Out

### What the Michigan Merit Curriculum Law Says

380.1278(a)(4)(c) A school district or public school academy shall also grant a student a credit if the student earns a qualifying score, as determined by the department, on the assessments developed or selected for the subject area by the department or the student earns a qualifying score, as determined by the school district or public school academy, on 1 or more assessments developed or selected by the school district or public school academy that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit.

Step 1: Contact your school counselor to determine if you or your child is eligible to take the exams to test out of courses. These requirements may vary. Criteria are as follows, GPA of at least 3.0, PSAT score of 950 (benchmark for core subject – 410 Math, 450 ELA), and a recommendation letter from a teacher, counselors, or administrator. Testing out is only available for 1st semester of the upcoming school between June 30th and August 15<sup>th</sup> and 2<sup>nd</sup> semester between December 1<sup>st</sup> and January 15<sup>th</sup>.

Step 2: Tests used will be the semester benchmark assessments for each core class. Students must earn a 70% or better on the exam to test out and earn credit for the class.

Step 3: Credit will be granted on the student's transcript upon successful completion of the exam. Note: Both semester exams must be passed in order to receive the full credit for the course.

## Section IV – Communiqués

### Accidents

Initial treatment is given to pupils with minor injuries when an accident occurs in school. The parents or guardians are always notified by the school when medical care may be needed for an injury or illness; provided a working telephone number is listed with the school and we are able to locate the parent at the given number(s). The University Yes Academy will **not** be held responsible for costs incurred during an emergency situation where ambulatory services were required. The parent/guardian will be responsible for all costs.

### Chain of Command

The University Yes Academy has identified a process by which parents should follow in regards to addressing issues and/or concerns. Keep in mind that University Yes Academy personnel are trained and qualified individuals who are committed to working on behalf of all students.

Unfortunately, there are times in which educators encounter hostile or volatile situations with parents, guardians or other adult caretakers and policies must be put into place to avoid these types of disruptions. The time spent should be devoted towards the education of students. Aggressive, hostile, and/or inappropriate actions of parents, guardians or other adults will **NOT** be tolerated at any time! If these behaviors occur, parent(s) will be barred from the school.

In order to arrive at a civil conclusion, the following steps are in place for you:

- Set up a meeting with your child's teacher.

*If the issue has not been resolved, or you need further support, follow the next step.*

- Set up a meeting with the Academy Administrator.

*If the issue still has not been resolved, or you need further support, follow the next step.*

- Set up a meeting with the Chief of Schools.

It is our desire to settle your concern at the initial step if it has not, the last step is to meet with the Superintendent. It is important that you understand that once you are on the grounds of University Yes Academy, you are a role model for all students and must act accordingly. Together we make a difference. There are no exceptions.

### Change of Address

The school **must** be notified immediately when a change of address or a change of telephone number occurs, so that school records are kept up-to-date. Please fill out a change of information form in the main office. The school communicates to families through Phone Calls, Dojo, Newsletters, Phone Blasts and email. In order to reach you with these platforms, it is absolutely essential that the school has updated and correct contact information. Get in touch with your child's Academy Office and the Main Office to update information so that it may be entered into PowerSchool.

### Change of Name

When a child's legal name is to be changed, a court order showing the change must be submitted to the school for necessary recording, and for a revision of the pupil's records.

## Communiques

Parents, staff, and students wishing to distribute surveys or any written communication must be approved at least 2 weeks prior by the Academy Administrator/Principal; with signature, before being distributed.

Examples include: (not limited to)

- letters to parents
- posters/flyers/advertisements
- contests
- invitations

*(All approved invitations distributed for a child's party or event (off-campus) must include ALL members of the particular class.)*

## COVID/Communicable Diseases

If a student tests positive for COVID (i.e., communicable disease) the school must be notified immediately. Students may return to school after five days with written clearance from a medical doctor. Day 0 is the day of symptom onset, regardless of when you tested positive, Day 1 is the first full day after the day your symptoms started and wear a tight fitting mask. All positive cases will be addressed in alignment with the CDC guidelines. All other communicable diseases will follow CDC or medical guidelines.

## Confidentiality

University Yes Academy's policy involving privacy and confidentiality prohibits us from sharing names, addresses and telephone numbers of UYA staff, and/or students with anyone, including other parents. If parents would like such information, they might make available a parent-initiated form on which parents could provide addresses and phone numbers on a voluntary basis. These forms must be pre- approved by the Superintendent. This includes release of information regarding suspension referrals or other disciplinary action of another student.

## Extended Learning Plans

In each district's plan, at least 2 two-way interactions must occur between a child and teacher each week. Districts must share publicly each month at their board meetings and publish each month on their websites the requisite weekly interactions rates achieved each month.

A two-way interaction means communication that occurs between a student and the student's teacher or at least one of the student's teachers, where the teacher initiates communication and a response from the student follows that communication.

The two-way interactions:

- A. must be relevant to course progress or course content for at least one of the courses in which the student is enrolled.
- B. must be a communication initiated by the teacher, and not some other action taken.
- C. may occur through, but not be limited to, electronic mail, telephone, instant messaging, or face-to-face conversation.

Acceptable engagement includes a synchronous platform, such as, but not limited to, Skype, Zoom, Google Classroom, and Microsoft Teams. These would be considered face-to-face interactions.

Board of Directors:

State Legislation requires a new plan approved by October 1 by each district's board and reaffirmed publicly each month regarding instructional models and goals. Moreover, each district and its local public health department must collaborate on COVID-19 data and protocols.

## Fundraiser Activities

All fundraising activities must first be pre- approved by the Principal and final approval by the CAO. However, UYA will not be held liable for costs, injuries, or damages of any sort for activities not sponsored by the school.

## Lavatories

Should your child have medical/personal reasons that require them to frequent the bathroom, contact the homeroom teacher and Academy Office in writing, with an official doctor's note.

## Media

We expect that the media will be interested in what is happening at our school, and we welcome their attention. If for any reason you do NOT wish your child to be viewed on television or photographed by the media, we need to have that information on file in writing.

## Medication

School regulations require that all medication be given only by doctor's written orders and dispensed from a pharmacy- labeled container. Medication should be given in school only if times cannot be arranged for all doses to be given outside of school hours. If medication cannot be given at home and your child must take medication in school, please follow this procedure:

1. Your doctor MUST write orders for the school to dispense medication, which offers the following information: diagnosis, name of drug to be given, dosage, any side effects of which the staff should be aware of the length of time for which the medication is to be given.
2. Complete the parental permission form.
3. Bring the medication to the school nurse's office in a pharmacy-labeled bottle.
4. Medication must be left in school. It may not be taken home every day.
5. Parents need to report any communicable diseases that their child might have (e.g., chicken pox, strep throat, ringworm, head lice, impetigo, scabies, bed bugs, scarlet fever).
6. EpiPens and Asthma inhalers are considered medication and should have a doctor's written orders.

Upon the students return, the school must receive a note from the doctor clearing the student to return if the student has been absent three (3) or more consecutive days.

## Parent Appointments

Conferences with teachers or administrators should be arranged by appointment so that a special time is set aside for this purpose. Teachers are not permitted to confer with a parent or visitor while they are responsible for a class of children. Please don't engage your child's teacher in a lengthy conversation while he/she is responsible for the safety of the children. You may call, email, or send a written request with your child to the teacher or office for an appointment. Unless it is a life-threatening emergency, an appointment must be set and the administrator will contact you within 24 hours.

## Parent Surveys

Annually, parents will receive a parent survey that evaluates the overall school design and programming. We encourage parents to complete this end-of-the-year electronic survey and also evaluate and reflect on themselves in regards to their involvement in the school throughout the year.

## Record Requests and FERPA

A parent who requests copies of information from their child's permanent school file must contact UYA's registrar's office and complete the appropriate forms (Ex. immunization, birth certificate, test scores, etc.). Parents must allow 7 to 10 business days before information can be made available to them. Parents whose students are currently enrolled in UYA will receive record information at a charge of: School Records-\$20.00, Report Card.

Parents whose child(ren) no longer attend UYA will be charged: Report Card-\$5.00, Transcript-\$15.00, School Records-\$30.00 per request for and should also allow 7 to 10 business days before receiving information.

## **Request to Excuse Activities**

If your child is unable to participate in any physical or outdoor activities due to illness or injury, a doctor's note must be submitted. The note must be signed by the physician indicating the description of illness or injury, and length of time they should be excluded from activities.

## **School Day Interruptions**

Interruptions of the school day for nonacademic activities are limited. Every effort is made to provide maximum instructional time in each class. With this in mind, please refrain from calling during instructional time. For all emergencies, contact your child's administrator and/or the academy office who will contact your child.

## **Solicitation**

Our regulations prohibit solicitation during school's hours, on school grounds by staff, parents, and students for membership in, contributions to, or purchases in support of any charitable organization, or an association that has not been sanctioned by the superintendent as a school fund-raising activity. Inquiries, along with additional information, is available in the School and Community Office.

## **Special Programs**

Throughout the school year, each Academy has scheduled special programs and recognition events for your child(ren) to participate and showcase their talents. UYA strongly encourages parents and families to support their child's participation in these programs and aid the school, if necessary, in its preparation. Parents should regularly check the UYA website for event listings and read the written newsletters and communications sent home along with phone blast messages. During times of distance/virtual learning special programs and recognition events will take place through virtual rather than face-to-face.

## **Student Visitors**

University Yes Academy strictly prohibits students from other school districts to visit a classroom during the instructional hours, unless prior consent is granted by the Superintendent/CAO.

## **Telephones**

All classrooms have telephones. If you need to speak with your child or his/her teacher, call and leave a message. Refrain, if possible, from calling during instructional time for NON-EMERGENCIES. Call your child's Academy Office for ALL emergencies. Students will not use the office phone(s) for personal calls except in cases of emergencies and then only with administrative permission. During instruction, students can not utilize their personal phones.

## **Transfers**

Please notify the school office of the date of transfer, your child's new school, and the last day your child will be attending this school. Contact the Registrar's Office for further details.

## **Weather Emergencies**

Local television, channels 2, 4, and 7, and radio stations will carry announcements concerning the closing of school due to weather conditions or other emergencies. Parents should listen to the radio or television rather than call the school office for this information. This announcement along with the phone blast system is usually made by 6:00 a.m. Any change in phone numbers must be updated in PowerSchool in order to receive the phone blast. Call your child's Academy Office and ask that it be changed in PowerSchool.

## School Contact Information

University Yes Academy  
14669 Curtis  
Detroit, MI 48235  
PH: 313-270-2556  
FAX: 313-646-6887

\*New email addresses for the staff are first initial last name@npfeschools.org (ex. tsmith@npfeschools.org).

## Section V – Parents

### Expectations for Parents and Guardians

We unite with parents in the knowledge that close relationships between families and school staff increase the potential for successful school experiences. We expect that parents and staff will:

- Attend all parent-teacher conferences.
- Respond to requests for communication.
- Model civility (appropriate tone, language, and behavior).
- Volunteer at least 10 hours per academic school year. During Distance Learning volunteer opportunities are limited.
- Understand that children sometimes misunderstand or misinterpret events.
- Speak respectfully of the adults in each child’s life.
- Ask questions of adults/corroborate information when there is a concern.
- Share all information which is relevant to the child’s needs and welfare.
- Rearrange schedules, if necessary, to participate in conferences/activities.
- Take responsibility for overseeing homework and participating with projects as requested.
- Take responsibility for the child’s physical readiness for school.
- Take advantage of field experience/study opportunities recommended by the school.

### Parent Committees

The Parent Committees are several committees that work with current school act in support, along with members of the academy staff. Their goal is to implement positive reinforcements towards education and safety. For more information, please contact the Administration.

### Parent Involvement Opportunities

UYA knows that parents are eager to participate fully in being the first and continuing teachers of their children. We consider parent involvement to be everything you do to support your child’s education:

- Sending him/her to bed at an appropriate hour and preparing his/her clothing for school.
- Checking completed homework.
- Participating in school assignments that involve the family.
- Reading aloud.
- Taking family field experiences.
- Talking about your own educational experiences and your wishes for the child’s education.
- Directing traffic during arrival and dismissal.

Parent involvement also includes attending school functions, Parent-Teacher conferences, serving on any committee, attending parent meetings, and supporting all school policies. Parents are welcome and encouraged to volunteer in a manner not

disruptive to the educational process. All onsite volunteerism must be approved by administration. Participation in virtual parent teacher conferences and parent meetings is essential.

#### iChat for field trips or Guest Speakers

- iChat forms can be picked up from the academy office and/or main office.
- 
- iChat forms are due to the Principal no later than 5 days prior to the field trip.
- 
- iChat forms must be submitted with valid state issued identification.
- 
- Approved applicants will be notified via Deanslist with in 72 hours of the field trip.
- 
- Non-approved applicants will receive a follow up phone call no later than 72 hours of the field trip.
- 
- Leaders will receive a Google sheet with approval or non-approvals 48 hours prior to field trip and ensure homeroom staff/staff are informed (also will follow up with parents).

### Parent Volunteer Program (UYA)

Parents are encouraged to volunteer at least 10 hours of service to UYA throughout the academic school year. By signing in at the main office it gives UYA an opportunity to track volunteer hours and recognize involvement in the school as part of our Parent Volunteer Program:

0-10 hours:	Bronze Member
10- 19 hours:	Silver Member
20-29 hours:	Gold Member
30-39 hours:	Platinum Member
40 + Hours:	Platinum + Member

### Parking

Parking is available for parents in the designated parking lots on the campus. When dropping off and picking up your child, please use the appropriate academy designated door. Parents should not park in the middle of the street at any given time. Parents should also not park in the Staff Parking Lot or staff identified parking spaces. Please be an alert driver and exercise safety toward other drivers and the students entering the building. **In addition, please be mindful of the volume and content of the music being played while on campus. During the time when social distancing is required, please be mindful of your surroundings. Strictly adhere to the Procedures and Processes necessary for arrival and departure.**

### Professional Conduct

All parents/visitors are expected to conduct themselves professionally at all times. Please refrain from inappropriate language or activities, as well as, any substance contributing to a state of intoxication while in the presence of staff and students. Parents are expected to dress in a manner appropriate for an environment with children.

Failure to do so may result in you being removed and not permitted on school grounds.

### Visitors

Visitors must always report to the main office and present their proper identification when entering the school building. Children in the company of adults must be appropriately supervised. They may not walk around the building or use lavatories without adult supervision.

Currently, parents/guardians are not allowed in the building. Typically, during the first week or partial week of school, parents may accompany their students to the classroom. Due to COVID-19 parents will not accompany students to their classroom. After the first week, we encourage students to participate in established procedures for getting to the classroom rather than to be escorted by parents, except for Kindergarten students. All visitors will be required to wear appropriate identification issued in the main office. Parents must leave the building by 8:15 am, due to the start of instruction. This includes all parents dropping off students.

All visitors or guests in classrooms must be pre-approved by the administrator 48 hours prior to the visit.

## Yelling/Shouting

Yelling and/or shouting by staff, students, parents and visitors is strictly prohibited. Specifically, all persons within UYA's facility/campus must refrain from raising their voice to a level which would be disruptive or negative in nature to the educational design.

## Volunteerism Guidelines Post COVID

University Yes Academy sustains parental involvement through regular meetings, during which families and teachers discuss the students' progress and share ideas. Families are encouraged to participate actively in the life of the school as volunteers. UYA welcomes the support of community volunteers. The goal is to ensure that the visit does not interfere with the privacy or learning of the students. Below, you will find the guidelines that will facilitate parental and volunteer involvement:

- If you would like to volunteer in a specific classroom without being asked by a teacher, you must notify the appropriate academy office upon arrival and complete an I-Chat.
- Upon speaking with the classroom teacher, the Academy Administrator/Lead Teacher will then provide you with the best time to volunteer in order to prevent disruptions in the learning environment.
- When volunteering at the school, parents will be actively engaged in working with children or carrying out the assignments of the teacher/administrator.
  - At no time should parents/volunteers simply wander around classrooms or hallways, since this would disrupt the flow of the educational process.
  - Appropriate dress is required at all times.
  - No other siblings (or other children) are allowed to accompany volunteers.
  - Parents/Volunteers MAY NOT UTILIZE cell phones or other electronic devices while volunteering.
  - Parents/Volunteers are not to record/video staff and/or students.
- While visiting, parents/volunteers should refrain from evaluating staff, as we have administrators to carry out this task.
- Parents/volunteers should refrain from evaluating the behavior of other students, taking pictures of students' work, engaging in personal conversations, etc. since that infringes on their privacy.
- Parents/volunteers are prohibited from reviewing, handling, or having access to any student information, records, or documents as this is a violation of the student's confidentiality and privacy rights. School will conduct an I-Chat background for all adults three (3) days prior to all volunteer opportunities and Field Experiences.



All parents/volunteers will be required to sign in and out the office when visiting or volunteering, regardless of the frequency of visits. To ensure the safety of our students and staff, you will be asked to show a picture identification along with clearance from a proper background check. Once cleared, you will be given an identification badge with the clearance specified. All visitor badges will need to be returned upon exiting through the main office. Please contact the School and Community Office for more information on background checks.

NOTE: Please refer to information regarding volunteering during school closures due to COVID-19.

## Section VI – Student Life

### Academic Honesty (Integrity)

University Yes Academy prides itself in being a hallmark of excellence in teaching and learning, assessment, and also academic integrity. Academic dishonesty is defined as, "behavior (whether deliberate or inadvertent) that results in, or may result in, the student or any other IB candidate gaining an unfair advantage in one or more components of assessment. Behavior that may disadvantage another student or candidate is also regarded as academic misconduct" (IBO, p. 12). Academic misconduct is a breach of these regulations and includes, but is not restricted to, the Following:

- a. plagiarism--this is defined as the representation, intentionally or unintentionally, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment
- b. collusion--this is defined as supporting academic misconduct by another candidate, for example, allowing one's work to be copied or submitted for assessment by another
- c. duplication of work--this is defined as the presentation of the same work for different assessment components and/or DP core requirements
- d. misconduct during high stakes test such as but not limited to WIDA, M-STEP, PSAT/SAT, AP, NWEA, ANET, IB examinations (for example, taking unauthorized material into an examination, behavior that disrupts the examination or distracts other candidates, use of cell phones or electronic device, AI (Quillbot, CHAT-GPT), or communicating with another student or person. See Violation for consequence.

### Assignment to Classrooms

A number of factors may be considered in the homeroom placement of students, such as: grade level, age, boy/girl ratio, race or ethnicity (for diversity) academic skills, social skills, siblings or special educational needs. While your K-5 child's reading teacher may change as your child progresses, his or her home base teacher will remain the same for at least one year. Every attempt is made not to put siblings and relatives in the same home base/homeroom class. The school makes the final determination of student placements.

### Candy/Sugary Sweets and/Drinks/Fast Food

Candy, sugary sweets, soda pop, sugary drinks, hot chips and fast food are not healthy choices and not permitted in school. We strive to create a healthy environment, because healthy children learn better. We would prefer students bring healthy foods (fruit snacks, veggies, fruit juices or water). Your child's teacher will communicate in writing if foods such as pizza, etc. are permitted for a special occasion. In addition, approval is needed prior to bringing any treats or snacks in for the classroom. All birthday celebrations will occur between 3-3:30 pm, per the principal approval. Food deliveries of any kind are not permitted. Parents are not allowed to bring fast food and if necessary, students will be provided a school lunch.

### Classroom Behavior

We will not tolerate a student preventing a teacher from teaching and/or a student from learning. *(See Code of Conduct)*

### Classroom Changes

Once the school year has begun, there will be NO changes in classroom assignments without the Superintendent's approval.

## COVID/Flu/Viruses etc.

Coronavirus disease (COVID-19) is an infectious disease caused by the SARS-Co-V-2 virus. Influenza (flu) is any of several virus diseases marked especially by respiratory or intestinal symptoms. If we should experience an uptick in the number of cases related to COVID-19, the flu or other highly transmissible viruses we will require the students to wear a mask to cover their nose and mouth. See return to school plan

## Discipline

Each student is expected to:

- Demonstrate courtesy and respect for others and behave in a responsible manner
- Attend class, regularly and on time
- Prepare for class; take appropriate materials and assignments to class
- Be well groomed and properly dressed.
- Respect the rights and privileges of other students, teachers, and staff
- Respect the property of others, including school property and facilities
- Cooperate with or assist the school staff in maintaining safety, order, and discipline
- PUBLIC DISPLAYS OF AFFECTION- Students will keep displays of affection consistent with what is expected in a place of business or learning institution. Overt inappropriate displays of affection (Ex. kissing, fondling, hugging, etc.) are strictly prohibited. Discipline will range up to expulsion.
- Students may not arrive at school knowing how to read or do math. Similarly, students may not arrive at school with a full set of social, emotional, and cognitive learning skills. Students must be taught how “to learn how to learn”, both on their own and through social relationships with others. Teachers often make the assumption that these skills are hard wired in children but that is not the case. Teachers need to explicitly teach what students need to know and reinforce those “soft” or learning to learn skills in ongoing, positive ways.
- Social Emotional and Cognitive skills are necessary both for academic success in the elementary grades and life-long success in the workplace. Research increasingly shows that skills like emotional control, focus, impulse control, cognitive flexibility, empathy, positive attitude, patience, persistence, conflict resolution and interpersonal skills are crucial skills for life success. Even among students with similar scholastic records these “soft skills” often make the difference between college success and work success.
- In order for all students to develop strong social, emotional, and cognitive skills, everyone in the school must be involved. All staff, from administrators to teachers to lunchroom staff to office staff, need to use consistent messages and tools to help children develop and use those skills. At New Paradigm Schools, we use restorative practices and strategies called Getting Along Together (GAT).
- Getting Along Together (GAT)/ Restorative Practice is a school-wide program that helps students build these skills and apply them both in and outside of the classroom.
- GAT/Restorative Practice teaches strategies to focus students’ thinking, manage their behavior, build positive social relationships, and understand and deal with their feelings.
- GAT/ Restorative Practice uses Brain Games, I Messages, Feelings Thermometers, Puppets, Videos, Skill Lessons and Class Council Meetings to support students’ growth in these areas.
- To improve students’ learning by teaching specific social, emotional and cognitive skills and how to use them. These skills include: focusing attention, study skills, effectively managing the high levels of energy characteristic of middle school age students, helping students learn to behave in positive and appropriate ways, and understanding and manage their own feelings.
- To foster engaged learners by providing tools that build and support a positive climate in classrooms and the school as a whole.
- To build students’ ability to face challenges and solve problems by providing activities and routines that promote cognitive, social, and emotional skills.
- To increase students’ positive social and behavioral outcomes by teaching strategies for forming strong relationships, maintaining positive mental health, and making safe and responsible decisions.

A student whose behavior shows disrespect for others, including interference with their access to the educational process, and a safe environment, will be subject to disciplinary action. **(See Code of Conduct)**

## Leaving the Building

Students may not leave school grounds for illness or any other reason without permission.

## Lockers/Locker Room

All students will receive lockers/cubbies. Students will share lockers with one other student. To avoid property damage and item theft, students should not switch locker partners without their instructor's knowledge or share their lock combination with other students. Students will and cannot share lockers, and must remain in the assigned locker.

## Lunch Program

Students can either bring a bag lunch or receive a hot lunch. **No fast food or nuts INCLUSIVE OF PEANUT BUTTER will be permitted.** Lunch calendars are available in each office and on the UYA website. If you have questions regarding the lunch program, please contact the Administrator.

## Lunchroom Procedures

- Students must report to and exit the lunchroom in an orderly line.
- Lunch is to be eaten at assigned tables.
- Table space must be cleaned when lunch is finished.
- Students will obey directives of all lunch helpers.
- Once students sit down they are not allowed to get back up to purchase items unless they raise their hand and obtain permission.
- Students are to remain in the lunchroom for the duration of the lunch period.
- Appropriate table manners are expected with no misuse of food or beverages.
- Students may not sit on tables, windowsills, heat registers or the backs of chairs.
- Students cannot heat food brought from home, or ask staff members to do so.
- Any student eating lunch with a staff member, must pick a student up.

NO FOOD OR BEVERAGES MAY BE TAKEN OUT OF THE CAFETERIA, UNLESS PRIOR APPROVAL IS GRANTED.

NOTE: Throughout the current health emergency all students will eat in their classrooms.

## Recess

Only students in K-5<sup>th</sup> have predetermined recess times in their daily schedule. Recess time varies from 10 to 20 minutes. Students will utilize the designated play areas on the school campus. If you prefer that your child does not participate in recess, please submit your request in writing.

- ✓ Students may not be in the halls during recess time.
- ✓ Students are expected to move quietly along the hallway to the playground.
- ✓ Once students are outside they may not enter the building during the recess period without permission.
- ✓ Students should not bring toys from home.
- ✓ Students may not play tackle football or other body contact sports/games on school property.
- ✓ There will be no throwing objects of any kind other than a game ball. Throwing snowballs or stones is prohibited.
- ✓ Electronic games are not permitted for indoor recess.

## School Nurse

School health services are available daily to all our students. There will be health screenings during the school year inclusive of vision and hearing. The state has strict regulations concerning immunizations. Compliance with the Michigan laws is essential to the health of our community. The DEPSA Pioneer Health Clinic, may be utilized by all campuses with proper consent forms completed at the beginning of the school year. 1903 Wilkins Detroit, MI 48207

All medication is to be given to the nurse/staff with the medical release form signed by the doctor. If a student is self-carrying then the doctor must indicate it on the form.

## Snacks

Students in Kindergarten will be permitted to have a snack during the day. If the teacher has a plan other than individuals providing their own snacks, you will be notified. Simple snacks must be healthy (no nuts), nutritious and require no refrigeration. Additionally, special attention has been adhered to in regards to classroom allergies.

## Technology

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. With respect to students, School Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. We provide students with access to the Internet for limited educational purposes only and utilize online educational services/apps to enhance the instruction delivered to our students. The School's computer network and Internet system does not serve as a public access service or a public forum, and we impose reasonable restrictions on its use consistent with this limited educational purpose.

We regulate the use of School Technology Resources by principles consistent with applicable local, State, and Federal laws, the School's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of School Technology Resources and students' personal communication devices when they are connected to the School computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or a Board-sponsored activity. (See by Policy 5136)

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using School Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the School's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted procedures and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent or Superintendent Designee, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The School also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. However, the Board is cognizant of the fact that such software and/or hardware is not perfect and relies on students to self-police (and immediately cease viewing) online activity that would otherwise be in conflict with these policies and to immediately report such to the teacher. The technology protection measures may not be disabled at any time that students may be using School Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Educational Service Provider may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The Superintendent or Superintendent Designee is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by minors online.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

The Board directs staff members to provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor for the online activities while students are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The Superintendent or Superintendent Designee is responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of School Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of School Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students are responsible for good behavior when using School Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, School hallways, and other School premises and School-sponsored events. Communications on the Internet are often public in nature. General School rules for behavior and communication apply. The board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use School Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of School Technology Resources that are not authorized by this policy and its accompanying procedures.

## Toys

Children should leave toys at home unless there is a special event involved. Toys will be confiscated and held by the teacher until a parent/guardian comes to school to retrieve it. This includes ALL electronics. Any toy resembling a weapon is strictly prohibited. (See Code of Conduct)

## Uniforms

Complete school uniforms are to be worn daily, no exceptions. Failure to do so will result in a written violation, not limited to suspension. Repeated violations will result in a loss of privileges for school-sponsored activities. Student uniforms are expected to look clean and neat, including:

- Full button-down shirts (no polos)
- Shirts tucked in
- Black belts
- Black uniform shoes (completely black)
- No additional pins are to be worn
- Sleeves must remain unrolled
- Ties must be intact and worn properly

## Section VII – Enrollment

Anyone applying to UYA, must complete an application, and submit the following information: birth certificate, immunization record, social security card and last report card issued for those applying to any grade (except Kindergarten). According to state law, any student applying for enrollment as a Kindergarten student, must be age five (5) by November 1 (2019), October 1 (2019), and September (2019) of the year in which they are applying. Otherwise, UYA cannot accept the student for enrollment. Currently enrolled students must complete a re-enrollment form to secure a spot for the following school year. Failure to do so may result in their being dropped from enrollment for the upcoming school year, and having to reapply. In order to best meet the needs of all students, every attempt made not to place siblings or relatives in the same classroom. All questions must be answered yes, no, or N/A. UYA will take verbal/written withdrawals.

## Immunization

*NO student will be admitted to the University Yes Academy without proof of immunization.*

After a parent receives information regarding acceptance into the academy, immunization documents must be presented to the school with the application. Failure to present immunization documents with the application will forfeit admission. Immunizations should be current at the time of application. The State law requires a doctor's statement or Health Department verification for all students regarding proof of immunization from the following diseases:

- Diphtheria-Pertussis-Tetanus:
  - Minimum of three doses including a booster given on or after the fourth birthday.
- TB booster
  - Required every ten years thereafter.
- Measles (Rubella):

- One dose on or after the first birthday. Booster required before twelfth birthday.
- Mumps:
  - One dose on or after the first birthday.
- Rubella (Three-day measles):
  - One dose on or after the first birthday.

## Section VIII – Code of Conduct

### Policy on Discipline and student Rights

Students at UYA are public school students and as such, have the right to a public education subject to the rules and regulations of UYA. If this right is to be exercised, **regular attendance** in classes is of vital importance for a student to succeed in school. The United States Supreme Court has also held that a student may not be deprived of this right to a public education without adherence to procedural due process.

- It is the responsibility of UYA and its staff to ensure that no student is arbitrarily denied the right to an education.
- It is the responsibility of each student to behave in a manner that does not threaten, interfere with, or deprive other students of their right to an education.

**The purpose of the code of conduct is to provide regulations governing the behavior of students:**

- To prevent actions or activities which interfere with the school program and/or are prohibited by law, and
- To provide for students' rights and responsibilities.

Each staff member employed by UYA is required to function in accordance with this Code.

It is the responsibility of all students, staff, and their parents/guardians to become familiar with the Student Code of Conduct.

The School will consider Restorative Practices that emphasize repairing the harm to the victim and school community, to address behaviors involving interpersonal conflicts, bullying, cyberbullying, harassment, verbal & physical conflicts, theft, damage to property, and class disruption.

### Superintendent

The Superintendent, is responsible for the educational facility, may develop supplementary administrative rules, regulations, and procedures as necessary. A copy of the approved school regulations must be filed with the Academic Office.

## Chapter I – Student Rights

### The Fair Administration of Discipline

University Yes Academy District does not discriminate against, deny benefits to, exclude participation by any person in its programs, activities, or employment on the basis of race, sex, color, national origin, creed, religion or handicap.

### Make-up Work

A student who is suspended must be given the opportunity to make-up academic course work assignments missed during the short-term suspension. **However, make-up work will NOT be provided for tardies, or unexcused absences.** In addition, extra credit will NOT be provided for missing or incomplete assignments.

Classwork will be provided only for academic courses with a valid excuse. The judgment of the Administrator shall be relied upon in both the content and scheduling of make-up assignments and examinations.



The classwork information will be provided to the parent through the Administrator. The parent/guardian is responsible for picking up assignments and returning the completed work for grading by the end of the week. Prior assignments must be completed and returned before new assignments are issued.

### **Participation**

Students have the responsibility of participating fully in the learning process. Students must report to school and to all scheduled classes regularly and on time, remain in classes until excused, pay attention to instruction, complete assignments to the best of their respective abilities, and request help when it is needed.

### **Behavior**

Students have the responsibility of avoiding any behavior that is detrimental to the achievement of their own or to other students' educational goals. Students must cooperate in maintaining reasonable orderliness in the school and in the classroom, take reasonable care of books, technology equipment and other instructional materials, and encourage a climate where learning is cherished. Most particularly, students must refrain from engaging in behavior that violates the provisions of the Code of Conduct.

### **Respect for Staff**

Students have the responsibility of showing respect for the knowledge and the authority of school staff. Students must obey directions, use only acceptable and courteous language, avoid actions that show contempt and appeal decisions only through appropriate channels.

### **Respect for Other Students**

Students have the responsibility of showing respect for the rights and human dignity of fellow students. For example, students must refrain from name-calling, fighting, harassment, bullying, belittling, or engaging in deliberate attempts to embarrass or harm another student. Appropriate corrective discipline, including Restorative Practices should be administered in accordance with the severity of the offense, on an individual basis.

While all students are expected to fulfill these responsibilities, some may occasionally need guidance and correction. Some students will need more help than others in learning to behave in a responsible, mature manner. It is expected that persistent misbehavior, even where each single instance is a minor infraction of the rules, will be dealt with appropriately in order to help students avoid establishing a pattern of unacceptable habits. Instances may occur where, based on the facts and the judgment of those involved, long term suspensions or expulsions may be in order. What may be an appropriate disposition for one student may not be appropriate for another.

UYA students may not endanger or threaten to endanger the safety of others, damage property, or impede or disrupt the orderly conduct of the school program while at school, at a school-related activity, on a school bus, in route to or from school or in any place where the effect of the conduct adversely affects the learning community or environment.

Any time there is a fight between students, a thorough and complete investigation must be conducted to ascertain who was/were the aggressor(s).

Appropriate corrective discipline will be administered in accordance with the severity of the offense on an individual basis.

## **Chapter II - Searches and Seizures**

Students have rights which have been established and guaranteed by the Fourth Amendment to the United States Constitution generally protecting their right of privacy of their person and freedom from the unreasonable search and seizure of their property.

As a matter of safety and consistency, ONLY mesh or clear book bags are permitted.

UYA may conduct searches and seizures such as the following:

**A. SEARCH OF LOCKERS:**

Lockers may be searched and property seized in accordance with the Michigan Statute governing same which reads as follows:

380.1306. Lockers, property of a school district; no expectation of privacy

(1) A pupil who uses a locker that is the property of a public school academy is presumed to have no expectation of privacy in that locker or that locker's contents.

(2) ... [I]n the course of a search ... the privacy rights of the pupil shall be respected regarding any items that are not illegal or against school policy. The board of directors shall provide a copy of this policy to each pupil at a school that has lockers and to the parent or legal guardian of each of those pupils. ....

(3) A public school Superintendent or his or her designee may search a pupil's locker and the locker's contents at any time.

(4) A law enforcement agency having jurisdiction over the school may assist school personnel in conducting a search of a pupil's locker and the locker's contents if that assistance is at the request of the school Superintendent or his or her designee and the search is conducted in accordance with the policy under subsection (2).

(6) Any evidence obtained as a result of a search of a pupil's locker or locker's contents shall not be inadmissible in any court or administrative proceedings because the search violated this section, violated the policy under subsection (2), or because no policy was adopted.

**B. DESKS AND OTHER ASSIGNED SPACES:**

Property assigned to students by UYA remains the property of UYA. Desks and other spaces assigned to students other than lockers are subject to search if the school administration has a reasonable suspicion that the desk or other space contains materials which are illegal or violate school rules. Searches of students' school assigned spaces shall be conducted with at least two school staff members present. UYA retains the right to search regardless of whether the student has given consent or is present for the search. Except in the case of an emergency as described below, students will be permitted to be present when school assigned spaces are searched by school personnel. UYA retains the right to search in emergency situations, such as a bomb threat or a reasonable suspicion that a weapon or dangerous materials are on the premises. In the event of such an emergency, the Superintendent or designee has the right to enter school property assigned to the student. The student should be notified of such action as soon thereafter as possible.

The following guidelines apply to the search of school property other than lockers/cubbies (including locker room lockers) assigned to a student:

There must be reasonable suspicion to believe that the student is:

In possession of an illegal or prohibited article as defined by this policy or applicable laws; OR

Using the desk and/or other property in such a way as to endanger his/her own health and/or safety or the health and/or safety of other persons; OR

Using the desk or other property in violation of school policy or regulation.

**C. PERSONAL SEARCHES OF STUDENTS AND THEIR PROPERTY**

The Superintendent or Designee may conduct personal searches of students and searches of student property brought onto school grounds whenever there is a reasonable suspicion to believe that the student is in possession of an article which is illegal

or prohibited under this policy or school rules. As a matter of safety and consistency, ONLY clear or mesh book bags are permitted.

The Superintendent/Designee is authorized to seize items found during a search which are illegal or which violate policy or regulations. Items seized which are not illegal, but violate this Code or school rules, should be returned to the student's parents once no longer needed by the UYA for disciplinary purposes.

The Michigan Statute governing confiscation of dangerous weapons shall apply anything to the contrary in this Code of Conduct notwithstanding. That statute states:

380.1313 Dangerous weapon found in possession of pupil; report; confiscation by school official; determination of legal owner; "dangerous weapon" defined.

(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 in route 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 in 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.

The following guidelines apply to searches of students and their property:

- Searches can include asking students to present illegal or prohibited articles, requesting a student to empty his/her pockets, search of clothing (e.g., coat), personal property (e.g., book bags).
- Under some circumstances, pat-down searches can be conducted, but should be limited to searches for illegal items:

Whenever possible, pat-down searches should be conducted out of the presence of other students

Pat-down searches must be conducted by a person of the same sex and in the presence of a second staff member.

- Where there is reasonable suspicion that a student is in possession of dangerous items that can do bodily harm and the student refuses to permit a search, the student should be suspended on an emergency basis and reported immediately to law enforcement.

No strip searches shall be conducted by school personnel. If school personnel have a reasonable suspicion that a student is in possession of an illegal or dangerous item that can do bodily harm which cannot be obtained without use of a strip search, the student should be suspended on an emergency basis and reported immediately to law enforcement.

### Chapter III – Student Rights under Interrogation

The Superintendent is authorized to permit Law Enforcement and identify representatives from the court to interview pupils on official business. Students may be searched or arrested when such action is authorized by a warrant or otherwise permitted by law.

All other identified representatives from other public and private agencies may interview students only with parental/guardian approval or as otherwise permitted by law, i.e., representatives from the Family Independence Agency. If the Law Enforcement does not have a warrant from the court, the Superintendent will have discretion as to whether to honor the request to interview the student in school.

When considered appropriate, such interviews shall be conducted in the presence of the Superintendent, teacher, or designee. Parents will be informed of this questioning and, whenever possible an adviser, may be present.

### Chapter IV – Violations

**Students enrolled at University Yes Academy are expected to conduct themselves in a way that avoids violation of the following Code of Conduct offenses:**

- A01 Insubordination/not complying with adult request
- A02 Refusal to Identify Self
- A03 Dining Room Violations
- A04 Gambling
- A05 Student Demonstrations
- A06 Truancy
- A07 Possession of Electronic Devices
- A08 Unauthorized Use of Materials/Equipment
- A09 Disruption of Learning
- A10 Dress Code
- A11 Academic Dishonesty
- A12 Skipping
- A13 Transportation Misconduct

- 
- B01 Fighting/Battery/Instigation/Physical Aggression
  - B02 Loitering/Trespassing
  - B03 Threats of Violence/Bullying/Verbal confrontation/Abusive language
  - B04 Dangerous to self or others
  - B05 Repeated offense/persistent defiance

- 
- C01 Possession or use of weapons or other dangerous objects
  - C02 Possession of a Gun

- C03 Possession of a Knife
- C04 Use of Possession of Illegal Drugs/Materials/Substances or Alcoholic Beverages
- C05 Burglary, Theft Robbery & Larceny
- C06 Arson
- C07 Extortion, Coercion, Blackmail
- C08 Interference with or Intimidation of School Personnel
- C09 False Alarms
- C10 Repeated Harassment
- C11 Other Illegal Conduct
- C12 Battery upon an Employee
- C13 Vandalism or Intentional Destruction of Property
- C14 Sale/Distribution/Using of Drugs
- C15 Battery upon a Student/Gang affiliation
- C16 Other Violent Conduct
- C17 Smoking in School or on School Property
- C18 Inappropriate use of Technology
- C19 Other Disruptive Misconduct
- C20 Inappropriate Physical Contact (touching) – Consent or Non-Consent
- C21 Indecent Exposure
- C22 Cyber bullying/Harassment/Discrimination- (Continuous)
- C23 Bomb threats

# A

**1 – Insubordination/Not complying with adult requests:** Refusal to obey reasonable and lawful directions of authorized school personnel. Blatant refusal to follow proper directions of teachers.

**Minimum consequences: After school redirection. Up to a five-day suspension, possible expulsion.**

**2 - Refusal to Identify Self:** Refusing to identify or give correct name/grade when requested to do so by school personnel, or the use of another person's name or identity.

**Minimum consequence: Up to 3-day suspension.**

**3 - Dining Room Violation:** Upon the third pink slip violation, students are suspended. (Throwing food, out of seat without permission, etc.).

**Minimum consequence: Behavior referral/ dining room violation.**

**4 - Gambling:** Participating in, or the organizing of, games of chance or skill for money or profit.

**Minimum consequence: After school redirection. Up to 5-day suspension.**

**5 - Student Demonstrations:** Any form of protest or demonstration that disrupts the normal educational process or that is conducted in a manner that violates legal restraints.

**Minimum consequence: After-school redirection / Parent support. Suspension of up to 10 days and/or expulsion.**

**6 - Truancy:** Unexcused absences from classes, lunchroom, study hall and homeroom or students leaving the school building without permission, including after-school activities.

**Suspension of up to 10 days.**

**7 - Possession of Electronic Devices:** Possession of cell phones or other electronic devices while in school is not permitted. Devices confiscated by school staff shall be held until the parent/guardian picks it up or up to the end of the school year. Devices not requested by the parent/guardian may not be returned to the parent. Parents or students are not to record/video Staff and/or students. Students are NOT allowed to use cell phones on school grounds.

**Minimum consequence:**

- 1. Confiscation of device and possible suspension.**
- 2. Parent pick-up and one-day suspension.**
- 3. Taken and not given back until the end of the year.**

**8 - Unauthorized Use of Materials/Equipment:** Use of equipment or materials without the prior approval of an administrator or teacher which interferes with the instructional program at school. The materials will be confiscated by staff and returned only to a parent/guardian within 10 days and only if not the property of UYA.

**Minimum consequence: Confiscation of device. Parent contacted.**

**9 - Disruption of Learning:** Any violation of a school rule not listed above, that disrupts or interferes with the educational process.

**Minimum consequence: Behavioral referral, parent contacted. Possible suspension.**

**10 - Dress Code:** Wearing anything other than the identified uniform. Flagrant violations of the UYA uniform policy. On permitted free dress days, use of clothing which depicts drugs, sex, obscene statements, bare flesh or other distastefully portrayed references will result in parent notification. Gym shoes are NOT allowed to be worn by ANY student during the school day.

**Minimum consequence: Uniform violation. Possible suspension.**

**11 - Academic Dishonesty: Cheating** - Coursework completed using Unauthorized/illegal means i.e. “looking on someone’s paper, cheat sheets, writing on body etc. **Plagiarism/USing AI** – Copying without properly citing sources and using AI tools to generate work for an assignment to be submitted. **Minimum consequence: Loss of credit for specific assignment or test. The designee/teacher will notify parents.**

**12 - Skipping Class:** Willful “non-attendance” of scheduled classes to remain in an unsupervised area or not arriving to schedule classes in a timely fashion. Outside of regularly scheduled transitions, students MUST be in possession of a hallway pass when not in class.

**Minimum consequence: After-school retention, parents contacted. Suspension up to 5 days, not excluding expulsion.**

**13 –Transportation Misconduct:** Behavior that is contrary to the rules/procedures established for on and off campus expectations:

1. The behavior of students while in transit to or from school or at any school- sponsored activity will be consistent with the discipline procedures of the regular school day.
2. Remain behind the curb while waiting for the bus.
3. The aisles shall be kept clear of books, band instruments, etc.
4. All parts of the body shall be kept inside the bus.
5. Remain seated while the bus is in motion.
6. Unnecessarily loud talking, profanity, and inappropriate language are prohibited.
7. Students shall not eat while on the bus.
8. Any conduct which diverts a driver's attention from his/her primary job and thus endangers the safety of other riders is prohibited.

**Minimum consequence: Behavior referral or redirection. Exclusion from all off-site activities.**

# B

**1 - Fighting/Battery/Instigating/Physical Aggression:** A physical confrontation involving two people that does not result in serious physical injury, does not include the use of weapons, and in which both parties are at fault. In school, after-school or during school hours.

**Minimum consequence: Restorative practices. Suspension of up to 5 days. Mandatory parent conference with all parties involved in the fight. Repeated offenses will involve longer suspensions or possible expulsions.**

**2 - Loitering/Trespassing:** Being in or on the grounds of any school without the permission of the administration.

**Minimum consequence: Restorative practices. Suspension of up to 3 days for repeat offenses. Possible expulsion.**

**3 - Threats of Violence/Bullying/Verbal Confrontation/Abusive Language:** Words or actions that may threaten to do injury to another person or one's self that intimidate another person through fear for his/her safety. No actual physical contact is necessary. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees.

**Minimum consequence: Suspension of up to 10 days. Possible recommendation for expulsion.**

**4 - Dangerous Behavior to self and/or others:** Behavior dangerous to self and /or others, including, but not limited to spitting, pushing, tripping, kicking, throwing objects, unnecessary physical conduct, running, and horseplay. Throwing snowballs or any other objects in school or on school property. Spitting on a person is considered assault. (See assault)

**Minimum consequence: Restorative practices, suspension.**

**5 - Repeated Offense/Persistent Defiance:**

Please note: Multiple referrals may result in the loss of the opportunity to attend school functions unless accompanied by a parent/guardian. In addition, the Superintendent/Designee at their discretion will determine if a student may participate in after-school activities.

**Minimum consequence: Mandatory parent meeting/parent support. Restorative practices. Suspension up to 10 days.**

**Repeated violations may result in recommendation for expulsion.**





### **1 - Possession or Use of Weapons or Other Dangerous Objects:**

*Possession of a weapon or other dangerous object is defined to include:*

- Carrying the item; **or**
- Storing the item in a space assigned to a student, i.e. locker or a desk;**or**
- Having the item under one's control, such as hiding a weapon in the building or on school grounds; **or**
- Voluntarily permitting another person to store the item in an assigned school space without reporting it to staff members.
- Using the item in a physical altercation with staff or other students;
- Having the item in one's possession during a physical altercation;

Weapons are identified as articles used or designed to inflict bodily harm or to intimidate other persons. (Examples are but not limited to: knuckles, knives, chains, clubs, and mace or other repellent sprays. Dangerous objects include explosives, firecrackers and similar items.)

**Minimum consequence: Restorative practices. Suspension up to 10 days. Possible expulsion.**

**2 - Possession of a Gun:** Possession of a gun includes possessing parts of a gun or ammunition for a gun. Also, Possession of a gun, including but not limited to handguns, rifles, shotguns, zip guns, starter pistols, pellet guns, BB guns or toy guns which have the appearance of real guns. It is considered possession of a gun regardless of whether the gun is operable and/or loaded, or whether the student has ammunition in his/her possession.

**Minimum consequence: Expulsion and notification to proper authorities.**

**3 - Possession of a Knife:** Students are prohibited from possessing knives while at school. Knives are defined to include any knife, regardless of blade length or total size, straight razor, box cutter with razor or any instrument which has been altered to be used as a weapon in a manner similar to a knife. (e.g. letter opener or file). Possession of weapons, other than a gun or knife, which have the capacity to cause serious injury or death, such as karate sticks or throwing stars will be considered as a C03 offense.

**Minimum consequence: Restorative practices, suspension up to 10 days.**

**4 – Use/Possession of Illegal Drugs, Materials/Substances, or Alcoholic:** Using, possession or being under the influence of drugs, materials, substances or alcoholic beverages on school property or at school functions.

**Minimum consequence: Suspension up to 10 days. Possible expulsion.**

*Possession is defined to include:*

- Carrying the item; **or**
- Storing the item in a space assigned to a student, such as a locker or a desk;  
**or**
- Having the item under one's control, such as hiding the item in the building or on school grounds; **or**
- Voluntarily permitting another person to store the item in an assigned school space without reporting it to staff members.

**5 - Burglary, Theft, Robbery, Larceny:** Stealing money or property.

**Minimum consequence: Restorative practices. 1-day suspension. Up to 10-day suspension.**

**6 - Arson:** The willful and malicious burning, or attempting to burn any part of any building or any property belonging to, rented by or on loan to the school, or property (including automobiles) of persons employed by the school or in attendance at the school.

**Minimum consequence: Notification to proper authorities. Possible expulsion.**

**7 - Extortion, Coercion, Blackmail:** Obtaining money, information, or property (something of value) from an unwilling person or forcing an individual to act by either physical force or intimidation (threat).

**Minimum consequence: Restorative practices. Suspension up to 10 days. Referral to Social Worker. Possible expulsion.**

**8 - Interference with or Intimidation of School Personnel:** Preventing or attempting to prevent school personnel from engaging in their lawful duties through threats, violence or harassment.

**Minimum consequence: Referral to Social Worker. Restorative practices. Suspension up to 10 days. Possible expulsion.**

**9 - False Alarms:** Activating a fire alarm system in any school building or on school property and/or reporting a fire or bomb when none exists.

**Minimum consequence: Individual will be subject to payment of fine. Suspension of up to 10 days and referral to authorities. Possible expulsion.**

**10 - Repeated Harassment:** Unwelcome sexual advances, inappropriate touching (intentional brushing against, padding or pinching), solicitation, inappropriate and/or intimidating or debasing sexual depictions (sexual/obscene letters, notes, or invitations) or discussions or other verbal (including electronically) or physical conduct relating to or engaged in by a student amounting to harassment. (i.e. racial slurs, exposure, comments about physical characteristics or disability)

**Minimum consequence: Notification to parents. Restorative practices. Possible suspension up to 10 days. Possible expulsion and referral to authorities.**

**11 - Other Illegal or Conduct that disrupts the learning environment:** Conduct that constitutes an offense under city, state, or federal laws and /or disrupts learning.

**Minimum consequence: Notification to parents. Restorative practices. Possible suspension up to 10 days. Possible expulsion and referral to authorities.**

**12 - Battery Upon an Employee:** Committing battery upon an employee or agent of the UYA where the evidence demonstrates that the employee or agent did not provoke the battery by initiating an unlawful battery upon the student.

**Minimum consequence: Suspension of up to 10 days.**

**Possible referral to police and to the Board of Directors for further action.**

**13 - Vandalism or Intentional Destruction of Property:** Acts which result in a substantial threat of or actual destruction of property which necessitates significantly altering a school's operation and activities. Specifically included are acts which result in:

- Significant damage to the physical plant or property.
- Conditions necessitating evacuation of pupils and staff from the building
- The inability of a school to perform its functions.

Specifically included herein are acts of arson, use of smoke bombs or incendiary devices, making bomb threats, or reporting fire or activating fire alarms without a reasonable belief that a fire or bomb is present.

**Minimum consequence: Referral to Law Enforcement Automatic suspension and possible expulsion.**

**14 - Carrying/Sale/Distribution of Drugs:** To carry on person, in locker and/or attempt an actual sale or distribution of any drug, controlled substance or any substance represented to another person as an illegal drug or controlled substance: Students found with substantial quantities of drugs or drugs packaged for sale shall be charged with sale or distribution of drugs (inclusive of vapors).

**Minimum consequence: Referral to Law Enforcement Automatic suspension and possible expulsion.**

**15 - Battery Upon a Student/ Gang Affiliation:** Any battery upon another student in which:

- Serious physical injury results, was intended or was possible; **or**
- The victim attempts to avoid the altercations but is attacked; **or**
- Two or more individuals are involved simultaneously.

**Minimum consequence: Restorative practices. Suspension of up to 10 days. Possible referral to police and to the Board of Directors for further action.**

**16 - Other Violent Conduct:** Other acts, not specifically listed, which fall within the general definition of violent acts, such as criminal sexual threats, bullying, etc.

**Minimum consequence: Restorative practices. Suspension and expulsion.**

**17 - Smoking in School or on School Property:** Using or possessing lighted tobacco or vaping (any substance that may be illegal and or not of age).

**Minimum consequence: Suspension up to 5 days. Possible expulsion.**

**18 – Inappropriate use of Technology:** Unauthorized use is not limited to inappropriate websites, videotaping altercation, sending threatening messages of other students or other matters not conducive to the educational process. Sexting is the slang term for the use of a cell phone or similar electronic devices to distribute sexually explicit pictures or videos. It can also refer to text messages of a sexually-charged nature. Pictures taken, without prior approval or consent, will result in confiscation of the electronic device (i.e. cell phone or camera).

**Minimum consequence: Loss of computer privileges. Confiscation of device. Suspension up to 10 days, possible expulsion. (See A10).**

**19 – Other Disruptive Misconduct:** Any violation of a school rule not listed above, that disrupts or interferes with the educational process inclusive of running to fights, instigating fights.

**Minimum consequence: Restorative practices. Suspension up to 10 days, possible expulsion.**

**20 - Inappropriate contact:** Touching or making contact with another person's body in an indecent way whether it is consensual or non-consensual.

**Minimum consequence: Restorative practices. Suspension up to 10 days, possible expulsion.**

**21 – Indecent exposure:** Exposure of private body parts in any public place, by picture or in any place where there are present other persons under circumstances in which a student knows it is inappropriate.

**Minimum consequence: Restorative practices. Suspension up to 10 days, possible expulsion.**

**22 – Cyber bullying (Continuous):** Unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, height, weight, national origin, disability (physical, mental or educational), marital status, socioeconomic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, social/family background or being viewed as different in its education programs or admissions to education programs by any person in the school or outside the school at school-sponsored activities.

**Possible recommendation for expulsion**

**23 - Bomb Threats:** Student enrolled makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event verbally, online or via text message.

**Possible recommendation for expulsion**

## Chapter V – Staff Intervention in Unacceptable Conduct

Whenever an employee discovers a student engaging in conduct constituting illegal or prohibited behavior, the employee must make a prompt report to a building administrator.

Whenever an administrator receives a report of conduct constituting illegal or prohibited behavior, a thorough and complete investigation must be conducted before disciplinary actions can be initiated involving more than a detention or one-day suspension.

### SCHOOL JURISDICTION

In general, UYA has the authority to make reasonable regulations relative to the conduct of pupils concerning their safety while in attendance at school or on route to or from school. Students are NOT permitted to leave school grounds without the written consent of the parent/guardian. This includes before school, during instructional hours, and before/after school-related activities/athletics.

The Student Code of Conduct provides that offenses are prohibited by this policy whenever they occur on school grounds, on school buses, during school-sponsored field trips, in connection with school-related events and activities whenever held, when directed against students in route to or from school or when done with intent to or in a manner which does disrupt or impede the orderly conduct of any school activity, no matter the location. It will be necessary to treat each off-premises injury to a student by another student on an individual basis. The key issues are:

Whether the students are "in route" to or from school,

- The students' proximity to the school,
- The length of time elapsed since the students were on-premises,
- Whether there is a connection to an on-premises altercation or confrontation,
- Whether the students have returned to the custody of their parents **and**,
- Whether they stopped at a restaurant, store, etc., on the way home.

Whether the incident disrupts school discipline irrespective of the first issue.

## Chapter VI – Teacher Disciplinary Actions

Teachers utilize various behavior management techniques within the classroom to address incidents of minor misbehavior, so long as such techniques do not violate UYA policies, developed by the Superintendent.

A teacher may recommend to exclude from his/her class a student who, in the teacher's opinion, is causing serious disruption. The teacher shall provide, in writing, the necessary information concerning the problem before the student can be disciplined in a manner exceeding a one-day suspension. The teacher shall be available to confer with the Designee/Superintendent as soon as possible, not to exceed twenty-four hours. If further discipline is not warranted, the teacher will re-admit the student after some adjustment has been made, following a conference with the student and the following parties; Superintendent, Designee, Teacher and/or parent. In the case of such teacher disciplinary actions, the parent/guardian must be notified of the code violation and resulting disciplinary action as soon as practicable. (Parent notification may occur after the disciplinary action). However, restorative practice should be used as a way to ensure relationships are restored.

Whether the teacher is present shall be determined by mutual agreements between the Designee and the teacher. The teacher shall be informed as to the results of the conference and/or the adjustment before the student returns to class. If someone other than the teacher files an action on a student, that staff member shall follow the procedures dictated by the administration.

**When disciplinary action is appropriate:**

- It shall at all times depend upon the establishment of guilt or responsibility.
- A reasonable/logical relationship between the seriousness of the act and the severity of the discipline.
- Be constructive in intent and take account of such factors as age, maturity, and motivation of the student and his/her past record.

In those instances, in which the seriousness of the offense does not dictate an immediate disciplinary response, the administrator or his/her designee will attempt to take actions designed to encourage a change in the student's behavior. For example, the administrator might warn the student that his/her behavior was unacceptable and the reason why such behavior is so defined. Where necessary, the assistance of the home, other educational supportive services and/or other professional community agencies may be utilized. Restorative practice strategies will be encouraged at the time of the event. Social Emotional learning support when applicable will also be provided to students.

**Physical Restraint**

A person employed by or engaged as a volunteer by UYA may use reasonable force to physically restrain a student when it is essential for self-defense, for the preservation of order and control in a school or school related setting, or for the protection of person (including the student) or property to obtain possession of a weapon or other dangerous object upon or within the control of a student. Except as stated in the preceding sentence, use of physical force in any form, including but not limited to corporal punishment, is prohibited.

**Chapter VII – Administrative Actions**

In those instances where the seriousness of the offense requires the removal of the student from a class or building, the following forms of disciplinary action are authorized:

**Short Term Suspension**

The temporary removal of a student from the building and all school sponsored activities.

Short Term Suspension should only be applied after the exhaustion of all other alternatives available to correct the student behavior. If applicable Distance Learning will be offered in lieu of a full suspension without school.

Before a suspended student may be returned to school, he/she will be required to attend a readmission conference with his/her parent or guardian or his/her designee to discuss the behavioral problem(s).

In the event that the administrator is unable to arrange the conference by the date set for readmission, the Superintendent may, at the request of the parent, authorize an alternative method of achieving the conference or may waive the requirement of the conference depending on the cause for suspension.

**MAKE-UP WORK:** A student who is short term suspended must be given the opportunity to make-up academic course work assignments missed during the short-term suspension. Make up work will follow the same guidelines as an excused absence.

## Long Term Suspension

The temporary removal of a student from the University Yes Academy System for more than ten (10) school days.

## Expulsion

The initial step in the expulsion process occurs when the Superintendent/Designee notifies the student and his/her parents, within three school days after a hearing/meeting is held at the building level, of his/her recommendation. The written recommendation will be forwarded to the Superintendent. Upon request of the parents, a hearing/meeting will be held with the Superintendent or Designee within five school days with the involved parties to review the case. If the student, the Superintendent, or the parents are unable to meet within the time period, the hearing/meeting may be scheduled at a mutually agreed upon time (a mutually agreed upon time may be substituted for any hearing/meeting or appeal timeline).

Within five school days of the hearing/meeting, the Superintendent will send written notification to the student and his/her parents of the decision to affirm, reverse or modify the designee's recommendation. If the Superintendent affirms the Designee's recommendation, UYA Board of Directors will receive written notification and will hold a hearing to determine if the student should be expelled.

The student and his/her representative will be allowed to give his/her version of the facts. Witnesses may be called and cross-examination will be permitted during the expulsion process as due process considerations may require. The UYA Board of Directors will inform the student and his/her parents/guardian of its decision in writing ten school days of the completion of the hearing.

**Expulsion of a student requires a formal resolution by  
The University Yes Academy's Board of Directors.**

If the UYA Board of Directors expels a student, he/she shall be referred to the school counselor for referral to an appropriate agency for further guidance and counseling or assistance in obtaining continuing education.

As outlines in Section 380.1311 of the Revised State of Michigan

School Code, under specific circumstances petitions for reinstatement may be submitted to the UYA Board of Directors for their consideration. Once expelled a student will not be given make-up work. We are no longer responsible for the student.

## General

Due process safeguards must apply in all instances where the behavior or rights of students are being evaluated.

- The student must always be treated with fundamental fairness in light of the total circumstances.
- The student has the right to be informed fully about his/her alleged violations and must be provided with an opportunity to respond to such charges.
- Where there is an opportunity for review by others of the student's alleged misconduct, he/she should be fully informed of the opportunity for such review.
- Finally, any permanent record that results from the students' actions or their consequences should clearly state whether the charges of misbehavior were or were not substantiated.

The due process procedures required vary depending upon the nature of the misconduct and the seriousness of the disciplinary action that may be imposed on a student as a result of the hearing.

Thus, separate sets of procedures apply, depending on whether a student faces possible short-term suspension from school, long term suspension or expulsion. Applicable administrative procedures for each type of hearing are set out in the regulation that accompanies this policy.

### **The Right to Due Process Disciplinary Proceedings – Appeals**

Students and parents/guardians have the right to appeal the decision of a short term or long-term suspension hearing to the Superintendent by informing him/her in writing that they wish to appeal the Superintendent's/Designee decision, citing the cause for appeal.

## Chapter VIII – Discipline of Special Education Students

The standards of conduct contained within this policy apply to all students including those students enrolled in special education programs. However, due to the unique needs of special education students, and federal and state laws, the procedures determining the appropriate disciplinary action will vary when a special education student is involved. When a special education student is suspended from school, law mandates that the school district must continue the services being provided to that student.

### Short Term Suspension/Long Term Suspension/Expulsion

#### Students suspected of Being Handicapped

When considering the short-term suspension/long term suspension/expulsion of a student, if there is reasonable cause to believe that the student is handicapped and the school district has not evaluated the student in accordance with the rules of the State Board, the student shall be referred immediately for evaluation and an individualized Educational Planning Committee (hereafter designed as IEPC) report unless the student cannot safely be contained within the school.

### Disciplinary Removal of Special Education Students

#### More than ten (10) school days during a school year

Under federal laws, a special education student facing disciplinary removal from school, and who has already been removed from school for a total of ten school days during the current school year due to disciplinary action, must remain in his/her current placement pending an IEPC or hearing unless parent/guardian agrees to waive the student's right to remain in the current placement or agrees to an alternative placement.

### Short Term Special Education Students

A special education student may be short term suspended for violations of school policies in accordance with the due process procedures. However, a special education student may not be short term suspended for more than a total of ten (10) school days within a school year without an IEPC review. Whenever the imposition of a short-term suspension, when added to the days of school lost for any prior disciplinary actions, would result in the loss of more than ten (10) school days within the school year due to short term suspension, the Superintendent must immediately request that an IEPC be convened to review the appropriateness of the placement. The student should be permitted to remain in his/her current placement pending the IEPC report unless the parent agrees to waive the right of the student to remain in the current placement or agrees to the student's placement in an alternative program pending completion of the IEPC report.

### Records

When students are denied the opportunity to attend UYA because of a short-term suspension, the Superintendent/designee will complete a suspension report. The same process will be followed when corrective action required contact with parents, even though the student may continue in regular attendance.

Undesirable Incidents Reports will also be filled out when the incident resulting in a parental conference or a short-term suspension, is of such significance that the incident should be noted. A report must be filled out in each instance that the police are called to the school or the student is charged with a violent act.

**As used in this document, the word "days" means school days exclusive of weekends, holidays and vacation periods.**

## Chapter IX – Statutory Offenses

Generally speaking, offenses denoted with the letter A will usually result in discipline ranging from some form of behavior modification to short term suspension, offenses denoted with the letter B, discipline ranging from short term suspension to long term suspension, and offenses denoted with the letter C, discipline ranging from long term suspension to expulsion. However, each and every one of the offenses listed above could result in discipline ranging from suspension to expulsion depending on the circumstances of the case.



There is a rebuttable presumption that permanent expulsion is not justified for a dangerous weapon at school unless there is clear and convincing evidence of one of the following:

1. The student did not possess the object for use as a weapon or delivery to another person for use as a weapon,
2. The student did not knowingly possess the weapon.
3. The students did not know or have reason to know that the object he/she possessed constituted a firearm.
4. The firearm was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

### **Mandatory up to 180 Days and Mandatory, Minimum Nonpermanent Suspensions and Expulsions**

**(i) Pupil Physical Assault against Pupil  
Non Permanent Suspension or Expulsion Limited to Up To 180 Days**

If a pupil enrolled in grade 9 or above commits a physical assault at school against another pupil and the physical assault is reported to the school board, school district superintendent, or building Superintendent, then the school board or the designee of the school board as described in section 1311(1) on behalf of the school board shall suspend or expel the pupil from the school district for up to 180 school days.  
MCL §380.1310(1).

**(ii) Pupil Bomb or Similar Threat  
Minimum, Non Permanent Suspension or Expulsion**

[I]f a pupil enrolled in grade 9 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or the designee of the school board [another school district official if designated by the school board] on behalf of the school board, shall suspend or expel the pupil from the school district for a period of time as determined in the discretion of the school board or its designee.  
MCL §380.1311a(2).

### **Elements of the Mandatory, Nonpermanent Up To 180 Day Suspension or Expulsion Offense and the Mandatory, Minimum, Non Permanent Suspension or Expulsion Offenses**

The first of these offenses **limits** the punishment it prescribes to a suspension or an expulsion of a length of “up to 180 days” whereas the others minimally prescribe their punishment as a mandatory, nonpermanent suspension or expulsion for some other period of time determined by the school board or its designee. The elements of these offenses are as follows:

**(a) Pupil Physical Assault against Pupil  
(Limited to 180-day, nonpermanent suspension or expulsion)**

The elements of this offense are:

1. Commission by a pupil in grade 9 or above;
2. Commission at school;
3. Commission against another pupil;
4. Commission constituting a physical assault; and
5. Report of the commission to the Board or the Superintendent.

As stated above, the term “pupil” excludes “handicapped” and/or “special education” students from its definition in order to fairly remind school districts that no matter what the mandatory expulsion statutes provide, different rules pertain to such students.

MCL §380.1310 specifically defines the terms “at school” and “physical assault.”

**“At school”** means

- “in a classroom, elsewhere on school premises, on a school bus or other school- related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.”<sup>1</sup> MCL § 380.1310(3)(a).

**“Physical assault”** means

- “intentionally causing or attempting to cause physical harm to another through force or violence.” MCL §380.1310(3)(b).

### **(b) Pupil Bomb or Similar Threat**

The elements of this offense are:

1. Commission by a pupil in grade 9 or above;
2. Commission directed at a school building, other school property or a school-related event; and
3. Commission constituting a bomb or similar threat.

For the purposes of this statute, UYA defines the term **“bomb or similar threats,”** as

- “Words, writing or behavior that, in the judgment of building administration, would reasonably put school personnel, agents, invitees, contractors or students in fear of injury to persons or damage to property.”

<sup>1</sup> It should be noted at the outset that the different expulsion offenses have different definitions for the location where the offense must occur. Some, like the above offense, use the term “at school” and its corresponding definition, while others use a different term and definition and they are not interchangeable. See, for example, the definition of school property in the section discussing “weapon free school zones.”

## **Mandatory Permanent Expulsions**

### **(i) Pupil Physical Assault against District Employee, Volunteer, Contractor - Permanent Expulsion**

If a pupil enrolled in grade 9 or above commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school board and the physical assault is reported to the school board, school district superintendent, by the victim or, if the victim is unable to report the assault, by another person on the victim’s behalf, then the school board, or the designee of the school board [another school district official if designated by the school board] on behalf of the school board, shall expel the pupil from the school district permanently . . . .

MCL§380.1311a(1).

### **(ii) Pupil Weapon Possession**

If a pupil possesses in a weapon free school zone a weapon that constitutes a dangerous weapon . . . the school board, or the designee of the school board [another school district official if designated by the school board] on behalf of the school board, shall expel the pupil from the school district permanently ....

MCL §380.1311(2)

### **(iii)Pupil Arson**

If a pupil . . . commits arson in a school building or on school ground, the school board, or the designee of the school board [another school district official if designated by the school board] on behalf of the school board, shall expel the pupil from the school district permanently . . . .

MCL §380.1311(2)

### **(iv)Pupil Criminal Sexual Conduct**

If a pupil . . . commits criminal sexual conduct in a school building or on school grounds, the school board, or the designee of the school board [another school district official if designated by the school board] on behalf of the school board, shall expel the pupil from the school district permanently . . . .

### Elements of the Permanent Expulsion Offenses

These offenses require permanent expulsion. The elements of these offenses are as follows:

#### (a) Pupil Physical Assault against Non-Pupils, District Employee, Volunteer, Contractor

The elements of this offense are as follows:

1. Commission by a pupil in grade 9 or above;
2. Commission at school;
3. Commission against a person employed by or engaged as a volunteer or contractor by the Board;
4. Commission constituting a physical assault; and
5. Report of the Commission by the victim or, if the victim is unable, by someone on his or her behalf, to the Board or the Superintendent or a Superintendent.

#### (b) Pupil Weapon Possession

The elements of this offense are:

1. Possession of a weapon that constitutes a dangerous weapon by a pupil (no age or grade limitation); and
2. Commission (possession of the requisite type of weapon) in a weapon-free school zone.

*2 It should be noted here that the Weapon Free School Zone Act (MCL § 750.237) defines **Antique Firearm** as meaning either: "(i) A firearm not designed or redesigned for using rimfire or conventional center fire ignition with fixed ammunition and manufactured in or before 1898, including a matchlock, flintlock, percussion cap, or similar type of ignition system or a replica of such a firearm, whether actually manufactured before or after the year 1898" or "(ii) A firearm using fixed ammunition manufactured in or before 1898, for which ammunition is no longer manufactured in the United States and is not readily available in the ordinary channels of commercial trade."*

The provision of the Revised School Code which creates this offense (MCL §380.1311) defines the following terms as follows:

- "**Dangerous weapon**" means that term as defined in Section 1313.
- "**Firearm**" means that term as defined in §921 of title 18 of the United States Code, 18 U.S.C. 921.
- "**Weapon free school zone**" means that term as defined in §237a of the Michigan penal code, 1931 PA 328, MCL §750.237a.
- The term "**dangerous weapon**" is defined by the referenced statute to mean "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." MCL §380.1313(4).

The Revised School Code offense of pupil weapon possession uses federal law to define the term "firearm."

The referenced provision is 18 USC §921(a)(3) which defines "**firearm**" as:

- any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any such weapon;
- any firearm muffler or firearm silencer; or
- any destructive device. ***Such term does not include an antique firearm.***<sup>2</sup>

Under §921(a)(4), the term “destructive device” means:

- any explosive, incendiary, or poison gas (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses;
- any type of weapon (***other than a shotgun or a shotgun shell which the Secretary 3 finds is generally recognized as particularly suitable for sporting purposes***) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
- any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

***The term "destructive device" shall not include*** any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordnance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, is ***an antique, or is a rifle which the owner intends to use solely for sporting, recreational or cultural purposes.***

Under §921(a)(24), the terms “firearm silencer” and “firearm muffler” mean:

- [Any] device for silencing, muffling, or diminishing the report of a portable firearm, including any combination of parts, designed or redesigned, and intended for use in assembling or fabricating a firearm silencer or firearm muffler, and any part intended only for use in such assembly or fabrication.

**The possession of a dangerous weapon is only cause for a mandatory expulsion if a pupil possesses it in a weapon free school zone.**

MCL §750.237a(6)(d) defines a "***weapon free school zone***" as meaning “school property and a vehicle used by a school to transport students to or from school property.” That same statute (MCL §750.237a(6)(c)) defines “***school property***” as meaning “a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.”

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<sup>2</sup> It should be noted here that the Weapon Free School Zone Act (MCL § 750.237) defines **Antique Firearm** as meaning either: "(i) A firearm not designed or redesigned for using rimfire or conventional center fire ignition with fixed ammunition and manufactured in or before 1898, including a matchlock, flintlock, percussion cap, or similar type of ignition system or a replica of such a firearm, whether actually manufactured before or after the year 1898" or "(ii) A firearm using fixed ammunition manufactured in or before 1898, for which ammunition is no longer manufactured in the United States and is not readily available in the ordinary channels of commercial trade."

<sup>3</sup> Secretary of the Treasury

### **(c) Pupil Arson**

The elements of this offense are:

1. Commission (certain felony arson offenses only) by a pupil (no age or grade limitation; and
2. Commission in a school building or on school grounds.

The provision of the Revised School Code which creates this offense (MCL §380.1311) defines “**arson**” as follows:

- “Arson” means a felony violation of chapter X of the Michigan penal code, 1931 PA 328, MCL §§750.71 to 750.80.

There are several types of felony arson which could trigger a mandatory expulsion pursuant to MCL §380.1311. These felony offenses appear within Chapter X of the Michigan Penal Code, MCL §§750.71 to 750.80.

They are:

1. The willful or malicious burning of a dwelling house or the contents thereof, or any building dwelling house or the contents thereof, MCL §750.72;
2. The willful or malicious burning of any building, real property, the contents thereof, or personal property of the burner or another if the value of the property burned or intended to be burned, in the case of personal property, is greater than \$1,000.00, MCL §750.73 and .74;
3. The willful burning of any building or personal property insured against loss or damage by fire, whether or not owned by the burner, with the intent to injure and defraud the insurer, MCL §750.75;

### *3 Secretary of the Treasury*

4. The using, arranging, placing, devising or distributing of an inflammable, combustible or explosive material, liquid or substance, or any device in or near a building or property, real or personal, with the intent to willfully and maliciously set fire to or burn the building or property or the aiding, counseling, inducing, persuading or procuring of another to do so provided the property intended to be so burned has a combined value of more than \$1,000.00, MCL §750.77;
5. The willful or negligent setting on fire of any woods, prairies or grounds, not the property of the burner or the willful permitting of any fire to pass from the burner’s own woods, prairies or grounds, to the injury or destruction of the property of any other person, MCL §750.78;
6. The unlawful and/or unpermitted setting of forest fires or fires for the purpose of clearing lands and disposing by burning of refuse material and waste matter in the jurisdiction of a township in violation of orders, rules and regulations pertaining to the setting of such fires, MCL §750.79; and
7. The willful and malicious burning or setting on fire or causing to be burned or set on fire any wood, timber, or other material in any part of a mine underground or any shaft house or other structure or materials built or placed over, or upon a shaft, adit level or other opening into any mine in use or operation, MCL §750.80.

The term or variations of the term “burn,” as used in the above provisions, is defined as meaning the “setting fire to, or doing any act which results in the starting of a fire, or aiding, counseling, inducing, persuading or procuring another to do such act or acts.” MCL §750.71.

### **(d) Pupil Criminal Sexual Conduct**

The elements of this offense are:

1. Commission by a pupil (no apparent age or grade limitation); and
2. Commission in a school building or on school grounds.

For the purposes of this offense, the term “pupil” would have the same meaning as used in the first offense discussed above (pupil physical assault against pupil).

The provision of the Revised School Code which creates this offense (MCL §380.1311) defines “**criminal sexual conduct**” as follows:

- “Criminal sexual conduct” means a violation of Section 520b, 520c, 520d, 520e, or 520g of the Michigan penal code, 1931 PA 328, MCL §§[sic] 750.520b, 750.520c, 750.520d, 750.520e, and 750.520g.

The types of criminal sexual conduct which can result in a mandatory expulsion will always involve an act of (or an assaultive attempt to commit an act of) either “**sexual contact**” or of “**sexual penetration**,” as those terms are statutorily defined.

- “**Sexual contact**” is defined as the intentional touching of the victim’s or actor’s intimate parts or the intentional touching of the clothing covering the immediate area of the victim’s or actor’s intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose, or in a sexual manner for: revenge, to inflict humiliation, or out of anger. MCL §750.520a(l).
- “**Sexual penetration**” means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person’s body or of any object into the genital or anal openings of another person’s body, but the emission of semen is not required. MCL §750.520a(m).

The forms of criminal sexual conduct which require mandatory expulsion are:

1. First degree criminal sexual conduct;
2. Second degree criminal sexual conduct;
3. Third degree criminal sexual conduct;
4. Fourth degree criminal sexual conduct;
5. Assault with intent to commit criminal sexual conduct involving sexual penetration; and
6. Assault with intent to commit second degree criminal sexual conduct.

### **First Degree Criminal Sexual Conduct**

A person is guilty of criminal sexual conduct in the first degree (MCL §750.520b) if he or she engages in sexual penetration with another person and if any of the following circumstances exists:

- (a) That other person is under 13 years of age.
- (b) That other person is at least 13 but less than 16 years of age and any of the following:

- The actor is a member of the same household as the victim.
  - The actor is related to the victim by blood or affinity to the fourth degree.
  - The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.
- (c) Sexual penetration occurs under circumstances involving the commission of any other felony.
- (d) The actor is aided or abetted by 1 or more other persons and either of the following circumstances exists:
- The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
  - The actor uses force or coercion to accomplish the sexual penetration. Force or coercion includes but is not limited to any of the circumstances listed in subdivision (f)(i) to (v).
- (e) The actor is armed with a weapon or any article used or fashioned in a manner to lead the victim to reasonably believe it to be a weapon.
- (f) The actor causes personal injury to the victim and force or coercion is used to accomplish sexual penetration. Force or coercion includes but is not limited to any of the following circumstances:
- When the actor overcomes the victim through the actual application of physical force or physical violence.
  - When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute these threats.
  - When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute this threat. As used in this subdivision, "to retaliate" includes threats of physical punishment, kidnapping, or extortion.
  - When the actor engages in the medical treatment or examination of the victim in a manner or for purposes which are medically recognized as unethical or unacceptable.
  - When the actor, through concealment or by the element of surprise, is able to overcome the victim.
- (g) The actor causes personal injury to the victim, and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
- (h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless, and any of the following:
- The actor is related to the victim by blood or affinity to the fourth degree.
  - The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.

MCL §750.520b.

### **Second Degree Criminal Sexual Conduct**

Second degree criminal sexual conduct (MCL §750.520c) differs from first degree criminal sexual conduct in that it applies to cases or offenses that involve sexual contact rather than sexual penetration. MCL §750.520c(1). The remaining provisions of MCL §750.520b (first degree criminal sexual conduct) are identical to those of MCL §750.520c , listed above, except that this offense has four additional circumstances:

- (j) That other person is under the jurisdiction of the department of corrections and the actor is an employee, or a volunteer with the Department... who knows that the other person is under the jurisdiction of the department.
- (k) That other person is under the jurisdiction of the department...and the actor is an employee or...volunteer with a private vendor that operates a youth correctional facility...who knows that the other person is under the jurisdiction of the department....
- (l) That other person is a prisoner or probationer under the jurisdiction of a county for purposes of imprisonment or a work program or other probationary program and the actor is an employee....or a

volunteer with the county or the department...who knows that the other person is under the county's jurisdiction... .

- (m) The actor knows or has reason to know that a court has detained the victim in a facility while the victim is awaiting a trial or hearing, or committed the victim to a facility as a result of the victim having been found responsible for committing an act that would be a crime if committed by an adult and the actor is an employee...or volunteer with the facility in which the victim is detained or...was committed.

### **Third Degree Criminal Sexual Conduct**

Third degree criminal sexual conduct (MCL §750.520d) covers cases of sexual penetration with another person when any of the following circumstances exist:

- (a) That other person is at least 13 years of age and under 16 years of age.
- (b) The victim is between the age of 13 and 16. MCL §750.520d(1)(a).

It also applies to cases where force or coercion (as those terms are defined above in the section covering first degree criminal sexual conduct) is used to accomplish sexual penetration.

§750.520d(1)(b).

In addition, it applies to cases where the victim is related to the actor by blood or affinity to the third degree and the sexual penetration occurs under circumstances not otherwise prohibited by the Michigan Penal Code. §750.520d(1)(d).

### **Fourth Degree Criminal Sexual Conduct**

A person is guilty of fourth degree criminal sexual conduct (MCL §750.520e) if he or she engages in sexual contact with a person and if any of the following circumstances exist:

- (a) the victim is between the ages of 13 and 16, and the actor is 5 or more years older than the victim,
- (b) force or coercion is used to accomplish the contact,
- (c) the actor knows or has reason to know that the victim is mentally incapable, incapacitated, or physically helpless,
- (d) the other person is related to the actor by blood or affinity to the third degree, and
- (e) the actor is a mental health professional and the sexual contact occurs during or within two years after the period in which the victim is his or her client or patient and not his or her spouse.

MCL §750.520e(1)(a),(b),(c),(d) and (e).

Most of the remaining provisions relating to fourth degree criminal sexual conduct are essentially similar to those listed for first and second-degree criminal sexual conduct.

### **Assault with Intent to Commit Sexual Contact Involving Sexual Penetration**

Under MCL §750.520g(1), assault with intent to commit criminal sexual conduct involving sexual penetration is a felony.

### **Assault with Intent to Commit Second Degree Criminal Sexual Conduct**

Assault with intent to commit criminal sexual conduct in the second degree (sexual contact) (MCL §750.520c) is also a felony. MCL §750.520g (2).



For the purposes of these last two offenses above, “assault” means the use of force or coercion with the specific intent to commit the underlying offense.<sup>4</sup>

## Chapter X – Defenses

The Pupil Weapon Possession statute provides that “a school board is not required to expel a pupil for possession a weapon if the pupil establishes in a clear and convincing manner at least one of the following:

- (a) The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
  - (b) The weapon was not knowingly possessed by the pupil.
  - (c) The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
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<sup>4</sup> The terms “force” and “coercion” are defined in the section above discussing First Degree Criminal Sexual Conduct.

- (d) The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.”

MCL §380.1311.

The Third and Fourth Degree Criminal Sexual Conduct statutes provide:

"It is an affirmative defense to a prosecution of (sexual penetration of a relative by blood or affinity to the third degree) that the other person was in a position of authority over the defendant and used this authority to coerce the defendant to" commit the offense.

## Section IX – Technology Acceptable Use Policy

### Purpose

University Yes Academy relies on its computer network to conduct its business. To ensure that its computer resources are used properly by its employees, independent contractors, agents and other users, University Yes Academy has created this Computer Use Policy (the "Policy").

The rules and obligations described in this Policy apply to all users (the "Users") of University Yes Academy' computer resources, wherever they may be located. Violations will be taken very seriously and may result in disciplinary action including termination of employment as well as civil and criminal liability.

It is every student’s and employee's duty to use University Yes Academy' computer resources responsibly, professionally, ethically and lawfully.

### Definitions

University Yes Academy refers to UYA and its partnership schools. From time to time in this Policy, we refer to terms that require definitions:

The term “Computer Resources” refers to University Yes Academy's computer network. Specifically, Computer Resources, whether owned or leased, include, but are not limited to: host computers, file servers, application servers, communication

servers, mail servers, fax servers, web servers, workstations, stand-alone computers, laptops, software, data files, and all internal and external computer and communications networks (for example, Internet commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly from our computer network.

The term “Users” refers to all employees, independent contractors, consultants, temporary workers, students, family members and other persons or entities who use our Computer Resources.

## General Policy

Students are responsible for good behavior when using School Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, School hallways, and other School premises and School-sponsored events. Communications on the Internet are often public in nature. General School rules for behavior and communication apply. The board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use School Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher’s approved plan for such use.

Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of School Technology Resources that are not authorized by this policy and its accompanying procedures.

The Computer Resources are the property of University Yes Academy. Users are permitted access to the computer system to assist them in the performance of their jobs. Occasional, limited, and appropriate personal use of the computer system is permitted when the use does not: (1) interfere with the User’s work performance; (2) interfere with any other User’s work performance; (3) have undue impact on the operation of the computer system; (4) violate any other provision of this Policy or any other policy, guideline, or standard of University Yes Academy. At all times, Users have the responsibility to use computer resources in a professional, ethical, and lawful manner. Use of the computer system is a privilege that may be revoked at any time.

In using or accessing our Computer Resources, Users must comply with the following provisions.

### 1. No Expectation of Privacy

**No Expectation of Privacy:** The computers and computer accounts given to Users are to assist them in the performance of their jobs. Users do not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the Company and should be used primarily for business purposes.

**Waiver of Privacy Rights:** Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing personnel of the Company to access and review all materials Users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that University Yes Academy may use human or automated means to monitor use of its Computer Resources.

### 2. Prohibited Activities

**Prohibited Uses:** Without prior written permission from the Chief Information Officer, University Yes Academy’ Computer Resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political material, or any other unauthorized use.

**Inappropriate or Unlawful Material:** Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in University Yes Academy' computers. Users encountering or receiving this kind of material should immediately report the incident to their supervisors.

**Spoofing and Spamming:** Users may not, under any circumstances, use "spoofing" or other means to disguise their identities in sending e-mail or other electronic communication via bulletin boards, newsgroups, or chat groups. Without expressed permission of their supervisors, users may not send unsolicited ("spamming") e-mails to persons with whom they do not have a prior relationship or bona fide business purpose.

**Misuse of Software:** Without prior written authorization from the Chief Information Officer, Users may not do any of the following: (1) copy software for use on their home computers; (2) provide copies of software to any independent contractors or clients of University Yes Academy or to any third person; (3) modify, revise, transform, recast or adapt any software; or (4) reverse-engineer, disassemble, or decompile any software. Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to their supervisors.

**Communication of Trade Secrets:** Unless expressly authorized by the Chief Information Officer, sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or other confidential information of the Company is strictly prohibited.

Unauthorized dissemination of this information may result in substantial civil liability as well as severe criminal penalties under the Economic Espionage Act of 1996.

### 3. Passwords

**Responsibility for Passwords:** Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No User may access the computer system with another User's password or account.

**Passwords Do Not Imply Privacy:** Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system. University Yes Academy has global passwords that permit it access to all material stored on its computer system regardless of whether that material has been encoded with a particular User's password.

### 4. Security

**Accessing Other User's Files:** Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of other users by unnecessarily reviewing the files and e-mail.

**Accessing Other Computers and Networks:** A User's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the administrators of those systems.

**Computer Security:** Users may not attempt to circumvent University Yes Academy' data protection measures or uncover security loopholes or bugs. Users may not gain or attempt to gain unauthorized access to restricted areas or files on the computer system. Users should not tamper with any software protections or restrictions placed on computer applications, files, or directories. Users who engage in this type of activity may be subject to immediate termination.

### 5. Viruses

**Virus Detection:** Viruses can cause substantial damage to computer systems. Each User is responsible for taking reasonable precautions to ensure he or she does not introduce viruses to University Yes Academy' network. To that end, all material received on floppy disk or other magnetic or optical medium and all materials downloaded from the Internet or from computers or networks that do not belong to University Yes Academy MUST be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that their home computers and laptops may contain viruses. All disks transferred from home computers and laptops to University Yes Academy' network MUST be scanned for viruses.

**Accessing the Internet:** To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to University Yes Academy' network must do so through an approved Internet firewall. Accessing the Internet directly, by modem, is strictly prohibited unless the computer you are using is not connected to the Company's network.

## **6. Encryption Software**

**Use of Encryption Software:** Users may not install or use encryption software on any of University Yes Academy' computers without first obtaining written permission from their supervisors. Users may not use passwords or encryption keys that are unknown to their supervisors.

**Export Restrictions:** The federal government has imposed restrictions on export of programs or files containing encryption technology (such as e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside the United States without prior written authorization from the Chief Information Officer.

## **7. E-mail**

**E-mail Disposal:** Unless directed to the contrary by your supervisor, employees should discard inactive e-mail after sixty days. Information subject to federal and/or state laws and regulations governing mandatory retention of records and electronic communication may require you to maintain files or documents for a specified period of time. It is the employee's responsibility to know which records are subject to these conditions and to comply with these laws and regulations.

**Drafting E-mails:** Because they may appear informal, e-mail messages are sometimes offhand, like a conversation, and not as carefully thought out as a letter or memorandum. Like any other document, an e-mail message or other computer information can later be used to indicate what an employee knew or felt. You should keep this in mind when creating e-mail messages and other documents. Even after you delete an e-mail message or close a computer session, it may still be recoverable and may remain on the system.

## **8. Internet Safety Policy**

**Definitions:** For purposes of the Internet Safety Policy, refer to the following definitions. The term "Minor" is defined by federal law as any person under the age of eighteen years.

The term "Obscene" is defined by federal law using the following test: (a) whether the average person applying contemporary community standards would find that the material, taken as a whole, appealed to prurient (i.e. offensive) interest; (b) whether the work depicts or describes in a patently offensive way, sexual conduct defined by the applicable state law; and (c) whether the work, taken as a whole, lacks serious literary, artistic, political or scientific value.

The term "Child Pornography" is defined by federal law as any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where-

- (A) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- (B) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;

- (C) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or
- (D) such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

The term "Harmful to Minors" means any picture, image, graphic image file, or other visual depiction that (i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**Purpose:** UYA's Internet Safety Policy for students includes monitoring the on-line activities of students and the use of filtering software on its computers with Internet access that is designed to protect against access through such computers to visual depictions that are obscene, child pornography, or harmful to minors.

**In compliance with the Child Internet Protection Act Internet access is filtered by a Proxy Server to block the viewing of undesirable sites.** Filtering software will be utilized on all computers with Internet access within the schools, regardless of whether a portion of such computers are used only by school personnel. However, authorized school personnel may disable the filtering protection during use of a computer by an adult to enable access for bona fide research or other lawful purpose.

## Policy

- a. **Inappropriate Matter:** Students are prohibited from accessing inappropriate matter in any form on the Internet and World Wide Web. If a student should go to a Web site that contains inappropriate matter, the student must click the BACK button so that the page does not show, and should immediately inform his or her teacher so that the teacher can take measures to keep other students from viewing such matter. A determination regarding what matter is appropriate for minors shall be made by the school, school board, or other local authority responsible for making the determination.
- b. **Direct Electronic Communications:** Students are prohibited from sending via e-mail inappropriate matter in any format. If a student should receive inappropriate matter, the student must immediately notify his or her teacher. Students are prohibited from viewing, participating, or accessing chat rooms without the direct supervision of his or her teacher, or other supervisory personnel. This provision does not prohibit teachers and students from participating in authorized classroom events that involve accessing chat rooms as part of a school program or the learning process.
- c. **Hacking:** All students and Edison employees are prohibited from breaking into (i.e. "hacking") the University Yes Academy' network. If a student should find that he or she has entered an area that appears to be off limits, the student should immediately notify his or her teacher. Likewise, any Edison employee who finds that he or she has entered an area that appears to be off limits, should immediately notify his or her supervisor.
- d. **Personal Identification:** Students are prohibited from the unauthorized disclosure, use, and dissemination of their personal identification information through the use of a computer, which includes, but is not limited to: their home address and phone number, personal cell or pager numbers, family or emergency contact numbers, work address and phone number, or their gender, age, or race. This provision does not apply to information that must be provided to school personnel who have a need to know such information.

- e. **Protective Measures:** University Yes Academy will take necessary measures to restrict students' access to materials harmful to minors. Such measures will include the monitoring of the students' on-line activities and the use of filtering software. In addition, students will be prohibited from using computers in areas that are not randomly monitored by school personnel.

## 9. Social Media

University Yes Academy respects the right of its' students to use social media and networking sites, message boards and forums, as well as personal websites and blogs, but it is important that the student's personal use of these sites (i.e. Facebook, Instagram, Snap Chat, Tic Tock etc.) do not damage the student's reputation, pose risk to their safety or the safety of others, and/or lead to criminal prosecution. Students should refrain from using social media to commit bullying; to post illegal activity or threatening messages; or to cheat or plagiarize. Students should also avoid posting confidential information. Parents and students should note that any such acts may lead to disciplinary action. Parents are strongly encouraged to closely monitor the student's internet presence and should understand that the student is ultimately responsible for any statements disseminated from their individual social media account.

## 10. Miscellaneous

**Disclaimer for Liability for Use of the Internet:** University Yes Academy is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information, some of which include offensive, sexually explicit, and inappropriate material. Users accessing the Internet do so at their own risk.

**Privileged Attorney-client Communications:** Confidential e-mail sent from or to in- house counsel or an attorney representing the Company should include this warning header on each page" "ATTORNEY-CLIENT PRIVILEGED: DO NOT FORWARD WITHOUT PERMISSION.

**Compliance with Applicable Laws and Licenses:** In their use of Computer Resources, Users must comply with all software licenses/copyrights and all other state, federal, and international laws governing intellectual property and online activities.

***You should not copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the e-mail system or by any other means unless you have confirmed in advance from appropriate sources that University Yes Academy has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by University Yes Academy as well as legal action by the copyright owner. Any questions concerning these rights should be directed to your supervisor or the Human Resources Department.***

**No Additional Rights:** This Policy is not intended for and does not grant to Users any contractual rights

### **Use of Artificial Intelligence (AI)**

During some class sessions, students may leverage generative Artificial Intelligence (AI) tools to support their learning. Use of generative AI will be limited to exercises during class sessions. The teacher will always indicate when and where use of AI tools during class sessions is appropriate (and not). Examples of use during ungraded classroom exercises might include:

- brainstorming new ideas,
- developing example outlines or approaches to your work, and/or
- generating different ways to talk about a problem.

In contrast, students may *not* use AI tools to generate work for an assignment to be submitted for a grade, as this cannot be considered a substitute for developing the fundamental skills and expertise represented by the learning objectives of this course.

Please note that generative AI tools rely on predictive models to generate content that may appear correct, but has been shown to sometimes be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research and you should complete all graded assignments without any assistance from AI tools. Students are ultimately responsible for the content of the information submitted and may not attempt to pass off any work generated by an AI program as their own.

**What are examples of some AI tools (example list is not inclusive of all AI tools)?**

AI tools mean something different to each person, especially related to education, so we have grouped them into categories and named a few tools for each.

Type	What they do	Example tools
<b>Chatbots</b>	Generates written responses, answers questions, & checks work	ChatGPT (and GPT-4), Google Bard, Bing AI, Jasper AI
<b>AI writing assistants</b>	Edits, rephrases, & rewrites text to improve writing	Grammarly, QuillBot, Hemingway Editor
<b>Applications</b>	Answers questions & completes numerous “homework help” tasks	Course Hero, Photomath, Wolfram Alpha, Socratic
<b>Voice assistants</b>	Takes voice commands to provide answers to questions & operate portions of devices.	Siri, Alexa, Google Assistant, Cortana

Please note that countless AI tools exist, and the omission of a specific tool does not mean its use is permitted. If students have questions about a certain tool, they should not use it until they have discussed it with their teacher, and permission is given for its use.

**Acceptable use of AI tools**

Students may be allowed to use AI in courses to enrich their learning experience with interactive activities and as a way for students to gain practical experience with important technologies.

**Key takeaways for AI use:**

Do not use any AI tools during any high stakes assessments (ex-NWEA, M-Step, SAT,A-net), exams or quizzes.

Do not use AI tools during any assignments or activities without specific permission and instructions.

Credit and cite any time you use AI.

Except during exams and quizzes, you may use writing assistants to check your written work for grammar and punctuation.

Writing assistants and other AI should not be used to write, paraphrase, or change the style and composition of your writing.

Using AI as a supplement is permitted. Examples include using browser extensions or apps to check your answers to practice questions.

Never enter any personally identifiable information or other relevant information into AI tools

### **The negatives of using AI tools**

Integrating AI into course activities helps create interactive and engaging learning experiences. However, it is crucial that students adhere to the guidelines about the use of AI tools because it impacts the entire learning experience and student data privacy.

Inappropriate or unauthorized use of AI tools to gain an unfair advantage and any other forms of academic dishonesty not only devalue your education but also jeopardize the integrity and reputation of the entire course and program you and others have invested in. We ask that students fully, honestly, and ethically commit to using AI only as instructed.



## Appendix – Definitions

### **Behavior Contract:**

A written agreement with a student, the student parent/guardian and the Superintendent which specifically states the conditions that must be met in order to correct behavioral problems.

### **BIP:**

Behavioral Intervention Plan; A plan developed for individual students to facilitate change in specific behaviors.

### **Closed Campus:**

In which all students remain on the school site during the school day, unless authorized permission to leave is granted.

### **Detention/Retention:**

The placement of a student in a supervised area. This includes Before/After school and Saturdays.

### **Disciplinary Probation:**

A period of time in which a student is put on probation due to past behavioral problems. Disciplinary probation is an acceptable disciplinary procedure whereby a student may not participate in extracurricular/co-curricular activities, may not perform before any audience or represent the school in any capacity.

### **Expulsion:**

The exclusion of a student from school by the Board of Directors.

### **Solution Network:**

The support system designed to identify and assist students/families with academic, behavior, social and etc. concerns.

### **Full-Day Support:**

Parent/Guardian must accompany their child to school and follow the students schedule from 8:00 a.m. – 3:30 p.m. (Entire School Day)

### **Half-Day Support:**

Parents/guardians must accompany their child to school and follow the students schedule for a time no less than 4 consecutive hours.

### **In-School Suspension:**

The assignment of a student to a program designed to meet the student's particular needs.

### **Make up work:**

Written assignments missed during an excused absence.

### **Parent Notification:**

Contact with a parent by phone, letter or meeting.

### **Removal from Class:**

The removal of a student from class when his/her conduct is seriously disruptive and informal resolution is impractical.

### **Reprimand:**

A written notification of censure for unacceptable behavior, which may also involve the removal or restriction of school privileges.

**Restitution/Restoration:**

The payment for or the restoring of property or articles, which have been damaged, lost or stolen.

**Statutory Offense:**

A student infraction which constitutes a violation of a state law.

**Skipping:**

Willful “Non-Attendance” of scheduled classes to remain in an unsupervised area or not arriving to scheduled classes in a timely fashion.

**Suspension:**

A designated time when a student is not permitted to attend classes, to remain on school grounds or to participate in or attend any extracurricular activities.

**Tardiness:**

The act of a student not being in his/her classroom seat when class is scheduled to begin as defined by the classroom teacher.

**Work Assignment:**

An assigned task which must be completed by the student, and may be substituted for detention on an equal time basis.

**Working Day:**

A day on which the University Yes Academy Administrative Offices are open to serve the public. A working day can include days when schools are not in session, such as spring break, professional development day, report card planning day and summer time off.

## Notifications – Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR - 99.31):
- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

## Family Educational Rights and Privacy Act (FERPA) – Request to Withhold Directory Information

FERPA allows the release of certain pieces of “directory information” without the prior written consent of a student’s parent/guardian. The parent/guardian (or student if over 18 years of age) has the legal right to “opt out” of the directory so that no information is released to anyone at any time unless written consent is granted.

- Directory information includes, but is not limited to, the student’s name; address; telephone listing; email address; photograph; date and place of birth; grade level; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; honors, and awards received; and the most recent educational agency or institution attended; and student ID number that standing alone cannot be used to access educational records.

**From time to time, the school may publish charter school student directory information in the following ways:**

- **Photo or video of student in a newsletter, publication, or social media post**
- **Name of student in a newsletter, publication, or social media post**

### Instruction to Withhold Directory Information

Please do not release any of my student’s directory information.

\_\_\_\_\_  
Student’s Printed Name

\_\_\_\_\_  
Student’s School Name

\_\_\_\_\_  
Parent/Guardian’s Printed Name

\_\_\_\_\_  
Parent/Guardian’s Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Right to Know under Federal Law

The Every Student Succeeds Act (ESSA) affords parents certain rights concerning the parents' right to know the professional qualifications of the student's classroom teacher. UYA will provide the parents this information in a timely manner upon request. Specifically, parents have the right to ask for the following information about each of their child's classroom teacher:

- Whether the student's teacher
  - Has met the State qualification and licensing criteria for the grade levels and subjects in which the teacher provides instruction
  - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and

The school will provide timely notice to parents of a student who has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teachers has been assigned.

## Asbestos Management Plan

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

## Pesticide Notification

The school aims to control pest populations and to reduce the use of active pesticides throughout the school by implementing an integrated pest management program. The health and safety of all persons within the school's facilities are of primary concern. The school will notify parents in advance of pesticide applications upon request. A notice will also be placed on the parent board. A parent can request to be notified by letter 48 hours before the application is to take place. Please contact the school office if you wish to be notified by letter or wish to review the school's integrated pest management program or records.



**UNIVERSITY****YES**  
**ACADEMY**

**Acknowledgement of Receipt – Code of Conduct – Media Release**

**I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE LEGACY HANDBOOK CODE OF CONDUCT.**

**STUDENT NAME (PRINT):** \_\_\_\_\_

**PARENT NAME (PRINT):** \_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_