



**W·A·Y ACADEMY™ of FLINT**

Widening Advancements for Youth

## Parent-Student Handbook

2025-2026

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*Welcome to WAY Academy-Flint. We are pleased to have you as a student. Our staff is dedicated to helping you make a plan that leads to a successful experience.*

**WAY Academy-Flint**

817 E. Kearsley // Flint, MI 48503

Phone: 810.412.8655

Fax: 810.820.2642

Learning Lab Hours of Operation

8:00 a.m. - 4:00 p.m.

**Our Vision**

To make every young person a Hero

**Our Mission**

Changing lives by creating engaging and encouraging educational opportunities for all young people

**NOTICE OF NONDISCRIMINATION**

It is the policy of WAY Charter Schools not to discriminate based on race, color, sex, religion, national origin or ancestry, age, disability, height, weight, genetics or marital status in its programs, services, activities or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Superintendent, 369 Main Street, Belleville, MI 48011 Phone: 313.638.2716/ Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director of Special Education (same address and phone)



## **DISTRICT LEADERSHIP**

Isaiah Pettway  
Superintendent

Trena Braswell  
Director of Charter Schools

## **SCHOOL LEADERSHIP**

Shelly Smith  
Director of Programs

Lisa Washington  
Registrar/Attendance Liaison

## LETTER FROM THE BOARD PRESIDENT

Dear WAY Academy-Flint Parents and Students,

Welcome to WAY Academy-Flint. We are so pleased you have chosen WAY as your path to a high school diploma. WAY = Widening Advancements for Youth and through the Academy's standards-focused, project-based curriculum it does just that. WAY Academy-Flint Team Leaders and Mentors work together with other experts in various content areas to support Students as they design and implement projects that will result in credits required for graduation. It is a very different way of approaching teaching and learning. Students are responsible to collaborate with one another, their Mentors, and other educational leaders as they participate actively in the design of their own education. While this is a great responsibility, it is also an opportunity to shape meaningful learning experiences.

Members of WAY Academy-Flint's Board of Directors believe in the potential of every Student. We have high expectations for your performance. We believe you have the power within yourself to become anything you want to be in life. We believe if you work hard and dream big you can do whatever you want to do.

Our responsibility is to set the policy direction for WAY Academy-Flint and to assure there is a strong foundation supporting its operation. We understand that for you to accomplish great things, you need access to resources. That is why the technology and connectivity you, as students, use is placed in your homes. This access to information expands opportunities for your parents and family members also. We also commit to linking students and parents and the community to support the development of your skills and knowledge.

This handbook has been created to help you understand the policies and guidelines that apply to WAY Academy-Flint. We encourage you to read and discuss the information together. We are engaged in a great educational opportunity. Let's make the most of it.

Sincerely,

Sanford Edwards  
President  
WAY Academy-Flint, Board of Directors

# INTRODUCTION

## FORWARD

This handbook was developed to answer many frequently asked questions that parents/guardians may have during the school year. The handbook contains information about student rights and responsibilities. Please take time to read it thoroughly with your student and keep it available for use during the school year. This handbook supersedes all prior handbooks and other written or oral statements regarding any items in this handbook.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

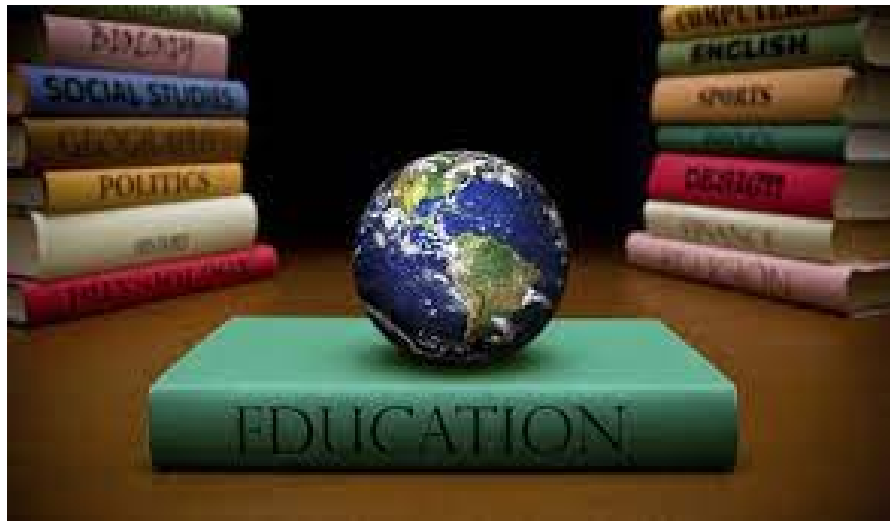
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest
  - Other schools to which a student is transferring
  - Specified officials for audit or evaluation purposes
  - Appropriate parties in connection with financial aid to a student
  - Organizations conducting certain studies for or on behalf of the school
  - Accrediting organizations
  - Compliance with a judicial order or lawfully issued subpoena
  - Appropriate officials in cases of health and safety emergencies
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

## **SPECIAL EDUCATION**

Special Education and 504 services are available to students who have difficulty in learning or have a medical disorder, which makes learning difficult. The difficulty may occur in any academic area. The staff will work with these students, trying to find new methods and materials to aid each of them in the learning process. They will work to find the best possible way that each student can learn.



## SCHOOL OVERVIEW

### Type and Size of School

WAY Academy-Flint is a small, student-centered high school offering project-based learning and a 1:15 adult to student ratio. WAY Academy-Flint is a place where every student is provided with personalized learning with a unique hybrid model with an in-school and online environment and 24/7 live access to educators—all year long.

### History & Affiliations

WAY Academy-Flint is based on the model started by the WAY Program, which began in 2007. Our founders were searching for a way to re-engage young people who were dissatisfied with the standard educational model. They found their answer in the United Kingdom and began a partnership with a highly successful program called NotSchool.net. In 2013 WAY Academy-Flint opened as our first public charter school.

### Graduation Requirements

#### 22 Credit Track

Incoming 9<sup>th</sup> graders are required to earn a minimum of 22 credits to receive a diploma from WAY Academy-Flint. The following courses meet the Michigan Merit Curriculum and are required for a diploma:

Math	4 credits
English/Language Arts	4 credits
Science	3 credits
Social Studies	3 credits
PE & Health	1 credit
Visual/Performing/ Applied Arts	1 credit
ICT	1 credit
Language (other than English)	2 credits
Personal Finance	.5 credit
Electives	2.5 credits
<b>Total</b>	<b>22 credits</b>



WAY Academy-Flint serves students up to age 22 who seek a high school diploma. Therefore, our alternative program offers a 20-credit track option for students who are behind and need to recover credit. For students who are in jeopardy of aging out before a diploma can be earned, an 18-credit track option is available. The Director at WAY Academy-Flint will advise students on the credit track that will best meet their needs.

**The 20-Credit Track** meets the Michigan Merit Curriculum but requires fewer elective courses. The core courses are the same as the 22-credit track.

Math	4 credits
English/Language Arts	4 credits
Science	3 credits
Social Studies	3 credits
PE & Health	1 credit
Visual/Performing/ Applied Arts	1 credit
Language (other than English)	2 credits
Personal Finance	.5 credit
Electives	1.5 credits
<b>Total</b>	<b>20 credits</b>



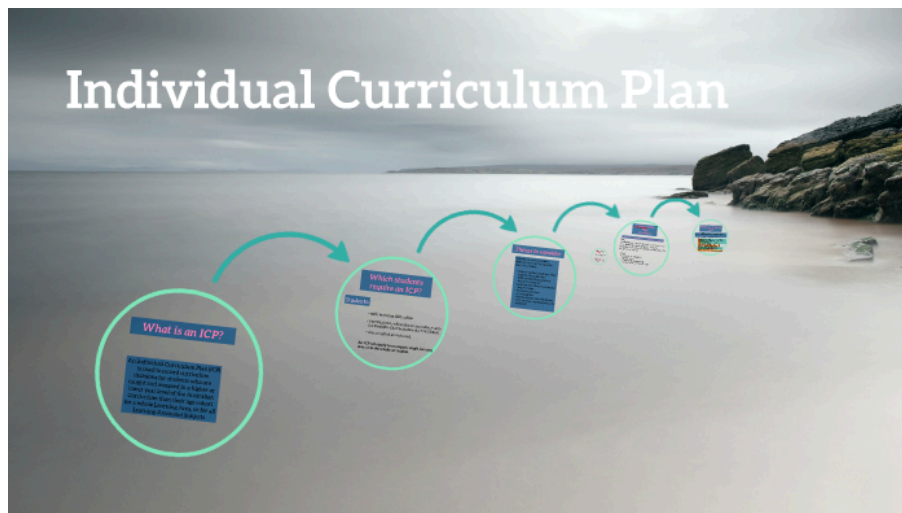
**The 18 credit-track** meets the minimum requirements of the Michigan Merit Curriculum.

Math	3.5 credits
Personal Finance	.5 credit
English/Language Arts	4 credits
Science	3 credits
Social Studies	3 credits
PE & Health	1 credit
Visual/Performing/ Applied Arts	1 credit
Language (other than English)	2 credits
<b>Total</b>	<b>18 credits</b>



## Personal Curriculum

1. A personal curriculum (PC) is a tool that is provided for in Michigan law 380.1278b that allows specific modifications to be made to certain requirements of the Michigan Merit Curriculum (MMC) to individualize the rigor and relevance of the educational experience. While the law specifies the areas in which modifications may be made for specific groups of students, the personal curriculum is intended to help make the MMC accessible to all students while maintaining the academic rigor required to uphold the integrity of the high school diploma. A personal curriculum may be developed to address the needs of an individual student for one of four reasons:
  - a. A student demonstrates the need for modification of the Algebra II requirement of the Michigan Merit Curriculum.
  - b. A student with an IEP demonstrates the need for modification to the MMC within the area(s) of his/her disability.
  - c. A student who transfers from a school outside of Michigan or from a non-public school to a public high school after completing the equivalent of two years of high school demonstrates the need for modification to the MMC based on previous academic experience.
  - d. A student demonstrates the need to modify Social Studies, PE/Health, and/or Visual, Performing, and Applied Arts to take credits beyond those required in the areas of Math, English Language Arts, Science, and/or World Languages. The student must earn 2 credits in Social Studies, including .5 credit in Civics before requesting a PC to modify the Social Studies requirement.



## Michigan Merit Curriculum Personal Curriculum Modification Options

Subject Area Credit Requirements	Personal Curriculum (PC) Modification Required
<p>All requirements may be fulfilled in a variety of ways, including: traditional courses; Career and Technical Education; integrated sequence of instruction of the required High School Content Expectations (HSCE); online learning; Advanced Placement and college credit courses; work based learning; project based learning, etc.,</p>	
<b>4 English Language Arts Credits</b>	<ul style="list-style-type: none"> <li>✓ No modification except for students with disabilities</li> </ul>
<b>4 Mathematics Credits</b> <ul style="list-style-type: none"> <li>• 3 credits: Geometry, Algebra I, Algebra II; or an integrated sequence of instruction of the required High School Content Expectations (HSCE) for mathematics. 1 additional math or math-related course</li> <li>• Math or math-related high school level credit in the final year</li> </ul>	<p>To qualify for a PC math modification, students must have completed:</p> <ul style="list-style-type: none"> <li>✓ 2 MMC math credit requirements (Geometry and Algebra I or equivalent) and would like a modification to complete Algebra II over two years with credit given for each year OR</li> <li>✓ 2.5 MMC math credit requirements (Geometry, Algebra I and .5 credit of Algebra II or equivalent) and have a minimum of 4 credits including math in their final year.</li> </ul> <p>To graduate, students must complete:</p> <ul style="list-style-type: none"> <li>✓ A minimum of 4 math or math-related credits up through an equivalent of .5 of Algebra II and math in their final year</li> </ul> <p>Additional modifications may be available for students with disabilities</p>
<b>3 Science Credits</b> <ul style="list-style-type: none"> <li>• 2 credits: Biology, Chemistry or Physics; or an integrated sequence of instruction of the required HSCE for science from the above courses</li> <li>• 1 additional high school level science credit</li> </ul>	<ul style="list-style-type: none"> <li>✓ No modification except for students with disabilities</li> </ul>
<b>3 Social Studies Credits (no sequence required)</b> <ul style="list-style-type: none"> <li>• .5 Civics</li> <li>• .5 Economics</li> <li>• US History and Geography</li> <li>• World History and Geography</li> </ul>	<ul style="list-style-type: none"> <li>✓ No modification of Civics</li> <li>✓ 2 credits must be earned</li> <li>✓ Modified only if student takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Languages</li> </ul>
<b>1 Physical Education and Health Credit</b> <ul style="list-style-type: none"> <li>• How this credit is offered is a local district decision</li> </ul>	<ul style="list-style-type: none"> <li>✓ Modification allowed only if student takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Languages</li> </ul>
<b>1 Visual, Performing, Applied Arts Credit</b>	<ul style="list-style-type: none"> <li>✓ Modification allowed only if student takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Languages</li> </ul>
<b>Online Learning Experience or Credit</b> <ul style="list-style-type: none"> <li>• Online course or learning experience OR</li> <li>• Online experience is incorporated into each of the required credits</li> </ul>	<ul style="list-style-type: none"> <li>✓ No modification except for students with disabilities</li> </ul>
<b>2 World Language Credits</b>	<ul style="list-style-type: none"> <li>✓ No modification except for students with disabilities</li> </ul>

This document is intended to provide general guidance. Due to the complexity of the law, policies and guidance will continue to evolve. For specific information regarding the law, please refer to MCL 380.1278a and MCL 380.1278b. v.12.07

## **Grading Scale**

Our students are awarded competency-based strands that are aligned with National Standards based on the completion of projects. These strands accumulate and when a student has completed the strands for an individual course, they are awarded credit. Proficiencies of 1, 2 and 3 are awarded, which are congruent with C, B and A based on the depth of understanding shown for each strand. Our students are also given detailed explanations of the grades received on each project and are given clear direction on how, and the opportunity, to improve the grade. We accept all prior credits earned and previous GPAs are erased giving students a clean slate and the opportunity to earn a GPA as high as their motivation is willing to take them.

## **Integrated Courses**

Our projects are cross-curricular which means that if a student shows understanding in more than one subject area in any given project, they can earn strands in any of those courses. For example, if a student completes a science project and also writes a research report they will earn strands in Language Arts as well as science.

## **Instructional Model**

Learning takes place within the context of projects. Students are active students of information that they apply to the completion of their projects. Students can choose projects in all subject areas from our online learning system called Centric. They could design their own projects based on their interests or can work face to face with certified teachers in our learning lab. Our teachers design challenging projects tied to competency-based strands that suit the needs and interests of their students. Our approach to instruction fundamentally changes the role of teacher and student. Instead of traditional one-to-many instruction, teachers become facilitators and coaches who guide students to take charge of their own learning, invent their own solutions, and develop self-management techniques.

## **Cultural Foundation**

Students and experts alike share ownership of the learning experience and school environment. Students have a level of responsibility like what they might experience in a professional work environment. Working on projects and becoming accountable takes individual responsibility to get the work done. In this trusted, respectful environment, students decide how to allocate their time, how to ask for and receive assistance, and how to set and reach goals.

Students also have the flexibility to customize their in-lab time and projects to meet their needs.

## **1 to 1 Computing**

WAY Academy-Flint provides each student with a Chromebook and internet service, as needed, along with all the tools needed to succeed. Every student receives individualized training on all applications.

With access to WIFI and computers, every student becomes a self-directed learner who no longer needs to rely primarily on teachers or textbooks for knowledge. A web-based system called Centric unifies students' learning experiences. This enables them to share projects online, collaborate with teachers and peers, and create new knowledge.

## **IDENTIFICATION**

### **Purpose Statement**

WAY Academy-Flint will combine a blended model of personalized, project-based learning with both online and face-to-face interaction. Every member of the Flint staff is invested in the success of each student and provides support throughout the school year. In addition, the online staff is available 24 hours a day, 7 days a week, all year round. The dedication from staff will allow students to excel at their own pace and develop customized learning plans on topics that truly appeal to them.

WAY Academy-Flint will offer an innovative approach to education: one that encourages self-esteem, independence, and the development of 21st century skills that will facilitate a college education and subsequent career paths for each young person. Each student is on a track to receive a high school diploma. Students will be provided with a customized, competency-based learning plan and paired with a mentor who will coach them toward graduation.

WAY Academy-Flint is committed to ensuring all students enrolled in the high school will succeed in college. WAY Academy-Flint is committed to ensuring at least 85% of the school's students will graduate from high school, of those graduates at least 85% will enroll in college, and of those who enroll at least 85% will earn a college degree.

Our program is designed to build on the personal interests of our students and surround them with a community of learners. Using high-powered cyber lessons and hands-on technology, students become embedded in an engaging, project-based learning environment.

Our program is designed to counter traditional comprehensive settings, where students may go through an entire day without interacting with an adult. By contrast, in WAY Academy-Flint, every action places the student at the center of every dialogue, action, and plan.

### **Philosophy of Education**

In a free society, every individual has both the right and responsibility to make choices and decisions for him/herself and for society. A prerequisite for every member of such a society in meeting those responsibilities is competence in the use of the rational thought processes needed to make intelligent, ethical choices and decisions.

If our society, as originally conceived, is to survive and function effectively, its young people need to be prepared to exercise their rights and their responsibilities in ways that benefit them and the society. Likewise, if individuals are to be able to achieve their life goals in a free society, they need to be competent to choose from a wide array of possibilities that are available to them.

About societal expectations, people in this society are expected to:

1. Be self-sufficient -- that is, to meet their own needs, to the extent they are able, in their own way and without inhibiting others' opportunity to do the same;
2. Fulfill their responsibilities to contribute to the "common good" by actively participating in affairs affecting all members of society.

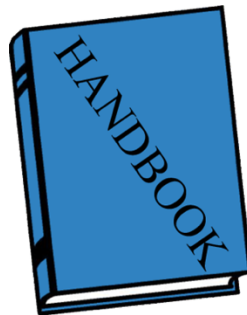
The Board and staff believe that the thought and action process involved in taking intelligent, ethical action can be learned just as any other set of procedures can be learned, if students are given consistent, appropriate opportunities to:

- A. See the procedures modeled.
- B. Learn the procedures.
- C. Practice using the procedures and correct effective use of them.
- D. Apply the procedures to a variety of relevant situations.

The Academy is committed to making adequate provision for such opportunities and to the application of these processes to achieving the other educational goals associated with the corporation's mission. (See Board Policy 2110)

#### **Parent/Student Handbook Review and Revision**

The parent/student handbook is reviewed a minimum of one time per year at which time there may be revisions made. Also, the parent/student handbook may be reviewed and revised at any time during the school year by the WAY Academy-Flint Board of Education and/or Superintendent. We reserve the right to change policy at any time at our discretion. Please contact the superintendent with any questions about the handbook.



## PROCEDURES

### Admissions

All students wishing to attend WAY Academy-Flint are required to submit a completed application. We accept students up to the age of 22 years old.

Students who qualify for admission, in accordance with Board of Education Policy **5111**, shall be accepted when the following documents have been submitted:

- A. Birth certificate or another appropriate documentary evidence
- B. Court orders or placement papers, if applicable
- C. A minor student who is also a parent must provide evidence that s/he is living in a living environment supervised by a responsible adult

If a birth certificate is not available, the parent is to complete Form 5111 F1 and submit the documentary evidence called for therein. If custody has been established by the courts, a copy of the court order must be submitted. If such verification is not received within thirty (30) days or the document appears to be inaccurate or suspicious, the director shall notify the Genesee County Sheriff's Department.

Students without appropriate records may be admitted under temporary enrollment for a period of thirty (30) days, unless extended by the director. Parents are to be so informed at the time of admission.

The sending school shall be contacted within twenty-four (24) hours of the student's entry into the school and requested to send all appropriate records.

If the school indicates no record of the student's attendance, or the records are not received within fourteen (14) days of the date of request, or if the student does not present a certification of birth or other documentary evidence, the director shall immediately notify the law enforcement agency where the student resided and the Genesee County Sheriff's Department that s/he may be a missing child.

Students transferring from another school district must submit an official transcript from the sending school for the student to receive credit for course work. Transcripts will not be considered sufficient evidence for granting credit toward graduation.

Immunization requirements are to be in accordance with AG **5320**. The staff member enrolling the student is to check the immunization record the parent submits against the requirements listed in AG **5320** to determine if there are any discrepancies or missing immunizations. If so, the parent is to be informed that the needed immunizations must be completed within the next two calendar weeks or as soon thereafter as the schedule for the missing immunizations permits. The registrar is to be provided the names of all children who have not met the immunization requirements and the dates by which missing immunizations are to be completed

A student shall be considered homeless under Federal law (42 U.S.C. 11431 et seq) if s/he is an individual who:

- A. Lacks a fixed, regular, and adequate nighttime residence.
- B. Has a primary nighttime residence that is:
  - 1. A supervised publicly operated shelter designed to provide temporary living accommodations (including hotels, congregate shelters, or transitional housing for the mentally ill)
  - 2. An institution that provides temporary residence for individuals intended to be institutionalized.
  - 3. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

### **Students experiencing homelessness**

Children who meet the federal definition of "homeless" will be provided a free, appropriate public education in the same manner as all other students of the school. To that end, students experiencing homelessness will not be stigmatized or segregated based on their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is living. The school shall establish safeguards that protect students experiencing homelessness from discrimination based on their homelessness.

Children and youth experiencing homelessness are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and includes those who meet any of the following criteria:

- A. Share the housing of other persons due to loss of housing, economic hardship, or similar reasons
- B. Live in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations
- C. Live in emergency or transitional shelters
- D. Are abandoned in hospital
- E. Are awaiting foster care placement
- F. Have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
- G. Live in a car, park, public spaces, abandoned buildings, substandard housing, bus or train station, or similar setting.

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-G above are also considered homeless.

The school shall remove barriers to the enrollment and retention of homeless students in school. Students experiencing homelessness shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation.

Students experiencing homelessness will be provided services comparable to other students in the school including:

- A. Transportation services.
- B. Educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
- C. Programs in vocational and technical education.
- D. Programs for gifted and talented students.
- E. School nutrition programs; and
- F. Before- and after- school programs.

Students experiencing homelessness have the right to remain in their school of origin or the local attendance area school, according to the child's best interest. The school of origin is the school that the student attended when permanently housed or last enrolled. The local attendance area school is any public school that non-homeless students who live in the attendance area in which the student is living are eligible to attend.

Students experiencing homelessness have the right to dispute their school assignment if their assignment is other than their school of origin. In determining the best interest of the student, the school shall, to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the homeless student's parent or guardian or unaccompanied youth. If the student is sent to a school other than the school of origin or a school requested by the parent or guardian, a written explanation, including a statement regarding the right to appeal, will be provided to the homeless student's parent or guardian or unaccompanied youth.

The Board of Education requires that these rights and the dispute process be communicated to the parent or guardian of the student experiencing homelessness or unaccompanied youth.

In addition to notifying the parent or guardian of the homeless student or unaccompanied youth of the rights described above, the school shall post public notice of educational rights of children and youth experiencing homelessness in each school.

At the request of the parent or guardian, or in the case of an unaccompanied youth, the local homeless liaison, transportation shall be provided for a student experiencing homelessness to and from the school or origin as follows:

- A. If the homeless student continues to live in the school district in which the school of origin is located, transportation will be provided in accordance with school policy/administrative guidelines.
- B. If the homeless student moved to an area served by another district, through continuing his/her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the schools cannot agree upon such a method, the responsibility and costs must be shared equally.

The Board of Education will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Director. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Assistance Act)

## **ATTENDANCE**

The Board of Education shall enforce the regular attendance of students. The Board recognizes that the student's presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Regularly scheduled attendance is expected of all students in order to be on track to graduate. Students are expected to work additional hours in Centric outside the regular in-person lab hours each week. Staff members will advise students regarding the amount of time needed outside of lab hours.

The Board may report infractions of the law regarding the attendance of students aged six - sixteen (6-16) to the Intermediate School District and/or County Prosecutor's Office.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 5200, to be in regular attendance for the program provided that s/he reports daily to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study. The Superintendent shall develop procedures for the attendance of students. The Board considers factors that are reasonable excuses for time missed.

If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

M.C.L.A. 380.1561, 380.1561(3a-3c), 380.1586(3)

### **Excused & Unexcused Absences**

Lab attendance averaging a minimum of 75% overall (excused & unexcused combined) is required for all students. Special consideration may be considered for extenuating circumstances of excused absences. The State of Michigan considers a student chronically absent if they miss 18 days during the school year, or attend less than 90% of the time.

All absences require information explaining the reason for an absence within 24 hours of the absence from the parent/guardian. Adult students (18 years and older) may provide the reason

for their absences. The attendance liaison keeps records regarding all absences. See the following chart for common reasons for absences along with the number of days per semester allowed:

Excused Reasons for an Absence	Unexcused Reasons for an Absence
Illness (requires Dr note if 2 consecutive absences)	Overslept, alarm did not work
Medical appointments with note	Shopping, beauty appointments
Death in the family (up to 1 week)	"Needed at home"
Traditionally recognized religious holidays	Babysitting
Required court attendance (must provide documentation)	Working
School directed activities such as field trips will excuse online attendance	Personal (no reason given)
Pre-arranged Family vacations (up to 5 days) <b>Must discuss with the Attendance Liaison or Director prior to leaving in order to excuse absences.</b>	No note or call within 24 hours of absence
Transportation problems (up to 5 days)	Excessive transportation problems, missed the bus, no ride to school

### PICK-UP POLICY

Students should be picked up promptly from school. Parents and those picking up students from school are asked to be very sensitive to the extra burden placed on the school when students need to be supervised after the pick-up time.

The building is open on Monday thru Thursday from 8:00 to 4:00 for all students (*refer to school calendar for days the building is closed*). Students who remain on campus more than 15 minutes after the building closes and who are not registered for an after-school program will automatically be dismissed. Students will be allowed to wait on campus however, no appointed staff will be present.

Anyone picking up a student who is not on the child's pick-up authorization list will need

to be approved through written authorization or a direct phone call from the parent/guardian before the child may leave school grounds. Permanent changes to the pick-up list needs to be done in writing and submitted to the main office of the school. By State Law children under the age of 16 may not pick-up other children.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Opportunities for student Involvement**

Statistics show that overall student success in school is closely related to involvement in school activities. The administration and experts, using recommendations from students and their parents, will offer various extra activities during each school year.

## **CODE OF CONDUCT**

This Student Code of Conduct was established to ensure that every student in every learning lab is provided with a safe, orderly, and secure learning environment to pursue the educational opportunities WAY Charter Schools have to offer.

The rules and procedures govern student behavior at all the WAY Academy-Flint Learning Labs. Administrators and staff are responsible for addressing student behavior and implementing the Student Code of Conduct at their locations.

WAY Charter Schools reserves the jurisdiction of the Student Code of Conduct covering offenses that occur on lab grounds, on buses or in other lab related vehicles, during sponsored field trips/events/activities, and when students are en route to or from the learning lab.

All WAY employees are required to function in accordance with the Student Code of Conduct. When an employee discovers a student engaging in unacceptable conduct, the employee is required to take prompt action in accordance with the Board of Education approved policies and the Student Code of Conduct.

Parents have the right to know how their child is progressing in the program and will be provided with regular progress reports. Many times, it will be the student's responsibility to deliver information to their parents. If necessary, reports will be mailed, or hand delivered. Parents are encouraged to contact school personnel with questions and concerns.





**A-6 Improper or Unauthorized Use of School Materials/Equipment**

Using any school equipment technology or materials without obtaining prior approval of an administrator or teacher or improper use of any school equipment, technology, or materials.

**A-7 Cheating/Academic Misconduct**

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials

**A-8 Disorderly Conduct**

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson or has to stop instruction to address disruption

**A-9 Inappropriate Displays of Affection**

Students will not engage in inappropriate displays of affection, such as kissing, or long embraces of a personal nature

**A-10 Loitering/Trespassing**

A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

**A-11 Objectionable Conduct**

A student will not orally, in writing, electronically, or with photographs or drawings direct profanity, insulting, and obscene or other objectionable gestures toward any other person. Conduct under this offense is not of a sufficient nature to rise to the level of harassment.

**A-12 Violations of Attendance Policy**

Acts, not specifically listed, which constitute a violation of the District's attendance policy

**LEVEL B. OFFENSES**

DISCIPLINARY ACTION FOR LEVEL B OFFENSES MAY RESULT IN SHORT-TERM SUSPENSION OR LONG-TERM SUSPENSION (1-10 days) FOR THE FOLLOWING VIOLATIONS

**B-1 Threats of Violence/Intimidation**

Written, verbal or physical conduct, or electronic communication, less than bullying, that is intended to place one or more persons in fear of harm. Refer to C 16- Bullying to describe conduct of a serious, severe or substantial nature

**B-2 Possession of Dangerous Objects**

Dangerous objects are objects other than firearms, guns or knives that include but are not limited to explosives, firecrackers, clubs, mace, pepper spray and other irritant sprays. Possession includes carrying an item, storing an item, having an item under one's control and or voluntarily permitting another person to store an item in or around the school without reporting it to staff.

**B-3 Use or Possession of Illegal or Controlled Substances or Materials**

Illegal or controlled substances include tobacco, alcohol, narcotics, drugs prohibited by law, over the counter medicines and prescription medications not prescribed for use by the students in possession of them. Students found guilty of the second offense of B-3 within the same school and in the same school year, will be charged with a C-16-Other Illegal Conduct (an expelled offense). In the event intervention is provided to a student, WAY will not be prevented from suspending or expelling the student.

**B-4 Theft or Receipt of Stolen Property**

Taking or conspiring to take without permission of the owner or custodian or receiving or possessing property known to be stolen valued at less than \$100.00

**B-5 Extortion, Coercion or Blackmail**

Obtaining money or property (something of value) from an unwilling person or forcing an individual to act by either physical force or intimidation (threat).

**B-6 Defacement of Property**

A student will not willfully cause defacement of or damage to property belonging to the school or belonging to school personnel or persons in attendance at the school.

**B-7 Interference with or Intimidation of School Personnel**

Preventing or attempting to prevent school personnel from engaging in the lawful duties through threats of violence, harassment, or intimidation.

**B-8 Interference with the Movement of Pupils in and Out of Schools, Between Schools or Between Home and School.**

Any action that prevents or delays scheduled transportation of pupils to and from school that prevents pupils from entering or leaving school at scheduled hours, or that causes fear or jeopardy to students while walking to and from an assigned school.

**B-9 Harassment**

Written, verbal or physical conduct that is persistent or pervasive that causes emotional distress or does the following to one or more students directly or indirectly: substantially interferes with educational opportunities, adversely affects the ability of students to participate in or benefit from school programs, causes a substantial disruption to the orderly operation of schools.

**B-10 Gambling**

Participating in games of chance or skill for money or profit.

**B-12 Admittance of Unauthorized Individuals into School Buildings**

The act of knowingly and intentionally admitting or allowing an unauthorized person(s) into any school building, without expressed permission from any authorized person, through any unopened door or unmonitored point of entry in a manner that breaches any method of established security.

**B-13 Verbal Abuse**

Name-calling, racial or ethnic slurs or derogatory statements directed at and offensive to another person.

**B-14 Forgery/Giving False Information or Identification**

Intentionally misrepresenting information to school district personnel, such as giving false information, false identification or signing another person’s name to a document

**B-15 Abuse of Technology**

The act of tampering with or unauthorized use of computer hardware or software, including loading unauthorized software, making unauthorized copies of software, tampering with the hard drive, infection of computers with viruses, unauthorized internet access, unauthorized access to another’s files, computers, or computer systems, and computer network “hacking”. The use of internet or WAY technology, equipment or materials, including networks and servers to commit any offense is a violation under the Student Code of Conduct.

**B-16 Fighting**

A physical confrontation between one or more students that does not cause serious injury.

**B-17 Hazing**

Any intentional, knowing, or reckless activity which endangers the physical safety, causes mental distress, embarrassment, humiliation, or ridicule of a student done for the purpose of being initiated into, affiliated with, participating in or become a member of any organization, team, group, club, school activity, regardless of whether the activity is done without the consent of the person(s) being hazed.

**B-18 Other Prohibited Conduct**

Any school related conduct that violates rules, policies, or school decorum.

**B-19 Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which substantially interferes with the student’s educational opportunities or creates an intimidating, hostile or offensive educational environment or otherwise adversely affects a student’s educational opportunities.

**LEVEL C OFFENSES**

PENDING AN EXPULSION REVIEW HEARING, IF FOUND GUILTY, DISCIPLINARY ACTION FOR LEVEL C OFFENSES CAN RESULT IN EXPULSION FOR THE FOLLOWING VIOLATIONS

**C-1 Possession of a Firearm**

Firearm means

1. Any weapon including a pistol, starter gun, gun, zip gun, pellet gun and BB gun or any other type of gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
2. The frame or receiver of any such weapon
3. Any firearm muffler or firearm silencer or
4. Any destructive device, such as any explosive, incendiary device, bomb, grenade, poison gas or rocket.

Students found guilty of this offense are subject to mandatory expulsion.

**C-2 Possession of a Knife**

Knives are defined to include any knife regardless of blade length or total size, straight razor, box cutter with razor or any instrument which has been altered to be used as a weapon in a manner like a knife such as a letter opener or file. A student found with a 3-inch blade or greater is subject to mandatory expulsion.

**C-3 Possession of Other Dangerous Weapons**

Possession of weapons and objects, other than gun or knives, such as, brass knuckles, which have the capacity to cause serious injury or death.

**C-4 Use of a Weapon or an Object as a Weapon**

Use of a weapon or dangerous object is defined to include: using a weapon or dangerous object in a physical altercation, having a weapon in one's possession during a physical altercation, threatening a person with a weapon or dangerous object, using a weapon or dangerous object while committing robbery, extorting, or coercing through threat or actual use of a weapon or dangerous object, or discharging of a firearm

**C-5 Physical Assault of an Employee, Volunteer or Contractor**

Intentionally causing or attempting to cause physical harm to an employee, volunteer or contractor through force or violence

**C-6 Destruction of Property**

Acts that result in a substantial threat of or actual destruction of property of \$100.00 or more, which significantly necessitates altering a school's operation and activities.

Specifically included are acts which result in significant damage to the physical plant or property, conditions that require the evacuation of students or the inability of a school to perform its functions.

**C-7 Theft or Receipt of Stolen Property**

Taking or conspiring to take without permission of the owner or custodian or receiving or possessing property known to be stolen valued at \$100.00 or more, which does not belong to the student.

**C-8 Arson**

The willful and malicious burning or attempt to burn any part of property that belongs to, or is under contract within the school district, or property of persons employed by the district or on school property or the setting of fires on school property. Students found guilty of this offense are subject to mandatory expulsion.

**C-9 Sale/Distribution of Controlled Substances of Illegal Materials**

To attempt to conspire to sell, sell or distribute any illegal or controlled substance or a substance represented to another person as illegal or controlled. Students will be charged under this violation if they are in possession of a substantial quantity of an illegal or controlled substance that is packaged for sale.

**C-10 Physical Assault of Another Student**

Intentionally causing or attempting to cause physical harm to a student through force or violence. Acts that result in serious bodily injury or participating in gang-like activity or group violence are also punishable under this provision. Gang or gang-like activity includes an ongoing organization, association, or group of three or more individuals who display one or more of the following: wear or display common clothing, jewelry, insignia, signs that intentionally identify that student as a member of the group, have a high rate of interaction among themselves to the exclusion of others or are frequently involved in anti-social, delinquent, or criminal activity

**C-11 Criminal Sexual Conduct**

Means a violation as set forth in the Michigan Penal Code (MCL 750.520b to MCL 750.520g). It includes sexual penetration or sexual contact that occurs. It is sexual contact with another person at least 13 but less than 16 years of age AND the other person is 5 or more years older. Sexual contact is the intentional touching of the intimate parts of the body of another person for a sexual purpose, for revenge, to inflict humiliation or out of anger. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the student shall be expelled.

**C-12 Sexual Misconduct**

A student shall not engage in intimate sexual contact with another person, including, but not limited to: consensual sexual intercourse, oral sex or intentional touching of another person's genitals, groin, inner thigh, buttock or breast or the clothing covering those areas, other inappropriate behavior of a sexual nature including displays of sexual parts.

**C-13 Forgery/Fraud**

Signing the name of another person for the purpose of defrauding school personnel of the district or causing or deceiving another by false or misleading information to obtain anything of value.

**C-14 Terroristic Activity**

Communicating terroristic threats, including bomb threats, or committing terroristic acts directed at any student, employee, volunteer, contractor, physical plant or property.

**C-15 False Alarm**

Activating a fire alarm system in any school building on school property and/or reporting a fire or bomb when none exists.

**C-16 Other Illegal Conduct**

Other acts, not specifically listed, which constitute an offense under state or federal laws.

**C-17 Bullying**

Written, verbal, physical conduct or any electronic communication that is intended to place one or more students or other persons in fear of harm or cause substantial emotional distress by directly or indirectly doing the following: substantially interfering with educational opportunities, adversely affecting the ability of a student(s) to participate in or benefit from school programs, having an actual and substantial detrimental effect on a student's physical or mental health, causing substantial disruption of the orderly operation of school. The use of any electronic communication (i.e. internet, personal digital assistant, smart phone, or wireless hand-held device), or network or technology including social media (e.g. Facebook, Twitter, Tumblr, Instagram, etc.), to bully is cyber-bullying. Bullying and cyber-bullying is prohibited against all students, educators, employees, parent/guardians, contractors, agents, or volunteers.

**C-18 Sexting**

Forwarding, sending, using sharing, viewing, or possessing a sexually explicit image via text message, email, social networking websites and/or other electronic means using school property (computers, devices, networks, or servers) on school grounds, outside of school-sponsored activities or on student owned devices that result in disruption to the orderly operation of the school environment is punishable under this provision.

**MANDATORY FACTORS TO CONSIDER**

Before suspending or expelling a student (other than for firearms) the following factors are considered

1. Age of the student
2. Disciplinary history
3. Disability
4. Seriousness of behavior
5. Whether behavior poses safety risk
6. Restorative practices
7. Whether lesser interventions would address behavior

## **INTERVENTIONS AND SUPPORTS**

Lab Experts and School Directors have the authority to utilize various interventions and behavior management techniques to encourage positive student behavior within the learning lab.

Parent/Guardian assistance, other educational support services and/or other community agencies may be engaged as appropriate.

The following list of strategies may be used:

- ✓ Warning or reprimand from school personnel
- ✓ student and/or parent/guardian conference with school personnel
- ✓ Counseling from the School Social Worker or other agency referral
- ✓ Daily/weekly progress monitoring reports
- ✓ Behavioral contracts or plans
- ✓ Change in student schedule
- ✓ No contact directive
- ✓ Loss of privileges
- ✓ Restitution /restoration community service
- ✓ Confiscation of appropriate item(s)
- ✓ Denial of participation in extracurricular activities
- ✓ Referral to the District Disciplinary Team
- ✓ Suspension (short-term and long-term)
- ✓ Recommendation for Expulsion Hearing

## **DUE PROCESS PROCEDURES**

Before a student is suspended or expelled from the learning lab, there are procedures that must be adhered to. When alleged violations of the Student Code of Conduct occur and disciplinary action is considered, due process must be applied in all cases where student behavior and rights are evaluated.

The student has the right to be fully informed about the alleged violations and must be given an opportunity to respond to the alleged violations. Due process procedures vary depending on the severity of the violations and the seriousness of the disciplinary action that may be imposed on the student because of the hearing. Separate due process procedures apply to a student facing short-term suspension, long-term suspension, or expulsion.

## **Investigations**

Before it is determined that action should be taken, an investigation must be conducted to discern what happened. The School Director will inform the student of the allegations and the supporting evidence. The student will be given an opportunity to respond to the allegations. It is preferred that the student gives a written statement. If this is not possible, a verbal statement is acceptable. Witnesses, including staff and students, should also give written statements.

Due to the serious nature of some offenses, immediate removal of a student from the learning lab may be required. If the allegations are warranted, the parent/guardian will be notified by phone.

Following the investigation, if allegations are substantiated, an attempt will be made to contact the parent/guardian by phone. A suspension letter should be sent by first class mail within 1 school day. The letter should state the student is being removed from school, the number of days suspended and the reason for the removal. If a long-term suspension is given, the letter will include the time and place for parents to attend a hearing.

## **Short-Term Suspensions**

A student can be suspended up to 10 days on a short-term suspension depending on the severity of the offense. Short-term suspension should only be given after consideration of other alternatives to correct the student's behavior have been exhausted.

Before a student can return from a suspension, he/she may be required to attend a re-admissions conference with the parent/guardian to discuss the offense and implement a plan to correct the behavior. The School Director may waive the requirement for the conference or provide alternatives to the parent being present to participate.

## **Long-Term Suspensions and Expulsions**

A student can be suspended more than 10 days on a long-term suspension depending on the severity of the offense. Before a Long-term suspension is given, the District Discipline Team will hold a hearing (see Hearings).

## **Expulsions**

The District Discipline Team will review the case for the purposes of confirming the suspension and referring the case for an expulsion hearing. The Superintendent and the Board of Education conducts expulsion hearings. The student and parent/guardian are expected to attend (see hearings). Michigan law requires permanent expulsion of a student, subject to possible future reinstatement, for certain acts. These include possession of a dangerous weapon, commission of arson or criminal sexual conduct in a school building or on school grounds; and, for students grade 7 and above, commission of physical assault at school against an employee, volunteer, or contractor.

## **Re-admittance from Expulsion**

A written request from the student or parent/guardian must be made to the Superintendent. The District Disciplinary Team will review the petition when a student has been expelled for a non-mandatory expulsion offense. The student must meet the criteria set by the State of Michigan and/or WAY Charter Schools before re-admissions will be considered and/or approved.

## **Appeals**

A suspension may be appealed within 5 days after receipt of the suspension notice. Appeals must be made in writing to the Superintendent. An appeal hearing will be scheduled within 5 days after receipt of the written request. During the appeal process students may not be allowed to remain in school. The appeal will be conducted by the District Disciplinary Team in a private meeting room. The student may be represented by a parent/guardian or representative. The student will be notified by first class mail of the decision. The decision of the District Disciplinary Team is final and cannot be appealed. Suspensions from after school programs and extra-curricular activities may not be appealed.

## **Hearings**

Hearings must be held within 5 days of the date of the offense following the removal of the student to determine whether the allegations are substantiated. The student and parent/guardian will be notified of the date and time of the hearing via first class mail. The student and parent/guardian are expected to attend all disciplinary hearings. If they are unable to or choose not to attend the hearing must still be held. Attendance will be documented for the record. A parent/guardian or representative may represent the student. The person making the allegations and witnesses shall be present at the hearing. Parents do not have the right to question student witnesses, but they can provide a list of questions to be asked by the District Disciplinary Team.

At the hearing the student and parent/guardian must be fully informed of the allegations and supporting evidence. The student and parent/guardian will be given an opportunity to present their side. If the allegations are substantiated the District Disciplinary Team will determine the action to be taken. The student will be notified by first class mail of the decision. The decision of the District Disciplinary Team is final and cannot be appealed.

## **Student Searches**

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, school officials may, subject to the requirements below, search a student's person and property. This includes property assigned by the school for the student's use. Such searches may be conducted at any time on school property or when the student is under the jurisdiction of the school at school-sponsored activities. All searches for evidence of a violation conducted by the school shall be subject to the following requirements:

1. The school official shall have individualized, "reasonable suspicion" to believe evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place.
2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search and not excessively intrusive considering the age, sex, and maturity of the student and nature of the infraction. School officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

Routine inspections of school property assigned to students may be conducted at any time.

School officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation, or school rule; or which the possession or use of is prohibited by such law, policy, regulation or rule. students may be searched by law enforcement officials on school property or when the student is under the jurisdiction of the school upon the request of the law enforcement official.

If, at any time, parents have questions or disagreements regarding disciplinary actions, it is their responsibility to immediately discuss these questions or differences with the director.

### **Drug-Free Policy**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance (as defined by State statute) or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in this handbook, up to and including expulsion from school. When required by State law, the district will also notify law enforcement officials.

The school is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the Director or Team Leader whenever such help is needed.



## SPECIAL EDUCATION DISCIPLINE REQUIREMENTS

Specific legal requirements exist that determine appropriate and allowable disciplinary procedures for use with students with disabilities. There are specific discipline procedures when removing a student with a disability from their educational placement.

### **Suspension for Violation of School Rules**

School officials may suspend a student with a disability for violating school rules, just as it would a student without a disability, for **up to 10 school days**. Additional separate suspensions are permissible for **10 school days, or less**, in the same school year.

Beginning with the **11th** day of suspension, and for all subsequent days during the suspension, educational services must be provided to the student. In all situations where a student has been suspended for **10 days or more**, the following must not occur later than **10 business days** after suspending the student. A Manifestation Determination Review must be conducted as follows:

1. If the school has not already conducted a functional behavioral assessment (FBA) and implemented a behavior implementation plan (BIP), the IEP Team will complete a FBA to analyze the behavior(s) of concern. The FBA is necessary to determine an appropriate BIP to address the behavior(s) subject to disciplinary action.
2. If the student already has a behavioral intervention plan, the IEP Team will review the plan and modify it, if necessary, to address the behavior of concern.
3. On the day on which the decision is made to suspend for more than **10 days**, the parent must be notified of the decision and of all procedural safeguards.

A change in placement occurs when disciplinary action results in a pattern of suspensions (consider length of each suspension, proximity to each other, and the total number of days) that accumulate to more than **10 days** or a single suspension of **longer than 10 days**. The following requirements apply to change in placement situations:

1. No later than **10 school days** after the day on which the decision is made to suspend the student, an IEP Team must meet to determine the relationship between the student's disability and the behavior subject to discipline.
2. If the IEP Team determines that the behavior was not a manifestation of the student's disability, disciplinary procedures applicable to students without disabilities may be implemented. However, **during the suspension from school, programs and/or services must be continued** as determined by the IEP Team to allow the student to progress in the general curriculum and advance in the goal areas of the IEP.
3. If the IEP Team determines that the behavior is a manifestation of the disability, then the removal is terminated and the IEP Team must remedy any deficiencies in the IEP or placement, if any.

4. If the student's parent disagrees with the determination that the student's behavior was not a manifestation of the disability, the parent may request an expedited hearing from the MDE. During the appeal, the student's placement is in the setting given in the last uncontested IEP.

### **Weapons or Drugs**

If the disciplinary action is due to a student's possession of a weapon or drugs, the school may administratively place a student with a disability in an interim alternative educational setting for up to 45 calendar days. This may occur even if there is an affirmative manifestation finding (see Behavior Review form) or a parent appeal of a non-manifestation finding. Special education instructional services must be maintained during this time.

### **Danger to Self or Others**

In situations not involving weapons or drugs, if the student is considered dangerous to self or others, the school can request an Expedited Due Process Hearing from MDE and ask the hearing officer to order an interim alternative educational setting for up to 45 calendar days. Special education instructional services must be maintained during this time period.

### **Suspension with Student Working at Home**

Every time a special education student is suspended from school, the special education teachers must be notified. The student must receive special education services during the suspension if the suspension is for more than 10 days or if the student is allowed to work at home. This can be accomplished by having the special education teacher and school social worker call or chat with the student to provide services. If there needs to be face-to-face interaction by any service provider, it must be done at a mutually agreed upon setting, for example, a library or community center.



The staff of WAY Academy-Flint is concerned with the health, safety, and well-being of students and maintaining an appropriate educational environment, free from distractions to learning. For these reasons, students are expected to dress appropriately for school. The purpose of a dress code is to help each student set an appropriate standard for his/her personal appearance. It is a mark of maturity when a student can freely choose apparel that demonstrates individuality without deviating from the standard of appropriateness. Please adhere to the following guidelines when choosing your school attire:

- Dress in a manner that will not distract the educational focus for any fellow student.
- All shirts and tops must cover the chest (cleavage), midriff, and bra straps. Halter-tops, tube tops, etc. are not allowed.
- All under garments (including boxers, thong underwear, bras, etc.) must be covered and not visible through clothing.
- Skirts and shorts must be at least to the tip of the student's fingers when hands rest at the sides while standing up. All holes in pants must follow the same finger tip rule.
- Signs, decals, slogans, and/or clothing (including hats) that promote drugs, alcohol, tobacco, contain profane, crude, vulgar, or sexually explicit comments, or are identified in the community with gang behavior is disruptive and not appropriate.
- For safety reasons, any clothing that may be used as a weapon is strictly prohibited. For example, sharp object jewelry, chains, dog collars with spikes, and any other spiked clothing are prohibited.
- Unauthorized group apparel is prohibited. Clothing or accessories worn in a manner (including but not limited to bandanas, shoestrings, wristbands, jewelry) related to an unauthorized group or a group that may provoke others to an act of violence are prohibited. Belts, bandanas, or other items hanging out of pants, hanging from rear pants pockets, or displayed in clothing are prohibited.
- It is *preferred* that hats and hoods not be worn inside WAY Academy-Flint.
- Apparel (including pants) that reveals the midriff must not be worn.
- Shoes must be always worn.

**Refusal to comply with the dress code may result in disciplinary action that may include In-House Suspension which remains on the student's permanent record.**

# CELL PHONE POLICY

WAY Academy of Flint has adopted a cell phone policy that is designed to show respect for all members of the community. We also want to preserve the learning environment and eliminate distractions!

## Cell phones **are allowed:**

- When a staff member provides cell phone checks and breaks
- When a staff member is allowing cell phones for group activities
- When a student is using designated spaces outside the active learning environment

## Cell phones **are not allowed:**

- During learning times which include study time, homework time, listening to instruction, participating in group activities, listening to a classmate, group discussions, etc.
- During announcement times
- During mentoring times
- Whenever a student is talking to a staff member

When the devices are not allowed (this includes headphones) all devices must be on silent mode and put away out of sight.

Each staff member will collect cell phones at the beginning of each class session. The cell phones are kept in view of the students, but out of reach to avoid distractions from learning. However, if a student unexpectedly needs to use their cell phone; they are permitted to do so by making that need known to the staff member.

Refusal by a student to turn in the cell phone(s) may result in the student being sent home.

**\*\*This policy is subject to change as the State of Michigan lawmakers are discussing legislation that would ban cell phones from all public schools. Any changes made to this policy will be clearly communicated to families at the appropriate time.**





It is of the utmost importance that WAY Academy-Flint School provides a safe environment for our students. Because of this commitment, the following rules will apply:

#### **Distribution and Consumption of Medication:**

Parents are requested, whenever possible, to schedule medication to be given at home. **If medication is needed during school hours, parents shall provide a written request from the child's physician, including the name of drug, time of dosage, route of administration, possible adverse effects, and emergency instructions that might be applicable.** Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours.

#### **Administering of Medication:**

The parent requesting that the school staff administer the medication shall provide a signed permission slip. Forms are available from the school office. The school administrative assistant or the director will be responsible for administering the medication. A log will be kept of all medication administered at school. It shall include the student's name, the date, dosage, time of administration, and initials of the staff member giving the medication. All prescription medications shall be kept in a locked cabinet or drawer.

Should your child need any non-prescription medication during school hours, parents must notify the school and provide these medications for their students. A signed permission slip will also be required for non-prescription medication.

students are not to carry any medication (prescription or over the counter) on their person except for prescribed inhalers for asthma. They must have a signed order from the doctor.

#### **Illness:**

If a child has been ill during the night or became ill upon awakening, please do not send the child to school. Students with low-grade fever, nausea, vomiting, diarrhea, or other acute symptoms will be sent home. If your child has been ill at home with any of these symptoms, please keep him/her home until these symptoms have subsided for 24 hours. If a child becomes ill after coming to school, the parent will be contacted. If a child has a fever of at least 100 degrees of temperature or has vomited, the student will be sent home.

If the parents cannot be reached by phone, the emergency contact person(s) listed in the student file will be called to pick up the child. **Please maintain accurate and current**

**information for the emergency file. Any addition or deletion for emergency contact person(s) should be given immediately to the school office.**

**Immunizations/Medical Examination:**

Current immunization records must be on file at WAY Academy-Flint for every student by the first day of the school year. **If not, the child will not be allowed to attend.**



**EMERGENCY DRILLS**

**Fire** – In case of fire, it is imperative that the building be emptied quickly and calmly. Fire drills will be held periodically during the school year to practice clearing the school quickly, and experts will instruct students on proper procedures during a fire.

**Tornado** – When a tornado warning is given, the staff will lead students to a designated area within the building. Lab staff will be well versed regarding proper emergency procedures and will dismiss students from the designated area only when an “all clear” signal is given. Tornado warning drills will be conducted periodically.



**Lockdown** – May be implemented in situations involving outside intruders. Lab staff will be well versed regarding proper emergency procedures and will dismiss students from the designated area only when an “all clear” signal is given. Lockdown warning drills will be conducted periodically.

## GENERAL INFORMATION

### Visitors

WAY Academy-Flint welcomes parents/guardians to visit our school. For safety, all visitors, including parents and guardians, are required to sign in upon arrival, follow all health and safety protocols, and sign out at departure. Minors not enrolled in WAY Academy-Flint are not permitted to visit unless accompanied by an adult.

### Early Departures

To keep everyone safe, all early dismissals must be approved by a parent/guardian. This may be done with advance written notification. Any parent/guardian picking up a student must enter the building to sign out their child and must be prepared to show proper identification. Students who are 18 years of age or older are allowed to check themselves out of school without parent/guardian notification. Students will not be released from school without following proper procedures. School officials reserve the right to deviate from these procedures in extraordinary situations.

### Change of Address

When families move during a school year, it is critical that they notify the office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the year, please submit all information to the school prior to the move.

### Field Trips

During the school year, experts may schedule educational field trips. The school staff will announce trips in writing providing details of the trip (destination, times, transportation, and cost). A permission slip must be signed and returned to the school for the student to attend the field trip.

### Lost and Found Items

Items that are lost or found can be turned in or looked for with security. Students are reminded to check the lost and found for any missing items. Students should report all lost items to the staff immediately.



### Opportunities for Parent Involvement

Parent involvement is beneficial to WAY Academy-Flint School's overall effectiveness. Parents can get involved by volunteering, being part of school improvement teams, and attending parent meetings.

### Lunch Program

WAY Academy-Flint provides breakfast and lunch through the Flint Community Schools lunch program. Students who apply and qualify for free lunch will not need to purchase lunch daily. All others may purchase lunch or bring a sack lunch. Students will remain in the designated area during lunch unless otherwise instructed by adult personnel. Those students who qualify for the free/reduced meal program must complete the form available in the lab.

### **Emergency Form**

In the event of an accident, illness, or emergency, clear and accurate information is essential. This information will be shared with appropriate school staff and emergency medical personnel in case of emergency. If any information, such as address, emergency, or work phone numbers changes, please notify the main office.

### **School Closure Information**

In case of weather emergencies and/or other situations, which may require students being dismissed early from school, every attempt will be made to alert parents through social media, robocalls, and Schoolmint. However, parents should ensure in advance that the student has a procedure to follow for early dismissals.

If a weather emergency requires that the school building be closed; students are expected to work virtually. Announcements will be made through social media, Centric, robocalls and Schoolmint.

**Virtual Day Expectations:** It is important that students log into Centric every virtual day and do some work on a project from the Learning Plan. This is a requirement for attendance on a virtual day. It is important that they continue their academic progress even if they are not physically able to be in the building.

### **Withdrawal From the Academy**

The Board of Education affirms that, while Michigan law requires attendance of each student until eighteen (18) years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

The Board directs that whenever a student wishes to withdraw from school, efforts should be made to determine the underlying reason for such action and the resources of the school should be used, when and as appropriate, to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent or the approval of the Director.

The Director shall develop administrative guidelines for withdrawal from school which:

- A. Make counseling services available to any student who wishes to withdraw.
- B. Make every effort to satisfy the student's future educational needs.
- C. Help the student define his/her own educational life goals and help plan the realization of those goals.
- D. Inform the student of the G.E.D.
- E. Assure the timely return of all School-owned supplies and equipment in the possession of the student.

M.C.L.A. 380.1561 (board policy 5130)



## **BOARD OF EDUCATION**

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# W·A·Y ACADEMY™ of FLINT

Widening Advancements for Youth

## School Calendar 2025-2026

Labor Day (No School)	September 1
Start of the 2025-26 school year	September 2
College & Career Prep, 4-5 pm	September 11
Flint Parent Night, 6-7 PM	September 11
Student Assistance, Drop in 9am to 1 pm	September 12
Virtual College & Career Planning, 7-8pm	September 18
Flint Board Meeting	September 18
District Professional Development (No Students in Lab)	September 19
Virtual Day for students	September 23
Virtual College & Career Planning, 7-8pm	September 25
NWEA Testing Window (Fall)	September 16 - October 3
Count Day	October 1
Virtual Parent View assistance, 7-8pm	October 2
Student Assistance, drop in 9am-1 pm	October 3
Monthly Progress Report	October 6
Flint Board Meeting	October 16
Virtual Xello Overview for parents, 7-8pm	October 30

Building Professional Development (No Students in Lab)	November 4
Student Assistance, drop in 9am-1 pm	November 7
Monthly Progress Report	November 10
FAFSA Night, 5-7 pm drop in	November 13
Flint Board Meeting	November 20
Thanksgiving Break <b>(No School)</b>	November 27-28
School Resumes	December 1
College & Career Prep, 4-5 pm	December 4
Student Assistance, drop in 9am-1 pm	December 5
Monthly Progress Report	December 8
Graduation 6 pm	December 11
Building Professional Development (No Students in Lab)	December 12
Community Night: Relax Night, 5:30-7pm	December 16
Flint Board Meeting	December 18
Winter Break <b>(No School)</b>	December 22 - January 2
School Resumes	January 5
Student Assistance, drop in 9am-1 pm	January 9
Monthly Progress Report	January 12
NWEA Testing Window (Winter)	January 13 - February 6
Parent/Staff Conferences, 3:15-6pm	January 15
Flint Board Meeting	January 15
District Professional Development (No Students in Lab)	January 16

Martin Luther King Day <b>(No School)</b>	January 19
WIDA ACCESS & WIDA Alternate ACCESS	January 26 - April 3
Student Assistance, drop in 9am-1 pm	February 6
Monthly Progress Report	February 9
Count Day	February 11
Building Professional Development (No Students in Lab)	February 13
President's Day <b>(No School)</b>	February 16
Flint Board Meeting	February 19
Student Assistance, drop in 9am-1 pm	March 6
Monthly Progress Report	March 9
Flint Board Meeting	March 19
Building Professional Development (No Students in Lab)	March 27
Spring Break <b>(No School)</b>	March 30 - April 3
Good Friday <b>(No School)</b>	April 3
School Resumes	April 6
Student Assistance, drop in 9am-1 pm	April 10
Monthly Progress Report	April 13
Flint Board Meeting	April 16
M-Step Assessment (Grades 6, 7, 8 and 11)	April 6 - May 15
PSAT 8, 9, 10 and SAT <i>(Grade 8, 9, 10, 11 and eligible Grade 12 students. Also make-up testing during this time.)</i>	April 6 - 24

ACT WorkKeys <i>(Grade 11 and eligible Grade 12 students)</i>	April 9
ACT WorkKeys Make Up Testing	April 23
Student Assistance, drop in 9am-1 pm	May 1
Monthly Progress Report	May 4
CAREER DAY, 9-11:30	May 7
Parent Conferences, 3:15-6pm	May 12
NWEA Test Window (Spring)	May 12 - June 5
District Professional Development (No Students in Lab)	May 15
Flint Board Meeting	May 21
Memorial Day <b>(No School)</b>	May 25
Student Assistance, drop in 9am-1 pm	June 5
Monthly Progress Report	June 8
Graduation 6 pm	June 11
Cover letter & Resume prep, 4-5 pm	June 16
School Board Meeting	June 18
Juneteenth <b>(No School)</b>	June 19
Last day of school	June 26
Summer Break Online Experts Available	June 29 - July 31
Staff return	August 3
College & Career Follow up, 4-5 pm	August 5