

ADVANCED TECHNOLOGY ACADEMY

Featuring



FORD PARTNERSHIP
FOR ADVANCED STUDIES
Next Generation Learning 



Advanced Technology Academy *High Standards for High Achievement*

FACULTY & STAFF HANDBOOK



LAKE SUPERIOR
STATE UNIVERSITY



DAVENPORT
UNIVERSITY

ADVANCED TECHNOLOGY ACADEMY The demands of the new century require new options for teaching and learning, and new opportunities for academic and professional success. The curriculum offered by Advanced Technology Academy is intellectually engaging, educationally effective, and personally rewarding. It provides a practical link between classroom learning, higher education, and workplace realities. The teaching and learning system at ATA is designed to excite students and help them see opportunities and set clearer courses for their educational and professional futures. The academy is committed to the cause of educational excellence and individual accomplishment.

Accreditation

The North Central Association Commission on Accreditation and School Improvement (NCA CASI) has certified that ATA, having been duly examined and approved, has been accredited by the North Central Association of Colleges and Schools. NCA has further certified that ATA has been continuously accredited by the North Central Association since the year 2005-2006. This certificate is valid as long as this school maintains the standards for the accrediting of schools as defined by the Commission on Accreditation and School Improvement.

Our Mission

To provide students with high-quality interdisciplinary learning experiences that challenge students academically and develop their problem-solving, critical thinking, and communication skills. By building strong local partnerships with business and higher education, Advanced Technology Academy and our Ford PAS Business Education Advisory Council encourage and prepare students for success in college and professional careers in fields such as business, engineering, technology, health care and public safety.

A CAREER ACADEMY AT THE COMMUNITY LEVEL

ATA UNIVERSITY CENTER

Curriculum

The curriculum of the Advanced Technology Academy, is designed to merge the last two years of high school with the first two years of college. It is rooted in the Ford Partnership for Advanced Studies curriculum, Michigan Merit Curriculum framework, and college courses offered through Lake Superior State University, and Davenport University.

The grade school curriculum is centered on the Amistad Education Model. This model was developed with the assistance of Yale Law School in New Haven, Connecticut. This academically focused curriculum is intended to narrow the achievement gap between urban and suburban students.

Lake Superior State University

The Advanced Technology Academy offers a wide variety of college dual-enrollment courses through its charter authorizer, Lake Superior State University. Lake Superior State dual-enrolled courses enable ATA to effectively combine the last two years of high school with the first two years of college. This fusion accomplishes two goals. First it allows ATA students to earn free college credits while still in high school. At the same time, these courses provide a level of challenge to students that will keep them actively engaged in school throughout their high school careers.

In addition to providing dual-enrollment courses to ATA, LSSU is also the college choice of many ATA graduates. Students are eager to matriculate to LSSU due to its strong engineering and business programs, small size and its intimate campus setting in Sault Ste. Marie, MI.

Dual-Enrolled Classes through Davenport University

In 2008, the Advanced Technology Academy, partnered with Davenport University, to offer ATA students dual enrolled credit. Davenport University, prepares students for the most in-demand, fastest-growing careers in business, health care, public safety and technology. In order for students to receive university credit students must receive a 73% or better in the dual enrollment class. The number and type of classes that ATA students are enrolled in will be determined by the track that the student chooses during their sophomore year. Classes are taught by ATA faculty that possess a Masters Degree or higher and have been approved as adjunct faculty by Davenport University.

Davenport University, is an independent, nonprofit institution that is chartered by the State of Michigan. Davenport University, is accredited by the Higher Learning Commission-North Central Association of Colleges and Schools.

Ford Partnership for Advanced Studies (Ford PAS)

The Ford Partnership for Advanced Studies, (Ford PAS), is an academically rigorous, interdisciplinary curriculum, and program that provides students with content knowledge, and skills necessary for future success—in areas such as business, economics, engineering, and technology. The inquiry and project based program offers a series of modules that link learning in traditional academic subjects with the challenges students face in post-secondary education as well as workplace expectations that they will face as adults. These links are forged through community-wide, cooperative efforts, and innovative partnerships that join local high schools, colleges and universities, and businesses. Through coordinated, real-world learning opportunities, Ford PAS provides experiences to help students make decisions about their future education and careers.

Ford PAS, was developed by Ford Motor Company Fund, in partnership with Education Development Center Inc. (EDC), to encourage high school students to pursue their education—and build successful careers—in business, engineering, and technology,

Components of the Ford PAS Program

Ford PAS provides students with knowledge and skills necessary for future success using academically rigorous and interdisciplinary materials. The curriculum is designed to cover: communication, English, social studies, math, economics, and science.

The curriculum integrates academically rigorous, standards-based content with realistic applications in areas such as: design and product development, information systems, environmental sustainability, global economics, business planning, personal finance, and marketing.

The 20 modules that make up the Ford PAS curriculum are organized into seven themes:

- Foundations in 21st-Century Skills
- Working Toward Sustainability
- Getting Smart About Business
- Manufacturing for Tomorrow
- Data, Decisions, and Design
- Living in a Global Economy
- Putting Math to Work

Partnerships: Network of relationships with a variety of organizations—including state departments of education, postsecondary institutions, businesses, community-based organizations, and school districts that support implementation of the Ford PAS program at affiliated sites.

Business Education Advisory Council (BEAC)

By closely coordinating its Ford PAS program with an institution of higher learning, ATA is able to enrich and deepen the non-classroom experiences of its students. These experiences include campus visits, school speakers, summer camps and other educational opportunities.

The Business/Education Advisory Council (BEAC) is an integral part of the Ford PAS program and is intended to provide a supportive link between the school program and local businesses, community organizations, and institutions of higher education. The ATA BEAC provides volunteers to enrich classroom experiences, facilitates workplace and higher education learning opportunities for Ford PAS students, and helps establish other valuable contacts with organizations outside the school. The BEAC also helps with program planning, budgeting, fundraising, and public relations. BEAC members include business and industry representatives, faculty and staff of colleges and universities, community leaders, Ford PAS teachers, school administrators, and students and members of their families.

National Career Readiness Certificate

Upon graduation from Advanced Technology Academy, qualifying seniors receive a National Career Readiness Certificate. This certificate is a national portable work credential backed by ACT and states that its recipients are career ready. Students qualify for the NCRC by passing the WorkKeys (Applied Mathematics, Locating Information, and Reading for Information) portion of the Michigan Merit Examination with a level 3 or higher. Although this exam is given to every junior in Michigan, ATA specializes in training its students to be career ready through its incorporation of KeyTrain (a WorkKeys curriculum) and technical skills based upon Microsoft Office Suite skills.

ADVANCED TECHNOLOGY ACADEMY

Faculty and Staff Handbook

Revised August 2010

Disclaimer

The information contained in this handbook was correct at the time of publication or revision. The handbook is subject to modification by the Academy administration without notice based upon changed circumstances not withstanding any statement made within this handbook.

Out of State/Country Field Trips

TABLE OF CONTENTS

ADVANCED TECHNOLOGY ACADEMY VISION-.....	4
PHILOSOPHY.....	4
NON-DISCRIMINATION POLICY.....	5
GRIEVANCE PROCEDURE.....	5
INSTRUCTIONAL PROCUEDURES.....	7
Teacher Work Day.....	7
Duties and Obligations of Teachers.....	7
Standard Teacher Workday Procedures.....	8
Faculty Dress Code.....	8
Faculty Meetings.....	9
Preparation Period.....	9
Right to Know Law.....	9
Copy Machine Procedure.....	10
Instructional Planning.....	10
Substitute teachers.....	11
Absences – Teachers.....	11
Dearborn Ordinance.....	11
School Safety.....	12
Corridor Passes.....	12
Teacher’s Classroom Syllabus.....	12
Supervision of Students.....	13
Academy Disciplinary Forms.....	13
Substance Use/Abuse.....	13
Smoking – Teacher.....	13
Classroom Parties.....	14
Food in Classrooms.....	14
Visitor Policy.....	14
Unauthorized Persons.....	14
Lunch Period Policy.....	14
Posting of Signs.....	14
Teacher Comments about Students.....	14
Teacher Evaluation.....	14
Sunglasses.....	15
Communication with Students.....	15
Phone Messages – Teachers.....	15
Cell Phones.....	15
Text Messaging.....	15
Controversial Issues.....	15
Outside Speakers/Community Resources.....	17
Videos/DVDs/Movies.....	17
Field Trips.....	17
Out of State/Country Field Trips.....	18

PROCEDURES FOR HANDLING SCHOOL MONEY	18
Accounting System – School Funds	18
Accounting System for Student Activities.....	18
Classification of School Money.....	18
Procedures for Handling School Money.....	19
Book Fines	19
COMPLAINT PROCEDURES	19
Parent/Student.....	19
Faculty/Staff.....	20
GRADING	20
Grade Books.....	20
High School Credit Policy	20
Incomplete Grades	21
Grading and Evaluating Student Progress	21
Student Conduct/REACH Values.....	22
ATTENDANCE BOOK PROCEDURES	22
Attendance Books	22
Child Accounting Procedures	22
Attendance Recording.....	23
HEALTH AND OTHER EMERGENCIES.....	23
Reporting.....	23
Illness	23
Accident/Injury – Student.....	23
Guidelines/Procedures	24
Anaphylactic Shock	25
Diabetic Procedure.....	25
First Aid for Seizures.....	26
EMERGENCY PROCEDURES.....	26
Bomb Threats.....	26
Emergency Evacuation of the Building.....	27
Lock Down Procedures.....	27
Inclement Weather Plan.....	28
Tornado Instructions	28
Blood Borne Pathogens Exposure Control Plan.....	28
Exposure Control Plan	29
END-OF-THE-YEAR CHECK-OUT PROCEDURE.....	30
OTHER ASSIGNMENTS	30
APPENDICES A-E.....	31-35
NOTES.....	36

ADVANCED TECHNOLOGY ACADEMY VISION

The Advanced Technology Academy staff in conjunction with Lake Superior State University, Henry Ford Community College, Davenport University, the Ford Motor Company Partnership for Advanced Studies, and in partnership with students, parents, and community, is committed to a mutual responsibility for our students' learning. We will provide a quality education in an environment where students are challenged to learn and achieve to the best of their abilities and potential. We will challenge students to continue their quest for academic and creative excellence as responsible citizens.

PHILOSOPHY

A career pathway in a Pre-K through 12 education setting should prepare students through a focused program related to their future careers. Students must be able to function in a rapidly changing environment. The Advanced Technology Academy offers a curriculum that provides a practical link between classroom learning, higher education, and workplace realities. Quality Pre-K through 12 education must be committed to academic excellence and dedicated to the concept of education as a life long process for all students.

Students learn in different ways. Courses must have clear instructional objectives in their syllabi. The Academy is committed to inquiry and project based learning.. A variety of learning experiences in the larger community should be provided in order to prepare students to be active citizens in a democratic society.

The Advanced Technology Academy is committed to the following objectives:

- Delivering of rigorous, standards based content in math, science, social studies, English language arts, and technological skills
- Providing experiences in developing problem solving, critical thinking, and communication skills.
- Providing career focused college level instructional programs to students
- Assisting students in developing future skills in business, healthcare, engineering, and computer technology.
- Incorporating an educational focus on STEM (Science, Technology, Engineering and Mathematics) skills in all content areas.
- Incorporating 21st Century skills and project and inquiry-based lessons into all courses and classes.

OPTIMIST INTERNATIONAL

The Advanced Technology Academy sponsors a Junior Optimist Octagon International program. The Optimist Creed is contained in Appendix E.

NON – DISCRIMINATION POLICY

It is the policy of the Advanced Technology Academy Board of Directors not to unlawfully discriminate on the basis of gender, race, color, national origin, religion, height, weight, marital status, sexual orientation, handicap or disability. This policy reaffirms compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Title VI and VII of the Civil Rights Act of 1964 42 USC SS200d et seq. And 42 USC SS200e et seq; Title IX of the Education Amendments of 1972, 20 USC SS1681 et seq; Section 504 of the Rehabilitation Act of 1973, 29 USC S794; the Americans with Disabilities Act of 1990, 42 USC SS12101 et seq; Michigan’s Handicappers’ Civil Rights Act, MCL SS37.2101 et seq.

Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of gender, of Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin, of related Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Randolph J. Dubitsky, Civil Rights Officer
Advanced Technology Academy
313-625-4700

GRIEVANCE PROCEDURE

SECTION 1:

If any person believes that the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment of 1972, or Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a verbal complaint, which shall be referred to as a grievance, to the local Title VI/IX Section 504 Coordinators.

SECTION 2:

The person who believes he/she has a valid basis for grievance shall discuss the problem informally and on a verbal basis with the Title VI/Title IX. Section 504 Coordinator, who shall in turn investigate the complaint and respond to the complaint within five (5) school days. The Title VI/Title IX/Section 504 Coordinator shall be responsible for notifying the person against whom the allegation of discrimination is made and seeing that all points of

view are represented in the investigation. If Title VI/Title IX/Section 504 Coordinator's reply is not acceptable to the complainant, the complainant may initiate formal procedures. The Title VI/Title IX/Section 504 Coordinator shall be present at all meetings pertaining to grievances

Step 1:

A written statement of the grievance signed by the complainant shall be submitted to the local Title VI/Title IX/ Section 504 Coordinator within five (5) school days of receipt of answer to the informal complaint. The Title VI/Title IX/Section 504 Coordinator shall be responsible for informing the subject of the grievance of his/her right to submit a written statement within five (5) days of notice of grievance. Further, the Coordinator shall be responsible for submitting copies of the written statements of the complaint and source of the grievance to the subject of the grievance and appropriate administrator for consideration. The administrator or immediate supervisor shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant, subject of the grievance party, the Title VI/Title IX/Section 504 Coordinator, and the Executive Director within ten (10) school days of receiving the complaint. If the grievance is being filed against the administrator or immediate supervisor, he/she will proceed to Step 2 of the grievance procedure.

Step 2:

If the complainant wishes to appeal the decision of the administrator or immediate supervisor, he/she may submit a signed statement of appeal to the Executive Director, or designee, within five (5) school days after receipt of the administrator's or immediate supervisor's response. The Executive Director shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant, the Board of Directors, and all other parties within two (2) days.

Step 3:

If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Directors within five (5) school days of his/her receipt of the Executive Director's response in parties and their representative within fifteen (15) school days of the receipt of such an appeal. This meeting will be conducted in private upon the request of the complainant and persons who are being charged. A copy of the board's disposition of the appeal shall be sent to all concerned parties within ten (10) school days of this meeting.

Step 4:

If the grievance has not been settled satisfactorily, a person has access to the:

Michigan Department of Civil Rights
3054 West Grand Boulevard Suite 3-600
Detroit, Michigan 48202
1-800-482-3600

United States Equal Employment
Opportunity Commission
Detroit Field Office
477 Michigan Avenue
Detroit, Michigan 48226

U.S. Department of Education
Office of Civil Rights
600 Superior Avenue, East Suite 750
Cleveland, OH 44114
(216) 522-4970

Office of Civil Rights
111 North Canal Street, Suite 1053
Chicago, IL 60606-7204

INSTRUCTIONAL PROCEDURES

Teacher Work Day

The contractual teacher workday is 8.25 hours in duration. Advanced Technology Academy teachers are to be in the school building one half-hour before and one-half hour after their assigned teaching schedule. **When leaving the building for any reason, all staff must notify their principal.**

Faculty members are to keep the office informed as to where they can be reached during the school day when they are not in class and are not in the teachers' workroom or at lunch.

Duties and Obligations of Teachers

- Leave detailed emergency lesson plans for each class. The packet should include accurate class lists and seating charts.
- Take attendance daily.
- Leave their attendance books in teacher mail boxes at the end of each work day.
- Prepare and correct exams.
- Proctoring of exams including those required by the state
- Substitute when necessary and available.
- Conduct conferences with students and parents.
- Provide individual guidance of students.
- Serve on faculty committees.
- Active service in studying departmental and Academy problems.
- Prepare syllabi for all courses
- Update curriculum maps.
- Prepare daily and unit lesson plans for weekly review by the principal.
- Update grade and class information weekly on PASS system.
- Moderate student clubs or extracurricular activities.
- Monitor the cafeteria as needed.
- Awareness of the provisions of the Faculty and Student Handbooks.
- All instructors are considered assistant disciplinarians.
- Instructors are obligated to attend the following school events:
 - **All faculty meetings**
 - All parent teacher conference nights
 - All department meetings

- Open houses and student orientations.
- Graduation
- Awards nights
- All in-service days determined by the Principal/ Dean(s) or Executive Director
- Instructors shall be required to comply with the Academy dress code for faculty.
- Promote acceptable computer and technology use. See Appendix C.

Instructors are required to make serious effort to support the extracurricular activities of the Academy by attending these events.

Instructors must inform the Principal in a timely fashion if the employee shall be absent from any required school activity.

Standard Teacher Workday Procedures

Arrival: 30 minutes prior to first period

- Check mailbox every morning upon arrival
- Open classroom and check e-mail every morning
- Be in their respective classrooms a minimum of 15 minutes prior to the start of instruction
- Be present in the hallway near their classroom 5 minutes prior to the start of class and during all passing times
- Take attendance on SchoolMaster within the first 10 minutes of every class period. Under NCLB we must be able to account for every student during every period of the academic day
- Have in their possession an accurate attendance book

Departure:

- Ensure that your classroom is neat and orderly
- Secure all computers and other technology when necessary
- Check e-mail
- Ensure that lesson plans are available for the next day
- Place attendance book in your mail box.
- Close and lock all windows
- LOCK THE DOOR(S) TO THE CLASSROOM AND CLOSETS
- Report safety and/or maintenance problems to the facilities director in writing

Faculty Dress Code

A professional appearance is an integral part of the teaching and learning climate. Since we model behavior for our students, it is very important that faculty and staff dress appropriately.

Male teachers must wear a dress shirt, which is to be tucked in. Ties are required except as otherwise indicated in this dress code. Dress slacks are to be worn and a belt should be used. Cargo pants or jeans are not acceptable. A dress jacket may be worn but is not mandatory. Sweaters may also be worn. Staff will receive ATA polo shirts which may also be worn in lieu of a shirt and tie. Male teachers are to wear dark colored dress shoes; no tennis shoes, boots, sandals or other casual shoes are to be worn. Many students have asthma and strong smells often present health problems for these students. Please use after shave or colognes in moderation.

Female attire consists of a dress or skirt that is modest and comes down to the knee. If slacks are worn they must be dress slacks or dress Capri pants. Belts are to be worn when the style of slack warrants one. Jeans or cargo pants are not acceptable. All blouses or shirts should be worn appropriately. No scooped necked, backless, see through or sleeveless shirts are allowed. Staff will also receive ATA polo shirts which may be worn in lieu of more formal attire. Female teachers may wear dress jackets or sweaters. Shoes should be of a modest nature. While the administration recommends a closed toe shoe for safety reasons, open toe shoes may be worn; however, flip flops are not permitted. Many students have asthma or allergies. Strong fragrances present a health problem for these students. Please use fragrances in moderation.

The Academy administration reserves the right to disapprove of any apparel item for reasons of health, safety or public decency.

Faculty Meetings

Faculty meetings are scheduled each Wednesday after school. Any *faculty member who cannot attend a regularly scheduled faculty meeting must contact the administration for approval.* Meeting agendas will be provided.

Preparation Period

The preparation hour at the Advanced Technology Academy is one class period in duration. During this time teachers may:

- Plan for the next day, week or unit
- Organize materials for the next day
- Meet with individual students regarding academic issues
- Meet with counselors and/or administration
- Communicate and meet with parents
- Conduct other professional duties and responsibilities

Faculty members who need to leave the building during the preparation period shall notify their principal prior to leaving the campus.

Right to Know Law

The Right to Know Law directs both the private and the public sector to catalogue chemicals deemed hazardous by the government. These items included in the law range

from science chemicals to glue, markers, white out, etc. Anytime a faculty member orders and/or receives a new chemical substance, the manufacturer should be asked to supply a Material Safety Data Sheet (MSDS).

Copy Machine Procedure

The Academy has a copy machine designated for faculty use which is located in the teacher's resource room.

It is the responsibility of Academy faculty to become familiar with copyright laws. A copyright is a form of legal protection given by the laws of the United States to authorize use of "original works". It gives the owner of the copyright the exclusive right to authorize any direct, derived, or based closely upon, copies made of the copyrighted work.

Copying may occur on the initiative of a teacher/administrator when copyright clearance permission is unreasonable provided that:

- Only one work from a single author.
- No more than three authors from collective works.
- No more than nine instances of copying in one school term and limited to a single class.

Copying is prohibited in the following instances:

- Consumable works, such as standardized texts, workbooks, exercises, test booklets, and answer sheets.
- Copying to create, replace, or substitute for anthologies or collective works.
- Reproducing the same item from term to term.

Current exemptions: Periodicals, newspapers, and current news sections of other periodicals are exempt from the restrictions above.

Conservation of Paper Is Expected and Appreciated

Teachers are to notify their respective building principals or their designees when paper supplies are low or copying equipment is in need of repair.

Instructional Planning

Effective teaching is a result of thoughtful planning and reflection. Teachers are required to have the following:

- Lesson plans that are aligned with state and national content benchmarks, including necessary preparations for MEAP, MME, ACT Explore, ACT Plan, and ACT exams;
- Emergency lessons plans that are current and turned into the Administrative Assistant;

- Syllabus by course or grade level; and
- Updated Curriculum Map.

Substitute Teachers

It is the expectation of the administration that substitute teachers will carry out the classroom teacher's instructions. In order to set the stage for learning during your absence, the following guidelines must be followed:

- Have a copy of lesson plans prepared and located in an easy place to locate.
- Prepare an emergency folder for your classes including updated student roster and seating chart for use by the substitute teacher. The emergency folder should be easily available for use by the substitute teacher.
- State specific expectations.
- Follow-up on notes left by the substitute. Remember, a disorderly class reflects upon you and the Academy.
- Use good professional judgment in expressing comments to fellow teachers or students concerning the work of a substitute. Inform the administration upon your return of any deficiencies in the performance or professional misconduct by the substitute teacher.
- Evaluate the substitute's performance using the Academy Evaluation Sheet. Substitute teachers are very important to our daily operation. We should extend a warm welcome and professional courtesy to them while they are in our building.

Absences – Teachers

Daily attendance is one of the hallmarks of professional instruction. In the event that a teacher is ill or otherwise absent, it is expected that he or she will contact their principal as soon as possible, preferably the **night before**. On the day of the anticipated absence, an administrator **must be contacted before 6:00 A.M.** All administrator contact numbers will be available in the opening packet and should be kept in a secure location.

Sick days are to be used for illness or doctor's appointments which cannot be scheduled outside of regular school hours and are not to be used as additional personal or vacation days. Employees who have taken days off beyond those earned will not be paid for those days off. Administration may in its discretion request the employee to produce a doctor's letter in cases of excessive use of sick time.

All teachers must fill out ADP TotalSource absence forms when leave time is used.

Substitute teachers are provided by an employment service (Substitute Teachers Unlimited). Teachers are expected to follow Substitutes Teachers Unlimited procedures for arranging a substitute.

Dearborn Ordinance

Dearborn Ordinance 99-767, Section 14-140 regulates conduct on school property. School property includes the entire campus, grounds, sidewalks, parking areas and

recreational areas. Faculty members are expected to report suspected violations of the ordinance.

Prohibited conduct by **all persons** includes

- Destruction of property
- Disturbing the peace
- Profane or indecent language or immoral conduct
- Loitering on school property or within 100 feet of school property.

The ordinance also applies to suspended or expelled students whether from the Advanced Technology Academy or another school.

Students, parents or others who are advised to leave school property by Academy authorities are required to remove themselves from school property or are in violation of the ordinance.

The Academy will report and prosecute violations of the ordinance. Violation of the ordinance is a misdemeanor. The text of the ordinance is included as Appendix D of this handbook.

School Safety

Students are expected to treat all staff and fellow students with dignity and respect at all times. A student who is having a problem with another student should ask a teacher, counselor, or administrator for help in resolving the problem. Any type of threat or intimidating behavior toward a staff person or fellow student is unacceptable. Administrative action will include parent contact and may include contact with other professionals, such as a school social worker and/or psychologist, and a parent meeting with the school administrator. Disciplinary action will range from suspension to expulsion.

Corridor Passes

All students traveling in the building during class time must have a standardized corridor pass and in every available instance should be escorted by security. Teachers should make a diligent effort to keep student movement to a minimum during the school day. Do not allow more than one student out of your class at any one time. Counselors, administrators and other staff who need to see students during your class will provide a pass or come see them personally. Teachers are to keep a daily log of all students who leave the classroom including time departure and return time.

Teacher's Classroom Syllabus

Each teacher must develop classroom procedures that explain the following to the student:

- Reinforcement of the attendance/tardiness policy
- Classroom behavior expectations

- Academic expectations
- Methods of evaluating student progress
- Major tests, projects, assignments
- Grading scale
- Make-up work policy
- Required materials
- Course objectives

Supervision of Students

Effective classroom management lends itself to quality teaching and learning. It is expected that all teachers will seek to maintain a classroom atmosphere ultimately conducive to this end. All teachers are expected to develop clear and measurable behavioral expectations and serve as primary disciplinarians. Teachers are expected to communicate behavioral and instructional expectations in both oral and written formats. Although homework and grading policies will vary slightly among faculty – all must be clear and attainable. Grading policies will be addressed throughout the year in faculty and departmental forums.

Academy Disciplinary Forms

Academy disciplinary forms are to be used except as otherwise provided in all cases where discipline is imposed upon a student by a teacher. All disciplinary forms should be completed and submitted electronically. In addition to the teacher keeping an electronic copy, one should be emailed to the Vice Principal and Dean of Students.

Teachers Are Not To Leave Their Students Unsupervised At Any Time.

If an emergency arises that would occasion a teacher to leave their classroom unattended, they must first call for assistance on classroom telephones. If security or administration is unable to respond immediately, they should seek assistance from a nearby staff member. **At no time should students ever be left unsupervised.** Under Michigan Education Law all ATA faculty and staff act as “loco parentis” on behalf of our students. We must act at all times “as a reasonable and prudent parent would act”.

Substance Use/Abuse

It is the responsibility of the classroom teacher to report any student who is believed to be under the influence of any illegal substance or in possession of any illegal substance.

Faculty and staff are not to be on the worksite under the influence of alcohol or illegal controlled substances. Faculty and staff are subject to breathalyzer or drug testing to assure compliance with this policy. Any faculty or staff member found to be under the influence of alcohol or other illegal controlled substances is subject to discipline up to and including dismissal.

Smoking – Teacher

Pursuant to Michigan law smoking is not permitted anywhere on school grounds.

Classroom Parties

Classroom parties are generally not permitted. If you wish to have a celebration, you must receive prior administrative approval.

Food in Classrooms

Food and drink are not permitted in classrooms at any time. It is expected that any food and/or drink will only be consumed in the cafeteria at the appropriate time. Any exceptions to this rule must have administrative approval.

Visitor Policy:

For security reasons, the Academy does not encourage visitors to frequent classrooms. No visitors are allowed in classrooms without prior administrative approval. The Board of Directors permit parents and other community members the opportunity to visit the school during the school day. These visitations must be cleared in advance through the office.

Unauthorized Persons

The definition of an unauthorized visitor in a school building is, “any non-student or non-campus employee who is in the building without the permission of the administration.” All visitors are required by law and by policy to report to the central office prior to making contact with a student or employee. Unauthorized persons in the school building are to be reported to the office immediately and may be subject to criminal prosecution.

Lunch Period Policy

The Academy is a closed campus. Students may not leave school during the lunch period. They are to be in the cafeteria during the lunch period. Teachers are expected to remain in school for lunch periods.

Posting of Signs

Any student or teacher wishing to post signs in the building must receive prior administrative approval. Postings **ARE NOT** to be taped to walls.

Teacher Comments About Students

Teachers should be very careful about making comments to other staff about individual students and their behavior and/or progress in class. Conversations between and among professionals should be focused on those issues that are relevant to improving the students behavior and/or academic standing. This is consistent with the Family Educational Right to Privacy Act guidelines (FERPA)

Teacher Evaluation

All teachers will receive an Annual Professional Performance Review by the end of the school year and a written observation during the year. New teachers will receive

additional written observations throughout the year. Teachers will review classroom student achievement data with their principals.

Sunglasses

Teachers are reminded that students are not permitted to wear sunglasses in class unless they have medical verification from a physician.

Communication with Students

Communication to or from students shall be through the Academy e-mail. Faculty members should not communicate with students by personal phones or communication devices.

Phone Messages – Teachers

If a teacher receives a phone call during the day, the main office will take a message and deliver it to the teacher's mailbox. Teachers are expected to return phone calls within 24 hours.

Cell Phones

Faculty members are reminded to use cell phones in a professional manner. Use of cell phones should be limited primarily to the office, teacher workroom or faculty lunchroom. Cell phones should not be used during classes.

Text Messaging

Teachers are not to text message with students. Such messages can lead to misinterpretation. Teachers should communicate electronically with students using only the Academy's e-mail system.

Controversial Issues

Many times during the course of classroom discussions, controversial issues arise and are discussed. The classroom teacher must make certain that he/she monitors the situation to protect students from obscene or embarrassing comments and/or situations. **The teacher should be judicious in offering a personal opinion**, but allow the conversation and student comments to flow as long as the comments pertain to the course content. When discussions exceed acceptable limits of the class, the teacher shall halt the discussion and get the class back on task. Anytime a teacher has a question about a film, book, tape or any other instructional aide, he/she should consult with the administration.

If a student wishes to be exempt from the discussion for personal or religious reasons, an alternate assignment should be given in another location.

Effective teaching, in the present day of worldwide mass communications through press, radio, television and the internet must be concerned with issues with which pupils will have at least intellectual contact, with or without adult guidance. Good teaching regarding such issues requires that teachers be well informed in both the content of the issues and

the processes of critical thinking. In obtaining this preparation the school and the individual teacher share responsibility.

Teaching controversial topics must be impartial and objective. Teachers should use the following criteria for determining the appropriateness of certain issues for consideration as a part of the curriculum:

- The treatment of the issues in question must be within the range, knowledge, maturity, and competence of the students as judged by the classroom teacher, with concurrence of the administration if any doubt exists.
- There should be study materials and other learning aids available from which a reasonable amount of data pertaining to all aspects of the issues should be obtained.
- The consideration of the issues should require only as much time as is needed for satisfactory study by the class; sufficient time should be provided not only to cover the data pertaining to the issue, but also to engage in critical analysis of the information, with particular awareness of common opinion controlling devices.
- The issue should be current, significant, relevant and important to the students and the teacher. Significant issues are ones which concern considerable numbers of people, are related to basic principles or, at the moment, are under consideration in the public press, radio and television. Significant issues, whenever possible should be directly linked to MDE Grade Level Content Expectations.
- In discussing controversial issues, the teacher should keep in mind that the classroom is a forum and not a committee for producing resolutions or dogmatic pronouncements. The class should not feel obligated to reach an agreement.
- It is the teacher's responsibility to bring out the facts concerning controversial questions. He/she has the right to express an opinion but, in doing so, it is important that the students understand that it is his/her own opinion and is not to be accepted by them as an authoritative answer.
- The administration bears a large measure of responsibility in the area of curriculum and instruction and is a significant partner in the teaching/learning transaction. In the event that a potentially controversial issue may arise, teachers should immediately consult with an administrator to analyze the situation and develop a prudent course of action.
- To encourage maximum freedom of thought and the testing of points of view in the critical thinking process, taping or other mechanical recording of the classroom discussion will be permitted only with the specific approval of the teacher.

- It is recognized that citizens of the community have a right to appeal to the school administration when convinced that any teacher is making unfair and prejudiced presentations. Criticisms of specific class discussions or other teaching procedures will be handled by the Academy administration whenever possible.

Outside Speakers/Community Resources

It is recognized that ATA resides in a global instructional community and that ties to real world learning are essential to the learning process, as evidenced in the establishment of our Business Education Advisory Council through the Ford PAS Program. Presentations from relevant outside sources are encouraged for the intellectual growth of our students. Any teacher wishing to utilize an outside resource should make a formal request to the Academy administration.

Videos / DVDs / Movies

All films and/or film clips should be on an educational nature. A film request form should be filled out and approved by Administration before the showing. If a student / parent objects to the film, an alternative assignment must be made available.

Field Trips

Field trips must be approved in advance by the administration. In making field trip applications, the faculty member must make certain that the proposed experience is directly related to the respective course content and that the experience justifies the time away from other classes. Field trips will be approved based upon the following criteria:

- Annual field trips will receive priority treatment
- Relevance and relatedness to course content
- Time considerations
- Transportation schedules and cost
- Availability of funding

In making plans for field trips the teacher must follow the following guidelines:

- Fill out the field trip application sheet for every field trip/excursion at least fifteen (15) school days in advance of the trip.
- Inform students that they are representing the Academy. Good behavior and proper Academy uniform are required.
- The ATA Model Code of Student Conduct is completely in force during any field trip.
- Students must wear Academy identification badge while on a field trip.
- Ensure that there is at least one supervisor/teacher per vehicle.
- Make parents and students aware of the departure and arrival time.
- Count students when boarding the vehicles before departure from and to school.
- Any teacher planning to schedule a field trip must distribute a permission slip to each student at least four days prior to the activity. The field trip permission slip must be signed by a parent/guardian and then by all affected teachers at least three days prior to the activity.

- Permission slips will be collected by the sponsoring teacher and given to the administration prior to departing for the field trip.
- On the day before the field trip, the sponsoring teacher will provide the administration with a list of students who will be participating in the field trip experience for attendance purposes.
- When a student does not show up for a field trip as expected, the sponsor will inform the administration before departure.
- A student, who does not attend the field trip with his /her class, must be given an alternate assignment under the supervision of a member of the Academy's faculty/staff.
- Each teacher signing the permission slip should make students aware of any class work that will be missed and the make-up class work timelines.
- Academy administration reserves the right to deny participation of any student at a field trip for whose disciplinary record warrants denial of participation.
- **STAFF WILL NEED TO TAKE A COPY OF ATTENDANCE SHEETS AND EACH STUDENT'S EMERGENCY INFORMATION ON ALL FIELD TRIPS**

Out of State/Country Field Trips

Teachers wishing to take students out-of-state or out-of -country must gain administrative approval prior to making any travel announcements to parents or students. When considering out of state/country field trips, the sponsor/teacher must use the same standards as for local field trips, the relationship to the course, and the affect on the overall academic program. Administrative approval will rest heavily on the national security level of alert and student safety.

PROCEDURES FOR HANDLING SCHOOL MONEY

Accounting System – School Funds

Monies collected for school activities in the name of the Academy must be accounted for via the school's accounting procedures. All monies collected from sales, activities, fines, etc., must be counted and deposited through the school office. Staff is prohibited from depositing school monies in their personal accounts. **THIS PRACTICE IS ILLEGAL.**

Accounting System For Student Activities

Each organization will appoint a treasurer who will receive and disburse funds as approved by the sponsor. **IT IS THE TREASURER'S RESPONSIBILITY TO KEEP ACCURATE RECORDS OF ALL MONIES RECEIVED, DEPOSITED AND DISBURSED.**

Classification of School Money

- Money received and distributed for activities of school clubs and other school organizations.

- Money received and distributed in connection with fines, payments for property damage, etc.
- Money received and disbursed for materials and activities in conjunction with the instructional program of the school.

Procedure for Handling School Money

- Teachers must provide the student with a receipt of every transaction
- Teachers must keep a copy of the receipt for every transaction
- All monies collected must be deposited through the Academy business office.
- Money is not to be left in desks, files, cupboards, cabinets or lockers. They are to be turned into the office at the conclusion of each day
- Monies are not to be given to students to take home for any reason
- Reimbursement of money to students and teachers will be permitted only when the person is able to present the appropriate receipt, bill or invoice

Book Fines

Teachers are not authorized to collect book fines from students. Students who owe money for lost/damaged books or materials are to be reported to the student's respective principal or designee. Students are to pay fines in the office where they will receive a receipt for each transaction.

COMPLAINT PROCEDURES

Parent/Student

When a parent/student contacts administration to question or complain about a teacher, the administration will follow the procedure outlined below.

- When a parent/student contacts an administrator, the administrator will refer the parent/student to the teacher, unless such contact has already taken place, before a decision or an opinion is rendered. If a parent or teacher insists that an administrator be present, the administrator will contact the teacher to set a meeting at a mutually agreeable time.
- The parent /student/teacher will discuss the issue at a mutually agreeable time. The discussion can be in the form of a phone call or a conference.
- If the issue is not resolved, the parent/student or teacher may request to meet with an administrator at mutually agreeable time.
- The administrator will convey his/her decision to the parent/student verbally as soon as possible after the conference. A written decision will be provided upon request.

Faculty/Staff

The objective of this procedure is to process staff concerns as efficiently and effectively as possible. When a staff member has a complaint, concern, or needs information about an issue at the Academy, he/she will:

- Contact the staff person who is directly involved with the issue and state the specific concern.
- If it is not appropriate to contact the person directly involved with the issue, the staff person will contact the administration.

GRADING**Grade Books**

Classroom grade books must be labeled by subject and hour. Teachers should label quizzes, tests, projects, homework and other classroom activities that will accurately reflect each student's progress. Class grade books are to be submitted to the office at the end of each semester and should include:

- Teacher's name on exterior and interior of the book.
- Names of all students in alphabetical order
- Separate pages for each class and hour
- Quarter and Semester grades for each student

High School Credit Policy

The credit policy of the Academy is based upon the Carnegie Unit and Michigan Department of Education Grade and/or Content Expectations. The following information is to be considered when devising your classroom policies/ procedures.

- A Carnegie Unit means that .5 unit of credit will be awarded for successful completion of a course that meets one hour a day, five days per week for one semester.
- The assignment of an "F" grade at the end of the semester means that no credit will be granted for that semester.
- All students must take seven classes each semester.
- Full credit will not be granted to students who drop a class and add another class after the first marking period of the semester unless approved by the administration.
- A student's grade level status will be determined in June of each academic year. Senior review of credit will be conducted by October 1st.
- Administrative approval must be given for a schedule change after the two-week schedule change period of each semester.
- A student who is dropped before the first progress report and is passing the class (whether it is requested or an attendance drop), should receive a "W" for withdrew.

- A student, who is dropped for attendance before the first progress report of the semester and is failing the class, should receive an “F” for failing.
- The credit criteria are listed below.

<u>Credits</u>	<u>Status</u>
7.0	Sophomore
14.0	Junior
21.0	Senior

Incomplete Grades

Incomplete grades may not be given without administrative approval. Incompletes at the end of the fall semester should be made up within five weeks. If the work cannot be made up within the five weeks, the teacher should explain the extenuating circumstances to the administration and request an extension if needed. If a student is negligent in completing the work a grade of “F” will be issued.

Grading and Evaluating Student Progress

Teachers at the Academy are expected to record student grades in their electronic grade books. The evaluations should be clearly marked as to whether the grade was given for an assignment, lab, homework, test, quiz, final exam, etc. Students are to receive a marking period grade at the conclusion of each marking period.

All percentage grades of .5 or above shall be rounded to the next whole percentage. (E.g. a student receiving a percentage grade of 69.5 shall be rounded up to 70%)

Semester grades are computed as follows:

Quarter 1	40%
Quarter II	40%
Semester Examination	20%

The report card grading system is as follows:

A	100 – 93%	C	76 – 73%
A-	92 – 90%	C-	72 – 70%
B+	89 – 87%	D+	69 – 67%
B	86 – 83%	D	66 – 63%
B-	82 – 80%	D-	62 – 60%
C+	79 – 77%	F	59% and under

Responsibilities of the Teacher:

- Inform students at the beginning of the semester about the Academy’s online, PASS grading system; course requirements; and marking practices used in class.
- Provide adequate evaluation experiences for students during the grading period.
- Update their electronic PASS Gradebook weekly so that parents and guardians are informed of their students’ progress. Teachers must also inform parents and guardians when their student is in danger of failing.

- At the conclusion of each school year, the teaching staff is to submit their grade and attendance books.

Student Conduct/REACH Values

Teachers are expected to encourage and enforce the **REACH** (Respect, Enthusiasm, Achievement, Citizenship and Hard Work) values in all areas of the school. Failure to enforce REACH values will be considered in the faculty/staff evaluations. It is the aim of the Advanced Technology Academy staff to promote, through its policies and regulations, the highest possible standard of conduct and atmosphere for quality instruction. The goal is to have high standards of conduct, behavior, and school achievement. The development of good habits in citizenship and conduct requires a consistent atmosphere that will promote a learning environment. Students shall be held responsible at all times for diligent application to school work, use of efficient study habits, and show proper respect at all times to other students and school employees. Students and staff members have an obligation to maintain at all times conditions which will promote an atmosphere for learning, mutual respect and trust. Students are expected to exhibit high standards of behavior at all times. Public displays of affection, fighting on school grounds, profane language, vulgar behavior, and similar behaviors are prohibited.

ATTENDANCE BOOK PROCEDURES

Attendance Books

The class attendance book is the official record regarding attendance. This is a document of record in a court of law and takes precedence over all other documents. The importance of the attendance book cannot be stressed strongly enough. Incorrectly recording attendance may result in the loss of state school aid to the Academy. Each teacher is responsible for accurate and legible books. Class Attendance books should conform to these guidelines:

- **Attendance books are to be kept in pen.**
- Every student's full name in each class/period should be recorded
- Each subject and hour should be labeled
- A separate page for each class being taught must be included
- Entries must be neat and legible
- The teacher's name must appear on the exterior and interior of the book
- Teachers must sign their Attendance books

Child Accounting Procedures

The annual Child Accounting Procedure takes place on the fourth Wednesday of September (Count Day). Prior to this date, teachers will be given information from the administration. Please read the instructions very carefully and follow the directions outlined in the memo.

Make certain that you clearly indicate in your grade book the date that a student has been added or was dropped from your class.

Attendance Recording

Use the letter “N” under the appropriate date to show the first day that the student was present (NEW – first time present) to your class. An “N” must be marked for each new student.

If a student is absent, indicate in your grade book, under appropriate date, by the use of a “slash mark”.



When a student comes to class tardy then mark as follows:

**HEALTH AND OTHER EMERGENCIES****Reporting**

In any situation where a faculty member or student is injured, an accident report must be filled out by the teacher or administrator when necessary. This procedure is applicable to accidents/injuries during the school day, after school and at school sponsored events.

Illness

Students who become ill during the school day are to be directed to the office. The school administrative assistant will make necessary home contact with the parent or guardian if the situation is such that a student has to go home. If, in the teacher’s judgment, the student is too ill to come to the office by himself/herself, the teacher may contact building security for assistance.

Accident/Injury – Student

Student or staff injuries must be reported to the office. Student or staff injuries are to be recorded on the Academy Accident Form. The supervising teacher is responsible for accurately filling out the accident form when a student is injured and turn it into the principal on a timely basis (by the next day). This accident report becomes the school’s official account of the incident and all circumstances surrounding it. When a student is injured in class or in the building, the teacher will evaluate the extent of the injury to determine if it is serious enough to ask for administrative assistance. If the injury is not serious, the student is to be sent to the office.

Guidelines/ Procedures

- Every student enrolled in the Academy must have a completed emergency card on file in the school office that is easily accessible to staff members. This card is to be updated with new phone numbers and addresses.
- A minimum of two staff members should be trained in First Aid CPR (cardiopulmonary resuscitation).
- Post emergency information near all telephones
- Telephone number of emergency medical service and/or ambulance to be called by the Academy.
- Name and telephone number of nearest hospital and/or clinic, poison control center and communicable disease center.
- Staff members may wish to call and notify emergency room staff stating name of child coming, whether parents are notified and coming, and stating nature of problem.

Adequate first aid supplies must be maintained. School administration will ensure that school administrative guidelines and procedures should be in an accessible place readily available to staff. Remember the basic purpose of first aid is to preserve the child's life and prevent further physical and psychological injury until help arrives. First aid is never a substitute for professional medical care.

Before, during, and after the emergency every attempt shall be made to notify the parent/guardian. If the emergency requires immediate action, school personnel shall make arrangements for the child to receive emergency attention as quickly as possible.

The administration and/or the school personnel at the scene will make the final decision and direction to call an ambulance and/or emergency medical service when the school is unable to reach a parent for this kind of decision.

School employees shall be responsible only for the exercise of reasonable care in dealing with illnesses and injuries of pupils.

All injuries and accidents shall be reported in writing to the administration within 24 hours after occurrence of injury or accident.

In the event a child is injured while on a field trip, the supervising teacher will:

- Call emergency medical service if needed.
- Make immediate arrangements for the care and safety of the child.
- Make contact with the parents to apprise them as to what has happened and to advise them of arrangements made for their child.
- Once care has been provided, the teacher will notify the school.
- The teacher must complete an accident report in writing within 24 hours.

If a non-emergency situation exists:

- The teacher will make necessary arrangements for immediate care of student.
- The teacher will call parents to inform them of what has happened, the assistance provided and any needed information for the care of the student.

Anaphylactic Shock

Anaphylactic shock is a severe, sometimes fatal, allergic reaction to insect venom, drugs or serums. If any student complains of having been bitten (stung) by a bee, wasp, hornet or other insect: **WATCH CLOSELY FOR APPROXIMATELY FIVE MINUTES.**

During this time, find out from the student the following.

- Are you allergic to insect stings?
- If so, do you have medication here at school?
- Have you been treated by a doctor for this before?
- What doctor do you see?

If the student exhibits any of the following symptoms within this time period, they should receive emergency care by a physician **AS SOON AS POSSIBLE. DO NOT WASTE TIME!**

- Sudden sense of great uneasiness
- Anxiety or restlessness
- Pounding headache
- Sense of suffocation
- Tightness of throat
- Restriction of breathing
- Watery, runny eyes
- Swelling around the eyes
- Severe itching (other than at initial site)
- Rash or hives (other than at initial site)

These reactions are unusually swift, and can be recognized within minutes. You should have no trouble determining a severe reaction. **DO NOT PANIC!** There is bound to be some swelling and itching at the site of the sting or bite. This can usually be handled by using an ice pack.

Diabetic Procedure:

All teachers and responsible staff should know if a student is diabetic. The parent/guardian will provide the school with written instructions on how to handle an insulin reaction in the student. (Usually the student should be given fruit juice and additional sugar or other form of sugar if he/she is she conscious.)

Early insulin reaction symptoms are personality changes, irritability and listlessness followed by hunger, confusion and loss of consciousness.

In the case of Diabetic Coma:

- Emergency medical care is extremely urgent!
- The person should be moved with all reasonable speed to the nearest medical facility, which should be alerted to expect his/her arrival.

First Aid for Seizures

There is nothing you can do for petit mal and psychomotor seizures.

For All Seizures:

- Keep calm and ease the student to the floor and loosen his/her collar. **You cannot stop the seizure.**
- Remove objects in immediate vicinity which may injure the student, but do not interfere with his/her movement.
- **DO NOT FORCE ANYTHING BETWEEN HIS/HER TEETH.**
- When he/she stops the seizure, turn the head to one side for the release of saliva.
- If the seizure lasts beyond a few minutes, or the student seems to pass from one seizure to another without regaining consciousness, call for assistance.
- A cot or a mat should be provided for the student to rest after seizure.
- Notations of the seizure should be recorded in the students file.
- Parent or guardian must be notified.

EMERGENCY PROCEDURES

Bomb Threats

Anyone receiving a bomb threat should follow these instructions:

- Note the time of the call.
- Note the specific wording of the statement(s).
- Note observable voices in the background.
- Notify the administration of the incident immediately.

When a bomb threat is received the administration will follow the procedure outlined below:

- Organize the custodial staff to check general areas of the school building.
- Announce the “code word” to the faculty. Yearly, the appropriate code word will be provided to the faculty.
- Contact the local police department
- Evacuate the building using the adopted Emergency Evacuation Plan. Students/faculty will remain outside until the “all clear” is given.

The faculty will check:

- Student/teacher desks
- Waste baskets

- File cabinets
- Other appropriate areas where an explosive might be located

Suspicious material must be reported to administration and security personnel

The building will be evacuated only if there is a conclusive disclosure that an explosive device is located in the building or if a fire alarm is pulled. In the event that it is necessary to evacuate, specific information will be given to those teachers who are in the closest proximity of the explosive device or fire. This will mean that the evacuation plan may be altered to insure a safe and orderly exit for all personnel.

Emergency Evacuation of the Building

The Emergency Evacuation Plan will be used to evacuate the building for fire drills, bomb threats and other emergencies.

It is the responsibility of the teacher to become familiar with the evacuation procedures for those rooms and/or spaces that he/she may use during the school year.

In order to maintain proper awareness of the evacuation procedures, the teacher must acquaint each class with the evacuation routes and student behavioral expectations during an emergency situation. Those behavioral expectations are listed in the Student Handbook.

Listed below are the emergency procedures that are to be followed:

- Teachers are to evacuate the building each time the fire buzzer sounds.
- At the sound of the fire drill buzzer, students shall stop talking to enable them to hear the teacher's instructions.
- The teacher will give the directions to move from the classroom to the hall and then to the appropriate exit. Students are not permitted to stop for any reason.
- The teacher will close the open windows.
- The teacher will turn off the lights and close/lock the door(s).
- The teacher will have the attendance book in his/her possession.
- Teachers are to exit and take their students to the designated secure area.
- Students are not permitted to re-enter the building until the "all clear signal" is given. Students are to return to their classrooms **in silence**.
- Teachers who do not have assigned classes will be expected to help with the evacuation.

Lock Down Procedures

In certain emergency situations the school will be locked down until it is determined that the safety of the students and staff can be assured. The following is the procedure to be followed:

- The lock down will be announced over the public address system in most situations.
- Doors will be closed and students will remain in their rooms with their teachers.

- Students will not be allowed to leave the room until the lock down is over.
- In the event of an **emergency** where it is necessary for a student to leave the room please call administrative or security personnel on your walkie- talkie. Security personnel will come to your room to escort the student from the room. ***In no case during a lock down should a student be permitted to leave a room on their own.***
- Teachers should monitor students during a lock down to prevent use of cell phones or internet communications. This is necessary to prevent the spread of rumors and other incorrect information. In addition outside communications may bring additional people to the campus which may hinder the efforts of emergency responders.
- After it is determined that the situation necessitating the lockdown has abated, an announcement will be made over the public address system notifying the school community. Only then will normal operations of the school resume.

Inclement Weather Plan

The inclement weather plan will be implemented during severe weather situations. Teachers are to review the plan and inform their students of the proper location to which to evacuate during inclement weather situations.

If severe weather causes a power outage, students are not to light lighters or matches. Faculty whose classrooms do not have exterior windows should make certain that the exit from the class to hall is not obstructed.

The following guidelines are to be followed during an inclement weather situation.

- Students are not permitted to go outside of the building.
- Students are to be kept away from large glass areas.
- Teachers will direct students to the designated area.
- Teachers who do not have assigned classes will be expected to assist in the hallways.
- If the warning occurs at the end of the school day, students are to remain in assigned areas until the “all clear” is given.
- Each teacher is to have the emergency directions for both Emergency Evacuation and Inclement Weather are to be posted in the classroom.
- If it is necessary to prepare for severe weather during a lunch period the administration will direct student to a safe location.

Tornado Instructions

Proceed with your class to the designated area, usually a room with no windows. Have your student’s line up and sit down facing the wall. Students should cover their heads with their hands and remain seated until further directions are given.

Blood Borne Pathogens Exposure Control Plan

In accordance with the OSHA blood borne pathogens standard 29 CFR 1910.1030, the following exposure control plan has been developed.

An exposure incident is considered to have occurred when a “specific eye, mouth, other mucous membrane, non-intact skin, or contact with blood or other potentially infectious materials results from the performance of an employee’s duties. For the purpose of this control “Other Potentially Infectious Materials” (OPIM) which may be present in a school setting include the following human body fluids: menstrual blood, vomit, semen, vaginal secretions, any body fluid that is visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Tasks and procedures that may be performed by employees that can result in exposure to blood borne pathogens may include, but are not limited to, the following examples:

- Providing minor first aid for injuries that occur within a school setting.
- Providing initial care of injuries that require medical or dental assistance.
- Providing care for students with medical needs such as tracheotomy, colostomy, and injections.
- Providing care to student who exhibit behavior that may injure themselves or others.
- Cleaning associated with body fluid spills.

Exposure Control Plan

Universal Precautions:

- Readily accessible hand washing facilities or appropriate antiseptic hand cleanser/paper towels will be made available to employees.
- Employees shall wash hands or any other affected skin with soap and water, or flush mucous membranes with water immediately, or as soon as feasible following contact with blood or other potentially infectious materials.
- Employees shall wash their hands immediately after removal of gloves or other personal protection equipment.
- When antiseptic hand cleaners or towelettes are used, hands shall be washed as soon as feasible.

Housekeeping:

- The work site will be maintained in a clean and sanitary condition.
- All equipment, materials, working surfaces and coverings will be cleaned and decontaminated, as soon as feasible, after contact with potentially infectious materials.
- All bins, pail, cans, and similar receptacles intended for reuse that has a reasonable likelihood for becoming contaminated must be inspected regularly and decontaminated when necessary.

Personal Protective Equipment:

- Gloves will be worn when it can be reasonably anticipated that the employee may have hand contact with contaminated items or surfaces.

- Disposable gloves will be replaced as soon as possible when contaminated or when torn or punctured. Disposable gloves will not be washed or decontaminated for re-use.
- Hypoallergenic gloves, linen, powderless gloves, or other similar alternatives will be made available for employees who are allergic to gloves normally provided.
- Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised.

END-OF-THE-YEAR CHECK-OUT PROCEDURE

Before leaving for the summer, each faculty member is required to put his or her classroom in order by:

- Removing items from bulletin boards/posters
- Storing books in their classrooms and putting them in numerical order
- Removing personal items from desks, cabinets, etc.
- Locking valuables in secure storage cabinets
- Preparing the classroom ready for summer cleaning
- Turning in a list of book fines, equipment, lost books, etc., to the office
- Reporting any safety hazards, maintenance items, broken furniture or major custodial needs to the administration
- Turning in all keys for the summer
- Turning in report card documents
- Turning in grade books/attendance books/grade sheets
- Returning all A.V. equipment to security storage
- Filling out the summer information section of End-Of-The-Year Check-Out Form
- Turning in the Academy Teacher Handbook
- Securely storing Teacher Textbooks and Workbooks

OTHER ASSIGNMENTS

The responsibilities of staff members recited in this handbook do not express all responsibilities of the faculty. Faculty members maybe assigned other professional duties that are required by the Academy administration.

Student Investment Agreement

The Advanced Technology Academy is committed to developing students so they will be able to compete in the global economy. This means that students attain high levels of academic achievement and exhibit habits of success. The acronym **R.E.A.C.H** stands for **RESPECT, ENTHUSIASM, ACHIEVEMENT, CITIZENSHIP** and **HARDWORK**. These values exemplify the necessary ingredients for a student to be successful at the Advanced Technology Academy.

RESPECT

1. Teachers are Platinum: The student understands that the teacher cares about the student and his or her future. There is the understanding that the teacher is here to help the student be his or her best and the student will always treat the teacher with total respect. Therefore, the teacher is "Platinum".
2. The student treats classmates as he or she wishes to be treated and never laughs at, teases, or puts down others.
3. The student is patient and raises his or her hand to speak in class.
4. The student keeps desks, classrooms, bathrooms and the rest of the school spotless, picking up trash any time it is seen.

ENTHUSIASM

1. The student follows directions the first time.
2. The student commits his or her self to learning by participating actively in class.
3. The student brings a positive attitude and an open mind to class. The student is excited about doing new things.

ACHIEVEMENT

1. The student strives for top quality, always doing the absolute best on all assignments.
2. Homework and class work are neat and complete and never appear to be rushed through.
3. Achievement comes first. The student is constantly mastering new standards. The student should challenge him or herself, always striving to be their best.

CITIZENSHIP

1. No excuses: The student takes responsibility for actions, admits when he or she is wrong, and apologizes to the people that are let down by the student's actions.
2. The student is honest and tells the truth at all times.
3. The student is helpful to others, celebrating the achievements of others, and looking at ways to support fellow students.

HARDWORK

1. The student brings academic tools to school including all necessary materials.
2. The student is in school everyday and not tardy to class.
3. The student is always in dress code
4. Act like a college student TODAY. Going to college is the student's main goal and climbing the college mountain is always on the student's mind. To get to college the student must do all of his or her work and treat each class as the priceless gift that it is.

As a student at the Advanced Technology Academy, I commit myself to the above R.E.A.C.H values and pledge to follow the Student Code of Conduct in furtherance of those values.

Name (printed) _____ Date: _____

Your Signature: _____ Your Grade: _____

Parent/Guardian Pledge

The Advanced Technology Academy is committed to high standards for high achievement. The Academy uses the Ford Partnership for Advanced Studies (Ford PAS), the Michigan Model Code of Student Conduct, and the Amistad Model. In order to develop the habits of success in each student, the home as well as the school must be committed to the mission of developing those habits. Therefore, I / We the Parents/Guardians of

a student at the Advanced Technology Academy pledge the following:

1. To make every effort to insure that my/our student arrives at school on time each morning. (The student should be in the building 10 minutes prior to the start of class.)
2. To insure that the student is in compliance with the dress code before leaving for school.
3. To instill in the student the obligation to comply with all school rules and regulations.
4. To monitor and assist the student in insuring that all homework and other assignments are completed on time and in a quality fashion.
5. To commit myself to attending all parent teacher conferences.
6. To cooperate with the school in implementation of all remedial education efforts required of the student by the Academy.
7. To support Academy actions relating to student conduct.
8. To lead by example in displaying the highest level of conduct including language and demeanor in all relations with Academy faculty, administration and employees.
9. To contact the student's teachers, dean, principals, or counselors with any concerns regarding the student's academic or social progress.
10. To report to Academy administration any knowledge of criminal activity or Level III violations of the Model Code of Conduct occurring at the Academy.
11. To reinforce the REACH values.
12. To commit all my efforts to the goal of college for my son or daughter.

Parent/Guardian name (printed) _____

Parent/Guardian Signature _____ Date _____

Student name (printed) _____ Grade _____

Advanced Technology Academy Acceptable Computer and Technology Use Policy

Use of communication software and on-line services is an important skill for today's technologically literate students. Advanced Technology Academy wants to open this important avenue of telecommunication and research to our students while ensuring their safety. Please review these policies with your son/daughter with particular attention to #8. Students need to be reminded that the traditional parent warnings against "talking to strangers" apply in this case for the same safety reasons.

1. The use of technology is consistent with the purposes and mission of the Advanced Technology Academy.
2. Any use of the network for commercial or for profit purposes is prohibited. Students are not to make purchases on-line from school.
3. Network and E-mail accounts are to be used only by those authorized to use the account for school related purposes.
4. Communications via the network or E-mail should not be assumed to be private or privileged information.
5. Malicious use of the network or E-mail to develop programs that harass other users, infiltrate a computer network system, and/or damage the software components of a computer or computing system is prohibited.
6. Use of the network or E-mail to transmit material likely to be offensive or objectionable to recipients is prohibited (i.e. hate mail, harassment, discriminatory remarks, flaming, slamming and other antisocial behaviors).
7. The illegal installation of copyrighted software for use on our computers is prohibited.
8. When using the internet, students should not use their full names or give out their home telephone number, home address, or school name. We also recommend that you not give out your social security number, bank account numbers, or credit card numbers.
9. Please understand that the Internet is a non-censored media and the possibility exists for inappropriate material to be displayed. The utmost care will be taken in the classroom to avoid this situation. The Advanced Technology Academy will not be held liable for any indiscretions involving Common/Internet use. Students should never respond to any messages that are suggestive, obscene or threatening. They should show such messages to an adult/teacher so a copy can be forwarded to the service provider for investigation.
10. Advanced Technology Academy complies with all federal requirements for privacy and Internet safety, i.e., The Children's Internet Protection Act, and operates comprehensive filtering software to ensure students are not subject to inappropriate material.
11. Advanced Technology Academy reserves the rights to log Common/Internet use; to monitor file server space utilization by users; and remove a user from the network in case of unauthorized activity.
12. Technology abuse is considered serious misconduct and will be dealt with by loss of computer privileges. I understand that if I violate any of the above rules, I could lose my computer privileges, both at home and at school.
 - A. I will treat all computer equipment with care and I will leave it in good working condition when I am finished
 - B. I will BE SAFE, RESPONSIBLE, AND KIND to the computers and other hands on technology when I am using them.
 - C. I understand that the school and home computer software cannot be copied by me to use on any other computer because this would violate copyright law.
 - D. I will not bring in any of my own software to use on the school computers because this would violate copyright law.

Student Name (printed) _____ 2010/2011 Grade _____

Student Signature _____ Date: _____

Parent Name (printed) _____

Parent Signature: _____ Date: _____

APPENDIX D

ORDINANCE NO. 99-767

AN ORDINANCE TO AMEND THE OFFENSE CHAPTER (CHAPTER 14) OF THE CODE OF THE CITY OF DEARBORN BY ADDING SECTION 14-140.

THE CITY OF DEARBORN ORDAINS TO:

Amend Chapter 14 of the Code of the City of Dearborn by adding Section 14-140 to read as follows;

Sec. 14-140. Disorderly conduct on or near school property.

(a) *Definitions.* As used in this section:

School property means any building owned or used by any public, private or parochial school, all fixtures and appurtenances attached to the property, and all personal property found in and around the property; school property also includes the entire campus of the school, including, but not limited to, the grounds, sidewalks, parking areas, and recreational areas.

Student means all current students, all former students who have attended within the past 48 months, all suspended students, and all expelled students.

Loitering includes the definition in Section 14-136 of this Code, and also includes sitting in a parked or standing vehicle, or in a moving vehicle repeatedly driven over the same street within 100 feet of school property.

(b) *Prohibited, conduct.*

(1) *Destruction of property.* It shall be unlawful for any person to damage, destroy or deface any school property.

(2) *Disturbing the peace.* It shall be unlawful for any person to willfully or maliciously make, or assist in making, any noise, disturbance, or improper diversion, by which the peace, quiet, or good order of any public, private or parochial school is disturbed.

(3) *Profane or indecent language, conduct.* It shall be unlawful for any person to use profane, indecent, or immoral language, or engage in indecent or immoral conduct on school property.

(4) *Loitering on school property.* It shall be unlawful for any person who is not a regularly enrolled student, parent of a student, teacher, school employee, or other person engaged in legitimate school-related business, to enter any school building without the permission of the school administration. It shall be unlawful for any person, including, but not limited to, students, parents, and those engaged in legitimate school business, to remain on school property after being advised to leave the property by a principal, assistance principal, teacher, or law enforcement officer. A person so advised to leave the school property shall not re-enter the property without the express permission of the principal, assistance principal, teacher or law enforcement officer.

(5) *Loitering on school property by suspended or expelled students.* It shall be unlawful for any student who has been suspended or expelled from any public, private or parochial school to enter into any building or onto the grounds of any school without the express permission of the principal or assistance principal of the school. Suspended or expelled students are prohibited from entering into or onto any school property for any reason, or at any time, including, but not limited to, sporting events, extra-curricular activities, or meeting students in school parking lots or other areas. The prohibition applies to all schools, not just the school from which the student was suspended or expelled.

(6) *Loitering or congregating near school grounds.* It shall be unlawful for any student to loiter or congregate on public or, private property within 100 feet of school property. If a student has legitimate business on private property within 100 feet of school property, the student shall provide advance notice to the school administration (or, if a member of the school administration is not available, the police department) of the student's intent to visit the private property. This section shall not apply to students visiting a commercial business open to the general public, unless the owner or operator of the business has posted a sign stating that students shall not congregate on that property.

(c) *Penalty.* A person who violates this section is guilty of a misdemeanor.

AUTHENTICATION

This is to certify that the undersigned do hereby authenticate the foregoing Ordinance adopted on May 4, 1999 and published on May 12, 1999, effective the day following publication. True copies of this Ordinance may be inspected or obtained in the Office of the City Clerk.

Michael A. Guido, Mayor
Kathleen Buda, City Clerk

THE OPTIMIST CREED

PROMISE YOURSELF

- To be so strong that nothing can disturb your peace of mind.
- To talk health, happiness and prosperity to every person you meet.
- To make all your friends feel that there is something in them.
- To look at the sunny side of everything and make your optimism come true.
- To think only of the best, to work only for the best, and to expect only the best.
- To be just as enthusiastic about the success of others as you are about your own.
- To forget the mistakes of the past and press on to the greater achievements of the future.
- To wear a cheerful countenance at all times and give every living creature you meet a smile.
- To give so much time to the improvement of yourself that you have no time to criticize others.
- To be too large for worry, too noble for anger, too strong for fear, and too happy to permit the presence of trouble.

NOTES

ADVANCED TECHNOLOGY ACADEMY

(Managed by Technical Academy Group, LLC)

BOARD OF DIRECTORS

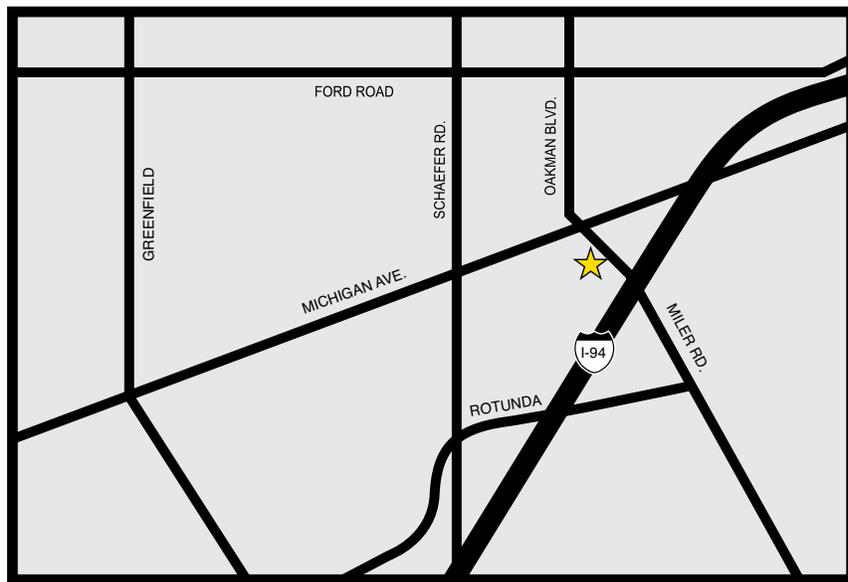
Richard Schneider, Ph.D.....President
Diane Fuselier- Thompson, M.S.W..... Vice President
Peter Stockmann.....Treasurer
Floyd Addison Jr.Secretary
Peter McInerney Trustee
Suzanne Sareini..... Trustee

ADMINISTRATION

Barry T. Hawthorne..... Executive Director
Chief Administrative Officer
Randolph J. Dubitsky.....Deputy Chief Administrative Officer
& General Counsel
Robert Wittmann Chief Fiscal Officer
Judy KingeryDirector of Human Resources / Registrar
Mary Barry Cybulski..... Chief Academic Officer
Hannah JorgensenDirector of Academic Affairs & Initiatives
Kaye LaGreca Director of School Improvement
Assistant Chief Academic Officer
Karl Khoury Title I Director
Steve Quinlan.....Director of Institutional Advancement
Cynthia AndersenHigh School Principal
James Lundie..... Middle School Principal
Michelle Pazur..... Elementary School Principal
Tarik Khoury..... School Vice Principal
Johnie Robinson High School Dean of Students
Ronald Cook Grade School Dean of Students

LAKE SUPERIOR STATE UNIVERSITY CHARTER SCHOOL OFFICE

Dr. Bruce Harger Director of Charter School Operations



Advanced Technology Academy

4801 Oakman Blvd., Dearborn, MI 48126