MULTICULTURAL ACADEMY

"Building Diversity and Great Minds"

Elementary Parent/Teacher/Student Handbook

2026-2027 School Year

ADDRESS

5550 Platt Road
Ann Arbor, Michigan 48108

CONTACT INFORMATION

School Phone #	734-677-0732
School Fax #	734-677-0740
School Email	www.macademyk8.com
School Website	www.macademyk8.com

SCHOOL HOURS

Monday – Thursday:

Elementary and Middle School	8:30 a.m. – 3:30 p.m.
Friday	8:30 a.m. – 2:00 p.m.
Breakfast is served	8:00 a.m. – 8:30 a.m.

ADMINISTRATION

Principal
Mohana Mukherjee……..... mmukherjee@macdemyk8.com

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CHARTERING AGENCY

Bay Mills Community College

SCHOOL COLORS

Blue & Gold

MASCOT

Chargers

OUR ACADEMY HISTORY

Multicultural Academy is a public charter school that serves students from K through grade 12. The school opened as a K-8 academy in September 2004, with 87 students and 6 teachers. One year after its establishment the school moved to a newly constructed building on Platt Road, and enrollment grew to approximately 180 students. Soon after, in 2008, parent demand for preschool education initiated the addition of the early childhood program, and 16 more students were added to the roster. The high school also opened in 2008.

OUR MISSION

The mission of Multicultural Academy is to recognize that each child is an individual who needs to experience success to develop a love for learning. We celebrate the pursuit of lifelong learning and are committed to nurturing high self-esteem, respect for diversity and an appreciation for differences. We believe that everyone can learn and experience success given the opportunity to develop confidence and independence.

OUR VISION

The vision at Multicultural Academy is to impact the lives of our students to enable them to become creative thinkers and lifelong learners

ACADEMIC INFORMATION

Students of MA will:

- Acquire an academic foundation which promotes continuing scholastic success and personal growth
- Feel confidence in their learning ability
- Develop problem solving and higher order thinking skills
- Communicate effectively and develop an environmental and global awareness
- Have opportunity to experience foreign language and culture study
- Understand and practice sound personal physical health
- Recognize the relevance of current schooling to future learning and living
- Explore a variety of educational, social and personal experiences, and/or interests
- Contribute to the development of an honest and trusting school environment
- Acquire an awareness of technology's role in their future and develop the skill to utilize and expand that awareness

Multicultural Academy is experienced-based, interdisciplinary, and collaborative. There is an emphasis on educating the whole child intellectual, emotional, and physical aspects of the person. One of the most important organizing principles of education at Multicultural Academy is that in order for children to learn in school and to become lifelong learners, they must interact with their environment (people, places, and things) and interpret the experience. There are different ways of talking about the educational philosophy of Multicultural Academy.

MULTICULTURAL ACADEMY SCHOOL GRADING POLICY

K-2nd Grade

Evaluation Code-Skills and Concepts Progress

3- Understanding of grade level standards consistently and independently.
2- Partial understanding of grade level standards with or without support
1- Minimal understanding and does not meet grade level standards even with support.

Effort & Behavior Skills

O- Outstanding
S- Satisfactory
N- Needs improvement

Third Grade through Fifth Grade

Letter Grade	Percentage	GPA
A+	101	4.100
A	95-100	4.000
A-	90-94	3.667
B+	86-89	3.333
B	83-85	3.000
B-	80-82	2.667
C+	76-79	2.333
C	73-75	2.000
C-	70-72	1.667

D+	66-69	1.333
D	63-65	1.000
D-	60-62	0.67
E	0-59	0.000

Honor Roll Criteria

- High Honors (Gold Honor Role) is a Grade Point Average of 95% and above
- Honors (Blue Honor Role) is a GPA of 90-95%

Grading Information

- Grades are an indication of a student's mastery of material
- Letter grades are issued four times per year at the conclusion of each quarter
- Semester grades are recorded twice during the school year
- A student who has an E for a card marking or semester is required to enter into an Individual Learning Plan that may include after-school tutoring and academic interventions
- A student who has an E for the year in a required course must retake the class the following year or receive a passing grade during summer school
- Conduct grades are issued for every student. It is an assessment of the student's classroom behavior and effort put forth, and is not connected to the academic grade

PROGRESS REPORTS AND REPORT CARDS

Report cards are distributed four times during the school year. Parent/Teacher Conferences are held during the spring and fall. They are distributed during conference time in November and April. Parent –Teacher Conferences are a very important part of your child's learning process. It is vital that you attend conferences. Progress reports are distributed approximately every 4-5 weeks (at the mid-quarter point of the card-marking) for all students. You can also check your child's progress reports on power school.

AWARDS

At the end of each year, Multicultural Academy shows its appreciation for outstanding students in an Honors Awards Celebration. Awards are presented at the discretion of the class teacher and the principal. Parents/guardians are invited to the Honor's Celebration.

HOMEWORK

Homework is necessary to master academic subjects and is mandatory for every grade. Students must check daily for homework assignments before leaving the building each day. Parents/guardians should provide a quiet place at home where students can complete homework.

ACADEMIC INTEGRITY

Academic integrity is the foundation of an effective school. The core premise of academic integrity is that the work a student turns in is the product of his or her own thinking. Academic dishonesty infractions are cumulative throughout a student's school enrollment and each infraction will be documented and placed in their permanent file. Academic integrity violations occur, primarily, in two areas:

- **Plagiarism:** or the presentation, in whole or in part, of another person's words or ideas as one's own without giving proper acknowledgment of sources.

- **Cheating: The following behaviors constitute cheating at Multicultural Academy and will result in the appropriate discipline being taken:**
    - TESTING:
        - Any talking or whispering among students
        - Giving messages—verbal or non-verbal
        - Intentionally exposing a test in such a way that answers can be seen or taking answers from an exposed test paper
        - Having anything on top of the desk except for the test paper and writing utensil unless the teacher grants permission
        - Using inappropriate materials during a test. This includes information on the floor, skin, clothing, shoes, or any other notes
        - Using electronic devices
    - HOMEWORK:
        - Presenting work as if it is your own, when in fact it is not
        - Copying someone else's homework assignment or doing someone else's work for them
        - Group projects would be an exception, with teacher permission

- The first time a student is caught cheating he/she will receive a zero for the work in question and a parent will be notified.
- After the second incident, the student will be referred to the principal for discipline measures that are left to the principal's discretion. Possible consequences are: in-school suspension, failure of class or unit, detention, etc.

AI POLICY

AI programs include tools such as **ChatGPT, Gemini, Copilot**, and other programs that can write, answer questions, summarize, translate, rewrite, or complete schoolwork.

We may sometimes use AI **together as a learning tool.**

You must have **my permission BEFORE using AI on an assignment.**

WITHOUT PERMISSION, DO NOT USE AI TO:

- Write an essay or paragraph.
- Answer reading questions.
- Complete vocabulary.
- Summarize a text for you.
- Rewrite your work.
- Complete homework.
- Answer quiz or test questions.
- Create work that you turn in as your own.

UNAUTHORIZED AI USE = ZERO

If you use AI to complete work without prior permission:

- **You will receive a ZERO on the assignment.**
- **You will NOT be allowed to redo or make up the assignment.**

The rule is simple:

IF I DID NOT SAY YOU CAN USE AI, DO NOT USE AI.

If you are unsure, **ask first.**

ASSESSMENT GUIDELINES

Student assessments are an integral part of the school's curriculum, providing information to improve teaching and learning. Assessments measure each student's academic development over time. They also evaluate subject mastery through a variety of methods, which are applied in a consistent and uniform fashion. Collaboration between student and teacher serves to clarify assessment criteria and outcomes, fosters accountability on both parts, and enhances self-evaluation by the student. Multicultural Academy maintains the following grading protocols:

- Report card academic grades are based only on achievement and participation. Students will receive responsibility points that will account for a portion of their grade each quarter.
- Attendance is related to achievement. Students must be present on a daily basis for instruction in order to maintain a fundamental knowledge base. Students will be allowed to make up work for excused absences only. Students will not be allowed to make up work for unexcused absences or class expulsions.
- Effort/participation will be counted as part of the academic grade. Attendance and tardiness will affect the participation grade.
- A failing grade will be recorded as a zero (0).
- Work handed in late for legitimate reasons **(illness, hospitalization, school sponsored trip, family emergency,)** will be considered as such:
    - The work must be turned in according to the time-line established by the teacher
    - If work is not completed an E will be recorded in grade book
    - Extended legitimate absences of more than five days will be treated on a case-by-case basis
- Work submitted late for reasons that are not legitimate will be considered as such:
    - A full grade penalty per day up to 3 consecutive days from due date
    - Work handed in after the 4th day from due date will receive an E (0)
- Individual extra credit work, corrective instruction, and enrichment opportunities for all students can be given when warranted, at the discretion of the class teacher.

FIELD TRIPS

Field trips are carefully planned by teachers to supplement classroom curriculum. They offer unique opportunities to learn outside of the classroom. Students should plan on attending all class trips because they will be responsible for any material covered/presented. Permission slips must be signed by parents/guardians prior to the date of the trip and there may be a small fee required to cover costs. Full uniform is required unless otherwise specified on the permission slip. Unless a signed permission slip is on file, a student may not attend the class trip. Telephoned permission is not accepted.

STUDENT DRESS CODE

APPEARANCE AND GROOMING

Multicultural Academy has a specific dress code that will be strictly enforced every day of the school year. Research shows a definite relationship between proper dress, cleanliness, having good work habits, and proper school behavior. Any type of attire that attracts undue attention to the wearer, or causes a disturbance in the school, is not acceptable. Shoes or other appropriate footwear are required at all times as per state law and health regulations.

APPROVED UNIFORM

Item	Acceptable	Unacceptable
Pants, leggings, tights	**Solid Navy Blue, Black, or Khaki**	Jeans/denim Non-dress pants Spandex/sweats Cargo
Shorts	**Solid Navy or Khaki**	Cut-offs
Shirts/ Blouses	**Light Blue Solid** (9-12) polo/collared/turtleneck	Characters Tank tops Mesh or sheer material
Sweaters/Fleece/Vests	**Solid Navy or Khaki/Tan**	Hoods Oversized
Skirts/Skorts/Jumpers	**Solid Navy or Khaki** **No shorter than 1" above the knee**	Spaghetti straps, wrap-around, or mini skirts
Abaya	**Solid Navy, Black or Khaki** (K-12)	Prints or designs jeans or colored clothing underneath
Shoes	**Athletic, dress, closed heel & toe**	Open toes, sandals, Clogs
Head Dress	**Navy, White, Black or Tan**	

DRESS CODE VIOLATIONS

Adornments

- Bandanas, hats, caps, and sun glasses are not permitted during school hours.
- No hooded sweatshirts of any kind.
- Girls will be permitted one pair of small earrings (post earrings only; no hoop earrings), of a small and non-distracting style, to be worn in the ear lobe only. Boys will not be permitted any earrings. Girls will not be permitted any visible piercing other than those stated above.
- Students will have no visible tattoos of any nature
- No Mohawks or symbols shaved into hair. Boys may not have hair longer than the drape of the neck.
- No chains.
- No outer wear to be worn in class.

Shirts

1. No emblems, signs or medallions will be worn, stuck on, or pinned to any of the uniforms.
2. No crop tops or spaghetti straps.
3. Only the top one or two buttons unbuttoned.

Pants

- Pants will be proper-fitting, clean and in good repair
- No sagging pants.
- Pants will be no longer or shorter than the top of the shoe.
- Pant waistbands must be worn at the waist.
- No rubber bands worn at ankles, no rolled-up pants.

Socks and Shoes

- Athletic shoes may be worn. All students must wear shoes that have soles of one inch or less and heels of less than two inches.
- All shoes must have closed toe and heel

Skirts, shorts, and jumpers

1. Shorts, skirts, skorts, and jumpers can be no shorter than 1 inch above the knee.
2. Girls are allowed to wear shorts at any time.
3. Leggings are not allowed under skirts that are too short as a way of making up for the length requirements.

Coats, Hats, Boots, Gloves, Backpacks, and Lunch Boxes.

- All outerwear will be clean and in good repair, with no offensive wording or images and will not be worn inside the Academy.

DRESS-DOWN DAYS

The students are awarded ‘dress-down’ days several times a year. Students are not required to wear their full uniform on these days, but some rules still will be enforced. In general, all the above violations still apply except that:

- Students may wear denim
- Students may wear non-uniform shirts, blouses (no crop tops, low-cut, or spaghetti straps), pants, dresses and skirts (still no more than 1 inch above the knee) with different colors/prints, with logos that are not offensive.

- Hoodies are NOT allowed.

ATTENDANCE POLICY

Regular school attendance is essential to the progress and achievement of the students. In-class work and discussion are as important to a student's education and understanding of the curriculum as the completion of assignments or the passing of a test. A student should make every effort to attend school regularly and to limit any absences. It is the parents'/guardians' responsibility to ensure regular attendance and promptness. Medical and other appointments should be arranged outside of class time.

- Only the school office has the authority to send a student home. Students are not allowed to call from their cell phones to have parents pick them up.
- All students arriving after 8:20 A.M. or departing from school during the school day must sign in or out at the office. The purpose of this is to enable the school to accurately track whether a student is in or out of school.
- Students are expected to attend all assigned classes on time.

Absences

Absences must be verified by a parent or guardian. Parents/guardians should call the school office by 8:00 a.m. on the day their child is absent, or a note must accompany the child upon return. Students may not be absent from school for more than 15 days for excused/legitimate reasons. Students may not be absent from school for more than 7 days with unexcused absences. Excused/legitimate absences are limited to the following: student illness, family emergency, death in the family, and religious holidays. All other absences, such as missing the bus, suspension from the bus, trips/vacations, family gatherings, or incomplete homework, are not excused and are subject to disciplinary action.

- Any student ill for one or two days must return with a note from their parent(s) or doctor.
- Any student absent for illness for three or more days must return with a note from a doctor.
- An attendance letter may be sent home for any student having more than seven absences, and further letters will be sent home at eleven and fourteen absences.
- Once the student reaches 18 total absences (excused + unexcused = total), the Michigan Department of Education's maximum allowed:
    - A report will be made to CPS for educational neglect
    - The student and family must meet with the principal and behavior specialist before the student's return to school to determine how to proceed.
    - Moving forward with Multicultural could look like:
        - Summer School (with required attendance)
        - Repetition of the same grade
        - An attendance agreement
        - Dropping the student from the school's roster
- Students are responsible to arrange for any make-up work or tests missed due to an excused/legitimate absence.
- It will be at the principal's discretion to allow students to participate in extracurricular activities if they are absent for that day.

Pre-Arranged Absences

- If a family situation arises that might cause a student to miss school for an extended period, the parents must contact the principal at least one week in advance to discuss the reasons for the pre-arranged absence.
- Returning students will be tested on missed material to assess competency. Students receiving failing grades may be required to attend summer school before being promoted to the next grade (at the discretion of the principal). If the student has been absent for more than 50% of the year, and receives failing grades on tests of subject mastery, the student will be retained in the current grade for the next school year.

Work Missed During Absences

- Parents/guardians and students are responsible for checking with their teacher to make a plan to complete all missed work during excused absences.

SCHOOL CLOSINGS

It is essential that parents/guardians listen to the following radio or TV stations for announcements about school cancellations and/or closings due to extreme weather or other emergency situations. School personnel will not be able to make contact with individual families when the school closes unexpectedly. These stations are:

TV stations	WDIV (Channel 4)
	WXYZ (Channel 7)
	FOX (Channel 2)
Radio	WWJ 950 AM

Parents should have an existing emergency plan for alternative child care ready in case of an emergency closing of the school.

STUDENT RECORDS

Every enrolled student must have a complete set of school records on file. This information is provided by the parent/guardian and by the previous school(s) attended. Emergency contact numbers, addresses, and medical information must be updated when appropriate. Records exist primarily for local school use or as otherwise stipulated, are confidential, and can only be accessed by authorized personnel. Parental/guardian requests for access to student school records must be made in writing. Requests for access will be honored within fifteen days, and parents must pick up records from the school office in person at a prearranged time. School enrollment records must be sent to the students' new school via mail and cannot be transported by parents/guardians.

NAME, ADDRESS, PHONE CHANGES

It is vital that all school contact information is current. If a change occurs during the school year, please contact the office immediately so records can be updated. It is in the best interest of the student that the school office is able to contact parents/guardians at any time of the day in case of emergency.

HEALTH INFORMATION

Every student must have a complete and updated medical history form on file. Parents/guardians may receive notice periodically that their child must have complete physical and/or updated inoculations from a licensed physician. Parents/guardians whose children have special medical concerns should notify the office and teacher in writing at the beginning of the school year. Students that need medication during the school day must keep their medication in the school office to be administered by office staff and a medication form must be on file.

Students who need to leave school early because of illness must have permission from their teacher to go to the office. Office staff will call home to make arrangements for a pick up. Parents are asked not to make medical appointments for their children during the school day.

ACCIDENT/INJURY

When an accident occurs, it must be reported at once to the teacher in charge. The teacher will then report it to the office. Proper medical referrals will be made when necessary. First aid packs are located in the school office.. In all such events, an incident report must be completed by the staff member witnessing the event and a copy given to the student to take home.

MEDICATION/FIRST AID

First aid shall be limited to the applying of simple bandages, infection preventatives, or ice, and to any justifiable emergency aid, such as stopping excessive bleeding to prevent further injury, disability or death. Neither diagnosis nor treatments, except under emergency conditions, are within the responsibilities of school personnel, since school personnel are not trained to make medical decisions.

In the event that any student is the recipient of any type of injury, the following procedures are to be observed.

1. Immediate attention will be brought to the adult in charge.
2. Immediate attention will be given to determine the extent of injury.

3. Immediate efforts will be made to contact the parent/guardian should the extent of the injury warrant such contact..
4. Arrangements will be completed for the transfer of the student to a medical service facility if deemed appropriate.
5. A follow-up investigation to clearly identify precisely what happened and why will occur as soon as possible. This may include obtaining written statements.
6. An accident report must be completed.

Only those school employees qualified by school-approved training, and then only in case of emergency, may administer first aid or CPR to the students. School employees shall not attempt to treat any student injury after the initial treatment of emergency first aid. The school will not assume liability under these policies for employees acting outside the scope of their authority as set forth herein.

ADMINISTRATION OF MEDICATION

Definition of Medication: "Medication" shall include prescription (prescribed by a physician) and non-prescription (over-the-counter) drugs, preparations, treatments, and/or remedies taken by mouth, inhaler, and injection (such as Epi-pen or insulin), applied as drops to eyes or nose, or applied to skin.

The school shall not be responsible for the diagnosis and treatment of student illness except as provided above in the first aid and CPR policy. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment was not made available during school hours, or the student is disabled and requires medication to benefit from his/her educational program.

Procedures:

- The student's parent/guardian must provide the school with written permission and request to administer medication. A *Medication Administration Permission Form* must accompany such permission and request. Written instructions must include the name of the student, name of medication, dosage, time to be administered, route of administration, date and duration of administration and ***must accompany the medication***.
- The administrator, teacher or other adult designated by the administrator and in the presence of another adult, must administer the medication.
- The medication should be brought to school by the parent/guardian.
- The medication shall be examined by the school employee administering the medication to determine in his/her judgment that it appears to be in the original container, that it is properly labeled by a medical professional when provided by the parent/guardian, and that the appropriate, corresponding information for the administration of the medication is found on a Medication Authorization Permission Form for the student listed on the label.
- The administrator or designated school employee should count the amount of medication received and record the amount. The medication should be recounted and recorded on a regular basis.

- All prescription medication should be kept in a labeled container prepared by a pharmacy, physician, or pharmaceutical company and labeled with the name of the student, the name of the medication, the dosage, the time of the administration, and the frequency of administration.
- The school should not provide any non-prescription (over-the-counter) medications to students without a prescription from a physician as well as written permission from the parent/guardian to administer it. All non-prescription medication for a student must be provided by the parent/guardian in an original container.
- Medication should be stored in a locked cabinet within the school's office with limited access except at time of administration.
- A log of medication administration, by individual, is kept in the office. The person giving the medication should record the date and time of administration of the medication, record any appropriate comments or observation pertaining to the administration, and sign their name.
- If any changes occur in medication required, a new Medication Administration Permission Form must be filled out and kept on file in the school office.

Self-administration of medication (including asthma inhalers and diabetic insulin) shall be allowed under the following conditions:

- Parents/guardians must provide a Medication Administration Permission Form completed by a physician that indicates that the medication may be self-administered in addition to all other necessary information pertaining to the administration of it.
- The medication will be stored in a locked cabinet within the school's office.
- The medication will be self-administered under the supervision of the administrator or his/her designee.
- No student is allowed to provide or sell any type of prescription or nonprescription medication to another student. Violations of this rule will be considered violations of the school's Illegal Drugs and Controlled Substances policy with all the discipline associated therewith.

Additional Instruction for students with diabetes:
The school shall provide to designated personnel training for the management of students with diabetes as follows:

- Information about the disease
- The signs and symptoms of hypoglycemia and hyperglycemia
- What to do in a medical emergency and the special planning needed for the student with diabetes during school functions such as parties, field trips, participation in sports, and after school activities.
- Such training should take place annually for any school in which there is a student with diabetes, or as needed if a student is newly diagnosed with this disease.
- In addition to all other procedures contained within this document, the parent/guardian of a student with diabetes must complete and provide the school with the two-page SCHOOL-BASED CARE PLAN for STUDENT with DIABETES.

CONDUCT & DISCIPLINE

It is expected that students will observe the highest standards of personal conduct. Each individual's responsibility is to behave in a manner that reflects positively on the school and on him/herself. Certain rules and regulations are necessary to maintain a positive and supportive environment in any community. By themselves, however, rules are not sufficient, and without an underlying spirit of cooperation, consideration, and respect for others, no community will be truly productive.

The purpose of school rules, restorative practices, and disciplinary actions is to help develop positive behavior in students and have them be responsible for their actions. The behavior expected from a student rests on three basic points: **respect for self, respect for others, and respect for all property. Multicultural Academy expects that all students will follow both the letter and the spirit of the following standards of behavior:**

- Personal honesty is essential to preservation of trust in a community and is expected at all times
- Repeated or frequent violation of minor rules and expectations is disruptive to the learning environment and will not be tolerated.
- Respect towards all persons and things is expected at all times. Vandalism, theft, harassment, physical violence, bullying, or any form of disrespect is not permitted.
- Students may not possess or consume alcoholic beverages or any other controlled substance (including tobacco and marijuana products) while on school premises or under the jurisdiction of the school.
- Students are expected to behave, both on and off campus, in ways that reflect favorably upon themselves and the school. We will hold students accountable for actions taken at school-sponsored events off campus and towards school personnel or school property. Note that action in the community, even outside of school hours, that negatively reflects upon Multicultural Academy or the individual is subject to review and possible disciplinary action.

K-5 Behavior Rubric

Tardies	3 Days	4 Days	5 Days	6 Days

- Students arriving after 8:20 a.m. are considered tardy and must report to the office with a written excuse from parents, add themselves to the lunch count, and receive a pass to enter class.	- Every 3 days tardy = 1 unexcused absence. - A warning and notice are sent home to the parent for a signature and a call home.	- The student and parent must meet with the behavior specialist to develop a plan and agreement to remedy their student's timeliness. - Call parent and discuss the importance of making sure the child is in school on time.	- The student and parent must meet with the behavior specialist to revise the plan to remedy their student's timeliness. - Lunch detention to be served.	- The student and parent must meet with the behavior specialist and administration to discuss their commitment to having their student attend Multicultural Academy. - Implement the plan/agreement consequences previously agreed upon.
Skipping Class	**1 Day**	**2 Days**	**3 Days**	**4 Days+**
- Students are expected to attend all scheduled classes. - Students who do not attend class will be considered truant.	- Behavior Specialist to meet with student to determine cause of truancy. - Call home	- Student, Behavior Specialist, SSW and teacher to meet to develop a plan.	- Parent, student, and administration to revise plan to keep student in class.	- Follow revised plan consequences
Unexused Absences	**3+ Days**	**5+ Days**	**7+ Days**	**10 Consecutive Days in a row unexcused**
Elementary students arriving 30 minutes late or leaving 30 minutes early will be considered absent for ½ day. If a planned extended absence is not approved by the principal at least a week before the trip, your student will be marked unexcused for the duration of their absence.	Student responsible for working with teachers to make up work. - Call to parent	A conference with the parent, teacher, student, SSW, and Behavior Specialist required.	A home visit will take place with the Behavior Specialist to discuss the importance of regular attendance and to create a signed attendance agreement.	Discussion regarding the student's disenrollment. CPS report for educational neglect is required.
Dress Code	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**

See dress code requirements pages 7-8 of the student handbook.	Teacher to document interventions. - Call made home to cuss dress code violation. Private redirections to fix clothing. - Reteaching of expectations	Behavior Specialist to ocument interventions. Call made home to discuss dress code violation. Community resources le available through the SSW.	- Behavior Specialist to document interventions Meeting to take place with student, family, SSW, and Behavior Specialist. - 1-day lunch detention.	- Student and parent to meet with administration.
Cellular phones and Electronic Devices	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**
- Any device not provided by the school is considered a violation of this policy. - All devices MUST be turned into the device bin at the beginning of the day. the State of Michigan, personal devices are not allowed within classroom during school hours.	Reteach expectations Confiscate device and take to office Teacher intervention documented Returned to student at end of school day.	Reteach expectations Confiscate device and take to office Teacher intervention documented Parent to pick up at end of the school week.	- Reteach expectations Confiscate device and take to office - Teacher intervention documented Parent to pick up at end of marking period.	Reteach expectations Confiscate device and take to office - Teacher intervention documented Parent to pick up at end of school year.
Behavior Level 1 (including but not limited to:)	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**
Minor infractions inside or outside the classroom. Referral is given after Classroom consequences have been implemented	- Reteach expectations Verbal guided reflection - Teacher intervention documented Meeting to take place with teacher and student.	Reteach expectations - Verbal guided reflection Teacher intervention documented Phone call to parent with student present.	Reteach expectations and placement behavior practice. - Teacher intervention documented Meet with Behavior Specialist and SSW.	- Lunch detention
Behavior Level 2 (including but not limited to:)	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**

- Continuous Horseplay - Disruption Leaving classroom without permission - Disorderly conduct - Improper technology - Insubordination - Petitions - Trespassing/Loitering - Unauthorized protests Unauthorized use of school equipment	Reteach expectations Verbal guided reflection Teacher intervention documented Phone call home (Teacher)	Teacher intervention documented Reteach expectations and replacement behavior practice. Student reflection and accountability paper. - Phone call home (Behavior Specialist)	- Teacher intervention documented Reteach expectations and placement behavior practice. - Student reflection and accountability paper. Phone call home (Behavior Specialist) - Family conference with Behavior Specialist required.	- Teacher intervention documented Phone call home (Admin) Student to participate in a Restorative Support Plan that may include supervised in-school learning, restorative conferencing, reflection activities, restitution when appropriate, and counseling or social-emotional supports.
Behavior Level 3 cluding but not limited to:)	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**

Damage to school property - Dishonesty/Cheating - Forgery - Gambling - Disrespect to staff - Inappropriate display of affections - Insubordination/defiance/ unruly conduct Obscenity/Profanity against a peer Skipping lunch detention or leaving school grounds without permission	Teacher to send student and the completed referral form to the office. - Phone call home (Behavior Specialist) Behavior Specialist to determine and communicate restitution or community service required to repair harm. Student reflection and accountability paper. - Restorative circle facilitated by trained staff. Student to participate in a Restorative Support Plan that may include supervised in-school learning, restorative conferencing, reflection activities, and restitution when appropriate.	Teacher to send student and the completed referral form to the office. - Phone call home Behavior Specialist) SSW to work with student to develop an intervention plan. Behavior Specialist to determine and communicate restitution or community service required to repair harm. Student reflection and accountability paper. - Restorative circle facilitated by trained staff. Student to participate in a revised Restorative Support Plan that may include supervised in-school learning, restorative conferencing, reflection activities, and restitution when appropriate.	Teacher to send student and completed referral form to the office. Phone call home (Behavior Specialist) Administration to determine and communicate restitution or community service required to repair harm. - Student reflection and accountability assignment. Restorative circle facilitated by trained staff. Family conference to revise the Restorative Support Plan that may include supervised in-school learning, restorative Conferencing, reflection activities, \and restitution when appropriate. - 1 to 2-day out-of-school suspension with additional academic expectations (all work needs to be completed prior to student's return to school).	Teacher to send student and the completed referral form to the office. Phone call home (Admin.) - Administration to determine and communicate restitution or community service required to repair harm. Student reflection and accountability assignment. - Restorative circle facilitated by trained staff. Family conference to revise the Restorative Support Plan that may include supervised in-school learning, restorative conferencing, reflection activities, and restitution when appropriate. 3 to 4-day out-of-school suspension with additional academic expectations (all work needs to be completed prior to student's return to school).
Behavior Level 4 cluding but not limited to:)	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**

Bullying (as defined in the student handbook) Discriminatory harassment - False allegation - Fighting - Improper communication (verbal, written, or gestured to **any student or staff**) Intimidation (threat of force or violence to **any student or staff**) - Tampering with another person's food or beverage - Threat of violence Verbal assault/profanity against a staff member	Adult-guided, immediate safety response. - Teacher to complete referral form Teacher to send student the completed form to the office. SSW to be notified for involvement and to create an intervention plan. - Administration or behavior specialist to call home. - Restorative circle facilitated by trained staff. Student to participate in a Restorative Support Plan that may include supervised in-school learning, restorative conferencing, reflection activities, and restitution when appropriate. Reintegration meeting with classroom teacher and a safety investigation may be required.	- Adult-guided, immediate safety response. Teacher to complete referral form Teacher to send student and the completed form to the office. SSW to be notified for involvement. Administration or behavior specialist to call home. Restorative circle facilitated by trained staff. Family conference to revise the Restorative Support Plan that may include supervised in-school learning, restorative conferencing, reflection activities, and restitution when appropriate. Reintegration meeting with classroom teacher and a safety investigation may be required. 1 to 2-day out-of-school suspension with additional academic expectations (all work needs to be completed prior to student's return to school).	Adult-guided, immediate safety response. Teacher to complete referral form Teacher to send student and completed form to the office. - SSW to be notified for involvement. Administration or behavior specialist to call home. Restorative circle facilitated by trained staff. Family conference to revise Restorative Support Plan that may include supervised in-school learning, restorative conferencing, reflection activities, and restitution when appropriate. Reintegration meeting with classroom teacher and a safety investigation may be required. - 3 to 4-day out-of-school suspension with additional academic expectations (all work needs to be completed prior to student's return to school).	Adult-guided, immediate safety response. - Teacher to complete referral form Teacher to send student the completed form to the office. SSW to be notified for involvement. Administration or behavior specialist to call home. - Restorative circle facilitated by trained staff. Student may be assigned a daily mentor. Family conference to revise the Restorative Support Plan that may include supervised in-school learning, restorative conferencing, reflection activities, and restitution when appropriate. Reintegration meeting with classroom teacher and a safety investigation may be required. 5 to 6-day out-of-school suspension with additional academic expectations (all work needs to be completed prior to student's return to school).

Behavior Level 5 (including but not limited to:)	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**
- Bringing inappropriate or dangerous objects to school Criminal Acts (As defined by federal, state, or local law) - Alcohol or Controlled Substance Arson/Use of/Distribution of fireworks - Bomb threat - Criminal sexual conduct - Distribution of fireworks - Extortion - False fire alarm; pay fine - Gang-related activity - Hazing - Indecency - Paraphernalia - Possession/smoking/vaping tobacco/marijuana Stealing/possession of stolen property - Physical Assault of another student or staff member - Vandalism Expulsion Requirement: Michigan law mandates that a student who possesses a dangerous weapon in a weapon-free school zone must be permanently expelled, although there are certain exceptions that may apply. (See below)	Adult-guided, immediate safety response. Teacher to notify behavior specialist/ administration immediately. SSW to be notified for involvement. Administration to call home. - Student- created accountability plan (apology letters and a plan on how to fix harm done) - Administration to determine and communicate restitution or community service required to repair harm. Harm circle facilitated by trained staff. A safety investigation is required. - Family conference required prior to student's return to school. Reintegration meeting with classmates may be required. Law enforcement may need to be involved. 1- to 2-day out-of-school suspension with additional academic expectations (all work needs to be completed prior to student's return to school). -	- Adult-guided, immediate safety response. - Teacher to notify behavior specialist/ administration immediately. SSW to be notified for involvement. Administration to call home. - Student- created accountability plan (apology letters and a plan on how to fix harm done) Administration to determine and communicate restitution or community service required to repair harm. Harm circle facilitated by trained staff. A safety investigation is required. Family conference required prior to student's return to school. Reintegration meeting with classmates may be required. Law enforcement may need to be involved. - 3- to 5-day out-of-school suspension with additional academic expectations (all work needs to be completed prior to student's return to school).	Adult-guided, immediate safety response. Teacher to notify behavior specialist/ administration immediately. - SSW to be notified for involvement. Administration to call home. Student- created accountability plan (apology letters and a plan on how to fix harm done) Administration to determine and communicate restitution or community service required to repair harm. Harm circle facilitated by trained staff. - A safety investigation is required. Family conference required prior to student's return to school. Reintegration meeting with classmates may be required. Law enforcement may need to be involved. 6- to 10-day out-of-school suspension with additional academic expectations (all work needs to be completed prior to student's return to school). -	Adult-guided, immediate safety response. Teacher to notify behavior specialist/ administration immediately. SSW to be notified for involvement. Administration to call home. - Administration to determine and communicate restitution or community service required to repair harm. Harm circle facilitated by trained staff. Law enforcement will be involved. Student's actions will be brought before the school board to be considered for expulsion.

ADMINISTRATIVE INFORMATION

PARENT INVOLVEMENT

In order for our students to be successful, parents and guardians must work in partnership with teachers and administration to reach academic, social and behavioral goals. In addition, the healthy maintenance of the school requires parent/guardian participation in many realms. Mandatory parent involvement includes:

- Attendance at report card conferences in November and April
- Updating of all required information in student files
- Attendance at all-school and class information evenings
- Returning of phone calls/emails within 24 hours
- Monitoring of homework completion
- Signing of forms and reports, and overseeing their safe return to school

We also encourage parent/guardian participation in other ways:

- Chaperoning field trips
- Participating in school and class fundraisers
- Donating time and services in areas of expertise

Our parent/guardian volunteers are a valuable asset to the school, and we cannot function without the help and support of the families we serve. Parent/guardian volunteers should report to the office to sign in and get a volunteer sticker. When they are ready to leave, they should sign out in the office. Volunteer hours are tracked using the sign in sheet. Hours are reported in the Annual Report that the school is required to complete each year. A Privacy Request also needs to be signed by all parent/guardian volunteers.

VISITORS

For the safety of all students and staff at Multicultural Academy, all visitors, including parents/guardians and family members, must first report to the office. If they have legitimate business in the classrooms, they must sign in, state their reason for being in the building, and obtain and wear a visitor pass or parent/guardian badge. At the conclusion of their visit, we ask that all visitors return to the office and sign out. The reason for these precautions is two-fold**:**

1. To protect the students
2. To keep track of all persons in the building in case of emergency

Multicultural Academy welcomes visitors and encourages parents/guardians to visit the school, but these visits must be scheduled beforehand with the teacher or the office staff.
Young friends and family members may not spend the day in the classroom with a student. This is a courtesy and safety issue and your cooperation is appreciated.

CONTACTING A TEACHER

Parents/guardians who wish to speak to a teacher should call the school office. A message will be given to the teacher, and a response will be made within 24 hours (if teacher is absent, it is 24 hours upon return). Teachers will not be called to the phone while they are in class. Teachers will also respond to emails and hand-written notes within 24 hours.

CONTACTING A STUDENT

The school phone is for school business, and not personal conversation. Parents/guardians who wish to speak to a student must leave a message in the school office. Students will not be called from class to speak on the phone. Students are allowed to use the school telephone for urgent matters only. When a student makes a call from a school telephone, it requires permission from a staff member. Please make all arrangements for your child's day before your child comes to school, i.e. transportation. In most cases, forgotten items are not real emergencies.

LOST AND FOUND

A "Lost & Found" bin will be maintained in the school for misplaced items. Please check it first and frequently for lost articles. We encourage parents to label all clothing, backpacks, supplies, and personal items with the student's name for easy identification and return.

TORNADO WATCH – TORNADO WARNING

A tornado watch means possible severe weather that is favorable to tornadoes, or that tornadoes may occur over a large geographic area such as southern Michigan. This does not mean that a tornado is expected to strike in our immediate area. Therefore, children are kept in school if this occurs during the school day.

A tornado warning means that a tornado may strike in the immediate area.

Points to remember:

- During a tornado warning, staff and students have been instructed as to proper procedure and will follow it. Every school is required to hold a minimum of two tornado drills a year.
- Weather bureau statistics reveal that most tornadoes strike between 3 p.m. and 7 p.m. and rarely occur during normal school hours.
- It is not possible for office staff to deliver messages to students when severe weather conditions occur.
- Students will be released exclusively to parents/guardians or those persons listed on the students' emergency form during a severe storm.

All decisions rest directly with the principal, who will make every effort to do what he/she thinks is best for the safety and welfare of the students.

FIRE DRILLS

By law, each school is required to hold eight fire drills during the school year. Students are instructed on how to leave a building safely and practice leaving from different areas of the school, in accordance with the Fire Safety Regulations. Every attempt will be made to hold drills during appropriate weather.

LIGHTNING

If any children are outside and lightning is spotted, the activity the children are engaged in will be immediately discontinued and the students will re-enter the building. This applies to recess and classes that are outside for special activities.

EVACUATION

In case of an emergency evacuation, the only persons allowed to pick students up from the evacuation site are parents/guardians or those persons listed on the students' emergency forms. Multicultural Academy will hold two emergency evacuation drills a year.

PESTICIDE APPLICATION

As part of Multicultural Academy's pest management program, pesticides are occasionally applied. All families will be informed once a month in the school newsletter when a monthly pesticide application is coming up. These applications occur after school hours. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. A pesticide notification request will be sent home at the beginning of each school year for your review and signature.

GRIEVANCE PROCEDURE

The Board of Directors wishes to support the school staff. However, it also wishes to provide for the investigation of complaints from Multicultural Academy. The procedure to be followed in the event of a complaint must be:

1. First talk with your student's teacher
2. If you are not satisfied with the teacher's response, make an appointment with the Academy Principal, for elementary, middle school, or high school, who may request information in writing. A meeting with all parties will be held.
3. If you are still not satisfied, you may call Universal Management Company, LLC. Contact information is available in the school office.
4. Finally, if you wish to appeal the determination of the principal/administrator, a letter to the President of the Board of Directors requesting an appeal hearing is in order. You will be contacted by the board president and the procedure from here will be decided on a case-by-case basis.

GENERAL POLICIES

SOCIAL EVENTS

Multicultural Academy hosts a number of major events during the year which are held during daytime or evening hours. Students may not leave early without the permission of the teacher or chaperone in charge.

- All Multicultural Academy rules are in effect at social events.
- Dress regulations may vary, depending on the social occasion.

- Prompt pick-up after an event is mandatory. Any student who delays the departure of chaperones jeopardizes the right to attend future events.
- Students currently on disciplinary probation are not allowed to attend any Multicultural Academy event.

TRANSPORTATION

Transportation is the responsibility of the parent/guardian. **Bus services are a privilege, not a right.** When bus service is interrupted parents are expected to transport students to and from school. When a change in after school pick-up is necessary, a note or phone call must be made in advance of the school day.

AFTER SCHOOL PICK UP

Students that get rides from parents/guardians must be picked up promptly at release time. Students that are left waiting after 3:45 will be escorted back into the building to wait with the teacher on duty.

BUS CONDUCT

To provide a safe and comfortable trip, students are required to observe all school rules in addition to the following:

1. Students are expected to behave as directed by the bus driver or monitor. They are expected to exhibit good behavior at all times while riding on the school bus.
2. Students must remain seated throughout the ride.
3. Consumption of food and drinks is not permitted.
4. Seats are not reserved for anyone except those disabled or assigned by the bus driver or monitor.
5. Students are required to be behind the white line on the floor of the bus before the bus moves.
6. Bus windows will not be further down than half way, as directed by the driver.
7. Students are required to keep their head, arms, and all body parts inside the bus at all times.
8. Nothing is to be thrown from the bus at any time.
9. Students are to use the emergency door only at the direction of the driver or monitor.
10. The student Code of Conduct will be strictly enforced.

Bus privileges may be suspended for a time period determined by the Administrator.

CELLULAR PHONES AND MUSIC DEVICES

In general, it should not be necessary for any student to have a cell phone during school hours, and so we encourage students to leave their cell phones at home. Multicultural Academy will not be responsible for lost, stolen, or damaged cell phones. Students are not allowed to use their cell phones for **any reason** during school hours or on school property, including classrooms, restrooms, hallways, on the playground, or on the bus. A student who uses a cell phone for any reason and is seen by any staff member will have it taken away. Phone calls from parents/guardians should not be made to the student's personal cell phone but to the front office.

- 1st offense – Student will receive a warning and told the consequences of further offenses

1. 2nd offense – Student cell phones will be taken away and given to the office, to be returned at the end of the day. Students will be written up.
2. 3rd offense - Student cell phone will be taken away and a parent/guardian will have to come pick it up from the principal. Students will be written up.
3. continuing offenses – Students will not be allowed to return to school without a parent for a conference with the teacher and principal.

Student Music Devices are not allowed at school for any reason other than for accommodations made in an individualized educational plan. A student who uses cell phones for any reason and is seen by any teacher in the building will have it taken away.

ACCEPTABLE USE POLICY FOR COMPUTERS

Computers at Multicultural Academy are the property of the school and are intended for educational use only. Computers are to be used twice a week in the classroom and students cannot take it home. Any use that interferes with a computer's normal operation or another user's ability to use a computer is a violation of this policy and will result in disciplinary action including but not limited to, loss of all computing privileges at Multicultural Academy. Students are on their honor, and are required to report knowledge of another user's misbehavior on computers to a teacher immediately.

Unacceptable computer use includes the following:

vandalism or hacking, i.e. putting foreign objects into CD or disk drives, deleting or altering another user's files, using another student's profile, releasing a virus into the computer network, attempting to gain access to emails, computer files or directories for which one is not authorized, or making any changes to the computer's settings or operating system.

Installing or downloading software from the internet without the permission of the network administrator. Computers are equipped with software that automatically scans for computer viruses. Any attempt to uninstall this software will be treated as an act of vandalism.

Repairing computers, **printers**, **or photocopiers** without the permission of a teacher. If there is a technical problem with a computer, the student should inform a teacher or staff member immediately.

Deliberately accessing pornographic or offensive internet sites. While it is rare to stumble upon such sites accidentally, a student should immediately tell the teacher if this happens so that the computer network administrator can be informed and have the record of this access deleted from the student's profile (see infraction table).

Personal email, or computer games. Permission to use the computer for e-mail must be given by a teacher, and is given only when the email is directly related to schoolwork. Downloading or playing computer games is not allowed.

Social related sites such as **Twitter, Tiktok, Snapchat,** or **Facebook** are not permitted at any time.

PHOTO POLICY

It is the policy of Multicultural Academy to have parental/guardian consent to photograph students, either individually or as part of a group, to use in/on local media, or to publish photographs within the school itself. Academy personnel will also take photos of classroom activities and/or individual students from time to time for release to local media or in Academy brochures. Identification of students is always limited to name, school, and grade. The opportunity to decline permission is in the student enrollment packet and is in the parent packet. For further information, contact the school office.

FOOD, CANDY, AND GUM

Candy, gum, or soft drinks are not allowed at school, except when distributed to the entire class by the teacher for a special occasion. Food of any sort is not allowed on the bus before or after school. Snacks and lunches brought from home should be healthy and balanced.

PUBLIC DISPLAY OF AFFECTION

No physical contact is permissible on school grounds or at school activities. This includes: hugging, hand slapping, 'high fives,' kissing, hand-holding, and walking arm-in-arm, Inappropriate physical contact will be dealt with as deemed necessary by the teacher and Academy Principal.

RECESS

Students in grades K-5 have recess breaks scheduled daily. Middle school students have recess at the discretion of their teacher. Recess breaks can be used as a time to make up for missing work.

Water Bottle

Students are to bring a water bottle from home to minimize leaving the classroom during instructional time.

We have read, discussed and understand all pages of the 2026-2027 Parent/Student Elementary handbook and hereby acknowledge this by our signatures below:

Printed Name of Student

Signature of Student — Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian — Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian — Date

This form must be signed by the student and parent(s)/guardian(s) and returned to the Academy office. If a signed form is not received, the academy administration will contact the parent(s)/guardian(s) to obtain one.