

North Star Montessori Academy

K-12 Student/Parent Handbook

2020-2021

3030 Wright St.

Marquette, MI. 49855

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www.northstaracademymqt.com



Andrea Ballard, Superintendent/Principal (906) 226-0156 ext. 12

David Gilbert, Dean of Students (906) 226-0156 ext. 15

Notice of Nondiscrimination

It is the policy of North Star Montessori Academy district that no person on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability, weight, or height shall be discriminated against in employment, educational programs, or admissions. Questions or concerns regarding the policies should be directed to the CEO/Superintendent at 3030 Wright St, Marquette, MI 49855, and (906) 226-0156.

North Star Montessori Academy

MISSION STATEMENT

North Star Montessori Academy fosters a Montessori environment allowing the whole child the freedom and support to question, think deeply, and make connections. Our Montessori environment yields confident, motivated, and self-directed learners able to think critically, work collaboratively, and become respectful citizens in an ever-changing world.

CORE VALUES

Stewardship

Students and staff take care of those in our charge by helping connect personal wellness to that of the prepared environment. We encourage awareness of others and where we find ourselves. We collaborate to take care of our environment on our campus, in our local community as well as globally.

Community

We are a family that supports, encourages, collaborates, and accepts the child and each member of our community.

Compassion

We are connected to, and care for all students in the school, both in classrooms and common spaces. We are willing to address issues as necessary. We are human beings and we treat one another with kindness and dignity.

Problem Solving

Problems are solved when students are empowered to resolve conflicts both on their own and in small group settings. Students are empowered to be self-motivated, self-disciplined, and independent learners by building relationships and gaining knowledge of their peers. Faculty and staff meet individual needs through these collaborative restorative justice practices.

Progressive

Our teachers are up-to-date on current national and state standards and how they relate to Montessori theory and practice. We are intentional and adaptable with our Montessori instruction and how these methods suit our current student population in order to best “follow the student”

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North Star Montessori Academy
Academic Calendar: 2020-2021

- **August 27** - Open House 4:00 – 7:00
- **September 1** - First Day of School – 8:30am – 3:40pm
- **September 4 & 7** - **NO SCHOOL**
- **September 16** - Half Day for students - **Early Release - 1:00pm**
- **October 9** - No School for students District Professional Development
- **October 21** - Half Day for students - **Early Release - 1:00pm**
- **October 30** - End of Marking Period One
- **November 18** - Half Day for students - **Early Release - 1:00pm**
- **November 23 & 24** - Parent Teacher Conferences
- **November 25** - Half Day for Students - **Early Release - 1:00pm**
- **November 26 & 27** - Thanksgiving Break
- **December 16** - Half Day for students - **Early Release - 1:00pm**
- **December 21 - January 1** - Holiday Break
- **January 4** - Students and Staff Return
- **January 15** - End of Marking Period Two
- **January 18** - Start of Second Semester
- **January 20** - Half Day for students - **Early Release - 1:00pm**
- **February 15** - Holiday Break
- **February 17** - Half day for students - **Early Release - 1:00pm**
- **March 17** - Half day for students - **Early Release - 1:00pm**
- **March 19** - End of Marking Period Three
- **March 29 - April 5** - Spring Break
- **April 21** - Half day for students - **Early Release - 1:00pm**
- **May 19** - Half day for students - **Early Release - 1:00pm**
- **May 28** - End of Marking Period Four
- **May 31** - Holiday Break - Memorial Day
- **June 10** - Last day of school - **Early Release - 1:00pm**

What are Charter Schools?
(Public School Academies or PSA's)

- A local, public school district.
- They are governed by appointed public officials.
- They are tuition-free and enrollment is open to all—they do not charge tuition and cannot be selective.
- They are created “from scratch”, with school staff and parents determining the curriculum, any special focus, its primary programs and the overall school environment.
- Charter schools are independent public schools that operate under a performance contract called a charter. The charter, in North Star Academy’s (NSA) case, is authorized by Northern Michigan University. NSA has a written performance contract with NMU and NSA is evaluated annually in many areas. A charter can be revoked and the school will close if performance is not adequate.
- Charter schools are required to employ certified teachers, students must take the state M-Step tests and other mandatory state tests, and the Board must publicize detailed budgets and annual audits, just as all other public schools.
- North Star Academy’s curriculum fully meets Michigan Merit Curriculum requirements.
- They are state-supported schools. Charter schools receive only the per-pupil state aid to cover ALL costs. Charters cannot levy millages for building or debt—which amounts to about \$1000 less per child than what Michigan’s traditional schools collect from taxpayers. That’s why you hear the term, “Charter schools do more with less.”

For further information go to www.charterschools.org or contact the MI Association of Public School Academies at: mapsa@charterschools.org.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing the contents. Please take time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. If you have any questions, please contact the Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

MISSION OF THE SCHOOL

North Star Montessori Academy is a public school where a caring and innovative environment ensures **each student** will attain high academic achievement and a sense of positive self-worth. NSMA understands that for individuals to flourish it is necessary to have a positive collaboration among students, school personnel, parents and community. It is with **EXCITEMENT** that we, the collaborative team, prepare every student to shape our changing world!

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Andrea Ballard, Superintendent/Principal
(906) 226-0156 ext. 12 or aballard@nsacd.com

The complaint will be investigated and a response, in writing, will be given to the concerned person within 5 days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

SCHOOL DAY

****NSMA provides free breakfast to students that wish to eat when they get to school**
K-12 students should be picked up from school no later than 3:40 pm. unless they are enrolled in the After School Activities. The third Wednesday of each month students will have an early dismissal of 1:00 pm for staff professional development.**

Our lunch program features healthy and tasty food from an area restaurant. All meals meet USDA school meal requirements. A monthly menu will be provided. Lunch begins at 11:30am and goes until 1:00pm. The cost of lunches will be \$3.05 per day for students and \$3.70 for staff. Ala carte milk will be \$.40 and extra lunches will be \$2.00. Due to unprecedented times, we will no longer allow students to use microwaves to heat their lunch up. Parents may drop off a check or cash at the front office in a marked envelope for their child/children's account.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment to be recognized as long as they respect those rights of their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. It is the student's responsibility to deliver information to the parents or guardians from school. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Also, NSMA offers parents and students PowerSchool access, to view grades and attendance via the internet, 24 hours a day.

Students are expected to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the CEO/Superintendent or Principal.

AGE OF MAJORITY

The staff and administration of North Star Montessori Academy recognizes that students upon reaching eighteen (18) years of age are legally recognized as adults. Obtaining adult status does not exempt the student from school policies, procedures, and/or rules set forth in the NSMAParent Student Handbook and all school policies, procedures, and rules will apply to all students, regardless of their attainment of the age of majority.

If a student reaching the age of 18 wishes to assert these rights it is his/her responsibility to register their intent on the Age of Majority form and return it to the main office. Until such time as the eligible student registers this intent, school officials will not apply the Age of Majority rights.

If residing at home or a dependent of their parents (students must prove they are not a dependent with tax documents), adult students must include their parents in their educational program.

****All School Rules Apply to All Students Regardless of Age***

STUDENT WELL-BEING

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that **all students must have an emergency medical form completed (part of enrollment paperwork -1st page)**, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs must deliver written notice about such needs along with proper documentation by a physician, to the school office. A written Medical Plan will be written as needed for individual students.

INJURY AND ILLNESS

All injuries must be reported to a teacher, office staff, or administration. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. The CEO/Superintendent, Principal, or Counselor will determine whether or not the student should remain in school or go home. **No student will be released from school without prior parental permission. The parents will be called by school staff.**

SECTION I – GENERAL INFORMATION

ENROLLMENT

Admission: The Board of Directors will allow students who reside in Michigan to enroll in the School in accordance with limits they have established. Because space is limited, each student must reaffirm their intent to enroll each year. Preferences will be given to:

- Currently enrolled students
- Siblings of enrolled students
- Children of a person employed by NSMA

When maximum enrollment has been reached, applicants shall be placed on a waiting list and admitted on a first come first serve basis as space becomes available.

Admission – Due to facility limitations the Board of Directors establishes the enrollment #'s at the beginning of each school year.

The Board authorizes the CEO/Superintendent to deny admission to any student who has a record of behavior that he/she believes would constitute a threat to the safety and well-being of fellow students and staff.

Any pupil enrolled in a school identified as a Persistently Dangerous School shall be allowed to attend a safe school within the local school district in which a public school academy is located. The Board of Directors shall offer the pupils attending a school identified as a Persistently Dangerous School the opportunity to transfer to a safe public school or public school academy within the local school district within ten days of receiving the official complaint.

NOTE: North Star reserves the right to re-enroll a student and will consider the following: reasons for withdrawing the first time, space, age, total high school credits earned, and the ability to graduate from NSA in a specific amount of time. Students requesting to re-enroll automatically go to the bottom of the waiting list.

When applying, the parents or legal guardians must bring:

- Original or certified copy of Birth Certificate (with seal)
- Custody papers from a court (if appropriate)
- Proof of immunizations

All documentation must be turned into the office prior to starting school.

Procedure - To apply, contact the school to determine when an “Info Meeting” will be held; the parent and student must attend. Personnel at the “Info Meeting” will be given a thorough overview of the school and the expectations for student performance and involvement. The parent and student who wish to enroll must complete all forms. Once all items are complete, and there is an opening, the student may begin coursework at North Star Montessori Academy.

SCHEDULING AND ASSIGNMENT

FOR HIGH SCHOOL ONLY: Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student’s needs and available class space. Any changes in a student’s schedule must be requested by the student via a Schedule Change Request Form and then turned into the student’s advisor for approval. Requests will only be accepted if done within the first week of the term. After the first week of the term, requests will not be approved.

GRADUATION

FOR HIGH SCHOOL ONLY: Students must complete all required courses/credits prior to graduation or they will not be able to participate in our graduation ceremony. Further, students will not receive their diploma until graduation requirements have been met. Students are welcome to participate in our following graduation ceremony in either January or June.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without written request or contact from [1] the parent [2] a person whose signature is on file in the school office [3] or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without written permission signed by that custodial parent(s) or guardian or verbal agreement communicated to an NSA staff person.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from North Star Academy, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the office Administrative Assistant for specific details.

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary immunizations or waivers, the Principal will remove the student and require compliance with a set deadline. This is for the safety of all students and is in accordance with State law. Any questions about immunizations or waivers should be directed to the Administrative Assistant. A website available to parents on immunizations required by the State of Michigan and mandated by the Federal Government is www.cdc.gov/vaccines and at <http://www.909shot.com/state-site/Michigan.htm>

VISION SCREENING

Vision Screening is conducted by the Health Department for students in kindergarten and in grades one, three, and five. Other students are screened on a referral basis.

HEARING SCREENING

Hearing Screening is conducted by the Health Department for students in kindergarten and in grades two, four and six. Students may also be screened when referred by a parent or staff member.

USE OF MEDICATIONS

In those circumstances when a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, and F1b must be filed with the respective building principals before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered in the main office and will be administered based on the directions provided by the physician.
- D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, car or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers:

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the CEO's guidelines, if the following conditions are met:

There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler (Form 5330 F1c), and the building administrator has received a copy of the written approval from the physician and the parent/guardian.

Non-prescribed (over-the-counter) medications:

Due to current NSMA Covid-19 response and implementation plans, the school will not administer over the counter medications (i.e. Tylenol, Motrin) to students. Any over the counter medication will need to be prescribed by a physician and follow the protocols above. If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received. Any student who

distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication or treatment may be administered to any student during school hours, the school requires the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require written consent of the parent along with a waiver of any liability of the District for the administration of the medication.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

A school has a high concentration of people, so it is necessary to take measures when the health and 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 communicable disease or highly-transient pest, such as lice. A parent or guardian will be called to come and get a student if a student is vomiting, has a high temperature, or has live louse on his or her scalp.

Specific diseases include; 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 only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

SPECIAL EDUCATION

North Star Montessori Academy provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the school.

TITLE ONE

The goal of title I is to provide extra instructional services and activities which support students identified as struggling to meet the state's challenging performance standards in mathematics, reading, and writing. Identification will be based on a combination of grades and standardized test scores. Students eligible for special education are not eligible for Title One.

AMERICANS WITH DISABILITIES ACT – SECTION 504

The Americans with Disabilities Act (A.D.A.) requires the school to ensure 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.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents, who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the Special Education Teacher by calling the main office.

STUDENT RECORDS

Many student records are kept by the teachers, counselors, and administrative staff. There are two (2) basic kinds of records – directory information and confidential records. Directory information can be given to any person or organization for nonprofit-making purposes when requested, unless the parents of the student restrict the information, in writing, to the Principal. Directory information includes:

A student's name; participation in officially recognized activities and sports; height and weight, is a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents or legal guardians.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Confidential information that is in the student's record that originates from an outside professional or agency may be released to the parent only with permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain

such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Students and parents have the right to review all educational records generated by the School District, request amendment to these records, in sent addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the Administrative Assistant, Principal, or CEO/Superintendent, in writing, stating the records desired. The records will be collected and an appointment will be made within forty-five (45) days of the request with the appropriate persons present to answer any questions.

Request Student Records

Students are responsible for submitting a request for their transcript in writing. On this request they must include the name/address of where they would like their transcript sent. Please allow one week for transcript processing.

STUDENT FEES, FINES, AND CHARGES

North Star Montessori Academy charges specific fees for the non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

- Fees may be waived in situations where there is financial hardship.
- Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.
- Late fines can be avoided when students return borrowed materials promptly (Their use may be needed by others).
- Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities—those that are recognized and approved by the CEO/Superintendent and in some cases, the Board of Directors—will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fundraisers:

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds. A student will not be allowed to participate in fund-raising activities for a group in which s/he is not a member without approval of the CEO/Superintendent
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- No house-to-house canvassing is allowed by any student for any fund-raising activity.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as “run for...,” will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the CEO/Superintendent.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, and electronic equipment are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

***Cell phones are not permitted for PK-8th grade students during the school day. Students who are caught using their devices during the school day, including during their lunch period will be subject to the consequences below.**

Consequences for not following the policy are as follows:

1st Offense - Verbal Warning

2nd Offense - Cell phone will be confiscated by the teacher/staff for the remainder of the day

3rd Offense - Cell phone will be confiscated by an administrator and the parents/Guardians will be required to pick up the cell phone at the office during normal business hours.

For HS students: Cell phones must be off and secured in the students assigned locker. Students may access their cell phones before school, after school and during lunch.

Consequences for not following the policy are as follows:

1st Offense - Verbal Warning

2nd Offense - Cell phone will be confiscated by the teacher/staff for the remainder of the day

3rd Offense - Cell phone will be confiscated by an administrator and the parents/Guardians will be required to pick up the cell phone at the office during normal business hours.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They may observe instruction in any class, particularly those dealing with instruction in health education. 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.

FOOD

NSMA provides a free breakfast program to all students, prior to their first hour class. Students may bring lunches with them or purchase lunch through the school lunch program. Our lunch program features healthy and tasty food from an area restaurant. All meals meet USDA school meal requirements. A monthly menu will be provided. **The cost of lunches will be \$3.05 per day for students, \$3.70 for staff and guests, and \$.40 for ala carte milk.** If your child wishes to order extra lunch, the cost will be \$2.00. During this unprecedented time, we will no longer allow students use microwave ovens to heat their lunch up. **Please send items that are ready to eat for your students lunch.** Students may purchase lunch daily or in advance, which will be accounted for on their PowerSchool accounts. Checks or cash for a students lunch should be dropped off at the front office in a marked envelope with the students name on it.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee or at an adjusted cost if the student qualifies for free or reduced lunches. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Students must eat all food in the designated areas, sitting and talking quietly, in regular dress (no coats).

Students are expected to follow the lunchtime supervisors directions.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the Food Service Director at the main office.

Applicants who qualify for Free & Reduced lunch may be eligible for free Marq-Tran tickets or monthly passes by NSMA if needed.

NSMA IS A PEANUT/TREE NUT FREE SCHOOL. ANY PRODUCTS MADE WITH OR MADE IN A FACTORY WHERE PEANUTS ARE IN DISTRIBUTION MAY NOT BE SENT TO SCHOOL IN SNACKS OR LUNCH. PLEASE READ LABELS BEFORE SENDING FOOD IN LUNCH/SNACK BOXES. A list of approved snacks is available on our web page and at the main office.

LUNCHTIME

Elementary students have 20 minutes for lunch. Middle school and high school students have 25 minutes for lunch. The multipurpose room (elementary students) or gym (MS/HS students) are the only places where students may eat their lunch. Students are expected to clean up after themselves and follow the directions given by the lunchroom supervisors.

All elementary and middle school students must stay on campus for lunch. North Star Montessori Academy is not responsible for students who leave grounds during lunchtime. No student may leave the grounds on foot. Students remaining on campus must be inside the building or in the designated sites. **Walking off campus or being in restricted areas will be considered "Skipping."**

Parents may not excuse their students from these rules, to allow them to walk off campus for lunch. Only students who are excused for the day may walk off campus, in order to catch a bus.

FOOD/BEVERAGE CONSUMPTION

Energy Drink Policy – The ability to concentrate and focus on instruction is an obvious need for students. As new research is being done on the effects of “Energy” and “Monster” drinks it is becoming clear that they are not helpful to students wanting to do their best and have been associated with students who engage in certain “high risk” behaviors, including substance abuse. These beverages contain large amounts of caffeine and sugar, as well as a number of dietary supplements, the long term effects of which are not fully understood. With these issues in mind, we believe that it is in the interests of student health and learning that we prohibit the consumption of these types of beverages at school. If discovered, these beverages will be confiscated from students. Open containers will be confiscated and emptied. Students who refuse to adhere to these restrictions will be treated in accordance with our progressive discipline policy.

FIRE, LOCK DOWN, and TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. Lock down drills will occur throughout the school year.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening was delayed because of inclement weather or other conditions, the School will notify the following television station as early in the morning as possible:

TV: Channel 6, Channel 10

Parents and students are responsible for knowing about emergency closings and delays and students are expected to attend all days when school is not canceled by North Star Montessori Academy. Failure to do so will result in an extended calendar year in order to meet the required number of days and hours mandated by the state of Michigan.

VISITORS

Visitors, particularly parents, guardians and advocates, are welcome at the school. In order to properly monitor the safety of students and staff, **each visitor must report to the office upon entering the school to obtain a pass and name tag.** Any visitor found in the building without a pass shall be reported to the Principal. **If a person wishes to confer with a member of the staff, s/he should call or e-mail for an appointment prior to coming to the school,** in order to ensure that the person is available.

Students may not bring visitors to school without first obtaining written permission from the Principal.

DANCE/PROM VISITOR POLICY

Students may not bring visitors to school without first obtaining written permission from the CEO/Superintendent or principal. Permission needs to be sought 24 hours in advance of the requested visit. The Superintendent or Principal reserves the right to deny a request.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the CEO/Superintendent to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

LOST AND FOUND

Please write students' names on tags in clothing and on belongings so they can be returned to the owner. The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the middle and close of the school year.

USE OF TELEPHONES / CELL PHONES / OTHER ELECTRONIC DEVICES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Students are not to use cell phones to call parents to receive permission to leave school. This absence will not be considered valid (see Attendance Policy). Office personnel will initiate all calls on behalf of a student.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the CEO/Superintendent. A minimum of twenty-four (24) hours notice is required to ensure that the CEO/Superintendent has the opportunity to review the announcement or posting.

SECTION II – ACADEMICS **COURSE OFFERINGS**

North Star Academy has an extensive array of course offerings—see the **Curriculum Guide** for complete details

ONLINE COURSES

All students will have the opportunity to complete online courses that they begin during the school year. They will earn an "IP" on their report cards until the course is completed.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. **Attendance and Behavior rules apply to all field trips.**

VOLUNTEERS

In an effort to ensure the utmost safety of all of our students, NSMA will be instituting a mandatory background check for all parents and/or guardians wishing to volunteer in a classroom, on field trips, or for any other school sponsored event. A volunteer form must be filled out and approved before any volunteer is able to participate at NMSA. Volunteer forms may be attained and returned to the main office.

GRADING

North Star Academy has a standard grading procedure, as well as, additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon classroom participation, projects, homework and test results. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. The school wide grade scale is as follows:

A (100 – 92%) = Excellent
A- (91 – 90%)
B+ (89 – 88%)
B (87 – 82%) = Very Good
B- (81% - 80%)
C+ (79 – 78%)
C (77% - 72%) = Average
C- (71 – 70%)
D+ (69 – 68%)
D (67 – 62%) = Below Average D- (61 – 60%)
IP = In Progress
NC = No Credit

Inferior work will not be awarded credit. Students receive credit for each course that they pass with a D- or above. Anything below a D- earns a NC, meaning No Credit. Should a student be absent and excused toward the end of the marking period, they may receive an IP, meaning that the grade is still In Progress. The student must: (1) discuss this with the instructor, (2) meet deadlines to complete the work, and (3) have the approval of the principal (secured by the Teacher) in order for the appropriate grade to take place of the IP, otherwise an NC or No Credit, will be recorded.

The Montessori grading scale is as follows:

M (90-100%) = Mastery

N (80-90%) = Near Mastery

P (70-80%) = Progressing

I (0-70%) = Insufficient Progress

Grading Periods

Students shall receive a report card at the end of each term indicating their grades for each course of study for that portion of the academic term. Additionally, progress reports will be sent home and/or can be viewed on the Internet. Progress reports tell a student's standing at that time and cannot be used as a true indicator of whether he/she will pass or fail.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Grade Point Average

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses, use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be $.5 \times 2 = 1$.

Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, trimester, semester, year, or for a series of school years.

MUSIC

Music classes are held in grades Preschool-High School each week. Special emphasis is given to learning note values, the mechanics of reading music, studying famous composers and their work to learn appreciation of music history, etc. Children are provided with opportunities to perform with a variety of rhythm instruments, recorders, as well as their own best instrument ... their voice.

A special effort is created at North Star to provide opportunities to learn the art of performing as children are exposed to building level concerts each year with one held in December and one in the spring.

PHYSICAL EDUCATION

Physical Education classes are held in grades Preschool-Preschool-High School each week. In addition, North Star Academy offers a morning fitness program to all students. Parents must

notify the school of any known medical condition that could prohibit or limit gym participation. Notification must be in writing. Extended absences require a doctor's statement.

Gym shoes must be worn to protect the floor as well as provide for safety during running activities. At times gym class will be held outside and students will need coats and outdoor clothing to protect them from the weather.

ART

Art classes are held in grades Preschool-High School each week. Special emphasis will be on incorporating creative projects and the Grade Level Content Expectations to meet the Michigan Department of Education Standards and Benchmarks.

FOREIGN LANGUAGE

Foreign language instruction is provided in grades Preschool-High School each week. Instructions for 9th-12th grade students are provided on a daily basis. Students will focus on language development along with cultural immersion.

PROMOTION/PLACEMENT/RETENTION

FOR MS/HS:

At NSMA, students are placed in classes with other students of all ages ('multi-age' classrooms) and proceed through the program with the number of credits earned. When a student has earned 14 or more credits, they may begin the preparations for graduation like taking the Senior Exploration class. A student graduates when the necessary requirements are met or the student has completed the goals and objectives of an Educational Development Plan (EDP). It is the student's responsibility to keep in contact with his/her advisor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available and an advisor is assigned to each student to monitor and answer any questions.

Students will be **promoted** to the next grade level at the end of the year if they have successfully completed the grade level objectives.

Students will not be **placed** in the next grade level if they have not successfully completed the grade level objectives. Reasons for placement could include:

- excessive absences
- failing two core subject areas
- negative behavior that interrupts academic progress.

Students will be recommended for **retention** in the current grade level if they have not successfully completed the grade/developmental milestones necessary to succeed in the next grade level.

HOMEWORK

North Star Montessori Academy believes that outside of school, students should involve themselves in family, friends, athletics, and the arts. However, homework is an essential part of the school program. Assignments will vary in accordance with the needs of the class and will relate to classroom instruction. Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to assess student understanding of classroom instruction. Completion of routine homework can motivate students to develop good work habits, while increasing the opportunity for individual initiative and responsibility. Homework can also stimulate creativity, critical thinking and awareness that learning can take place outside of the classroom.

MINIMUM GRADUATION REQUIREMENTS

Mathematics...		4.0
Algebra I	1.0	
Geometry	1.0	
Algebra II	1.0	
Sr. Math Class	1.0	
English		4.0
Literacy I	1.0	
Literacy II	1.0	
Literacy III	1.0	
Literacy IV	1.0	
Science		3.0
Biology	1.0	
Chemistry, Physics, or Engineering	1.0	
Science Electives	1.0	
Social Studies		3.0
Government	.5	
Economics	.5	
World History/Geography	1.0	
U.S. History/Geography	1.0	
Foreign Language		2.0
Art (Applied/Performing/Visual)		1.0
Health		.5
Physical Education		.5
Electives		5.0
Total		23.0

Educational Development Plan (EDP) and Career Exploration

Beginning this school year, North Star Academy, in accordance with the Michigan Department of Education, will provide grade-appropriate instruction on career development. In addition, students will be given the opportunity to develop an Educational Development Plan (EDP) that includes a talent portfolio during grade 7. The plan will be updated yearly in grades 8-12.

DIPLOMA OR CERTIFICATE OF COMPLETION

Students strive to earn a high school diploma because it signifies a student has completed his/her high school career, taken and passed required courses, mastered the required academic standards, met other graduation requirements and will be taking their place in the adult world by working or continuing their education and training.

NSMA students earning 23 credits for successfully completing the specifically identified courses and demonstrating proficiency in Michigan Merit Curriculum content expectations will be recommended to receive a High School Diploma.

When it is determined, by documented evidence, that a student may not meet the graduation requirements established by the State of Michigan, then a Certificate of Completion is granted. A Certificate of Completion is an alternative to a high school diploma. A Committee comprised of the Principal, CEO/Superintendent and High School Counselor/Social Worker will determine if a student has completed the goals specified in his Individualized Education Plan (IEP), and may recommend issuance of a Certificate of Completion. A student receiving a Certificate of Completion shall participate in all graduation activities and will receive a Certificate of Completion during their high school completion ceremony with their school-aged peers.

TESTING OUT OF HIGH SCHOOL CREDIT

In all cases, before a student requests to “test-out,” a meeting must be held with the advisor and Administrator to discuss the ramifications of testing-out. The student will present his/her EDP which includes the intended timeline of classes and the post high school plan. **The intent of “testing-out” is to provide exceptionally able students options beyond what they might have if forced to take courses in which they have already mastered the material.** The Advisor/Administrator would make a recommendation to either be allowed or not allowed to test-out based upon past performance, standardized testing and other information. The recommendation should be reviewed by the parents/guardians.

NSMA shall grant high school credit in any course the pupil enrolled in high school, but who is not enrolled in the course, who has exhibited reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in the final exam in the course, or, if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. For the purposes of earning credits under this section, any high school pupil may take the final examination in any course. Credit earned under this section shall be based on a “pass” grade and shall not be included in a computation of grade point average for any purpose. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area. Testing occurs twice a year, in August (request in by May 15th) and January (request in by November 15th).

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, projects, citizenship, and positive behaviors.

Awards Assemblies and recognition occur at the completion of the semester and/or school year. Families, friends, and advocates are invited to attend this event.

Students receive awards based on the following criteria:

Academic Achievement

- All school: 3.5 GPA or better

Individual Class Academic Achievement

- Highest percentage above 95% or 3.5
- One per class

Attendance

- All school
- Stays within attendance guidelines

Gold Star Classroom Award

- Achieving NSA standards of excellence
- Individual class achievement
- Dedicated, diligent about work, timely completion of work, excited about learning content

COMPUTER TECHNOLOGY AND NETWORKS

Because any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. **Failure to abide by all of the terms of the agreement will lead to termination of the student's computer activities and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.**

The use of the network is a privilege which may be revoked by the district at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.

Use of the Internet – Terms and Conditions

Acceptable Uses – The use of the Internet must be in support of education and research, and in accordance with the educational objectives of the NSMA.

Unacceptable Uses – Includes, but is not limited to, the following:

- Users should not lend their Internet account and/or password to other users, or use another's account.
- Use for commercial purposes or political lobbying is prohibited

- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; or misrepresent other users on the network; nor should they upload, create, or introduce a virus.
- Transmission or reception of any material in violation of any U.S. or state regulation is sexist, pornographic, and obscene material; or information protected by trade secret.
- Abusive or otherwise objectionable language is forbidden.
- No use of the network shall server to disrupt the use of the network by others: hardware or software shall not be destroyed, modified, or abused in any way.

Students must have an Acceptable Use Policy (AUP) signed by parents on file at NSMA in order to use the Internet. If you want your student to have this opportunity, please sign the form, have your son/daughter sign it, and return it. He/She will then be given permission to use the Internet at NSMA.

Netiquette – Users are expected to abide by the generally accepted rules of etiquette. These include, but are not limited to, the following:

- Assume that e-mail is NOT secure or confidential. Never send anything that you would hesitate to have viewed by others.
- Use upper and lowercase letters (all caps is considered the equivalent of shouting) and be mindful of spelling.
- Keep paragraphs and messages short and to the point.
- Respect other people’s privacy regarding mail or files.
- Log off quickly during peak hours.
- Only use your school address, phone number or E-mail in any communication.
- Avoid the use of sarcasm in electronic communication.
- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges. The system administrators will deem what is inappropriate and their decision is final. The administration and staff on NSMA may request the system administrator to deny, revoke, or suspend specific user privileges. In addition, NSMA will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruption caused by its own negligence or your errors or omissions. NSMA denies any responsibility for the accuracy or quality of information obtained through the Internet.

District Web Pages (Policy #7540.02)

The Board of Directors authorizes the creation of web sites by employees and students of the School District to be published on the World Wide Web. The creation of web sites by students must be done under the supervision of a professional staff member. These web sites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the School District’s Mission Statement. The purpose of the website is to educate, inform, and communicate.

INTERNET, ONLINE COURSE WORK

NSMA uses OdysseyWare for online classes. Seat will be offered to students based on need, advisor, and administration recommendation, year in school scheduling conflict and the ability of the student to earn credit (assessment scores, grades, and technology expertise). Virtual courses

taken by students in addition to a student's full time schedule will be the responsibility of the parent/guardian to pay. Students enrolled in online courses during their regular school day schedule and not a part of State School Aid Act 21F, are supported by NSMA staff.

ASSESSMENTS

To measure student progress, students will be tested in accordance with State standards and District policy. Projects and assignments will require students to apply their knowledge and skills using rubrics and evaluation from teachers and peers. Assessment may come in the form of written, verbal, or project.

Specific to NSMA, students will participate in NWEA (Northwest Evaluation Assessment) three times per year. This online assessment tests students in areas of general science (7-12), mathematics, and reading. NWEA allows students, parents/guardians, and staff to monitor yearly student growth.

SECTION III – STUDENT ACTIVITIES

SCHOOL SPONSORED CLUBS AND ACTIVITIES

North Star Montessori Academy provides students the opportunity to broaden their learning through curricular-related activities. The school may have student groups that are authorized by the School. It is the District's policy that only authorized groups are those approved by the Board of Directors and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. No non-district sponsored organization may use the name of the school or school mascot.

Membership in a fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

ATHLETICS

NSMA is a member of the Michigan High School Athletic Association (MHSAA). Students participating in school sponsored sports must abide by the athletic code. Club sports may follow other guidelines. NSMA students are also eligible to participate in predetermined MSHS sports teams, pending their requirements.

PHYSICALS – All students must have a physician’s statement/examination card for the current school year on file at the office before beginning or representing the school in athletics. The Physician’s statement/examination card must certify that the student athlete has passed an adequate physical examination and that, in the opinion of the physician, the student is fully able to compete in athletic contests and practices.

ELIGIBILITY:

- Student must have passed at least 5 classes at the middle and/or high school level the term prior
- Students must be passing 5 classes at the middle and/r high school level for the current term. Eligibility will be taken every two weeks.
- If a student is determined ineligible for academic reasons, they may not participate in competitions for the following week but must attend all practice sessions.
- The athletic director and coaches will determine a method to check each student’s academic eligibility.
- A student must be under 19 years of age to participate in athletics, unless the student’s 19th birthday is on or after September 1st of the current school year. If that is the case, then the student is eligible for the balance of the school year.
- Once a student enroll in a school to begin the 9th grade, and then changes schools (transfers), the student is ineligible for one full semester in the new school unless the student meets one of the stated exceptions to the Transfer Rule.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with the school counselor to discuss any legal requirements and obtain any needed documents. Only students with a reduced schedule may be absent from school to attend employment.

INTERNSHIP

The internship program is offered in house or through a partnership with the Marquette-Alger Regional Educational Service Agency (MARESA). Internship is a 5-10 hour per week independent study course related to a senior student’s career pathway, school attendance history and references. The amount of high school credit is based on internship time. The non-paid time will be spent at a local business site where students are trained and supervised by one or more business site employees. Students will be expected to follow both internship and business site attendance rules and policies, which are usually more stringent than general school policies. Students must apply 1 semester in advance and should notify their advisor of interest.

SECTION IV – STUDENT CONDUCT

ATTENDANCE

North Star Montessori Academy is a school of choice and as a result, students are expected to be in attendance during their scheduled time. The school specializes in Montessori, project based learning, community service, and has high academic expectations of all its students. In order to be successful, students must be in attendance. Responsibility for regular attendance rests with each student and his/her parent/guardian. Both students and their parent/guardian are expected to cooperate with school official-administrators, teachers and staff-to develop attendance habits that will lead to academic success. Those students who do not abide by the attendance policy may be referred back to their home district school.

Students with 10 or more unexcused absences each semester without parent excuse and/or professional documentation may have truancy filed with the juvenile court system. Students may also be released from NSMA based on attendance record.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents. If written consent is not provided, a written truancy report will be provided to the probationary court detailing the absence.

STUDENT/PARENT RESPONSIBILITY

Parents are expected to notify the school the day of an absence or the following day of any absence or extenuating circumstances regarding illness or personal and family problems that may have an effect on attendance. Parents are encouraged to call in advance of an absence, if at all possible. If a call is not received, the student must return the next day with a signed note from the parent explaining the absence and a phone number where the parent can be reached, if needed, to verify the note. Every effort should be made to schedule routine appointments after school hours.

Family vacations should be planned during holidays. Parents should discuss the importance of good attendance with their student to avoid loss of credit and/or grade reduction due to violations of the attendance policy.

EXCUSED ABSENCES

Excused absences are for:

- Documented Illness
- COVID-19 related symptoms
- COVID-19 quarantine due to positive test results
- Funerals require pre-approval
- Church Related Activities require pre-approval
- School Related Business
- Vacations require pre-approval

Parent/Guardian must contact the administrative assistant 226-0156 ext.10 within 24 hours of an absence to report the absence and request it be excused.

Documented absences are absences necessary for the health and welfare of the student, a significant family emergency, or a school sponsored activity. **Documentation is required for all of these absences, and will be kept on file in the Main Office.** Professional documentation of any absence(s) should be made available to the main office within 5 school days. Such absences may include but are not limited to the following:

- Illness with a doctor's note.
- Personal medical or dental appointments with appropriate verification stating that student was seen at said office.
- Personal or family emergency requiring the student's absence when approved, at the discretion of the school administrator.
- Family obligations (not including vacations) with prior approval from an administrator.
- Illness occurring during the school day resulting in the student being released for the remainder of the day.
- Up to three college visits.

UNEXCUSED ABSENCES

Unexcused absences are any absence from class not listed as excused. Includes:

- Oversleeping
- Skipping
- Not receiving parent / guardian contact for an absence within 1 school day
- Not following school sign-out procedures

TARDINESS

Tardies are reported to the office each time they occur. Tardiness of **10 minutes** or more will be dealt with as an unexcused absence for the half-day (am. or pm.) for elementary and middle school students, and class period for high school students. The teacher will notify the student if an absence is recorded.

SIGN IN/OUT

When a student arrives late from the school start time, he/she must have a parent sign them in at the office.

Before a student leaves the building, he/she must have a parent or guardian sign them out from the office.

Before a student leaves the building, s/he must:

- Have permission from his/her parent or guardian, either written or verbally through the CEO/Superintendent, Principal, or administrative Assistant

- Sign out in the office with an office staff approving and initialing the departure.

For appointments or planned departures, students must:

- Give a signed note from parent/guardian to the administrative assistant or parent/guardian have called in
- Receive a pass to leave early from the office
- Give the pass to the teacher whose class they will be leaving
- Sig out in the office

CODE OF CONDUCT

Students are expected to:

- Respect the inherent human dignity and worth of every other individual. Each student must not hamper any other students from pursuing an education.
- Be informed of and adhere to reasonable rules and regulations established by the Board of Directors, the Student Governing Board, and implemented by school administrators and teachers for the welfare and safety of all students.
- Study and maintain the best possible level of academic achievement
- Be punctual, present and alert.
- Conduct oneself as a positive representative of all members of North Star Academy while involved in school related activities, whether held on or off school grounds, during or after school hours.
- Exercise the utmost care while using school facilities, thus preserving school property and promoting a positive and healthy school/work environment.
- Refrain from libel, slanderous remarks and obscenity in both verbal and written expression.
- Abide by national, state, and local laws as well as the rules of the school.

SCHOOL GUIDELINES

North Star Montessori Academy is more than a school; it is a community. In this community, all members including students and staff, enjoy many advantages and privileges that come from a learning environment where all are treated with respect; however, a community only works well when its members are willing to give something of themselves. With the privileges that come with the North Star Montessori Academy environment, there are certain obligations and responsibilities all of us share:

You may not like everyone at North Star Montessori Academy but you must respect everyone.

No personal attacks. You may attack ideas, but must not attack the person with whom you disagree. **No fights** in school, outside school, in the neighborhood, and no school-related fights. At North Star Academy we encourage you to be intellectual, to enjoy learning, to be curious about ideas, to read, to ask questions. **An atmosphere which encourages thought must be respected.**

It's okay to be different; it's everyone's responsibility to make all members of the North Star Academy community feel comfortable and welcome. No one should feel the need to say the "right" things or wear the "right" clothes in order to belong.

We discuss many topics in class about which people have strong feelings. Classroom discussions must end at the classroom door and be dealt with in that class. Things can easily get blown out of proportion when people who weren't in that class become involved.

We try to treat everyone as an individual at North Star Academy. No one solution is good for every person. Fairness, not uniformity, is our goal.

We purposely have students from many different backgrounds. This is an important strength of North Star Academy. Often differences of opinion are real and deep. Discussions require that you learn to listen, skillfully (not just "hear"). You'll need to figure out the reasons, learn to judge the evidence that is offered to support arguments which you think are "wrong". The more you permit yourself to listen, to think, to open up to new ideas, the more you will understand the different backgrounds of the students around you.

The same is true of "boring." The more you enter into a problem, explore an area, question a speaker, the less "boring" difficult topics will be before.

Remember, you represent NSMA:

- When visitors come to NSMA
- On field trips
- When speakers come to class
- At learning sites
- On jobs
- Everywhere!

DRESS AND GROOMING

Face Coverings

Subject to current NSMA Covid-19 response and implementation plans, the following requirements regarding the wearing of face masks must be followed:

- **Type mask and material must follow current CDC/local health department specifications**
- **Must be worn in a manner that covers both nose and mouth**
- **Must not contain images or language that is distracting or offensive in nature**

Proper school attire is a parental responsibility and it is expected that all students will be sent to school properly dressed. It is inappropriate to wear clothing or any fashion that disrupts the educational process or presents a safety risk. **Students will be expected to come to school well groomed and neatly dressed at all times. Shorts and skirts must be at a length that reaches the fingertips of the student with arms fully extended downward at sides. Spandex, see through leggings, cut-offs, tops revealing midriffs, bare backs, bare shoulders, thin shoulder straps or visible undergarments are not acceptable. Shoes must be worn for health reasons.** Shoes with wheels are not to be worn. Clothing advertising alcoholic beverages, tobacco, drugs, or those with obscene or sexually suggestive printing or ethnic slander will not

be allowed. Students are to remove hats or caps upon entering the building. Parents will be called and asked to bring appropriate clothing to the school for the child to wear in such instances.

Children should be properly dressed for the cold weather. Boots, snow pants, hats and mittens will be worn on the playground during outside recess. It is best to send children to school in layers so they may put on or take off clothing depending on the weather.

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or represents a safety risk will not be permitted.

Students and staff will consider the following questions when determining if the attire is appropriate for school:

- Does attire present a hazard to health or safety of person or others
- Does attire interfere with school work, create disorder, or disrupt the educational program
- Does attire cause excessive wear or damage to school property
- Does attire prevent person from achieving his/her educational objectives because of blocked vision or restricted movement
- Does attire promote or exhibit illegal substances or behavior

Therefore:

- **Clothing that reveals undergarments when sitting, walking, or bending is unacceptable**
- **Clothing that is overly revealing or ripped in certain areas is inappropriate**
- **Clothing with offensive language, gang affiliation, drugs/alcohol advertisements are not acceptable**
- **Clothing depicting violence is not acceptable**

If student/staff member has chosen a manner of appearance that is unacceptable, they may:

- Turn the clothing inside out
- For the day, wear alternative clothing the school provides, if available
- Be removed from the educational setting to change (unexcused absence)
- Be sent home for the day with an invalid absence

The CEO/Superintendent and/or Principal will make the final determination of appropriate clothing and appropriate actions.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, cell phones iPod, or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents or keep the item until the last day of the school year. The school will not be responsible for lost or stolen items in its possession.

STUDENT DISCIPLINE CODE *WHEN GUIDELINES ARE NOT HONORED*

The Board of Directors has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following chart provides examples of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Discipline Policy: Level I Behaviors

Level I Behaviors: Persistence of undesired behavior, may include but are not limited to: Interrupting inappropriately, disruptive behavior, not following directions, not respecting school property (minor), student or student disrespect (minor), dishonesty, dress code violation, horseplay, littering, teasing, bullying.

If a student exhibits these behaviors, the staff member or Principal actions may include but are not limited to: verbal reminder, visual warning, office referral, loss of recess, parent communication, parent conference. Consequences and frequency may vary based upon severity.

Discipline Policy: Level II Behaviors

Level II Behaviors: Students will be immediately referred to the Principal for such offenses and a detailed explanation in writing (Incident Report) will be submitted. The parent/guardian will be contacted. Each of the behaviors described below will subject the student to disciplinary action. Level II Behaviors include, but are not limited to:

1. Disobedience / Insubordination

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

2. Gross Disruption of the Educational Process

The act of deliberate or willful conduct, verbal and/or physical, detrimental or disruptive to the educational process or persistent level #1 behavior that the honor level system has been unable to correct.

3. Misuse of Equipment / Technology

Note: Violation of this policy may lead to confiscation of the equipment or the student's use of the equipment being prohibited. This is in addition to other consequences.

4. Aiding or abetting violation of school rules

When a student assists another student in violating any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

5. Falsification of school work, identification, forgery

Forgery of any written document including hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification.

6. Refusing to accept discipline - When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension.

7. Larceny/Theft -The act of illegally acquiring the property of another or others. The value of the property will determine if the police are notified

Minor: item valued less than \$100

Major: item valued at \$100 or less, police will be notified

8. Verbal Assault - Any willful verbal and/or written threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

9. Physical Assault - Intentionally causing or attempting to cause physical harm to another through force or violence. At school means in classroom, elsewhere or school premises, on a school bus or other school-related vehicle, or at any school-sponsored activity or event whether or not it is held on school premises.

10. Bullying - A bully is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. It can be physical, verbal, psychological, or a combination of all three. It can be any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – IE. internet, cell phone, or wireless hand held device). It is motivated either by actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Bullying interferes with the education process and affects the ability of a pupil to participate or benefit from the education process by placing the pupil in reasonable fear of physical harm or by causing emotional distress.

11. Sexual Harassment – Sexual harassment is unwelcome communication of a sexual nature that creates a hostile, demeaning, or threatening environment for someone. Sexual harassment may include, but is not limited to, the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks with sexual or demeaning implications
4. Unwelcome touching

12. False Alarm / Bomb Threat - The act of initiating or circulating a report or warning of fire or an impending bombing or other catastrophe

13. Extortion - Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else.

14. Damage to Property – The damage or destruction of property through willful or improper behavior. This shall also include tampering with, and/or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property.

15. Drugs/Narcotics

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity – sale, use, possession, distribution, or use of drugs, alcohol, tobacco, vape products, fake drugs, steroids, inhalants, or look-alike, and over the counter drugs is prohibited.

If caught or suspected, the school may:

- Remove the student from school on a short or long term basis including expulsion
- Request law enforcement officials to interview and investigate
- Require that the student take a drug assessment within one week time frame, and sign a release so the school may know the recommendation only of the assessment; NSA pays all costs of the assessment

A student may be suspected of substance abuse if s/he exhibits the following symptoms:

- Sudden personality changes that include abrupt changes in work or school attendance, quality of work, and work output
- Unusual flare-ups or outbreaks of temper
- Physical indicators: color in whites of the eyes, flushed or pale skin, loss of balance or control, different speech patterns, having an odor or smell about the person or clothing
- Loss of interest in what were once favorite hobbies and pursuits
- Difficulty concentrating or paying attention
- Sudden jitteriness, nervousness, or aggression
- Wearing of sunglasses at inappropriate times
- Continually wearing long sleeved garments in hot weather or reluctance to wear short sleeved attire when appropriate
- Secretive behavior regarding actions and possessions; poorly concealed attempts to avoid attention and suspicion such as frequent trips to the restroom
- Preoccupation with drugs demonstrated by talking, conversations, drawing pictures or words

Parents may also note:

- Changes in friends and reluctance to have friends visit
- Deterioration of physical appearance or grooming
- Unusual borrowing or money from friends, co-workers, or parents

- Stealing small items from employer, home, or school

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or vape products during school time or at any school activity.

16. Skipping - Student was on school grounds but left without the following sign out procedures or parent/guardian having sent the student to the school and the student failed to appear.

Sign out procedure: students must be signed out by a parent/guardian or staff members who has spoken to a parent/guardian prior to leaving school grounds:

- Student left at lunch and does not return, sign out must have occurred prior to student leaving
- Students who do not show up for their assigned class but remain on property (in the bathroom, outside, etc.)

17. Refusing to accept discipline – When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension

18. Inappropriate Conduct - Any conduct deemed by administration as being inappropriate. This is to include, but is not limited to, obscene language and/or gestures, racial slurs, creating a hostile environment for others, and/or any other conduct not conducive to a healthy, orderly, and safe school environment.

19. Robbery or extortion – The act of illegally acquiring the property of another or others. The value of the property will determine if police are notified as defined by the State of Michigan for reporting purposes:

- Armed Robbery: the taking of property from a person by force or threat while armed with a weapon or article representing a weapon.
- Unarmed robbery: the taking of property from a person by force or threat.
- Extortion: threatening another person for the purpose of extorting money or property, or to compel the threatened person to do an act against the threatened person's will.

20. Threatening Behavior Toward Staff Members - *Threatening behavior* is defined as behavior consisting of any words or deeds that intimidates a staff member or reasonably causes concern for his/her physical and/or psychological well-being. Such behavior is strictly forbidden. Examples of such behavior include: threats to cause bodily harm; stalking; bullying; threats to damage real or personal property at the workplace; unusual behavior that a reasonable person would consider threatening. Any student, parent, visitor, staff member, or agent of this board found to have threatened a member of the staff will be subject to discipline, exclusion, and/or reported to the authorities.

DISCIPLINE THAT IS ELIGIBLE FOR EXPULSION and POLICE REFERRAL

Dangerous Weapon on/in school property or at a school event or school sponsored event
The term “dangerous weapon” means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles. [MCL

380.1313(4)]. The definition of a “firearm” in section 380.11 refers to the definition of that term in the federal Gun-Free Schools Act of 1994, which in turn refers to another section of federal law which defines a firearm as:

- Any weapon (including a starter gun) which will, or is designed or may readily be converted to, expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device

Arson on/in school property or at a school event or school sponsored event

Arson means the willful or intentional damage or attempt to damage any real or personal property by fire or incendiary device (See MCL 750.71 to 750.80).

Physical assault student to employee or volunteer

A student in grade 6 (or above) who commits a physical assault against an employee or a volunteer of a district, at school or on school grounds, shall be expelled permanently, subject to possible reinstatement provided for in the law. The term “physical assault” means “intentionally causing or attempting to cause physical harm to another through force or violence”

Rape on/in school property or at a school event or school sponsored event.

CORRECTIVE MEASURES OR CONSEQUENCES:

RESTORATIVE PRACTICES

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student’s misconduct.

Restorative practices may include victim-offender conferences that:

- a) are initiated by the victim;
- b) are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the “restorative practices team”);
- c) would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Disciplinary consequences will relate to the infraction and strive to be logical. For example, if an item is damaged, the consequence will be to replace it or pay for it. The administration will determine the consequences. In cases where the consequence means the repeated behavior must change, a Behavior Intervention Plan will be made in collaboration with the student and parent/guardian. Possible Corrective Measures or Consequences:

- Detention: after school or at lunch
- Behavior Intervention Plan (for repeated behavior that must change)
- Skill Builders: skill teaching sessions – after school or at lunch
- Mediation: must be with the agreement of all parties involved
- Conflict Resolution: staff requires parties to meet and develop mutual agreement
- Denial of privileges or class suspension
- Restitution
- Assessments: mental health, substance, anger
- Smoking cessation class or program
- Placement into Online-Learning platform
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Juvenile Probation Court referral
- Police referral; report filed
- Suspension from the program pending expulsion
- Expulsion by the Board of Directors in a scheduled meeting

Description of in-school Suspension

The following rules shall apply to in-school suspensions:

- Students are required to have class assignments with them
- Students are not to communicate with each other unless given special permission to do so
- Students are not to remain in their designated seats at all times
- Students will not be allowed to put their heads down or sleep
- No radios, cards, magazines, or other recreational articles shall be allowed in the room
- No food or beverages shall be consumed
- No cell phones, ipods, or tablets

Formal Discipline: out of school suspension

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the CEO/Superintendent and a formal appeal hearing will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Directors and the parents will be given written notice of the hearing and will be expected to attend. The CEO/Superintendent and principal then take testimony and determine if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period.

Work missed during an expulsion cannot be made up and usually results in a loss of credit.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdiction and do not constitute double jeopardy (being tried twice for the same crime).

Discipline of students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the CEO/Principal. The request for an appeal must be in writing.

During the appeal process the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, he/she may make-up work missed after being reinstated at the school.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term Suspension or Expulsion from School

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence
- the time and place of the Board meeting
- the length of the recommended suspension or expulsion

- a brief description of the hearing procedure
- a statement that the student may bring parents, guardians, and counsel
- a statement that the student may give testimony, present evidence, and provide a defense
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the CEO/Principal during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within ten (10) days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the CEO/Principal. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Directors. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

North Star Academy makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school.

Discipline of Students with Disabilities: Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A)

SEARCH AND 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 Education, if there is a reasonable suspicion that the student is in violation of law or school 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.** Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs, and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District 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 District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the school guidelines.

Material cannot be displayed if it:

- is obscene to minors, libelous, indecent, and pervasively or vulgar
- advertises any product or service not permitted to minors by law
- intends to be insulting or harassing
- intends to incite fighting or presents a likelihood of disrupting school or a school event

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Dean/Assistant Administrator twenty-four (24) hours prior to display.

Freedom of Speech and Assembly

Students have the right to express their personal opinions, verbally and in writing. These opinions must not interfere with the freedom of others to express themselves, however. Obscenities, profanity, or personal attacks are prohibited.

Students have the right to assemble peacefully in an appropriate setting and at an appropriate time. The Town Meeting process provides NSMA students the opportunity for this purpose. Conducting demonstrations that interfere with instructional time are inappropriate and prohibited.

All student meetings in school buildings or on school grounds may take place only with authorization from the CEO/Superintendent.

Freedom to Publish

Students have the right to express their personal opinions in writing. Any distribution or sharing of these materials must not interfere with instructional time. Any written expressions that are distributed must be signed by the author.

Students who edit, publish or distribute handwritten, printed, or duplicated material to their fellow students must assume responsibility for the content of the material. Slander, gossip, obscenity and personal attacks are prohibited in all publications.

EQUAL OPPORTUNITY

Each student has the right to equal access to educational opportunity, to expect guidance in making educational decisions, and to a safe environment in which they can gain an education. North Star Montessori Academy does not discriminate regardless of race, religion, sex, handicap, or marital or family status. Each student will be afforded every opportunity to achieve their highest potential.

Democratic Process

NSMA operates with democratic principles. The method of operation allows for all members to participate equally in decision making processes. Because operating a program democratically is a dynamic and complex process, it is important for these persons choosing to attend North Star to understand these principles:

- democracy is an ideal
- it changes constantly because the community which chooses it changes
- the ideal is never reached, because Democracy is a way to make decisions rather than decision itself
- Democratic principles help to protect individual rights while providing the best possible environment for all community members
- Individual rights are protected only if they do not infringe on others and the good of the community

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the CEO/Superintendent.

While concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION V – TRANSPORTATION

North Star Montessori Academy offers transportation services within Marquette County through Checker Cab. The office provides detailed route information and bus stop request form. All parents and students must sign a bus policy agreement form before riding the bus. In addition, many students also use the Marq Tran, public transit system. For questions on routes, call MarqTran at (906) 225-1283. **Please note that any change/request for route drop off location must be received by the main office by noon of the day change.**

SCHOOL BUS INFRACTIONS & CONSEQUENCES

Riding the school bus is a privilege, not a right. Our school provides this privilege to students in PK-12 grade. Students are expected to follow the same behavioral standards while riding the school buses as expected on school property and school activities. Because safety is our first priority, students will have the opportunity to ride the school bus as long as they display safe and appropriate behavior. Students that choose to behave inappropriately will result in the following infractions and consequences.

Subject to current NSMA Covid-19 response and implementation plans, the following requirements may be instituted:

- **All students must wear a mask while on the bus**
- **Seats will be assigned with family members seated together**

Failure to follow the above health safety protocols could result in loss of busing privileges

<u>Level I Infractions:</u> Infractions which cause delay, disruption, or distraction	
Failure to remain properly seat in assigned seat	Littering
Loud disruptive talking or yelling	Failure to keep your hands to yourself
Harassing students, driver or bus supervisor	Eating or drinking on bus

<u>Level II Infractions:</u> Infractions which are disrespectful, illegal or damaging	
Profanity, obscene language or gestures	Throwing objects on, at or off bus
Extending any body part outside of bus window	Tobacco, alcohol or drug possession
Defiant behavior	Defacing or destroying school bus property

<u>Level III Infractions:</u> Infractions which are extremely dangerous or damaging	
Fighting or physical assault	Theft or destruction of bus or passenger property
Possession or use of weapons on bus	Unauthorized exit from emergency door or window
Tobacco, alcohol or drug use	Physically impeding movement of bus

Level I Consequences:

- 1st Offense- Write up and call home**
- 2nd offense- 1 day bus suspension**
- 3rd offense- 3 day bus suspension**

Level II Consequences:

- 1st Offense- 3 day bus suspension**
- 2nd Offense- 5 day bus suspension**
- 3rd Offense- 10 day + bus suspension**

Level I Infractions will reset at the semester

Level III Consequences:

- 1st Offense- 5 day bus suspension & parent conference**
- 2nd Offense- 10 bus suspension & parent conference**
- 3rd Offense- Suspension for remainder of semester or year & parent conference**

Video/audio cameras are mounted to the ceiling of each bus in order to monitor behavior and ensure the safety of all students. Due to confidentiality issues, only authorized school and bus company personnel may view these recordings.