Global Educational Excellence
education management & development

FAMILY & STUDENT HANDBOOK

"TO PROMOTE LIFELONG LEARNING BY NURTURING ACADEMIC EXCELLENCE, POSITIVE CHARACTER TRAITS, AND AN APPRECIATION OF CULTURES."



Global Heights Academy
23713 Joy Rd, Dearborn Heights, MI 48127
https://www.gee-edu.com/schools/globalheights/index
Last Updated: 06/26/2026

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ACADEMY MISSION STATEMENT

To promote lifelong learning by nurturing academic excellence, positive character traits, and an appreciation of cultures.

BOARD OF DIRECTORS

Each GEE charter academy has its own Board of Directors. The Board consists of community members, parents of students, and outstanding citizens nominated to these positions. The Charter Authorizer approves each Board member. The School Board is the governing body of the GEE Academies. The School Board holds monthly meetings to resolve important school matters. Members of the public are always welcome and encouraged to attend School Board meetings. The schedule is posted in the office at each school and on the school's website: https://www.gee-edu.com/schools/globalheights/about-us/school-board

SERVICE PROVIDER

As the service provider for several charter academies, GEE manages financial information, human resources, the development and implementation of a curriculum, grant writing, the implementation of government regulations, the maintenance of the school's physical facility and environment, and student educational record-keeping. With the guidance of the School Board, GEE recruits and engages academy staff members, including teachers and administrators who are best suited to the school and its student community.

BUILDING HOURS

Global Heights Academy office hours are 7:45 am 3:45 pm, and school hours are Monday-Thursday 8:00 am-3:00 pm, and 8:00-12:00 on Early Release Fridays.

CONTACT INFORMATION

Please feel free to call the school at any time with questions or concerns (313) 624-3400. If the parent needs to reach a teacher, the best times to call are before or after the school day. During the school day the parent may leave a message and the call will be returned when the teacher is available.

Students who incur an urgent or emergency situation will have a phone available to them during the day located in the school office. Parents are not permitted to call or text the child's cell phone during the school day as this will result in a discipline violation for the student and confiscation of the student's phone.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA affords parents and students over 18 years of age ("eligible or adult students") certain rights with respect to the student's education records. These rights include the following:

1. The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access.
    - Parents or adult students should submit a written request to the school principal indicating as precisely as possible the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or adult student of the time and place where the records may be inspected.
    - If a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.
    - If the student's record involves answers to a standardized test, the district will not provide the requestor a copy of standardized test questions.
2. The right to request amendment of the student's education records that the parent or adult student believes is inaccurate or misleading.
    - Parents or adult students may ask the Academy to amend a record that they believe is inaccurate or misleading. This request should be made in writing and given to the principal. The request should clearly identify the part of the record they want changed and should specify why it is inaccurate or misleading. The Academy may or may not comply with the request.
3. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent.
    - FERPA permits disclosure of school records without consent to school officials with legitimate educational interests. A school official is a person employed by the Academy as an administrator, supervisor, instructor, or support staff member (including health person or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the Academy has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. The student or parent will be notified if a court has requested access to the student's records. Parents of adult students will be allowed access to the records without the student's consent providing the student is considered a dependent under Section 152 of the Internal Revenue Code and has not graduated from the district. Observations and personal notes kept in the sole possession of an individual teacher, counselor, or administrator as a memory assistance device are not part of the student's educational record. If these are shared with another staff member or used in evaluation or in planning, they are then considered part of the educational record.
    - Upon request, the Academy discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- Parents or adult students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. The name and address of the office that administers Ferraris:

Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW, Washington, DC 20202-5901

TITLE IX: DISCRIMINATION POLICY

Pursuant to Title IX of the Education Amendments of 1972, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Using the guideline of the Title IX Amendment GEE is committed to providing students with a learning environment free from sexual harassment or gender-discriminatory behavior. It shall be a violation of policy for any student, teacher, administrator, school personnel, agents, volunteers, or third parties, subject to the supervision and control of the GEE Academy school board, to harass or discriminate against a student based upon their gender. Acts of sexual harassment or inappropriate employee- student relations or student-peer relations are prohibited at all times during the school day, including while on school-sponsored transportation, during observation or participation in after-school activities, and during school-related functions such as sporting events, social activities, or field trips.

Sexual Harassment Defined

Sexual harassment is any unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile, or abusive educational environment, or substantially or unreasonably interfere with an individual's education or limit an individual's ability to participate in or benefit from the education program.

Gender Discrimination Defined

Gender discrimination occurs when different treatment or consideration takes place due to the sex or gender of the individual rather than individual merit. The behavior complained of must be directed toward a specific gender and free from any reasonable justification. Under the regulation of Title IX, the School Board prohibits gender discrimination.

Any student who believes he or she has been the victim of harassment or discriminatory behavior must immediately report such behavior to the Title IX Coordinator, who is the Academy Principal. **If the student has a complaint against the school principal, the student may contact Kevin Whelan, the GEE Title IX coordinator at 734-369-9500.**

LEGAL REFERENCES: Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964, as amended by

the Equal Opportunity Act of 1972; Executive Order 11246, as amended by E.O. 11375; Title IX, Education Amendments of 1972; 34 C.F.R. Sect. 106.41 of the Title IX Regulation. Section 504, Rehabilitation Act of 1973; Education for all Handicapped Children Act of 1975; Age Discrimination Act of 1975, P.L. 94-135; 15CFR8.a

Title IX Coordinator

The following person shall be the Compliance Officer/Title IX Coordinator and is responsible for investigating any complaint alleging noncompliance with Title IX.

GEE Global Heights Title IX Coordinators

Male Coordinator: Kevin Whelan whelan@gee-edu.com (734) 369-9500
Female Coordinator: Cheralyn Sanford -sanfordc@gee-edu.com (313) 624-3100
23713 Joy Rd. Dearborn Heights, MI 48127

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Inquiries about the application of Title IX and its regulations to the School may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department, or both.
A specific procedure for grievances related to Title IX issues is set forth as the "Title IX Grievance Procedure."
34 CFR 106

The language above will be posted on the School's website within two clicks of the home page; in all other School-related documents made available to students, parents, staff, and applicants (e.g., student newspapers, parent newsletters, student handbooks, employee handbooks, application forms, recruiting materials, etc.).
LEGAL REFERENCES: Title IX, Civil Rights Act of 1964, as amended

ADMISSION POLICY

Each GEE academy is a public charter school. GEE academies do not deny admission to anyone on the basis of intellectual or athletic ability, measures of achievement or aptitude, physical handicaps, religion, creed, race, gender, color, or national origin.

Application Process

There are two enrollment periods for GEE charter schools: an open enrollment period for students interested in attending a GEE Academy for the first time and a re-enrollment time period for students returning to a GEE Academy for another year.

Open Enrollment (for new students)

- After accommodating all re-enrolling students, new students will be considered. Siblings of returning students will be given priority.
- During the open enrollment period, new students should send in their applications.
- A random selection drawing (lottery) will be scheduled in the event that there are limited spaces available at the Academy.
- Public officials will conduct the random selection drawing and the new students will be placed on the waiting list according to their order in the lottery selection.
- Students who apply after the lottery drawing will be added on the list in the order they enroll.
- Whenever spaces become available during the academic year, families on the waiting list will be contacted. The child will be registered immediately if the student has a complete application on file and is still interested in attending the Academy. If not, the next person on the list will be contacted until all spaces are filled. It is very important to update your contact information so you do not lose out on the available opportunity.
- Registration and waiting lists will NOT carry over to the following academic year. Interested families must fill out a New Student Enrollment Application for each academic year.
- Students who have been expelled from other schools will not be admitted to the Academy.
- Only legal guardians or parents may enroll a student.

Re-enrollment (for returning students)

- Interested students must re-enroll for the following school year during the time period set by the School Board by submitting an application form by the deadline established by the Academy.

GEE UNIFORM PHILOSOPHY

The GEE Uniform Philosophy encourages students to dress properly in a school setting. The academy staff will recognize good faith effort and be understanding of the student's circumstances. The GEE Uniform Philosophy includes recognizing the following tenets:

- Respect for religion and culture
- Prevent distractions in a learning environment
- Offer support to families so that they abide by the academy uniform code

GEE UNIFORM POLICY

The Academy's uniform guidelines are designed to establish a setting among our students and staff in supporting a focused academic environment maintained at GEE Academies. Students dressed in clothing that interferes with the educational environment by drawing the attention of other students or school personnel, by being a potential safety hazard to themselves or others, or by being offensive, will be sent to the main office for the remaining of the school day or until a parent/legal guardian brings a change of clothes.

Please observe the following at all times:

- Dress code applies from the beginning of the first period until the end of the school day.
- Modesty in general appearance (including nails, make-up, and hairstyles) for both girls and boys.
- Clothing must be clean and fit appropriately
- Clothes, jewelry, symbols, or anything that may be offensive, inappropriate, and/or disruptive or denote membership in a gang IS NOT allowed.
- Graffiti on the school uniform is NOT permitted (including signatures on shirts and other clothing).
- Flashy jewelry of any kind is NOT allowed. Any lost items are the student's responsibility.
- Head covering other than religious head coverings are NOT allowed to be worn inside the building.
- Belts MUST NOT have any large displays or graphics on the belt or the buckle.

GEE Dress Code

	Grades K-8
SHIRTS	Polo shirt or button-down long sleeve shirts • Navy Blue • White • Gray
PANTS	Dress pants in the following solid colors: • Navy blue • Khaki • Black NO DENIM (JEANS), SWEATPANTS, NO STRETCH AND YOGA PANTS, Uniform Shorts are permitted from May 1st through October 1st
SHOES	Solid-colored shoe RULES: Acceptable colors: • Brown • Black • White No flashy/bright designs. No open-back, open-toe, or high-heeled shoes
Hijab	Head coverings must be in the following solid colors: • Navy blue • Gray • Black • White
Jilbab	JILBAB • Girls' jilbab or coat, if worn, must be solid navy blue or black. • Pants worn under the jilbab or coat must be navy blue, khaki, or black dress pants. • NO jeans will be allowed under the jilbab.

FIELD TRIP POLICY

Field trips enhance learning and provide depth to a student's educational experience. Individual classroom teachers plan school-sponsored field trips. A permission slip with details of the trip will be sent home for a parent's signature whenever a field trip is planned. Only three field trips per elementary classroom or middle/high school grade level will be approved.

- A signed permission slip must be returned to the school in order for a child to go on a field trip.
- Parent volunteers are encouraged to participate in field trips. Younger siblings are not allowed.

LOST & FOUND POLICY

Students should first check their classrooms and school cafeteria and grounds for lost or misplaced items. We strongly encourage parents to clearly mark their child's name on all personal items and clothing articles. We also recommend that expensive items not be brought to school; ex., electronic devices, and jewelry. The Academy is NOT responsible for any lost, damaged, or stolen items belonging to the student.

PARENT PARTICIPATION POLICY

The Board of Directors believes that the education of children is a joint responsibility, one it shares with the parents of the Academy. To ensure that the best interests of the child are served in this process, a strong program of communication between home and the GEE Academy must be maintained.

The parents have the right to participate in the education of their children as well as the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the age of majority but are still, for all practical purposes, under parental authority.
In accordance with Board policies and administrative guidelines 2240 (Opt-Out), 2413/14 (Health/Sex Education), and 9150 (Academy Visitors), the Academy shall provide the opportunity for parents to review curriculum and instructional materials and to visit the Academy to observe the instructional process.

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by:

- Supporting the Academy in requiring that the children observe all Academy rules and regulations and by accepting their own responsibility for children's willful-behavior;
- Sending children to school with proper attention to their health, personal cleanliness, and dress;
- maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- reading all communications from the Academy, signing, and returning them promptly when required
- cooperating with the Academy in attending conferences set up for the exchange of information of the child's progress in school

GEE Academies offer Parent Family University to all parents and family members of GEE Academy students. As part of the University, each parent/guardian who participates will have an identification card for identification purposes when they are in the building. The University will offer the following courses at the various GEE Academies (Effective Parenting, Literacy, GED, Foreign Language Instruction, Job Search Skills, School Volunteerism, Financial Literacy, Goal Setting, Homework Help, Early Language Development, etc.). Parents also receive points for participating in school events and parents who earn at a certain level of points will be recognized by the Academy.

PUBLIC VISITATION POLICY

Visitors are always welcome and appreciated. For the safety of all students and staff, and as required by state law, we request that all visitors report to the school office BEFORE proceeding anywhere in the school buildings. No siblings under the age of five may visit the classrooms while class is in session, even when accompanied by a parent. State law prohibits parents/visitors from visiting on testing days.

In the office the visitor will:

- Sign-in and specify classroom(s) to be visited and duration of time to be spent in each
- Be issued a visitor pass to be worn for the duration of the visit
- Sign out when the visit is over

Guest students age seven and older are welcome as invited visitors to the Academy. However, the host student must obtain written permission from the principal at least ONE DAY PRIOR to the actual visit. On the day of the visit, the guest must report to the school office to obtain a visitor's pass BEFORE proceeding anywhere in the school. He/she must also sign in on the Academy visitor's log and remember to sign-out when the visit is over. During the last two weeks of school, no guest permissions will be given to any students.

Student guests are expected to observe all Academy rules, including proper dress code. Student guests are also the responsibility of the student whom they are visiting. Please remember that the host/hostess student must still follow his/her daily routine and is not exempt from any schoolwork or scheduled exams. Please be advised that no more than one (1) visitor will be allowed in any one classroom in one day. Moreover, the principal reserves the right to deny permission to any request for visitation.

TEXTBOOK POLICY

State law allows GEE to charge for damaged or lost school property if such property has been provided to students without charge. GEE may require students to place a deposit to cover damaged textbooks, non-consumable materials, and/or for supplies provided free by the academy for those economically able to pay as

determined by school authorities, after consulting with the parent. These deposits must be reasonable and refundable.

GEE may determine the quality and quantity of school supplies provided, such as textbooks, paper, and pencils, that are reasonable for the use of pupils, and may also determine the length of time such materials shall be provided. Likewise, pupils may voluntarily bring their own school supplies for any subject.

ATHLETIC POLICY

VIDEO FILMING AND PRESENTATION

It is the student's responsibility to secure permission from the principal to air a video production in a classroom or online platform (i.e. Facebook or YouTube). Appropriate visual, textual, and audio content is expected. It is the student's responsibility to obtain the appropriate consent of people, places, and/or events being shown in video production. It is the student's responsibility to be aware that cultural traditions may preclude an individual from participating in video production. The supervising teacher or a designated individual will assist students in making appropriate decisions.

Any video/multimedia display not authorized by the Academy administration that is distributed on the internet subjects the student to school and legal authority. Disciplinary actions can range from suspension to expulsion.

PHOTO POLICY - CONSENT/DENIAL

In an effort to keep the community up-to-date on events, the Academy will, on occasion, invite local media representatives into our school to photograph special programs and events. Media representatives register at the main office upon their arrival and are always escorted to the designated area from which they can take photos or video publications. We do not allow media representatives to interview students on school property unless academy personnel accompany them.

Academy personnel will also take pictures of classroom activities and/or individual students from time to time for either release to the local media, use on the Academy website, social media, or for Academy media or brochures. The identification of students is always limited to name, school, and grade.

Please note: Permission to photograph a student **either individually or in a group, and to use any photograph for any school purpose, is assumed until you** specifically **request your child's photo not be used. This information will be kept on file in the student's records. Significant school events, such as**

athletic and graduation/promotion ceremonies that are live-streamed and recorded online, will require students that do not wish to be photographed or recorded to not participate in such events.

PRIVACY OF INDIVIDUALS AND/OR THE DISTRICT

It is the student's responsibility to respect the privacy of others and to maintain his/her own privacy regarding electronic resources and passwords.

Students shall not access, copy, or modify passwords, files, email, voice mail, or other materials belonging to other users without the explicit authorization of the supervising teacher or designated supervisor. In the case of suspected misuse or threat to electronic systems, system administrators have the responsibility to review passwords, files, email, voice mail, or other materials stored on any district system by users.

A student shall not publish the works of others in print or electronically. A student shall not publish or disseminate personally identifiable information of a student. Personally, identifiable information includes, but is not limited to, the student's name, name of the student's parent or another family member, address of the student or student's family, a personal identifier (such as the student's social security number or student number), or a list of personal characteristics or other information that would make the student's identity easily traceable, including visual images.

ATTENDANCE

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to sixteen to send the child to school during the entire school year.

Excused Absences

An absence will be considered excused when the parent/guardian informs the school by 9:00 a.m. the day of the absence. If there is no notification before this time, the absence WILL BE UNEXCUSED. NO EXCEPTIONS.

Excused absences are:

- Religious observations
- Personal sickness (including medical and dental visits) or illness of a family member
- Death in the family
- Court Matters
- Other urgent situations

All homework missed due to excused absences can be made up. Students are allowed two days to make up a missed assignment. It is the student's responsibility to find out what assignments they have missed.

Unexcused Absences

When the parent/guardian does not inform the school of the child's absence and reason for the absence by 9:00 a.m. that school day, the absence will be marked unexcused. After the third (3rd) unexcused absence, a meeting will be held with the principal and the parent. If the matter is not resolved through the meeting with the principal, the matter will be referred to the truancy prosecution office in the county.

Truancy

Truancy is a child's willful absence without a lawful excuse from one or more class periods on ten or more different school days. When a student is classified as a continuing truant, the school may notify the student's parent or legal guardian that the child is considered truant and inform the parents of the provisions of Michigan Compulsory Attendance Law regarding truant students. The school may also refer a continuing truant to the County Attorney's Office Truancy Intervention Program.

- Maintaining good school attendance is necessary to ensure the successful academic achievement of students. However, if there is a pattern of poor attendance, which includes unexcused or truant absences, the parent and student will be subject to appear at a truancy adjudication hearing.
- After the student has three (3) unexcused absences, the school will call the parent/guardian or send a reminder letter about the student's attendance.
- After six (6) unexcused absences, the school will send a warning letter, reminding the parent of the need to improve the student's attendance and compulsory attendance law. The school will work closely with both students and parents to improve the student's attendance.
- After ten (10) unexcused absences, truant students and parents of truant students are subject to prosecution by the prosecutor's office. In the case of students under the age of 12, the parent shall be held responsible and is subject to prosecution by the County Prosecutor's Office for Educational Neglect.
- After ten (10) absences, students may be referred to the State Department of Human Services.

Loss of Credit

After ten (10) excused or unexcused absences, a student may lose credit for the classes the student is enrolled in that semester.

Extended Absences (Excused or Unexcused)

After 10 consecutive absences, the school has the authority under conference with the parent and school administration to withdraw a student from the Academy and the student can reapply to the GEE Academy during the enrollment period.

Tardiness

- A tardy is considered excused if the parent walks in with the child and signs his/her child in if they arrive before the 9:00 a.m. absence deadline.
- If a student is going to arrive at school later than 9:00 a.m., the parent must call the attendance line and let the school know.
- If there is no phone call prior to 9:00 a.m. the student will be marked absent.
- Five (5) unexcused tardies will be counted as one unexcused absence.
- After the fifth (5) unexcused tardy a student will NOT be allowed in school without a parent-principal conference held to develop a plan on how to decrease the student's tardiness.

Retention Policy

The school board has the authority to retain pupils on the basis of their failure to achieve at the appropriate level or on school year attendance. It is the policy of the school board that students who fail three of the five core subjects (Reading, Writing, Math, Science, and Social Studies) the student will be retained. Regarding the rights of a parent on this issue, the law does recognize: "It is the natural, fundamental rights of parents as legal guardians to direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil's parents and legal guardians to develop the pupil's intellectual capabilities and vocational skills in a safe and positive manner."

This authority does not give a parent the ability to determine at what grade level their child shall be placed. While the school board policy may consider the recommendation of a parent as an objective standard and incorporate it in the promotion and retention recommendations, the ultimate decision lies with the school and school board.

High school students may have the opportunity to recover credit at the Academy, after school or on a Saturday based on student and Academy schedules. Only those students who have transferred into the Academy from a school out of state or the United States can recover credit during school day hours.

Summer school programs for elementary and middle schools are not a recovery program. For those students who participate in the summer school program, it does not replace the recommendation for retention by the Academy.

Absence from Physical Education Classes and/or Recess

Requests that a child is excused from Physical Education or outdoor play at recess need to be accompanied by a note from the parent or physician explaining the reason. Parents that request their child not to participate in Physical Education or recess for more than a day should submit a physician's statement giving the physical

reason for the excuse from participating in any physical activity. Both physical education and outdoor recess are considered a part of the school program and children are expected to participate in these activities.

CHARACTER TRAITS

We believe that building strong character traits is an integral aspect of the educational experience. Here at GEE, we are not only interested in producing good students but also good people. The GEE staff has identified the following character traits as important for the development of responsible students and citizens. These character traits are taught and practiced throughout the school year in a variety of lessons and settings.

- ***Respect:*** Respect is the foundation for a safe and peaceful school environment that is conducive to learning. Respect may be further divided into respect for oneself, respect for others, and respect for property
- ***Responsible:*** We are responsible for our own thoughts, actions, and feelings, taking pride in our efforts and successes. It also means that we admit when there is a need for improvement. We apply what we have learned and make appropriate decisions.
- ***Appreciate:*** Appreciating the wonder and beauty of the world and its people
- ***Commit:*** Being committed to their learning, persevering, and showing self-discipline and responsibility
- ***Cooperative:*** We believe that by working together we will produce quality work and achieve academic excellence
- ***Creative:*** Being creative and imaginative in their thinking and in their approach to problems and dilemmas
- ***Curious:*** Being curious about the nature of learning and of the world, its people and cultures
- ***Empathy:*** Imaginatively projecting oneself into another's situation, in order to understand his/her thoughts, reasoning, and emotions
- ***Integrity:*** Having integrity and a firm sense of fairness and honesty
- ***Tolerance:*** Feeling sensitivity towards differences and diversity in the world and being responsive to the needs of others

ACADEMIC INFORMATION

The school's curriculum aligns to the Michigan standards and benchmarks and High School Content Expectations at a minimum, subjects to be taught must include language arts, mathematics, science, social studies, and health as required by law. According to the MCL 380.1278:

(3) The board of each school district, considering academic curricular objectives defined and recommended pursuant to subsection (2), shall:

(a) Establish a core academic curriculum for its pupils at the elementary, middle, and secondary school levels. The core academic curriculum shall define academic

objectives to be achieved by all pupils and shall be based upon the school district's educational mission, long-range pupil goals, and pupil performance objectives. The core academic curriculum may vary from the model core academic curriculum content standards recommended by the state board pursuant to subsection (2).

Academic Requirements

Middle School (6th- 8th Grade)

Any student who fails three of the five core classes (English, Writing, Math, Social Studies, Science) in the 6th, 7th, or 8th grade must attend summer school or repeat the grade.

Honor Roll

GEE encourages all students to maintain high academic standards by honoring middle and high-school students who achieve a cumulative Grade Point Average (GPA) of 3.0 and above at the end of each marking period. GPAs will be calculated for each student based on individual grades in each subject area.
Honor Roll students include: Silver (GPA 3.0-3.59) and Gold (GPA 3.6-4.0).

Guidance & Counseling

Guidance & Counseling services are provided to secondary school students, including:

- Academic and At-Risk Advising
- College and Career Counseling
- PSAT Guidance

STUDENT ASSESSMENT

The nationally norm-referenced test administered to all grades by the Academy is the Northwest Education Association MAP test (Fall, Winter, and Spring). Students in grades 3-8 take the Michigan Student Test of Educational Progress, or M-STEP (Spring only). Students in grades 8 take grade-specific exams (Fall and Spring), which include: PSAT 8

In addition, the WIDA is given to students who speak a language other than English at home and/or have English as a second language. This test is given in the spring each year and to incoming students in the fall.

REPORTS & CONFERENCES

An academic year is divided into four (4) marking periods or quarters. The first two quarters make up the first semester and the remaining two quarters make up the second semester. For grades KG-5, report cards are issued and sent home every quarter. For grades 6-8, students have access to grades throughout the year through

Moodle. Report cards are generated each semester, rather than by quarter. Teachers will conduct parent/teacher conferences twice a year. Please consult the school calendar for the exact dates of scheduled conferences, report cards, and progress reports where applicable. Pre-K teachers have two parent/teacher conferences each year in addition to two home visits per year.

EMERGENCY AND ILLNESS PROCEDURE

Student Emergency Cards must be on file at the school office at all times.

- Parents are responsible for informing the school office staff of any medical condition a child may have.
- The parent or guardian is responsible for keeping the information on the card current, including phone numbers, addresses, and guardians.
- If your child requires emergency room care at a hospital, his/her Emergency Card will be consulted and a copy of the card will accompany the child to the emergency room to authorize necessary emergency treatment if a parent is not immediately available.

Illness

If a student becomes ill or has an accident/injury at school, a school staff member will contact the parent/guardian and recommend that the student be picked up. Please make sure that you sign out ill children from the school office before taking them home. If the school sees the need for urgent care and parents cannot be contacted, 911 will be called to assist. If the incident is an accident/injury, an Injury/Accident Report Form will be completed and forwarded to the parent. A copy of this form will be maintained in the school office and the student's file.

Any student reasonably suspected of having a communicable disease—defined as "an illness due to a specific infectious agent or its toxic products that results from transmission of that infectious agent or its products from a reservoir to a susceptible host directly, as from an infected individual or animal, or indirectly through the agency of an intermediate plant or animal host, vector, or the inanimate environment," [Section 5101 of the Public Health Code, MCL 333.5101(1)]—will be contacted and may be excluded from school until the individual's physician submits a written recommendation for continuation of attendance. The Academy Board may require students to submit to periodic health examinations.

Medication

Medication is defined as prescription, non-prescription, herbal, and includes those taken by mouth, inhaler, injection, or applied to eyes, nose, or skin. The student's parent/guardian must give the school written permission and sign a request to administer medication. Written directions for the administration of medication must be from a physician that describes how the medication is administered. Medications must be administered

by one adult in the presence of another adult except when an emergency threatens the student's life. A student may self-administer medication ONLY if written permission from the parent is on file and the medication is labeled from a pharmacy. If the student abuses this privilege, it may be removed.

STUDENT CODE OF CONDUCT

GOALS & OBJECTIVES

The Student Code of Conduct focuses on the concept of responsibility and rights based on democratic principles. This code is intended to help achieve the following:

- Establish a school environment that provides an atmosphere conducive to active involvement in learning;
- Provide an opportunity for self-direction and self-discipline;
- Provide experiences that develop attitudes of responsible citizenship and self- achievement;
- Provide for the safety and physical wellbeing of all students;
- Implement conditions that clarify the responsibilities and rights of all participants in our school community;
- Convey that each student is an individual and that there are situational variations involving misconduct. Therefore, discipline and control will be treated as an individual matter for each pupil;
- Foster the idea that the best discipline is self-directed and preventive in nature rather than regulatory and restrictive;
- Encourage behavioral responsibility on the part of each individual within the school community; and
- Encourage communication that will clarify appropriate guidelines for behavior and clarify the roles of persons in the school setting.

LEGAL BASIS FOR SCHOOL DISCIPLINE

The power of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in the School Code. (GENERAL SCHOOL LAWS OF MICHIGAN 1976, 380.1300-.1301 and .1311)

Section 1300: The Board of a school district shall make reasonable regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district, including regulations relative to conduct of pupils concerning their safety while in attendance at school or en route to and from school.

Section 1301: A person who has not completed high school may not be expelled or excluded from a public school because of being pregnant.

Section 1311: The Board may authorize or order the suspension or expulsion from the school of a pupil guilty of a gross misdemeanor or persistent disobedience when, in the Board's judgment, the interest of the school may demand the authorization or order. If there is reasonable cause to believe that the pupil is handicapped and the school district has not evaluated the pupil in accordance with rules of the State Board of Education, the pupil

shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with Section 1711.

A student identified as handicapped under the INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) 20 U.S.C., SECTION 504 OF THE REHABILITATION ACT OF 1973, AMERICANS WITH DISABILITIES ACT OF 1990 (ADA), 42 USC, or ACT 451 of P.A. 1976 AS AMENDED.

RESPONSIBILITIES & RIGHTS OF STUDENTS

The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives each citizen certain rights. The Supreme Court has declared that a student does not shed those constitutional rights by walking through the school door. As students have had their rights clarified through litigation, so too have they been reminded of, and instructed in their responsibilities. Rights, as afforded us by the Constitution, are a legal requirement. Responsibilities, on the other hand, refer mainly to the individual's obligation to others within society. In order for individuals to preserve their own rights, they must take upon themselves a sense of responsibility toward the preservation of the rights of others. This is to say that students do have the right to pursue their own self-fulfillment. Those rights terminate at the point where they begin to infringe upon the rights of others.

Responsibilities and rights included in this document are those related to: Classroom Behavioral Expectations, Protection from Corporal Punishment, Law Enforcement, Search and Seizure, Dress and Grooming, Freedom of Speech, Student Publications, Married and/or Pregnant Students, Access and Privacy of Records, and Students with special needs.

STUDENT RESPONSIBILITIES:

- Respect the inherent human dignity and worth of every individual;
- Be informed of and adhere to rules and regulations established by the Board of Education and implemented by school administrators and teachers for the welfare and safety of students;
- Study diligently and maintain the best possible level of academic achievement;
- Be punctual and present for the school program;
- Observe fair rules in conversation and responsible journalism free of libelous or slanderous remarks and obscenities in verbal and written expression;
- Dress and appear in a manner that meets reasonable standards of health, cleanliness, safety, and decency;
- Help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities;
- Behave in an appropriate manner while in attendance at school, on school buses, or at school-related functions held on or off school grounds; and

- Possess and carry at all times a high school or middle school Student I.D. Card and present it as requested by school personnel.

CLASSROOM BEHAVIORAL EXPECTATIONS

Generally, standards for behavior throughout the school should be the same. However, each teacher may specify particular rules and procedures suited to the specific needs of the class. Teachers cannot permit disturbances that interrupt the learning process. When a student feels an issue is very important and a difference of opinion has come about, the student should wait until the end of the period or seek a mutually convenient time to discuss the problem with the teacher unless it pertains to the lesson. The teacher has the responsibility and authority to maintain order anywhere in the school, particularly, of course, in the classroom.

When a student disrupts a class or refuses to accept the teacher's authority, that student should be referred to an administrator for appropriate action. If a teacher finds it necessary to send a student from a classroom for any disciplinary reason, the student must report immediately to the office.

BULLYING, CYBERBULLYING, AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

The Board of Directors believes that a safe and civil environment in the school is necessary for students to learn and achieve high academic standards. It is the policy of the Academy to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property.

Bullying and Cyberbullying Are Prohibited.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. All students are protected under this policy, and bullying and cyberbullying are prohibited without regard to its subject matter or motivating animus.

This policy applies to all activities in the Academy, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Bullying and cyberbullying that does not occur “at school” as defined above, but that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

Relevant Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment, or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior, for example, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting and making threats.

"Bullying" and “Cyberbullying” is conduct that meets any of the following criteria:

A. is directed at one (1) or more students;
B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
C. adversely affects the ability of a student to participate in or benefit from the School District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress;
D. has an actual and substantial detrimental effect on a student’s physical or mental health;
E. causes substantial disruption in, or substantial interference with, the orderly operation of the school; or
F. is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

"Bullying" is further defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, menacing, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in Academy business, and others not directly subject to school control at inter-District or intra- District athletic competitions or other school events. For a definition and instances that could possibly be construed as hazing, see Policy 5516. Confidentiality -

to the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Reporting and Investigating Reports of Bullying

Any student who believes s/he has been or is the victim of bullying, hazing, cyberbullying or other aggressive behavior should immediately report the situation to the Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the Principal. Complaints against the Principal should be filed with the Educational Service Provider/Superintendent. Complaints against the Educational Service Provider/Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented.

If the investigation finds an instance of bullying or aggressive behavior that has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, the exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

The Board may utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which may include victim-offender conferences that:

A. Are initiated by the victim;

B. Are approved by the victim's parent or legal guardian or, if the victim is at least 15, by the victim;

C. Are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team"); and

D. Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or

counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Where the investigation results in a finding that bullying has occurred, both the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification. The Academy shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parents or guardians and any discipline and referrals. The Principal is the school official responsible for ensuring that this policy is implemented.

Confidentiality

The Academy will comply with all applicable laws regarding confidentiality of personally identifiable information within education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The Principal, or the Principal's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent(s), legal guardian(s), and representative(s), and is redacted from any report of bullying or cyberbullying that is publicly disclosed. Likewise, the alleged perpetrator's name shall remain confidential to the extent possible and unless and until the alleged perpetrator has completed the grievance process and has been found responsible.

Retaliation Prohibited

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the Academy and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. This policy shall also be posted on the Academies' websites. State and Federal rights posters on discrimination and harassment shall also be posted at each building.

The Educational Service Provider is directed to develop Administrative Guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Educational Service Provider shall be followed.

As required by state statute, the Academies shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department. As required by state statute, the Academy's procedures with respect to bullying are contained within this policy, and thus no administrative guidelines accompany this policy.

This policy is not intended to and should not be interpreted to interfere with the legitimate free-speech rights of any individual. However, the Academy reserves the right and responsibility to maintain a safe environment for students, conducive to learning, and other legitimate objectives of the school program.

Reference: The Matt Epling Safe School Law, Public Act 241 of 2011, as amended by Public Act 478 of 2014 (MCL § 380.1310b).

24/7 Tobacco-Free School Policy

GEE Academies prohibits the use of, possession, concealment, distribution or intent to distribute, sale of any tobacco/nicotine products in all school-related situations, by any person, at any time, in any location, and any event.

This policy includes, but not limited to the following: Any tobacco or non-tobacco nicotine products- chew, cigars, cigarettes, hookah, loose tobacco, e-cigarettes, vapes, snus, orbs, and strips. This does not include products that are classified as "nicotine replacement therapy" and prescribed by a physician to help tobacco users quit. These products include, but not limited to, nicotine lozenges, gum, and patches.

Compliance with this policy is mandatory for all students, staff, and visitors. Any student who violates this policy will be subject to disciplinary action in accordance with due process as specified in the board policies, up to and including expulsion from school.

GEE Academies prohibits advertising or promotion of tobacco. This policy includes, but not limited to: Signs or posters, clothing, t-shirts, hats, bags, sponsorship of school events, etc.

ELECTRONIC DEVICE POLICY/WIRELESS COMMUNICATION DEVICE POLICY

Students are prohibited from using personal electronic devices during the instructional day in order to protect instructional time, maintain a focused learning environment, and ensure student safety. A wireless

communication device includes, but is not limited to, cell phones, smartwatches, earbuds, headphones, or any electronic device capable of communication, internet access, recording, or media use.

For purposes of this policy, academy grounds include all school buildings, classrooms, hallways, restrooms, cafeterias, and school-sponsored events or activities. Students may not use personal devices to contact parents or guardians during the school day; all communication must occur through the main office.

Use of electronic devices is permitted only when required for a documented medical need, as part of an Individualized Education Program or Section 504 Plan, when using an academy-issued device, when explicitly directed by a staff member for instructional purposes, or during an emergency in accordance with academy procedures.

Students may not use electronic devices at any time to record, photograph, or share images of others without permission, or in any setting where there is a reasonable expectation of privacy, including restrooms or locker rooms. Devices may not be used to engage in bullying, harassment, or threatening behavior, to transmit inappropriate or harmful content, or to capture or share test or assignment information in a manner that constitutes cheating or academic dishonesty.

Students are responsible for the care and security of their personal devices. The academy is not responsible for the loss, theft, or damage of any device brought onto school property.

Failure to comply with this policy will result in the following consequences. First offense: verbal warning and confiscation of the device until the end of the school day. Second offense: confiscation of the device with parent or guardian notification; the device must be retrieved by a parent or guardian. Third offense: confiscation of the device, required parent or guardian conference, and additional disciplinary action as determined by academy administration in accordance with the Student Code of Conduct.

Any device that is powered on, visible, or in use during the school day will be considered a violation of this policy. This policy will be enforced consistently across all classrooms and grade levels.

LAW ENFORCEMENT

Officers of the local Police Department and County Sheriff's Office and the County Juvenile Court do have the authority, after presenting proper identification, to remove a student from school. The law enforcement agencies mentioned have assumed responsibility for notification to parents of the removal of a student. When any such authority removes a child, the school will also inform the parents or guardian of the name of the agency and its phone number.

A student being interviewed by the police, a representative of the court or other responsible social agencies regarding infractions of the law shall have the right to the following:

- The right to be informed of his/her legal rights;
- The right to be protected from coercion and illegal constraint; and
- The right to remain silent.

It is school policy to have the principal or his/her designee present during the student's interview with the police.

SEARCH AND SEIZURE

No student is to be randomly searched by school authorities but a search can be expected if school authorities have reason to suspect or believe that one of the following situations prevails:

- The student is withholding evidence of an illegal act; and/or
- The student is in possession of something, which is believed to present a danger to the health or safety of the student or others.

While school authorities are to respect the rights of each student in the use of his/her locker/desk, it should be clear that the desk and locker are the property of the school and are assigned to the student for the purpose of storing school-related materials and items essential to the educational well-being of the student.

Desk and locker inspections may be held at various times throughout the year. Searches of desks and lockers will be limited to the instances in which school authorities have reason to suspect that one of the following prevails:

- The student is using his/her desk/property/locker for illegal purposes or is using it to withhold evidence of a violation of the law;
- The student is using his/her desk/property/locker in such a way as to interfere with school discipline;
- The student is using his/her desk/property/locker in such a way as to interfere with the fundamental duty of school authorities to operate the school;
- The student is using his/her desk/property/locker in such a way as to endanger the health and safety of him/her or others.

A student should be present when the desk/property/school locker is searched. If he/she is not, the school will notify the student as soon as possible that the search occurred.

FREEDOM OF SPEECH

The Academy recognizes that freedom of speech is a right. A student may express his/her personal opinions, whether in the context of a class, general discussion, a campaign speech for student government office, or an editorial in a student publication. It is understood that the student's freedom of expression is not absolute and is limited in the following ways:

Respect for the rights of others;

- A student does not have the right to infringe upon the rights of others, encourage the breaking of existing laws or policies, or exceed the bounds of lawful assembly.

Violence is to be avoided;

- Physical aggression or threats against persons or their property will not be tolerated. Decency is expected at all times.

A student's printed material, oral language, physical acts, or displays are unacceptable if obscene.

STUDENT PUBLICATIONS

All middle and senior high schools have students involved in the process of writing, publishing, and distributing student publications. A policy has been written to safeguard the advisors, principals, and students involved from editorial practices which could result in legal action. The advisor, editor, and his/her staff will enforce this student publication policy. The Board of Education reserves the right to designate which publications and productions violate the rights of others and are not protected by the right of free expression, and therefore prohibit their publication and distribution. The actions of the editorial board are subject to approval from the advisor of the school publication. The policy is as follows:

- Any material which will injure an individual's reputation, psyche, or future, or will expose an individual to unnecessary harassment or embarrassment, will not be published.
- Any material which is irrational and/or void of truth will not be published.
- Any material which is in poor taste and has no social worth will not be published.
- Any material which is prejudicial to a religious, ethnic, racial, or other delineated group will not be published.
- Any material which is libelous to any specific person or persons will not be published.
- Language, pictures, music, or symbols that are obscene, libelous or offensive to good taste shall be avoided.
- A byline shall accompany every printed article, story, or presentation.
- School publications/productions shall not endorse any candidate for public office or take a political stand on any issue.
- All materials to be printed or produced are subject to review by the advisors and/or principal. Those who are denied approval for inclusion of materials in school publications/productions may appeal to a committee composed of the principal, the relevant advisors, and the presidents of each class. The function of this committee is to review and the appeal is conducted in an advisory capacity only. The final decision remains with the principal.
- Any material relating to issues which are not within the province of a school publication will not be published.

The following regulations apply:
High schools may solicit business sponsorships to defray the cost of yearbooks. The principal has formulated guidelines for the sale of sponsorships and guidelines to ensure that such sponsorships are acknowledged in the yearbooks in a dignified manner. Display advertising will not be accepted.

Advertising in school publications may be accepted provided it meets criteria established by the principal.

SPECIAL EDUCATION STUDENTS

A special education student from birth through age twenty-five has a right to a free and appropriate public education in the least restrictive environment which complies with federal and state laws, regardless of the nature or severity of the disability. The standards of conduct contained within this code apply to all students, including special education students. However, due to the unique needs of special education students and federal/state laws, the procedures determining appropriate disciplinary action will vary when a special education student is involved. Therefore, specific policies and procedures developed by the Academy pertaining to special education students must be followed.

CODE VIOLATIONS AND CONSEQUENCES

The following list of violations/penalties is not all-inclusive but is meant to give students/parents an idea of the possible penalty for violations.

OFFENSES

Should a violation occur, the minimum penalty listed shall be imposed.
Parents/legal guardians will be notified of all violations resulting in administrative action.

The nature of the circumstances surrounding the offense may result in more serious punishments or penalties, including referral to the School Board for expulsion. Depending on the nature of the offense, the student may be permanently expelled from all Michigan public schools.

OFFENSE	PENALTY

ALTERING SCHOOL DOCUMENTS-FALSIFICATION OF RECORDS The act of changing, altering, or forging any school-related document, including but not limited to passes, re-entries, progress reports, report cards, transcripts, and computer/on-line records.	Administrative intervention to expulsion.
ARSON The willful and malicious burning of or attempt to burn any building or part of any building or any property of the school district.	Expulsion for at least 180 days; also parent contact and possible referral to authorities.
BOMB THREAT The deliberate attempt through verbal or written communication to disrupt normal school operations by reporting an impending threat of explosives on school property when no such threat exists.	Expulsion up to 180 days; also parent contact and possible referral to authorities.
BULLYING/CYBERBULLYING Harassment or bullying is any gesture or written, verbal, graphic or physical act (including electronically transmitted acts – i.e. internet, cell phone or wireless handheld device) that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or mental, physical or sensory disability or impairment or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function or in a school vehicle. The conduct must be directed at one or more pupils; substantially interferes with educational opportunities, benefits or programs of one or more pupils; adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and is based on a pupil's actual or perceived distinguishing characteristic or is based on an association with another person who has or is perceived to have any of these characteristics.	Administrative intervention to expulsion and possible referral to authorities.
CRIMINAL ACTS The act of committing or participating in any conduct or act defined as a crime by federal or state law or local ordinance.	Administrative intervention to expulsion.
CRIMINAL SEXUAL CONDUCT Viotation set forth in Chapter LXXVI of the Michigan Penal Code (MCL 750.520b to 750520g).	Expulsion for at least 180 days Referral to the proper authorities including but not limited to local police department and the Juvenile Division of the Probate Court
DISCRIMINATORY HARASSMENT The act of engaging in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct relating to a person's gender, race, national origin, religion, height, weight, marital status, handicap or disability (ex., sexual or racial comments, threats or insults, unwanted sexual touching, etc.)	Administrative intervention to expulsion.
DISRUPTION OF EDUCATIONAL PROCESS Inciting and/or contributing to the disruption of the educational process and/or school-sponsored activities.	Administrative intervention to expulsion.

DISTRIBUTION OF PRINTED MATERIAL The act of distributing unauthorized material on Academy property.	Administrative intervention to expulsion.
DRUGS/ALCOHOLIC BEVERAGES, SALE/DISTRIBUTION The sale, distribution, or transfer of illegal drugs, look-alike drugs, or alcoholic beverages.	Administrative intervention to suspension; also parent conference, referral to civil authorities, & possible expulsion up to 180 days.
DRUGS/ALCOHOLIC BEVERAGES, POSSESSION OR USE OF Possession, use, or under the influence of alcoholic, illegal drugs, look-alike drugs, or other substances which produce irregular or abnormal behavior.	Administrative intervention to suspension; also parent conference, referral to civil authorities.
EXTORTION The act of taking or attempting to take any money or things of value from a student in school in the presence of either an implied or expressed threat.	Administrative intervention to expulsion.
FALSE ALARM The intentional act of initiating or participating in the setting of a false fire alarm or making a false fire, bomb, or catastrophe report.	Administrative intervention to suspension, and possible referral to civil authorities.
FALSE ALLEGATIONS The act of libel or slander or to make false allegations against another student, academy staff members, Board of Education members, or volunteers.	Administrative intervention to expulsion.
FIGHTING The act of engaging with another person in bodily contact in a physically threatening and/or destructive manner.	Administrative intervention to expulsion. (See Physical Assault)
FIREWORKS/EXPLOSIVE MATERIALS, USE OF Use of fireworks, explosive materials, or smoke-producing devices.	Administrative intervention to suspension and confiscation; also parental contact.
FIREWORKS/EXPLOSIVE MATERIALS, POSSESSION Possession of fireworks, explosive materials, or smoke-producing devices.	Administrative intervention to suspension and confiscation; also parental contact.
FIREWORKS/EXPLOSIVE MATERIALS, DISTRIBUTION Distribution of fireworks, explosive materials, or smoke-producing devices.	Administrative intervention to suspension and confiscation; also parent contact.
FORGERY The act of fraudulently using, in writing, the name of another person or falsifying times, dates, grades, addresses, or other data on school forms, documents, or stickers.	Administrative intervention to expulsion.
GAMBLING The act of playing any game of chance for money or valuables, including but not limited to card and dice playing.	Administrative intervention to expulsion
GANG ACTIVITY A group of two or more persons whose purposes or activities include the commission of illegal acts or violation of Academy rules and/or policies.	Administrative intervention to expulsion
GROSS DISRESPECT Willful and extreme rudeness directed toward school employees or other adults, including derogatory remarks and obscene gestures.	Administrative intervention to expulsion
HAZING Any activity which endangers the physical safety of a student produces mental or physical discomfort, causes embarrassment or fright, or degrades the student.	Administrative intervention to expulsion

IMPROPER COMMUNICATION The act of making threatening, annoying, nuisance, vulgar, and/or obscene communications -- verbally, in writing, or by gestures -- to any students or staff.	Administrative intervention to expulsion
IMPROPER USE OF TECHNOLOGY The act of violating the "Acceptable Use Policy and Procedures" student contract for the use of computers, electronic information, resources, or other technologies (e.g., use of networks operated by the school district, etc.) nor shall the student violate the verbal or written directions of school district personnel regarding the acceptable use of computers and other technologies.	Administrative intervention to expulsion
INDECENCY The act of offending against commonly recognized standards of good taste, including offensive displays of affection or use of ethnically offensive language.	Administrative intervention to expulsion
INSUBORDINATION/FAILURE TO COOPERATE The failure to respond or carry out a reasonable request by authorized school personnel.	Administrative intervention to expulsion
INTIMIDATION Interference with the normal school operation by threat of force or violence.	Administrative intervention to expulsion
OBSCENITY/PROFANITY The act of using obscene or profane language by pupils, in verbal or written form or in pictures, caricatures, or obscene gestures.	Administrative intervention to expulsion
PARAPHERNALIA Items related to or identified with the use of alcohol, tobacco and/or drugs, including but not limited to lighters, matches, pipes, rolling papers, etc.	Administrative intervention to expulsion Confiscation of items; also possible remittance to authorities.
PERSONAL PROTECTION DEVICES The act of possessing, attempting to possess, handling, or transmitting a personal protection device (e.g., pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.	Administrative intervention to expulsion.
PETITIONS The act of presenting petitions which are not free from obscene or libelous statements, personal attacks, or are not within bounds of reasonable conduct.	Administrative intervention to expulsion.
PHYSICAL ASSAULT The willful, unprovoked striking, physically threatening to strike, or act of intentionally injuring any student or employee.	*Against another student:* Administrative intervention to expulsion. *Against a school employee, contractor or volunteer:* permanent expulsion [MCL 380.1311a.]
PLAGIARISM The act of using another person's ideas or writings as one's own. Includes the copying of language, structure, idea, and/or thought of another and representing it as one's own original work.	Administrative intervention to expulsion

SCHOLASTIC DISHONESTY Includes but is not limited to the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.	Administrative intervention to expulsion
SMOKING The act of using cigarettes or other tobacco products anywhere on school property. More specifically: smoking in the building at any age, smoking in front of the school or on the sides of the building at any age, or smoking behind the school building at any age.	1st offense: Administrative intervention to suspension, also parent contact and referral to civil authorities. 2nd offense: Administrative intervention to suspension; also parent contact and referral to civil authorities. 3rd offense: Administrative intervention to suspension; also parent contact and referral to civil authorities.
STEALING OR KNOWING POSSESSION OF STOLEN PROPERTY The act of dishonestly acquiring the property of others and/or knowing and concealing the location or possession of such property.	Administrative intervention to expulsion
TAMPERING WITH FOOD/DRINK The act of tampering with another's food or drink.	Administrative intervention to expulsion
TOBACCO POSSESSION The act of possessing cigarettes or other tobacco products.	Administrative intervention and confiscation.
TRESPASSING/LOITERING The act of prowling or loitering on foot, in a motor vehicle, or in other manner, in or around the school buildings or property without authorization.	Administrative intervention to expulsion.
TRUANCY The act of unauthorized and willful absence from a specific class or school for any period of time.	Administrative intervention to expulsion.
UNAUTHORIZED PROTEST The act of protesting which results in disruption of the school without the authorization of a principal.	Administrative intervention to expulsion
UNAUTHORIZED USE OF SCHOOL EQUIPMENT The act of using school equipment (e.g., fax machines, copiers, computer equipment, laboratory equipment, athletic supplies, etc.) in any unauthorized, dangerous, or illegal fashion.	Administrative intervention to expulsion
UNLAWFUL DISRUPTION OF EDUCATIONAL PROCESS Including but not limited to an act of violence, in possession of a weapon, alcohol or drugs, or any act that interrupts the learning process.	Administrative intervention to expulsion up to 180 days; suspended from all after school activities for 90 days or more; referral to civil authorities, and possible transportation to police station.
VANDALISM The act of willful destruction of property belonging to others or the destruction, damage, or defacement of school property.	Administrative intervention to expulsion

VERBAL ASSAULT Any act, oral or written, which can reasonably be expected to induce another person to be in apprehension of danger of bodily injury or harm, or the use of offensive language directed at a person where such language is likely to provoke a reasonable person to physical violence.	Administrative intervention to expulsion up to 180 days.
VIOLATIONS OF BUILDING'S RULES AND REGULATIONS The act of committing or participating in any conduct or act prohibited by a school building's rules or regulations.	Administrative intervention to expulsion
WEAPONS-USE/POSSESSION The act of possessing, using, or threatening to use any weapon, any reasonable weapon-like tool, or any instrument capable of inflicting bodily injury. *Includes look-a-like weapons.*	***Possession:*** Confiscation, Administrative intervention to expulsion up to 180 days and parent contact; referral to civil authorities. ***Use:*** Expulsion from school, parent contact, and referral to civil authorities.
WEAPONS-DANGEROUS A firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, or an automobile or motorized vehicle.	Permanent expulsion pursuant to MCL 380.1311.
CELL PHONES, PAGERS, OTHER ELECTRONIC COMMUNICATION DEVICES Pocket pagers, cell phones, radios, televisions, audio devices, or recording equipment in possession without permission from the building principal.	Administrative intervention to suspension, confiscation and possible remittance to authorities.

RANGE OF PENALTIES

These disciplinary penalties are not to be construed as an all-inclusive list. They are not intended to limit the authority of school officials to deal appropriately either with violations of an individual school building's rules and regulations or with other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

Suspensions and Expulsions in General

The Revised School Code provides each school board with the authority to establish a local discipline policy. Each local school board has the authority to make reasonable regulations relative to anything necessary for the proper establishment, maintenance and management of the schools in the district.
Districts shall develop and implement a code of student conduct and enforce its provisions with regard to a pupil's misconduct 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.

Students guilty of a gross misdemeanor or persistent disobedience may be suspended or expelled. A local or intermediate school district or a public school academy must develop and implement a code of student conduct and enforce the provisions of that code regarding misconduct [MCL 380.11a, 380.1311, 380.1312].

Due Process

Fairness dictates that students be given notice of the types of conduct that are prohibited and the potential consequences of the misconduct, as outlined in the Code of Conduct section of this Handbook. Students are entitled to due process:

1. The timely and specific notice of charges against a student.
2. The student's opportunity to question school staff or students involved in or witness to the incident.
3. The student's right to have copies of all documents to be used in the hearing and a list of all witnesses slated to testify.
4. The student's right to present evidence on his or her behalf.
5. The student's right to an impartial hearing.
6. The student's right to rebut adverse testimony.
7. The student's opportunity to be represented by qualified counsel at the hearing.
8. The student's opportunity to a record of the hearing.
9. The student's opportunity to appeal.

Suspension–10 Days or Less

For a suspension of 10 days or less, a student is entitled to due process protections, including oral or written notice of the accusation(s), what disciplinary measures are being proposed, and an opportunity to respond. If feasible, the notice and hearing should precede the student's removal from school. If the student's presence poses a danger to persons or property or threatens to disrupt the academic process, prior notice and hearing may not be feasible. In this case, a hearing should follow the student's removal from school as soon as possible.

Suspension – More Than 10 Days and Expulsions

Due process is required when serious disciplinary measures are alleged against a student. The student shall be given a reasonable time to prepare for the hearing. The person conducting the disciplinary hearing must be impartial. The board of education, a school administrator, or a disciplinary panel may conduct the hearing as long as they are truly impartial.

Students with Disabilities

Students with disabilities are afforded specific due process protection in cases of suspension or expulsion under state and federal law. For further information, contact your local or intermediate special education director or the Office of Special Education and Early Intervention Services at (517) 373-0923 or toll-free at (888)320-8384. Michigan Department of Education

Types of Suspensions and Expulsions

Michigan Law requires a school district to permanently expel a student who possesses a dangerous weapon, commits arson, or criminal sexual conduct. Subsequent laws were enacted that allow a one-day snap suspension by a teacher for a student who creates a safety threat; requires school districts to suspend or expel a student for up to 180 school days who commits a physical assault against another student; requires that a student be suspended or expelled for a verbal assault or a bomb threat, and requires a student who commits a physical assault against a school employee or volunteer to be permanently expelled. The following information describes the law.

Weapons, Arson or Criminal Sexual Conduct Expulsion

School districts are required to permanently expel a student who possesses a dangerous weapon, commits arson, or criminal sexual conduct [MCL 380.1311]. Information on Expulsions Due to Weapons, Arson, and Criminal Sexual Conduct is available at https://www.michigan.gov/mde.

Verbal Assault and Bomb Threats

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

A student in grade 6 or above who commits verbal assault, against an employee or volunteer of a school district or makes a bomb threat or similar threat at a school building, other school property, or a school-related event, shall be suspended or expelled for a period of time as determined by the school board or its designee. The school board policy should include the types of behavior for which a student who commits verbal assault, or makes a bomb threat or similar threat, would be suspended or expelled.

Physical Assault - Student to Student

A student in grade 6 or above who commits physical assault against another student shall be suspended or expelled for up to 180 school days by the school board or its designee if the physical assault is reported to the school board, superintendent, or principal. The term "physical assault" means "intentionally causing or attempting to cause physical harm to another through force or violence" [MCL 380.1310].
Michigan Department of Education - https://www.michigan.gov/mde

Physical Assault - Student to Employee or Volunteer

A student in grade 6 or above who commits a physical assault against an employee or a volunteer of a district, at school or on school grounds, shall be expelled permanently, subject to possible reinstatement provided for in the law. The term "physical assault" means "intentionally causing or attempting to cause physical harm to another through force or violence" [MCL 380.1311a].

If a student is permanently expelled pursuant to section 380.1311a, the expelling school district must enter that fact on the student's permanent record. Within 3 days of permanently expelling a student, an official of the school district must refer the student to the appropriate county department of social services or county community mental health agency. Notification of this referral must be given by the school district official to the expelled student if he or she is at least 18 years of age or is an emancipated minor, or to the student's parent or legal guardian.

Petitioning for Reinstatement

Although the law calls for the "permanent" expulsion of a student who commits a physical assault against an employee or a volunteer of a district, at school or on school grounds, subsection (5) provides a process for petitioning for reinstatement to school. It is the responsibility of the petitioning person (a parent, legal guardian, or the expelled student if he or she is at least 18 years of age or is an emancipated minor), to prepare and submit the petition for reinstatement. The school board is not required to assist in the preparation of the petition form. Academy board information can be found on the academy website.

A parent, legal guardian, or the student (if he or she is at least 18 years of age or an emancipated minor) may initiate a petition any time after 150 school days following the date of expulsion. A student may be reinstated 180 school days following the date of expulsion. The local school board may include conditions in a petition for reinstatement. If the expelling school board denies a petition for reinstatement, the petitioner may petition another school board for reinstatement. The following timelines and procedures apply to reinstatement.

Committee Review and Recommendation

Within 10 school days after receiving a petition for reinstatement, the school board must appoint a committee of two school board members, one school administrator, one teacher, and one parent of a student in the school district to review the petition and any supporting information submitted by the petitioner. During this time, the superintendent or designee will prepare and submit information concerning the circumstances of the expulsion and any factors weighing in favor of or against reinstatement.

Not later than 10 school days after being appointed, the committee must review the petition and supporting information together with information provided by the school district and submit a recommendation to the school board. The committee may recommend unconditional reinstatement, conditional reinstatement, or against reinstatement. The recommendation must be accompanied by an explanation of the reasons for the recommendation. If the recommendation is for conditional reinstatement, it must include any recommended conditions.

The committee's recommendation must be based on all of the following factors:

1. The extent to which reinstatement of the student would create a risk of harm to pupils or school personnel.
2. The extent to which reinstatement would create a risk of school district or individual liability for the school board or school district personnel.
3. The age and maturity of the individual.
4. The student's school record before the incident that caused the expulsion.
5. The student's attitude concerning the incident that caused the expulsion.
6. The student's behavior since the expulsion and the prospects for remediation.
7. If the petition was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by, and that can be expected from, that person if the student is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.

School Board Decision

After receiving the committee's recommendation, the school board must make a decision no later than the next regularly-scheduled board meeting. The school board must decide to reinstate the student, conditionally reinstate the student, or deny reinstatement. Before conditionally reinstating the student, a school board may require a student and the parent or legal guardian to agree in writing to specific conditions.

The conditions may include, but are not limited to, the following:

1. Agreement to a behavior contract which may involve the student, parent or legal guardian, and an outside agency;
2. Participation in, or completion of, an anger management program or other appropriate counseling;
3. Periodic progress reviews; and
4. Specified immediate consequences for failure to abide by a condition.

The law provides that the decision of the school board is final.

THE APPEAL PROCESS

Discipline Cases Other than Expulsion

In all cases where disciplinary sanctions have been imposed, a student and/or his/her parent has the right to a hearing with the appropriate administrator. Hearings on appeal need not repeat matters or procedures accomplished at a prior hearing. In cases involving suspension of five days or less, the principal's decision is final. In cases involving suspension of more than five days, but no more than ten days, the parent or adult student may appeal such a decision to the designee of GEE within five school days following the principal's decision. The decision of GEE is final. In cases involving a suspension of more than ten days, but not more than thirty days,

the parent may appeal such a decision to the Board within five school days following the decision of GEE or its designee. The Board shall affirm or modify the decision of GEE in writing within five school days from hearing the appeal. The Board's decision is final.

Appeal of Expulsion Cases

The decision of the Board to expel is final. However, it shall be the prerogative of the Board, upon receiving a written request, to grant a second hearing before the Board if, in its judgment, such a hearing is justified. Such hearings, if held, shall be conducted in accordance with state law and School Code.

PARENT/STUDENT ACKNOWLEDGMENT OF RECEIPT OF FAMILY & STUDENT HANDBOOK AND CODE OF CONDUCT

I confirm that I have reviewed a copy of the GEE Student/Parent Handbook and the Student Code of Conduct with my child.

I understand that this handbook is designed to acquaint me with the current Academy Policies and Procedures that govern students attending the Academy.

I understand that GEE and/or the Academy Board reserves the right to interpret, modify, or eliminate any of the policies and procedures at any time and that if there are changes made that they will be made available to the public.

As a recipient of this handbook, I understand that I am responsible for knowing its contents and ensuring that my child understands its contents. I understand that I may contact the Academy Leader at any time to ask for an explanation or clarification of any policy or procedure contained herein.

I understand that this version of GEE's Parent and Student Handbook and Student Code of Conduct supersedes any and all prior Parent/Student Handbooks I may have received.

I understand that this handbook is an extension of the Academy's adopted Board Policies and Procedures which I can review at any time in the Academy office or on the Academy website and that this handbook is not, nor is it meant to be, a complete rendition of the Academy's Policies and Procedures.

I understand that I am required to return this signed acknowledgement to my child's teacher before the third week of school and that if I fail to return this form, it can result in my child not being able to participate in school activities until it is received.

Print Parent/Legal Guardian Name:	Date: / /
Parent/Legal Guardian Signature:	Date: / /
Print Student Name:	Date: / /
Student Signature:	Date: / /

Academy: Grade: Teacher: