

CRESCENT ACADEMY

Mrs. Cherise Cupidore
Principal

Mr. Marlon Glenn
Assistant Principal



PARENT/STUDENT HANDBOOK 2008-2009

PARENT/STUDENT HANDBOOK

2008-2009

Table of Content:

- 1. Mission, Board Members, CS Partners**
- 2. Organizational Chart**
- 3. Administration, Staff and Faculty Directory**
- 4. Summary Calendar**

I. What is Crescent Academy School District?

- | | |
|-------------------------------------|----------|
| A. Philosophy | 3 |
| B. Goals | 3 |
| C. Governance | 3 |
| D. Non Discrimination Clause | 3 |

II. Academic Information

- | | |
|--|----------|
| A. Admission | 4 |
| B. Schedule Changes After School Starts | 5 |
| C. Dropping Classes | 5 |
| D. Extended Absences | 5 |
| E. Progress Reports/Failure Warnings/Parent Involvement | 5 |
| F. Interventions | 5 |
| G. Incompletes | 5 |
| H. Report Cards | 6 |
| I. School Grade Promotion | 6 |
| J. Summer School Policy/Remedial Summer School | 6 |
| K. Enrichment Summer School | 6 |
| L. Grade Computation By Course | 7 |
| M. Semester Grade Computation | 7 |
| N. Annual Grade Point Average | 8 |
| O. Honor Roll/Principal's List | 8 |
| P. Honors available for 2007-2008 | 8 |
| Q. How to Grade A Student that Leaves During the Year | 8 |
| R. Academic Probation | 8 |

S. Testing Program at Crescent Academy	8
<u>III. Attendance Tardies</u>	
A. Attendance Policies	8-9
B. Tardiness Policies	9
C. Procedures If a Student is Absent	10
<u>IV. Crescent Academy Organization</u>	
A. Personal Guidance	10
B. Permanent Files and Transcripts	10
Behavioral Expectations	11
Communication	12
Formal Complaints	12
Character Education	12
Sex Education	12
Curriculum & Textbook Policy	13
Obligations	14
Homework	14
<u>V. Student Code of Conduct</u>	
A. Student Rights and Responsibilities	14
B. Dress Code/Dress Code Violation	16-17
C. Unacceptable Conduct	17
D. Out of School Suspension/Expulsion	22-26
E. Conflict Resolution	27
F. Sexual Harassment Policy (All Members of CA)	28
<u>VI. General Information / Quick Summary Reference</u>	
A. Address and Phone Change	28
B. Announcement	28
C. Release of Students	28
D. Assemblies	28
E. School Visits	28
F. Field Trips	28
G. Out Of State Trip Policy	28

H. Trips Sponsored In The Name Of Parents	28
I. Use of Telephones	28
J. Walking to School	28
K. Picking Up Students from School	30
L. Fire/Weather Drills	30
M. Guest/Visitors	30
N. Hall Passes	30
O. I.D. Cards	30
P. Lavatories	31
Q. Lost and Found	31
R. Lunch/Cafeteria	31
S. Health/Sickness	32
T. Medication	32
U. Non Custodial Parent	32
V. Parent Teacher Organization (PLC)	32
W. Parking	32
X. Pep Rallies	32
Y. Posters and Displays	32
Z. Radios, Tape Players, Headphones, etc.	32
AA. School Notices	32
BB. School Property	32
CC. Secret Societies/Gangs	33
DD. Security/Safety	33
EE. Supervision	33
FF. Telephones and Messages	33
GG. Lockers	33
HH. Closed Campus	33
II. Weather Closings	33
JJ. Pledge of Allegiance	33
KK. Latchkey	33
LL. School Bus	34
<u>VII. Extra Curricular Activities</u>	
A. General Guidelines	35

B. Student Government	35
C. Activities	35
1. Dances	35
2. National Junior Honor Society	36
D. New Organizations	36
<u>VIII. Athletics Code</u>	
A. Athletic Philosophy	36
B. Purpose and Authority	36
C. Athlete Defined	36
D. Duration	37
E. General Rules, Regulations and Penalties	37-38
F. Procedures and Timeline for Reporting Violations	39
G. Appeal Procedure	39
H. Conflicts in Extra Curricular Activities	39
I. General Guidelines	39
J. Coach - Parent Communication	39
K. Michigan High School Athletic Association Eligibility Rules Governing Junior High/School Students	40
L. Sports for 2008-2009	40
<u>IX. Emergency</u>	
A. School Evacuation	40
B. Accident Procedures	40-41
X. Parents/Guardians – Our Customers	41
XI. Parent Teacher Organization By-Laws	41-42
Dress Code	43
Additional Policies of Crescent Academy School District	44-49
Appendix A	50-61

CRESCENT ACADEMY

Parent/Student Handbook

2008-2009

Mission Statement

All children can learn and it is through education that they acquire the foundation for success in our knowledge-based society. The mission of Crescent Academy will be to develop this foundation by offering an educational setting that nurtures in each student a deep, persistent and abiding curiosity as a prerequisite for sustained learning across a lifetime.

Crescent Academy School District Board of Directors/Administration

Board of Directors:

President:	Weiya Sandi Laing
Vice President:	Laura Murphy
Treasurer:	Steven Babinchak
Secretary:	Farrita Jackson
Member:	Robertha Brown

Administration:

Director:	Cherise Monet Cupidore
Asst. Principal:	Marlon Glenn
Administrative Assistant:	Kecia White
Administrative Assistant:	Shere Kareem

**Crescent Academy Organizational Chart
2008-2009**

Bay Mills

Crescent Academy School Board

Michigan Educational Personnel Services

Crescent Academy Principal & Assistant Principal

Faculty/Parent Teacher Organization

Students

CRESCENT ACADEMY SCHOOL DISTRICT SCHOOL DIRECTORY

Crescent Academy
Grades K-8

Administration

- Cherise Cupidore –Principal
- Marlon Glenn – Assistant Principal
- Kecia White – Administrative Assistant
- Shere Kareem – Administrative Assistant

Custodian

- Kevin Taylor
- Kenneth Williams

2008-2009 FACULTY

Staff

Heather Dorogi
Adrienne Chadwick
Krysten Buckley
Heather Quinlan
Candice Miller
April McPherson
Taquish Smith
Catherine Perry
Joann Leone
Augusta Bonner

Kimberly LeVasseur
Jessica Howe
Kellie Robertson
Kelli Baligian
Jamil Norwood
John Wilson
Stacey Erksine
Rachel Mills
Sara Thiesmeyer
Matt Rautio
Elizabeth Laginess
Leon Herndon
Jason Lauterbach

Subject

Kindergarten
Kindergarten
First Grade
First Grade
Second Grade
Second Grade
Third Grade
Third Grade
Fourth Grade
Fourth Grade

Fifth Grade
Fifth Grade
Language Arts 6-8
Grammar/Writing 6-8
Math 6-8
Social Studies, 6-8
Math/Science 8
Science 6-8
Physical Education K-8
Music K-8
Art K-8
Spanish K-8
Computers K-8

TENTATIVE SCHOOL CALENDAR
2008-2009

August 11-15, 2008	New Teacher/Staff Orientation and mentoring program begins
August 18-28, 2008	All Staff Report/Staff Professional Developments
August 29, 2008	School Closed for Holiday
September 1, 2008	Labor Day
September 2, 2008	First Day of School/Staff & Students Report
September 4, 2008	Parent Orientation @ 6:30 PM Northwest Activity Center
September 6, 2008	Saturday School begins 8:00-12:00 PM
September 16, 2008	Board Meeting @ 6:30 PM
September 17, 2008	Constitution Day
September 19, 2008	Staff Professional Development/No School for Students
September 24, 2008	Count Day
September 25, 2008	PTO Information Kick-off Meeting
October 7, 2008	1 st Quarter Progress Reports mailed home to parents
October 10, 2008	Parent Teacher Conferences (9:00–12:00/1:00– 8:00) School Closed
October 14-30, 2008	MEAP Testing
October 21, 2008	Board Meeting @ 6:30 PM
November 10, 2008	2 nd Quarter begins
November 13, 2008	1 st Quarter Report Cards Mailed
November 18, 2008	Board Meeting @ 6:30 PM
November 21, 2008	Staff Professional Development/No School for Students
November 26-28, 2008	Thanksgiving Break/School Closed
December 1, 2008	School Resumes
December 16, 2008	Board Meeting @ 6:30 PM
December 19 – 1/2/09	Winter Recess begins at the end of the day 2 nd Quarter Progress Reports mailed
January 5, 2009	School Resumes
January 19, 2009	MLK Day/No School
January 20, 2009	Board Meeting @ 6:30 PM
January 30, 2009	Staff Professional Development/No School for Students
February 9, 2009	3 rd Quarter begins
February 11, 2009	2 nd Quarter Report Cards mailed
February 23-27, 2009	Winter Break/No School for students & staff
February 18, 2009	Count Day
February 23, 2009	School Resumes
February 24, 2009	Board Meeting @ 6:30 PM
March 16, 2009	3 rd Quarter Progress Reports mailed
March 17, 2009	Board Meeting @ 6:30 PM
March 20, 2009	Parent Teacher Conferences (9:00–12:00/1:00–8:00) School Closed
April 6-10, 2009	Spring Break/No school for students & staff* SUBJECT TO CHANGE
April 13, 2009	School Resumes
April 21, 2009	Board Meeting @ 6:30 PM
April 24, 2009	Professional Development/School Closed
May 1, 2009	3 rd Quarter Report Cards mailed
May 4, 2009	4 th Quarter begins
May 8, 2009	Parent Teacher Conferences (9:00–12:00/1:00–8:00) School Closed
May 19, 2009	Board Meeting @ 6:30 PM/Science Fair
May 22-25, 2009	Memorial Holiday/School Closed
May 26, 2009	School Resumes
June 4, 2009	Teacher/Parent Promotion Conferences 6:00-9:00 PM
June 12, 2009	End of 4 th Quarter/Last Day of School for Students
June 16, 2009	Board Meeting @ 6:30 PM

June 17, 2009
June 22, 2009

Last Day of School for Staff
Report Cards mailed

I. WHAT IS CRESCENT ACADEMY SCHOOL DISTRICT?

Crescent Academy School District is a family of educators dedicated to the education and character formation of its students.

A. PHILOSOPHY

Our philosophy of education is as follows:

- a) We believe that we are facilitators of the learning and formation process. We must motivate students to be active agents in their own education and formation.
- b) We believe that an orderly climate based on discipline and respect would provide the environment in which students will grow in character formation.
- c) We believe that we must help students accept the consequences for their actions.
- d) We believe that teamwork will result in a stronger support for all involved in the education process. As educators, we will uphold rules and regulations that will maintain a cohesive environment in which student formation will flourish.
- e) We believe that as educators, we are models of the behavior we expect from the students.

B. GOALS

1. Intellectual Goals:

- a) To promote a desire for excellence at all levels.
- b) To seek the truth that nourishes the mind.
- c) To nurture creativity and its expression.
- d) To develop critical thinking and analytical skills.
- e) To challenge the intellectual potential of each student and try to provide for individual needs in the curriculum.
- f) To understand the proper avenues and processes for the implementation of ideas and for conflict resolution in a democratic system.

2. Social Goals:

- a) To develop respect for one's self and others to create a sense of belonging and community.
- b) To cooperate with administration, teachers, and other students for the common good of the school community.
- c) To grow in patience and understanding of self and others.
- d) To be generous in giving time, care, and service for others.
- e) To promote leadership and responsibility.
- f) To develop self-discipline, recognizing that for every right there is also a responsibility.

3. Physical Goals:

- a) To help students experience and understand the importance of physical activity in their lives as long as they live.
- b) To provide opportunities for athletic competition in a variety of team sports and to aim to excel in those team sports.
- c) To use sports also for the development of character formation.

C. GOVERNANCE

As a charter school, Crescent Academy School District is under the direction of Michigan Educational Personnel Services, and the Principal. The Principal is in charge of all aspects of administration, personnel, curriculum, discipline, the identity of the school, and all areas of day-to-day operations/management of the School.

D. NON- DISCRIMINATION CLAUSE

The students and personnel of Crescent Academy School District come from diverse backgrounds. The school district does not discriminate on the basis of sex, race, color, religion, national or ethnic origin in its admissions policies in the administration of its educational programs, in its employment policies and other contractual agreements, in its athletic programs, or in any other school-administered programs or activities. It is subject to the nondiscrimination provisions of Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972, Public Law 92-318 as amended by Public Law 93-568.

{The administration, however, 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 Academy, or an Academy activity, should immediately contact the Principal. Any student making a complaint or participating in an academy investigation will be protected from any threat or retaliation. The Principal can provide additional information concerning equal access to educational opportunity.

II. ACADEMIC INFORMATION

A. ADMISSION PROCESS

1. Pick up or have enrollment packet mailed to you.
2. Bring your complete enrollment packet, informal transcripts of credits, your immunization record, and birth certificate when you come for your scheduled appointment.

Note: You cannot enter Crescent Academy School District without your immunization record.

3. The Principal will review the completed enrollment form and your unofficial transcript of credits.
4. **Admission will be finalized as all the paper work is completed. A written conformation of acceptance/no acceptance will be mailed.**

ENROLLMENT AND RE-ENROLLMENT PROCEDURES

Re-enrollment forms will be sent home to every child. The following forms must be turned in to the front office by date set at that time:

1. Re-enrollment form
2. Emergency form
3. Emergency Information Record Card
4. Prescription form
5. Photograph Permission slip
6. Extended Care Information
7. Application for free lunch program

New Enrollment and Sibling Enrollment forms will state a date when all forms must be turned in. The following forms must be turned in to the front office by date set at that time:

1. Application
2. Original birth certificate with seal
3. Social Security card
4. Most recent report card
5. Immunization records
6. Health appraisal form
7. Emergency information
8. Authority to obtain and release student record permit
9. Prescription form
10. Photograph Permission
11. Extended care info
12. Application for free lunch program

During the summer months all applications for enrollment and re-enrollment are reviewed and classroom assignments are determined. A number of criteria are used in this determination including but not limited to: previous teacher's recommendations, special education needs, administrative recommendation, special needs, maturity, gender, etc. This is a professional decision that is determined by trained individuals who have the experience necessary to make such decisions. At Crescent Academy we do not entertain request for teachers from parents. Please do not make such request as it is not our policy.

B. SCHEDULE CHANGES AFTER SCHOOL STARTS

If a student has been scheduled into a class by accident twice, the teacher whose class the student has been double scheduled into must initiate a schedule change by contacting the Principal or Administrative Assistant.

Students are not allowed to change their classes due to personality conflicts with a teacher or student. Students and teachers are expected to get along and resolve their conflicts. If conflicts cannot be resolved the issue should be directed to the Principal's office.

C. DROPPING CLASSES

Students are not permitted at CA School District to drop a class unless the student is exiting a class due to a school transfer. The office will provide an official drop notice when a student leaves.

D. EXTENDED ABSENCE

If a student becomes hospitalized or has an illness serious enough to keep him/her home for an extended time, the parents should call the school office and arrange for assignments from teachers. Two days' notice should be given before the parent picks up these assignments from the school office. It is the student's responsibility to return their homework to the appropriate teachers. If the student fails to turn in their work when they return, the student will receive an "F" for the work. If a parent requests to have an extension period to allow their child to receive more time to make up the work they missed due to an illness, it is the parent's responsibility to contact the teacher(s) and request an extension. It is at the teachers' discretion to grant an extension.

Extended absences before and after vacations (i.e. Winter/Spring) are strongly discouraged. Plans to keep the student in school should be considered when making family plans. Absences seriously affect the student's grades. **Student absences before a vacation period will double, when not excused BEFORE HAND by a parent/guardian.**

E. PROGRESS REPORTS / FAILURE WARNINGS / PARENT INVOLVEMENT

Progress reports are mailed to parents midway through each quarter marking period or at anytime during the quarter when a student is performing below teacher expectations. A progress report must be sent if the student is in danger of failing the class so that there is time for improvement. In either case, the teacher should keep documentation of the transaction. Progress Reports of a congratulatory nature may also be mailed at the discretion of the teacher.

Parents may call an individual teacher through the school office and leave a message. The teacher will return the call when convenient. Teachers will NEVER be interrupted during class time to attend to any type of telephone calls with the exception of emergencies. It is extremely important for parents to be highly involved and interested in the student's progress. **Checking to see if homework is done, signing the homework notebook as a confirmation that the student has completed their homework** as well as working with teachers to check on performance and on any serious changes that are noticed. **Please be aware that students may intercept your mail at home.**

F. INTERVENTIONS

If a student is doing poorly in several classes or there seems to be a sudden change in academic performance or behavior, an intervention may be arranged by parent or at the Principal's request. The purpose is to assess the student's situation and see what can be done to help the student do better. The intervention may include all of the teachers of a student, or those with special concerns only. **The school will also put students on a weekly progress report as an academic intervention.**

G. INCOMPLETES

When, in the opinion of the faculty, illness or other vital reasons have interfered with a student's ability to meet class deadlines for grading periods, an incomplete may be given. In such cases the student must arrange with the teacher and Principal, for a deadline by which all missing work must be completed. Parents may pick up work daily from the school office. Upon completion of all course requirements, the incomplete will be converted to a grade. Incompletes will turn into a failure if no arrangements to extend time to complete work are made and if the necessary work is not completed within 10 days after report cards are due.

H. REPORT CARDS

Parents/guardians will receive report cards on a quarterly basis. For the first and third quarter report cards are picked up at school during a parent-teacher conference. Report cards are mailed for the second and fourth quarters. **If these are not received after a reasonable time, parents/guardians should call the school to verify. It is the obligation and duty of every parent/guardian to make sure that the school has the proper address and the telephone number of their student, especially if any changes are made after the original information was given.**

I. SCHOOL GRADE PROMOTION

All students enrolled in Crescent Academy School District must maintain a C average (2.0) in all core subjects in order to be promoted to the next grade level. Students who do not have a C (2.0) average in their core classes at the end of the school year will be required to attend a remedial summer school program to bring their grade point average up.

Parents will be notified during second semester that the student may need to attend summer school. Parents will also be required to attend a promotion conference with administration. The parents will receive a final letter at the end of the second semester that the student must attend summer school. Students are strongly encouraged to participate in any tutorial support programs offered by the school. Parents are encouraged to take an active roll in their child's education by staying in contact with the school regarding their child's academic progress throughout the school year.

J. SUMMER SCHOOL POLICY / REMEDIAL SUMMER SCHOOL:

Crescent Academy School District will offer a summer school program for students enrolled in the district. Crescent Academy will offer a remedial program for students who do not achieve a C average (2.0) or better in core/specials courses. Credits earned during the summer will be applied to the student's academic record. **Please be advised that failure to attend Summer School will result in non-promotion.** Students enrolled in the remedial summer school program must achieve a C (2.0) average in core courses in order to receive credit and be promoted to the next grade level. **Students who fail to receive a C average (2.0) in core courses and a C average (2.0) in specials courses will not be promoted.** For students who are at risk of failing remedial summer school, the parents will be notified and preparation will be made for the student to attend another sister school or local school district or repeat the same grade the following year at Crescent Academy. **Students who have failed to meet minimum requirements in 4 core subjects in addition to "Special" courses during the regular school year are ineligible for Summer School and will not be promoted.**

K. GRADE COMPUTATION BY COURSE

Uniform grade computation is accomplished in the following manner:

1. Each test, quiz, assignment, etc. will be awarded a specific number of points.
2. These points are added and divided by the total number of points possible to obtain a percentage grade.
3. The final percentage grade is translated into the following equivalencies:

Grading System		
Kindergarten Only		
1 = Student has met standard 2 = student is making progress 3 = Student requires support X = Concept not evaluated/introduced		
Grades 1 - 3		
4 = Exceptional: Consistently applies the concepts/skills independently and uses them in innovative ways. 3 = Proficient: Meets grade level requirements and expectations 2 = Developing: Develops understanding of the concepts/skills with practice and support from teachers and parents 1 = Beginning: Experiences difficulty and requires consistent practice and support or may not be developmentally ready for these concepts/skills		
Grades 4 - 8		
Percentage Score	Decimal Equivalent	Letter Grade
96.5 - 100.0	4.33	A+
93.5 - 96.4	4.00	A
89.5 - 93.4	3.66	A-
86.5 - 89.4	3.33	B+
83.5 - 86.4	3.00	B
79.5 - 83.4	2.66	B-
76.5 - 79.4	2.33	C+
73.5 - 76.4	2.00	C
69.5 - 73.4	1.66	C-
66.5 - 69.4	1.33	D+
63.5 - 66.4	1.00	D
59.5 - 63.4	0.66	D-
Failure-below 59.5%	0.00	F
Incomplete	0.00	I
*Grades with an (astrick) indicate special needs students who are performing at ability level with current IEP.		

L. SEMESTER GRADE COMPUTATION for grades 4-8

1. The GPA in the report card is the GPA for that report period.
2. Cumulative GPA will be mailed with the June report card.
3. First Semester Grade: [(1st quarter grade) + (2nd quarter grade)] divided by 2
4. Second Semester Grade: [(3rd quarter grade) + (4th quarter grade)] divided by 2

Every student will be given a homework notebook free of charge. The purpose of the notebook is to keep parents informed of the child's homework responsibility, and insures that the child is completing his/her homework every night. It is the responsibility of the parent(s) to sign the homework notebook and verify that the homework has been completed. This process will help insure that the child is being consistent with homework and hopefully prevent any possible failure due to inconsistency with homework. If the student loses the homework notebook, a fee of \$2.00 will be charged for a replacement notebook. **Students must bring their homework notebook to and from school every**

day.

M. ANNUAL GRADE POINT AVERAGE (GPA)

The annual grade point average is the sum at year-end, of the first and second semester final grade divided by 2.

N. HONOR ROLL/PRINCIPAL'S LIST

1. PRINCIPAL'S ACADEMIC LIST FOR TOP HONORS: Students achieving a grade point average of 3.6 and above.
2. HONOR ROLL LIST FOR HONORS: Students achieving a grade point average of 3.2 to 3.59.
3. HONORABLE MENTION LIST FOR ACADEMICS: Students achieving a grade point average of 3.00 to 3.19.
4. The Principal will treat students with a 4.00 average (and above) to lunch at year-end. Recommendations will be made by the teachers, based on behavior and attendance as well.

O. HONORS AWARDS

At year-end the following awards are available:

1. Principal's Award: The award is given to the student that has contributed the most to excellence, peace and unity in the school. {This award is given at the end of the 8th grade year}
2. Highest Academic Averages: Will be for students who have maintained a 3.66-4.33 for the entire school year.
3. The Faculty Award: For character development and service. {This award is given at the end of the 8th grade year}
4. Perfect Attendance Award: Will be given to the student who has never been absent to any class during the year.
5. Leadership Award: For planning, organizing, and implementing projects that will benefit a great number of students in the Crescent Academy School District.
6. Golden Parent Award (4): For the four parents/guardians that have contributed and helped Crescent Academy School District the most.
7. The Golden Apple Award: To be given by the student body to selected teachers who are considered outstanding educators. Students will vote to select the winners.
8. Hall of Fame Awards: For students who have brought new students to enroll at Crescent Academy School District.

P. HOW TO GRADE A STUDENT THAT LEAVES IN MID-YEAR

If a student leaves Crescent Academy School District during the year, the student may receive a grade up to that point. The fact that the exam is not taken will be annotated in the report card. The grade will only reflect the grade obtained up to that point.

Q. ACADEMIC PROBATION

Any student whose cumulative grade point average for a semester is below 69.5% (D+) will be placed on academic probation. The terms of academic probation are tailored to the specific needs of each individual student. A student will be placed on probation for a minimum of one quarter. If the student's cumulative grade point average remains below a 59.5 % (D-) at the end of the semester during which he/she is on probation, a conference will be scheduled with the parents in order to determine how best to help the student improve his/her performance.

R. TESTING

To enable the student to set and achieve goals compatible with his interests and motivation, the School administers a testing program. This program includes the following:

1. TerraNova
2. MEAP

III. ATTENDANCE/TARDIES

Michigan law requires that every parent/guardian having charge of a child aged six to sixteen shall send that child to school for the entire school year and the child's attendance shall be continuous and consecutive. Parents who violate the School Compulsory Law are subject to court action that could result in a fine, imprisonment, or both. **The Administrative Assistant will handle all attendance issues.** The general supervisor of properly recorded attendance is the classroom teachers and Administrative Assistant.

Regular school attendance is vital to each child's academic success. Since even occasional absences constitute a handicap of the student's progress, your cooperation in keeping absences at a minimum is expected. Learning goes on every day, and if a child is absent excessively, they will find it difficult to keep up with their schoolwork. Habits are formed in early years that have lasting results.

IF THE HABIT OF BEING ON TIME IS FORMED EARLY, THE PATTERN WILL BE CARRIED THROUGHOUT THE YEARS TO COME.

A. ATTENDANCE POLICY

1. Attendance is taken each period of the day. Students missing 10 minutes of class are considered absent unexcused unless a parent calls within the first 10 minutes of the class.
2. **If the parent/guardian does not call in to the school by 10:00 a.m. on the day that his/her student is to be absent or tardy, the absence or tardy will be considered unexcused. We will not grandfather any unexcused absences.**
3. A student who has scheduled a health or similar appointment during class hours must notify the School Office at least 24 hours prior to the appointment to avoid an unexcused absence. The student must notify the office and teachers of all classes to be missed as soon as possible. Students are encouraged to schedule their appointments outside of regular school hours.
4. If a student has an emergency appointment, he/she must verify it with an official written excuse from a parent/guardian as soon as he/she returns to school.
5. If a student must be absent for an extended time (e.g. a death in the family) a written note to the Principal is required and must have the approval of the Principal.
6. The student's attendance will affect the student's grades, especially in those classes that have an excess of unexcused absences and tardies. **After six unexcused absences**, a student will receive a loss of credit; 0.0 for the period in question. The period in question is the time up to and **including the sixth unexcused absences.**
7. **The responsibility for work missed during an excused absence rests solely with the student.**
8. Students who become ill during the day must report to the school office. If the parent/guardian cannot be reached to pick up the student, the student will rest in the Main Office.
9. No student is allowed to leave the school without a parent's call to confirm that the student has parental permission.
10. Parents must sign their student(s) out in the office with the Administrative Assistant.
11. Parents are discouraged from signing student(s) out to lunch, and are not permitted to take other student(s) along, unless the office has written permission from the parent/guardian of the student(s).

B. TARDINESS POLICY

TARDIES: Three tardies will equal 1 unexcused absence and count toward the 6-day absence policy.

Students are to arrive on time for all classes. "ON TIME" means a student will be seated in prep/homeroom no later than 8:00 a.m., dressed properly, with materials ready to begin class when the bell rings. School policy is as follows:

1. Students who have an excused tardy from home will be admitted into class without penalty. The teacher will collect the excuse, and send it after class to the main office. At end of the day, the Administrative Assistant will pick up the excuses and file them in the CA 60's.
2. Students without a tardy pass will report to the main office to receive a tardy pass. This pass is not an excused tardy. The student needs to sign in on a sign in sheet in the school office.
3. School policy states that **three unexcused tardies** in any class will be converted into an unexcused absence and will count towards the **6 unexcused absence rule.**

4. Students, who come to class tardy, whether excused or unexcused, are to enter quietly without disturbing the class. The student should never walk in front of the teacher when entering the class.
5. The failure record applies only for the period in question and is not carried forward.
6. Failure in a quarter still requires attendance to the class.
7. The Principal may consider special circumstances on a case by case basis.

NOTE: Since an automatic “F” is given after 6 unexcused absences the student begins again immediately after the F, with a clean slate.

CRESCENT ACADEMY SCHOOL DISTRICT HAS A CLOSED CAMPUS POLICY FOR ALL STUDENTS.

C. PROCEDURE IN THE CASE OF A STUDENT ABSENCE:

1. After 10:00 am, Crescent Academy School District will call the home of the student if we have not received a call. The call will be made by the Administrative Assistant.
2. If we cannot contact the parent/guardian at home, we will call the place of work. If we cannot speak to the parent/guardian, we will leave a message and log that the call was made.
3. Every call will be logged in by the Administrative Assistant, and a record of the call will remain in the office attendance log.
4. If a student is absent for ten (10) consecutive days, and the school does not hear from the home, the student will be automatically dropped from the school’s enrollment, and the Parent/Guardian will be notified in writing, by the Principal. To return, the student must re-enroll in the school. Enrollment is done through the main office. Please refer to the admission process.
5. **UNDER NO CIRCUMSTANCES** can past unexcused absences and/or tardies be excused by parent/guardians.
6. If a student is suspended or involved in a school-approved activity, the student is considered absent-excused.
7. When a parent/guardian calls the school, the parent/guardian should provide for proper identification, to prevent false telephone calls. The school assumes the call is legitimate.

IV. CRESCENT ACADEMY SCHOOL DISTRICT’S ORGANIZATION:

A. PERSONAL GUIDANCE

The people directly involved in personal guidance services are the teachers and Principal. These individuals assist and support students in meeting their academic, personal, and social needs.

1. Development of student schedules – Principal
2. Student records – teachers and Administrative Assistant

Students are encouraged to seek assistance from the teachers before or after school, or during lunch. Students may also meet with the teachers by scheduling an appointment ahead of time. The Principal is always available to the students. Students are encouraged to visit with the Principal during their lunch hour. All faculty members will be available to students from 3:30-4:00 p.m. Tuesday-Thursday.

B. PERMANENT FILES AND TRANSCRIPTS (CA 60)

A permanent file is retained in the Records Room for every student who is attending or has attended Crescent Academy School District. Included in the file is a transcript (report card) that shows all courses taken, the quarter and semester grade earned by the student. The Administrative Assistant will maintain transcripts (report cards). Transcripts (report cards) may be released by the Principal.

Test profiles that contain the scores of any aptitude/standardized test the student has taken during the school year will be kept in the CA60’s file. If a student transfers to another school, the parent must sign a release of records form giving Crescent Academy School District permission to release the student’s records.

Health records, along with records from other schools, are placed in a student's permanent file. Any student or parent/guardian wishing to see this permanent file should contact the Administrative Assistant.

All excused notes and all correspondence with the parent/guardian of the student will be kept in the record room in the student’s CA60.

V. STUDENT CODE OF CONDUCT

The Code of Conduct at Crescent Academy School District is based on the dignity of each individual. Any violation of rules and regulations harmful to the rights and privileges of others will not be tolerated. Bear in mind that parallel to our rights, we also have responsibilities as citizens of this school community.

This Code applies to all students while in the school building, on school grounds, on school bus, or at any school-sponsored function. It also applies to guests of any student since the student bringing the guest is responsible for explaining the rules to the guest.

The purpose of the Code is to:

- protect the rights of all the members of the school community
- facilitate the learning process and provide a learning atmosphere
- encourage and support self-discipline and the habits essential to positive human interaction
- maintain a clean, orderly, and safe environment

NOTE: It is the responsibility of all students and their parents/guardians to become familiar with the Student Code. Students and parents must recognize that when students engage in unacceptable conduct, the student will be subject to disciplinary action.

Behavioral Expectations

These general rules are expected to be followed by all students (breaking any rule could result in suspension), they include:

- ◆ Move safely and quietly through the halls, keeping hands and feet to self and talking at a reasonable volume.
- ◆ Eat or drink only in designated areas.
- ◆ Use appropriate language. Do not use profanity or inappropriate language.
- ◆ Fighting, even play fighting is prohibited.
- ◆ Always be respectful of staff, administrators and fellow students.
- ◆ Be on time to school and class.
- ◆ A before/after school latchkey staff member must supervise all students in the building before 8:00 and after 3:30.
- ◆ Students are encouraged to leave non-essential, potentially distracting items at home, items that are distracting to the educational environment such as toys, radios and make-up may be confiscated. Electronic toys of any kind are prohibited!!!
- ◆ Students should not bring more money to school than is needed for the day, (e.g. food, school supplies, or field trips). The school is not responsible for student's money and other valuables.

EXPECTATIONS FOR PARENTS

Crescent Academy students will be more successful in achieving desired outcomes if parents:

- ◆ Help instill student pride, confidence and a positive attitude in their school and their teachers.
- ◆ Support school policies on behavior and attendance.
- ◆ Provide the time and environment for students to complete homework.
- ◆ Encourage students to take responsibility for completion of all homework assignments.
- ◆ Appointments are required to speak at length to any teacher at Crescent Academy.
- ◆ Are aware of and communicate to teachers about the level of difficulty students experience with homework especially in extremes. Remember appointments are required.
- ◆ Bring problems, concerns, and criticisms directly to the appropriate teacher or administrator for clarification or resolution. Appointments are required.

- ◆ Initiate and encourage discussions with students on local, world or family issues, in a manner that significantly engages students and stimulates thinking.
- ◆ Share and convey honestly special students' problems they have had or experienced regarding learning, behavior, emotional problems and changes in the family situation (divorce, separations, death...).
- ◆ Dedicate time and thought to the continual improvement of Crescent Academy.
- ◆ All parents, volunteers, visitors etc... must sign in on the visitor's sign in sheet in the school office to maintain safety in our school.
- ◆ All parents, volunteers, visitors etc... are expected to follow and role model the same value system that we teach in our character education initiative. Parents, volunteers or visitors who are creating disturbances in the classrooms, who do not demonstrate the same values that we hold are students to, who repeatedly break school rules and procedures can and will be required to stay off of school property and grounds.

COMMUNICATION

An integral part of Crescent Academy is our commitment to communication. We will endeavor to keep an open line of communication with parents/guardians. We will communicate through parent/teacher conferences, interim reports, weekly notes, teacher contact and others. We are all on the same team. Therefore, it is very important that we maintain a high level of communication.

According to the Family Educational Right and Privacy Act of 1074, parents may request access to the file of their child. If desired, please call the school office to set up an appointment to review the academic file of your child. A 24 hour notice is required so plan accordingly when making an appointment.

If a particular matter raises a question or you have a suggestion, you are asked to consult directly with the teacher involved. Call the school office to make an appointment with the teacher. Note: During the school hours, parents are not to walk through the halls or look into the classrooms. This creates a distraction for the students and the teacher. If you need to see a teacher, please make an appointment. Please do not disturb teachers during class time.

FORMAL COMPLAINTS

If a parent or students of Crescent Academy has a formal complaint it must be submitted in writing to the Principal of Crescent Academy within one week of the onset of the concern. No written complaint will be accepted or acted upon that is anonymously written. All formal complaints that are properly submitted will be investigated and responded to based upon the policy guidelines established by the Crescent Academy School Board.

CHARACTER EDUCATION

An integral part of Crescent Academy is our commitment to communication. We will endeavor to keep an open line of communication with parents/guardians.

The American Association of School Administrators and the National School Boards Association have approved jointly a statement endorsing character education in the nation's schools. It reads:

"Nations rise and fall with the character of their people. If our nation is to survive and prosper, then present and future citizens must be committed to high ethical standards and values that support a free, democratic and civil society."

Children should understand the need to be responsible for their own actions and that their actions affect the lives of others. They should emerge from the education system valuing honesty, integrity, effort, trustworthiness, respect, responsibility, fairness, caring and citizenship. They should be prepared to resolve conflict through reasoning rather than violence. They should also understand and accept the diversity that has always been a major characteristic of American society.

Therefore Crescent Academy endorses the continuing need for character education in the nation's schools. Knowing that character drives personal, professional and civic decisions, Crescent Academy the NSBA and AASA

realize that character education programs are most effective when they are developed in concert with the local school community. We will provide such an opportunity here at Crescent Academy.

Crescent Academy Character Education

- I. **TRUSTWORTHINESS** – being worthy of trust, honor and confidence in all relationships.
 - Honesty (truthful, sincere, non-deceptive, candid, not cheating)
 - Integrity (morally courageous, principled)
 - Promise-keeping (dependable, reliable)
 - Loyalty (faithful, allegiant, supportive, maintains confidences)

- II. **RESPECT** – demonstrating regard for the dignity, worth and autonomy of all person (including self)
 - Trusting others with courtesy, civility, politeness
 - Tolerating other’s beliefs
 - Accepting individual differences without prejudice
 - Refraining from violence, coercion, intimidation

- III. **RESPONSIBILITY** – acknowledging and living up to duties to others and self.
 - Accountability (answerable for consequences of decisions)
 - Pursuit of excellence (diligent, industriousness, perseverant)
 - Self-discipline (self-control, restraint)

- IV. **JUSTICE AND FAIRNESS**
 - Making decisions on appropriate factors (impartiality, avoidance of conflicts of interest)
 - Commitment to equity and equality
 - Openness to information and ideas
 - Reasonableness
 - Due process
 - Consistency

SEX EDUCATION

Sex education will not be taught at Crescent Academy. AID’s and STD information will be taught annually to all 8th grade students as required by the state (with parent’s permission).

CURRICULUM AND TEXTBOOK POLICY

During the course of each school year, our curriculum is reviewed and updated. This is done to ensure that our students are receiving the very best education possible. We have intensely studied numerous curriculums and believe that the ones we have chosen will provide a quality education for your child.

The teacher will distribute all textbooks and consumable books. Each book will depreciate at a rate 20% in a school year; the student shall be fined a usage fee if damage or loss occurs. The fine will reflect a percentage of use based on the book original value.

Books shall be assessed as follows:

#5 (new)	100% of the book’s value for replacement
#4 (very good)	1 year 80%
#3 (good)	2 years 60%
#2 (fair)	3 years 40%
#1 (poor)	4 years 20%
#0	Book is no longer usable

A book will no longer be usable and rated #0 under the following conditions: pages have been torn out, cover has been torn off, or answers or marks are written in the book. If a book is lost at sometime during the school year; Parents will replace it at its "beginning of the year" value. If a book is given out in usable condition and is damaged to the degree that it is no longer usable, the student shall be responsible to replace the book. The replacement cost shall be determined by what the value of the book was at the date of issue.

Students who mark with pencil, crayon, pen or marker at anytime in Crescent Academy's books will be subject to a fine.

OBLIGATIONS

No report cards shall be released until all Crescent Academy books have been returned to the school and all debts have been satisfied.

HOMEWORK

Homework is an important part of school life - it builds self-discipline, self control organizational skills and independence into the life of a child. Homework works best when it does not introduce new skills or new content to a student. Homework at Crescent Academy is normally used to accomplish the following:

- ◆ Review & reinforce what has been taught in the classroom.
- ◆ Practice skills.
- ◆ Complete long term projects and reports.
- ◆ Memorize facts.

While the length of time that students need to complete a homework assignment varies widely, the following are general time standards to guide faculty, parents and students:

- ◆ Kindergarten students can expect homework two evenings per week for 15-20 minutes per evening.
- ◆ First and second grades can expect homework two, three or four evenings per week for 30-45 minutes per evenings.
- ◆ Third and fourth grades can expect homework four evenings per week for 45-60 minutes per evening.
- ◆ Fifth and sixth grades can expect homework four evenings per week for 60-75 minutes per evening.
- ◆ Seventh and eighth grades can expect homework four or five evenings per week for 75 to 90 minutes per evening.

Homework for students who are home ill for more than one day may be requested at the same time you report your child's absence. The teachers will be notified and the homework assignments can be picked up in the school office on that day after 3:30.

Students who are out of school for a planned absence are expected to obtain all work from teachers prior to the planned absence. Students are expected to complete all work missed due to any absence.

A. STUDENT'S RIGHTS AND RESPONSIBILITIES

Each student is responsible for the way he/she exercises these rights, recognizing the boundaries and accepting the consequences of each action or non-action, as the case may be.

1. Education:

Each student has a right to an education but must not interfere with the education of others. Each student has the responsibility of participating fully in the learning process. This responsibility includes reporting to school and all classes and activities during school time, regularly and promptly; remaining until excused; paying attention to instruction; completing assignments; and requesting help when it is needed. Students are to abide by school rules and regulations.

2. Respect for staff:

Each student has the right to express personal opinions but also has the responsibility to do so at the

appropriate time and in an appropriate way, showing respect for the knowledge and authority of school staff. Students must follow directions given by any staff member, use only acceptable and courteous language, and avoid actions that show contempt, and appeal decisions only through appropriate channels. **PROFANITY OR USE OF VULGAR WORDS IS NEVER PERMITTED IN THE CRESCENT ACADEMY SCHOOL DISTRICT.**

3. **Respect for other students:**

Each student has the right to be treated with respect and, therefore, has the responsibility of showing respect for the rights and human dignity of fellow students. For example, there should be no name-calling, fighting, and harassment, belittling or engaging in deliberate attempts to embarrass or harm another student. No physical violence is permitted.

4. **Student activities:**

Each student has the right to participate in curricular or extra-curricular activities but must meet the proper qualifications if the activities require such. Students must keep up their grades and will be denied participation during a time of suspension/expulsion.

5. **Appropriate dress:**

Each student has the right and responsibility to take pride in their appearance and be dressed neatly and appropriately, maintaining decorum proper to the activity. The dress code must be followed at all times. Students out of dress code will be sent home, after contacting the parent/guardian. Daily bath/shower and the use of deodorant are part of personal hygiene and a sign of courtesy to our community.

6. **Posted material:**

No student has the right to post or distribute material that is not school-related. Students may not sell any fund-raising items for the support of non-school related groups. Crescent Academy School District cannot endorse any particular religious affiliation.

7. **Student's property:**

Students have a right to expect that their personal property will be respected and are responsible to use good judgment in what personal property is brought to school. **Beepers, cell phones, Ipods, MP3 Players Laser Pointers, Tape Records, and CD Players, etc. are not allowed in school or to be used on the school bus. They will be confiscated and returned to a parent or legal guardian.** Valuable items such as radios, jewelry, expensive jackets, etc. should be left home as these items can easily be lost, stolen, or damaged. **The school is not responsible if something happens to them. Any staff member may confiscate any item that is disruptive to the educational process.** Items will not be returned to the student if the student has been warned more than two times. If valuable, personal property is needed for a school-related project, the student should pre-arrange with the Administrative Assistant for its safekeeping.

8. **Behavior:**

Students have the right to expect an orderly, clean, and safe environment in school. They also have the responsibility of avoiding any behavior that is detrimental to the achievement of their own or other students' educational goals. Students must cooperate in maintaining reasonable order in the school and in the classroom, take reasonable care of school property, not litter, and encourage a climate where learning is cherished. Most particularly, students must refrain from engaging in conduct that violates the Student Code of Conduct.

9. **Property:**

Students who damage walls, furniture or any school property will be responsible for the cost of repairs or replacing the damaged property of Crescent Academy School District. **Students with missing textbooks, uniforms, or any other school property cannot receive grades or transcripts (report cards) until Crescent Academy School District's property is returned or paid for.** The Principal will determine when this is accomplished.

10. **School Bus:**

Students who utilize the use of the school buses are required to follow all school policies. Students who do not follow school policies will forfeit the use of school buses and it will be the parents' responsibility for

transportation.

CRESCENT ACADEMY SCHOOL DISTRICT IS A DRUG AND VIOLENCE FREE ENVIRONMENT.
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B. DRESS CODE/DRESS CODE VIOLATION

Dress Code:

Female Students Grades K, 1, 2, 3

- Light blue short/long sleeve Peter Pan collared blouse (cotton)
- Blue/red plaid jumper
- Navy cardigan sweater (optional)
- Blue/red cross tie
- Navy knee high socks
- Black shoes
- Navy bike shorts, navy tee shirt, gym shoes for Physical Education Activities
- Polo shirts are **NOT** acceptable

Female Students Grades 4, 5, 6, 7, 8

- Light blue short/long sleeve pointy collared blouse (cotton & button down)
- Blue/red plaid skirt
- Navy cardigan sweater (optional)
- Blue/red cross tie
- Navy tights or knee high/short navy socks
- Black shoes
- Navy bike shorts and gym shoes for Physical Education Activities
- Polo shirts are **NOT** acceptable

Male Students Grades 6, 7, 8

- Light blue short/long sleeve oxford shirt (cotton & button down)
- Navy pants or khakis (appropriate – not oversized or hanging)
- Navy V necked cardigan sweater (front button) optional
- Blue/red plaid adjustable tie (special ordered)
- Black belt
- Black socks
- Black shoes
- Polo shirts are **NOT** acceptable

The school also requires that:

- **NO BODY PIERCING IS ALLOWED**
- **DRESS DOWN DAYS: NO BAGGY PANTS, T-SHIRTS WITH OBSCENE OR INSULTING MESSAGES ARE PERMITTED.**
- **NO CHAINS OR GANG ATTIRE AND GANG COLORS ALLOWED.**
- Students are permitted with parental permission to color their hair with certain restrictions. It is perfectly acceptable to wear any natural hair color such as blonde, black, brunette, redhead, etc... It is not acceptable to wear colored hair in un-natural colors such as yellow, green, purple, etc...
- Students are permitted with parental permission to apply nail polish to their fingernails. Nail polish in light, pale, non-distracting colors are acceptable. Bold, dark and distracting colors are not permitted.

Casual Dress Policy:

On occasion, casual days may be announced and/or awarded to students.

Students on these special days will be allowed to wear casual but clean clothing, including jeans and non-collared shirt with appropriate designs (Sports logos, designer insignias, loveable characters, etc...).

Tennis shoes or athletic shoes are permitted but socks must be worn.

No pants with holes or tears in them will be permitted.

Objectionable attire which could include tank tops, spaghetti straps, tight fitting jeans or hip huggers, offensive language or pictorials on tops, tops that do not tuck into pants allowing bare midriffs to show, excessive jewelry and make-up can & will be determined by the administration.

No hats of any kind may be worn indoors unless it's an activity centered around "spirit week".

PROCEDURE FOR DRESS CODE VIOLATIONS:

The dress code will be checked by the Principal/Vice Principal & Teaching Staff of Crescent Academy School District. Parents will be notified that their children are out of dress code. Parents will have the option of taking the child back home to change into the appropriate uniform. If the student does not return, this will be counted as an unexcused absence. Secondly, parents can also bring the students uniform to the school so that the child can change into the appropriate uniform attire. Any student that continues to come out of dress code will be suspended until a parent conference.

Unacceptable clothes include T-shirts with any writing and or pictures them; gang-colored clothing; tight see-through clothing, fish net nylons, bare midriff, bare shoulder blouses or shirts; tank tops.

During Inclement Weather; female students are allowed to wear pants under their uniforms; however, once they are inside the building they must remove their pants and put them up until they are ready to leave the building.

C. UNACCEPTABLE CONDUCT

All policies and rules apply to students while they are enrolled at Crescent Academy School District. When unusual circumstances are present, the penalties indicated below may be reduced or exceeded. In addition, any violation of state or local law may be reported to the appropriate law enforcement authorities. The district reserves the right to dismiss students with repeated offences. Repeated infractions will result in more serious penalties. Please note pages 13 and 14.

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.

School wide Discipline Plan (violation of the school discipline could result in a suspension)

Classroom Rules:

1. Follow direction the first time
2. No violence or verbal abuse or any kind is tolerated
3. Leave the room and seat only with permission
4. Use quiet voices
5. Show respect to adults and class mates
6. Honesty at all times
7. Obey all directives from the teacher
8. Proper use of language

Hallway Rules:

1. Walk
2. Use quiet voices
3. Keep your hands and feet to yourself

Playground Rules:

1. Keep your hands and feet to yourself

2. Use playground equipment properly and responsibly
3. Listen and obey directions
4. Respect to all persons of authority

Student Responsibility:

Each Student has a responsibility to:

1. Respect every individual (no verbal abuse or name-calling will be permitted).
2. Be informed of and adhere to the rules and regulations of the school.
3. Study diligently and maintain the best possible level of academic achievement.
4. Be punctual.
5. Refrain from slanderous remarks and obscenity in verbal and written expression (the use of foul language, either in jest, anger or absent mindedness, will be dealt with firmly on even a first offense).
6. Dress in school attire (See Dress Code).
7. Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities (any acts of vandalism will not be tolerated and replacement costs of damages inflicted will be at the responsibility of the student/parent/guardian).
8. Refrain from chewing gum on school grounds.
9. Have necessary school supplies and books.
10. Complete all assignments and return all assigned work.

SAFE SCHOOLS STUDENT DISCIPLINE

As a Michigan public school we are required to follow laws relating to safe schools. Crescent Academy's Board of Directors endeavors to ensure that Crescent Academy is a safe place for teaching, learning, and working. Crescent Academy has a zero tolerance policy for physical and/or verbal assaults, as well as student possession of any dangerous weapon or drug. Suspension and/or expulsion will occur as a result of violation of those policies.

CODE OF CONDUCT

Crescent Academy will take swift and appropriate disciplinary action for the following infractions occurring on Academy property, in an Academy vehicle, or at a school sponsored activity or event:

Gross Misdemeanors or Persistent Disobedience:

Any student guilty of gross misdemeanors, persistent disobedience or persistent disobedience of dress code policy may be suspended or expelled by the authorized school district administrator.

MICHIGAN'S MANDATORY EXPULSION LAW

Crescent Academy's policies are in conformity with a state law that went into effect January 1, 1995, which requires local school boards to expel students who commit a physical assault, verbal assault, bomb threat, arson, criminal sexual conduct on school property or bring dangerous weapons to school. Dangerous weapons are defined as firearms guns, daggers, dirks, stilettos, knives with blades over 3 inches in length, pocket knives opened by a mechanical device, iron bars and brass knuckles.

The only Exceptions are:

If the student can establish in a clear and convincing manner at least one of the following:

- (1) The object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- (2) The weapon was not knowingly possessed by the student.

(3) The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.

(4) The weapon was possessed by the student at the suggestion, request or direction of, or with the express permission of school or police authorities.

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 Crescent Academy property, in an Academy vehicle or at a school sponsored event shall be permanently expelled from the Crescent Academy for a period of not less than one hundred eighty (180) days. Possession, use or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may be suspended or expelled by the authorized school district administrator. A dangerous item is any object capable of inflicting bodily harm as determined within the sole discretion of the authorized school district administrator (including but not limited to knives, bullets, fireworks, smoke bombs, any parts of a weapon, or toy weapons).

ZERO TOLERANCE POLICY ON FIGHTING

Here at Crescent Academy School District, we have made a commitment to our students, parents and faculty to keep our school a safe haven. Our students deserve to feel safe and secure in their learning environment. Every student deserves a fair and appropriate education. No student has the right to continue to physically prey on other students and endanger their well being.

Physical Assaults Against School Personnel

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 school property, on a school bus or other school vehicle, or at a school-sponsored activity or event may be suspended or expelled by the authorized school district administrator. Any student age 12 or above who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on school property, on a school bus or other school vehicle, or at a school-sponsored activity or event shall be permanently expelled for a period of not less than one hundred eighty (180) days. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Physical Assaults Against Students

Any student who commits a physical assault against another student on school property, on a school bus or other school vehicle, or at a school-sponsored activity or event may be suspended or expelled by the authorized school district administrator. Any student age 12 or above who commits a physical assault against another student on school property, on a school bus or other school vehicle, or at a school-sponsored activity or event shall be suspended or expelled, depending upon the circumstances, for up to one hundred eighty (180) days. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Verbal Assaults

Any student who commits a verbal assault on school property, on a school bus or other school vehicle, or at a school sponsored activity or event against a School Academy employee or against a person engaged as a volunteer or contractor for the School Academy may be suspended or expelled by the authorized school district administrator.

Any student age 12 or above who commits a verbal assault on school property, on a school bus or other school vehicle, or at a school sponsored activity or event against a School Academy employee or against a person engaged as a volunteer or contractor for the School Academy shall be suspended or expelled, depending upon the circumstances, for up to one hundred eighty (180) days. "Verbal assault" means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit 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 (example: excessive taunting or teasing, bullying or other verbal harassment); a bomb threat (or similar threat) directed at a school building, other school property, or a school event.

For purposes of this policy, the definition of assault also includes written threats.

Damage of Property

Vandalism and disregard for school property will not be tolerated. Violations could result in physical or financial restitution, suspension or expulsion.

Cheating

The following behaviors constitute cheating at Crescent Academy and will result in the appropriate discipline being taken:

1. TESTING
 - a. Any talking or whispering among students.
 - b. Giving messages – verbal or non-verbal
 - c. Intentionally exposing a test in such a way that answers can be seen or taking answers from an exposed test paper.
 - d. Having anything on top of the desk except the text paper and writing instrument, unless the teacher grants permission.
 - e. Using inappropriate materials during a test. This includes information on the floor, skin, clothing, shoes or any other notes.

2. HOMEWORK
 - a. Presenting any work as if it is your own, when in fact, it is not.
 - b. Copying someone else's homework assignment or doing someone else's homework for them.
 - c. Group projects would be an exception, with teacher permission.

Whenever a student is guilty of cheating, the teacher shall collect the student's work, mark a zero for the work and notify the parent and office as to the action taken. The parent shall be notified that a second offense could bring a suspension.

ZERO DRUG AND ALCOHOL TOLERANCE POLICY

Crescent Academy School District is a Drug Free School Zone. Possession of illegal narcotics or alcoholic beverages by a student is a gross misdemeanor and undermines the standard of excellence in education the Academy seeks to maintain. As such, any student who is found to be in possession or use of any illegal substances will be recommended for an expulsion hearing.

SMOKING POLICY

Michigan law makes it illegal for School students to smoke.

Youth Tobacco Act

“Minors are prohibited from: possessing or smoking cigarettes or cigars, chewing, sucking or inhaling tobacco or tobacco snuff; or possessing or using tobacco in any form on a public highway, street, alley, part or lands used for public purposes, or in a public place of business or amusement”

Any student caught smoking

- a) On the school grounds before, during, and after school hours
- b) Off the school grounds at a school activity, or a school sponsored event
- c) On school buses or vans, rented carriers, or school-sanctioned vehicles.

1st Offense

- I. School/Community Service, one-day suspension.

2nd Offense

- I. School/Community Service, two days suspension

II. Parental meeting with the Principal

3rd Offense

I. School/Community Service, three day suspension

II. Parent and student meet with the Principal

4th Offense

I. The student will be reported to the police (if minors) and parents will be notified.

II. Parents will be asked to sign a contract that smoking will cease.

Crescent Academy prohibits the use of any tobacco product in all school-related situations, by any person, at any time, in any location, and at any event. In addition, any tobacco advertising or promotion is strictly prohibited.

OTHER INFRACTIONS

Infractions that can result in suspension or expulsion include, but are not limited to the following:

1. Cheating/falsification
2. Disrespect toward persons or school property
3. False alarms (the student may also be asked to pay the \$500 fine charged to the school)
4. Fighting
5. Forgery or Plagiarism
6. Indecency in behavior and/or language, including but not limited to public displays of affection
7. Insubordination
8. Possession of any tobacco product
9. Truancy, including any class
10. Possession of stolen or misappropriated property
11. Vandalism
12. Accumulation of two warnings. {This will be monitored by the teachers and Principal.}
13. Repeated violations of dress code regulations
14. Gambling
15. Obscenity
16. Indecency in dress, behavior and the selling/purchase of indecent acts
17. Sexual Harassment
18. Threatening or intimidating acts
19. Physical attack on any person
20. Repeated truancy, including repeated absences from any class
21. Arson or any action which creates a fire hazard, or misuse of fire-fighting or fire detection equipment
22. False reports of fire or bombs
23. Inciting others to violence or disobedience
24. Use or possession of illegal substances (or look-alikes), or drug-related paraphernalia
25. Being under the influence of alcohol, narcotics, or mind-altering substances
26. Possession or sale of fireworks or other explosive devices
27. Repeated violations of discipline policies
28. Smoking or the use of smokeless tobacco products (Board Policy on Zero Tolerance)
29. Careless and/or dangerous operation of a motor vehicle on school property
30. Theft
31. Possession of guns, knives, or other weapons
32. Gang activity, graffiti, colors, etc.
33. Constant gum chewing in classes (verbal warnings will be given before resulting in suspension).

Violations of any of the infractions listed in the School Handbook or in this guideline may result in an out of school suspension, long-term suspension, expulsion or permanent expulsion (depending on the severity of the offense and the requirements of the law).

Due Process Rights

All students suspended and/or expelled will be provided notice and an opportunity to be heard in accordance with a student's due process rights under the law.

Emergency Removal

A teacher may remove a student from class for conduct that disrupts the educational process without a prior hearing. The teacher who removed the student must submit to the Principal the reasons for the emergency removal prior to the end of the school day. Such emergency removal must be for a period of less than twenty-four (24) hours. If the emergency removal results in a short-term suspension, long-term suspension, and/or expulsion, then due process must be ensured and a hearing held according to the suspension and expulsion guidelines below.

D. OUT OF SCHOOL SUSPENSIONS OR EXPULSIONS

Violation of these policies or any behavior that disrupts the school community can result in an out-of-school suspension or expulsion. **The student who is placed on out-of-school suspension or expulsion will be the responsibility of the parents or guardians during the course of that suspension or expulsion.** Parents will be notified of the out of school suspension or possible expulsion as soon as possible. All suspensions will begin being served the school day immediately following parental notification.

EXCLUSION FROM THE ACADEMY

During a suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle or to participate in or attend any before or after school activities (including, but not limited to the student's attendance as a spectator, participation in sport activities, or weekend activities occurring during the suspension/expulsion). Once a student has been suspended or expelled, they are not allowed on campus until their suspension or expulsion has been completed and or they have met with the Principal and faculty.

Short-term suspension procedures

A short-term suspension is defined as the denial to a student of the right to attend classes for up to 10 school days.

1. The assistant principal has the authority to suspend a student for up to 10 school days.
2. The Assistant Principal determines the length of the suspension after completing an investigation and an informal hearing.
3. The informal hearing requires that:
 - a. The student is given oral or written notice of the reasons for the suspension and the length of that suspension.
 - b. The student is given a chance to respond to those charges and an opportunity to state why they should not be suspended.
4. All parents/guardians will be notified in the event of suspensions administered, including the reasons for the suspension and the length of that suspension as soon as possible.
5. The student will make up all class work and tests missed but grades will be adversely affected.
6. To complete the suspension, the student must complete all assigned work.

Teachers will be notified of the suspension by the main office so that the teacher can provide missed assignments for the suspended student. It is the responsibility of a parent or adult to pick up the work for the student that has been suspended. The student suspended is not allowed to come onto campus to pick up their work.

While the student is on "suspension" status, the following applies:

1. While students are on out of school suspension, they are still responsible for making up their class work.
2. Homework will be picked up at Crescent Academy School District by the student's parent/guardian every Monday by 3:35 p.m. Vacation time is excluded.
3. Homework is to be delivered to Crescent Academy School District, completed in a manila folder every

Monday by 3:35 p.m. in the school office.

4. Teachers will provide input on students' work, to be picked up by parent/guardian every Monday.
5. Students are not to enter the building until Crescent Academy School District gives further instructions.

Appeal procedures

1. Any appeal should be directed to the Principal in writing within 2 school days of the parent's notification of that suspension.
2. The written appeal must contain the reason that the suspension is being appealed.
3. The student is reinstated during the appeal process unless the student's attendance might jeopardize the safety of other students.
4. The Principal will review the circumstances surrounding the suspension and the reasons stated in the written appeal.
5. The Principal may choose to meet with the parents and/or student if necessary.
6. The Principal may uphold the suspension, establish an alternative length of time for that suspension, or reverse the Assistant Principal's decision for suspension.
7. The Principal will notify the parents in writing within 5 school days of the decision made on the appeal.
8. The Principal's decision is considered final. An appeal to the Board is only allowed for alleged violations of due process.

Long-term suspension procedures

A long-term suspension is longer than 10 school days and **results in the denial to a student of the right to attend classes for the rest of the marking period or the next full marking period, but not to exceed 40 school days.**

PROCESS FOR INVESTIGATING AND RECOMMENDING LONG TERM SUSPENSION

1. The Assistant Principal will offer to meet with the parent/guardian and student to discuss the reason(s) for the long term suspension.
2. The Assistant Principal conducts an investigation.
3. The Assistant Principal gathers all relevant information and prepares a summary.
4. The investigation summary must include: the written charge against the student, copies of prior intervention and assistance meetings and any notes from the suspension meeting, grades, progress reports, and attendance.
5. The Assistant Principal reviews the investigational summary and makes a recommendation to the Principal.
6. If a long-term suspension is recommended, then an impartial hearing is conducted. See impartial hearing guidelines below.

IMPARTIAL HEARING GUIDELINES

1. In the case of long term suspensions and expulsions, the Principal will conduct an impartial hearing within 10 school days. The student will have a reasonable amount of time to prepare for the hearing.
2. **A certified letter to parents about the issue must be sent within 48 hours of the incident report and the intent to expel.**
3. This letter sent to the parent and student will indicate the following:
 - The alleged misconduct (The alleged misconduct must fit within the Parent/Student Handbook discipline policy. The written charges should be specific in describing what happened, when it happened, where it happened, etc. **All discipline rules, which were possibly violated, should be listed.** If the student is charged with a violation of a Michigan statute, which is not specifically stated in the student discipline rules, cite the pertinent section of the Michigan Code.)
 - Length of proposed long-term suspension and/or expulsion
 - The date, time and location of the scheduled hearing
 - Students and parents are not required to attend the hearing. If the parent/guardian does not attend, the Principal will take action based on the information presented at the hearing.

- If students and/or parents attend this hearing, their rights include the right: to review the information supporting the charges and proposed penalty; to dispute the information supporting the charges and proposed penalty; to introduce information on the student’s behalf; and, to be represented by legal counsel. The hearing is not a legal proceeding and will not be conducted according to the court rules or rules of evidence. If legal counsel is retained, the Principal must be notified at least 48 hours prior to the hearing, so the Academy can make arrangements to have its own attorney present. The parent and/or student may request that the hearing be conducted in closed session.
4. The hearing is not a legal proceeding and will not be conducted according to the court rules or rules of evidence.
 5. The hearing will be closed to the public if the parent and/or student make that request.
 6. The Assistant Principal will present the issues and documentation to the Principal as the Academy representative.
 7. All student names will be disguised for presentation at the hearing. Within the paperwork, all names of other students will also be disguised for privacy reasons and should only be referred to as "another student" or "another female student" or Student S (e.g., if last name is Smith).
 8. If students and/or parents attend this hearing, then the hearing will include an opportunity for them to:
 - a. review the information supporting the charges and proposed penalty;
 - b. to dispute the information supporting the charges and proposed penalty;
 - c. to introduce information on the student’s behalf
 9. After hearing all of the evidence, the Principal will determine whether a long term suspension or expulsion is warranted.

Appeal procedures for impartial hearing

1. Any appeal should be directed to the School Board in writing within 2 school days of the parent’s notification of that long term suspension or expulsion.
1. The written appeal must state why the Principal’s decision was not justified and any extenuating circumstances that the Board should consider.
2. The student is not reinstated during the appeal process.
3. The Board will discuss the appeal at their next regularly scheduled board meeting.
4. The Board will review the reasons stated in the written appeal on why the Principal’s decision was not justified and any extenuating circumstances listed in that written appeal.
5. If the Board decides on “expulsion,” the student is separated from Crescent Academy School District.
6. The School Board’s decision is final.
7. The Board will notify the parents in writing within 5 school days of the decision made on the parent’s appeal.

Expulsion and Permanent Expulsion Procedures

Expulsions are the result in severe cases, repeated violation of school policy, and/or as required by law.

Expulsion is defined as a denial to a student of the right to attend school at Crescent Academy until the end of the current school year.

Permanent expulsion is defined as a denial to a student of the right to attend school at Crescent Academy for longer than the current school year, up to 180 school days.

PROCESS FOR INVESTIGATING AND RECOMMENDING EXPULSION

1. The Assistant Principal will offer to meet with the parent/guardian and student to discuss the reason(s) for the possible expulsion.
2. The Assistant Principal must indicate at the time of the suspension or within two (2) school days the intent to move forward with a recommendation of expulsion.
3. The Assistant Principal must notify the Principal and CS Partners that a possible expulsion hearing will need to occur.
4. The Assistant Principal initiates the expulsion process and is responsible for all paper work.

5. The Assistant Principal conducts an investigation.
6. The Assistant Principal gathers all relevant information and prepares a summary.
7. The investigation summary must include the written charge against the student, copies of prior intervention and assistance meetings and any notes from the suspension meeting, grades, progress reports, and attendance information.
7. The Assistant Principal reviews the investigational summary and makes a recommendation to the Principal.
8. If expulsion is recommended, then an impartial hearing is conducted. See impartial hearing guidelines and appeal process listed above.

REINSTATEMENT

Parents/guardians may petition the Crescent Academy School Board to readmit their students upon expiration of the mandated expulsion period as determined by law. Crescent Academy follows the Revised School Code as it applies to reinstatement:

1. The expelled student's parent/guardian may initiate a petition for reinstatement at any time after the expiration of 150 school days after the date of expulsion.
2. The expelled student cannot be reinstated before the expiration of 180 school days after the date of expulsion.
3. It is the responsibility of the parent/guardian to prepare and submit the petition. Crescent Academy will not provide assistance in preparing the petition.
4. Not later than 10 school days after receiving a petition for reinstatement, a school board shall appoint a committee to review the petition and any supporting information submitted by the parent/guardian. The committee shall consist of 2 school board members, 1 school administrator, 1 teacher, and 1 parent of a pupil in the school district. During this time, the Executive Director may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.
5. Not later than 10 school days after all members are appointed, the committee shall review the petition and any supporting information and information provided by the school district and shall submit a recommendation to the school board on the issue of reinstatement. The recommendation shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement. The recommendation shall be based on consideration of all of the following factors:
 - a. The extent to which reinstatement of the student would create a risk of harm to pupils or school personnel.
 - b. The extent to which reinstatement of the student would create a risk of school district or individual liability for the school board or school district personnel.
 - c. The age and maturity of the student.
 - d. The student's school record before the incident that caused the expulsion.
 - e. The student's attitude concerning the incident that caused the expulsion.
 - f. The student's behavior since the expulsion and the prospects for remediation of the individual.
 - g. The degree of cooperation and support that has been provided by the parent or legal guardian and that can be expected if the student is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.
6. Not later than the next regularly scheduled board meeting after receiving the recommendation of the committee, a school board shall make a decision to unconditionally reinstate the student, conditionally reinstate the student, or deny reinstatement of the student. The decision of the school board is final.

7. The school board may require the student and/or parent/guardian to agree in writing to specific conditions before reinstating the individual in a conditional reinstatement. The conditions may include, but are not limited to, agreement to a behavior contract, which may involve the student, parent/guardian, and an outside agency; participation in or completion of an anger management program or other appropriate counseling; periodic progress reviews; and specified immediate consequences for failure to abide by a condition. The parent/guardian may also include proposed conditions in a petition for reinstatement.
8. This section does not diminish any rights under federal law of a pupil who has been determined to be eligible for special education programs and services.

REPORTING

Consistent with controlling law, all matters of student out-of-school disciplinary suspensions and expulsions shall be permanently maintained in a student's permanent educational record ("CA 60"), and shall be transferred to any other private or public elementary school in which the student may seek enrollment.

When required by law, the Juvenile Division of the Probate Court will be informed that the Academy has expelled the student and the reason for expulsion. Academy administration and staff will also report and share information with local law enforcement agencies and appropriate Family Independence Agencies or County Community Health Agencies regarding student misconduct which may constitute reportable offenses under the law and local agreement.

Suspension and/or expulsion will be listed as an authorized absence within the student's attendance record.

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. If a student is eligible for special education programs and services, the Principal will contact the Special Education Director at CS Partners prior to suspension and/or expulsion.

WAIVER

Any student and parent/guardian may waive their right to a formal hearing in writing, signed by both the student and their parent/guardian.

The administration or teachers for any reason will not perform corporal Punishment. However, the use of **reasonable** physical force **necessary** to maintain order and control for the purpose of providing an environment conducive to safety and learning is permitted in the following situations as stated by the Michigan Department of Education:

- "To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district or public school academy functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
- For self-defense or the defense of another.
- To prevent a pupil from inflicting harm on himself or herself.
- To quell a disturbance that threatens physical injury to any person.
- To obtain possession of a weapon or other dangerous object upon or within the control of a pupil. "

All guidelines for the use of seclusion and restraint will be adhered to at all times.

E. CONFLICT RESOLUTION - start at the level of the problem

This process applies to all the members of the Crescent Academy School District family.

1. A school problem

- a) Begin at the level of the problem. Speak to your teacher, coach, etc.
- b) If a problem remains unsolved, take it to your Principal.
- c) If no satisfaction, take it to CS Partners.

2. Appeal of a detention, punishment, etc.

- a) See the teacher that issued the detention, punishment.
- b) If it still cannot be resolved take it to the Principal.

3. A Parental Problem

- a) If a parent is unhappy with a member of the faculty, he/she should speak to that particular teacher, coach, etc. A resolution should be made. The parent should check back with that particular person in two or three weeks if he/she is still displeased.
- b) If still dissatisfied, please, speak to the Principal.
- c) Parents and staff of Crescent Academy should be respectful to each other at all times. If a staff member behaves unprofessionally, the parent should speak with the Principal immediately. If, a parent consistently behaves improperly toward the school, teachers, and/or administration, then the staff member should document the parents' words/actions and bring it to the attention of the Principal. The parent will be notified orally or in writing that his/her words/actions are inappropriate. He/she will be invited to come in and discuss his/her dissatisfactions. A resolution will be made. If a parent is openly abusive, the parent will be prevented from entering the school. We hope that this situation will never develop in our family.

F. SEXUAL HARASSMENT

1. Policy for Students and Employees of Crescent Academy School District:

It is the policy of the Crescent Academy School District to make every effort to provide an educational environment free from all forms of harassment. All Crescent Academy School District students will attend a workshop to educate them on the meaning of sexual harassment and its implications. The students will sign a waiver agreeing not to participate in activities that demean or belittle students.

Crescent Academy School District will neither tolerate sexual harassment nor will it tolerate reprisals against any employee, student, or other persons who make a sexual harassment complaint. Students and all employees are expected to treat all persons, including each other, with respect and dignity.

Accordingly, sexually inappropriate behavior directed at fellow students, faculty, or staff will not be tolerated. Such behavior will result in disciplinary action. Students will attend a workshop on Sexual Harassment as a preventive method. Each person will sign a waiver stating that they will not participate in physically or verbal sexual harassment.

- a) **Definition - Sexual Harassment:** Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of all. Harassment can be either conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures, and language of a sexual nature directed at students, faculty, or staff. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile or offensive educational environment for Crescent Academy community.

Examples of Sexual Harassment:

- * Jokes of a sexual nature
- * Sexual propositions
- * Sexually suggestive pictures or cartoons
- * Foul and obscene language, jokes, or gestures
- * Unwanted and unnecessary physical contact
- * Unwelcome comments about appearance
- * Displays of affection

b) Reporting Sexual Harassment

Students must report incidents of sexual harassment to the Principal using the form provided by Crescent Academy School District. Any student who feels that he or she has been a victim of sexual or other forms of illegal harassment should bring the matter to the immediate attention of the teacher. The teacher is required to notify the Principal within 24 hours of the incident.

The Assistant Principal will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any student, who is determined to have engaged in harassment in violation of this policy, will be either suspended or expelled using the hearing guidelines established for suspension and expulsion.

H. SEXUAL HARASSMENT GRIEVANCE PROCESS

This policy applies to students at Crescent Academy School District. What follows, is the process to be used in order to report a transgression against the stated policy.

Students or Teachers will obtain the form from the Principal. Submit the completed form to the Principal. After a review, the Assistant Principal will meet with all involved. A recommendation will be made to the Principal. If suspension or expulsion is warranted, the appropriate guidelines for suspension or expulsion will apply.

VI. GENERAL INFORMATION

- A. ADDRESS AND PHONE CHANGE:** It is the parent/guardian and student's responsibility to notify the main office immediately of any change in address or phone number including cell & work number. Parents must complete a "Change of Record Form". If an emergency occurs, we must be able to reach the parent/guardian at any time. The school's Administrative Assistant will maintain an up to date and accurate student information list if correct information is provided. Please, call the office or fax over your changes to (248) 423-4581 or fax (248) 423-1027.
- B. ANNOUNCEMENTS:** All announcements for the entire school community must be submitted to the Principal by 3:30 p.m. on the day previous to the announcement. These must be written on the "Announcement Sheet Request" form, and signed by the advisor in charge of the event.
- C. RELEASE OF STUDENTS:** To release a student during the school day, the following must occur:
1. If someone other than the parent/guardian will pick up the student, the student must bring a note to the school office from home stating the time of dismissal and a name of the adult designated to pick up the child.
 2. A parent/guardian or designated adult must report to the school office to pick up a student and to sign him/her out.
- D. ASSEMBLIES:** During the school year numerous assemblies of the entire student body will be called, whether for academic or cultural purposes. Students are reminded that an assembly is not a **pep rally** and that proper behavior is expected. Students must stand for the National Anthem, but need not sing or place a hand on the heart, if they so choose. Silence is expected from those who choose not to participate in this act.
- E. SCHOOL VISITS:** Crescent Academy School District welcomes visits to the school by parents/guardians and other citizens. In order to properly monitor the safety of students and staff, each visitor must report to the main office upon entering the building to obtain a pass. Any visitor found in the building without a pass will be reported to the Principal and will be asked to obtain a pass or to leave. This is for the sake of student safety. If a person wishes to meet with a member of the staff, he/she should call for an appointment prior to coming to the Academy. Guests accompanying students to school must have permission from the teacher and the Principal, to enter the classroom.
- F. FIELD TRIPS:** Any field trips that are sponsored by Crescent Academy School District for the educational growth and benefit of its students within the district, must have written parent/guardian consent to take the student off school campus. Students whose behavior have been a problem and or have the potential of disrupting the trip will not be allowed to attend. **No refunds or credits will be given for pre-paid field trips.** The ratio on school trips shall be 5:1. However, in emergency situations the school administrator may increase the ratio to no more than 7:1.
- G. OUT OF STATE TRIP POLICY:** Any out of state trip sponsored by Crescent Academy school district must have board approval prior to the trip. The purpose of the trip must be for educational growth and the academic enrichment of the students. The district or academy must have written parent/guardian consent to take the child out of state. Students who have or have had behavior problems will not be allowed to attend any out of state trips. The chaperone ratio for out of state trips will be 3:1 and an administrator or appointed leader must accompany the students.
- H. TRIPS SPONSORED IN THE NAME OF PARENTS:** The district will not be responsible for any trips sponsored or initiated by parents. Nor will the district fundraise, collect monies or make the school available to hold meetings.
- I. USE OF TELEPHONES:** Office telephones are not to be used for personal calls. Except in emergency, students will not be called to the office to receive a telephone call. Use of phone, is not permitted when class is in session. The Administrative Assistant will deliver messages to students if there is an emergency.

- J. WALKING TO SCHOOL:** Heavy traffic in school areas creates a need for school walkers to carefully observe general safety rules. Walking students should cross only at intersections. When parents/guardians feel they must drive their children to school, it is best to drop off or pick up children in the designated safe areas. All motorists in the parking area are expected to obey traffic flow signs and general driving laws.
- K. PICKING STUDENTS UP FROM SCHOOL:** Parents are expected to pick up students at the school dismissal time. Once students have been dismissed and their ride has not come, students will be escorted back inside of the building for safety precautions. Parents who arrive late to pickup their child (ren) will have to come inside to pick up their child (ren).

Drop Off

Students will be permitted to enter their classrooms at 8:00 a.m. Classes will begin promptly at 8:05 a.m. Students may not wait at the door of their classroom prior to 8:00 without adult supervision.

Traffic patterns at morning drop off time can become quite congested. To ensure the smooth flow of traffic patterns at drop off time please keep the following in mind. When dropping off students all students should exit cars at curbside and should never cross the street except at the posted crosswalk. **Never** park your car in the drop off zone. If you have business in the main building, no matter how brief, please park along the perimeter of the building. If you are escorting students to class you are expected to park your vehicle along the perimeter of the building.

Pick Up (During school)

If a student needs to be released from school early the parent or other party that has been identified on the student's emergency form must sign out all students in the main office. **Identification will be required.** Students will then be released to the custody of this adult.

Pick Up (After school)

To alleviate traffic congestion at dismissal time Crescent Academy has a staggered dismissal schedule. Kindergarten through 5th grade are released at 3:15 p.m. and all other classes will be dismissed promptly at 3:20 p.m. Parents/guardians must pick up students no later than 3:30 p.m. unless you participate in the after school program. **All** students who are present on campus after 3:30 p.m. will remain with their teachers until they are picked up. At 4:00 p.m. students will be sent to latchkey and you will be billed. After 3:30 p.m. the parent or other party that has been identified on the student's emergency form must sign out all students. Identification will be required. Don't be annoyed by this, rather, understand that we only have the safety of our student population in mind. In the event that your child is not in the after care room when you sign your child out (i.e. is on the playground, in another classroom, etc...) you will be issued a "child voucher". This voucher can then be exchanged for your child, you will be required to hand this voucher to the after care staff worker who is supervising your child. The child will be released to you at this time and therefore will always be under direct adult supervision.

- L. FIRE AND SEVERE WEATHER DRILLS:** Upon sounding the alarm, all students are to immediately follow the direction of the teacher to the places designated on signs posted in the classroom. There is to be no talking in case directions need to be given. Drills are to be treated seriously by all. Students are to return to class promptly when recalled.
- M. GUESTS/VISITORS:** Students who wish to invite a guest to the school should obtain a "Guest Request" form from the office. Each class teacher must sign it, giving approval for the guest to come to his or her class. Student must have the form signed by the Principal. Students may have only one guest at a time. On the day of the visit the student should introduce the guest to the Principal and each class teacher upon arrival to the classroom. Guests must behave appropriately or will be asked to leave. They must follow the guidelines of the handbook. The Principal reserves the right to deny a guest pass.
- N. HALL PASSES:** Once the bell has rung for the beginning of class, students are not to be in the halls unless they

have been issued a special teacher's hall pass. This should be for emergency purposes only. Only one student at a time should be out of a teacher's classroom. After the second bell rings no student may be in the corridors.

- O. IDENTIFICATION CARDS:** Pictures for ID cards are taken at the beginning of the school year. In addition to allowing students to attend some school-sponsored functions without charge or at reduced prices, these IDs serve as library cards. Students must carry ID cards at all times and must show them on request of any staff person. Failure to have your ID card may result in a student being reprimanded. Lost cards must be reported immediately to the office. These cards will be provided after the pictures are taken.
- P. LAVATORIES:** Students should always have a pass from their teacher to use the lavatories. Lavatories should be left for the next person the way the student would want to find it for him or herself. Misuse such as smoking, vandalism, or graffiti will result in penalties, (suspension, expulsion, etc.).
- Q. LOST AND FOUND:** It is the moral obligation of all students to turn in items found around the school. Found items are to be turned in and lost items are to be claimed at the office. **Unclaimed articles will be disposed of at the end of each week.**
- R. LUNCH/CAFETERIA:** NO STUDENT SHOULD BE OFF CAMPUS FOR LUNCH. While eating, students should use good table manners. When finished, students should place the chair back in its proper position. All garbage must be emptied into the garbage container. Cleanliness and thoughtfulness are important so that all may enjoy their meals. Violators will be subject to disciplinary action. When finished, students may remain in the cafeteria or may go to areas designated by their teacher. **No food may be brought out of the cafeteria.**

LUNCH AND RECESS

Lunch: Students will be eating lunch in the multi-purpose/cafeteria room under supervision of lunch supervisors and lunch aids for Crescent Academy.

1. Staff and faculty members are not able to heat up any food for students. Also, in fairness to all, parents may not use school equipment to heat up food for their children.
2. Proper behavior and eating habits are to be developed at home and should be carried out in school. Students will be required to:
 - a. Talk quietly during lunch period
 - b. Respect all, especially lunch aids/supervisors
 - c. Use proper language and table manners.
 - d. Keep personal property at own eating area.
 - e. No sharing food.
 - f. Physical aggressive contact and fighting is prohibited.
 - g. No talking the last 5-minutes of lunch.
3. There are no refrigerators available for use. Please do not send drinks in glass bottles or containers.

Recess: Students will have approximately 15 minutes for grades K-5. Recess equipment will be provided to the students by Crescent Academy. The school will not accept any responsibility of any toys that are brought to school without permission. The Academy administration reserves the right to disallow any items as it sees fit.

PLAYGROUND RULES

Volunteers:

1. Must always sign in at the front office
2. Make yourself aware of special situations for your students (allergies, physical limitations, loss recess privileges, etc...)
3. Report all misbehaviors to the homeroom teacher, in extreme cases of misbehavior report to the administration.

4. Report all injuries to the staff person on duty and to the homeroom teacher. Make yourself available to answer all questions that may have to be included on the injury report

Students:

5. Keep your hands and feet to yourself
6. Use playground equipment properly and responsibly
7. Listen and obey directions
8. Respect to all persons of authority
9. Use proper language and good playground manners,
10. Physical aggressive contact and fighting is prohibited.

- S. HEALTH AND SICKNESS:** If a child is ill, please keep him/her home from school. If he/she is well enough to attend school, he/she will be expected to participate in school activities. Children unable to participate in school activities such as gym must have a dated doctor's note specifying the reason and length of time the child is to be excused. These will be kept by the Physical Education personnel and put into their CA60. If a child becomes ill or injured at school and needs to be sent home, office personnel will call the parent/guardian. ***In the event the parent/guardian cannot be reached, persons listed on the emergency information card will be notified.*** The school assumes no **liabilities if due to incorrect information from the parent/guardian, or neglect to inform the school and the school are unable to reach parent/guardian.**
- T. MEDICATION:** No staff member is allowed to administer any medication, including aspirin, to any student. If a student has a special medication need, he/she must leave a written copy of the doctor's prescription with the Administrative Assistant. The prescribed medication should be taken to the office with written instruction on how and when it should be administered. It is the responsibility of the student to go to the office at the required time to receive the medication. Any school personnel, however, may not administer any medication that is taken by injection.
- U. NON-CUSTODIAL PARENT:** Crescent Academy School District abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
- V. PARENT TEACHER ORGANIZATION (PTO):** Any parent or guardian of a Crescent Academy School District student belongs to the PTO. These parents are concerned with all aspects of the school's program. They meet once a month. Your participation is encouraged, as student success is usually proportional to parent involvement.
- W. PARKING:** Limited parking is available for parents/guardians. Parking is permitted only along the perimeter of the building. Parking is not permitted in the designated bus parking area (Southwest area).
- X. PEP RALLIES:** Athletic pep rallies are scheduled periodically throughout the year to enhance a spirit of unity, fellowship, support, and enthusiasm. A rally is, by its nature, meant to encourage school spirit, but misbehavior will not be tolerated. The Athletic Coordinator organizes rallies.
- Y. POSTERS AND DISPLAYS:** The Principal approve posters, decorations and advertisements which are displayed in public to insure that art work is in good taste, information is accurate, spelling is correct, and neatness is in place. Announcements may be put up around the school only with masking tape and must be removed by the class or club when the event is over by those who put them up. Religious posters and political posters are not permitted.
- Z. RADIOS, TAPE PLAYERS, HEADPHONES, ELECTRONIC GAMES, PAGERS, IPODS, MP3 PLAYERS, and CD PLAYERS & TWO WAY DEVICES:** Should not be brought to school, as they are distracting to the learning environment and are prohibited from being brought onto the school campus. **Cell phones are permitted but it must off during the school day.**
- AA. SCHOOL NOTICES:** Parents should check with your son/daughter each day to see if any information has been

sent home from school. Please be aware that some students confiscate mail sent to parents/guardians.

- BB. SCHOOL PROPERTY:** Each student is expected to assume responsibility for the care of all school property. Students should recognize their role in keeping the school and grounds clean, and respectfully pick up any litter or garbage when requested to do so, even if it is not theirs. Hopefully, the student will do this without direction. A clean school gives all a sense of pride.
- CC. SECRET SOCIETIES/GANGS:** Nearly every State in the Union has considered secret societies and gangs enough of a problem to have passed laws forbidding them in schools of their State. Michigan is one of these States, and we ask your cooperation in helping us to carry out the directive of the law, as well as our own personal convictions that these societies and gangs have no place in our society and especially no place in our school community.
- DD. SECURITY/SAFETY:** For the safety of everyone, please do not open any door for any stranger. Everyone should enter the door located by the main office. There is a buzzer on this door so the office can know when and who comes in. No visitors should be walking around school without a visitor's pass from the office. If you notice anything like this, please report it to a staff member. **It is better to be too cautious than not cautious enough.**
- EE. SUPERVISION:** No student shall be left without supervision by the moderators of an activity. Moderators and Faculty or class teachers are directly responsible at all times. No student should be in the building after school except for those who are attending meetings, or are participating in an activity. An adult must be present at all times. This precaution is for the protection of the students. This also applies to the Auditorium and Cafeteria. The building custodian is instructed to have students leave the building unless an advisor is present, after consulting with the Principal.
- FF. TELEPHONES AND TELEPHONE MESSAGES:** Students may use the telephones in the offices, only in case of emergencies. Telephone calls should not be made during lunch or during class periods unless it is an emergency. If parents need to reach students, a message given to the office will be delivered to the student, so students do not need beepers. Students will not be called from class to answer the phone call unless it is an emergency. Be reminded that cell phones must be off during school hours.
- GG. LOCKERS:** Each student in grade 6-8 at Crescent Academy will be assigned a locker and a personal combination number. Students should never give out their combination numbers to other students. The students' combination number will be kept on record in the **Principal's office**. Lockers are the sole property of the school and the school reserves the right to check student lockers at any given time. Random locker checks will prevent any illegal substances, guns or weapons from being housed in the students' lockers. It is the responsibility of the Principal to check lockers. The Principal may be assisted by the police from time to time when conducting locker checks. **Crescent Academy is not responsible for any items that are stolen out of the student's locker.** Students should never bring valuable expensive coats, jackets, jewelry, shoes, purses, etc., to school. **Students are not allowed to make changes to locker assignments without approval.**
- HH. CLOSED CAMPUS:** Crescent Academy School District's students are not allowed to be off campus. Once the students arrive in the morning for school, they must stay on campus until the dismissed time. Any student caught leaving campus after they have come to school will be suspended. Crescent Academy School District is responsible for its students from the time they arrive on campus until they leave. We want to insure that every child is safe and in school.
- II. WEATHER CLOSINGS:** **If weather conditions or building conditions warrant the closing of Crescent Academy, parents and students will be notified via WDIV Channel 4. If conditions, which warrant school closing develops after school, are in session, students will be permitted to contact parents.** The process used to determine school closings is up to the administration. If the Detroit Public School District is closed due to weather emergencies we will also be closed. This information will be listed on most TV school advisory news channels.
- JJ. PLEDGE OF ALLEGIANCE:** All students are expected to stand for the pledge of allegiance. **Those students whose religion prohibits them from putting their hand over their heart are excused from doing so, but are still expected to stand for the pledge.**

KK. LATCHKEY: Only those students that are registered for latchkey services can attend. Latchkey is not a drop in service. The AM session begins at 7:00 a.m. and the PM session begins at 3:45-6:00 p.m. Payment is due the first of each month. There is a \$10.00 pre-registration fee for latchkey. Students that ride the bus will not be able to participate in the latchkey program. Costs are as follows: AM Only \$3.00 per day, PM Only \$3.00 per day, full day service (AM & PM) \$6.00 per day and Late Fee is \$5.00 per minute. Payments must be made in cash or money order only, **NO CHECKS PLEASE!!!**

The before and after School Latchkey times will be determined by the needs of the parents. You may send your child in the morning with a breakfast. Please note that there will not be a microwave or refrigerator available. Milk can be kept cold in a thermos or use of an ice pack. Keep breakfast foods separate from lunch food. Please have all the necessary items available for him/her to eat breakfast. The Before School Program will be offered **from 7:00 a.m. – 8:00 a.m.** and the After School Care will be offered **from 3:45 p.m. until 6:00 p.m.**

All students who are present on campus after 3:30 p.m. will be escorted to the after care room by their teachers. The after care staff will directly supervise student activities until parents can arrive to pick them up. Students will not be allowed to play on the playground, visit or assist teachers or walk the campus, they are expected to be in latchkey, a tutorial program or an extra curriculum activity. Students who are found outside the school without adult supervision will be suspended until the administration and parents can meet and discuss a plan of action to have the student in before or after care prior to 8:00 a.m. and after 3:30 p.m.

Every effort should be made to pick up students by 6:00 p.m. It is understood that emergencies do occur and that this is not always possible. However, if students stay beyond 6:00 p.m. for any reason a \$5.00 / fee per minute will be added to your account.

LL. Buses: Buses are provided free of charge and are treated as a privilege. All students who utilize the bus transportation privilege are expected to follow all rules and regulations. Students may be allowed up to 3 warnings before forfeiting the privilege of riding the bus. If a student is suspended from the bus, it is the parent/guardians responsibility to transport their student. The Principal/Vice Principal reserves the right to suspend the students from the bus service and/or from school, dependent upon the severity at any time. Listed below are examples of behavior that will warrant a warning and or lead to a suspension:

- Very slow in boarding and/or leaving the bus in the A.M. () and/or P.M. ()
- Pushes and shoves while boarding and/or leaving bus in the A.M. () and/or P.M. ()
- Frequently loiters and/or plays around outside bus in the A.M. () and/or P.M. ()
- Refuses to take assigned seat
- Student refused to sit properly in seat
- Does not remain in seat while bus is in motion
- Very rude/disrespectful to other students
- Very rude/disrespectful to bus drivers
- Plays frequently on bus
- Talks and shouts out the window
- Does not keep head and arms inside bus
- Throws objects on bus and/or out of window
- Eats and drinks on bus
- Student uses profanity
- Incites other students to fight
- Fighting
- Shows signs of wanting to fight other students
- Uses threats of violence towards another student
- Does not respect property of others
- Student tampers with parts of the bus
- Student is careless when crossing streets
- Student boards or leaves bus at the wrong stop in the A.M. () and/or P.M. ()
- Student board wrong bus in the A.M. () and/or P.M. ()
- Does not identify self

VII. EXTRA - CURRICULAR ACTIVITIES

OUR AIM AT CRESCENT ACADEMY SCHOOL DISTRICT IS THAT EVERY STUDENT WILL PARTICIPATE IN A SPORT AND IN ONE OR MORE AFTER SCHOOL ACTIVITY.

A. GENERAL GUIDELINES

All students are urged to participate in various activities and events during the school year. These are established in accordance with sound educational principles and are important for the socialization and development of the individual. It is also a way to meet new people and make new friends. Some of the clubs are subject related while others are career or service centered. Some organizations have prerequisites for membership while others are open to all interested students.

All clubs, committees, and organizations must have a faculty sponsor and must be supervised at all times. These organizations fall under the jurisdiction of the respective faculty.

School rules and regulations for participation apply to all school-related activities:

1. Students who are not in attendance during the entire school day may not participate in nor attend any extra-curricular activities. This includes games, dances, etc.
2. Students participating in extracurricular activities during the school week are expected to attend their scheduled classes on days following those activities and will not receive an excused absence except in the case of illness.
3. Students currently on behavioral probation or on suspension for violation of the Student Conduct Policy are not eligible to participate in extra-curricular activities.
4. All students must adhere to the school policies concerning smoking, drinking, and drug use, unlawful acts, etc. Violation of these policies will result in disciplinary action according to the general school and/or athletic training rules, as the case may be.
5. Students participating in a sport must adhere to all the training rules set up by the Athletic Department.
6. Students must remember that they represent their school and should take pride in good behavior and sportsmanship.

B. STUDENT GOVERNMENT

Student Government at Crescent Academy School District is organized to promote the social and personal welfare of the students; to provide **healthy** student-faculty relations; and to establish positive means whereby the administration may become acquainted with the opinions, ideas, and suggestions of the students. Student initiative, leadership and responsibility are encouraged.

The student government body is composed of the President, Vice-President, Secretary, and Treasurer. Members of the student government body must maintain a 2.0 or better while serving. Their conduct should reflect that of an outstanding citizen of Crescent Academy School District. Failure to do so will result in forfeiture of office.

C. ACTIVITIES

1. DANCES

School dances are held periodically throughout the school year, under the sponsorship of various classes, organizations, or clubs. Dances provide an opportunity for students to socialize, to raise funds for other activities, and to develop school spirit and leadership. Students who have several missing assignments and their behavior do not reflect the values/morals of the school will be prohibited from attending the scheduled school dances. They are usually held in the multipurpose room. **Students outside of Crescent Academy student body are not permitted to attend.**

The following dance rules will apply (These rules were made by students):

- a) Have respect for yourself, others, and your surroundings.
- b) Dancing should not be vulgar (e.g. simulating sexual acts). Remember that this is a school of values.
- c) This is neutral territory. Leave your gang affiliation at home. Please refrain from throwing gang signs and voicing your affiliation verbally.
- d) Dress appropriately so that you get the respect you deserve. No low-cut and/or short dresses should be worn.
- e) No fighting.
- f) No music containing foul language or degrading messages toward women or men shall be played.
- g) Any student who does not cooperate with chaperones will be sent home. Parents will be called to pick them up and a report made to the Principal. Lack of cooperation includes inappropriate dancing, dress, language, etc.

Note: Teachers/Staff will always take charge of safety and discipline.

Note: School Dances will be held during the day usually the last 2 hours of the day. Above rules apply except there will be no student guests allowed.

2. NATIONAL JUNIOR HONOR SOCIETY:

The School has a National Junior Honor Society. Students are selected by the faculty based on the characteristics of Scholarship, Leadership, Character, and Service. This is explained in more detail under the "Academic Information" section of this handbook.

E. NEW ORGANIZATIONS

If any individual or group of students is interested in forming a new school organization or club, the following steps should be taken:

- 1. Obtain permission to proceed from the Principal.
- 2. Conduct a survey of student interest, publish results, and submit the document to the Principal.
- 3. Identify and commit a teacher willing to sponsor the group.
- 4. Draw up a constitution, which includes the purpose and goals of the group and any applicable by-laws. The constitution must uphold the school's philosophy and mission statement.
- 5. Submit the proposal to the Principal.

VIII. ATHLETIC CODE

A. ATHLETIC PHILOSOPHY

Athletics offers competition, physical well-being, release of energy, discipline, loyalty, perseverance, socialization, positive work ethic, and many other positive outcomes in developing the character of our student-athletes. We encourage and support each student-athlete to utilize fully the sport experience as well as reap the benefits of participation in sports. It is important that all involved realize that these rewards can only be obtained when everyone works together.

It is important that our student-athletes understand that they are representatives of Crescent Academy School District, both in our school and in the community. While participation in athletics is a privilege, it also requires additional responsibility and sacrifice.

It is our goal to hold integrity and honor paramount in all of our athletic programs while maintaining above average educational and behavioral standards for our student-athletes.

B. PURPOSE AND AUTHORITY

The purpose of the Athletic Code is to establish standards for academic performance and behavior for students involved in interscholastic athletic programs and the consequences for failure to meet those standards.

Crescent Academy School District's interscholastic athletic programs are affiliated with the Michigan High School Athletic Association (M.H.S.A.A.) The standards contained in this code meet or exceed the standards of the M.H.S.A.A. Reference: "Handbook of the Michigan High School Athletic Association for Junior High/Schools and Senior High Schools."

C. ATHLETE DEFINED

1. Those students who are trying out for an interscholastic team by reporting to practice.
2. Members of any athletic team.
3. Team managers.
4. Cheerleaders or members of the Pon Pom squad.

D. DURATION

The student-athlete is subject to all provisions of the code effective immediately upon signing and turning such signed code into the office of the Athletic Coordinator. The student-athlete is subject to the code at all times and places whether school is in session or not for a period of 12 calendar months from the date of signature.

The student-athlete and their parents shall be informed of the Athletic Code prior to participation in the school athletic program. **No student-athlete shall be allowed to practice or play unless a signed Athletic Code is on file.**

E. GENERAL RULES, REGULATIONS AND PENALTIES

The rules governing interscholastic athletics are set forth below. The rules are in addition to the rules established in the Parent-Student Handbook. A student-athlete may be disciplined for violation of the Student Handbook Rules and the Athletic Code arising out of the same incident. Students suspended from school under the Parent-Student Handbook are not allowed to practice or play with their athletic team.

1. Specific Rules/Penalties

- a) The student-athlete must attend all classes on the day of a game or practice except as excused by the Athletic Coordinator
 - 1) First offense: Suspension from the scheduled day of competition and/or practice when eligible.
 - 2) Second offense: Suspension from two consecutive days of competition and/or practices when eligible;
 - 3) Third offense: Suspension from participation in athletic contests and practices for the remainder of current school year.
- b) The student-athlete must maintain a 2.0 GPA and be passing all core subject classes to be eligible to participate. If a student-athlete becomes ineligible during the season he/she will remain ineligible until the above mentioned requirements are met. During ineligibility, student-athletes must adhere to a structured study plan worked out for each individual student-athlete until such time that he/she again becomes eligible.
- c) The student-athlete must maintain a high standard of appropriate behavior in or out of school. The student-athlete is to demonstrate sportsman-like conduct toward teammates, opponents, officials, coaches, and spectators during all practices and games. He/she will accept the decisions of officials without gesture or argument. The student-athlete will conduct him or herself in such a way as to not bring discredit to the athlete, parents, school or team.
 - 1) The disciplinary penalty shall be determined by the Athletic Coordinator in consultation with the Principal.
 - 2) The penalty may range from a suspension of one athletic contest up to suspension from all athletic participation for 12 months, depending upon the particular unacceptable behavior.
- d) The student-athlete is to refrain from the use of tobacco in any form at any time.
 - 1) First offense: Suspension from 10% of the days of competition for which the student-athlete is otherwise eligible;
 - 2) Second offense: Suspension from 60% of the days of competition for which the student-athlete is otherwise eligible;
 - 3) Third offense: Suspension for twelve consecutive calendar months.
- e) The student-athlete is to refrain from the consumption of, possession of or be under the influence of alcoholic beverages at any time.

- 1) First offense: Suspension from 20% of the days of competition for which the student-athlete is otherwise eligible;
 - 2) Second offense: Suspension from 80% of the days of competition for which the student-athlete is otherwise eligible;
 - 3) Third offense: Suspension for twelve consecutive calendar months.
- f) The student-athlete is to refrain from the use of or possession of illegal, controlled or behavior-altering nonprescription drugs or substances (including substances purported to be hallucinogenic or illegal drugs or to have the effects of such drugs, i.e., “look-alikes” at any time.
- 1) First offense: Suspension from 40% of the days of competition for which the athlete is otherwise eligible plus a required program of counseling appointments from an approved list of professional agencies. The appointments must be verified before the student is allowed to participate.
 - 2) Second offense: Suspension for twelve consecutive calendar months.
 - 3) Third offense: Suspension from all athletics for the remainder of the athlete’s school career.
- NOTE: If a student-athlete is suspected of being under the influence of an illegal drug, (**unusual, abnormal or violent behavior**), they may be requested to submit to a drug test. Failure to submit to such a request will result in automatic suspension for twelve consecutive calendar months.
- g) The student-athlete will not sell or distribute any illegal, controlled or behavior-altering drugs or substances (including substances purported to be hallucinogenic or illegal drugs or to have the effects of such drugs, i.e., “look-alikes”) or sell or distribute any alcoholic beverages at any time.
- 1) First offense: Suspension from all athletic contests for twelve consecutive calendar months plus a required program of counseling appointments from an approved list of professional agencies. The appointments must be verified before the student is allowed to participate.
 - 2) Second offense: Suspension from all athletics for the remainder of the athlete’s school career.
- h) The student-athlete will not steal or be an accomplice to an act of stealing any articles, or destroy, damage, or deface school property or equipment in connection with any athletic practice or activity in Crescent Academy School District or any other school. This rule will also apply to stealing or damaging property outside of the school environment.
- 1) First offense: Suspension from 20% of the days of competition for which the athlete is otherwise eligible.
 - 2) Second offense: Suspension from 80% of the days of competition for which the athlete is otherwise eligible.
 - 3) Third offense: Suspension for twelve consecutive calendar months.
- i) The student-athlete will travel to and return from away contests with the team (except with the approval of the Athletic Coordinator or Principal).
- 1) First offense: In cases where the athlete doesn’t travel to the contest with the team, he/she will not be allowed to participate in the contest(s) on that date. In cases where the athlete doesn’t return home with the team, the athlete will be suspended from participation in the next scheduled day of competition.
 - 2) Second offense: Suspension from two consecutive days of competition when eligible.
 - 3) Third offense: Suspension from the team for the remainder of the season.
- j) The student-athlete is responsible for any and all equipment that is issued to him/her. The equipment must be returned within two weeks after the end of the season or within two weeks of the time the student-athlete terminates, or is terminated from their affiliation with the team. If the equipment is not returned for any reason, including being lost or stolen, the student-athlete will be held responsible for the replacement cost of such equipment.
- 1) If the equipment is not returned or paid for, the student-athlete’s grades will be withheld.
 - 2) If the equipment is not returned, the student-athlete will be suspended from any further participation in athletics until the equipment is returned or paid for.

Late Season Suspension Procedure

If a suspension occurs late in the season and the number of days of competition remaining in the season is less than the number of days of competition required by the suspension, the suspension will extend into the athlete's next competitive season. An athlete who does not finish the season because of a suspension under the athletic code will automatically forfeit their award for that sport.

In Between Season Violation/Procedure

If the suspension occurs between seasons, then it will be enforced in the next season of participation by the athlete in whom he/she actually becomes and remains a member of the team for the complete sport season.

F. PROCEDURES AND TIMELINE FOR REPORTING VIOLATIONS

A written report of an alleged violation of the code by a student-athlete will be submitted to the Athletic Coordinator by a responsible adult, who is at least eighteen years of age, within 72 hours of the time when the infraction becomes known to the adult.

Following consultation with the student-athlete and/or coach, the Athletic Coordinator will determine the validity of the reported violation and determine the disciplinary penalty to be imposed on the student-athlete.

The Athletic Coordinator will attempt to notify parents by phone of the violation of the code by a student-athlete and the penalty, which will be imposed on the same day that a determination is made. The Principal will also notify the parent of the student-athlete, in writing, within three school days after the determination of penalty is reached.

G. APPEAL PROCEDURE

Within three school days following the day on which the student-athlete/parents were first informed of the penalty, the student-athlete/parent may appeal the decision in writing to the Athletic Coordinator stating the reason for the objection to the determination made by the Athletic Coordinator.

The Athletic Council, composed of the Principal, all Head Coaches, two faculty members (non-coaches), and two students (one male and one female) will meet to hear the appeal as soon as practicable. Fifty (50) percent plus one (1) of the total council constitutes a quorum.

If, after the appeal to the Athletic Council, the parent or student-athlete is dissatisfied with the outcome, an appeal may be made to the School Board. The appeal must be made in writing within five (5) calendar days of the Council's decision. The School Board will hear the appeal as soon as practicable. The School Board's decision will be final.

While under appeal the student-athlete may participate in interscholastic competition.

H. CONFLICTS IN EXTRA CURRICULAR ACTIVITIES

Despite all scheduling efforts by the administration, conflicts will develop between extra-curricular activities. The Athletic Department recognizes that each student should have the opportunity for a broad range of experience in all extra-curricular activities. In the event that a conflict arises it is the responsibility of the student-athlete to report the conflict to the coach immediately. The Athletic Department will do everything to attempt to work out all conflicts to the satisfaction of all parties.

I. GENERAL GUIDELINES

Upon approval by the Athletic Coordinator additional rules may be added by each head coach for their specific sport. A copy of each team's rules must be given to each participating student-athlete prior to the beginning of practice.

In order for an athlete to fulfill his/her penalty as prescribed by this code, he/she must attend all practices and team meetings during the time of athletic suspension. The athlete will accompany the team to all competitions, where the entire team must attend, during the suspension but will remain in dress clothes. The athlete must complete the season for the imposed penalty to count.

If the student-athlete quits a team after scheduled practices have started, he/she will not be allowed to participate in any concurrent sport (unless agreed upon by both coaches concerned).

J. COACH - PARENT COMMUNICATION

1. Coaches and parents are to treat each other with respect at all times.
2. Parents are to refrain from communicating with the coaches during practices, or before, during and after games.
3. If a parent wishes to talk to the coach about any problems related to coaching philosophy, playing time or other sport related subject they should make an appointment through the Athletic Coordinator's office. At that point the Athletic Coordinator, coach and parent will meet together to discuss the problem and attempt to come to a mutually acceptable solution.

K. MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION ELIGIBILITY RULES GOVERNING JUNIOR HIGH/SCHOOL STUDENTS

1. Enrollment - Grades of Work - has been enrolled in a junior high/School by Monday of the fourth (4th) week of the present semester. No participation with or against 6th graders.
2. Age - be under fifteen (15) years of age for eighth graders or fourteen (14) years of age for seventh graders at the time of the contest unless that birthday occurs on or after September 1 of the current school year, in which case the student-athlete is eligible for the balance of that school year in all sports.
3. Physical Examinations - have passed a current year physical examination. Records must be on file in the school office.
4. Semesters of Enrollment - no limits for 7th and 8th grade students. Ninth grade students have the same limits as senior high school students.
5. Semesters of Competition - no limit for 7th and 8th grade students. Ninth grade students have the same limits as senior high school students.
6. Undergraduate Standing - cannot be a junior high/School graduate.
7. Previous Semester Record - have received credit in at least fifty (50) percent of work carried during the previous semester.
8. Current Semester Record - be doing passing work in at least fifty (50) percent of work carried up to within seven (7) days of the contest. (In accordance with Crescent Academy's Athletic Code)
9. Transfers - the Transfer Rule applies to ninth grade students but not seventh or eighth grade students. **Awards** - cannot have accepted any award (merchandise, memberships, privileges, services, or money) for athletic performance, except medals or trophy awards, which cost not more than fifteen dollars (\$15.00). **Amateur Practices** - cannot have accepted money, merchandise, memberships, privileges, services, or other valuable consideration for participation in any form of athletics, sports, or games, or for officiating interscholastic athletic contests. **Limited Team Membership** - can not have participated in any outside competition in a sport during the season after the athlete has represented his or her school in that sport; not have competed on a senior high school team.

L. SPORTS

Boys Basketball – Winter
Golf- Spring
Flag Football- Spring

Girls Basketball – Fall
Girls Volleyball – Winter

IX. EMERGENCIES

A. SCHOOL EVACUATION PROCEDURES

In the case of a fire or any other emergency, students and staff will evacuate the building immediately. Students will exit their classrooms and proceed to the nearest exit. Emergency exits and exit routes are posted in each classroom. The teacher will be the last one out of the classroom and is required to verify the student's attendance after evacuation.

During an evacuation, all students must abide by the following procedures:

1. Move rapidly but do not run.
2. Maintain silence. Listen for directives.

3. Leave classrooms in single file.
4. Use assigned exits only unless these are blocked - then follow new directives.
5. Clear the building and wait in silence in designated areas.
6. Return in silence to the building only when the signal is given.

B. ACCIDENT PROCEDURES

In the event of a serious accident, students should contact the nearest faculty or staff member who will then follow these procedures:

1. The faculty or staff member will notify the office.
2. In the case of an injury to a student, the Administrative Assistant will contact the student's parent/guardian.
3. The Athletic Coordinator and the Administrative Assistant will arrange transportation for the injured party if necessary.
4. The faculty or staff member in question will complete an Accident Report Form. The report is given to the school office and then a copy are provided to the Principal.
5. A copy of the accident report will be sent home.

ACCIDENT POLICY

To provide for the care of your children, should they have an accident, the teachers and aides will follow the policy below:

1. Take care of the child's immediate need first.
2. Any serious injury will be reported to the administration and the parents immediately.
3. Check child's emergency card, which is kept on file in the office. A health form will be filled out at registration noting health or other problems. Parents should notify the school upon any change in the student's health.
4. If a child needs emergency or hospital care, the supervisor will notify the principal and also contact the parents or alternate. If necessary, emergency services will take the student to the hospital and await the arrival of the parents or alternate.
5. Any accident that requires a report shall be completed and kept on file in the office.

X. PARENTS/GUARDIANS, OUR CUSTOMERS

A. WELCOME TO CRESCENT ACADEMY

Parents are welcome at Crescent Academy. The Parent Teacher Organization is your official voice. All parents are automatically members of the PTO, and we encourage your participation. Within the PTO there are President, Vice President, Secretary and Treasure. The purpose is to work in conjunction with the Principal and staff, in the areas of fundraising, assists with supervising of field trips, as well as aiding and assisting the school with curricular and non-curricular activities. The PTO will operate under the by-laws of the Michigan Parent Teacher Organization Policies and procedures.

B. CONFLICT RESOLUTION

Your students are very special to us. If a misunderstanding occurs, we must resolve it amicably without verbal or physical abuse. Students will learn from us how to resolve conflicts. When dealing with each other abusive behavior is NOT allowed.

C. VISITS

Should you wish to visit the school, for the purpose of observation, information or support, you are very welcome. You must procure a visitor's pass at the Main office. Interference with the educational process and belligerent behavior will not be permitted.

Remember, together, in mutual support, we can guide students towards excellence. Good manners, open doors. Remember every parent/guardian is automatically a member of the Parent Teacher Organization.

XI. THE PARENT TEACHER ORGANIZATION (PTO)

CRESCENT ACADEMY SCHOOL DISTRICT BY-LAWS

A. WHAT IS THE PARENT TEACHER ORGANIZATION (PTO) AND WHO BELONGS TO THE PTO?

The Parent Teacher Organization of Crescent Academy is an association of all the parents and guardians whose children are enrolled in the school. When a student leaves the school, the parent/guardian ceases to be a member of the Parent Teacher Organization.

B. WHAT IS THE PURPOSE OF THE PARENT TEACHER ORGANIZATION?

The purpose of the organization is to provide the parents/guardians an opportunity to help the school and advance its mission. The Parent Teacher Organization will undertake one or two major projects a year to support the school's endeavor towards academic excellence. Examples of such projects will be supervising field trips, developing a parent-calling tree, providing resources and fundraisers.

The Parent Teacher Organization may be a forum to gather parental opinions on matters concerning specific projects for Crescent Academy.

If at any time a PTO member becomes counter productive in helping the school move forward, the PTO member will be asked to step down and a new PTO member will be appointed by the Principal.

C. WHAT IS THE ORGANIZATIONAL STRUCTURE OF THE PARENT TEACHER ORGANIZATION?

The Officers of the PTO are appointed by the Principal.

1. The officers of the PTO direct their meetings with their core parent's groups once a month.
2. Each officer appoints a parent within their parent core group to keep the minutes and handle monies for their committee.
3. Once a month the officers will meet with the Principal to update the Principal on their projects, issues/concerns. *The officers of the PTO are responsible for making sure that all the parents receive notice of meetings and the minutes of all meetings. They will always brief the Principal on all plans and activities of the Parent Teacher Organization.

The Parent Teacher Organization conducts at least two annual fund-raisers to raise funds for specific school needs.

D. MEETINGS

The Parent Teacher Organization holds one monthly meeting: one organizational and/or an informational meeting. The organizational meeting will be held for the purpose of organizing Parent Teacher Organization activities. The monthly meeting will take place the second Wednesday of every month.

E. ELECTIONS

All Leadership Heads will be appointed by the Principal.

F. PARENT / TEACHER ORGANIZATION – VOLUNTEER PROGRAM

In an effort to aid in communication, we encourage parents/guardians to become active members in our Parent/Teacher Club. The purpose of such an organization is to enhance relationships between parents/guardians and teachers.

Revised Crescent Academy Dress Code

2008-2009 School Year

Uniform items can be ordered online at www.Frenchtoast.com

For Kids Only (FKO) located at 23001 Coolidge at the corner of 9 Mile Rd in Oak Park (248) 546-6260.

Metro Uniforms & More located at 18449 W. Grand River in Detroit (313) 272-2950.

All young men's and young ladies shirts must be tucked in at all times.

Boots are only allowed to be worn to school during the snow months. Once the student arrives at school, they must change into their black shoes.

Solid black cardigans or sweater vests {crew, v-neck or button front} with a Crescent Academy custom polo shirt underneath may be worn by male and female students during the winter months.

PLEASE NOTE THAT IF THE STUDENT COMES TO SCHOOL OUT OF DRESS CODE, THE STUDENT WILL BE SENT HOME OR THE PARENT WILL HAVE TO BRING THE STUDENT THE PROPER CLOTHING AND SHOES.

Hair do's that draw inappropriate negative attention and hair do's that are considered offensive and or distracting to the learning environment, i.e. corn puffs, braids, on male students' heads are prohibited. Loud hair colors that are not of natural birth, i.e. purple, green, blue, yellow, white etc. are prohibited for male and female students.

Any marks on the body made by pen, marker, or gel pen are prohibited. Any mark(s) on the skin that is not there as a result of natural birth is prohibited.

During Inclement Weather; female students are allowed to wear pants under their uniforms; however, once they inside the building they must remove the pants and put them up until students are getting ready to leave the building.

Solid black cardigans or sweater vests {crew, v-neck or button front} with a Crescent Academy custom polo shirt underneath may be worn by male and female students during the winter months.

All young men and young ladies shirts must be tucked in at all times.

PROCEDURE FOR DRESS CODE VIOLATIONS AND SCHOOL SOCIAL WORKER:

1. The students will be checked by the Principal, Assistant Principal and Teachers of Crescent Academy. Anyone not following the dress code will be sent home to change. If the student does not return to school, the day will be counted as an unexcused absence. Parents will be notified ahead of time and may choose to bring proper attire to school. Any student that continues to be out of compliance with the dress code, he/she will be suspended until a parent conference can be held.

2. Our School Social Worker will be able to service any child who has been referred by a parent, teacher or school administrator. If the child will be seen more than three times a written consent must be obtained from the parent.

I do not wish my child to be seen by the School Social Worker.

Parent Name: _____

Student Name: _____

Homeroom: _____

Parent Signature: _____ Date: _____

Phone Number: () _____

GENERAL INFORMATION

USE OF TELEPHONES: Office telephones are not to be used for personal calls. Except in emergency, students will not be called to the office to receive a telephone call. Use of phone, is not permitted when class is in session. The Administrative Assistant will deliver messages to students if there is an emergency.

SCHOOL VISITS: Crescent Academy welcomes visits to the school by parents/guardians and other citizens. In order to properly monitor the safety of students and staff, each visitor must report to the main (central) office upon entering the building to obtain a pass. Any visitor found in the building without a pass will be reported to the Principal and will be asked to obtain a pass or to leave. This is for the sake of student safety. If a person wishes to meet with a member of the staff, he/she should call for an appointment prior to coming to the Academy. Guests accompanying students to school must have permission from the teacher and the Principal, to enter the classroom.

RELEASE OF STUDENTS: To release a student during the school day, the following must occur:

1. If someone other than the parent/guardian will pick up the student, the student must bring a note to the school office from home stating the time of dismissal and a name of the adult designated to pick up the child.
2. A parent/guardian or designated adult must report to the school office to pick up a student and to sign him/her out. The designated adult must also show his/her identification card and that parent must call to let office know of this person picking the student up.

MEDICATION: No staff member is allowed to administer any medication, including aspirin, to any student. If a student has a special medication need, he/she must leave a written copy of the doctor's prescription with the office of the respective school. The prescribed medication should be taken to the office with written instruction on how and when it should be administered. It is the responsibility of the student to go to the office at the required time to receive the medication. Any school personnel, however, may not administer any medication that is taken by injection.

Medications should be administered to schoolchildren by parents whenever possible. When necessary, the school principal and other persons designated by the school principal may administer medications to students under established conditions. Before any prescription medication may be administered to a student at Crescent Academy, school personnel must receive written parental /legal guardianship consent and written instructions from the child's physician.

All written instructions and consent forms shall be filed in the school office. These forms may be reviewed periodically to maintain complete and accurate medication records. All prescription medications will be stored in a safe and secure place. School personnel authorized to administer medications to students shall be provided appropriate instruction.

Non-prescription products should be administered to schoolchildren by their parents at home whenever possible. School personnel may administer and/or supervise self-administration of non-prescription products under established conditions. Before any non-prescription product may be administered by school personnel and/or self-administered at Crescent Academy the school administrator must receive written parental and Doctor's consent and instructions. Classroom teachers will be informed of parental consent.

ALL Medications prescribed and over the counter, must be given to the school principal and other persons designated by the school principal located in the school office. Do not give these medications to teachers or the before and after care staff. Parents are responsible for delivering all medications to the school office.

The following definition of “medication” is adopted for use at Crescent Academy: medication includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin. Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the pupil shall accompany the request and be kept on record by the Academy. The pupil’s parent/guardian must also give Crescent Academy written permission and request to administer medication(s) to their pupil. Parental or guardian request/permission and a physician’s instructions for administration shall be renewed every school year. Medications must be administered by one adult in the presence of a second adult, except where the individual administering the medication is a licensed registered professional nurse (as described in the Michigan Revised School Code, Section 380.1178), or when an emergency threatens the life or health of the student.

Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the policy and procedures that govern the administration of medications. Note: The policy and procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

ADMINISTRATION OF MEDICATIONS AT THE SCHOOL

Whenever possible, the administration of prescription medication should be scheduled during non-school hours. However, when necessary, prescription medication will be administered to a student by the principal or designated personnel if the Request for Administration of Prescribed Medication to Students Form has been completed by the prescribing physician and has been submitted to the school where it will be kept on record. The Request for Administration of Prescribed Medication to Students Form requires:

- Clearly written instructions for administration of the medication signed by the prescribing physician, and
- The parent/ legal guardian’s written consent to administer medication to the student.

This Request for Administration of Prescribed Medication to Students Form can be obtained at the school office. It is the parent/legal guardian’s responsibility to have the Request for Administration of Prescribed Medication to Students Form completed and returned to the school office before any medication can be administered.

The completed Request for Administration of Prescribed Medication to Students Form is effective for one year from the date of the physician’s signature unless the attending physician makes changes regarding medication administration (i.e. dosage, time of administration) in writing.

Prescription medications administered in school are limited to those that can be given orally. Prescription medication must be in a pharmacy container and must clearly identify the student, the dosage, and the prescribing physician. Medications that are provided in envelopes or other non-specified containers will not be accepted.

The parent/legal guardian is responsible for safe delivery of medication to school. The parent/legal guardian is also responsible for providing a sufficient quantity of medication so that the school can comply with the physician’s orders.

Failure to follow these procedures will result in termination of prescription medication administration for the student at school. Questions regarding the administration of prescription medication for a student should be directed to the school principal.

Student Self Administration of Medications at School

1. Students **may** self-administer oral **non-prescription** medications while at school with written parental and Doctor’s consent. Parents may request school staff to monitor student self-administration. In such cases, a medication consent form must be completed by the parent/guardian.
2. Schools recognize the importance of students being allowed to carry an **asthma inhaler**. Students in grades K-8 may self-administer certain emergency prescription medications such as inhalers while at school only under the supervision of school staff. The student must be instructed in and understand the purpose, appropriate method and

frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's inhaler.

3. There may exist a time when the parent will want to have the school secure an "extra" inhaler in case of an emergency in case the child loses the one in his/her possession. If parents/guardians believe an inhaler should be kept in the school office or classroom a "*Request for Administration of Prescribed Medication to Students Form*" needs to be completed and signed by the practitioner and parent/guardian. The individual student may keep such medications in a secure place only if deemed appropriate by the student's teacher and the principal. In such cases where it is not deemed appropriate, the teacher or principal will keep the emergency medication in a secure place, taking into consideration the need for emergency access to the medication.
4. A building administrator may discontinue a student's right to self-administer and self-possession of medications if there is a misuse by the student.

Medications Procedures

Definition:

1. Prescription Medications: Medications obtainable only with the written prescription of a licensed physician or health care professional.
2. Non-prescription Medications: those medications that can be obtained over-the-counter.

School personnel will administer NO MEDICATION unless the Request for Administration of Prescribed Medication to Students Form is completed by both the parent and physician and is returned to the school office. A new form must be completed each year and whenever the physician changes the prescription and will be kept on record by the school.

Prescription Medication:

1. Medications to be administered at school must have the following information printed in language understandable to the lay person in charge of administering the medication to the student on the pharmaceutical container:
 - a. Child's full name
 - b. Name of drug and dosage
 - c. Time drug is to be administered
 - d. Quantity of drug to be administered
 - e. Physician's name and telephone number
 - f. Pharmacy's name and telephone number
 - g. Quantity of medication in the pharmaceutical container
1. The physician or pharmacist shall be requested by the parent(s)/guardian to supply a properly labeled bottle of medication for the school authorities.
2. Medications will be taken by the child at the designated time, administered by the individual(s) who have been authorized by the building principal to do so while in the presence of another adult. It is the responsibility of the student to go to the office at the designated time to get his/her medication, with consideration given for age and the ability of the student to safely assume this responsibility. The school designee shall locate the child who is in school

and does not show up for the prescribed medication. The school may request that the physician send a written explanation with the medication administration instructions to the school if an exception to the school's designated time is necessary.

3. If it is necessary for a student to have medication administered while on a school sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container, and record the necessary information on the medication log upon return from the trip/activity.
4. A log of medication administration which includes the student's name and the name and dosage of the medication will be kept in the school office and filed in the student's permanent record at the end of the school year.

If the student refuses to take the prescribed medication, the parent or guardian will be contacted immediately. If the parent or guardian is not available, the physician on record will be contacted. The student's medication log record shall reflect the reason student did not take the prescribed meds (not in attendance, vomited up, refused, etc.).

RADIOS, TAPE PLAYERS, HEADPHONES, ELECTRONIC GAMES, PAGERS, & TWO WAY DEVICES: Should not be brought to school, as they are distracting to the learning environment and are prohibited from being brought onto the school campus.

CLOSED CAMPUS: Crescent Academy School District's students are not allowed to be off campus. Once the students arrive in the morning for school, they must stay on campus until the dismissed time. Any student caught leaving campus after they have come to school will be suspended. Crescent Academy is responsible for its students from the time they arrive on campus until they leave. We want to insure that every child is safe and in school.

WEATHER CLOSINGS: Should it be necessary to close school due to extreme cold, dangerous road conditions, or excessive snow, the media will be notified via the Michigan State Police. Keep your radios tuned to 950 A.M. We will notify the TV stations and Radio station 950 A.M. They will begin to make announcements by 6:15 A.M.

CONTAGIOUS INFECTIONS / DISEASES: All contagious infections or diseases must be reported to the office so that proper notification can be made to Crescent Academy families. Any child who contracts a contagious illness or infection must have written notification from the doctor indicating the student is safe return to the classroom. This written notification must be submitted to the school office before the student can be readmitted to class.

IMMUNIZATIONS: By law, evidence is required that a school age child has received necessary immunizations. **The school office must have a record of any disability of a student, such as epilepsy, seizures of any kind, diabetes, allergies, etc.** Any student who has contracted a communicable disease such as ringworm, chicken pox, measles, mumps, lice, etc; must report to the office with a parent/or medical note prior to returning to their classroom. Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waiver, the school administrator 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. Any questions about immunizations or waivers should be directed to the school office.

SECLUSION AND RESTRAINT: THE SAFETY AND WELL BEING OF ALL THE STUDENTS AT CRESCENT ACADEMY IS OUR PRIMARY CONCERN. TRAINING IN VARIOUS DISCIPLINE TECHNIQUES HAS OCCURRED USING THE MICHIGAN DEPARTMENT OF EDUCATION GUIDELINES FOR SECLUSION AND RESTRAINT. RESTRAINT AND SECLUSION ARE RESERVED FOR THOSE EMERGENCY SITUATIONS AS A LAST RESORT. IF RESTRAINT AND/OR SECLUSION BECOMES NECESSARY, STAFF MEMBERS ARE RESPONSIBLE FOR INFORMING PARENTS OF ANY DISCIPLINE TECHNIQUES USED TO MANAGE STUDENT BEHAVIOR.

CONTAGIOUS INFECTIONS / DISEASES: Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific communicable diseases include, but are not limited to, the following: conjunctivitis (pink eye), diphtheria,

scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period as specified in the school's administrative guidelines. Parents / guardians are asked to notify the school office if your child has contracted a communicable disease. The school is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease. Any child who contracts a contagious illness or infection must have written notification from the doctor indicating the student is safe to return to the classroom. This written notification must be submitted to the school office before the student can be readmitted to class.

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 Principal at 248-423-4581 to inquire about evaluation procedures and programs. The Principal is the Section 504 Coordinator.

HOMELESS STUDENTS: Homeless students who meet the Federal definition of "homeless" may enroll and will be under direction of the Crescent Academy Liaison for Homeless Children with regard to enrollment procedures. The Crescent Academy Liaison is the Principal.

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 an academy. It is, therefore, the policy of Crescent Academy that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the academy.

ACCESS TO STUDENT RECORDS: Educational records of students at Crescent Academy are safeguarded by policies of federal legislation entitled Family Educational Rights and Privacy Act of 1974 and Michigan law. Parents/Guardians and/or students (eighteen years of age or older) who wish to read the educational record must call the school office to set up an appointment to review the academic file of your child.

Crescent Academy maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all directory information upon written notification to the Board. For further information about items included within the category of directory information and instructions on how to prohibit its release, please contact the school office.

SEARCH & SEIZURE: Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Directors, if there is a reasonable suspicion that the student is in violation of law or the Academy's rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Anything that is found in a search that may be evidence of a violation of the Academy's rules or the law may be either taken and held or turned over to the police.

All computers located in the Academy are considered Academy property and are to be used by students, where appropriate, solely for educational purposes. The Academy retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Academy's computer system and e-mail. Students should not expect any information contained on such systems to be confidential or private.

TEACHER QUALIFICATIONS: All of the teachers at Crescent Academy are properly certified and are teaching in the areas that they are certified to teach. Each teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate. Crescent Academy teachers are all considered highly qualified in accordance to the No Child Left Behind Requirements for Highly Qualified Teachers. Any parent that wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the Principal at any time.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES: Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any classroom. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

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. Crescent Academy is concerned for the safety of students and attempts to comply 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 Crescent Academy, please notify the school office during normal business hours.

PESTICIDE NOTICE: Crescent Academy is required by Michigan regulations 637, Rule 14, PA 171 to maintain an effective pest control program for our buildings. As part of an effective pest management program, school buildings and grounds may be treated as needed to control or eliminate pests. The least hazardous methods will always be incorporated to remove pests as per the Michigan Pesticide Control Act, under most circumstances chemical treatments will be a last resort. However, pesticides may be used in an emergency situation without advance notice. In such a case, we would make every effort to inform all affected parties. If you have any questions or wish to request prior notification of the application of pesticides or herbicides, please see the Principal.

FORMAL COMPLAINTS: **If a parent or student of Crescent Academy has a formal complaint, it must be submitted in writing to the Principal within one week of the onset of the concern.** No written complaint will be accepted or acted upon that is anonymously written. All formal complaints that are properly submitted will be investigated and addressed in accordance with the administrative guidelines established by Crescent Academy.

Appendix A

Parent / Family Involvement Policy

Crescent Academy recognizes that a child's education is a responsibility shared by both the school and the child's family. In order to provide the most effective education for all students, CA believes that teachers and parents must work as knowledgeable partners.

CA, in collaboration with parents, has established programs and practices that enhance parent involvement and reflect the specific needs of our students and their families. These include, but are not limited to the following:

- An active Parent-Teacher Organization that meets monthly and is formally incorporated as an arm of governance at CA
- A Parent/Student Handbook that is distributed to all parents
- A monthly parent newsletter that details current happenings, information on how to be involved and how to support their students and their school
- A school website that provides detailed information, specifically for parents.
- Classrooms that are open for parent visits
- A responsive School Board that consists of at least one parent of an enrolled student
- Parent/teacher conferences that are available at any time
- An annual parent survey that gathers information about parent satisfaction
- A welcoming school that encourages regular volunteering in classrooms, the school library, and other areas that help to support the day-to-day activities of the school

Crescent Academy also supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The administrative leadership also helps to set expectations and create a climate conducive to parental participation.

CA believes that parent/family participation is essential to improved student achievement. To this end, CA fosters and supports active parent involvement.

Crescent Academy - Parent/Student/Staff Compact
“A Promise of Commitment”

In partnership with the parents of Crescent Academy students, we (Crescent staff members) commit ourselves to guiding each student in attaining high academic skills mastery, demonstrating exemplary moral character, and understanding their unique talents enabling them to become confident future leaders and lifelong learners.

We share the responsibility in providing a safe and secure environment to enhance learning. We strive to improve each student’s experience by continually assessing and evaluating their progress as measured by descriptive outcomes.

Parent/Guardian Agreement

L. It is important to have my child reach his full academic potential. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly
- Support the school in its efforts to maintain proper discipline
- Encourage my child to do his/her best
- Check, sign, and date the folder (grades K-2) or planner (grades 3rd – 8th) sent home weekly
- Establish a place and time for quiet study for homework
- Stay aware of what my child is learning
- Attend student-parent conferences, parent nights, and other school functions
- Have ongoing communication with my child’s teacher and school
- Share my child’s daily experiences at school
- Read with my child 15 minutes daily
- Provide a library card for my child
- Exhibit positive behavior around my child to reinforce my child’s positive behavior
- Become involved in the parent group and volunteering at school in some way
- Pick up my child by the designated time for after school activities

Parent/Guardian: _____ Date: _____

Student Agreement

It is important that I do the best I can. Therefore, I will do the following:

- Have my homework completed and returned on time
- Have the school supplies I need and ready for class
- Be accountable for all school work
- Always try to work to the best of my ability
- Utilize my planner on a daily basis to maintain organization
- Show respect for myself, my school/staff, and other students
- Follow the classroom and school-wide expectations (rules)
- Do my part in keeping my school clean and safe
- Attend and participate in in-school and after school activities (with parent permission)
- Believe in myself that I can and will learn

Student: _____ Date: _____

Teacher/Staff Agreement

Students must be given every opportunity to succeed. We will do our best in assisting your child in reaching his/her potential. Therefore, we will do the following:

- Provide an environment conducive to learning
- Have high expectations of our students and us by using best practice methods and techniques that work in the classroom
- Help discover your child's greatest learning style
- Maintain open lines of communication with parents in order to support student learning via phone calls and newsletters
- Seek ways to involve parents in classroom activities
- Make efficient use of academic time
- Give students homework with meaningful practice of instructional content and writing in all content areas
- Provide opportunities for our students to read in school
- Demonstrate care and concern for each student

Teacher: _____ Date: _____

Teacher Assistant: _____ Date: _____

Leadership: _____ Date: _____

I. ATHLETIC CODE

I have read the Athletic Code and I agree to abide by the regulations stated therein. I have also discussed this with my parents (or guardian) and they attest to this by their co-signature.

Athlete's Signature

Date

Parent's Signature

Date

II. FINANCIAL RESPONSIBILITY

Each student-athlete is responsible for his/her athletic equipment issued to him/her by the coaching staff. If this equipment is stolen or lost he/she will be held responsible for the replacement cost.

Athlete's Signature

Date

Parent's Signature

Date

Dear Parent/Guardian:

In order to provide a safe environment for all Academy students, Crescent Academy has implemented a policy regarding Criminal Background Checks for Volunteers.

Any adult wishing to volunteer at the Academy or at an Academy-sponsored event is hereby requested to fill out a Volunteer Form for compliance with this new policy. Volunteers (including parents) will now be screened through internet sites, such as the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) or other similar sites for background checks, prior to certain volunteer assignments. These assignments include, but are not limited to the following:

- Volunteers who have access to a student without the supervision of a staff member
- Volunteers who are in charge of students during a field trip (including driving students to/from a field trip)
- Volunteers for any Academy-sponsored overnight trips
- Volunteers who have a supervisory position over students at the Academy or at an Academy-sponsored event
- Volunteers who are a coach or activity leader
- Volunteers who have a regular or substantial presence at the Academy

Volunteers must submit a completed volunteer form to the School Office at least one week prior to the volunteer assignment. **If a volunteer refuses to submit to such a background check, then the volunteer will be prohibited from volunteering at the Academy.** The Volunteer form will be handled confidentially. For additional confidentiality, volunteers may submit their form in a sealed envelope with “volunteer form” written on it. Michigan Educational Personnel Services (MEP), our Management Company, will conduct the background checks and will inform the Principal of any individual whose background check indicates any convictions. If a volunteer’s background check indicates any crimes, MEP Services will attempt to verify that information using public records. The Principal will notify the volunteer of the background check and allow the volunteer to provide additional information regarding the incident(s). Any decisions made by the Academy are final and are subject to the Academy's sole discretion.

All background checks, volunteer forms, and convictions of volunteers are kept confidential and filed at MEP Services. This information will only be released if required to do so by law.

This policy is to ensure that the Academy is providing the safest possible environment for all of its students. In advance, we thank you for your understanding, cooperation and compliance.

Sincerely,

Principal

VOLUNTEERS

Parents and other adults are encouraged to volunteer at the Academy. The Principal may impose conditions on the presence of volunteers, as he or she deems reasonable and appropriate, so that volunteers do not disrupt the educational program. The Principal may also establish guidelines that require background checks for volunteers in order to protect the safety of students, staff, and visitors.

Volunteer Background Check Guidelines

In order to provide a safe environment for all Academy students, volunteers (including parents) may be screened through internet sites, such as the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) or other similar sites for background checks, prior to certain volunteer assignments. These assignments include, but are not limited to the following:

- Volunteers who have access to a student without the supervision of a staff member
- Volunteers who are in charge of students during a field trip (including driving students to/from a field trip)
- Volunteers for any Academy-sponsored overnight trip
- Volunteers who have a supervisory position over students at the Academy or at an Academy-sponsored event.
- Volunteers who are a coach or activity leader
- Volunteers who have a regular or substantial presence at the Academy

Volunteers must submit a completed volunteer form or a copy of their driver's license to the School Office at least one week prior to the volunteer assignment. **If a volunteer refuses to submit to such a background check, then the volunteer will be prohibited from volunteering at the Academy.** The Volunteer form will be handled confidentially. For additional confidentiality, volunteers may submit their form in a sealed envelope with "volunteer form" written on it.

M.

N. Michigan Educational Personnel Services (MEP) will conduct the background checks and will inform the Principal of any individual whose background check indicates any conviction for a "listed offense" as defined in Section 2 of the Sex Offenders Registration Act. A "listed offense" includes any of the following:

- Accosting, enticing, or soliciting a child for immoral purposes.
- Involvement in child sexually abusive activity or material.

- A third or subsequent violation of any combination of engaging in obscene or indecent conduct in public, indecent exposure, or a local ordinance substantially corresponding to either offense.
- First, second, third, or fourth degree Criminal Sexual Conduct (CSC).
- Assault with intent to commit CSC.
- If the victim is less than 18 years of age, the crime of gross indecency (except for a juvenile disposition or adjudication), kidnapping, sodomy, or soliciting another for prostitution.
- Leading, enticing, or carrying away a child under 14 years of age.
- Pandering.
- Any other violation of a state law or local ordinance constituting a sexual offense against an individual less than 18 years of age.
- An offense committed by a sexually delinquent person.
- An attempt or conspiracy to commit one of the offenses listed above.
- Any offense under the laws of the United States, any other state, or any other country or tribal or military law, that is substantially similar to a listed offense.

If a volunteer's background check indicates any of the above crimes, MEP Services will attempt to verify that information using public records. The Principal will notify the volunteer of the background check and allow the volunteer to provide additional information regarding the incident(s). If the information provided on the background report is accurate, then the volunteer will not be allowed to volunteer at the Academy. If the volunteer claims that the report is inaccurate, the volunteer will NOT be allowed to volunteer within the Academy until the inaccuracy of the report is verified. This verification process may take 30 days or longer.

Michigan Educational Personnel Services (MEP) will also inform the Principal of any individual whose background check indicates any conviction for any crimes of an assaultive nature, a non-listed felony or any of the following crimes, as described in Section 1539(a)(1) and (b)(2): ...criminal sexual conduct in any degree, assault with intent to commit criminal sexual conduct, an attempt to commit criminal sexual conduct in any degree, felonious assault on a child, child abuse in any degree, or an attempt to commit child abuse in any degree; cruelty, torture, or indecent exposure involving a child; or a violation of section 7410 of the public health code, Act No. 368 of the Public Acts of 1978, being sections 333.7410 and 333.7416 of the Michigan Compiled Laws. If a volunteer's background check indicates any of the above crimes, MEP Services will attempt to verify that information using public records. The Principal will notify the volunteer of the background check and allow the volunteer to provide additional information regarding the incident(s). If the information provided on the background report is accurate and the Principal still wishes to use the volunteer at the Academy, then the Principal must obtain the written approval of the President of MEP Services. If the President of MEP Services supports the Principal's decision, then the Academy School Board must also approve of the decision prior to allowing the person to volunteer at the Academy.

If the volunteer has been convicted of any other misdemeanor crime, the Human Resources Manager of MEP Services will discuss the incident(s) with the Principal. The conviction of a misdemeanor crime will not automatically disqualify a person from volunteering at the Academy. Each situation will be considered individually. The Principal and Human Resources Manager of MEP Services will consider the type of offense, prior disclosure of that offense, context of that offense, the length of time passed since that offense, and the volunteer activity being requested. If additional information is needed from the volunteer regarding the incident(s), the volunteer will be contacted. If the Principal and Human Resources Manager of MEP Services recommend the volunteer, then the President of MEP Services must also provide his/her approval prior to the volunteer being approved.

All background checks, volunteer forms, and convictions of volunteers are kept confidential and filed at MEP. This information will only be released if required to do so by law. MEP Services will provide a list of volunteers

with a satisfactory check to the Principal. Only one check per volunteer is required as long as a satisfactory background check is still on file at MEP Services. MEP Services will provide the prospective volunteer a copy of the results at the volunteer's request. Any decisions made by the Academy are final and are subject to the Academy's sole discretion.

Crescent Academy-Volunteer Form

Volunteer Information:

<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
<i>Street Address</i>		<i>City</i>	<i>Zip Code</i>
<i>Home Phone</i>		<i>Cell Phone</i>	
<i>Date of Birth</i>		<i>Race</i>	<i>Male / Female</i>
<i>Parent / Guardian / Other:</i>		<i>Student's Name</i>	
<i>MI Driver's License Number (or Social Security #)</i>			<i>Date of Expiration</i>
<i>Any other last names used:</i>		<i>Any other first names used:</i>	

Will your volunteer service include driving Academy students? yes no

Vehicle Information:

<i>Name of Owner</i>		
<i>Owner's Street Address</i>	<i>City</i>	<i>Zip Code</i>
<i>Year/Make</i>	<i>Model</i>	<i>License Plate #</i>

Insurance Information:

<i>Insurance Company</i>	
<i>Policy #</i>	<i>Expiration Date</i>

Please check one:

- 1. I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes.
- 2. I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes (use separate sheet to explain nature of conviction, date and court):
 - a. _____
 - b. _____

Certification of Policy & Authorization:

I understand and agree that CS Partners will be requesting a criminal history background check on my behalf from the Internet Criminal History Access Tool (ICHAT). As a chaperone, I will not purchase any items for any students during field trips. I understand that as a volunteer driver, I must be 21 years of age or older, hold a valid driver's license, have enough working seat belts for each child I transport, and have the required coverage in effect on any vehicle used to transport the children during the current school year. I may only transport the children from American Montessori Academy to the destination and back and will not be making any other stops.

Copy of driver's license is required.

Signature: _____

Date: _____

8/08

Internet Acceptable Use

In order for a student to use the Crescent Academy Internet connection, they must read these guidelines and sign the contract. **The contract must also be signed by a parent or guardian.** Until then network use will not be possible. The use of the Internet is a privilege, not a right. Inappropriate behavior may lead to penalties including revoking of a user's account, disciplinary action (including suspension or expulsion), and/or legal action.

The Internet – Guidelines for Use

The Internet is a vast, global network linking computers at universities, high schools, science labs and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading, many of which have educational value. Due to its enormous size, the Internet's potential is essentially boundless. It is possible to speak with everyone from prominent scientists to world leaders to a friend. However, with such great potential for education also comes some potential for abuse. It is the purpose of this list of guidelines, as well as the contract for Internet use, to make sure that all who use the Internet, both students and faculty, use this valuable resource appropriately.

The most important prerequisite to use the Internet is that students take full responsibility for their own actions. The Crescent Academy, along with the other organizations sponsoring this Internet link-up, will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users shall assume full liability, legal, financial or otherwise, for their actions.

In addition, the Crescent Academy takes no responsibility for any information or materials that are transferred through the Internet.

Due to the size and nature of the Internet, many kinds of materials eventually find their way onto the system. Should a user happen to find materials that may be deemed inappropriate while using his or her Crescent Academy Internet account, they shall refrain from downloading this material, immediately leave the Internet site and shall not identify or share the location of this material. Be aware that the transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence.

The Crescent Academy makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Neither Crescent Academy, nor any of the sponsoring organizations, shall be liable for any loss or corruption of data resulting while using the Internet connection.

The Crescent Academy reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations. Users of the Internet or any computers at Crescent Academy have no expectation of privacy as to prevent examination by a school official.

No user shall use this Internet link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network or misrepresent him or herself in any manner.

The Crescent Academy administration reserves the right to change these rules at any time without notice.

The Crescent Academy strongly condemns the illegal distribution of software otherwise known as pirating. Any students caught transferring such files through the Internet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.

Finally, all users should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them will reflect upon the school system as a whole. As such, all users must behave in an ethical and legal manner.

Crescent Academy
INTERNET ACCEPTABLE USE POLICY

Contract Regarding the Use of Internet *(this signed contract must be on file in the School Office)*

I, _____ (print full, legal name), in the _____ grade accept and agree to abide by the following rules:

I agree to abide by all of the rules below regarding Crescent Academy Network usage:

1. Do not use offensive or inappropriate language, or language that would promote violence or hatred, and do not respond to such.
2. Do not reveal your (or other's) personal address, phone number or credit card information.
3. Do not use the network in such a way as to disrupt use of the network by others or abuse access time.
4. Do not harass anyone by sending uninvited communication.
5. Do not send or access electronic information from accounts that do not belong to you without the owner's authorization.
6. Do not access unauthorized or inappropriate areas on the network and do not change or interfere with information found on the network.
7. Do not misrepresent yourself.
8. Do not make unauthorized copies of software or information.
9. Do not download and/or install software on school computers.
10. Do not access, upload, download, distribute, or transmit pornographic, obscene, sexually explicit, or threatening material.
11. Do not violate copyright or otherwise use the property of another individual or organization without permission.
12. Do not violate any local, state, or federal statute.

- I realize that the primary purpose of Crescent Academy Internet connection is educational, and that as such, educational purposes shall take precedence over all others.
- I realize that the use of the Internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking of my account, disciplinary action, and/or legal action.
- I agree not to participate in the transfer of inappropriate or illegal materials through the Crescent Academy Internet connection. I realize that in some cases, the transfer of such material may result in legal action against me.
- I agree not to participate in the transfer of material that may be considered treasonous or subversive via the Crescent Academy Internet connection.
- I agree not to allow other individuals to use my account for Internet activities.
- I release the Crescent Academy and all other sponsoring organizations related to the Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability for the results of my actions regarding my use of the Internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the Internet.

Signature of Student _____ Date _____

A parent or legal guardian must sign the following section.

I, _____ (print name), the parent/guardian of the above, agree to accept all financial and legal liabilities that may result from my son's/daughter's use of the Crescent Academy's Internet connection.

Signature of Parent/Guardian _____ Date _____

This policy and all its provisions are subordinate to local, state, and federal statutes.

RECEIPT OF PARENT/STUDENT HANDBOOK
2008-2009

I have received the Crescent Academy Parent / Student Handbook. I agree to abide by the policies and procedures contained therein. I understand that the policies contained in the handbook may be added to, deleted, or changed at any time. All updates and/or revisions to this handbook will be sent home with your children.

Please fill out this form and return to school either to your child's homeroom teacher for grades K-8.

LIST **ALL** CHILDREN ATTENDING CRESCENT ACADEMY

_____	GRADE _____
_____	GRADE _____
_____	GRADE _____
_____	GRADE _____

I have received the school calendar and student handbook and do agree that my child and I will abide by the policies and procedures of Crescent Academy.

PARENT/GAURDIAN SIGNATURE _____

DATE: _____

COMMENTS _____

***PLEASE RETURN THIS DOCUMENT TO YOUR CHILD'S HOMEROOM TEACHER**