



**BLENDED LEARNING
ACADEMIES**

Student Handbook

Table Of Contents

General Information	3
General Building Information	3
Mission Statement	4
Vision	4
School Improvement	4
Admissions	5
Enrollment	5
Withdrawals	6
Attendance	6
Class schedules:	6
Leaving the Classroom:	7
Tardiness:	7
Early Dismissal or Release:	7
Excused Absences:	7
Truancy:	7
Closure Due to Weather	8
Driving and Parking	8
Visitors	8
Parent-Teacher Conferences	9
Work Permits	9
Food	9
After School Activities & Clubs	10
Academics	10
Pedagogy Defined	10

Teacher Qualifications	10
Graduation Requirements	11
Grade Point Average	11
Grading Scale	11
Curriculum	12
Review of Instructional Materials and Activities	12
School-Wide Assessments	13
Test-Out Policies and Procedures	13
Parent/Family Involvement Plan	13
Student Inclusion and Safe Spaces	14
Student Wellbeing	14
Virtual Learning	14
Substitute Staff	14
Code of Conduct	15
Philosophy of Behavior Interventions	15
General Code of Conduct	16
Restorative Discipline Practices	16
Search and Seizure	17
Physical Interventions, Seclusion and Restraint	17
Dress Code	17
Prohibited Conduct:	18
Academic Dishonesty:	18
Displays of Affection:	18
Inappropriate Communication:	18
Smoking & Vaping:	19
Alcohol and Drugs:	19
Insubordination:	19
Bullying and Harassment:	20
Bullying off campus:	20
Sexual Harassment:	20
Weapons, Arson or Criminal Sexual Conduct:	21
Physical Assaults– Staff:	22
Physical Assaults – Students:	22
Misuse of School Property:	22
Damage of Property:	22
Theft or Possession of Stolen Property:	22
In-School Suspension	23
Investigatory Suspension	23
Suspension/Expulsion	23

Short-Term Suspension:	23
Long-Term Suspension and Expulsions:	23
Safety	24
Medications/Treatments	24
Injury and Illness:	25
Concussions:	26
Immunizations:	26
Emergency Information:	27
Safety Procedures and Drills	27
Fire Drills:	27
Tornado Drills:	27
Tornado Watches:	28
Tornado Warnings:	28
Lock down drills:	28
Medical lockdown:	28
School Evacuations:	28
Preparedness for Toxic and Asbestos Hazards	29
Pesticide Notice	29
Field Trips	29
Local Field Trips:	29
Field Trip Transportation:	30
Pets	30
Photograph and Publicity Release Form	30
Technology Agreement	30
Hacking:	31
Personal Cell Phones:	31
Student Reporting	32
Mandated Reporter	32
Required Legal Notices	32
Age of Majority Declaration	32
Teacher of Record	32
Family Educational Rights and Privacy Act (FERPA)	32
Equal Education Opportunity	33
Individuals with Disabilities	34
Limited English Proficiency	34
Children and Youth in Transition	34
Student Support Services	34
Test-out policy	35

General Information

General Building Information

Front Desk Phone Number: (517) 574-4667

Address: 1754 E Clark Rd, Lansing, MI 48906

School Website: blendedlearningacademies.org

Building Hours: 7:30am-3:30 pm

Instructional Hours: 8am-1pm

Lunch: 1pm-1:30pm

After school activities: 1:30pm - 3:30pm

Mission Statement

Blended Learning Academies supports the emotional and academic needs of 9-12th grade students in an educational environment that encourages all students to meet their intellectual and personal potential.

Vision

Blended Learning Academies will cultivate a supportive learning environment that exposes students, through innovative teaching and learning practices, events, opportunities, and environments that will help them become successful and productive citizens in college, work, and life.

School Improvement

At Blended Learning Academies, we strive to provide each student with the tools they need in order to thrive in high school, careers, and beyond. We understand the necessity in preparing our students with academic and social skills in order to be successful in life. We plan on improving our school in the following ways:

1. Creating a viable curriculum that integrates innovative teaching practices;
2. Providing a safe and orderly environment;
3. Encouraging parent and community involvement;
4. Maintaining a collegial and professional staff;
5. Consistently utilizing the best practices in blended learning instructional strategies, curricular planning, as well as classroom management as it relates to innovative 21st Century skills;
6. Providing each student with a personalized learning plan;
7. Incorporating a project-based learning curriculum in order to accommodate each type of learner;
8. Increasing student motivation by engaging each student in the learning process

As a community, school, and staff we have room for growth in order to achieve our school improvement goals. We will continue to work to align our teaching and restorative justice practices to address these goals in an intentional and empathetic way. Working together with parents, students, and staff members, we will provide a framework to create a successful learning environment for our students. The staff of Blended Learning Academies invites any of those who are interested in contributing to school improvement, to please contact Greg Morris, Blended Learning Academies' Director of Curriculum and Instruction, at (517) 574-4667.

Admissions

As a public and tuition-free school authorized by Ferris State University, Blended Learning Academies seeks to support students toward the successful completion of their high school diploma by way of our rigorous blended and flexible model. Students in grades 9-12 are welcome to join our learning community. The eligibility requirements are as follows:

- Prospective students have successfully completed the eighth grade.
- Provide a birth certificate and proof of Michigan residency (ex: utility bill).
- Provide a transcript from former high school (records release form), if applicable.
- Provide a record of immunizations.
- A parent or guardian signature (if the student is under age of majority- See legal notices).
- Completion of all necessary enrollment forms and agreements (see below)

Enrollment

In order to enroll at Blended Learning Academies, students must have the following documentation:

- Completed enrollment packet (provided to the student by the school)
- Up to date emergency contact names and telephone numbers
- Original copy of the student's birth certificate.
- Current immunization record
- Photo ID of parent or guardian and student's driver's license (if applicable)
- Proof of Michigan residency (a current piece of mail, such as a utilities bill)
- Transcript from previous school, if applicable.
- Other needed items may include records, such as an IEP or 504 Plan (if applicable).

Once a student has completed enrollment forms, the parent/guardian and student will be notified. In order to ensure students are placed in classes to best meet their needs, it is helpful to provide a current transcript, as school records

transfer slowly, however, the School Leader will work with the student to identify an appropriate class schedule.

Withdrawals

If at any time a student or their family decide to terminate their participation with Blended Learning Academies, a written notice should be given to the School Leader. The School Leader will arrange an exit meeting with the family to ensure that the student has everything they need to be successful in their future learning environment. Students may be formally unenrolled from Blended Learning Academies after 15-20 unexcused full days of school, unless exceptions have been made. Any questions concerning unenrollment should be directed to Student Services at (517) 574-4667.

The administration reserves the right to use discretion regarding attendance rules. Every attempt will be made to ensure that rules are applied fairly and consistently to all students.

Attendance

Michigan Law has established obligatory attendance and has placed the responsibility for attendance upon the parents/guardians of public school students. All students are expected to attend school daily and to be on time for class in order to benefit from the unique instructional programming at Blended Learning Academies. We believe that the learning that takes place within the classroom cannot be duplicated by an individual who is not in the classroom, as they lose the benefit of the teacher, class discussion and aid of other students. By promoting good school attendance, Blended Learning Academies is providing students with a unique learning experience catered to each student's individual needs.

It is with this understanding that we have developed the following policies and procedures:

Class schedules:

Each student will be provided a class schedule.

- Students are expected to follow their class schedule
- Additional class time is available with each teacher during the afternoon session.

Leaving the Classroom:

- Students are expected to receive permission from the teacher before leaving the room

Tardiness:

- Students must sign-in at the front desk when arriving late to school.

Early Dismissal or Release:

No minor student (under the age of 18) is allowed to leave the school prior to dismissal time (1pm) without written permission of a parent or guardian. No student may be released to any person who is not listed on the student's emergency card. A student who is 18 or older, or his/her own legal guardian, may leave school early if the student signs out.

In an emergency, students will not be released from staff care regardless of whether a parent has requested it via phone. If parents wish for their student to leave, the parent/guardian must come and pick their child. We will not release students to persons claiming to be a relative or acquaintance without identification of that person from the parent/guardian with the exception of listed emergency contacts.

Excused Absences:

- Absences are considered excused only if reported to the school within 24 hours of the absence by a parent or guardian, or by students who have reached the age of majority.

Truancy:

- A student is considered truant when absent from class without consent of parents or the school.
- A student with 10 or more absences will receive a letter home informing parents and reminding them of the importance of consistent face-to-face attendance.
- A student with 15 or more absences will receive a letter home explicitly explaining compulsory school laws and procedure. If such a letter is filed, families may also receive a visit from an attendance officer.
- It should be noted that special consideration will be taken for unusual circumstances. Such instances will be handled on a case-by-case basis.

Closure Due to Weather

Unless otherwise specified, school closings will coincide with Bath Community Schools, as advertised on local news stations. If there is any question as to whether school is closed due to inclement weather, information will be posted on

the school website (www.blendedlearningacademies.org) or on the school's Facebook page (www.facebook.com/BlendedLearningAcademies). At family's request, they may be enrolled in the all call system and receive an automated message when closings have been determined.

Driving and Parking

Any student driving themselves to school must hold a valid driver's license. Any vehicle driven on school property must remain properly licensed and insured as to operate under the laws of the State of Michigan. Students must agree to comply with the following driving and parking rules:

- Students who drive to campus will be required to provide a photocopy of their license.
- Students should park their vehicles and must enter/exit their vehicles promptly. No loitering in vehicles is allowed at any time.
- Students may not go to their vehicle for any reason, unless cleared by a staff member, during the school day.
- Students are not allowed to keep any materials in their vehicles that are prohibited under the Blended Learning Academies rules and procedures.
- Students must understand that vehicles are subject to be searched by the school administration and/or local police if items of question are in plain view, or if there is reasonable suspicion of illegal items within the vehicle.

Visitors

The rules and procedures that we have in place are for the safety and well-being of students, parents, mentors, staff, and other community stakeholders that may be present throughout the school day. All visitors are expected to honor the following procedures:

- All visitors, including parents and siblings, are required to enter through the front door of the school building and proceed immediately to the front desk.
- Visitors must sign in on the sign-in sheet and inform office personnel of their reason for being at the school.
- All visitors must sign out before leaving the school.
- Visitors are expected to conduct themselves in a manner that is respectful and conducive to the learning environment of Blended Learning Academies.
- The possession of weapons by visitors is strictly prohibited.
- Volunteers will be required to complete background checks.

Parent-Teacher Conferences

School-wide parent-teacher conferences will be held once every semester to allow students, parents, and teachers to discuss student progress. Notices will go out at least one week in advance. In addition to meeting with teachers during designated conference times, parents/guardians can communicate with staff by calling the school at (517)547-4667 or emailing at any time. Teacher emails are available on the school website.

Work Permits

Any student wishing to obtain the necessary paperwork to receive a work permit should call the building at (517) 547-4667 or meet with the administrative secretary.

Food

- Breakfast and lunch is provided for all students.
- Breakfast is served at 7:30am
- Lunch is served at 1:00pm.
- Snacks are available during passing times and/or during class. Students will not be allowed to leave the classroom to retrieve a snack from another classroom.
- Students are welcome to bring in their own snacks, so long as it does not become a disruption.
- Students are responsible for cleaning up after themselves.
- Students are prohibited from ordering food for delivery during the school day. Any delivery person arriving before 1:00pm will be turned away.

After School Activities & Clubs

After school activities and clubs begin at 1:30pm. All school rules apply during this time. Students must do one of the following if staying after school:

- Attend tutoring with a teacher
- Attend a club or school sponsored activity
- Wait in entryway for their ride

Students are always encouraged to take advantage of tutoring opportunities. Blended Learning Academies staff expect students to communicate with staff members to determine tutoring schedules and needs.

After school clubs and sponsored activities are great experiences only available to students who make a good faith effort during the school day. A student who repeatedly fails to complete coursework or does not attend class during regular class times will not be allowed to take part in clubs or school sponsored activities.

Students and parents/guardians will be notified by the staff member organizing the activity if a student is ineligible to participate. Students who attempt to attend, or who disrupt a club activity will be escorted to the entryway to await their ride home.

Academics

Pedagogy Defined

Blended Learning Academies takes a multi-dimensional approach to learning, incorporating large group instruction, small group instruction and one-on-one teacher-student instruction. Technology is infused into lesson plans throughout the school day.

Graduation Requirements

Blended Learning Academies requires students to meet all parts of the Michigan Merit Curriculum in order to graduate as is evidenced in the current course offerings:

Content Area	Credits required	Required Course Offerings
English	4	English 9, English 10, English 11, English 12
Math	4	Algebra 1, Geometry, Algebra 2, Personal Finance
Science	3	Biology, Physics, Chemistry, Earth Science
Social Studies	3	U.S. History, World History, Economics*, Government*
Arts	4	Visual Arts, Physical education/Health, foreign language credits, remaining course credits may vary.

Grade Point Average

Grade Point Average (GPA) is calculated based on the percentage earned in the class, divided by the number of classes completed. GPA is a cumulative computation from year to year. Only classes successfully completed factor into the GPA regardless if that class was completed at Blended Learning Academies or elsewhere.

Grading Scale

Blended Learning Academies operates on a 4.0 grading scale, as is outlined below. A 100-point percentage scale is given for comparison.

Point Scale	Letter Grade	Percentage
4.0	A	93 - 100 %
3.7	A-	90 - 92%
3.3	B+	89 - 87%
3.0	B	83 - 86%
2.7	B-	80 - 82%
2.3	C+	77 - 79%

Point scale	Letter Grade	Percentage
2.0	C	73 - 76%
1.7	C-	70 - 72%
1.3	D+	67 - 69%
1.0	D	63 - 66%
0.7	D-	60 - 62%
0.0	E	59 - 0%

Curriculum

The curriculum at Blended Learning Academies is focused on the post-secondary goals of our students. Lessons are skill-focused, fully aligned with the Michigan Merit Curriculum, the Common Core State Standards initiative, and SAT's College and Career Readiness Standards. Our curriculum prepares students for success in college, careers, and in life. Within the core subject areas, specific programs are established. All programs are aligned with the State of Michigan Standards and the Common Core State Standards. Our highly qualified teaching staff maintains the right to change their specific curriculums at any point throughout the year, given the skills and education level of students. If you have any questions or would like additional information about the curriculum at Blended Learning Academies, our teaching staff and School Leader would be happy to discuss, in detail, any of the curriculum areas with members of the community at any time.

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school and observe instruction in their child's classroom. Any parent who wishes to review materials or observe instruction must contact the School Leader prior to coming to school. If curriculum content legally requires parental consent, students will be sent home with a consent form two (2) weeks prior to the content's use.

School-Wide Assessments

In accordance with state law, Blended Learning Academies will administer the SAT and PSAT. Parents will be notified at least one week before testing about the expectations for students during these tests. All enrolled students are required to complete tests to continue their participation at Blended Learning Academies and as a requirement for graduation.

Test-Out Policies and Procedures

A student may attempt a test out in order to receive credit for a class. To do this a student must earn a qualifying score of a C+ (77%) or better on the course's approved assessment administered by the qualified teacher of record for the course.

- Assessments may be a final exam, portfolio, performance, paper, project, or presentation that demonstrates mastery of the subjects of the class, approved by the teacher of record to which the assessment belongs.
- A student may only attempt a test out once per class. Additional attempts may be given at the teacher of record's discretion.
- Time allotted for taking a test out is determined by the teacher of record.

Virtual test-outs may be offered using the following guidelines:

- Students must set an appointment time with the teacher of record.
- Students' screens must be shared.
- Camera must remain on during the entire test.
- Students must follow the school code of conduct while on the virtual call.
- Students may be ineligible for online testing if home internet ability does not facilitate these requirements.

If testing-out in person, students must:

- Request printed copy of the assessment from the teacher of record
- Attempt the assessment within the presence of an approved staff member
- Only use materials provided by the teacher of record

Parent/Family Involvement Plan

Blended Learning Academies acknowledges that students are more successful and engaged when they feel they are being supported and that their work has value. Therefore, parents are strongly encouraged to participate in the student's academic process. Parental involvement includes but is not limited to volunteering in the classroom, chaperoning field trips, encouraging consistent attendance, assisting with course work, and attending presentations when possible.

Student Inclusion and Safe Spaces

It is our goal at Blended Learning Academy to ensure all students feel welcome and safe at school. We believe the building should be a space where all students feel safe, physically and emotionally, respected, empowered, and validated. On a case by case basis, students may seek non-academic accommodations to assist in this goal. At the discretion of school leadership, such accommodations will be made ensuring the dignity and privacy of all students in accordance with the law and other school policies.

Student Wellbeing

Staff are not only concerned with students' academic progress, but also their emotional and mental wellbeing. As a part of this, the school has a “wellness closet.” At student request, any staff member may supply students with any of the products contained within. Products include personal hygiene items, some food stuffs and other items donated by the community.

Virtual Learning

Students who need to work on classwork from home must seek approval from school leadership. Once approved students will be assigned a mentor teacher who is in charge of monitoring the students online attendance. Online students are expected to log in daily and communicate with their mentor teacher at least twice a week.

Code of Conduct

Philosophy of Behavior Interventions

Blended Learning Academies' staff acknowledges that it is difficult to define the most appropriate consequence for a particular behavior or habit. It is important for parents/guardians to understand that our philosophy of behavior interventions provides consequences we believe to be fair. The following philosophy we believe to be true:

- We believe that it is our job to prepare students for the real world.
- We believe that it is our responsibility to provide a safe environment, both physical and emotional, for every student and staff member.
- We believe that we must maintain an environment that has as little disruptions as possible.
- We believe that a person's behavior is a choice, and we aim to help our students learn from their choices in the most empathetic and compassionate way possible.

Every staff member at Blended Learning Academies will take the following into account when addressing behavior:

- Physical and emotional safety of each student and staff member.
- Providing students with an opportunity to learn the difference between acceptable and unacceptable behavior.
- Individual student needs may impact the teacher's response to the behavior of concern.
- The frequency in which inappropriate behavior is demonstrated should be taken into account.
- The intent of the student's behavior.

Note: Each student is entitled to due process, or the opportunity for their voice to be heard after repercussions are decided by the staff of Blended Learning Academies. We are not a judicial system, nor are we a court of law, but every student is provided with an opportunity to represent their side of the story.

General Code of Conduct

At Blended Learning Academies, we expect students to conduct themselves at all times in a manner that befits a reasonable and responsible person. We are dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success. This Code of Conduct will be administered uniformly and fairly, without partiality or discrimination. These guidelines apply while on school grounds and at school sponsored events. It should also be stated that the Code of Conduct also applies when a student is using school telecommunication networks, such as the WiFi network, accounts, or school-issued devices.

Additionally, Blended Learning Academies reserves the right to discipline students for off-campus behavior that has the potential to impact and/or directly impacts the culture or general welfare of the school. It is our intention to keep students in school and offer chances to correct behavior, however the school will take swift and appropriate disciplinary action for a violation of any of the listed infractions or inappropriate behavior where notice of the behavior has been provided.

Restorative Justice Practices:

Blended Learning Academies will employ restorative justice practices to address behavioral indiscretions. Restorative justice seeks to examine the harmful impact of a behavior and then determines what can be done to repair that harm while holding the person who caused it accountable for his or her actions.

The staff of Blended Learning Academies will take into account all of the circumstances surrounding the incident, including but not limited to:

- the nature of the misconduct

- the severity of the misconduct
- the frequency of the misconduct
- the age, development, and maturity of the student(s) involved
- the context in which the alleged incident(s) occur
- The intention of the student(s)

Staff members may use behavioral intervention strategies that include staff and student/parent conferences; auxiliary staff intervention and counseling programs; student programs for conflict resolution and peer meditation; and programs for anger management and violence prevention.

Search and Seizure

Blended Learning Academies reserves the right to conduct a search and seizure if the Superintendent or designee has reasonable suspicion that a severe violation of the Student Code of Conduct is in progress. Allowable areas of the search may include a student's backpack, purse, pockets, shoes and other clothing. In addition, storage areas provided by the school such as cubbies, lockers, and shelves may be searched. The Superintendent or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a search. The Superintendent or his/her designee shall supervise the search. In the course of a search, the Superintendent or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal.

Physical Interventions, Seclusion and Restraint

As laid out by the State Board of Education, some emergency situations may require staff to physically intervene, seclude or restrain students. Such actions are always done as a last resort and in the best interest of the learning community. Parents will be notified by staff if such a situation were to arise and their child was involved in a physical intervention, seclusion or restraint. For more information about the Policy for the Emergency Use of Seclusion and Restraint, please visit Mi.gov.

Dress Code

Dressing appropriately for the task at hand is an important life skill. Like many of our policies, this one is also intended to minimize distraction and prepare students for the future. Students who wear clothing that violates the dress code may be asked to change, remove, or cover clothing in order to comply with this code. Students should not wear clothing that:

- Promotes or is related to drugs, legal or otherwise
- References or displays sexual content

- Contains words or gestures that are considered inappropriate communications
- Displays violent, gory, or horrific content.

Prohibited Conduct:

While we cannot define every inappropriate behavior, it is within the rights of Blended Learning Academies to take action against inappropriate behavior that arises. Any behavior that disrupts or compromises a conducive learning environment will be addressed. However, the following list of behaviors are considered to be behaviors in which action needs to be taken when the behavior is present:

Academic Dishonesty:

Academic Dishonesty is considered a grave offense. Dishonesty includes: cheating on class assignments and tests, intentionally plagiarizing, wrongfully giving or receiving help during a test, and wrongfully obtaining test copies or scores. Any instances of academic dishonesty will result in the loss of credits for the offending student.

Displays of Affection:

Showing affection towards others is a natural human reaction. However, it is the school's expectation that students are appropriate in their dealings with peers and/or significant others. Public displays of affection should be limited to those types of displays that are appropriate as proper decorum in a school setting. Inappropriate displays of affection and/or physical contact is not considered appropriate behavior at Blended Learning Academies and will be treated as such. Examples of interactions that are deemed inappropriate are: kissing, extensive embracing, sitting on a peer's lap, or any contact that may be considered sexual in nature by staff.

Inappropriate Communication:

Words are powerful and can affect how others feel, think and act. Inappropriate language can be defined as the use of words or gestures that insult, offend and are otherwise culturally unacceptable. It's important that students feel confident in communicating their ideas without using inappropriate language. At Blended Learning Academy, we believe it's vital that students practice kind language. Students who engage with inappropriate language will be reminded of this policy and discouraged from its continued use. Examples of inappropriate language include but are not limited to:

- Use of slurs, expletives or insults
- Using a tone that is mocking, derogatory or invective
- Sexual comments
- Expressing Words in a different language that fit the above criteria.

- Using gestures that meet the above criteria.

Drugs, Alcohol, Tobacco:

Blended Learning Academies is a drug, alcohol, and tobacco/vape/electronic cigarette free zone.

Insubordination:

Students shall not ignore or refuse to comply with directions given by staff members. A student may not interfere with school administrators, teachers, or other school personnel by threat of force or violence.

Bullying and Harassment:

Blended Learning Academies strictly prohibits any acts of bullying or harassment. It is the responsibility of staff members to provide a safe educational environment for all students. All students are protected by the Student Code of Conduct while on school property, in a school vehicle, at any school-sponsored event, or while using a school-issued device, which includes the school's WiFi network.

According to the State of Michigan, bullying is defined as “any written, verbal, or physical act or electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs.
- Adversely affecting the ability of a student to participate in or benefit from the school's educational programs by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a student's physical or mental health.
- Causing substantial disruption in or substantial interference with the orderly operation of the school.”

Bullying off campus:

Bullying that occurs off campus and over the internet is considered Cyberbullying and may be subject to disciplinary recourse in school if the impact begins to disrupt the educational learning environment. Any student who believes that they have been a victim of bullying should immediately report the situation to any staff member at Blended Learning Academies. A report may be filed with any staff member by the victim of bullying, a witness, or anyone who has credible information about the incident. A written or oral report is considered an official means of reporting. Once a complaint has been received, the administration will conduct a prompt, thorough, and impartial investigation of each alleged incident.

Staff members shall report and document the occurrence of a bullying incident to the parents or legal guardians of all students involved. All parent notifications will be consistent with student privacy rights under FERPA regulations. Within three school days of the reported harassment, the administration of Blended Learning Academies is responsible for determining if the alleged act constitutes a violation.

Sexual Harassment:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct, or communication of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's advancement of education or participation in school programs;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the individual;
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's educational advancement, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment includes, but is not limited to, the following:

- Physical assaults, which can be defined as intentional physical conduct that is sexual in nature such as touching, pinching, or brushing against another individual's body in a sexual way.
- Unwelcome sexual advances, comments or requests for sex;
- Sexual activities concerning one's education or advancement, regardless of whether they are accompanied by promises or threats concerning one's grades, safety, job, or performance.
- Sexual displays or publications such as calendars, screen savers, sexual jokes, posters, cartoons, or graffiti.
- Other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's academic performance, or creating an intimidating, hostile, or offensive environment.
- Sexting is considered a form of sexual assault. Students may not send, receive, or possess sexually explicit or otherwise inappropriate pictures or images via cell phone, computer or other digital device.

If Blended Learning Academies determines that harassment has occurred, staff will take prompt and effective action to end the harassment, eliminate the hostile environment, and prevent its recurrence.

Weapons, Arson or Criminal Sexual Conduct:

Any student in possession of a dangerous weapon, as defined by law, or who commits arson or criminal sexual conduct on school property, in a school vehicle, or at a school-sponsored event, shall be permanently expelled from Blended

Learning Academies subject to reinstatement under the law. Dangerous weapons are defined as: firearms, daggers, dirks, stilettos, knives with blades over two and a half (2.5) inches in length, pocket knives opened by a mechanical device, iron bars and brass knuckles.

The term “firearm” is defined in the Gun Control Act of 1968, 18 U.S.C. Section 921(a)(3), to include (A) any weapon (including a starter gun), which will, or is designed to or may readily be converted to expel a projectile by the action of an explosive.

Physical Assaults– Staff:

Personal 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 a Blended Learning Academies employee or against a person engaged as a volunteer or contractor for the school on school property, in a school vehicle, or at a school-sponsored activity or event will be suspended by the School Leader or the Board of Directors. The length of the suspension will depend on the severity of the assault and the circumstances surrounding the assault. Under the Revised School Code, any student in grade 6 or above who commits a physical assault against a school employee or against a person engaged as a volunteer or contractor for the school on school property or at a school-sponsored activity or event shall be permanently expelled, subject to reinstatement after 180 days.

Physical Assaults – Students:

Any student who commits a physical assault against another student on school property or at a school-sponsored event may be suspended by the School Leader or expelled by the Board of Directors, depending on the severity of the circumstances. The Revised School Code described previously also applies.

Misuse of School Property:

Students will use school facilities for their intended purposes. Students consistently loitering in the bathrooms or spaces they are not scheduled to be in will receive a call home. Facilities, and all posted notices, should be respected. Repeated misuse will result in action to be determined by school leadership.

Damage of Property:

Vandalism and disregard for school property and the property of others will not be tolerated. Destruction of property includes but is not limited: defacing school books, classroom resources, technology devices, and automobiles. Violations

could result in physical or financial restitution, suspension, or expulsion. Graffiti is considered vandalism.

Theft or Possession of Stolen Property:

A student may not, without permission of the owner, take property or have in their possession property which does not belong to them.

Legal Note: Students are discouraged from bringing items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft. Blended Learning Academies cannot be responsible for the safekeeping of any items and will not be liable for loss or damage of personal valuables.

In-School Suspension

Staff members at Blended Learning Academies may remove a student from class for conduct that disrupts the learning process in order to serve In-School Suspension (ISS). During ISS, a student will be expected to complete work that they are missing in class. Students in ISS must demonstrate to staff members that they are ready to return to the learning environment and end their in-school suspension.

Investigatory Suspension

At discretion of the administration of Blended Learning Academies, a student may be immediately removed without appeal for up to three school days, due to suspicion of suspension-worthy behavior. If an infraction is found to have occurred, the days in which the student missed will be labeled as suspension. If no infraction indeed occurred, the days in which the student missed will be labeled as excused absences.

Suspension/Expulsion

During a period of suspension/expulsion, the student who is suspended or expelled is not allowed on school property, nor are they allowed to participate in any school activities, including but not limited to school clubs, field trips, ceremonies or dances.

Short-Term Suspension:

Short-Term Suspension occurs when a student is suspended for up to and including ten school days. The student will be provided with the following when they are suspended:

- Oral and written notice of the reason for suspension.
- Length of the suspension.
- Parent notification of the suspension
- An opportunity for the student to be heard

Long-Term Suspension and Expulsions:

Long-Term Suspension occurs when a student is suspended for more than ten school days. An expulsion will occur when the school board terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or the State of Michigan. If a student is expelled, they will be provided with:

- Oral and written notice of the reason for the suspension or expulsion.
- Length of the long-term suspension/expulsion.
- Parent notification of the suspension/expulsion.
- An opportunity for the student to be heard.
- An opportunity for a hearing before the Blended Learning Academies Board of Directors.

Where a recommendation for expulsion is made to the Blended Learning Academies Board of Directors for a long-term suspension or expulsion, a letter will be sent to the parent/guardian of the student informing them of the following:

- The alleged act of misconduct, with applicable provision of the student code of conduct.
- The length of proposed long-term suspension and/or expulsion.
- The date, time, and location of the scheduled hearing.
- Copy of the Student Code of Conduct.
- Copy of Board Disciplinary Hearing Guidelines and Appeal Procedure.

Attendance at the hearing is not required, but it should be noted that the Board of Directors will take action based on the information presented. If legal counsel is retained by the parent or student, the Superintendent or Director of Student Services must be notified at least 48 hours prior to the hearing in order for the administration to have its own attorney present. The hearing is not a formal legal proceeding and will not be conducted in accordance with court rules or evidence. Long-term suspensions and/or expulsions will be listed as an authorized absence within the student's attendance record.

Safety

Medications/Treatments

Students who have necessary and required medications will be administered those medications during the school day. Medications, both prescribed and over-the-counter, can only be administered or taken if the necessary medication and treatment forms have been completed and are on file. All medications must

be in their original container. The label, dosage, and usage must be clear and legible. The student's parent/guardian must give the school a written permission and request in order for staff to administer medication(s) and/or treatment(s). Written instructions from a physician, which include the name of the student, name of the medication, dosage of the medication, route of administration, and time any prescription medication and/or treatment is to be administered to the student must accompany the request and be kept on record. All medications administered are recorded on a log that includes the student's name and the date and time of administration. Any adverse reaction is reported to the parent/guardian immediately.

Unsupervised use of an inhaler is allowed when authorized by a physician and permission granted by the parent/guardian. These students should be instructed by their parents to notify a supervising staff member each and every time they use their inhaler so that frequent use can be communicated to the parents/guardians. It is recommended that an extra inhaler be kept in the school's main office with other student medication.

Prior to the beginning of the school year, parents/guardians are responsible to inform the school in writing of any medical issues that may require intervention during the school year. Examples of medical issues can include, but are not limited, to life-threatening allergies (i.e., the need for an epinephrine injector, Epi-pen®), diabetes, epilepsy, asthma, or any condition of a serious nature affecting the health of the student. Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the procedures that govern the administration of medications.

Note: These procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

Injury and Illness:

All injuries must be reported to a staff member immediately following the injury. If a minor injury occurs, the student will be treated and may return to class. If medical attention is required, the office will follow emergency procedures. A student who becomes ill during the school day should request permission to go to the office. Staff members in the office will determine whether or not the student should remain in school or go home. Students will not be released from school without proper parental permission. Students should not attend school if they have a fever, they are vomiting, or they have a communicable rash. Students must be symptom free for 24-hours before returning to school. Parents will be asked to come and pick students up if they have a fever, rash, head lice, pink eye, or

similar symptoms. The office needs to be notified if your child is absent with a communicable disease. If your child has been ill, be sure that he or she is fully recovered before returning to school.

Concussions:

Before a student may participate in an athletic activity at Blended Learning Academies, the student and parents/guardians must review the educational materials provided by the school and a signed form must be returned to the school office.

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Signs and symptoms of concussions can show up right after the injury or may not appear until days or weeks after the injury. If a student reports one or more symptoms of a concussion listed below after a bump, blow, or jolt to the head or body, they should be kept out of play the day of the injury and until a healthcare professional, experienced in evaluation for concussion, says they are symptom-free and acknowledges its safe to resume athletic activities.

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An person should receive immediate medical attention if after a bump, blow, or jolt to the head or body they exhibit any of the following concussion symptoms:

- One pupil is larger than the other
- They become drowsy or cannot be awakened
- They report a headache that persists or gets worse
- Weakness, numbness or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior uncharacteristic of the person
- Loss consciousness for any length of time regardless of how brief

In case of emergencies, it is important that the emergency contact information remains up-to-date and that all persons able to retrieve the child are listed.

Immunizations:

Students must be up to date with all immunizations required by law or have an authorized waiver from the State Immunization Requirements. If a student does not have the necessary shots or waiver, school administrators may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law.

Emergency Information:

Michigan Law requires that all students must have an emergency medical form completed and signed by a parent/guardian. This form is filed in the school's office. The form indicates emergency contacts, as well as treatment preferences in the event of a medical emergency. Emergency contact information must be completed on a student's enrollment application prior to their enrollment. In the event of an emergency which requires medical attention, the student will be taken to the nearest hospital to receive appropriate medical care, regardless of parental preference. Typically, the decision is made by emergency medical personnel or other first responders. It is the parent/guardian's responsibility to inform the school if previous emergency contact information has changed and to update it as soon as possible by contacting the school's office.

Safety Procedures and Drills

In order to ensure the safety of students and staff, several drills will be practiced throughout the school year. In most cases, students will not have knowledge of the timing of these drills. The purpose is that in the event of an actual emergency, students remain calm and understand what to expect. It is expected that students continue to follow the code of conduct throughout the process of these drills.

Fire Drills:

Fire evacuation plans are posted in every classroom and reviewed with students at the beginning of the school year. Students are responsible for studying the plan and knowing it well enough to follow it themselves. Practice fire drills are held at least seven times per school year. When the alarm sounds, students will immediately leave the room they are in, in an orderly fashion following the plan and staff direction.

Tornado Drills:

Tornado drill safety locations are posted in every classroom and reviewed with students at the beginning of the school year. Tornado drills are held at least twice per school year. Students are responsible for studying the plan and knowing it

well enough to follow it themselves. When instructed, students immediately go to the designated shelter areas and follow staff direction.

Tornado Watches:

If school is actively in session during the issue of a tornado watch, students and staff will continue with their academic day. Teachers will be notified to take necessary precautions. Parents/Guardians wishing to retrieve their child may do so following the early release policy discussed previously in this document.

Tornado Warnings:

If school is actively in session when a tornado warning has been issued, students and staff will take shelter in designated safety areas. When necessary, students may be held in school beyond normal dismissal time for their own safety. In the event that such a circumstance arises, families will be notified.

Lock down drills:

Lock down drills are held at least 2 times a year. During a lockdown drill, students will be directed to take defensive positions inside the classroom they are currently in. Teachers will secure the room. Students are expected to remain quiet for the entirety of the drill. Teachers will discuss lockdown procedures at the beginning of the year and the role students may take if the teacher is incapacitated. Efforts will be made to ensure students understand these are just drills to minimize any traumatic effects these conversations and drills may have.

Medical lockdown:

It is sometimes necessary to keep hallways clear of students for a medical emergency. In this case the school will conduct a medical lockdown. Students will be secured in a classroom and unable to leave. Classroom activities will proceed as normal. If a student needs to leave the classroom to use the bathroom or be released from school, a staff member will escort them through the hallways for these purposes.

School Evacuations:

In the event of an emergency school-wide evacuation where the school grounds have been deemed unsafe, students can be picked up at Gunnisonville United Methodist Church and will only be released to a person or person(s) listed on the student's emergency contact list. Gunnisonville United Methodist Church is located at 2031 Clark Road, just down the street from the school.

Preparedness for Toxic and Asbestos Hazards

This notification is to advise all parents, building occupants, and parent-teacher organizations, that the asbestos management plans required under the Asbestos Hazard Emergency Response Act (AHERA) are available for review upon request. Blended Learning Academies is concerned for the safety of students and complies with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. If you would like to review a copy of the plans for Blended Learning Academies, please notify the school office during normal business hours.

Pesticide Notice

The safety of our students, staff and other building personnel is a primary concern, therefore in Blended Learning Academies attempt to contain pests, we will not do so at the expense of the health and safety of our stakeholders and learning community. In the event that chemicals or pesticides should be used parents will receive advanced notice. The notice will be posted both on the front door and on the school's website. In addition a formal letter will be sent home to families before any product is actually used.

Field Trips

Field trips are a privilege for any student. Students must abide by all school rules during every part of the field trip, including transportation. Signed permission slips must be turned in and on file no later than three days before the scheduled event.

During the field trip, students shall treat all locations as though they are school grounds. Failure to abide by school rules and/or the field trip location's rules may result in discipline for the student. Staff members and volunteers in charge will judge and determine when behavior is deemed inappropriate. Participation in field trips is up to the discretion of the teachers and administrators. Privileges can be revoked at any time by staff members of Blended Learning Academies.

Local Field Trips:

Some school events may happen locally as we strive to connect our students and school with the community. Students who attend such events are subject to the policies of non-local field trips. As such any individual who attends by their own means without a signed permission slip will not be allowed to participate. The

school can not accept responsibility for such individuals but may take action if the student is in need or causing a disruption to the event.

Field Trip Transportation:

Transportation for field trips will be provided by Blended Learning Academies staff or a hired professional service vetted by the school. In the event a student wishes to transport themselves they are able to under the following circumstances:

- They are legally able to drive
- They are 18 or have a parent/guardian's written permission
- The vehicle they are operating is legal and safe

Students driving themselves will not be allowed to transport other students attending the same event unless a parent/guardian has given written permission no later than 24 hours prior to the event. Such permission information will be requested on any field trip permission slip.

Pets

Due to allergy and health considerations, pets are not permitted in the school building. Pets that are in a vehicle during carpool or in a parked vehicle must remain in the vehicle while on school property. School leaders may make exceptions for educational opportunities that conflict with this policy.

Photograph and Publicity Release Form

All families will be required to complete a Photograph and Publicity Release form provided by the school for their family to grant or deny consent for media such as photos or videos to be published or posted publicly by Blended Learning Academies staff. Students and staff will routinely use electronic devices to photograph lessons and produce media for school projects or activities, therefore the school needs record of the wishes of a family to allow media representing their student to be publicly published or posted. All students who do not have a release form on file will be edited out of these media postings to the best of the school's staff's ability.

Technology Agreement:

At Blended learning academy, students will be allowed access to various types of technology such as calculators, chromebooks and phones. These items are provided by the school at no cost to the student or their families. Due to the extent of these expenses, students are expected to treat these items as a privilege

and with care to the best of their ability. Standard wear and tear are expected, but students should not intentionally alter, manipulate or destroy any component of these devices. This applies not only to the physical hardware of these items but also to the software and programming inside. Students found to do so will face discipline appropriate for the offense.

Hacking:

Should a student be involved in any hacking, they will automatically be referred to the administration for disciplinary review. Hacking includes, but is not limited to: any change of software; added programming or applications; browser extension alterations; white/black list alteration; VPN or portal use; ID or IP masking; altering systems or settings; changing desktop settings; tampering with administration settings; accessing or searching for inappropriate content, including adult content; compromising the computer imagine; changing security settings.

Personal Devices:

Should a student need to use their cell phone or use our landline, they are able to request a pass from the classroom teacher and use their phone in the appropriate areas. The school phone is available for students to use for any reasonable purpose at any time by the students request. Staff strongly encourage parents/guardians to contact the school if they need to communicate with their child during the school day. We will immediately connect students with a parent/guardian making that effort.

Students using personal devices to make or receive calls, text, and access apps during class cause a substantial disruption to the teaching and learning environment. Therefore, non-school electronics are prohibited from being used from bell-to-bell during class. Students who do not use their personal device appropriately or purposely disregard a teacher's directions concerning appropriate phone use may have their phone confiscated for a limited time during the school day. Students will receive 3 warnings prior to the devices confiscation. A staff member will hold a device for no longer than a class period on the first offense. Repeated offenses will result in discipline. Refusal to voluntarily hand over the device to a staff member will be considered insubordination.

Note: In the event of an emergency, any able person is encouraged to call 911.

Acceptance of this policy and agreement to follow the administrative procedure are a prerequisite for a student to have or use a cell phone on the property of Blended Learning Academies.

Student Reporting

Student safety is a responsibility of the staff. Should a student be aware of any dangerous situation or accident, they must immediately contact the first staff member available to assess the situation.

Mandated Reporting

School leadership staff, teachers, counselors and social workers are required by law to immediately report any and all suspected cases of child abuse or neglect to Children's Protective Services at the Department of Human Services.

Required Legal Notices

Age of Majority Declaration

A person who attains the age of majority gains the legal status of an adult, normally meaning that the student is 18 years or older. All school procedures apply to every student, regardless of their age as recognized by State Law. A student who wishes to assert these rights must notify the school office in writing.

Teacher of Record

For the purposes of this document, a teacher of record is a person who is the certified teacher responsible for assessing a student's academic progress and ultimately determining their grade for a particular course.

Family Educational Rights and Privacy Act (FERPA)

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

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

copies; Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information; Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Equal Education Opportunity

Blended Learning Academies complies with all Federal laws and regulations of the U.S. Department of Education. Blended Learning Academies will provide an equal education opportunity for all students. Blended Learning Academies admits students of any race, color, and national ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, religion, national and ethnic origin, or ancestry, age, sex, marital status, handicap or limited English proficiency in the administration of school administered programs. However, the school leadership staff, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations and academic or behavioral standards.

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at the school, or a school activity, should immediately contact the Superintendent. Parents are encouraged to build a two-way link with their child's teachers and advisor by informing the staff of suggestions or concerns that may help their child better accomplish his/her education goals.

Individuals with Disabilities

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the School/Academy's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Contact the Director of Curriculum and Instruction to inquire about evaluation procedures and programs as well as any concerns related to Section 504.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the school. Blended Learning Academies will provide additional support and instruction to those students identified as having limited English proficiency in order to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the school. Parents should contact the Director of Curriculum and Instruction to inquire about procedures and programs that can be offered.

Children and Youth in Transition

It is Blended Learning Academies' mission to ensure that students who meet the Federal definition of children and youth in transition have equal access to the same free, appropriate public education as provided to other students. In addition, these students are given meaningful opportunities to succeed at the Academy. The Board annually appoints a McKinney-Vento Homeless Liaison to perform all duties as legally required.

Student Support Services

Students who receive special education services as determined by an Individualized Education Plan (IEP) should provide a copy of their most recent IEP to ensure that services are appropriately planned. Blended Learning Academies is obligated to provide an equal educational opportunity to students with suspected disabilities or disabilities defined under Individuals with Disabilities Education Act (IDEA). Families who have questions or concerns regarding this process should contact our Building Administrator, Greg Morris, at (517) 547-4667.

Legal Test-out policy

Public Acts 123 and 124 require a school district or public school academy to grant a student credit if the student earns: 1) a qualifying score, as determined by the department, on the assessments developed or selected for the subject area by the department; OR, 2) the student earns a qualifying score, as determined by the school district or public school academy, on one or more assessments developed or selected by the school district or public school academy that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. In addition, if using a final exam to measure proficiency, a student must attain a grade of not less than C+, or, if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. This law also requires that credits earned through testing not be included in a computation of grade point average for any purpose. Testing out is not meant to be "testing on demand," but to provide students reasonable opportunities to demonstrate they were proficient on the content expectations and did not need to take the course or class. A school or district may establish reasonable times when end-of-course exams and/or other related assessments would be given. Blended Learning Academies is legally obligated to allow students an opportunity to test out, but we reserve the right to maintain reasonable timeframes. We, as a public school academy, reserve the right to require a student to attend and participate in a class until such a point when test out assessments will be administered. We also reserve the right to exercise supervision over students such that it decides we cannot have a testing-out period occurring at all times through the year, with students entering and leaving classes. Therefore, Blended Learning Academies requires that students test out during the first two weeks of the semester.

Handbook Review: Quick Guide for Students

Attendance:

All students are expected to attend school daily and to be on time for class.

Class schedules:

Students must attend the classes on their schedule during their assigned hours.

Hall Passes:

Students must have a hall pass to leave the classroom during class time. Teachers are only able to give one pass out at a time except for emergencies.

Arriving late or leaving early:

Students arriving late must sign in at the front desk. Students wishing to leave early must be signed out by a parent/guardian. If a student is 18 or older, they may sign themselves out.

Driving and Parking:

Any student driving themselves to school must hold a valid driver's license. Any vehicle driven on school property must remain properly licensed and insured as to operate under the laws of the State of Michigan. See handbook section for more details.

Food:

Free breakfast and lunch is provided for all students. Additionally, teachers provide snacks. Students retrieving a snack from a teacher must do so during passing time or while they are attending that teacher's class. No snacks will be given to students with hall passes during class time. Students are not allowed to order food to the school.

After School Activities & Clubs:

Students staying after 1:30pm are staying after school. All students staying after school must have a ride home. All school rules apply during this time. Students must do one of the following if staying after school:

- Attend tutoring with a teacher
- Attend a club or school sponsored activity
- Wait in entryway for their ride

Test-Out Policies and Procedures:

A student may attempt a test out in order to receive credit for a class. To do this a student must earn a qualifying score of a C+ (77%) or better on the course's approved assessment. A student may only attempt a test out once per class.

Wellness Closet:

Students may ask staff members to access the closet. It has hygiene products and donated food items for students to take home.

Virtual Learning:

Online students are expected to log in daily and communicate with their mentor teacher at least twice a week.

General Code of Conduct:

At Blended Learning Academies, we expect students to conduct themselves at all times in a manner that befits a reasonable and responsible person.

Restorative Justice Practices:

Restorative justice seeks to examine the harmful impact of a behavior and then determines what can be done to repair that harm while holding the person who caused it accountable for his or her actions.

The staff of Blended Learning Academies will take into account all of the circumstances surrounding the incident, including but not limited to:

- the nature of the misconduct
- the severity of the misconduct
- the frequency of the misconduct
- the age, development, and maturity of the student(s) involved
- the context in which the alleged incident(s) occur
- The intention of the student(s)

Dress Code:

Students who wear clothing that violates the dress code may be asked to change, remove, or cover clothing in order to comply with this code. Students should not wear clothing that:

- Promotes or is related to drugs, legal or otherwise
- References or displays sexual content
- Contains words or gestures that are considered inappropriate communications

- Displays violent, gory, or horrific content.

Prohibited conduct:

- Academic dishonesty
- Inappropriate language
- Smoking or vaping
- Possessing alcohol or drugs
- Insubordination
- Bullying or harassment
- Bullying off campus
- Sexual harassment
- Possessing weapons
- Committing criminal acts

Field Trips:

Field trips are a privilege for any student. Students must abide by all school rules during every part of the field trip, including transportation. Signed permission slips must be turned in and on file no later than three days before the scheduled event. Students driving themselves will not be allowed to transport other students attending the same event unless a parent/guardian has given written permission no later than 24 hours prior to the event.

Technology Agreement:

Students should not intentionally alter, manipulate or destroy any component of technology provided by the school. This applies not only to the physical hardware of these items but also to the software and programming inside.

Handbook Review: Quick Guide for Parents

General Building Information:

Front Desk Phone Number: (517) 574-4667
Address: 1754 E Clark Rd, Lansing, MI 48906
School Website: blendedlearningacademies.org
Building Hours: 7:30am-3:30 pm
Instructional Hours: 8am-1pm
Lunch: 1pm-1:30pm
After school activities: 1:30pm - 3:30pm

Withdrawals:

If at any time students or their families decide to terminate their participation with Blended Learning Academies, a written notice should be given to the School Leader.

Attendance:

All students are expected to attend school daily and to be on time for class in order to benefit from the unique instructional program Blended Learning Academies provides for its students.

Class Schedules:

If a parent/guardian is not satisfied with their child's schedule, they should contact the School Leader to express their concerns.

Leaving early:

Parents/Guardians must sign their child out at the front desk if picking their child up early. Children 18 or older may sign themselves out.

Truancy:

Regular school attendance is critical for student success. A student with 10 or more absences will receive a letter home. A student with 15 or more absences will receive a letter home explicitly explaining compulsory school laws and procedure. If such a letter is filed, families may also receive a visit from an attendance officer. It should be noted that special consideration will be taken for unusual circumstances. Such instances will be handled on a case-by-case basis.

Closure Due to Weather:

Unless otherwise specified, school closings will coincide with Bath Community Schools, as advertised on local news stations.

Driving and Parking:

Any student driving themselves to school must hold a valid driver's license. Any vehicle driven on school property must remain properly licensed and insured as to operate under the laws of the State of Michigan. See handbook section for more details.

Visitors:

All visitors must arrive/exit through the front door and sign in/out at the front desk. See handbook for more expectations and limitations for visitors.

Parent-Teacher Conferences:

School-wide parent-teacher conferences will be held once every semester to allow students, parents, and teachers to discuss student progress. Notices will go out at least one week in advance. Parents may contact teachers at any point in the year.

Food:

Free breakfast and lunch is provided for all students. Breakfast is served at 7:30am with lunch to follow at 1:00pm.

After School Activities & Clubs:

Students staying after 1:30pm are staying after school. All students staying after school must have a ride home. All school rules apply during this time. Students must do one of the following if staying after school:

- Attend tutoring with a teacher
- Attend a club or school sponsored activity
- Wait in entryway for their ride

School-Wide Assessments:

In accordance with state law, Blended Learning Academies will administer the SAT and PSAT. Parents will be notified at least one week before testing about the expectations for students during these tests. All enrolled students are required to complete these tests to continue their participation at Blended Learning Academies and as a requirement for graduation.

Virtual Learning:

Students who need to work on classwork from home must seek approval from school leadership. Once approved students will be assigned a mentor teacher who is in charge of monitoring the student's online attendance. Online students are expected to log in daily and communicate with their mentor teacher at least twice a week.

Restorative Justice Practices:

Restorative justice seeks to examine the harmful impact of a behavior and then determines what can be done to repair that harm while holding the person who caused it accountable for his or her actions.

The staff of Blended Learning Academies will take into account all of the circumstances surrounding the incident, including but not limited to:

- the nature of the misconduct
- the severity of the misconduct
- the frequency of the misconduct
- the age, development, and maturity of the student(s) involved
- the context in which the alleged incident(s) occur
- The intention of the student(s)

Dress Code:

Students who wear clothing that violates the dress code may be asked to change, remove, or cover clothing in order to comply with this code. Students should not wear clothing that:

- Promotes or is related to drugs, legal or otherwise
- References or displays sexual content
- Contains words or gestures that are considered inappropriate communications
- Displays violent, gory, or horrific content.

Prohibited conduct:

- Academic dishonesty
- Inappropriate language
- Smoking or vaping
- Possessing alcohol or drugs
- Insubordination
- Bullying or harassment
- Bullying off campus
- Sexual harassment

- Possessing weapons
- Committing criminal acts

Field Trips:

Field trips are a privilege for any student. Students must abide by all school rules during every part of the field trip, including transportation. Signed permission slips must be turned in and on file no later than three days before the scheduled event. Students driving themselves will not be allowed to transport other students attending the same event unless a parent/guardian has given written permission no later than 24 hours prior to the event.

Technology Agreement:

Students should not intentionally alter, manipulate or destroy any component of technology provided by the school. This applies not only to the physical hardware of these items but also to the software and programming inside.

Personal Cell Phones:

Should a student need to use their cell phone or use our landline, they are able to request a pass from the classroom teacher and use their phone in the appropriate areas. The school phone is available for students to use for any reasonable purpose at any time by the students' request. Staff strongly encourage parents/guardians to contact the school if they need to communicate with their child during the school day. We will immediately connect students with a parent/guardian making that effort.

Handbook Review: Quick Guide for Staff

Hall Passes:

Students must have a hall pass to leave the classroom during class time. Teachers are only able to give one pass out at a time except for emergencies.

Class schedules:

Students must attend the classes on their schedule during their assigned hours. They may request a temporary pass into another teacher's class, but must get permission from both teachers before that class time. Both teachers must sign the pass and submit it to the front desk before that class period.

Food:

Teachers will not approve hall passes for students to go to other classrooms to retrieve a snack. Snacks should not be given to students with passes.

Test-Out Policies and Procedures:

A student may attempt a test out in order to receive credit for a class. To do this a student must earn a qualifying score of a C+ (77%) or better on the course's approved assessment administered by the qualified teacher of record for the course. A student may only attempt a test out once per class. Additional attempts may be given at the teacher of record's discretion. Time allotted for taking a test out is determined by the teacher of record.

Virtual test-outs may be offered using the following guidelines:

- Students must set an appointment time with the teacher of record.
- Students' screens must be shared.
- Camera must remain on during the entire test.
- Students must follow the school code of conduct while on zoom call.
- Students may be ineligible for online testing if home internet ability does not facilitate these requirements.

If testing-out in person, students must:

- Request printed copy of the assessment from the teacher of record
- Attempt the assessment within the presence of an approved staff member
- Only use materials provided by the teacher of record

Restorative Justice Practices:

Restorative justice seeks to examine the harmful impact of a behavior and then determines what can be done to repair that harm while holding the person who caused it accountable for his or her actions.

The staff of Blended Learning Academies will take into account all of the circumstances surrounding the incident, including but not limited to:

- the nature of the misconduct
- the severity of the misconduct
- the frequency of the misconduct
- the age, development, and maturity of the student(s) involved
- the context in which the alleged incident(s) occur
- The intention of the student(s)

Temporary class pass sample

Temporary Class Pass

Date:	Hour:
Student Name:	
Assigned classroom:	X:
Temporary pass to:	X:
Submitted to front desk:	: am/pm X: