



# K-8 Student Handbook

## 2024-2025

FACEBOOK: @tiptonacademygardencity

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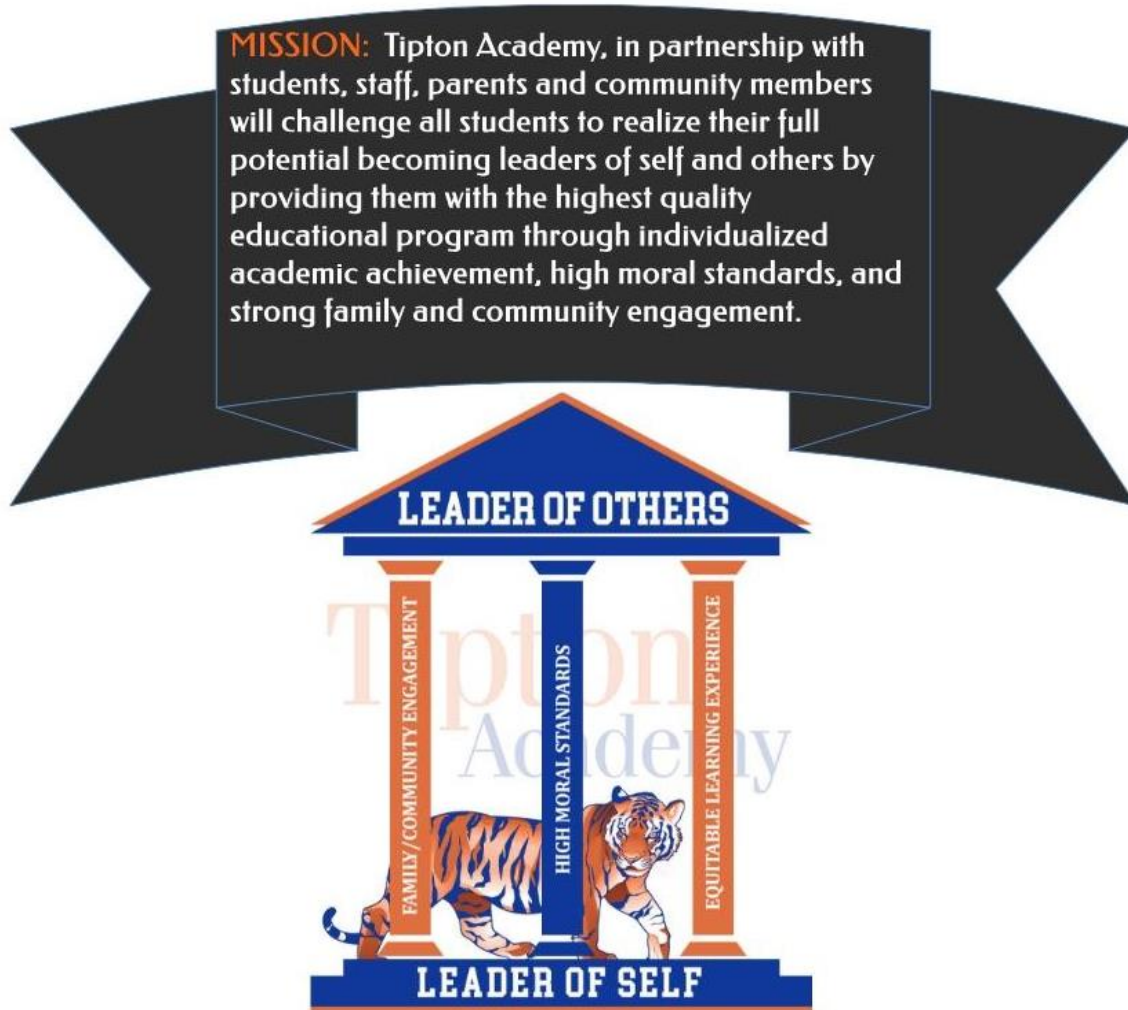
POWERSCHOOL: [powerschool.tipton-academy.org/public](https://powerschool.tipton-academy.org/public)

Tipton Academy EAST  
Prek (GSRP) - 3rd Grade  
1615 Belton Street  
Garden City, 48135  
PH: 734-261-0500

Tipton Academy WEST  
4th - 8th Grade  
29205 Florence Street  
Garden City, 48135  
PH: 734-796-7676


## WELCOME to the Home of the Tigers!


Team Tipton is looking forward to providing your child with every educational opportunity for maximum growth in the academic and social-emotional areas. Our goal is to provide meaningful instruction, positive for you and your child.




**MISSION:** Tipton Academy, in partnership with students, staff, parents and community members will challenge all students to realize their full potential becoming leaders of self and others by providing them with the highest quality educational program through individualized academic achievement, high moral standards, and strong family and community engagement.

**PILLARS:** The Tipton Academy Pillars of Education will be visible throughout the educational program and experience.

 **High Moral Standards:** Students will be held to high levels of moral and behavioral expectations during interactions with peers and staff members creating leaders of self and modeling to be leaders of others.

 **Family and Community Engagement:** We strive to have a family environment where students, staff, parents, and the community will participate in creating a lifelong value for lasting bonds, a sense of belonging, service, and community involvement that leads to student and adult success.

 **Equitable Learning Experience:** Our students will be provided an equitable education providing programs and academic experiences based on their individual needs that will help them to achieve their full academic potential.

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## Educational Philosophy

Tipton Academy believes that all people can be leaders of themselves and others. Tipton Academy has partnered with Franklin Covey's Leader in Me program to help our students become highly successful people. We do this by teaching them to move through life with the foundations of the 8 habits that embody practices that will help them achieve their potential.

The 8 habits are as follows:

Habit 1: Be Proactive *You're in charge of your actions.*

Habit 2: Begin With the End in Mind *Set goals and have a plan.*

Habit 3: Put First Things First *Work first, then play.*

Habit 4: Think Win-Win *Everyone can win.*

Habit 5: Seek First to Understand, Then to Be Understood Use Listen before you talk.

Habit 6: Synergize *Working together is better than alone.*

Habit 7: Sharpen the Saw *Take time to find personal balance.*

### **Equal Education Opportunity**

It is the policy of Tipton Academy to provide an equal education opportunity to every Tipton student.

## Academy School Office Hours

Mon-Fri 7:30 AM – 4:00 PM

## Tipton Academy Board of Directors

*Scott Winiger, President*

*Terri Mulholland, Treasurer*

*Kelli Olesinski, Member*

*Kevin Szuba, Vice President*

*Alisia O’Driscoll, Secretary*

## Senior Administration

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Karla Orlando, PreK-8 Vice Principal

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Rachel DiGregorio, PreK-8 Vice Principal

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## Administrative Support

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Nicole McLaughlin, Truancy/HR Director

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Renee Weiss, Special Education Asst. Coordinator

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Karla Orlando, 504 Coordinator

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Jessica Domanski, Special Education Coordinator

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Jessica Randles, ELL Coordinator/Dean of MTSS Instructional Coach

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Jeff McKinney, Athletic Director

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## Educational Service Provider

The Romine Group

7877 Stead

Suite 100

Utica, MI. 48317

[www.therominegroup.com](http://www.therominegroup.com)

## Charter Authorizer

Lake Superior State University

Charter School Office

Lake Superior State University

650 W Easterday Avenue

Sault Ste. Marie, MI 49783

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# GENERAL INFORMATION

## OVERVIEW

### Daily Schedule & Procedures:

Below is a breakdown of our daily school schedule. The times have been strongly considered to ensure we provide the best educational opportunity for your children.

*We offer breakfast to students before school. Breakfast will be provided in the cafeteria at both campuses. Breakfast is a pre-order system and families qualify for free/reduced status according to the same guidelines followed for lunch. BREAKFAST IS OVER AT 7:50 (K-3rd Grades) and 7:55 (4-8th grade) AND WILL NOT BE SERVED TO ANY STUDENT ARRIVING TO THE CAFETERIA AFTER THAT TIME FOR ANY REASON. Any student getting breakfast and arriving back to class after 8:00am (K-3) or 8:05am (4-8th) is tardy and will follow the tardy guidelines.*

*Each student will have at least twenty-five minutes to complete his or her lunch. Please see the lunch program section for details about participating in our lunch program.*

### Academy School Hours

#### Grades PreK-3

Building Office Hours	7:30 AM – 4:00PM
Breakfast	7:30 AM - 7:50 AM
Student Drop off Time	7:40 AM - 7:55 AM
Classroom Doors Open	7:45AM
Instruction Starts	8:00 AM - 3:15PM
Lunch Period	1st & 2nd 11:00 AM-11:30/ K & 3rd 11:35-12:05
Dismissal From Class	3:15 PM
HALF DAY DISMISSAL	11:30 AM

#### Grades 4/5

Building Office Hours	7:30 AM – 4:00PM
Breakfast	7:35 AM - 7:55 AM
Student Drop off Time	7:45 AM - 8:00 AM
Classroom Doors Open	7:55 AM
Instruction Starts	8:05 AM - 3:25 PM
Lunch Period	5th 11:10 AM-11:35 PM/ 4th 11:35 AM-12:00 PM
Dismissal From Class	3:25 PM (Dismissal released upon Pikmykid process)
HALF DAY DISMISSAL	11:50 AM (Dismissal released upon Pikmykid process)

#### Grades 6-8

Building Office Hours	7:30 AM – 4:00PM
Breakfast	7:35 AM - 7:55 AM
Student Drop off Time	7:45 AM - 8:00 AM
Classroom Doors Open	7:55 AM
Instruction Starts	8:05 AM - 3:25 PM
Lunch Period	6th 11:35 AM-12:00 PM/ 7th & 8th 12:10 PM-12:35 PM
Dismissal From Class	3:25 PM (Dismissal released upon Pikmykid process)
HALF DAY DISMISSAL	11:40 AM (Dismissal released upon Pikmykid process)

## REMOTE EDUCATION:

NOTE: THIS DOES NOT APPLY TO GSRP. The Michigan Department of Education has not permitted an option for virtual GSRP this year.

### Remote Learning Expectations:

Tipton Academy has worked to obtain technology integrated into each of our K-8th grade classrooms which allows for a full classroom experience for students at home learning remotely which will be **only offered in extenuating circumstances**. Both in-person and remote students will be integrated into the same classroom when need arises. They will be able to participate in classroom discussions, activities, etc. This will help us ensure access for all of our students to high quality teaching and learning whether they are physically and remotely attending school. NOTE: Remote learning is through administrative approval as need is determined.

Remote Learning: *\*Each student approved for remote learning is required to come in-person for standardized testing/admin requested reasons or will not be able to participate in remote learning at Tipton Academy.*

- Students will log into live streamed classrooms
- Students will follow the regular school day schedule and take breaks concurrently with in-person students.
- Physical Education will not be live streamed and will be posted assignments through Google Classroom
- Lunch and recess will not be live streamed. Students will be able to take their break at home at the same time
- Daily attendance will be taken every morning and afternoon for K-5 and every period for MS
- All students will be provided an electronic device and be expected to take care of it to use for school
- All students will use ClassLink to access educational platforms with the Week at a Glance for direction
- All students will use Google Classroom to remain on top of classroom activities
- All students need to be dressed and sitting in an area that has limited distractions
- All students need to use appropriate language, interactions, and behavior while in the virtual classroom
- All remote students will need to have their cameras on during class, but can use an appropriate virtual background to block out any views of their remote location
- All remote students need headphones or earbuds so that they can block out distractions outside of class and assist in protecting the interference with the live interactions within the classroom
- All parents will utilize Classroom DOJO to receive notifications from the school and teachers.
- Attendance will be taken the same way for remote/remotely learners as we do for in-person students. Students must be logged in and participating to be marked present for attendance purposes. Students will be held to the same attendance and truancy guidelines as in-person students.
- Students must be meeting academic standards, completing work, contributing to the classroom, and participating in all aspects of remote learning on a regular basis with daily on time attendance to all classes or they may forfeit their opportunity to access the classroom remotely due to it being an unsuccessful learning environment for them.



### In-Person Expectations:

Students in the physical classroom will engage in learning within the physical classroom space. All students will follow protocols for health and safety subject to change and including, but not limited to the following:

- Masks are NOT currently required, but are subject to change based on health department guidance.
- Masks will be required for individuals exhibiting illness symptoms until they can be removed from the school building or as deemed necessary by school administrators if not otherwise required
- Hand washing and sanitizing will take place throughout the school day
- Follow the direction of school staff to maintain safety at all times
- Follow the quarantine and health guidelines regarding symptoms of COVID 19 and remaining home from school
- Notify teachers if your student is ill and request remote access to the classroom if home due to quarantine or disciplinary action unless otherwise directed by school administrators
- Utilize ClassLink, Week at a Glance, and Google Classroom to remain engaged in class assignments
- All students will receive and be expected to take care of an electronic device for school work
- All students will be expected to follow all additional school expectations and code of conduct
- All parents will utilize Classroom DOJO to receive notifications from the school and teachers.
- All in-person students have the ability to access remote learning if they are unable to come to school on a given day by contacting their child's teacher to inform them via Classroom DOJO. They can then follow the guidelines for remote learning for that day.

NOTE: This does not apply for GSRP. If you have a GSRP student, your student will be in-person Monday - Friday unless otherwise notified by school administration.

### **ADMISSION INTO ACADEMY:**

During the school year, parents wishing to enroll their child into Tipton are required to complete an application and provide all necessary documentation including proof of Michigan residency. If space is available the parent will receive acceptance notification for their child. If space is not available, the child will be placed on the waiting list and called in the order their application was received (based on date and time of submitted application).

During public enrollment for the following school year, parents must also complete the application and provide all necessary documentation including proof of Michigan residency. However, if space is not available, children will be admitted on the basis of the RSL, random selection lottery system according to the Board of Directors policy. Two weeks during each school year is a designated period for parents wishing to re-enroll their child. All parents will be required to complete a form to reserve their child's placement for the following school year. If parents do not complete a form, they may forfeit their child's placement as we begin open enrollment to fill open spaces. At that point, it will be a first come first serve to be re-enrolled.

## **PARENT INVOLVEMENT AND COMMITMENT:**

By enrolling your child at Tipton Academy, you have chosen to participate in a unique educational experience that actively involves both you and your child. We ask that you demonstrate your commitment to Tipton Academy by...

- Ensuring your child will attend school on a regular basis. He/she should attend school unless he/she is unable to function at school due to illness. We also ask that you schedule vacation in conjunction with school breaks and holidays.
- Ensuring your child will be on time to school each day. Being on time is critical to minimizing interruptions to instruction and learning time for all children in a class. One child being 5 minutes late each day means a loss of two full school days in a school year for the entire class. Consider the loss over time when there are multiple tardies. Respect the need to have your child at school on time.
- Provide your child with the necessary time and support to complete assignments requiring things such as library references, computer access and other research materials.
- See that your child is dressed properly in adherence to the dress code policy.
- Attend conferences and communicate with your child's teachers to monitor progress and to address questions and concerns as they occur.
- Read and return, on time, as requested, all informational materials sent home by the school and classroom teacher in order to ensure good communication.
- Adhering to policies and procedures within this handbook and at the school including behavior in the parking lot and on school grounds.
- Responding respectfully and appropriately to all staff, students, parents, and guests within the Tipton community and at the school verbally, face to face, and in electronic communication.
- Adhering to the safe parking lot procedures to ensure the safety and well being of our students, parents, and staff.

*Complaint Procedure: If you have a disagreement with a teacher or the administration, you should make every attempt to settle the problem with that person, without involving others. Should it not be settled, the two should go to the next line of authority to arbitrate the difficulty (Teacher→ Vice Principal→ Principal→ Superintendent→The Romine Group→ Board of Directors). It is the goal of Tipton Academy to respond to complaints and problems as soon as possible.*

## **DAILY PROCEDURES:**

### **Arrival**

Students should arrive at school between 7:45am - 7:55am for EAST and 7:50am - 8:00am for WEST. *Please have students dress appropriately for weather if they will arrive prior to their open door times —No matter the weather conditions they will not be permitted inside the building prior to that time unless they are registered for latch-key services or participating in breakfast following those permissible times.* Students need to enter the building in an orderly fashion, they may not run, shout, or otherwise act in a disorderly manner.

Prompt arrival into the classroom is essential. Each grade level will have designated entry doors for morning arrival. All grade level entry doors close at 8:00am for EAST and 8:05am for WEST. All students arriving at or after those times will be directed through the main office to their classrooms. Instructional time will begin promptly, not only is it a disruption to the classroom to

have students entering the room late, but your child is also getting a difficult start to the day. Please make every effort to have your child to school on time.

## **DISMISSAL**

At no time will the Academy permit a student to be dismissed without a parent/guardian. Students are not permitted to walk home or leave with a friend without written parent/guardian permission and approval in the main office. Repeated offenses will be turned over to the principal and school social worker for review and follow-up.

Please understand that our staff members have families and work schedules too. Even if one student is picked up late once per year, we have over 500 students, which means we have to have someone stay late and miss picking up their own child every day. We understand emergencies happen, so we encourage you to have a back up plan in the event they do. We encourage you to put individuals on the emergency card that can help out in the event you cannot make it on time or register your child for latch key in the event you need to use it. The parents of students that are picked up late regularly will be required to meet with the school's administration.

**EAST:** Students in GSRP-3rd Grade are dismissed from their classrooms at 3:15pm supervised by their teacher. They will walk outside as a class and line up for dismissal. Parents will be required to park and pick up their child notifying the teacher of the change of supervision. Parents are required to follow the parking lot instructions for dismissal.

**WEST:** Parents and Teachers will use the Pikmykid security process for picking up their child from school. Students will be dismissed in the order parents arrive to campus. Parents must follow the drive line pattern and will wait in line until dismissal begins at 3:25pm for 6-8th grade and 3:30:pm for 4th and 5th grade. If you have children in both dismissal times, all of your riders will be dismissed at the same time. \*See school schedules for half day times. All students not picked up by 3:40pm at WEST will be sent to Latch Key.

**Late Pick Up:** Students are required to register for Latch Key to ensure we have enough staff supervision. If your child is sent to Latch Key without registration, the Latch Key staff will require registration and payment for services. A form of receipt will be provided. If students are left here for long periods of time or on repeated occasions the authorities will be called to pick up the student and Child Protective Services contacted. Students will not be permitted to walk home without administrative approval. Administrative approval requires signed written permission from a parent/guardian for consideration. To register for latch-key contact the main office.

## **INDIVIDUAL STUDENT DISMISSAL**

During the school day, students will be dismissed from their classroom to the main office upon request from a parent or legal guardian only. Students will not be dismissed to any other adult unless prior written arrangements are made with the Academy office through DOJO, email or written letter. In emergency situations only the superintendent or principal may authorize an exception to this procedure through phone communication only if DOJO is unavailable to the parent in extreme circumstances. This procedure will guarantee the safety and well being of all students. The Parent/Guardian is required to go to the office to pick up their child from the Academy at times other than normal arrival and dismissal. After approval from the main office, the student's educator will send the student to meet the parent in the main office. The

Parent/Guardian is not to go directly to the classroom but report to the office where they will be required to sign students out of the Academy and avoid disrupting the learning environment.

### **PROCEDURE FOR LATE ARRIVAL and PARENT REQUESTED EARLY RELEASE**

1. Late arrivals, Parents are asked to call the Academy when their child is going to be late. Upon arrival, the student must report to the office with a note of explanation signed and dated by a parent/ guardian to obtain a pass to enter class.
2. Educators will be informed on the pass whether the late arrival is an “excused” or “unexcused” pass.
3. For Parent requested Early Release, a phone call or arrangements must be made prior to 2:30 pm the day of the requested early release and must be for medical or emergency purposes. This is to ensure minimal disruption to the learning environment for your child and others, ensure your child has all their materials to go home, and most importantly ensure the order and safety of our entire building.
4. A student will be considered absent for the morning if he/she arrives after 10:30 a.m. and for the afternoon if he/she leaves before 1:30 p.m.
5. All documentation will be maintained in the student record.
6. If you have a concern about attendance please contact the office to request a meeting.

### **AM & PM FACILITY SAFETY PROCEDURES:**

#### **Parking Lot Overview**

Parents are not to park and leave their vehicle in the drive lanes or drop off areas. All drive patterns, staff, procedures must be followed to support the flow of traffic. Please stop by the office for parking lot maps & details and make every effort to follow the direction of our staff and volunteers that work hard to keep our students and parents safe during arrival and dismissal. We love our students and request the utmost caution and safety used while driving through our school zone areas at all times.

#### **The West Campus - 4th-8th grade Dismissal Process**

The West campus will now be using a new software and protocol called Pikmykid to assist with the dismissal process. Parents will be provided a numbered card to use for dismissal to pick up their student from the school. All parents will enter the campus parking lot from Alvin Street and follow the traffic pattern to the first checkpoint staff member. They will confirm they are checked in and continue following the traffic pattern. The check in will notify the teacher and the student will be released to the parking lot. As the parent’s car approaches the end of the driveline, their student will exit the building, check out with the dismissal staff member and be released to enter the vehicle. This process will help provide a more safe and secure dismissal for students, staff, and families. Please be patient as we work through an entirely new procedure for everyone.

Students and parents are to only use the main entrance doors for entering & exiting the building between 8:00 am and 3:15pm. All visitors during this time MUST report to the main office and be screened through the RAPTOR system. You will need to present a valid driver's license to receive screening. No visitors will be permitted into the classroom corridors without this approval and wearing an appropriate tag of identification. This is for the protection of all students and staff in the building. Guests and visitors will be limited to appointments and approvals only to keep the safety of the students and staff as our number one priority.

## THE ACADEMY VISITORS

Guests and visitors are welcome and will be limited to appointments and admin approvals. We need to know who is in the building and require all visitors to register in the office and wear a visitor's badge. This will involve a brief background check that requires your driver's license to run. Any visitor that will be spending more than four hours in a week at the Academy will be required to meet all criminal/background screening at the cost of the visitor. This is to ensure the safety of all Tipton students and staff.

### Visitor Procedures:

- ALL visitors will need to be buzzed into the Main Entrance Door by the main office to gain entry to the building. At no time should a non-staff member or non-student enter the building from a different door without administrative approval.
- ALL visitors over the age of 18 must have a valid driver's license in their possession.
- ALL visitors driver's licenses will be scanned to complete a background check upon entry to the school in the main office. (Information obtained is not stored and only viewed by the main office staff at the point of scanning to ensure the safety of our building. Any findings that are of a concern, our staff will simply inform you that you will not be granted access to the building and be asked to leave the premises.)

## LUNCH K-8<sup>th</sup> Grade

Each student will have at least twenty-five minutes to complete his or her lunch. Students are expected to follow the Lunch Room Behavior Code and respect all adults that are Tipton staff or parent volunteers when enforcing this Code.

- **BE SAFE:** Students are expected to sit during the lunch period and ask permission to move otherwise.
- **Use conversational voices:** Students are to use conversational voices when conversing with other students, yelling across the table or room is not acceptable.
- **Use table manners:** Students are expected to use good table manners while at lunch and to clean up their area after eating.

Any student that does not follow the Behavior Code will be referred to the Administration. Continual problems will result in loss of cafeteria privileges and will be required to eat in the school office or other assigned area.

A daily hot lunch program is offered to all students at Tipton from an outside food vendor and menus are posted monthly and available in the main office upon request. This hot lunch program is free to all Tipton students.

There are no refrigerators or microwaves available for student use. All lunches brought in need to be prepared ahead of time. Drink boxes, for example, can be frozen the night before and packed in the student's lunch to keep items cool. This is to ensure the safety of the students and ensure they have enough time to complete their lunch. No outside food delivery services will be

permitted to deliver food. Those vendors will be turned away at the door and we are not responsible for payment.

Appropriate food for school:

When choosing to send food or snacks to school for the classroom or lunch, we request that you try to keep them low in sugar and with healthy options. Please refrain from sending glass bottles or glass storage containers in student lunches. **At no time are caffeinated beverages or other similar products permitted for students.**

### **RECESS:**

For grades K-5, students have recess immediately following or preceding their lunch period for approximately twenty minutes. Recess is held in the playground or blacktop area adjacent to the school. Students are required to stay in the designated recess area and follow all school policies. All students are required to participate in the recess time. Please make sure they are dressed appropriately for the weather. Students will go outside for recess when the temperature is above 25 degrees.

In the event of rain or temperatures below 25 degrees, recess will be held in the student's classroom.

Rules for RECESS:

- **BE SAFE:** Students are expected to use equipment appropriately, walk through the playground area, keep their hands and feet to themselves, and follow the direction of school supervising adults.
- **Use Outside Voices:** Students are able to shout to one another, but not scream when interacting with other students. Screaming invokes an emergency and it should be used only for such situations.
- **Be Respectful and Inclusive:** Students are expected to share equipment, include others that want to interact and play with them, use appropriate language, be kind to each other, and clean up after themselves. The playground should be left in the same or better condition than when they got there.

### **ACADEMY TELEPHONE:**

A telephone is available in the school office for EMERGENCY phone use by students. During the school day, permission to use the telephone must come from the office personnel. It is also a school policy for students to work out any concerns with staff when adult intervention is needed, not with parents by phone. Students are permitted to bring a cell phone to school, but not carry it on their person during the school day. If they choose to bring one, it should be kept in their locker, HOWEVER, the school is not responsible for the loss or damage to a personal cell phone and will not disrupt the instructional environment to search or deal with a repair of it. If a student is found using or distracting the learning environment with a cellular phone, it will be confiscated and the consequences will follow the code of conduct. Refusal to turn in a cell phone will result in further disciplinary action. Please see policy for prohibited electronic devices for additional procedure of handling a student in possession of a cell phone.

### **VOLUNTEER POLICY**

The school recognizes that 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.

The Principal in cooperation with the Superintendent shall be responsible for recruiting volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with school needs. The Administration shall conduct appropriate background checks on all volunteers in the same manner as required for other professional staff for any volunteer that is assigned to the school for more than four hours per week.

The Administration is to inform each volunteer that s/he:

- Shall agree to abide by all Board policies and school guidelines while on duty as a volunteer including signing, if appropriate, the School's Network and Internet Access Agreement Forms;
- Will be covered under the School's liability policy, but the School cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- Will be asked to sign a form releasing the School of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.
- To attend the appropriate training for the assigned tasks prior to his/her volunteer services at the school if applicable.
- Follow all PPE and school health requirements including, but not limited to proper masking, completing health screenings, and/or having temperatures taken as deemed necessary.

The Administration shall also ensure that each volunteer is properly informed of the School's appreciation for his/her time efforts in assisting the operation of the School

### **THE ACADEMY EMERGENCY CLOSINGS**

In the event of the Academy closing due to weather or other emergencies, please check Channel 7/ABC, Channel 4/WDIV, and Channel 2/FOX News and ClassDojo. In the event of a school emergency, you will be contacted by Academy personnel so it is important that you keep your information updated at the front office. Please be advised that Tipton Academy is an independent school and although many times Garden City is closed, Tipton will be as well, it is not the determining factor. Please watch for Tipton Academy updates for accurate information on school closings and other related information.

### **TECHNOLOGY, TEXTBOOKS, AND SUPPLIES**

Students are responsible for the proper care of all school issued technology, books, and supplies issued each year through the Academy. Students who lose or damage the Academy property will be assessed a replacement fee or repair cost to offset the replacement or repair cost. All costs are to be paid prior to receiving all replacement items, report cards, and/or the transfer of student records.

### **HOMEWORK**

Homework is a very necessary and integral part of a child's education. The purpose of homework is to reinforce those skills and concepts taught in the learning environment. Homework also includes work not finished during class time. Parental support and cooperation are very important in this area. Helping students with their homework shows you are interested in their education. Each educator is responsible for the classroom homework policy. This is to ensure age-appropriate requirements.

Please note that homework can come in many forms and while the Academy recognizes that age appropriate learning also consists of social and family activities at home, we request your support and cooperation while we try to find the best ways to reinforce learning at home. When traditional forms of homework are not necessary, the educators may have alternative projects and such instead. Please direct all homework questions to your student's educator.

### **REQUEST FOR HOMEWORK**

A request for homework for a child that is ill should be made in the morning. This will allow time for the educator to organize the materials. Homework that is not electronic, may be picked up in the office at the end of the day. Our educators will make every effort to have homework ready to be picked up in the office at the end of the day.

Please remember that in-person learning at Tipton Academy includes learning that is done in a hands-on and experiential way and many times cannot be sent home to be completed. In these situations, teachers will provide parallel activities that cover the same learning standards, but may not be the same assignments in-person students receive.

### **COMMUNICATION**

Communication is extremely important to the success of our students. Because of the highly important and sensitive nature of our communication, we require the use of Classroom DOJO for all parents and staff. This communication will include schoolwide updates, two way communication between parents and teachers, and individual communication with school support staff and administration. Classroom DOJO is our primary mode of communication.

Parents can access up to date information on their student's progress via the web. Just visit powerschool. Tiptonacademy/public, enter your ID and password, and you will have access to grades and attendance, information on individual assignments, you can sign up for email notifications, and view teacher comments. This is a great way to stay on top of what is happening with your student!

Lastly, each week, students in grades K-5 will take home "Take Home Folders" containing important information from the classroom and school. ClassDojo will be our primary mode of communication with families.

### **STUDENT RECORD "RIGHTS"**

The Federal "Family Educational Rights and Privacy Act of 1974" provides parents or guardians of students under the age of 18 the right to examine official records, files, and data relating to the student. If you wish to review your child's record, please contact the office.

### **STUDENT RECORDS**



The Board of Directors for Tipton Academy believes that all student records shall be treated as confidential and exist primarily for local Academy use or as otherwise stipulated. To request a review of your students records a parent/guardian must contact the main office to schedule an appointment. They will arrange a time when an administrator can sit down and review the record with you. Please understand it is illegal to remove certain items from your child's school record, especially if it was added by a previous school. Questions and concerns regarding this can first be addressed to the school principal and second to the school superintendent.

To request a hardcopy of your student's records a parent/guardian must submit the request in writing to the main office. The Office Manager will then contact the parent/guardian to notify of when the request can be reasonably fulfilled, not to exceed 15 days.

In situations where the parents of a student are divorced or separated, each parent custodial and/or non-custodial has equal rights to their child's records unless a court order specifies otherwise. The Academy's personnel shall not recognize private agreements between the student's parents.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students; to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein; and to insert into such records the parent's written explanation of the content of such records.

Any eligible parent/guardian or student may inspect the records of the student during regular Academy office hours with a scheduled appointment. The district reserves the right to interpret selected records to students and/or parents/guardians at the time of the inspection.

If circumstances prevent a parent/guardian from exercising their right to come to the Academy to review a student's education records, the Academy will provide a copy of the requested records to the requesting party following the procedure above. The Academy will not destroy any educational records if there is an outstanding request to inspect and review a student's records.

Whenever a student attains 18 years of age, the consent required of and the rights accorded to the parents of the student shall thereafter only be accorded to the student. Parents/guardians are responsible for updating the academy when an emergency phone number and address information has been changed.

## **MOVING?**

Please notify the Academy office before transferring to another school.

We want to know:

- New address and phone number
- Date of the move
- Name of the new school
- Students are expected to:
  - *Return all school issued technology and pay any associated fees for damages, all textbooks, and school materials.*
  - *Settle all outstanding debts*
  - *Collect all personal items*

In the event that the above is not returned the student's records will not be transferred and the last report card will not be mailed to the parent/guardian.

# **SCHOOL-WIDE POLICIES**

## **CELLULAR PHONES, MP3 Players, IPODs, and Other ELECTRONIC DEVICES**

The telephones are for the Academy business and emergencies only. Students will be permitted to use the telephone for emergency purposes only. Students should take care of information business with parents prior to coming to school.

During school hours, students are not permitted to use cellular phones, smart watches, video games, musical electronic devices, or social media for personal use. They are to be kept turned off and used only before or after school. Failure to follow the policy will result in disciplinary action and forfeit of device to the academy until the end of the school year. Tipton will not accept responsibility for the personal items of students lost, stolen, or confiscated.

- First offense, the item will be confiscated and released to the student at the end of the day.
- Second offense, the item will be confiscated and released only to a parent or legal guardian.
- Third and continual offenses, will be considered insubordination and handled according to the code of conduct under insubordination in addition to confiscation of the item and parent signature for release with the added consideration to have them drop it off in the main office at arrival and pick up at dismissal.
- Refusing to surrender a cell phone or other device used in an unauthorized way, will result in further disciplinary action.

## **STUDENT CAMERAS**

For the safety and well being of all of our students, student cameras are not permitted at school unless they have received administrative approval for a specific event or educational need. We recognize the importance of school day memories and will designate specific dates and events which cameras will be permitted for. This will require teacher supervision of the photographs being taken as well as administrative approval. Please understand that we want to ensure the safety and well being of every student at Tipton and that circumstances such as the internet and other predators are at large and we want to protect and ensure you are aware of the exposure of your child.

*Additionally, students should not videotape or take pictures of other students or staff members before, during or after school without their consent in an approved event with administrative approval.*

Students in possession of cameras that are not approved by the administration will be confiscated and if necessary pictures deleted prior to release of camera to parent/guardian.

## **ELECTRONIC DEVICES**

Tipton Academy is a 1:1 Electronic Device school.

For all GSRP-8th grade students, a Chromebook or tablet has been provided to your Tipton student to use for school purposes both at home and at school. The device will remain at school. If there is a need for your child to complete school work at home, the device can be signed out. Please ensure that your child is protecting the device at all times, but especially outside of school. It may need to be transported back and forth daily following guidance from your child's teacher. Please discuss with your child to take care of their device at school. If a student is misusing or

neglecting the care of the device at home or school, the cost of the damage will be incurred by their parents.

#### Use and Care Responsibilities:

- Ensure that students are using devices in a physically safe way.
- Close and hold the device with two hands when walking anywhere with it.
- Close, remove, and put away in a safe place when eating or drinking.
- Keep the device in a safe place when not in use.
- Devices should never be put on the floor, a couch, a chair, a bed, or anywhere a device could be sat on or stepped on accidentally.
- Physical damage to devices should be reported immediately to the student's teacher.
- Use computers/devices in a responsible and ethical manner.
- Devices should only be used for school related purposes.
- Devices should be used with school appropriate communication and never to participate in anything inappropriate, unkind, or harmful to the student or others.
- Report any technical issues with applications or access to your teacher.
- Students should always turn off and secure their device after they are done working to protect their work and information, including storing the device in a safe location.

#### OVERVIEW OF 1:1 Initiative

1:1 Electronic device initiative allows greater accessibility to technology while preparing students for an ever-changing world. 1:1 removes the need to schedule computer lab time and eliminates the need to share mobile carts. In addition, student and teacher ownership of their own devices creates a sense of responsibility, sparks a desire for professional learning and generates excitement to integrate technology to further engage and empower student learning. Moreover, availability at their fingertips will allow for higher level integration both at school and in the home. 1:1 promotes anytime, anywhere learning, not just scheduled computer time.

Beyond a powerful instructional tool, we believe the 1:1 initiative will provide teachers and students with a valuable means for formative assessment to help differentiate and personalize instruction. It also provides creative summative assessments and projects an inquiry-based learning opportunity. In other words, we can more easily and readily identify what children know and where they need additional assistance. Lastly, 1:1 allows us to phase out some textbook purchases and replace these with online, interactive textbooks and real-world educational resources.

#### Acceptable Use

##### a. Parent/Guardian Responsibilities

- Talk to your children about the values and standards you expect your children to follow as they use the internet, similar to the standards discussed for television, telephone, movies and music use.
- Make sure you read and sign off on Tipton Academy STUDENT ACCEPTABLE USE POLICY
- Ensure that students are using devices in a physically safe way.

- Close and hold the device with two hands when walking anywhere with it.
- Close, remove, and put away in a safe place when eating or drinking.
- Keep the device in a safe place when not in use.
  - Devices should never be put on the floor, a couch, a chair, a bed, or anywhere a device could be sat on or stepped on accidentally.

#### b. School Responsibilities

- Provide an electronic device for students to access school remotely when possible.
- Provide technology support to parents and students during designated times.
- Provide an academic Google account (username@Tipton-academy.org) to students.
- Provide a level of Internet blocking of inappropriate materials while utilizing Tipton District Internet or logged onto Chrome web browser with your (username@Tipton-academy.org) account.

#### c. Student Responsibilities

- Ensure that students are using devices in a physically safe way.
  - Close and hold the device with two hands when walking anywhere with it.
  - Close, remove, and put away in a safe place when eating or drinking.
  - Keep the device in a safe place when not in use.
    - Devices should never be put on the floor, a couch, a chair, a bed, or anywhere a device could be sat on or stepped on accidentally.
  - Physical damage to devices should be reported immediately to the student's teacher.
- Use computers/devices in a responsible and ethical manner.
  - Devices should only be used for school related purposes.
  - Devices should be used with school appropriate communication and never to participate in anything inappropriate, unkind, or harmful to the student or others.
- Report any technical issues with applications or access to your teacher.
- Students should always turn off and secure their device after they are done working to protect their work and information including storing the device in a safe location.

#### d. What happens if the Chromebook is damaged or lost?

Students are responsible for the care of their Chromebook. A one year manufacturer warranty protects the Chromebook from defects in materials and workmanship. The warranty does not cover damage caused by misuse, abuse, or accidents.

The parent/guardian will be responsible for repair costs for damage from misuse, abuse, or accidents.

The parent/guardian will be responsible for the replacement cost of the Chromebook if it is lost.

#### e. What happens if a charging cord or other accessory is broken, damaged or malfunctions.

The Tipton school district will provide a replacement to the student in warranty situations. The replacement of damaged or lost items will remain the responsibility of the parent/guardian.

f. What are the estimated replacement costs? \*These are subject to change based on the fluctuation in costs incurred by the school to repair or replace at the time of school communication.

- Replacement Chromebook - \$300.00
- Replacement Battery - \$50.00
- Replacement Screen Chromebook - \$120.00
- Replacement Screen Tablet - \$200.00
- Replacement Keyboard/Touchpad - \$120.00
- Replacement Power Cord - \$50.00
- Other Parts - TBD

g. Will technical support be provided?

Yes. Chromebooks/tablets with the charger, in need of repair should be brought to the Tipton Campus Main office. Loaner Chromebooks will be provided while the repairs are being made. There is no fee for a loaner Chromebook; however, loaner Chromebooks/tablets will only be distributed on an as available basis and will also be subject to the care, loss, and damage responsibilities.

h. What happens if my child's Chromebook/tablet is stolen?

If the Chromebook/tablet is stolen, a formal police report must be filed with your local Police Department within 48 hours. A copy of the report must be submitted to the Tipton Academy Main office, 29205 Florence Street Garden City, MI 48135 or 1615 Belton Street Garden City, MI 48135.

Please copy and paste the link below into your web-browser to acknowledge you have read and understand the terms and conditions of use for your child's electronic device.

<https://forms.gle/LoRwy7eBLBbV88BCA>

## **INTERNET USE POLICY**

Tipton Academy adheres to the federal requirements and guidelines stipulated under Title XVII—Children's Internet Protection Act.

### **A. Educational Purpose**

Tipton Academy Internet system has a limited educational purpose. Activities that are acceptable include classroom activities, career development, and high-quality personal research. Tipton Academy has the right to place reasonable restrictions on material you access or post through the system. You are expected to follow the rules set forth in the Tipton Academy disciplinary code and the law in your use of the network. *Students who use electronic devices for personal (non-academic) purposes during the school day will be subject to disciplinary consequences.*

### **B. Internet Management**

Embracing the Internet as a critical and essential component in today's world is essential if our students are to become functional members of society. The benefits attained by the advancement of technology brings with it associated costs and a wide range of risks, in particular, the exposure of students to inappropriate material and people. As part of our commitment to Internet security, we offer a firewall (a web-blocker application program). This has the ability to block some

objectionable material and captures the window when questionable material is accessed. Because we cannot block every possible objectionable material, we advise families to communicate expectations and supervise students' use of the internet.

### **C. Unacceptable Uses**

The following uses are considered unacceptable:

#### *1. Personal and School Safety and Personal Privacy*

Students will not post personal contact information. This includes the student's address, school address, telephone number, and name on the Internet. This includes other people as well as the student. Students will promptly disclose to the teacher any message or website that is inappropriate or makes students feel uncomfortable. Additionally, students should not videotape or take pictures of other students or staff members before, during or after school without their consent AND administrative approval.

**Students will not post any information that is considered disrespectful or administratively deemed harmful comments regarding other students, parents, Tipton staff members, volunteers, parents or the school in general.**

#### *2. Illegal Activities*

Students will not attempt to gain unauthorized access to Tipton Academy Network or to any other system through the network beyond authorized access. Students will not attempt to deliberately disrupt the computer system or destroy data by spreading computer viruses or by any other means. Students will not use the network to engage in any other illegal act, such as arranging for illegal activities or threatening the safety of other people.

#### *3. System Security*

No software is to be downloaded on the electronic devices at any time without explicit consent of the system administrator.

#### *4. Inappropriate Language and/or Content*

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. Students will not use obscene, profane, vulgar, rude, threatening or disrespectful language or content. Students will not post information that could cause damage or a danger of disruption to the learning environment of the school. Students will not engage in personal attacks, including prejudicial or discriminatory attacks against other students or the school community. Students will not harass another person. Students will not knowingly post false or defamatory information about another person or organization. Students will not participate in electronic bullying or scare tactics against the school or anyone in the school community.

#### *5. Respecting Resources*

Using the computer systems and Internet is a privilege. Students need to respect the computer by using it appropriately.

#### *6. Plagiarism*

Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.



### *7. Copyright*

Students will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure or have questions, they should ask a teacher.

### *8. Inappropriate Access to Material*

Students will not access material that is designated for adult use only or is profane or obscene, that advocates illegal or dangerous acts, or discrimination towards other people. If students mistakenly access inappropriate information, they should immediately tell the teacher. This will protect students against a claim that they have intentionally violated the rules.

### *9. Social Media Platforms*

Students will not create false pages or pages that are in the name of the Academy, nor post on social media platforms as a representative of the Academy. Additionally, students will not participate in social media communication during academic time periods. Students will not engage in social media bullying, threats, or other objectionable communication related to Tipton or the Tipton Academy community.

### *10. Family Disruption in Live streaming Classes*

No other household individual should be causing disruption to our virtual academic environments. This includes, but is not limited to, joining a class and posing as a student, responding to students or classmates, and/or engaging in discussion with the teacher about an issue that should be handled privately through appropriate communication channels. Virtual access to the classroom is intended for the purposes of supporting students' academic needs outside of the school building and any interference of that process may remove that access to your child for the future.

## **D. Disciplinary Actions**

Students should only expect limited privacy in the contents of personal files or records of Web research. Routine maintenance and monitoring of the network may lead to discovery that you have violated the Policy, the school disciplinary code or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Tipton Academy disciplinary code or the law. Consequences will result for violations of this policy.

Tipton Academy will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school.

## **E. Limitation of Liability**

Tipton Academy makes no guarantee that the functions or the services provided by or through the school Network system will be error free or without defect. Tipton will not be responsible for any damage that may be suffered, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system. Parents or guardians will be responsible for any harm to the system as a result of intentional misuse.

### **LOST AND FOUND**

Found articles of clothing or miscellaneous articles will be placed in the lost and found area (see front office for location). At the end of each month, all the lost and found items will be removed and donated to a local charity organization. To help alleviate the problem of lost articles, PLEASE PUT YOUR CHILD'S NAME ON ALL CLOTHING.

### **STUDENT SOLICITATION**

Students may solicit only for the Academy-sponsored activities. All the Academy activities at the elementary level discourage door-to-door solicitation in the community. There will be no exchange of money among students for any purpose unless authorized by the administration.

### **ACADEMY CELEBRATIONS**

All celebrations are at the discretion of each educator and the academy administration. If you are bringing treats to share with the class for a celebration or special occasion, please bring in individually wrapped and store prepared or purchased items. Please also check with your child's teacher for any food allergies before purchasing them.

At Tipton Academy we try to recognize celebrations and traditions of many different cultures. Understanding cultural diversity is an integral part of society. If you have other suggestions for educators or the school with regard to celebrations and traditions of different cultures please let us know and we will be happy to consider the additions. If you choose to have your child not participate in an activity, please speak with your child's teacher. If the activity is due to religious or other beliefs an opt-out activity will be provided for your student.

### **HALL PASSES/LAVATORIES 4th-8th Grade**

Once the school day begins students are not to be in the hallways without their teacher unless they have been given a hall pass or permission. This should be for emergency purposes only. Only one-two students at a time should be out of an educator's classroom. Students must have obtained a hall pass from their educator in order to use the lavatory. Only one student per classroom should be permitted to use each lavatory at a time. Lavatories must be left for the next person the way the student would want to find it for him or her. Misuse of hall passes, or found without a hall pass will result in disciplinary action.

# **ATTENDANCE POLICIES**

## **ATTENDANCE POLICIES & PROCEDURES**

All students are expected to attend the Academy for the entire academic year. In an effort to reduce interruption to your child's education, we have implemented remote access to your child's classroom. In the event your child cannot physically attend the school building, they can log into the classroom through the teacher provided link. While this should not be used daily in lieu of regular in-person attendance, unless approved through the Academy administration, this can be utilized by informing your child's teacher through Classroom DOJO that they will be accessing virtual for the day through the Classlink platform. \*Note: if students are logged in and participating in the virtual classroom they will be marked present. Prek-5th grades take attendance both in the am and the pm. Middle School grades take attendance each class period.

MS\* In order to receive a present attendance code, students must be in class for at least 50% of the class period.. They will receive corresponding attendance codes Tardy, Early Release, Present, or Absent accordingly.

Parents are encouraged to plan family vacations during scheduled school breaks to avoid students missing important instruction.

### **I. ATTENDANCE**

1. Parents are asked to DOJO the main office secretary before 7:50 am when their child is going to be absent. This does not constitute an excused absence. It is for notification purposes only.
2. Whenever students are absent from the Academy, medical/dental excuses, court proceedings, funerals are required explaining the absence. The note should also have day, time, and phone number where the parent can be reached.
3. Parents may arrange, in advance, for absences. Prearranged absences do not constitute an excused absence (guidelines apply for excused/unexcused absences and are only determined to be excused by the main office through this policy).
4. Excused absences and COVID related absences will not be used to report truancy to Wayne County Probate Court, but will still be documented and counted as an absence per the pupil accounting codes from the MDE.
5. Students absent from school the day of a scheduled after-school or evening sponsored activity/event will NOT be allowed to participate in that activity/event.

### **II. FAMILY VACATIONS:**

1. We would like to encourage you to schedule family vacations at times other than when the Academy is in session. When you must schedule a family trip during Academy time, contact the educator in advance concerning how your child will complete missed assignments.
2. Time given for the completion of make up work will be one (1) day for every day absent.

### **III. ATTENDANCE PROCESS /TRUANCY:**

1. A letter from the school will be sent to the student's parent/guardian on as close to the 5th, 8th, 11th, and 15th absence. *Please Note: 5 Late Arrivals = 1 absence; 5 Early Dismissals = 1 absence*
2. A mandatory conference will be requested between administration and the student's parent/guardian upon the fifteenth absence. If the parent/guardian does not attend the school will proceed with the Wayne County Probate Truancy process.

3. If the student reaches twenty absences, they may also be retained in the current grade level due to lack of formal instruction. The Wayne County Truancy Division will be notified of the severe truancy.

#### IV. THE PROCEDURES FOR APPEALS:

1. Students who exceed the number of absences with justifiable cause, may petition the school Superintendent. The appeals process is only presenting proof of justifiable absences. It is not intended for any other use.
2. Students who wish to use the appeals process must present a completed form to the Principal's office clearly giving reasons for their absences. Excuses such as getting up late, car problems, or missing a ride will not be accepted.
3. Each case will be heard and judged on its individual merits.
4. It is the parent's responsibility to provide the necessary materials on his/her behalf.
5. The decision of the Superintendent will be final.

#### PROCEDURE FOR LATE ARRIVAL and PARENT REQUESTED EARLY RELEASE

7. Late arrivals, Parents are asked to DOJO the main office secretary, when their child is going to be late.
8. Parents are required to accompany their child into school to sign them in.
9. For Parent requested Early Release, a phone call or arrangements must be made prior to 2:30 pm the day of the requested early release and must be for medical or emergency purposes. This is to ensure minimal disruption to the learning environment for your child and others, ensure your child has all their materials to go home, and **most importantly ensure the order and safety of our entire building. Also note at West the drive line will be in place and you will not be able to move freely through the lot after 2:30pm. You will need to park in appropriate parking spaces on Florence Street after 2:30pm.**
10. A student will be considered absent for the morning if he/she arrives after 10:30 a.m. and for the afternoon if he/she leaves before 1:30 p.m.
11. All documentation will be maintained in the student record.

*Please Note: 5 Late Arrivals = 1 absence  
5 Early Dismissals = 1 absence*

#### ATTENDANCE AND ACADEMIC CREDIT EARNED

A student who has *MISSED 11 DAYS OF CLASS* within a given semester or 20 days of class total *MAY BE RETAINED IN THEIR CURRENT GRADE. \*The Principal will issue a final decision on retention at the end of the school year. Any appeals will be made to the Superintendent.*

#### ATTENDANCE FOR RELIGIOUS INSTRUCTION

Tipton Academy will cooperate with parents who wish to provide religious instruction for their child, but also recognizes its responsibility to enforce the attendance requirements of the State. Upon the signed request by the student's parent, the Superintendent will allow exceptions to the student's continuous attendance at school:

1. for religious instruction outside the school building for no more than two (2) class hours per week

2. for attendance at confirmation classes provided is twelve (12) or thirteen (13) years of age and the instructional period is no longer than five (5) months in either of those years.

The student must be properly registered and a copy of such registration must be filed with the principal, which will be maintained in the student file. The time release for religious instruction or education shall be arranged by the Superintendent in keeping with the regulations of the State Board of Education. The student will also assure the appropriate continuation of the instructional program at Tipton during such release times. No solicitation for attendance at religious instruction shall be permitted on school premises. No member of the staff shall encourage nor discourage participation in any religious instruction program.

**STUDENT  
DRESS CODE  
POLICY**

## **DRESS CODE POLICY**

### **TIPTON TIGER APPAREL LINE OVERVIEW**

Dress codes are in place to establish a positive and safe environment for staff, students, and families. At Tipton, our goal is to help eliminate clothing from being a distraction to learning, while also creating a positive school culture. We are striving to accomplish this through our Tipton Tiger Apparel Line in conjunction with reasonable supportive dress code guidelines. We also want our students to be comfortable, self-expressive, and feel pride in themselves and the school through their attire. These are the elements that will set the tone for success everyday. With these goals, we have selected items that can help students feel like themselves, while also being a Tiger!

### **TIPTON APPAREL LINE POLICY**

Our policy on school dress code is founded on two principles: reduce the distraction from the learning environment and create a positive culture of belonging and pride. We believe that these two principles will help us to set up our students for success.

With that understanding, our policy expects Tipton Apparel Line to be worn at the Academy by all students in grades K-8 Monday-Friday except on announced "THEMED SPIRIT" days. On THEMED SPIRIT days, students may wear appropriate clothes to school that meet the guidelines of the designated theme. Regardless of guideline or description, students may not wear clothing that contains inappropriate graphics, words, or anything that would be deemed offensive, threatening, or scary to other students, staff, Tipton visitors, or be something that distracts the student or others from the learning environment. If students choose not to participate in the theme for that day, Tipton Apparel Line is required. Participation in themed spirit days is a privilege that can be revoked by school administration for any student for any length of time deemed necessary for student violations.

The Tipton Apparel Line consists of approved Tipton Gear. They have our school logo and/or artwork embroidered or printed on them and are in school colors; orange, royal blue, navy blue, gray, and black. It includes items such as Tipton sweatshirts, crewnecks, long sleeve shirts, T-Shirts, polo shirts, vests, jackets, and others approved and available through our apparel line vendor. The price begins at \$9.60 and increases depending on the item selected.

Current Apparel Line Vendor: <https://heritagelogoworks.com/product-category/tipton-academy/>

*We also have an approved vendor for outside embroidery. If you buy your own polo shirts that meet our apparel line specifications and need them embroidered, you can contact **RSVP Embroidery** for pricing and drop off guidelines, you can send a message to: Cindy Portis 734.231.4006 or [cportis1214@gmail.com](mailto:cportis1214@gmail.com). RSVP Embroidery will follow the dress code guidelines and only provide service on items that have been approved.*

### **General attire for ALL students:**

1. The apparel line shirts are any shirt approved through our selected vendor with our logo on it including sweatshirts, t-shirts, long sleeve shirts, fleece jackets, etc. In our school colors: orange, royal blue, navy blue, black, or gray.
2. Solid color plain Navy, White, Black, or Gray Cardigan sweaters or zip up can be worn over the Tipton shirt open so the Tipton logo can be seen on the shirt underneath or embroidered as the logo shirt.



3. ckets permissible to be worn during the school day are those that have the Tipton logo on it as part of the Tipton apparel line.
4. Undershirts that are visible should be solid color plain navy, white, black, gray or orange.
5. Skirts/jumpers/skorts/shorts/pants/capris/leggings/plain jeans (no rips, tears, holes, decals, etc.): Plain solid color Navy, Black, Gray or Khaki worn at the waist and no shorter than two inches above the knee. Shorts are permitted in line with this policy. Recommended for weather days 70 degrees or above. No Ripped, torn, or intentional holes in clothing or clothing that exposes body parts between the neck and 2 inches above the knees such as midriffs, knees, etc.
6. All clothing must fit properly and not be too tight, too small, or large for example, no sagging pants and no too tight pants of thin/transparent material.
7. Belts: **NO SAG ZONE. If pants will not stay up a belt should be worn.**
8. Shoes: Any comfortable everyday closed toe shoe that fits appropriately and is safe for school wear. No open-toe shoes, open-back shoes, platform soles/heels, clogs, or heelys type shoes are not permitted. If they are made for laces they must have laces and be tied. Flat-soled fashion boots are acceptable. Winter boots may not be worn into class.

**Additional guidelines for ALL STUDENTS: All clothing, jewelry, and hair choices should be non-distracting. Tipton Academy reserves the right to determine what is appropriate for the school environment.**

1. Good grooming and hygiene are important to the well-being of every student and is expected of all students.
2. Hats, hoods, bandanas or unnecessary head covering are not to be worn in the building.
3. Hair should not become a distraction to the learning environment for the student or others meaning it does not block the view of students sitting behind you, it is not offensive in design with words or graphics, or is so out of the norm that it is causing a stir amongst students.
  1. No Mohawks (shaved on sides and long pointed hair on top taller than 2 inches)
  2. Hair beads, feathers, wraps, and color attachments are permitted. If deemed a distraction, students will be asked to remove it.
  3. Hair coloring is permitted if it does not become a distraction to the learning environment for the student or others.
4. No Ripped, torn, or intentional holes in clothing or clothing that exposes body parts between the neck and 2 inches above the knees such as midriffs.
5. No purses or personal handbags will be permitted into class.
6. No backpacks permitted into class in grades 1-8.
7. Winter attire such as boots, coats, hats, gloves, etc, will not be permitted in class. If these items are worn to school (which we recommend in cold months) they must be removed and proper dress code attire worn to enter the classroom.
8. Physical Education Attire:
  - All students in grades K-8th need safe tennis shoes to wear for P.E. Additionally, it is recommended that students in grades K-5 not wear skirts on days they have P.E.
  - For students in grades 6-8th it is **optional** to change for P.E for gym class only. (P.E. attire for grades 6-8 should consist of appropriate gym shoes, athletic shorts (fingertip length) or pants with a waistband and a t-shirt with sleeves.)

Tipton Apparel Line guidelines will be enforced for all students:

**K -8<sup>th</sup> Grade:** Any apparel line guidelines violation will cause students to move to the next step (i.e. no apparel line shirt causes step 1 and no school shoes next time will move students to step 2). At any point the clothing is deemed inappropriate, the student will not be able to return to class wearing that clothing.

**Step 1:** Teacher will notify parents through DOJO to inform them of the dress code and notification that their student is out of dress code.

**Step 2:** Teacher sends Warning letter or Apparel Line Guidelines Violation sent home to be signed by the parent.

**Step 3:** Teacher has student call home to parent for a change of clothes. If change of clothes cannot be provided, the student will be sent to the office until the end of the day. Student misses recess or serves lunch detention.

**Step 4:** Student may lose ability to participate in Theme Days for designated period of time or the remainder of the school year.

**Step 5:** Students may be removed from class for the remainder of the day to serve an in-school suspension up to designated out of school suspension.

Tipton Apparel Line shirts can be purchased by the school-selected vendor. They can be orange, royal blue, navy blue, gray, or black offered by our selected vendor for Tipton Academy, for all grade levels. Information for ordering is available on our website or from the main office during school hours. Pants, skirts, shorts, or shoes can be purchased at any store; however, they must meet the guidelines stated above.

Summary:

Dress codes are in place to make the daily emphasis on learning and not on clothing attire. At Tipton, we host a Tipton Apparel Line. Through this, we have chosen to provide an environment where students can be free from clothing distractions, comfortable in their attire, and show pride and belonging through their apparel. We believe that this contributes to a positive school culture and successful learning environment. Additionally, it provides opportunities for students to find clothing they feel good in and are more affordable to parents.

**NOTE: Students who are in violation of the apparel line guidelines will be corrected and consequences per above. If students are determined to be “stretching” the rules or creating a disruption regarding dress code they will be referred to the school code of conduct and disciplinary infractions will result. If your child has an extenuating circumstance such as an injury or other that requires special consideration, please contact the main office for consideration of temporary alternate exemption.**

**IMPORTANT INFORMATION:  
STUDENTS WITH DISABILITIES  
SECTION 504  
HOMELESSNESS**

## **SPECIAL EDUCATION SERVICES**

The services of a speech and language therapist, psychologist, social worker, Special Education Educator, and Occupational therapist are available on a referral basis. If you would like more information, please contact your child's educator. The following special services are available to all students who qualify under state guidelines.

- Occupational Therapist: Provides services to students who need fine motor therapy.
- School Psychologist: Provides services to students who need evaluation for special education needs.
- School Social Worker: Provides services to students who are experiencing personal or social adjustment problems in the Academy or at home.
- Speech Therapist: Works with students who are impaired by speech and language difficulties.
- Special Education Teacher: Services are provided for students with special needs in a resource room or on a consultant basis.
- Vision and Hearing: The Wayne County Health Department provides tests annually for designated grade levels.

## **SPECIAL EDUCATION POLICY**

The Board of Directors of Tipton Academy wants each child to fulfill their ultimate learning potential. To the extent that an educator or parent feels that a child may demonstrate some learning disabilities, the following board policy to evaluate a child's academic progress shall be followed:

- After either a parent, educator, or support team member expressed a concern about a child's school performance, A Multi Tiered System of Support, MTSS, plan will begin in which an educator makes documented attempts to develop strategies that increase success of students including the consideration and use of the MTSS team and interventions. If the MTSS process is not successful after all options have been exhausted, a child study meeting will be held to determine if formal testing is needed. The student's educator, special education educator, learning specialist, school social worker or counselor and principal will be in attendance at the child study meeting.
- If it is determined that formal testing is needed, within ten days, parents must be notified and a request made for their written authorization for testing.
- Once the parent provides consent for formal testing of their child, the Academy has thirty calendar days to complete the evaluation process and hold an Individualized Education Program Team (IEPT) meeting in which determines if special educational services are needed.
- For a child to qualify for special education services there must be proof that the child's academic progress is impacted by a discrepancy in achievement or other tested data.
- After a decision is made on the student's eligibility for special education services, the Individualized Education Plan Team, IEPT, meeting is held with general education educator, special education educator, principal, any other support staff, and a parent in attendance.
- It will be determined at the IEPT meeting how much and what services the child will receive special education services.
- Once a child is in special education the child's IEP goals will be reassessed annually.
- Every three years the child must be reevaluated to determine continued eligibility for special education services. It is the ultimate goal for each child eligible for special

education services that the achievement gap will be closed and that the special education intervention strategies have worked to no longer require services.

## **SECTION 504**

Section 504 of the Rehabilitation Act of 1973 is designed to prohibit discrimination based on disability in any program or activity receiving federal money. This statute obligates public schools to provide equal access and equal opportunity to otherwise qualified persons with disabilities. For a student to be eligible for a 504 plan, the student must meet all three of the following criteria. It must be because of this disability that the student is unable to gain equal access and benefit from school programs and services.

The publication, *A Parent Guide to Section 504 Of the Rehabilitation Act of 1973*, is a resource available to parents through their school.

- A physical, mental, or medical diagnosis
- That **substantially** limits
- One or more major life activities

If you believe that a student may be eligible for Section 504 support, please contact Mrs. Orlando [korlando@tipton-academy.org](mailto:korlando@tipton-academy.org) or Ms. DiGregorio [rdigregorio@tipton-academy.org](mailto:rdigregorio@tipton-academy.org) for additional information.

## **HOMELESS STUDENTS: MCKINNEY VENTO ACT**

**Educational Rights of Children and Youth Experiencing Homelessness:** *If you or someone you know is experiencing homelessness, please notify the school so we can help. This is not something to be ashamed of and there are many resources to assist families in this situation. Tipton Academy is committed to keeping all information strictly confidential.*

### **Children and youth experiencing homelessness have the right to:**

- Go to school, no matter where they live or how long they have lived there. Students who are homeless must be given access to the same public education provided to other students.
- Continue in the school they attended before becoming homeless or the school last attended if that is their choice and feasible. The school district's local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it goes against your wishes.
- Receive transportation to the school they attended before they became homeless or the school last attended, if a request is made for such transportation and transportation is feasible.
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program due to the fact that they are homeless.
- Enroll in school without providing a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes in the school of their choice even while the school and student who is homeless seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

These rights are established under the McKinney-Vento Homeless Assistance Act. This act is the primary piece of federal legislation dealing with the education of children and youth experiencing homelessness in U.S. public schools. It was reauthorized as Title X, Part C, of the No Child Left Behind Act in January 2002. To qualify for these rights, children and youth must be considered homeless according to the McKinney-Vento definition of homelessness.

**How does the McKinney-Vento Act define homelessness?**

According to U.S. Department of Education (USDE) guidance, people living in the following situations are considered homeless under McKinney-Vento: doubled-up with family or friends due to economic hardship; in motels or hotels due to lack of other suitable housing; in homes for unwed or expectant mothers because they have nowhere else to go; in homeless and/or domestic violence shelters; in transitional housing programs; on the streets; in abandoned buildings; in public places not meant for housing; in cars, trailers, and campgrounds; or awaiting foster care. Runaway and/or "throwaway" children and youth are also considered homeless under McKinney-Vento.

*The description above refers to people living "doubled-up". What does that mean?*

"Doubled-up" refers to people who are living with friends and relatives due to loss of housing, economic hardship, or a similar reason. However, families who have chosen to move into adequate housing situations with friends or relatives for reasons of cultural preference or convenience are not covered by McKinney-Vento.

*Are migrant students considered homeless under McKinney-Vento?*

Migrant students are considered homeless if they meet one or more of the definitions of homelessness under McKinney-Vento. However, migrant students should not be considered homeless simply because they are migrant.

*Are children in foster care considered homeless?*

No. The McKinney-Vento definition of homelessness includes children who are awaiting foster care placement only. Once children have been placed in foster care, they are no longer considered homeless.

**If you would like additional information on the rights of homeless students or you would like to notify us of a situation involving a homeless student, please contact the school Principal.**

# **ADDITIONAL INFORMATION**

## **BOOK BAG/LOCKER CHECK**

Random book bag and locker checks are to help prevent any illegal substances or weapons from being housed in the student possession. It is the responsibility of the school administration to check bags and lockers. The school administration may be assisted by the police and canine unit from time to time when conducting locker or personal bag checks. Tipton Academy is not responsible for items that are stolen out of backpacks or lockers. Students should never bring valuable expensive coats, jackets, jewelry, shoes, supplies etc. to school. Students are not allowed to share a book bag or house another student's belongings in their bag. Locks on lockers are not permitted.

## **MEDICAL REQUIREMENTS**

State Law and the Wayne County Immunization Code require all students entering the Academy to provide evidence of having received the required immunizations for Diphtheria, Tetanus, Peruses, Polio, Measles, Rubella, and Mumps, HIB shot, Hepatitis B, and Chicken Pox or a signed statement that a child has not been immunized because of religious or other reasons. State Law and Wayne County Immunization Code prohibit the Academy from admitting children without the required immunizations.

## **MENTAL HEALTH/RISK ASSESSMENT**

### **Tipton Academy Behavioral Threat Assessment Protocol**

The Behavior Threat Assessment (BTA) is an assessment of risk to a situation that brings concerns of a student harming themselves or others. This assessment is intended to assist the school in determining if a student's situation requires additional support from parents, staff, outside mental health services, and/or the authorities. This is not to determine behavior consequences.

The BTA is conducted by designated trained staff members as quickly as possible after the behavior pattern or concern has been reported.

- The Behavioral Threat Assessment is focused on facts, conclusions, and strategies. It is an intervention process, NOT a disciplinary process. It is focused on support and problem solving.
- We use a systematic process that is designed to: identify persons of concern, gather information/investigate, assess person and situation, and manage the person/situation.
- The process begins with an INQUIRY which is initiated when information about a student's behavior and communication passes a threshold of concern.
- The INVESTIGATION is then initiated to determine if the potential threat is serious and imminent. At this point, the police will conduct the investigation with school involvement as needed to provide information.
- The goal of the Behavioral Threat Assessment is to ensure the health and safety of all involved (the subject and potential targets). It considers the needs of ALL students involved and is conducted by a team of professionals who have received specialized training. It assesses if a student legitimately poses a threat. Parent consent is NOT required, but parent participation in interviews and intervention planning is highly recommended.
- If it is determined based on the risk assessment that the student needs additional resources outside of school to determine they are not a threat to themselves or others, the student will remain outside of school with access to remote learning until they have received designated support. The school team will provide live streamed remote access to the student and provide all instructional work.

## **INJURIES AND ILLNESS**

Children should report all illnesses and injuries occurring at Tipton or at a school sponsored event, to their teacher or other Tipton event personnel. Only immediate and temporary care will be given in the Academy. Parents will be notified by phone when a child needs additional care. If injury or illness is of an urgent nature, the local emergency services will be contacted. The school



office will also notify the child's parent/guardian. It is important to notify the school office of any changes to emergency information throughout the school year.

If a child must go home because of an injury or illness, it is the parent/guardian's responsibility to pick up the child at school. When a situation appears to be life threatening, the staff will act on the side of caution and will call an ambulance. The cost of the ambulance is the responsibility of the parent/guardian. It is imperative that we have your most up to date phone number because it is the first number the office attempts to contact after 911.

### **MEDICAL EXCUSES**

A student may be excused from physical education and recess for three days with a note from parent/guardian. Extended excuses will be honored upon receipt of a physician's note. In the event of an extended excuse a physician's note may be required to return to physical education, recess, and after school activities.

### **COMMUNICABLE DISEASES**

Any student evidence of a rash, sores, or other visible problems with the possibility of being contagious, the student will be sent to the office and may be sent home. When a child is absent with a contagious disease or illness, the parent/guardian should notify the Academy office. In order for your child to be admitted back into the Academy, parents must comply with the Wayne County Health guidelines. Please contact the Academy office for further information.

### **ADMINISTRATION OF MEDICATION**

In accordance with Tipton Academy's policy, no medication is to be in the student's possession at any time. Should children be required to take medication during school hours, a form must be filled out by the physician indicating the name of the drug, the dosage to be taken and any other instructions that are necessary. The medication must be brought from the home by the parent/guardian or other responsible adult. The medication container must have the dispensing instructions noted on it. At school, the medication will be kept under lock and key and only the office staff will administer the medication. A record is kept of the medication that is administered to each child. A log will be kept indicating when each dose is administered to each child and signed by administering staff and when possible a witness. If it needs to be distributed at a specific time during class, the parent must provide a physician's note to that specific classroom teacher.

**If your child requires an Epipen for any reason, please contact the main office immediately to ensure proper care and planning can take place.**

*NOTE: Prescription inhalers and over-the-counter throat lozenges are allowed in the student's possession at any time. We recommend advising your child's educator if they are carrying an inhaler. If the child is not able developmentally handle their own, providing to the main office is necessary. At no time should a student be sent to school with medication that does not follow these guidelines. Student's are not to self medicate while at school nor are they to possess medications to offer opportunity for other students to ingest and possibly overdose.*

### **POLICY FOR REPORTING SUSPECTED CHILD ABUSE**

In a perfect world, all children are loved, well cared for, safe, and treated with respect. Because our world isn't perfect, this is not true for some children. As educators and other Academy staff

members, we not only have the privilege of teaching, learning from and getting to know our students, but we must take on the responsibility of listening to and helping them when they need us to. When there is reasonable cause to suspect child neglect or abuse the following policy will be followed.

#### *MAKE AN ORAL REPORT*

In accordance with the law, any Tipton Academy employee who suspects child abuse or neglect will report it to Child Protective Services immediately. Suspicion can be based on many factors such as observations, bruises or marks, student report, and so on. The abuse does not have to be confirmed. After an internal investigation, the Wayne County Department of Social Services will determine the correct course of action. The Department caseworkers will interview the student as soon as possible. Any Academy employee having knowledge of the incidents or concerns about the child in question should be prepared to share any such information with the child protection services caseworker or with any law enforcement personnel.

### **INSTRUCTIONAL ENRICHMENT PROGRAMS**

The following classes are an integral part of our curriculum. All students are expected to participate in these classes. They will have each course every day for a quarter of the year. In designing the schedule this way, students and teachers are able to work toward a deeper understanding and skill level of the given subject. Additionally, students are able to be in a more structured-stable environment and know what to expect each day while being able to build a stronger relationship with the teacher of each course.

- Visual Art- Instruction is given to students at Tipton Academy. Students will be introduced to a variety of media and art appreciation.
- World Cultures- Instruction is given to students in K-8th grades at Tipton Academy. Students will be introduced to cultures around the world to develop an awareness and appreciation for the global community.
- Mindfulness - Instruction is given to K-8th grade students at Tipton Academy. Students will be introduced to self-care, mental focus, physical movement, and healthy living to support lifelong personal success.
- Physical Education- P.E. is given to all students at Tipton Academy. All students are required to participate. Students must have a note from home to be excused from physical education for one class period. Extended non-participation requires a physician's note.

### **FIELD TRIPS**

The purpose of a field trip is to give students a better understanding of their culture and acquaint them with real life experiences. Students are expected to follow all the Academy rules and policies and pay for any cost incurred. For those who cannot afford such trips, some funding and/or fundraising options may be available. Please notify the office in such cases. If a Field Trip Permission Form is not submitted by a parent/guardian in the proper time frame, if the student is not in proper uniform, or a student has had behavior which may jeopardize the safety of self, others, or the school, the child may not attend the trip. Students not attending will still be expected to attend school and will be provided parallel learning activities.

Student safety is the main priority on field trips. Sponsoring and chaperoning adults are expected to adhere to Academy policies and procedures on the field trip as well as sign a chaperone

agreement provided by the classroom teacher specifying specific expected chaperone behavior. Sponsors and chaperones should acquaint themselves in advance with those students who have medical conditions, which may need emergency care. The classroom teacher must accompany the group and adequate male/female supervision should be provided.

*Responsibilities of Chaperones for Field Trips:* Families play an important role in making a field trip successful. Field trips are planned to supplement the content through a “hands-on” experience. In preparing for a field trip, the following points need to be understood by parent chaperones.

1. The classroom teacher is the final authority for all field trip preparations including: volunteers, schedules, student discipline, and learning objectives.
2. Chaperones are required to remain with their assigned group for the duration of the field trip. Chaperones are never to leave any student in their care unsupervised.
3. Situations involving student discipline should be reported immediately to the classroom teacher. Chaperones should rely on positive reinforcement redirection until the classroom teacher can be contacted. Chaperones should never touch a student in a physically aggressive way or speak to them disrespectfully.
4. Chaperones may not participate in smoking of tobacco products or consumption of alcoholic beverages during the entire duration of the field trip. If this cannot be adhered to then please do not volunteer we will not tolerate this type of participation.
5. Since the field trip is viewed as an extension of the regular classroom, all Tipton Academy discipline codes apply.
6. Adults who offer to supervise on a school field trip must understand that their full attention is needed to ensure the students’ safety. Therefore, siblings are not permitted on school field trips.
7. All students and chaperones attending the field trip will be transported together. If students or chaperones ride the bus they must ride there and back on the bus.
8. *For some field trips we may only permit a certain number of chaperones, not permitting additional parents and family members to meet us at field trip location. A field trip is conducted to extend the learning, unfortunately it cannot always be used as a family event. A group that is too large and has others not directly with our group, takes away from the learning and makes it difficult for us to ensure safety and appropriate learning experiences for our students. If parents or families disregard this policy they may lose chaperoning rights and the student may lose field trip participation privileges.*

## **AFTER SCHOOL ACTIVITIES**

After school activities offer a wide range of social and skill learning opportunities in addition to or to enhance the general curriculum. Tipton Academy understands the importance of the after school program to the growth of students and also recognizes the importance of enforcing academic standards. All after school activities require students to maintain their academic grades and appropriate behavior during school and after school. Students may be placed on probation or removed from the after school activity based on this criteria. Please refer to “Academic Probation” for details.

After school activities also offer a social learning experience for students. Tipton students and spectators are expected to behave in accordance with school policies and procedures for conduct at home and away events. Furthermore, any student or spectator not adhering to these policies and procedures will be asked to leave the event and may not be permitted to return to future after school events.

Athletics and other school clubs formed by staff members will be posted and available to all students to register. Some criteria may be required such as, specific age, prior game knowledge, etc. Some fees may apply. See bulletin boards in the hallway and Friday Folder information for more details on Tipton's athletic program and after school clubs. Students absent from school the day of a scheduled after-school or evening sponsored activity/event will NOT be allowed to participate in that activity/event.

### **STUDENT COUNCIL**

The Board of Directors acknowledges the importance of offering students the opportunity to participate in self-government within the Academy. Students have the right to organize, conduct meetings, and elect officers and representatives and petition to the Board. The Board of Directors recognizes the Student Council as the official voice of the student body and for the purpose of:

- Giving students practical experience in organizing, planning and affecting outcomes
- Developing student leadership
- Providing a learning experience in democratic decision making
- Offering another avenue toward the realization of the goals of Tipton

*The Student Council will also be advised by staff members and required to have meeting minutes available.*

### **NATIONAL JUNIOR HONOR SOCIETY**

The Board of Directors understands the importance of offering students the opportunity to be recognized for outstanding student achievement. Therefore, Tipton Academy MS students have access to be a part of the NJHS. Established in 1929, the National Junior Honor Society (NJHS) is one of the nation's premier organizations established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship (GPA of 3.0 or higher), Leadership, Service, Character, and Citizenship. These characteristics have been associated with membership in the organization since its beginning in 1929. Sixth, 7th, and 8th graders are eligible and will be invited to apply for NJHS after the first quarter of the school year if they meet the Scholarship requirement of a 3.0 GPA or higher. After students have applied, The Faculty Council will meet, discuss and vote on the potential candidates. Students who are selected by the Faculty Council will be invited to join NJHS afterward.

### **ATHLETICS/AFTER SCHOOL CLUBS**

Athletics and other school clubs formed by staff members will be posted and available to all students to register. Some criteria may be required such as, specific age, prior game knowledge, etc. Tipton athletics are a pay to play program, however, our athletic program works hard to raise funds to keep costs as low as possible. See bulletin boards in the hallway for more details on Tipton's athletic program and after school clubs.

#### ***Sports Eligibility***

In order to be eligible for participation in interscholastic athletics, students must have passed 4 of 5 classes from the previous marking period. Students must be currently passing 4 of 5 classes during the marking period of participation as well. (PerLeague regulations) Please see the Tipton Athletic Handbook for specific guidelines on eligibility and athletic procedures.

Spectators at any after school event are required to be respectful and responsible and adhere to the code of conduct required by the school. Any behavior deemed unsportsmanship-like or unacceptable by moral and school standards will be subject to removal. The removal can be prompted by any Tipton Academy staff member and pertains to all locations of our events.

## **TUTORING**

Tutoring and offering academic support after regular school hours is very important to Tipton Academy. Tipton staff will continue to offer tutoring support to all grade levels during scheduled times. Parent permission is required for students to participate in this activity. If you are interested, you can request information in the main office.

## **STUDENT SOCIAL EVENTS (Activity Nights, Athletics, Clubs, Dances, etc.)**

The Board of Directors recognizes the value of student social events in enhancing and enriching the educational experience for the children at Tipton. The Board of Directors along with the administrative staff will make school facilities available and provide appropriate staff to conduct the student social event after approval by the principal.

School social events, which take place outside school facilities, must be approved by the administration. As voluntary participants in school social events, students are held responsible for compliance with the rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures applicable during the regular school day.

Participation at school events is not a right, it is a privilege and as such will be denied to any student who has demonstrated a disregard for the rules of the school, including students on suspension and academic probation.

NOTE: If a student is absent for half of the day or more from school the day of a scheduled after-school or evening school activity, they will NOT be permitted to participate in the event.

## **BEFORE AND AFTER SCHOOL CARE PROGRAM**

ADMISSION CRITERIA- Only students who are presently enrolled in Tipton Academy are eligible for Tipton Academy's Before and After Care Program, which is provided to Tipton by a private company. All students not registered must be picked up from school by 3:30pm EAST or 3:45pm WEST, or they will be sent to Latch Key and the parent/guardian charged accordingly.

Students may not wait in the building or on the premises without academy supervision. If we find students hiding in the building or on the grounds to avoid payment, disciplinary action will be taken and the student may be dismissed from the Academy.

***TRG Latch Key is offering a before and after school latchkey program at Tipton Academy. It will be available Monday-Friday from 6:30-7:35am and 3:30-6:30pm.***

**Emergency Latch Key** is for students that are not picked up by 3:45 for any reason. Students must be signed up online prior to an emergency drop-in. We strongly encourage you to register your child in case an emergency arises. Please understand that our office closes at 4:00pm. At that time our staff is scheduled to leave the premises and go tend to their families. We understand that things come up and

we ask that you understand that we have ensured there is an option for you when and if an emergency arises. Your child will be taken to TRG Latch Key and you will be responsible for payment. We are unable to provide alternatives beyond this after the office closes. For any child that is not picked up prior to the office closing and is unable to attend the TRG Latch Key program, we will have to contact the authorities to come and pick up the child. Please understand, we do not want to do this. Just as you have responsibilities to your family, our staff members have responsibilities to their families. If you have questions or concerns or an emergency situation arises, please contact the office immediately to notify them.

**TIMES:**

- Doors open at 6:30 a.m. **We are not prepared to accept students at school prior to that time!**
- Hours are from 6:30am until 7:35am and from 3:30pm until 6:00p.m.
- Any child(ren) not picked up by 6:00pm, will be assessed a charge of \$1.00 **per minute** after 6:00pm per child.

**ACADEMY WITHDRAWAL OF STUDENT FROM BEFORE AND AFTER SCHOOL PROGRAMS:**

Tipton ACADEMY reserves the right to exercise immediate withdrawal of any student or individual if it is deemed that such person(s) fails to abide by the rules established for the program. A student may be withdrawn from the day care program if day care fees are not paid.

Written notice will be sent to the parent or legal guardian explaining reasons for withdrawal.

**R400.5107 Discipline. Rule 107.**

1. Staff shall use developmentally appropriate positive methods of discipline, which encourage self-control, self-direction, self esteem, and cooperation.
2. Staff shall be prohibited from using the following as a means of punishments:
  - (a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
  - (b) Restricting a child's movement by binding or tying him or her.
  - (c) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
  - (d) Depriving a child of meals, snacks, rest or necessary toilet use.
  - (e) Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.
3. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, to prevent a child from harming himself or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by sub-rule (2) of this rule.
4. The Academy shall have written policy regarding the discipline of children. This policy shall be furnished to staff and parents.

All students enrolled and participating in the Before or After School Program are subject to the same rules of conduct as during the school day. Latchkey staff members are permitted to issue Student Conduct Referrals as appropriate and forward to the school principal/administrator for follow-up. Latch Key staff are also designated to inform the Latch key director of student issues and students may be dismissed from the Latch key program if deemed necessary by the director.

## **FUNDRAISING**

The Board of Directors acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the school.

The Board of Directors will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit is to be used for school related purposes or for an activity with the school. All fundraisers are required to post in the description: 1) group coordinating the fundraiser, 2) contact name, 3) purpose of the fundraiser, 4) fundraising goals, 5) amount collected, 6) how the fundraising dollars were spent. Fundraisers may be denied based on the discretion of the administrative office.

# **ACADEMIC PERFORMANCE OVERVIEW**



## GRADING

All K-8th grades utilize the same grade scale in accordance with academic performance and the mastery of learning standards.

Kindergarten-8th Grade will utilize the School Academic Standing Key:

<b>A</b>	<b>94-100</b>	<b>A-</b>	<b>93-90</b>		
<b>B+</b>	<b>89-87</b>	<b>B</b>	<b>86-84</b>	<b>B-</b>	<b>83-80</b>
<b>C+</b>	<b>79-77</b>	<b>C</b>	<b>76-74</b>	<b>C-</b>	<b>73-70</b>
<b>D+</b>	<b>69-67</b>	<b>D</b>	<b>66-64</b>	<b>D-</b>	<b>63-60</b>
<b>E</b>	<b>59 and below</b>				

## HONOR AWARDS

At the end of each quarter, special recognition is given to those students who have achieved excellence in their academic progress as well as social development. Students are given awards based on their individual accomplishments during the school year.

Principal's List: A's in all courses of study and exceptional citizenship (all grades)

Honor Roll: Letter grades of all A's and B's (all grades)

Attendance Award: Perfect Attendance and no tardies (all grades)

Citizenship Award: Exceptional citizenship at all times (all grades)

## REPORT CARDS – CONFERENCES

Academic reports for students in grades K-8 are distributed 4 times per year. Parent-Teacher Conferences are mandatory to receive your child's report card during the 1st and 3rd scheduled parent teacher conferences. The mid-year or 2nd conferences are available to all parents, but required for parents with request from your child's teacher due to concerns. In the event the parent is unable to attend the conference a phone conference or other will be scheduled during the teacher's planning period during the school day. *It is understood that educators shall, if necessary, arrange additional periodic conferences with parents. Conferences with educators must be scheduled during non-instructional time. If a parent does not attend conferences at all, they will need to pick the report card up in the main office. (except the final report card will be mailed home)*

## APPOINTMENTS WITH EDUCATORS

If you would like an appointment to meet with your child's educator, you may make an appointment by note, email, class DOJO, or call the Academy to leave a message for the teacher. Phone calls to educators during school hours are reserved for emergencies only. Meetings with educators cannot interrupt the learning environment. If before or after school it is recommended to provide advance notice of your request to ensure availability. Families are not permitted to request an appointment by interrupting a virtual classroom session.

## OPTIONAL PLACEMENT TESTING FOR NEW STUDENTS

When necessary to determine grade level placement of new students, Tipton Academy desires that the placement of newly enrolled students to a particular grade level within the Academy to be consistent with the best interests of students. The Board endorses a plan of student assessment in mathematics

and reading as one way of assessing the appropriate grade level in which to place a newly enrolled student. The Academy also assesses newly enrolled students by course content/credits earned at a prior school, student demonstrated knowledge, and compliance with established State requirements as a prerequisite to grade level placement.

The Academy has established rules and procedures governing placement testing of newly enrolled students and how the assessments will be used to determine placement. Reasonable accommodations will be made for students with disabilities or limited English proficiency.

A student's parent or guardian will be asked to participate in a phone or physical conference regarding grade placement if the professional staff of the school are considering placement in a grade above- or below- the grade in which the student had previously been placed. Final determination of a student's placement will be made by the school's administration.

### **PROMOTION and RETENTION**

The Academy recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the policy of the Board of Directors that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

A student will be promoted to the succeeding grade level when he/she has shown adequate mastery of the learning standards as demonstrated by assessments, academic grades. The student must also have demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade. The student must also have attended school with a maximum of 20 absences.

Students who are failing to meet satisfactory progress (typically below C average) may not be promoted to the next grade and will receive additional assistance the following school year. Written notification of concern will be provided to the parent/guardian. A retention meeting will be held with the student's educator, parent, an administrative representative and any other staff members that have worked with the student throughout the school year. At the retention meeting, the reasons for not promoting the student will be given to the parent as well as a plan for the following school year to academically develop the student.

In addition, the following factors are considered when making a decision for retention by the student's educator, parents, principal, Dean of Intervention, MTSS interventionist, student support staff and other involved staff in the student's academic and social livelihood:

- Student performance based on report cards, portfolio, academic records, assessments
- Discipline record
- Attendance record
- Maturity and social level
- Age of the student
- Reading level

The school superintendent, however, reserves the right to retain a student in the same grade when in his/her judgment, despite the objection of a parent, and in combination of the above-listed factors strongly suggests that a student needs to have another year of growth in order to be successful at the next grade level.

If you are concerned about a decision made regarding the retention or promotion of your student, please contact the school principal. If you are still unsatisfied with the result, you may schedule an appointment with the school superintendent. The school superintendent's decision after the meeting will be final.

### **STANDARDIZED TESTS**

The Academy gives the following standardized tests every year. Parents can receive results and are encouraged to review the findings. They will typically be discussed at conferences or mailed home. Please call your child's teacher for an appointment if you have questions.

- MSTEP: Administered to grades 3-8.
- NWEA MAP assessment will be administered to each student in grades K-8. The assessments will measure their academic growth throughout the Academy year.
- District Level common assessments will be administered to applicable grades and subjects in grades K-8
- Running Record assessments for Language Arts will be ongoing throughout the school year. They begin with Kindergarten and continue testing until they show successful reading levels above the 25th percentile on MAP including Dyslexia screening.
- PSAT: College Readiness Assessments are provided to 8th grade students.

# **DISCIPLINE OVERVIEW**

## GENERAL PURPOSE OF SCHOOL DISCIPLINE

School discipline has two main goals: (1) ensure the safety of staff and students, and (2) create an environment conducive to learning. Serious student misconduct involving violent or criminal behavior defeats these goals and often makes headlines in the process. However, the most common discipline problems involve non-criminal student behavior.

These less dramatic problems may not threaten personal safety, but they still negatively affect the learning environment. Disruptions interrupt lessons for all students, and disruptive students lose even more learning time. It is important to keep the ultimate goal in mind while working to improve school discipline. As education researcher Daniel Duke (1989) points out, "the goal of good behavior is necessary, but not sufficient to ensure academic growth." **Effective school discipline strategies seek to encourage responsible behavior and to provide all students with a satisfying school experience as well as to discourage misconduct.**

Research tells us that children are "hardwired" from birth to connect with others, and that children who feel a sense of connection to their community, family, and school are less likely to misbehave. To be successful, contributing members of their community, children must learn necessary social and life skills. Positive discipline is based on the understanding that discipline must be taught and that discipline teaches.

The tools and concepts of positive discipline include:

- ✓ **Mutual respect.** Adults model firmness by respecting themselves and the needs of the situation, and kindness by respecting the needs of the child.
- ✓ **Identifying the belief behind the behavior.** Effective discipline recognizes the reasons kids do what they do and works to change those beliefs, rather than merely attempting to change behavior.
- ✓ **Effective communication and problem solving skills.**
- ✓ **Discipline that teaches (and is neither permissive nor punitive).**
- ✓ **Focusing on solutions instead of punishment.**
- ✓ **Encouragement (instead of praise).** Encouragement notices effort and improvement, not just success, and builds long-term self-esteem and empowerment.

## STUDENT RESPONSIBILITIES

Each student has the responsibility to:

- Respect the inherent human dignity and worth of every individual.
- Be informed of and adhere to all rules and regulations established by Tipton Academy and implemented by school administrators, teachers, and support staff for the welfare and safety of all students.
- Study diligently and strive to reach the highest possible level of academic achievement.
- Be punctual to school and classes.
- Refrain from slanderous remarks and obscenity in verbal and written expression.
- Dress and present oneself in a manner that meets the standards of health, cleanliness, safety, and the Tipton Academy Dress Code.

- Help maintain and improve Tipton Academy's school environment, preserve school property and exercise the utmost care while using school equipment and facilities.
- Conduct oneself in an appropriate manner while in attendance at all school sponsored and/or related events.
- Continue to be, or strive to become more actively involved in one's education and personal growth.

***NO-RESCUE POLICY for students:***

Tipton Academy works to train and educate our students towards self-reliance. Thus, discretion will be used to allow students to call home for reasons such as to make arrangements with friends, to ask non-essential questions, to handle class business, or to intervene in a situation. Additionally, because Tipton Academy values the educational time entrusted to us for your child, teachers will release students to the office to ask to use the phone only in emergency situations.

Office staff will use the following procedures when a student asks to use the phone:

1. The office staff will ask the student why he or she wants to use the phone. Care will be given to assess the student's predicament. A decision will be made by the staff person (based on the above stated purpose) whether the student should be allowed to call home.
2. If it is determined that the student should work through the issue without calling home at this time, the staff person will discuss with the student resources available at the school to help.
3. When the student is determined to be able to manage the problem, he or she will be sent back to the classroom.
4. If after working with the student, it is determined that he or she will not be able to function at school appropriately, the staff person will call the parent. From experience, however, it is not expected that this will be the typical result.
5. If at any point the school administration determines a parent should be involved or notified, even if it was successfully handled, communication will take place by the school to the parent about the situation.

**DISCIPLINE & SPECIAL EDUCATION STUDENTS**

School officials may suspend a disabled student (as identified by IDEIA 2004) for up to ten (10) consecutive days without implementing procedural safeguards. However, a suspension in excess of ten (10) consecutive school days constitutes a "change in placement" for which procedural safeguards must be implemented.

Before implementing a suspension for a disabled student for more than ten (10) consecutive school days, the school district must provide due process protection given non-disabled students, and must take the following steps:

1. Notify the student's parent or guardian in writing of proposed change in placement; and
2. Convene an MDR/IEPT to determine:
  - a. Did the disability cause, or have a direct and substantial relationship to the act of the misconduct?
  - b. Did the District's failure to implement the IEP cause the misconduct?
3. If the answer to both questions is NO, a suspension of more than ten (10) days must be imposed. However, the school district is still responsible for providing special education services during the course

of the long-term suspension and an IEPT must be convened to determine what the special education services will be.

At any stage, the parent always has the right to appeal a decision made as part of the IEPT process. In the event of an appeal, the school district must operate under the “stay put” policy allowing the student to remain in the present program. *Tipton Academy will follow IDEA 2004 mandates.*

### **ACADEMY WIDE RULES:**

The Academy’s ultimate goal is to produce students that are respectful, responsible, and resourceful.

Respectful students are polite and use manners. They use appropriate language and appropriate voice levels when talking in the building and to others. They listen to and follow the direction of authority figures. They walk in the building. They keep their hands, feet, and objects to themselves. They keep a comfortable distance away from other people's personal space. They allow the teacher to teach and minimize disruptions to the learning environment. They use safe measures and decision making when dealing with themselves, other students, staff, parents, and the school. They utilize good communication skills when dealing with others, including listening and responding appropriately to concerns.

Responsible students make decisions to follow rules appropriately. They behave in a safe way for themselves and others. They care about the cleanliness of their school environment and take pride in helping to keep it clean. They make sure they are in proper uniform when they leave for school in the morning and remain in proper uniform throughout the school day. They make sure they have all they need for the day including finished homework, signed papers, and a lunch and are prepared to learn. When a choice or decision has the potential for negative consequences, responsible students admit wrongdoing and are accountable for their actions.

Resourceful students are able to problem solve. They utilize people, places, and things to find answers to problems that they are having. They seek the appropriate help when they need it, including adults that are on staff and the closest to get to. They help others when they can by getting an appropriate adult, or informing an appropriate adult if another student or person needs help. They try to use conflict resolution strategies to solve student to student issues appropriately and when that doesn’t work they seek the help of an appropriate adult. If they are in immediate danger they use good decisions to get out of it as soon as possible and then inform the nearest appropriate adult.

### **POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS):**

Tipton Academy has implemented goals, activities, programs, and communication modes specific to preventing and correcting behavior to reflect respect, responsibility, and resourcefulness in our students. Teachers will use restorative practices techniques to avoid classroom disruptions and protect the learning process.

#### **Specific School Rules:**

##### **1. Be prepared to learn:**

Including: be on time, bring all necessary school materials (including completed homework), do not disrupt the learning environment, take care of other business outside of the classroom.

**2. Follow the direction of the teacher or staff member in charge:**

Including: teacher directives include classroom and school rules, requests to sit down or in a specific seat, requests to take notes, read, or any academic tasks or behavioral tasks, etc.

**3. Be respectful:**

Including: use your manners, clean up after yourself, be nice and cooperative to the teacher, other staff, other students, guests, and self. Use appropriate language at all times throughout the school. Talk in an appropriate tone and level when speaking with authority, students, guests and within the building and classrooms. Keep hands, feet, and objects to self. Keep an appropriate distance from the personal space of others. Take appropriate care of the school facility, furniture, grounds, and materials.

**4. Be safe:**

Including: walk at all times both in the school and outside, upon dismissal and at arrival. Keep hands, feet, and objects to yourself and do not spit or bite others. Keep an appropriate distance from others. Keep toy weapons at home – (guns, knives, handcuffs, etc. are NOT PERMITTED)

**NOTE:**

**Gum Chewing and Caffeinated beverages** are not permitted.

**Inappropriate Public Displays of Affection** between students including holding, kissing, inappropriate touching, etc, are not permitted.

**CLASSROOM RULES:**

Each educator has the opportunity to add or enhance the Academy Rules within the confines of their classroom. This is in order to make the learning environment age appropriate to promote growth and success. These rules help students learn how to think and act responsibly by offering a safe and orderly place to reflect, plan, discuss, and find resources to achieve success in school.

**RESPONSIBLE THINKING REFERRAL (RTR)**

We believe that all students are responsible for their own actions and must be taught to respect the rights of others. This means they learn how to think in appropriate ways to get what they want, while at the same time, respecting the rights of others.

We believe that teachers have the right to teach and students have the right to learn in a safe and orderly environment. No student has the right to disrupt school, regardless of where they are, especially if they are preventing other students from learning or are threatening the safety and rights of others.

If a student is disruptive to the school environment, they are asked to think about what they are doing and compare their actions to the rules or procedures of where they are. If the student persists in not following the rules or guidelines, they have lost their right to be in that place. They are then assigned to the Responsible Thinking Room where they stay until they indicate to the RTR Supervisor that they are willing to follow the rules. They are then guided to work out a plan. The student will use this plan to negotiate their return to class with their teacher. In most cases, students are permitted to go to all other classes and areas where they have been responsible.



Parents should expect to be contacted only when their child has developed a pattern of disruptions. If the disruptions continue, the RTR supervisor and an administrator will coordinate an intervention meeting that the student and parent must attend.

Major violations of the school rules will continue to be processed according to the Tipton Academy Student Handbook Code of Conduct.

The following consequences will occur when a student is sent to the office:

Grades K-5: (RTR process follows Leader in Me clip charts within the classroom)

ODR Office Discipline Referral and the code of conduct will be followed.

Grades 6-8

- 1st RTR Complete the RT Form, verbal warning
- 2nd RTR Complete the RT Form, student meets with supervisor and calls home
- 3rd RTR Complete the RT form, student meets with supervisor, calls home, and after school detention.
- 4th RTR Complete the RT form, Parent Meeting
- 5th RTR Complete the RT form, 1 day in/out of school suspension for insubordination, Restorative Circle Meeting required to readmit.
- 6th RTR Complete the RT form, 3 days out of school suspension for insubordination, Restorative Circle Meeting required to readmit.
- 7th ODR Any continual will directly follow the handbook for insubordination/disrespect

**SAFE ACADEMY’S STUDENT DISCIPLINE POLICY**

Tipton Academy and Tipton Academy’s Board of Directors, endeavors to ensure that Tipton Academy is a safe place for teaching, learning and working. Tipton Academy will notify the police and take swift and appropriate disciplinary action for the following infractions:

**Physical Assaults Against Academy Personnel:**

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Any student who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, on an Academy bus or other Academy related vehicles, or at an Academy-sponsored activity or event will be suspended and may be permanently expelled for a period of not less than one hundred eighty (180) days or one full academic school year.

**Physical Assaults against Students:**

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

The Academy board or designee of the Academy board shall move to suspend or **expel** any student from Tipton Academy if at Academy a student:

- Possesses a dangerous weapon
- Commits arson
- Commits criminal sexual conduct.

Any student in 6<sup>th</sup> grade or above may be suspended or expelled for the following:

- Physical assault against another student
- Physical assault against an Academy Staff or Official (expel)
- Verbal assault, as defined by Academy board policy, against an Academy Official or Staff member
- Bomb threat or similar threat
- Other serious in nature offense, which significantly jeopardizes the student, other students, staff, guests, or the Academy.

**Verbal Assaults:**

Verbal Assault means a threat of an immediate harmful or offensive language, coupled with apparent immediate ability to commit the same, and which puts a person in a reasonable apprehension of such touching, or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence, a bomb threat (or similar threat) directed at an Academy building, other Academy property, or an Academy related event. For purposes of this policy, the definition of assault also includes written threats.

Any student in grade 6 or above who commits a verbal assault on Academy property, on an Academy bus or other Academy related vehicle, or at Academy sponsored activity or event against an Academy employee or against a person engaged as a volunteer or contractor for the Academy shall be suspended and may be expelled, depending upon circumstances, for up to one hundred eighty (180) days or one full academic school year.

**Criminal Sexual Conduct:**

Criminal sexual conduct means sexual penetration or touching of a person’s intimate parts. Intimate parts are defined as the breasts, buttocks, inner thighs, and groin or genital areas.

Without consent:

- Any sexual touching of a person's intimate parts: With or without consent
- Any sexual touching of a person under 10 years old

**SEXUAL HARASSMENT POLICY**

For the purpose of this Policy, “sexual harassment” shall mean ANY unwelcome advance of a sexual nature, requests for sexual favors, and/or **verbal or physical conduct** or communication of a sexual nature.

Sexual Harassment: Discriminatory harassment on the basis of sex is hereby prohibited.

Complaint Procedure: Report. A person who believes that this Policy has been violated should promptly report the alleged violation to the school administrator/principal. All alleged violations should be reported no later than sixty days from the date the person first becomes aware of the alleged incident. However, the school reserves the right to investigate and act upon reports submitted beyond the sixty day period.

School Action: The building administrator/Principal and Superintendent shall assist the complainant to pursue effective resolution of the complaint. This may be handled through an informal or formal process, depending on the severity of the situation. In the event that the administrator or Superintendent or among the persons complained of, their positions shall be filled by a member of the Educational Service Provider.

Informal Process: The complaint shall be handled by an informal process unless the situation complained of is deemed so severe by the investigating team or the Board of Directors as to require a formal process, or the complainant demands a formal process, or the action complained of would constitute a criminal act if proven true. The informal process shall involve the investigating team meeting with the alleged offender and all other persons or parties as it deems appropriate, this includes meeting with the student without a parent/guardian present. The alleged offender(s) shall be informed of the complaint and the complainant has requested resolution. If the complaint is resolved to the satisfaction of all parties, no further action will be taken unless required by law or if deemed appropriate by the investigating team. If all parties are not satisfied with the action taken, a formal complaint can then be made by any of the parties.

Formal Complaint: A formal complaint must be signed and clearly state the nature of the alleged offense, the name of the alleged defender and the specifics (including time, date and location of the incident(s)). The formal complaint must be filed with the investigating team. If the investigating team deems that the circumstances require action, the complaint will be investigated in a timely and thorough manner to protect the rights of both the complainant and the alleged harasser(s). In the course of the investigation, the following process will be followed:

- a. The investigating team will attempt to convene as soon as is reasonably possible after the filing of the formal complaint.
- b. The investigating team will attempt to gather all appropriate facts in as timely a manner as is reasonably possible.
- c. The investigating team will report to the board at the next regularly scheduled board meeting, or if the investigating team and the Board President deem appropriate, at a special meeting of the board.
- d. The board shall determine appropriate action to be taken.

Sanctions: The person(s) who is found to have violated this Policy may be subject to sanctions which may include, but need not be limited to, suspension, removal from school environments/activities/events, expulsion from the school, banishment from the campus, and/or dismissal from service at the school. Violators may also be subject to civil action or criminal prosecution.

Confidentiality: Discretion will be exercised. However, there can be no guarantee of confidentiality or anonymity since any investigation will involve discussions with other parties. Information about the complainant giving rise to the complaint will be reviewed only as investigatory and disciplinary processes require, or as otherwise required by law or courts having competent jurisdiction. Confidentiality will be observed to the extent permitted by law and to the extent consistent with protecting the welfare of the School Community and the interest of the school. However, the investigating team, the Board and/or the school administrator/principal may report the incident to appropriate authorities as they deem necessary or appropriate.

### **CHILD ABUSE OR NEGLECT**

Child abuse or neglect means harm or threatened harm to a child's health or welfare by a parent, or legal guardian, or any other person responsible for the child's health or welfare, or by an educator or educator's aide.

**Suspected child abuse and or neglect must be reported to FIA. (See Tipton Academy's Child Abuse and Neglect policy)** It is not our choice to determine if abuse or neglect are present, if there is any reason that brings suspect, we are required by law to report it.

### ***Application to Students with Disabilities***

*This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.*

### **STUDENT BEHAVIOR CODE**

Students are expected to follow the rules and regulations of the Student Behavior Code. The Academy will uphold the code and will exercise proper discretion as it pertains to each incident. For further information on expulsion and due process, see the main office.

Self-discipline is our goal for all of the students of Tipton Academy. To encourage the development of this virtue, positive reinforcement will be used. Students are expected to follow the rules and regulations of Tipton Academy. The Academy will uphold the code and will exercise proper discretion as it pertains to each individual student.

### **DEFINITION OF DISCIPLINARY ACTIONS:**

#### **Conference with student:**

Conferences are held for all disciplinary problems. Usually it is also a first step for minor violations resulting in a warning being issued. All behaviors and resolutions will be documented.

#### **Parent Conferences:**

A parent conference can be personal or by phone. This can be used as a second disciplinary action or can be required for other violations. All conferences and resolutions will be documented.

**Referrals:** If a resolution is not created, student will be referred to school administration by any staff member within the school. All students will be responsible for returning their referral with a parent/guardian signature by the next school day. If not returned they may be asked to serve an in-house suspension until all required paperwork is returned.

**Detention:** May be served during recess, lunch, classroom celebrations, and before or after-school for unacceptable behavior. If a student fails to serve detention, an in-school suspension will be issued and added to the students permanent record.

**In-School Suspension or In-School Detention:** For appropriate removal from class, chronic irresolvable or major discipline problems, a student will remain in the office for the entire duration of the day or class period. They will complete classwork and log into their classroom as appropriate. They are to ask permission to leave for any reason and will be required to eat their lunch in the office. They are to make up all missed assignments and have the same number of days to complete it as they are absent if logging in is not available. They will receive an unexcused absence for any time served. It is the teacher's discretion to assign full or partial credit for the work completed.

**Out-of-School Suspension:** For appropriate removal from class, chronic irresolvable or major discipline problems, a student may be sent home for a short suspension from 1 day-10 days. If the infraction is severe, a disciplinary hearing will be held to determine if long-term suspension or expulsion is appropriate. A student who is suspended out of school will be required to remain in the office until

picked up by a parent or guardian. While in the office they will follow the same routine as an In-School suspension. Once serving their out of school suspension they are not to be on school grounds during or after school or attend any after school activities. During their suspension, they will complete classwork and log into their classroom as appropriate. They are to make up all missed assignments and have the same number of days to complete it as they are absent if logging in is not available. They will receive an unexcused absence for any time served. The teacher will assign credit for work completed that is received in the designated time period.

**Legally Required Considerations for out of school Suspension:**

Before suspension and expulsion are determined we must and will consider the 7 factors below. These will be addressed prior to a final decision being made.

1. The pupil's age.
2. The pupil's disciplinary history.
3. Whether the pupil is a student with a disability.
4. The seriousness of the violation or behavior committed by the pupil.
5. Whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member.
6. Whether restorative practices will be used to address the violation or behavior committed by the pupil.
7. Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

**Rules for In-House Suspension or In-House Detention**

1. Students are required to follow the direction of the staff member supervising them at all times.
2. Students will sit in their assigned seats given to them by the office staff.
3. While in the designated "in-house" location or RTR room there will be no talking, note writing or any other type of personal communication with other students.
4. Students are responsible for keeping their area clean. Any waste can be kept on their desk top until their break time or end of the school day.
5. If a student refuses to follow the in-house rules they will be given an out of school suspension.
6. If a student is absent the scheduled day of in-house or misses any part of the day, they will make up any absent time the next day in attendance.
7. Log into their remote classrooms and participate as appropriate.

**Expulsion from the Academy:** In extreme cases expulsion from the Academy may be necessary. A student who is expelled may not return to the school for a time period equivalent to one full academic school year. After the expulsion is completed it is up to the Academy to permit re-enrollment into the Academy.

**DISCIPLINE ACTIONS  
AND  
MINIMUM PENALTIES**

**DISCIPLINARY ACTIONS AND MINIMUM PENALTIES: (These are subject to current law. If law changes during the school year, penalties will be subject to those changes) Administrative discretion will be used to determine the most appropriate level of consequence subject to the 7 considerations and in accordance with the Michigan Restorative Practices law.**

Offense	Definition	K-3 Minimum Penalty	4- 6 Minimum Penalty
Dress Code Violation	Out of compliance with proper Tipton uniform defined in the Student Code of Conduct.	Please refer to the handbook section Dress Code.	Please refer to the handbook section Dress Code.
Cell Phone Policy	<p>Student cell phones are permitted on the premises, but may not be used without approval between 8am and dismissal per each grade level. It should not be heard or seen. They may not be used on school grounds for recording or watching videos, photographs, or social media. Field trips have specific guidelines per each trip.</p> <p>Refusal to release it will result in insubordination consequence</p> <p>If cell phone is used for social media, recording videos, or photographs at any time we will follow harassment consequence, inappropriate use of technology, or the most appropriate consequence based on what it is.</p>	<ul style="list-style-type: none"> <li>▪ 1st offense is a warning to stop and put it away.</li> <li>▪ Each consecutive offense will result in it being confiscated and only a parent or guardian can pick it up from the main office.</li> <li>▪ Third and continual offenses will be considered insubordination and handled according to the code of conduct under insubordination in addition to confiscation of the item and parent signature for release.</li> <li>▪ Refusing to surrender a cell phone or other device used in an unauthorized way, will result in further disciplinary action considered gross disrespect and/or insubordination.</li> </ul>	
Rough-housing / Verbal Confrontation	Exhibiting physically aggressive or unsafe behavior including acting carelessly and putting others in danger; instigating or engaging in verbal confrontations where abusive, vulgar, irreverent, lewd, or indecent conduct, including gestures, pictures, stories, or language is used.	<p>Removal from class for a designated period of time.</p> <p>Parent contact</p> <p>Parent conference if necessary</p>	Removal from class for a designated time period to 5-day out of school suspension.
Fighting	An extreme act of physical aggression that is designed to seriously harm or injure another person	<p>1 day suspension.</p> <p>Referral to counselor/social worker.</p> <p>Days may increase with the number of violations</p>	<p>Out of school Suspension</p> <p>1 day to expulsion depending on the severity of the situation. Days will increase with multiple violations.. After 10 days an automatic referral for expulsion.</p>
Insubordination	Deliberate refusal to obey a reasonable request or order by an Academy personnel, documented by the Academy personnel and submitted to the office	<p>Removal from class for a designated period of time.</p> <p>Parent contact</p> <p>Parent conference if necessary</p>	<p>Removal from class.</p> <p>An appropriate form of suspension</p> <p>Continued violation warrants dismissal from Academy.</p>

Disrespect towards Authority	To use inappropriate tone of voice tone, voice level, language, insinuations, mockery, gestures, threats, intimidation, etc.	In-House suspension to Out of School suspension.  Referral to counselor/social worker.  Days may increase with the number of violations	Referral to counselor/social worker.  1 day out of school suspension to dismissal from academy and will add an additional day for each additional occurrence up to 10 with referral for expulsion.
Harassment	To disturb persistently physically or emotionally direct or indirect; torment, as with troubles or cares; bother continually; pester; persecute. <i>*Please refer to the section on bullying for additional information.</i>	Removal from class for a designated period of time.  Parent Conference.  Referral to counselor/social worker.	Out of school suspension  1 day to expulsion.  Notification to authorities if appropriate.  Referral to counselor/social worker if appropriate.

Serious Threats	Written, gesture, or verbal threats toward self, another person's life or well being, or the school.	Conduct Risk Assessment (found in mental health section)  Removal from class for a designated period of time.  Investigation by Administrative staff and when necessary contact local authorities and child protective services.  Parent contact.  Recommendation for mental health evaluation if appropriate.	Conduct Risk Assessment (found in mental health section)  Immediate removal from class. Investigation by Administrative staff.  Minimum 3 day suspension – Required to make up all missed assignments if eligible to return to school. Notification to authorities and/or child protective services if appropriate.
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Public or Private displays of affection	Consensual inappropriate touching or displays of affection such as kissing, touching of other people's personal areas based on request or confirmed agreement.	<p>Parent Notification</p> <p>Warning to administrative removal from class for a designated period of time.</p> <p>Investigation as appropriate.</p> <p>Referral to counselor/social worker if deemed appropriate.</p> <p>Referral to authorities/CPS if appropriate.</p> <p>Student contract.</p>	<p>Parent Notification</p> <p>Warning to suspension from school for a designated period of time.</p> <p>Investigation as appropriate.</p> <p>Referral to counselor/social worker if deemed appropriate.</p> <p>Referral to authorities/CPS if appropriate.</p> <p>Student contract.</p>
Sexual Harassment	The making of offensive sexual advances, touching of personal areas, or of sexually offensive remarks, gestures or acts, that make another person feel uncomfortable.	<p>Parent Notification.</p> <p>Removal from class.</p> <p>Referral to counselor/social worker.</p> <p>Recommendation for mental health evaluation if appropriate.</p>	<p>Out of school suspension</p> <p>1 day to expulsion.</p> <p>Notification to authorities if appropriate.</p> <p>Referral to counselor/social worker</p> <p>Recommendation for mental health evaluation if appropriate.</p>
Forgery/Impersonation	Falsely making or altering a writing by which the legal rights or obligations of another person are apparently affected; simulated signing of another person's name to any such writing whether or not it is also the forger's name or using the school or other person's image, likeness or otherwise to impersonate on phone, social media, etc.	<p>Parent Notification.</p> <p>Dependent upon what and how forgery occurred, loss of some form of school privilege to suspension.</p>	<p>Suspension to expulsion</p> <p>Parent notification.</p> <p>Notification of authorities if appropriate.</p>
Profanity or Obscenities	The use of abusive, vulgar, irreverent, lewd, or indecent conduct, including gestures, pictures, stories, or language in written, physical gesture, or spoken form.	<p>Contact of Parents</p> <p>Time out of class to suspension.</p>	<p>Removal from class to suspension of appropriate days.</p>

Bullying	Harassment or Bullying: is any gesture or written, verbal, graphic,	Contact of Parents	Out of school suspension
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	<p>or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. This also includes ANY behavior that could be perceived as being aimed at intimidating, threatening, or coercing another person. <u>Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. Tipton Academy Adheres to a ZERO TOLERANCE BULLYING POLICY.</u></p>	<p>Removal from class for a designated period of time to suspension and in extreme cases expulsion.</p> <p>Referral to counselor/social worker.</p>	<p>3 days to expulsion.</p> <p>Recommendation for mental health evaluation if appropriate.</p>
Stealing	<p>To take (the property of another or others) without permission or right, esp. secretly or by force.</p>	<p>Return of items or cost of missing items</p> <p>Contact of Parents</p> <p>Time out of class.</p> <p>Loss of some type of school privilege.</p> <p>Recommendation for mental health evaluation if appropriate</p>	<p>Return of items or cost of missing items</p> <p>In-House suspension to Out of school suspension</p> <p>Days may increase with the number of violations.</p> <p>Recommendation for mental health evaluation if appropriate</p>
Plagiarism and Academic Dishonesty	<p>To copy or present someone else's work as your own OR to not be able to distinguish your work from a group of students you are working with.</p>	<p>K-6 - Consequence is determined by Tipton Academy staff and may include withholding credit until the student retakes the class.</p>	
Skipping Class /Loitering	<p>Being out of class during instructional time without a pass, arriving 5 or more minutes late to class without a pass, or not attending class without proper authorization; being present in unauthorized areas in the building or school grounds.</p>	<p>Notify Parents up to removal from class.</p>	<p>1<sup>st</sup> - Notify Parents</p> <p>2<sup>nd</sup> - In school suspension to two days out of school suspension</p>

Gambling /Gambling paraphernalia	Being found in possession of gaming paraphernalia such as dice, chips, etc.; exhorting and/or collecting money under betting or unwarranted circumstances	Notify Child Protective Services/Parents	Up to 5 day out of school suspension and dismissal from Tipton
Vandalism	Deliberate defacing or destruction of school or individual student, staff, or guest property	Student to remove or parent to pay for removal or replacement of damaged property.  Form of time out of class.	Student to remove or parent to pay for removal or replacement of damaged property.  1 day suspension to expulsion.  Notification to the authorities.
Trespassing /Loitering:	Students and parents being on school grounds fifteen (15) minutes after dismissal or after a school related function, even in a vehicle.	K-8 - Verbal warning; reported to local authorities; after 3 incidents child protective services will be notified; Dismissal from Tipton.	
Leaving school without proper authorization	Leaving the premises of the school without following check-out protocols.	K – 8 In school suspension to three days out of school suspension	
False Fire Alarm	Deliberately pulling or setting off the fire alarms.	Parents will be fined by the local fire department.  1 day suspension	Parents will be fined by local fire department.  3 day suspension to expulsion
Possession/usage of Weapon	Any instrument of attack used to cause serious harm to another.	Conduct Risk Assessment  Contact authorities - 10 day suspension and referral for immediate expulsion  Notification to Child Protective Services  Recommendation for mental health evaluation if appropriate.	Conduct Risk Assessment  Contact authorities - 10 day suspension and referral for immediate expulsion  Notification to authorities and Child Protective Services  Recommendation for mental health evaluation if appropriate.
False/Toy/Fake/Pretend threats, weapons or likeness	Any attempt to cause panic and/or fear in others whether directly or indirectly intended to ensure panic and fear.	Conduct Risk Assessment  Consider Contacting authorities based on circumstances - for age appropriate response to situation. Out of school suspension short term up to disciplinary hearing for long term as appropriate.  Consider notification to Child Protective Services	Conduct Risk Assessment  Contact authorities - 10 day suspension and referral for immediate expulsion through disciplinary hearing.

		Recommendation for mental health evaluation if appropriate.	Notification to authorities and Child Protective Services  Recommendation for mental health evaluation if appropriate.
Alcohol	Possession of an intoxicating liquid containing some form of alcohol.	Contact Child Protective Services  Appropriate disciplinary Action and/ or out of school suspension to expulsion  Recommendation for mental health evaluation if appropriate.	5 day suspension up to expulsion  Notification to authorities and Child Protective Services

Drugs /paraphernalia	Possession of a chemical substance, illegal or otherwise, that affects the central nervous system causing changes in behavior and often addiction or possession of any equipment used in making, using, or concealing such a substance.	Contact the authorities and Child Protective Services  Appropriate disciplinary Action and/or out of school suspension to expulsion.  Recommendation for mental health evaluation if appropriate	Contact authorities - 10 day suspension and referral for immediate expulsion  Notification to Child Protective Services  Recommendation for mental health evaluation if appropriate
Tobacco	Possession and/or use of tobacco containing products including cigarettes, chewing tobacco, vape or other.	Contact child protective services  Appropriate disciplinary Action and/or out of school suspension to expulsion	1 <sup>st</sup> - 3 day suspension  2 <sup>nd</sup> – 5 day suspension and notification to authorities  3 <sup>rd</sup> – 10 day suspension and notification to authorities and dismissal from Academy.  Notification to Authorities.
Fire type materials	Possession of Fireworks, stink bombs, lighters, matches, smoke bombs, etc.	Conduct Risk Assessment  Situation Subjective, Contact parents, 1 day suspension, Contact Child Protective Services,  Recommendation for mental health evaluation if appropriate.	Conduct Risk Assessment  3 day suspension to expulsion  Recommendation for mental health evaluation if appropriate.
Compromise of public safety (teachers, staff, students, community, animals, facilities, or	Exhibiting physically aggressive or unsafe behavior including acting carelessly and putting others in danger whether physically or emotionally; disregard for directives and/or authoritative figure	<b>K – 8</b> Out of school suspension to expulsion. Notification to authorities and/or child protective services if appropriate. Dismissal from Tipton.  Conduct Risk Assessment as appropriate.  Recommendation for mental health evaluation if appropriate.	

grounds):		
WEAPONS USAGE, ARSON, CRIMINAL SEXUAL CONDUCT-	If a student possesses a dangerous weapon in a weapon free school zone (on school property and/or a vehicle used by a school to transport students to or from school property), or commits arson or criminal sexual conduct in a school building or on school grounds, the student must be expelled from school permanently, subject to possible reinstatement provided for in the law.	<b>K – 8</b> Any student who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, on an Academy bus or other Academy related vehicles, or at an Academy-sponsored activity or event will be suspended and may be permanently expelled for a period of not less than one hundred eighty (180) days or one full academic school year.  Conduct Risk Assessment as appropriate.  A recommendation for a mental health evaluation.
Child Pornography	A student in possession of an indecent photo of a minor on their phone, internet, email, social media, etc. This will extend to sending, sharing, exploiting, etc.	<b>K-8</b> Any student who is suspect of this, will be interviewed. Notification to parents. Information will be reported to the local authorities. Additional school consequences range from removal of class to expulsion.  A recommendation for a mental health evaluation.

## PARENT GRIEVANCES

Any and all parent concerns and grievances should be brought to the attention of the teacher. If, after consultation and discussion with the teacher, the parent feels the matter has not been satisfactorily settled, the parent may bring the matter to the attention of the Vice-Principal or Principal. If, after consultation and discussion with the Vice-Principal or Principal, the parent feels the matter has still not been satisfactorily settled, the parent may make a written appeal to the Principal. The Principal will respond in writing informing the parent if and when the hearing of the grievance will take place. If appropriate the grievance will be relayed to the Tipton Superintendent if the grievance still has not been resolved it will go to the Educational Service Provider and then to the Tipton Board of Directors. Please be aware that the Tipton Academy Principal, Superintendent, ESP and Board members are in their official capacity to respond to the grievance when and only when they are meeting formally regarding it. Individually (in the hallways, at games, on the telephone, etc) they are not to discuss official business of this nature as it would be considered inappropriate.

## EARLY AGE PERMANENT WITHDRAWAL FROM SCHOOL

Michigan law requires attendance of each student until sixteen (16) years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond Tipton.

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*For all other Academy policies approved by the Board of Directors, feel free to request a time to review the Board Policy Manual with the Board of Directors Recording Secretary or the Academy Principal.*