



2025-2026 Student Handbook

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WELCOME

Welcome to West Michigan Academy of Arts & Academics. This handbook contains information for parents and students. WMAAA expects all of our students come to school ready to learn each day and leave more aware, more informed, and more capable of being a responsible citizen in our world. The following guidelines have been established to ensure for all students, parents, and staff the best academic and social climate.

Arts integration is a powerful tool to teach children and for children to learn! This school uses art to instruct and deepen children's understandings of curricular content as well as the world around them. At West Michigan Academy of Arts and Academics, we use arts integration to facilitate deeper learning and create well rounded students. Alongside our family-oriented atmosphere and small class sizes, this means that students experience education in a supportive environment that adapts to their needs. And thanks to the support of Grand Valley, it's all tuition free!

MISSION STATEMENT

WMAAA's mission is to create lifelong community through arts integration.

OVERVIEW

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about WMAAA. The use of the word "parent" in this handbook means a student's natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word "Policy" in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between WMAAA and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school's educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

IMPORTANT INFORMATION

District Website

<https://www.westmichiganacademy.org/>

Board Policies

Board Policies are available at: <https://go.boarddocs.com/mi/wmacademy/Board.nsf/Public>

Address

17350 Hazel St.
Spring Lake, MI 49456

Contact Information

<https://www.westmichiganacademy.org/staff-list/>

Main Office: (616) 844-9961

Fax: (616) 844-9941

ADMINISTRATION

Superintendent:	Maggie Malone	(616) 844-9961 ext. 1115
Principal:	Mark Frost	(616) 844-9961 ext. 1110
Assistant Principal:	David Berube	(616) 844-9961 ext. 1112
Special Education Consultant:	Lisa Minnella	(616) 844-9961 ext. 5507
Assessment and Data	Rachael Hoebeck	(616) 844-9961 ext. 6605
Athletic Director:	Jessica Crandall	(616) 844-9961 ext. 1111

2025-2026 DISTRICT CALENDAR



August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
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28	29	30				

October 2025						
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November 2025						
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30						

December 2025						
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January 2026						
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Aug 26 - 28	Professional Development Days
Aug 29 - Sept 1	Labor Day Weekend
Sept 2	1st Day of School; 1/2 Day for Students and Staff
Oct 1	Fall Count Day
Oct 8	Conferences 4:00 - 6:00 pm
Oct 9	1/2 Day of School, Conference 1-3/4-6:30 pm
Oct 10	1/2 Day of School for Students and Staff
Oct 31	1/2 Day of School for Students and Staff
Nov 3	No School - Professional Development
Nov 24 - 28	No School - Thanksgiving Break
Dec 19	1/2 Day of School for Students and Staff
Dec 22 - Jan 2	No School - Holiday Break
Jan 19	MLK Day - No School - Professional Development
Feb 5	No School - Professional Development
Feb 6 - 9	No School - Mid Winter Break
Feb 11	Spring Count Day
Mar 4	Conferences 4:00 - 6:00 pm
Mar 5	1/2 Day of School, Conference 1-3/4-6:30 pm
Mar 6	1/2 Day of School for Students and Staff
Apr 2	No School - Professional Development
Apr 3 - 10	No School - Spring Break
May 22	No School - Professional Development
May 25	No School - Memorial Day
Jun 9	1/2 Day for Students and Staff
Jun 10	1/2 Day for Students and Staff; Last Day

Important Dates

August 27	Back to School Night
September 2	First Day of School
October 1	Fall Count Day
October 8 & 9	Fall Conferences
February 11	Spring Count Day
March 4 & 5	Spring Conferences
April 13 - May 15	M-STEP/PSAT 8 Testing Window
June 9	8th Grade Graduation
June 10	Last Day of School

Quarters

Q1	September 2 - October 31
Q2	November 3 - January 23
Q3	January 26 - March 27
Q4	March 30 - June 10

	Staff PD / No School for Students
	Half Day of School 11:30 Dismissal
	No School for Students or Staff
	Parent-Teacher Conferences

February 2026						
S	M	T	W	T	F	S
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March 2026						
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April 2026						
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May 2026						
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31						

June 2026						
S	M	T	W	T	F	S
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28	29	30				

July 2026						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

2025-2026 DAILY SCHEDULE

School is open for arrival at 7:30 a.m. with staff members located in the hallways to monitor students. Students entering before rooms open will be asked to put their belongings away then sit quietly with a book or quietly visit with friends. Students may spend time outside depending on the weather. Classrooms open no later than 7:50 a.m. and class begins at 8:00 a.m. The school day ends at 3:00 p.m. unless we are on a half day schedule in which we end the school day at 11:30 a.m.

Lunch will be in a classroom with a classroom teacher - TK, K, 1: 11:36 a.m. – 11:56 a.m.

Lunch will be in a classroom with a paraprofessional or recess aide, for the following times

- 2-4: 11:36 a.m. – 11:56 a.m.
- 5-8: 11:56 a.m. – 12:16 p.m.

Note: No lunch will be served on ½ days

School staff will supervise students on school grounds starting at 7:30 a.m.

All parents must be on campus or in the car line for pick up by 3:25pm **There will NOT be a late dismissal option this year. Pick up must happen no later than 3:25pm.**

Unless students are participating in a school activity, or if there is a half day, school staff will not provide supervision before or after these times.

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, WMAAA will notify students, parents, and the general public about the closure in the following manner:

School closing information will be broadcast on WOOD Channel 8, Fox 17, and WZZM Channel 13. Radio stations used will be 103.5 WAWL. School closings will also be shared via email and school messenger (Infinite Campus through Parent Portal). Closing information will also be posted on the school website and social media accounts.

If a tornado warning is issued, the U.S. Weather Bureau states: “Sirens will be turned on for five minutes after a tornado is sighted and verified. A tornado warning is issued for a period of usually one hour or less for not more than three counties after it becomes evident through radar observation or visual report that a tornado has formed.” At this signal, WMAAA will keep all students in school, away from windows and near an inside wall, **even if the warning is in effect at dismissal time.**

DELAYED START: WMAAA will implement a two-hour delay for certain weather conditions. The two-hour delay decision would be announced no later than 7:00 a.m. using the current manner and news release process.

If bad weather or other emergency occurs during the day, early dismissal may be possible, communication and information will be shared and broadcast via the same sources listed above in

this section. If we dismiss early for an emergency or bad weather, all after-school functions are automatically canceled.

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

ATTENDANCE POLICY

WMAAA expects all students to attend school regularly and to be on time daily. Research shows that students who are most successful have regular school attendance.

Absence Definitions

- **Chronically Absent** means being absent for 10% or more of the enrolled school days in a school year, whether absenteeism is unexcused, excused. (For instance, Chronic absenteeism is missing 2 days in school the first month of the year; 9 days in the first half of the year; or 18 days in the entire school year.)
 - Note: All absences for the school year should be counted, even if they have carried over from a different school. Attendance is continuous and consecutive for the school year (sec 1561) and not start over each semester.
- **Disciplinary Absence** means absences that result from school disciplinary action and are neither unexcused or excused absences. (*Does not count against chronic absenteeism*).
- **Tardy/Late Arrival** means arriving to school or class after start time
- **Early Dismissal** means leaving school or class early prior to dismissal
- **Excused absence** - are those absences when a parent or guardian contacts the school with reasons that include but are not limited to the following; sporadic illness, family emergency, family business (court hearings or funerals/bereavement), or other extenuating circumstances.
- If a middle school student is absent for more than twenty-five minutes of the class period, he/she will be considered absent for that class.
- If an elementary student arrives after 10:00 a.m., they will be considered absent for the morning session. If an elementary student early dismissal prior to 2:00pm the will be considered absent for the afternoon session.

Reporting Illness or Necessary Absences

In the event of any absence, the student's parent or guardian is required to call the attendance line at 616-844-7668, or email eking@westmichiganacademy.org before 9:00 a.m. to explain the reason for the absence. If a notification has not been made to the school by 10:00 a.m. on the day of a student's absence, the school messenger system will call/email home to notify the student's parent or guardian of the absence and ask that a call be made to the main office explaining the absence. Failure to do so shall result in an unexcused absence.

The method for reporting an absence is as follows:

1. On the day of the absence, parents should telephone the Attendance Line 616-844-7668 or email eking@westmichiganacademy.org to report and give the reason for the absence. The call should be made before 10:00 a.m. each day during the period of the absence. **Please note that sending a Dojo to your student's teacher will not automatically notify office staff.**
2. Upon the return of the student to school, a written note, email, or a call from the parent stating a) the exact days on which the student was absent and b) the reason for the absence should be given to the Main Office between 7:30 a.m. and 8:05 a.m. The absence will be considered unexcused until confirmation is received.
3. The student is responsible for any classroom work missed during any absence. Students receive two days to make up work for each day of school missed.
4. On the third consecutive day of absence due to illness a note from the primary care physician of the student should be provided for documentation of an extended illness. For students who are absent 3 or more school days, the classwork/homework can be sent home upon request from the parent/guardian.

Chronic Absenteeism, 10% - (Whether Excused or Unexcused Truancy)

At any time during the school year if a student has absences that have reached 10% of their school days, the following steps will be taken:

- At 3 days absent (or at 10% of their school days being absent) a district identifies a potential attendance problem.
- At 8 absences (or continued absences after identified attendance issues) a school administrator will contact the parent/guardian(s) directly to discuss attendance barriers, to review any related academic concerns, and to create a plan together to improve the rate of attendance.
- At 15 absences (or continued absences after identified attendance issues), administration will schedule a conference with OAISD personnel and the parent/guardian(s) to review the current plan and discuss any continuing issues and to possibly provide additional resources needed.
- At 18 absences (or continued absences after identified attendance issue) and the district has exhausted all resources and interventions and attendance has not improved, a referral will be made to the OAISD Truancy personnel. After a referral has been made, all absences **must** have a doctor's note in order to be marked excused. The school/OAISD may resort to legal action and file truancy petitions with the court.
- School can refer a student to truancy prior to 15 absences (especially elementary) as long as the student has missed 10% of the school year and the school has exhausted all efforts and tiered interventions to improve attendance.

Excused Absences

Excused absences are for sporadic illness, family emergency, family business (court hearings or funerals/bereavement), or other extenuating circumstances. Absences with a doctor's note, court documentation, or funeral/bereavement will be exempt from the total number of absences but will only be given at the discretion of the school. Teachers will allow students to make up work upon their return from excused absences.

- In order for an absence to be marked excused, a parent needs to call the office to notify the school of the absence with a valid reason the morning of the absence.
- By law, Excused Absences will still count toward the total number of absences.

Unexcused Absences

An absence will be marked unexcused if the student is absent from a class or school and the office was not notified. Students with five or more unexcused absences in any one class during an academic semester may be given a failing grade for the semester.

Reasons students will not be marked Excused Absent but are not limited to the following:

- Staying home to baby-sit
- Overslept
- Needed at home
- Weather
- Missed bus
- Child is not immunized
- Sickness (not documented or verified by parent)
- Chronic lice (over 5 days)
- Willful truancy (skipping/student refuses to attend school per parent/guardian, or reported as a runaway)
- Failure to notify school

Unexcused Absence means an absence that is neither excused nor disciplinary. **Teachers are not required to accept the work of students who were absent unexcused.**

Planned Absences

WMAAA strongly discourages extended absences during the school year. Vacation will count toward a student's excused absences if the school is properly notified prior to the vacation. Contact the school as soon as travel plans are arranged. If the school is not properly notified, the absences will be marked unexcused. The decision for the absence is the responsibility of the parent and the student and should be made with consideration given to the student's current status in school with serious thought given to the impact of the absence.

Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher within 2 school days of the absence unless alternative arrangements are approved by the teacher in advance.

Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students who have been absent are expected to do the following:

- Complete all class work missed during the absence or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.
- Students receive two days to make up work for each day missed. Please note that Middle School students who are absent for 1-2 days should check Google Classroom for missed classwork. TK-8th grade teachers will only be able to provide work for pick up and completion at home if a student is expected to be absent for 3 or more days.

After School Activities Expectations for absent students

(includes Performances, Rehearsals, Dances and Sports)

Students must attend at least half of the school day in order to participate in after-school events, productions, practices, games, or any other school-related activity that takes place after the normal school dismissal. Students must attend either the entire morning until lunch or the entire afternoon from lunch through dismissal or three total hours of instruction- not counting lunch/recess time during the school day in order to participate in an after-school activity. Students with an illness regardless of attendance during the school day should not attend any after school activities. Students who do not attend school for at least half of the instructional day will not be allowed to participate in after-school activities. Exceptions to this rule may be granted by the Principal for extenuating circumstances.

Tardiness

School begins at 8:00 a.m. A student who arrives after 8:00 a.m. to school will be marked tardy. If your student arrives after 8:15am they must be electronically signed in at the office by the person who dropped them off. The student will then receive an admission slip and report to class immediately. 6-8th grade students entering a class after the designated beginning of class time will be marked tardy for that class period.

- Excessive tardiness, regardless of reason, is unacceptable. Students who are chronically late to school may receive disciplinary action and may lose credit in the courses in which they are regularly absent. This includes both excused and unexcused tardies.
- Tardiness due to being brought to school late will not result in consequences for the student. Continued tardiness at the beginning of the day will count toward the overall absence count and may lead to the truancy process for parents including the development of a Formal Attendance Plan that will be shared with the Ottawa County Truancy Officer.

Early Dismissal

Necessary appointments should be made on days or times when school is not in session. When appointments are unavoidable or an emergency arises, the following procedures are to be followed:

1. Parents must communicate with the school office with the necessary information and the method of transportation as soon as the information is available.
2. Before leaving the building, **the person providing transportation must sign the student out at the School Office**, and that person must be on the student's Emergency Contact list. **Students will not be called out of class for early dismissal until they are signed out at the office.**
3. If/when the student returns to school, he/she must report to the office to sign in and receive an admit slip to re-enter class. If the sign out is discovered to be unexcused, it will be reviewed by an Administrator.

Illness During the School Day

1. If a student becomes ill while at school, the student should get a pass from his/her teacher and go to the Main Office.
2. The student will be assessed in the Main Office and may be asked to wait for 5-10 minutes to determine if he/she is able to return to class.
3. Any student who has a fever (at or above 100.4 degrees) or who has vomited at school will be sent home and should remain out of school for at least 24 hours.
4. If the student is unable to return to class, the parent will be notified and expected to pick him/her up.
5. In the case of a medical emergency, the school will call 911 as appropriate.
6. The person providing the transportation must sign the student out of the Main Office before leaving school and must be on the student's Emergency Contact list.

Lunch

Parents may take their children out for lunch; however, they must return on time for their next class. Students WILL NOT be allowed to finish their food or drink in the classroom or office. Please make sure you sign your child in and out when they leave campus for any reason.

STUDENT HEALTH

Immunizations

Pursuant to Michigan Department of Community Health regulations, all students must be properly immunized at the time of registration or not later than the first day of school. A parent must submit one of the following for verification purposes:

- Enrollment specialist verifies student immunization records in the Michigan Care Improvement Registry (MCIR).
- A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
- A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the Principal. Parents/guardians are responsible for and should:

- A. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- B. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- C. Sign the Diabetes Care Plan.
- D. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Students with a Severe Food Allergy or Chronic Illness

If your student has a life-threatening allergy or life-threatening chronic illness, please notify a school administrator at (616) 844-9961.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must **annually** submit a written request and consent form as required by the District.

- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements see Board policy.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and a parent and consistent with Policy. The required documentation must be submitted to the Main Office. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

The school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parents. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Head Lice

The school will observe the following protocols regarding head lice.

- The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
- If a student is found to be infested with lice at school, the student's parents will be notified.
- The students will be allowed to complete their school day but must be checked in the next day they return to school.
- A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by a school employee and the child is determined to be free of the head lice and eggs (nits).

Communicable Diseases

WMAAA, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

First Aid or Injury at School

Students who are hurt while at school should seek immediate assistance from their classroom teacher or the nearest adult.

If the student requires immediate medical attention, WMAAA will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Nutrition Standards

WMAAA encourages students to make nutritious food choices.

WMAAA may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.

Food Deliveries

Due to the number of students in our school and with limited office staff members, we cannot accept food deliveries for students during the school day.

All students are eligible for a free breakfast and lunch, which meet USDA nutrition guidelines.

Alternatively, students may bring their own breakfasts and/or lunches to school. Food brought from home cannot be refrigerated, so please plan accordingly.

Snack Guidelines

Please note: Candy, soda pop, sports drinks, drinks with high sugar/substitutes/synthetic sugar contents, and highly caffeinated beverages are not allowed during the school day.

Birthdays and Classroom Treats

Due to health concerns, treats and snacks for any occasion must be arranged in advance with the classroom teacher and must not require refrigeration. For many of our students, birthdays and other special days result in the sharing of a "sweet treat". The food items must be packaged and not made at home, and the number of treats should be sufficient for all classmates within the homeroom class only. **Students will not be allowed to deliver treats throughout the building.** An alternative to a sweet treat is a non-consumable treat for each child or a classroom donation of a gift in honor of the child, such as a book or game.

Dance Education and Physical Activity

The Academy shall offer fitness education and physical activity opportunities as part of a quality dance education program. Dance education will equip students with the knowledge, skills, and values necessary for lifelong physical activity.

Every year, all students in grades pre-K through 8th grade will have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short- and long-term benefits of physical activity and healthy lifestyle.

Refer to the school's supply list at the following link for a list of necessary items and materials.

<https://www.westmichiganacademy.org/parents/supply-lists/>

BOOKS AND SUPPLIES

WMAAA will provide the necessary instructional materials free of charge to all students. Students and parents may purchase additional supplies at their own expense. WMAAA may charge a fee to cover lost materials or damage to textbooks, supplies, and materials. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities. See the link below for the suggested materials.

<https://www.westmichiganacademy.org/parents/supply-lists/>

HARASSMENT, DISCRIMINATION, AND BULLYING

All types of student-on-student bullying, including cyberbullying, are prohibited. The District's Anti-Bullying policy is available on the District's website or upon request from the District's administrative office.

Notice of Non-Discrimination

WMAAA does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

WMAAA prohibits unlawful discrimination, including unlawful harassment and retaliation. WMAAA will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the WMAAA’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Board Policy 5517.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to WMAAA personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. WMAAA will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any WMAAA employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Title IX Coordinator

Maggie Malone – Superintendent
17350 Hazel
Spring Lake, MI 49456
(616) 844-9961
mmalone@westmichiganacademy.org

If you or someone you know has been subjected to disability-based discrimination, harassment, or retaliation, you may file a complaint with:

Mark Frost, Principal
17350 Hazel
Spring Lake MI, 49456
(616) 844-9961
mfrost@westmichiganacademy.org

If you or someone you know has been subjected to any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Mark Frost, Principal
17350 Hazel
Spring Lake MI, 49456
(616) 844-9961
mfrost@westmichiganacademy.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Board Policies 5611 and/or 2266.

Sexual Harassment

1. It is the policy of the WMAAA to maintain a learning environment that is free from sexual harassment.
2. It shall be a violation of this policy for any student to harass any staff or student through conduct or communications of a sexual nature as defined in this policy.
3. The Administrators shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and Board policies and procedures governing sexual harassment within the Academy.
4. Contact the Title IX Administrator or a school Administrator if you feel subjected to any sexual harassment.

Reporting of Harassment

Any Board member, staff member, or student who believes that he or she is a victim of any of the above types of harassment actions by a supervisor, student, staff member, or other person associated with the Academy, such as a vendor, contractor, or volunteer should promptly take the following steps:

1. If the alleged harasser is a staff member or supervisor, the affected employee should, as soon as possible after the incident, report the incident to the Superintendent.
2. If the alleged harasser is a teacher and the harassment is directed at a student, the student should, as soon as possible after the incident, contact the Superintendent.

3. If the alleged harasser is a student of the Academy and the harassment is directed at another student, the student should, as soon as possible after the incident, contact his or her classroom teacher or the Director/Assistant Director.

The person allegedly harassed may make a report of alleged harassment either verbally or in writing. The reporting person should provide the name of the person, whom he or she believes responsible for the harassment and the nature of the harassing incidents. A written summary of each report is to be prepared promptly by the person receiving the report on behalf of the Academy.

An Administrator shall investigate each report received by the Academy as provided in a timely and confidential manner. If the complaint involves the Superintendent, then a committee of the Board, or its designee, shall investigate the complaint. While a charge is under investigation, no information is to be released to anyone who is not involved in the investigation, except as may be required by law or in the context of legal or administrative proceedings. No one involved is to discuss the subject outside of the investigation. The purpose of this provision is to:

- Protect the confidentiality of any filer of a harassment complaint.
- Encourage the reporting of any incidents of harassment.
- Protect the reputation of any party charged with harassment, particularly if the charge is not well based.

The Academy recognizes that determining whether a particular action or incident is harassment, or conversely, is reflective of a social relationship without discriminatory or intimidating intent or effect must be based on all of the facts of the matter. All staff members are expected to act responsibly, honestly, and with utmost candor whenever they present harassment allegations or charges against fellow staff members, students or others associated with the Academy.

Discrimination

1. It shall be a violation of this policy to discriminate against any Board member, staff member, or student on the basis of race, color, creed, national origin, religion, age, marital status, handicap, veteran status, height, or weight.
2. It shall be a violation of this policy to harass a person maliciously and with the specific intent to intimidate or harass another person which may include the following:
 - a. Causing physical contact with another person.
 - b. Damages, destroys, or defaces any real or personal property of another.
 - c. Threatens by word or act to engage in an act.

Bullying

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. Bullying is when an individual or a group of people use their real or perceived power, repeatedly and intentionally to cause hurt, harm, or to control another person or group of people who feel helpless to respond. It is this imbalance of power and helplessness that distinguishes bullying from conflict.

What is not bullying?

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights

Students are encouraged to immediately report bullying. A report may be made orally or in writing to an Administrator or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to an Administrator, or any staff member. Anonymous reports are also accepted by phone call or in writing. NOTE: For the complete policy please see the Board Policy on the school website.

CHEATING, PLAGIARISM, AND ACADEMIC DISHONESTY

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.

- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

CHILDREN’S PROTECTIVE SERVICES (CPS) INVESTIGATIONS

WMAAA will cooperate with Children’s Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

STUDENT ATTIRE AND GROOMING

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by WMAAA, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Student Dress Code

Tops must cover the student’s entire torso from armpit to armpit (no midriff exposed). Tops and dresses must have sleeve or shoulder straps with at least 1 inch in width. Pants, shorts, and skirts must have an inseam at least 4 inches in length (and be visible below shirts/sweatshirts). Any ripped items must cover the areas that would be covered under these requirements. All headwear must be removed upon entering the school building.

Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains “fighting words”;

- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent WMAAA at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

All staff will monitor students and report any potential violations to Administration for additional review. Administration will meet with students and communicate with parents. The first violation will be a warning. An additional violation may result in additional behavioral consequences. Additionally, students may be asked to change into WMAAA gear and/or communicate with someone who can bring them an appropriate change of clothes.

EMERGENCY CONTACT INFORMATION

Parents must provide emergency information for each student enrolled in WMAAA. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

FEES

WMAAA will not charge students a fee to participate in curricular activities. WMAAA may charge students a fee to participate in extracurricular and non-curricular activities to cover the District's reasonable costs. WMAAA may require students to furnish specialized equipment and clothing required for participation in extracurricular and non-curricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

FOOD SERVICES

WMAAA offers breakfast and lunch for all students daily. Breakfast is served beginning at 7:35am until 8:05am. **Students arriving after 8:05am will not be served a school breakfast.**

Lunchtimes for students are as follows-

Lunch will be in a classroom with a classroom teacher at the following times:

- TK, K, 1: 11:36am – 11:56am

Lunch will be in a classroom with a paraprofessional or recess aide, for the following times:

- 2nd, 3rd, and 4th: 11:36am – 11:56am
- 5th, 6th, 7th, and 8th: 11:56am – 12:16pm

Note: there will not be a lunch period on ½ days

For the 2025-2026 school year, WMAAA qualifies for the CEP (Community Eligibility Program) for meal service. This means that all students attending WMAAA will be served breakfast and lunch meals at no cost. Please note that WMAAA has "significant" funding attached to our free and reduced count numbers. Because of this, it is important that everyone fills out an Education Benefit form. Click [here](#) for a paper copy.

FIELD TRIPS

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

Field Trip Eligibility:

Students have to be in good standing in both their academics and behavior to be allowed to attend field trips. Any student who repeatedly exhibits behavioral concerns at school will not be allowed to go on field trips away from school. Suspensions may exclude a student from attending field trips. School administration will make the decision of whether or not a student is able to attend a field trip. No refunds will be made to a student who has paid an entrance fee or a field trip fee who later becomes ineligible to go on the field trip.

Expectations While on a Field Trip:

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

TECHNOLOGY

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other WMAAA technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement before they may use or access WMAAA technology resources. Students who violate the WMAAA's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion. The Acceptable Use Agreement is available on the District's website or upon request from the District's administrative office

Technology Code of Ethics

The use of technology at WMAAA is a privilege extended to all students, teachers, and staff to enhance learning. Students have the opportunity to use technology and the Internet for teacher-assigned educational work. It is the expectation that all users will adhere to the following guidelines:

- Students can use only their own network accounts and cannot share this account information.
- Understand that information stored in network accounts is the property of WMAAA and may be reviewed by designated school personnel.
- Students are not allowed to use the internet without supervision by a staff member.
- Comply with all copyright laws and use proper citation. Plagiarism is defined as the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.
- Students may not use any form of chat room, instant messaging, or social media websites other than through Google Apps for educational purposes as directed by a teacher.
- Students cannot download, delete, or installing programs on WMAAA devices.
- Files and pictures may be downloaded from the internet only for class purposes with approval from the assigning teacher.
- Students will only use computer programs approved by a teacher.
- Students are not to change any settings, displays, icons, or toolbars.
- If a user inadvertently accesses unacceptable material, the user will immediately inform the teacher in charge.
- Information, photographs, and graphics posted on blog sites, email, instant messages, or social media is considered to be public domain.
- Information that is deemed threatening, harassing, or detrimental to the school or classroom environment may be subject to school discipline.
- Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). Victims should print a copy of the material and immediately report the incident to an Administrator. All reports of harassment in cyberspace will be investigated fully.

Students using technology will be expected to follow all the rules set forth in this Technology Code

of Ethics. Violations to this code will result in the loss of technology privileges, or other disciplinary action deemed appropriate by WMAAA teachers and/or an Administrator.

Acceptable Use

Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. The failure of any user to follow the Technology Code of Ethics will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The system administrator or school Administration will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. Students and a parent must sign an Acceptable Use Agreement before students will be given access to WMAAA technology and their network.

Unacceptable Use

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses include but are not limited to:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.
- n. Cyberbullying

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Use appropriate language and be polite. Do not swear or use vulgarities or any other inappropriate language.
- b. Do not reveal any personal information, including names, addresses, and telephone numbers.
- c. Understand that people who operate the WMAAA network system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- d. Do not use the network in any way that would disrupt its use by other users.

No Warranties

WMAAA makes no warranties of any kind, whether expressed or implied, for the service it is providing. WMAAA will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. WMAAA specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify WMAAA for any losses, costs, or damages, including reasonable attorney fees, incurred by WMAAA relating to, or arising out of, any violation of these procedures.

SECURITY

Network security is a high priority. If a student can identify a security problem on the Internet, the student must notify the classroom teacher or an Administrator. Do not demonstrate the problem to other students. Students must not share their network account information with other students or allow others to use their accounts, (both internet and school accounts). Using another student's account may result in the cancellation of technology privileges. Designated school personnel may review files and communications at any time to maintain system integrity and to ensure that users are using the system responsibly. Students should not expect that files stored on school file servers will always be private. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any student identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in the cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy technology or data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses and the defacing of any WMAAA materials.

Copyright Web Publishing Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide an Administrator with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email

Email accounts may be assigned to students at the school’s discretion. Hate mail, harassment, discriminatory remarks, and other inappropriate behaviors are prohibited on the network. Receipt of inappropriate mail should immediately be reported to a teacher and to an Administrator. The use of encryption will not be permitted. WMAAA owns and controls the email system, and its constituent software, hardware, and data files. The School District provides email to aid students as an education tool.

- The WMAAA reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via WMAAA’s Internet gateway carry with them an identification of the user’s Internet domain which is a registered name and identifies the student by name as a WMAAA student. Great care should be taken, therefore, in the composition of messages. Students will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet should either be immediately deleted or shown to a teacher and to the Director/MTSS Coordinator. Downloading any file attached to any Internet-based message is prohibited unless the student is given permission from the assigning teacher.
- Use of WMAAA’s email system constitutes consent to these regulations.

Children’s Online Privacy Protection Act (COPPA)

In order for West Michigan Academy of Arts & Academics to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below. WMAAA utilizes several

computer software applications and web-based services, operated not by WMAAA, but by third parties. These include Google Apps and Infinite Campus.

In order for our students to use these programs and services, certain personally identifying information, generally the student's name and email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools such as WMAAA to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator.

This form will constitute consent for West Michigan Academy of Arts & Academics to provide personally identifying information for your child consisting of first name, last name, email address and username to the following web-operators: Google and to the operators of any additional web-based educational programs and services which the District may add during the upcoming academic year.

Undesirable Materials

WMAAA will take all possible precautions to restrict access to undesirable materials including, but not limited to, installing content filtering software/hardware solutions on its network or using an Internet provider which uses content filtering software on its equipment to screen all Internet web sites by URL and/or by keyword search. Students who gain access to undesirable Internet materials while using Academy computers must report this material to their teacher, who will report it to the Director/MTSS Coordinator. If students are found to fail to report gaining access to undesirable Internet materials, they will be subject to consequences.

Access

Students are not allowed independent use of the internet, including personal devices and cell phones during the school day. Teachers will direct students how and when to access the internet and will supervise that student use.

I.M., Chat & User Groups

Only I.M. Chat, and User Groups through Google Apps for Education will be allowable. All will be at teacher's discretion.

Copyright & Citations

Any copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited.

Downloading to School Devices

Files and pictures may be downloaded from the Internet only for class instructional purposes with prior approval from a teacher or an Administrator. Software and software upgrades may be downloaded only by school employees for instructional or equipment maintenance purposes and only with prior approval of the Principal/Assistant Principal. Private Internet Service Provider (ISP) software may not be downloaded for any reason.

Cell Phones and Bringing Your Own Device Policy

WMAAA has invested in Chromebooks for all 1st-8th grade students and I pads for TK/K students. It is our recommendation that students leave personal devices at home to remove the risk of loss, damage, and theft. Students are not allowed to utilize personal devices during the academic day. Students are required to turn off and securely store any personal device during the school day (8:00am – 3:00 pm). Parents can contact the office at 616-844-9961 if they need to talk to their student. Students will still be able to access our wireless network with their personal devices (laptops, tablets, smart phones, etc.) before and after the school day on our WMAAA network.

Listed below are the expectations for personal devices.

1. All personal devices should be off and in the students locker during the school day.
2. Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day (8:00am-3:00pm).

Listed Below are the consequences for failing to follow personal device expectations

If a student is out of compliance with any of the policy guidelines such as having a device out or on, including ringing or vibrating in a pocket, the following actions will be taken:

- a. First Offense - staff member will ask for the device to be turned off and will confiscate the device and it may be picked up by the student in the office at the end of the day.
- b. Second Offense - staff member will ask for the device to be turned off and will confiscate the device and it must be to be picked up in the office at the end of the day. A parent/guardian will be notified.
- c. Third Offense - will lead to the device being confiscated and held in the office until a parent/guardian can pick it up (no earlier 3:00pm).
- d. Continued compliance issues will result in suspension and/or further disciplinary actions.

SECURITY

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any WMAAA employee in-person, by email, or by telephone. Students may also report threats through the OK2SAY program.

WMAAA has adopted an Academy Safety Policy: found in Board Policy 8400.

Video Surveillance and Photographs

WMAAA may monitor any WMAAA building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

WMAAA may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the WMAAA; or at a school-sponsored activity or athletic event unless otherwise authorized by Board Policy, applicable law, or a WMAAA employee.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Board Policy 5540. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Locker Use

Lockers are WMAAA property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. WMAAA retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Students must keep all personal belongings, including coats and backpacks, in their lockers during the school day.

Search and Seizure

Board Policy 5771- To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the WMAAA's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

Volunteers

Board Policy 9710- Certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

Any volunteer who has direct access to students on field trips, on the playground, in restrooms, or serves as a club or athletic coach shall be screened through the Internet sites for the Sex Offenders Registry [SOR] list, the Internet Criminal History Access Tool [ICHAT] criminal history records check and the Offender Tracking Information System [OTIS] prior to being allowed to participate in any activity or program. You can access this application form [here](#) and the office also needs a copy of your driver's license/state ID to process this form.

Student Visitors

Former WMAAA alumni students who are in high school may come to visit WMAAA for a morning, afternoon, or a whole day. We ask that the student bring a current student or state ID. In order to do this, the student must first reach out to a school administrator to seek permission for this visit and to indicate which teacher(s) they will visit. The student must also connect with the teacher(s) to get their approval for the visit, and the teacher(s) must confirm with school administration the name of the student and the date of the visit. The visitor will check in at the office and will receive a visitor lanyard that must be worn at all times.

The WMAAA alum must stay with their cooperating teacher or teachers throughout the school day, including recess, lunch, and passing times. The WMAAA alum can never be left alone with current WMAAA students or left alone, in general, and must accompany a WMAAA teacher at all times.

SECTION II: ACADEMICS

PARENT PORTAL

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via Infinite Campus.

To register for Infinite Campus, contact WMAAA Office Manager, Candice Tease, at ctease@westmichiganacademy.org.

GRADUATION

WMAAA may conduct a graduation ceremony for eligible 8th grade students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

A passing grade for purposes of promotion is an average of 70% or better for the academic year in 3 out of the 4 core content classes (ELA, Math, Science, and Social Studies). As well as 5 out of 8 elective/arts focus courses per academic year.

A second component of the graduation requirements is the successful completion of an arts Focus Project. Each graduate will meet with their arts focus area teacher throughout the school year to provide guidance for the Focus Project. Students need to complete a project in their major that is done on their own time and is their own idea. The project requirements are included below and will be communicated to you and your student by their arts teacher at the beginning of the year.

8th Grade Focus Project

One of the requirements for graduating is to participate in an individual or group art project of the student's major area. There are many options for what this can be. Students will discuss this with the teacher in their major area. It must also meet the following requirements:

1. It must be ready and performed or presented at the end of April.
2. It must be completed on the student's own time. (art teachers will be available for consultation, brainstorming and problem solving as well as viewing some rehearsals/pictures along the way, but there will be no class time allotted for this project.)
3. It must be completed by the student by themselves or with the group they are performing/presenting with. This is the time to show what you have learned and how you've grown and is to be a student led and run project. Teachers and parents can help the student(s) to find a piece but be sure to choose pick something that suits the student and shows their talents.

4. There will be check-in times starting in January, but you should begin discussions and brainstorming at the beginning of the school year. Student will need to start working on their project as soon as they have spoken with the teacher in their art major area. Remember, this is a year long project.

GRADES

Report cards will be issued at least per academic quarter. Student grades can always be seen through the parent portal on Infinite Campus. Grades are calculated using the following grading scale:

TK-4th Grade Scale Detail

3	Meets Proficiency
3*	Meets with Proficiency with accommodations
2	Developing Proficiency
2*	Developing Proficiency with accommodations
1	Not Proficient
CR	Credit
NC	No Credit
I	Incomplete
W	Withdrawn

5th-8th Grade Scale Detail

A+	100%
A	93-99%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
E	0-59%
CR	Credit
NC	No Credit
I	Incomplete
W	Withdrawn

HOMEWORK

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

PLACEMENT

WMAAA has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. WMAAA may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. WMAAA's placement decision is final.

STUDENTS WITH DISABILITIES

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. WMAAA will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact the following:

Sarah Radu – Special Education Consultant
17350 Hazel
Spring Lake MI, 49456
(616) 844-9961
sradu@westmichiganacademy.org

Section 504 Plans

Section 504 information is available by scheduling a meeting with an Administrator or the School Social Worker. Please inquire in the main office or contact the following:

Lindsay Watson
17350 Hazel
Spring Lake MI, 49456
(616) 844-9961
lwatson@westmichiganacademy.org

HOMELESS CHILDREN AND YOUTH

For detailed information about Homeless Children and Youth, see Board Policy 5111.01. WMAAA will provide a free public education to homeless children and youth who are in WMAAA and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the WMAAA's homeless liaison:

David Berube – Assistant Principal
17350 Hazel St.
Spring Lake MI, 49456
(616) 844-9961
dberube@westmichiganacademy.org

HOMEBOUND/HOSPITALIZATION INSTRUCTIONAL SERVICES

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time or has ongoing intermittent absences because of a certified medical condition may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services. For students educated under an IEP or 504 Plan, the amount or type of instructional services provided may vary.

For information on homebound or hospitalized instructional services, please contact an Administrator.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

PROTECTION OF PUPIL RIGHTS

WMAAA respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent.

RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENTS

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided with information about conference times so both parents may attend a single conference. WMAAA is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

STUDENT EDUCATION RECORDS

WMAAA may collect, retain, use, and disclose student education records consistent with state and federal law. See Board Policy 8330 for an overview of the WMAAA's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

RIGHT TO REQUEST EXPLANATION OR INTERPRETATION

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

RIGHT TO REQUEST AMENDMENT OF EDUCATION RECORDS

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Board Policy 8330.

DIRECTORY INFORMATION

WMAAA designates the following information as directory information:

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies WMAAA that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which WMAAA would commonly disclose the information.

A Directory Information Opt Out Form is available on the District's website or upon request from the District's administrative office. . This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

ADDRESS CONFIDENTIALITY PROGRAM

WMAAA will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if WMAAA has received a copy of the order. WMAAA will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies WMAAA that the student or the student's parent has obtained a participation card issued by the department of attorney general.

STUDENT WITHDRAWAL FROM SCHOOL

Students who are transferring from WMAAA must submit written notice to the building principal at least 1 week before the withdrawal.

SECTION III: STUDENT CLUBS, ACTIVITIES AND ATHLETICS

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the WMAAA. For the 2024-2025 school year, WMAAA offers the following student clubs, activities, and athletics: Fall/Girls Volleyball, Winter/Girls and Boys Basketball, Spring/Girls and Boys Cross Country.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by WMAAA and any applicable governing body.

WMAAA has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Athletics Handbook for additional information) and any applicable team rules.

Transportation To/From Extracurricular Activities

WMAAA does not provide transportation to students who participate in school-sponsored events.

WORK PERMITS

Information about work permits is available in the main office. Students take the permit to their employer to fill out, and the student brings that form back to the office to be finalized with school information. The student takes the work permit back to their employer to keep in their files.

SECTION IV: CODE OF CONDUCT AND DISCIPLINE

STUDENT CODE OF CONDUCT

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;

5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Except as permitted by law, and only after considering the recommendations of the District's Title IX Coordinator, WMAAA will not expel a student or suspend a student for more than 10 days for an action the student took immediately preceding, immediately following, or that could reasonably be tied to an incident in which the student is sexually assaulted or an incident in which the student reports being sexually assaulted, an incident where another person witnesses and reports the student's sexual assault, or an incident for which school officials receive credible information that the student was sexually assaulted

Nothing in this handbook limits WMAAA's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral

Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion up to 180 school days ● Police Referral
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.	● Restorative Practices ● Credit Loss or Grade Reduction ● Parent Notification ● Suspension or Expulsion
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion
Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral

Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	• Restorative Practices • Parent Notification • Suspension or Expulsion
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Misuse of District Technology: violating the District's acceptable use policies and agreement.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

CLASSROOM BEHAVIOR

Teachers will establish classroom conduct rules that students must follow. Students will also be informed of the behavioral expectations for other areas of the school, such as the hallways, bathrooms, auditorium, playground, sidewalk area outside of school, main office area, and more. Students will be held accountable for misbehaviors and for repeated violations of the student behavioral expectations.

PLAYGROUND/RECESS RULES

Students must follow these rules during recess or while using the playground:

Physical activity is beneficial to children's proper growth and provides an effective outlet for excess energy. **All** students receive a lunch-time recess that is approximately 20 minutes long, supervised by several playground aides/paraprofessionals. In the event of inclement weather (rain or wind chill/feels like temperature below 0 degrees) the lunch recess will be conducted indoors. Please provide appropriate outdoor clothing for your child. In the warmer months, children are expected to wear shoes at all times while on the playground. In the winter, hats, boots, gloves or mittens are necessary and expected. Younger children benefit greatly from snow pants especially since students in the lower elementary classes also receive a morning and/or afternoon recess supervised by a teacher.

As a safety precaution for all students, children are not permitted to go to the parking lot or approach any cars during recess to greet parents/visitors. **Students must be signed out at the main office prior to leaving the school playground.**

Students are expected to use the equipment safely, respect the boundaries of the playground, and conduct themselves in a safe manner while they are on the playground. Any student not using equipment appropriately or misbehaving will be placed in a “time out”. Continued unsafe or disruptive behavior may result in disciplinary action.

WMAAA has a large playground equipment supply for all student use. There are soccer balls, basketballs, and other items. Although it is not encouraged to do so, should your child choose to bring an item from home, please advise them that they will be expected to share that item with others. It is not the school’s responsibility if the item is lost or stolen. *Electronic devices such as hand-held video games, tablets, cell phones, etc. are not permitted on the playground.* Additionally, stuffed animals, toys, pencils, pens, markers and other writing utensils are not allowed on the playground. *For the safety of all the students, long boards or skateboards, roller skates, and sneakers with wheels are not permitted.*

IMPORTANT NOTE: If a child is well enough to come to school, the child is considered well enough to join in all recess periods, including lunch time. Children may not be held in the classroom or school office during these times without a note from a treating physician.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, WMAAA does not provide supervision of its playgrounds, equipment, or surrounding areas.

PUBLIC DISPLAY OF AFFECTION

Students may not engage in public displays of affection inside or outside of school that are disruptive to the school environment or distracting to others.

DISCIPLINE GENERALLY

WMAAA may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

WMAAA will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. WMAAA will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student’s parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

WMAAA reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. WMAAA will cooperate with those agencies in their investigations as permitted by law.

WMAAA's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

DAMAGE TO SCHOOL PROPERTY

Students who damage school property either intentionally or unintentionally may be subject to discipline and may be required to pay to replace or restore the property.

FORMS OF SCHOOL DISCIPLINE & APPLICABLE DUE PROCESS

Restoration Room

Teachers and administrators may require students to serve a restoration room. Restoration after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by WMAAA in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student with at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by WMAAA in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

SECTION V: BUILDING SPECIFIC RULES AND PROCEDURES

DROP-OFF/PICK-UP PROCEDURES

When entering the WMAAA drive you will notice two lanes. The right lane is for drive thru or drop-off/pick-up lane and the left lane is to enter to park your vehicle in the lot. If using the drive-thru or drop-off/pick-up lane we ask that families let their children out of the car or enter their car once past the crosswalk in front of the theater. Vehicles should not be left unattended in this location at ANY TIME. Vehicles located in drive-thru may be ticketed and/or towed. We ask the

students to exit on the passenger side to ensure their safety in the parking lot. If you need to assist your student with buckling up at pick up, we ask that they enter the vehicle and you pull forward to the buckling zone or park to allow traffic to continue to move through the lane. Once you have dropped-off or picked-up please continue to follow the pavement markings around the lot to the exit. If using the left lane to enter the lot to park please use the three rows of parking furthest from the building as this aids in seamless traffic flow. When you are ready to exit please follow the pavement markings around the lot and out the exit.

Vehicles MAY NOT be parked or located in the fire lane.

MORNING ARRIVAL beginning at 7:30am:

Morning Arrival Options

1. Drive Lane Drop-off

- Students may be dropped off starting at the Middle School walk way through the main entrance.
- Parents are asked to stay in their vehicles during drop-off to help keep the line moving smoothly.
- If you need to exit your vehicle to assist your student in any way, we would ask that you utilize the Park and Drop-off option.
- Please have your children prepared to exit the vehicle before you reach the drop-off zone. This means backpacks are on, other personal items are in hand, and good-byes are done. Thank you for your help with this.
- **Students should only exit the vehicle through the passenger side to avoid parking lot traffic.**

2. Park and Drop-off

- Driver parks in parking lot rows 2-3 and walks student(s) through the crosswalk and to the main entrance. This option should be utilized for parents who need to exit their vehicle for any reason during drop off (i.e. unbuckling car seats, assisting with belongings, hugs goodbye, etc)
- Students enter the building on their own. There will be a staff member to welcome them/monitoring at the main entrance and additional staff available to assist them to their classroom location and monitor them until classroom doors open at 7:50am.

3. Prearranged Approval to Enter the Building at Arrival

- This option will be offered to families who have special circumstances which necessitate the need to enter the building at drop off. **This will include all preschool parents and parents of Transitional Kindergarten students.** (Any other parent will need prior approval by Administration and will be primarily reserved for students in the TK-1st grade wing.)
- Parents/Guardians entering the building for drop off will be required to have an approved Volunteer form on file. You can access this form [here](#) and the office also needs a copy of your driver's license/state ID to process this form.
- Approved Families will receive a unique lanyard to alert staff that they are approved for entrance. It will have a tag with their name, their student's name, and classroom location.

- We ask that these drop offs happen at the classroom door with only necessary conversations with your student's teacher. Our staff is working hard at this time to prepare the day for students. If you have information that requires more than a few minutes, please make arrangements for a teacher meeting or send the information via email or Dojo.

If you have a scheduled meeting or need to come in the building for any other reason at Arrival, we will ask that you scan at the Visitor Kiosk at the office window. This system requires you to have your Driver's License/State ID and tracks building visitors. It allows Administration to have a roster of all visitors in the building at any given time in case of an emergency. **Therefore, when you exit, we ask that you scan out as well.**

Afternoon Dismissal beginning at 3:00pm (transportation should be on school grounds no later than 3:15pm):

1. Drive Lane Release

- Please have your card hanging in your front windshield. (Cards are made to be wrapped around the sun visor and that can be flipped out for the staff member to view.) Your number will be entered into our dismissal system and populate into a screen in your student's classroom letting them know their ride has arrived.
- Students may be picked up starting at the Middle School walk way through the main entrance.
- Parents are asked to stay in their vehicles during pick-up to help keep the line moving smoothly. If you need to exit your vehicle to assist your student in any way, we would ask that you utilize the Park and Walk Up option.
- **Students should only enter the vehicle through the passenger side to avoid parking lot traffic.**

2. Park and Walk Up Release

- Driver parks in parking lot rows 2-3 and walk through the crosswalk to the sidewalk and line up toward the small/south playground.
- This option should be utilized for parents who need to exit their vehicle for any reason during release (i.e. buckling car seats, assisting with belongings, hugs hello, etc).
- Please have your Dismissal Placard with your number.
- A staff member will monitor the line and enter numbers to have students released to the Walk Up lane (the sidewalk toward the small/south playground).
- Students will exit at the main entrance and join you for release.

3. Prearranged Approval to Enter the Building at Dismissal (begins at 3:20pm for TK-8th grade student and 3:00pm for Preschool Students due to licensing requirements)

- This option will be offered to families who have special circumstances which necessitate the need to enter the building at dismissal. **This will include all preschool parents and parents of Transitional Kindergarten students.** (Any other parent will need prior approval by Administration and will be primarily reserved for students in the TK-1st grade wing.)

- Parents/Guardians entering the building at dismissal will be required to have an approved Volunteer form on file. You can access this form [here](#) and the office also needs a copy of your driver's license/state ID to process this form.
- Families may also be asked to meet with Administration to discuss the circumstances surrounding their need to escort their student from their classroom.
- Approved Families will receive a unique lanyard to alert staff that they are approved for entrance. It will have a tag with their name, their student's name, and classroom location.

If you have a scheduled meeting or need to come in the building for any other reason at Dismissal, we will ask that you wait until 3:20pm scan into the Visitor Kiosk at the office window. This system requires you to have your Driver's License/State ID and tracks building visitors. It allows Administration to have a roster of all visitors in the building at any given time in case of an emergency. Therefore, when you exit, you will also need to scan out.

Students should not be dropped off prior to 7:30am and should be picked up no later than 3:25pm. If a student(s) is repeatedly dropped off before 7:30am or picked up after 3:25pm, there will be a phone call to parents. Additionally, all parents/guardians will receive an email detailing the date and time that the student(s) were dropped off early/picked up late. If the issue of early drop off/late pick up continues to be a significant issue, the school will be compelled to contact appropriate authorities and may report on this issue.

ATHLETIC CODE OF CONDUCT

Participation in WMAAA athletics is a privilege, not a right. Student-athletes are students first. When participating in WMAAA athletics, student-athletes are WMAAA representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating in any school-sponsored athletic team, both student-athletes and parents agree to abide by these terms.

Athletic Director: TBD
(616)844-9961

Available Sports at WMAAA

Fall	Girls Volleyball
Winter	Girls and Boys Basketball
Spring	Girls and Boys Cross Country

Communication Protocol

WMAAA has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

- A. Wait 24 hours before contacting the coach.
- B. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
- C. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

Concussion Protocol

WMAAA will comply with the concussion protocol identified by MHSAA.

Athletic Code of Conduct

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for at least a 1/2 day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association.
7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

See the Athletic Handbook for additional information.

LOST AND FOUND

All lost and found items are to be taken to one of the bins at the end of the hallway doors that lead to the playgrounds. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each month.

PARTIES

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

CLOSED CAMPUS

WMAAA is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

USE OF OFFICE PHONE

Students are not allowed to utilize personal devices during the academic day. Students are required to turn off and securely store any personal device during the school day (8:00am – 3:00 pm). Parents can contact the office at 616-844-9961 if they need to talk to their student. Office staff will pass along messages or allow students to return a call as soon as possible.

Parent/Guardian and Student Handbook Acknowledgement and Pledge

2025-2026 School Year

**A copy of the handbook can be viewed on the academy website.*

Student Name: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and Board of Directors policy on student behavior. I have read these materials and understand all the rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and Board of Directors policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Name

Parent/Guardian Signature

Date

Technology Policy Acknowledgement Form

2025-2026 School Year

Student Name: _____

Parent Name: _____

Address: _____

Phone: _____

West Michigan Academy of Arts & Academics (WMAAA) issues every student in a District provided technology device (Chromebook or I-pad) to utilize in the school building for learning purposes. Device are not intended to go home with a student. As such, devices only connect to the school wifi networks. Use of the device is a privilege. The District owns the device and will loan them to the students. Students that receive a District provided device must agree, along with their parent, to the policies and requirements outlined in the Parent/Student Handbook and adhere to Board.

Terms of Agreement

The student is responsible at all times for the care and appropriate use of the assigned device. If the student violates the guidelines as stated above, his/her privilege to use the device may be restricted or removed, and he/she may be subject to disciplinary action. I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent and Student Signatures

Parent - I have reviewed and understand the WMAAA Parent/Student Handbook (including the COPPA section on page 27) and the above Technology Related Policies & Guidelines and support my child to be issued a District provided device to utilize in school daily.

Parent/Guardian Signature

Date

Student - I have reviewed and understand the WMAAA Parent/Student Handbook and the above Technology Related Policies & Guidelines.

Student's Signature

Date