



A Tuition-Free School Created for Quality

Student/Parent Handbook

2024-2025

Table of Contents

Mission Statement/Vision.....	3
BCA Communication Agreement.....	3
PTO.....	4
Daily Schedule.....	4
Curriculum and Assessment.....	5
Grading Scale.....	7
Graduation Requirements.....	8
Academic Honesty and Dishonesty.....	10
Computer Use Policy.....	11
Communication	12
Uniform Guidelines.....	12
Attendance	13
Immunizations, Illness, Head Lice & Medications	16
Cell Phones & Electronic Devices.....	16
Transportation.....	18
BCA Code of Conduct/Discipline.....	19
Charter Oversight	29
Nondiscrimination Policy.....	30

Welcome to Bay City Academy

Our Mission and Vision

“Action Over Words, Service Over Self”

We believe:

- Students deserve to have instruction delivered in a way that is relevant and meaningful.
- School should be a non-threatening environment that emphasizes relationships.
- Character education is modeled and assessed.
- Highly trained, motivated teachers are essential.
- Parental involvement and support is a necessary element of a quality educational experience.

Our district’s inquiry-based curriculum will help students become self-motivated and competent lifelong learners who are critical thinkers, demonstrating confidence and creativity. We believe that all students can achieve high standards even though they may enter our school with different strengths, abilities and life experiences.

Bay City Academy Staff—Parents/Guardians—Students

Communication Agreement

What we expect from students:

- Ask right away when you have questions or don’t understand something.
- Check Powerschool at least two times per week for grades 6-12.
- Build strong character by addressing concerns with staff members or school leaders directly.
- Communicate problems or concerns with staff members.

What to expect from us:

- A partnership in the education of your student.
- Response to your call or email within 24 hours.
- Solution options for any problem or concern that arises.
- Careful creation of policies and rules and then consistent follow-through. We follow the old adage, “Say what you mean and mean what you say”.

What we expect from our parents

- A partnership in the education of your child.
- If you have questions about the reasons behind any policy or rule, ask us.
- Classroom concerns should be discussed with your child’s teacher first.
- Communicate with the office if your child will be absent or late.

BCA teachers and leaders realize the importance of communicating directly with you regarding your child's progress and of answering any questions you may have. Email is the preference of the majority of teachers because it allows teachers to focus on classroom instruction and respond in a more timely manner. Email addresses are the teacher's last name first initial @baycityacademy.com.

If you would like to schedule a meeting or a phone call with our team please contact the BCA front office to set up an appointment.

Parent Teacher Organization (PAC)

BCA parents are invited to join our Parent Action Committee. The purpose of this group is to empower you as parent volunteers to share your time and talents and help our school to grow bigger and better. Meetings are held throughout the school year. Please email starkj@baycityacademy.com or call the office for more information.

K-12 Schedule

Monday through Friday

7:45 am Building Opens for Breakfast

8:00 am School begins. Students to be in class - Attendance taken

3:15 pm Full Day Dismissal (*Half Day Dismissal 12:15 pm*)

Daily Schedule

1st hour	8:00am - 9:05am
2nd hour	9:10am - 10:15am
3rd hour	10:20am - 11:30am
Lunch	11:30am - 12:00pm
4th hour	12:05pm - 1:10pm
5th hour	1:15pm - 2:20pm
6th hour	2:25pm - 3:15pm

Students may arrive at school beginning at 7:30am for Sunrise Exercise. At 7:45am students can enter to receive breakfast or socialize. Students must stay in the designated area until the start of school at 8:00am.

It is important for students to arrive on time every day. Students who arrive after 8:05am must report to the main office for a late pass. Please see the discipline policy for excessive tardies.

Locker Assignments

Each student will be assigned his or her own locker. Students are not allowed to share lockers. Students may put key or combination locks on lockers only if a spare key or combination is given to office staff. Lockers are deemed the property of BCA and not the student and are subject to random searches if deemed necessary by school personnel. Students must keep coats, book bags, and other personal items in his or her locker. Students with cell phones, iPods, or other electronics are required to leave them at home or in their locker. BCA is not responsible for any lost or stolen items brought to school by students.

School Delays and Closings

When it is necessary to close or delay school for the safety of staff and students, announcements will air on local television, radio stations, School Messenger and Facebook.

Curriculum and Assessment

Curriculum

Bay City Academy follows the Common Core State Standards (www.corestandards.org) adopted by the Department of Education for Math and English Language Arts. The following are resources that teachers use to achieve these standards.

Math:

- Everyday Math 4
- Savvas Math
- MobyMax
- Delta Math RTI
- UFLI

English Language Arts:

- Bookworms Reading and Writing
- MobyMax
- Reading A-Z and a variety of leveled books
- Readworks.org
- Newsela

Bay City Academy follows the newly state adopted expectations from Next Generation Science (<http://nextgenscience.org/michigan>). The following are resources to support these expectations.

- Writing across Common Core State Standards
- Field Trips
- Classroom Experiments and age appropriate websites
- Generation Genius
- Mystery Science

For Social Studies BCA follows Michigan Grade Level Content Area Expectations: (http://michigan.gov/documents/mde/SSGLCE_218368_7.pdf) The following are resources to support the expectations:

- MI Open Book
- Studies Weekly
- Writing across Common Core State Standards
- Field Trips
- Reading A-Z
- Readworks.org

Assessment

It is important that all schools regularly measure students' progress in learning. Assessment is one of the most important things we can do to make sure we have high student achievement. Here are the ways that we measure student learning at Bay City Academy:

1. **Teacher created or textbook chapter and unit tests:** All teachers routinely give assessments to their students on various lessons and units that they are teaching.
2. **Language Arts Assessment:** All students in grades K-2 are assessed on the following skills throughout the year: letters and sounds identification, segmentation and blending, high frequency words, concepts of print. All students in grades 3-6 are assessed on the following skills throughout the year: high frequency words, fluency and comprehension.
3. **Northwest Evaluation Association (NWEA):** Students in grades K-12 take the computerized MAP test three times a year and the results are used to measure academic growth in reading and math. We are also able to show progress school wide using this assessment. NWEA is an effective tool for schools to use not only because of the national standards, but because the results are available right away.
4. **M-STEP:** This is the state mandated test for students in grades 3-8, and 11 in various subject areas. M-STEP is taken in the spring.
5. **Cooperative and Individual Projects:** Projects are created and assessed by teachers. These are designed for students to demonstrate learning within our curriculum.
6. **PSAT and SAT:** Students in grades 8-11 will take state mandated tests based on Math and Language Arts. Scores are used to determine aptitude for college level academics.

Our parents appreciate that we do not spend all year preparing for or pressuring students to perform satisfactorily on only one test. BCA teachers consider the reading and math growth shown on the NWEA to be the most important measures of achievement.

K-5 Grading and Report Cards

Bay City Academy uses standards based report cards. Students are graded using the following system:

- 4 – student’s work is above grade level.
- 3 – student’s work demonstrates grade level competence.
- 2 – student’s work is approaching grade level.
- 1 – student’s work shows an area of concern.
- * – standard has not been taught

5th-12th Grading and Grading Scale

Secondary Grading Scale

A	100% - 93%	4.0
A-	92% - 90%	3.667
B+	89% - 87%	3.333
B	86% - 83%	3.0
B-	82% - 80%	2.667
C+	79% - 77%	2.333
C	76% - 73%	2.0
C-	72% - 70%	1.667
D+	69% - 67%	1.33
D	66% - 63%	1.0
D-	62% - 60%	.66
F	59% & Below	0
I (Incomplete)	0%	0
P (Pass)	Pass without Credit	0
CR (Credit)	Pass with Credit	0

Semester Grades:

Quarter Grade = 50%

Quarter Grade = 50%

PowerSchool

5th-12th grade student grades and assignments will be uploaded onto PowerSchool or Google Classroom every week by Monday morning. It is the responsibility of the student to check their grades twice a week. Parents will also have access to their child’s PowerSchool.

Graduation Requirements

Bay City Academy high school students will graduate with the prerequisite academic skills and career orientation for college, technical training, military and/or quality employment. To this end, our graduation requirements are successful completion of a minimum of 21 academic credits and FAFSA completion, unless a student qualifies for an eligible exemption.

Successful completion of a minimum of 21 academic credits:

Language Arts	4 credits
Mathematics	4 credits
Social Studies	3 credits
Science	3 credits
Foreign Language	2 credits or alternative state approved credits
Physical Education/Health	1 credit
Fine Arts	1 credit
Electives	3 credits
Career Tech	

All eligible students in 11th and 12th grade are required to attend the BAISD Career Center unless participating in dual enrollment

All students will be enrolled in six academic classes per semester resulting in a full-time enrollment status.

FAFSA Completion:

All graduating seniors must complete the FAFSA unless one of the following criteria are met:

1. The student's parent or legal guardian, or the student if the student is 18 years of age or older, is an emancipated minor, or is an unaccompanied youth, has submitted a [parental waiver](#) (obtained by a standard form provided by MiLEAP) to the district exempting the student from completing the FAFSA.
2. The student is unable to complete the FAFSA because of privacy concerns.
3. All of the following are met:
 - a. After a good-faith effort, the student's parent or legal guardian refuses to sign the parental waiver, is unresponsive, or cannot sign the parental waiver.

- b. The student is unable to complete the FAFSA as an independent student.
- c. The student agrees to opt out of completing the FAFSA.
- d. Other than the requirements of the universal FAFSA policy the student is on track to graduate.

Career Tech Center

Students in grades 11 and 12 who are caught up on all credits will attend the Bay Arenac ISD Career Center where academic credits are earned along with skilled trades. Guidelines and information about this program are available from our college and career counselor or at baisd.net.

Dual Enrollment

Dual Enrollment provides students the opportunity to earn college credit while in high school, with the school paying the cost of tuition, fees, and materials.

- 11th and 12th grade students are eligible to participate based on qualifying assessment scores
- Students may not be enrolled in high school for more than 4 years to be eligible.
- The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
- Students will be responsible for applying to college, enrolling in their classes, communicating with their professors, attending classes, and doing the assigned work.
- Dropping a class or failing to earn credit will result in the family having to repay the tuition and fees for that course.
- BCA is not responsible for transportation, parking costs, or activity fees.
- For more information, contact our college and career counselor.

Early Middle College

This program, through the Bay-Arenac ISD, gives students the opportunity to earn an associates degree, tuition-free, one year post high school. This program aligns with all of the dual enrollment requirements above, as well as the following:

- Students may participate in regular graduation with their class but will not receive their actual diploma until finishing the program one year later.
- Students will be required to take at least one college math class in their fifth year.

- Students may play college sports during their fifth year.
- Students who decide to drop out of the program before completion may be off track for graduation.
- For more information, contact our college and career counselor.

Credit Recovery

Any student that does not earn a required credit during the regular school year will have mandatory summer school. A credit is considered not earned when a student receives less than 60% in the course or a letter grade of an F.

MHSAA Sports

BCA participates in MHSAA including, but not limited to, Football, Volleyball, Basketball, Baseball, Softball, Bowling and Cross Country, through a co-op with All Saints Central High School. Please see the BCA Athletics Handbook for the requirements to be eligible to play Middle School and High School sports.

Special Education

Special Education services are available at BCA. Services are provided by BAISD in coordination with our special ed teacher and director. If you feel your child may be eligible for Special Education services, please contact the office for more information.

Secondary Late Assignment Policy

Students are expected to turn in all homework assignments on or before the set due date. Students who cannot meet the required due date are encouraged to speak to their teacher before the due date passes. Students who turn in assignments late will receive point reductions up to one week past the set due date. Assignments turned in more than one week late will not receive credit for the assignment.

Academic Honesty

We value academic integrity and do not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances the grade on an individual or group assignment.

Academic Dishonesty includes, but is not limited to:

- Cheating on exams by copying from others, having or using notes, formulas, or other information in a programmable calculator or other programmable device.
- Having or using a communication device such as a cell phone, Smart Watch or electronic translator to send or receive unauthorized information.
- Having or using a cheat sheet.
- Altering a graded exam and resubmitting it for a high grade.

- Gaining or providing unauthorized access to the examination materials.
- Plagiarism by copying part or all of another person's work and submitting it as your own.
- Plagiarism by using internet resources as your own, including but not limited to, Wikipedia, websites, and ChatGPT
- Acting as a provider of a paper or papers for others.
- Submitting substantial portions of the same work in more than one class without consulting with the teachers.
- Failing to use quotation marks where appropriate.
- Failing to properly cite paraphrased materials with footnotes or a bibliography.
- Making up data for an experiment.
- Citing non-existent sources.
- Giving or getting improper assistance on an assignment meant to be individual work.
- Using the services of a commercial term paper company.
- Using the services of another student.

Consequences for Academic Dishonesty:

- **First offense:** Student will receive a zero on the assignment or test. Teacher and leader decide whether the student would be able to do an alternate assignment for partial credit. There will be a meeting with the student, parents, teacher, and/or leader.
- **Second offense:** Student will receive a zero on the assignment or test with no option for partial credit. There will be a meeting with the student, parents, teacher, and a leader. The student may be suspended.
- **Subsequent offenses:** Student will receive a zero on that assignment or test. The student may lose credit for the class if cheating has occurred in the same class before this instance. The student may be suspended from school for 3 days.

Computer Use Policy

Bay City Academy provides many computers and a variety of software for student use. Each student assumes the responsibility to avoid actions that may interfere with another student's ability to use the system. A student is allowed to use school-installed programs to access, modify or delete his/her own data on his/her own designated drive. All other use is prohibited. A student will be held responsible for acts (financially and within the discipline system) that access, modify, damage or delete hardware, software and other data and programs other than their own. Students are held accountable for information they access on the Internet. This information must be appropriate for school and free from pornography, profanity or any other offensive material. Parent/guardian and student must sign a computer and Internet usage form each school year.

Class Schedule Change Request and Drop Procedures

At Bay City Academy, every effort is made to determine the most appropriate courses for students, with their needs, interests and capabilities in mind. Therefore, any request for a schedule change will be considered only for the most compelling reasons.

During the year, schedule changes are rare, but may be justifiable under certain circumstances determined by the principal or college and career counselor. Any decision regarding schedule changes must involve the student, his or her parents, and the principal. The intent of this policy is to reach decisions in the best interest of the student based upon the involvement of both the student, the parents/guardian and the judgment of the professional staff. No changes will be allowed after the first 2 weeks of the new semester.

Safety in the Schools

At Bay City Academy, we work diligently to keep our students safe. Doors are always locked, monitored and checked throughout the day. Parents/guardians must check in with the front office staff upon entering the building. The front doors are the only doors used for entering and exiting the building.

Severe Weather

If students are in school when a tornado watch or thunderstorm warning is issued, we will keep them in school until regular dismissal time. If a tornado warning is issued, students and staff will take shelter in designated areas and remain in school until an all clear is given. Please do not call school during severe weather except in case of an emergency. School phone lines must remain open to receive incoming messages.

Mandatory Drills

We are required by state and federal law to perform several fire, lockdown, and tornado drills each year. Teachers work with their students to teach and practice these procedures. Parents will be notified of any event that is not considered a “drill”.

Parent and School Relationship

Parents are encouraged to visit BCA and their child’s classroom at any time. Appointments are not necessary, but we ask that you check in at the front office prior to going to your child's classroom to receive a visitor's badge.

Volunteers

Research has shown that parent involvement is crucial to a child’s success in school. We welcome, encourage, and appreciate the time and support parents give to the school. All volunteers working in our school, including parents, are asked to fill out a free background check form called Central Registry Clearance Request. Volunteer opportunities at BCA include, but are not limited to:

- **Classrooms:** This includes listening to students read, helping students with projects, or helping teachers prepare for projects.
- **Office Work:** Parents can help the office by making copies and doing other paperwork.

- Home Work: A lot of parents who want to volunteer but do not have the time during the school day take items home to help with and send it back with their student.

Please contact your child's teacher for additional volunteering opportunities and to schedule a time for your visit.

School to Home Folders

Elementary students carry a School to Home folder that will have daily assignments, homework, notes and other communication in it. This folder is an excellent way for the school and home to communicate informally. Please check this folder each night.

Teacher Communication

Teachers are available before and after school for phone or personal conversations regarding your student. Please allow 24 hours to set up the appointment. Please do not call during the school day to speak with your child's teacher as they are instructing in the class. Email is also available. Teachers will return your call or email within 24 hours.

Newsletter

Bay City Academy publishes a newsletter each week and sends it out every Monday during the school year. This letter contains information regarding curriculum, classroom events, volunteer opportunities and important dates. Additionally, elementary classroom teachers will keep you informed and updated weekly with a Classroom Newsletter/Dojo. We send these letters electronically. If you prefer to have the newsletter sent to you in paper form, please inform your child's teacher and the office.

Conferences

Conferences are held twice a year, in the fall and spring.

Student Records

Parents or legal guardians have the right to review records maintained by Bay City Academy for their children. Please call the office for an appointment with the building leader. Student record information will not be released except:

1. By written consent of the parent or guardian
2. When information is used, with parent consent, in the school directory.
3. Under circumstances as permitted by the Family Education and Privacy Act of 1974

Suggestions

We view parents and students as partners in education. BCA staff are open to ideas that will help us improve our school. All suggestions and concerns should be of a constructive nature and be in line with the Action Over Words, Service Over Self-

mission of the school. Working with your student's classroom teacher before approaching the principal is encouraged. If you feel as if your need was not met, contact the principal.

School Uniform Guidelines

Students at Bay City Academy wear uniforms daily. We have chosen uniforms because they:

- Allow students and adults to focus on learning.
- Sets clear expectations between parents and children concerning school attire.
- Help eliminate student or staff perceptions about clothing as it relates to status.
- Improve the safety and security of the school.
- Improve behavior and discipline in the school.
- Help develop a sense of unity.
- Ensure that inappropriate clothing will not be worn to school.

Extra-Curricular Functions

It is expected that students at school after hours, or at school activities or events, will be dressed appropriately for the occasion.

Required Uniform:

Khaki, navy or black dress pants, shorts, or skorts. No jeans, athletic pants or leggings allowed.

Navy blue or red polo shirt with BCA logo, short or long-sleeved, white button down dress shirt. School provided BCA T-shirts.

If students are not in compliance with the above mentioned dress code, BCA will work to accommodate the student with appropriate dress. If student uniforms are not available, the parent will be asked to provide their student with clothing that meets the dress code requirements. Continued violations of the school uniform policy may result in suspension.

Only on Friday- Students can wear BCA or LSSU spirit wear. Spirit wear consists of BCA, LSSU related T-shirts or sweatshirts, and All Saints uniforms.

Optional:

Navy blue or red sweater, sweater vest, crew neck sweatshirts or white cardigan.

Backpacks

Backpacks are to be kept in lockers during the school day unless given special permission by the principal.

Attendance and Truancy

School administrators have the responsibility under state law to enforce compulsory school attendance. Administration and teachers have the responsibility to work cooperatively with students to correct poor attendance patterns and refer truancy problems to the proper authorities following established protocol. The truancy process is as follows:

1. A phone call from BCA to the parent/guardian will happen after 5 unexcused absences.
2. Students that are absent for 7 days will receive a warning letter in the mail.
3. Truancy referrals to the BAISD will be made once a student accumulates 10 absences. These absences may be excused or unexcused.
4. For students who are repeat offenders from the previous year, they may be referred again once they accumulate only 3 absences.
5. Once a referral has been made, a letter will be sent to the parent/guardian with a date/time for a meeting at the school.
6. Parents may incur fines and court costs. Middle and high school students may incur a juvenile record and probation.
7. Students turned in for truancy will be monitored by the Truancy Coordinator and the Truancy Officer assigned to the school. Students will meet periodically with the coordinator and officer. The intention of the meetings are progress monitoring and to reduce absences and tardies in the future.

Students are expected to:

1. Accept responsibility for being present and on time to all classes.
2. Inform each teacher before necessary absences when possible.
3. Get make-up work from teachers, complete it, and submit it in a timely manner in accordance to late-work policy.

Parents/Guardians are expected to:

1. Encourage daily and punctual attendance.
2. Exercise responsible good judgment regarding the justifiability and appropriateness of all absences.
3. Limit school absenteeism for other than health reasons to an absolute minimum.
4. Notify the school when their student must be absent and support the reason with official documentation if requested.
5. Confer with the school in cases of attendance issues.
6. Monitor student's make-up work for timely completion.
7. Check PowerSchool regularly to monitor absences and grades related to the absences.

Family Vacations:

Each day is an integral part of a planned instructional program by your child's teachers. No amount of make-up work can possibly replace what a child learns by attendance in school and direct teacher instruction. Family vacations are best planned during scheduled breaks to ensure your child is getting valuable instruction. If a family vacation is planned during the school year, the parent/guardian should notify the teachers and principal one week before departure. Students will be responsible for making up assignments, tests, and quizzes. When possible, students can and should complete work prior to returning and turn it in promptly upon returning. Family vacations are not excused absences.

Appointments:

To the best of your ability, we ask that appointments (dentist, doctor, hair, etc.) be scheduled for after school hours, on professional development days, and scheduled school breaks. Valuable learning is happening in school. Frequent, avoidable absences affect student's ability to engage and be successful in making progress.

Tardy Policy:

Students are expected to arrive at school and to classes on time. Students arriving late to school must sign in at the office. Students arriving late to class will be marked tardy. Following five tardies in a quarter, the parent/guardian will receive a phone notification regarding excessive tardiness. Following ten tardies in a quarter, a mandatory conference with the truancy coordinator will be scheduled. If tardies continue, a district truancy officer will become involved.

If your child arrives late to school, a parent or guardian must check the child in at the front office. Your child will receive the appropriate pass to take to his/her teacher.

Students are expected to attend all classes. A parent must excuse students if they are absent or tardy; this also applies to leaving early. *Bay City Academy maintains a closed campus.* Students may not leave the school at any time during the school day without the permission of the school and their parent. Parents may excuse students by calling the BCA office (989-414-8254), sending a signed note or visiting the BCA office. If a student is not in school the entire day, he/she may not participate in a school sponsored event.

School officials will excuse absences for the following reasons:

- Personal illness with a doctor's note
- Doctor or dental appointments
- Death in the immediate family
- Funeral attendance
- Religious holiday observance or other religious activities exempted by statute

School leadership shall have discretionary authority to excuse an absence for a reason the leader deems consistent with the policy but which is not identified on the approval list.

Students are considered unexcused if the parent does not contact the office. The office will call the student's home for all unexcused absences on the day that they occur.

Career Center, Co-op, and College Classes:

Students involved in the career center, participating in a co-op, or enrolled in college classes are expected to follow the attendance policies outlined by BCA. Absences from these activities will count toward the school's truancy policy, and any missed day will result in the student being ineligible to participate in sports activities for that day. For more information on how sports are impacted by attendance, please refer to the athletic handbook.

Early Release of Students

The following guidelines will apply:

- Please stop at the office when coming early to pick up your student to receive the appropriate pass.
- No child will be released to a person other than a parent or a guardian during school hours without the permission of the parent or guardian.
- The person to whom the child is to be released will be required to sign a log in the office indicating time and purpose of the release.
- Identification will be required if the person is not known to the office staff.

Emergency Contacts

If your child is injured or becomes ill at school, we will make every effort to contact you. Please be sure that your emergency contact information on your Student Registration Form is filled out completely and accurately and on file in the school office so that we will be able to reach you at home or at work. The registration form should also list the names and numbers of at least two other people we can call in case we are unable to contact you. Please be sure that the people you list as emergency contacts are aware of this and are willing and able to take responsibility for your child.

Health and Wellbeing

Immunizations

State law requires that student immunizations be kept up to date unless a waiver is filed with the school. Waivers are available through your local health department by appointment only.

Illness

To protect the health of your child and other students, we expect children to be picked up from school if they have a fever, rash, head lice, or similar communicable symptoms. Please notify the school if your child has been diagnosed with a communicable disease

and keep your child home until fully recovered. Children need to be fever-free for 24 hours before returning to school.

Head Lice

If a teacher believes a student may have head lice, the child is sent to the office for a staff member to examine the child's head for any live lice. If the child has live lice, his/her parent will be notified and expected to pick up the child with treatment given at home that evening. The student will not be able to return to school until there are no live lice present. If families are in need of assistance please contact the school office. Upon return to school, the child is checked to make sure live lice are gone.

Medication

Michigan law requires that before any medication, including over the counter medication and herbal treatments can be administered to students, the school office must have the following:

- Signed statement form completed by the parent or guardian
- Signed statement from the physician explaining doses and any precautions.
- Current prescription container from the pharmacy or original packaging for over the counter medications.

Please note: Children are not allowed to transport medication to and from school. Parents must bring the medication to the office.

Cell Phones, Electronic Devices and Toys

Students at Bay City Academy will not be allowed to carry or use cell phones during the school day. Personal electronic devices (Cell Phones, Smart Watches, I-Pads, I-Pods, Earbuds, and electronic games) must be disabled while the student is at school.

- School phones are available in the school office should a student need to contact their parent/guardian.
- Additionally, if a parent needs to get a message to their child, they may call the office.
- If a student brings a cell phone to school for after school use, it will be the student's responsibility to ensure that the phone remains off and is stored in their locker for the entirety of the school day.

Expectation for Storage of Electronic Devices

- Cell phones are required to be powered off upon arrival at school. Devices must be secured inside the student's locker and must stay powered off and in the locker until the end of the school day. This includes during lunch and passing times.
- Students are not allowed to carry cell phones on their person or use their cell phone and/or smartwatch capabilities before school or during school hours (7:45 AM - 3:15 PM).
- Bay City Academy is not responsible for any lost, damaged, or stolen devices. Students should bring a lock for their lockers to ensure the safety of their phones.

Consequences for Misuse

Should your child choose to violate the Bay City Academy electronic device policy, school personnel will confiscate the device and turn it into the office. Consequences for the offender will occur as follows:

1st Offense - The student may pick up the device in the office at the end of the school day. A warning of future consequences will be explained to the student.

2nd Offense - A parent/guardian will be required to pick up the device from the office.

3rd Offense - The parent/guardian and/or student will be required to conference with administration before the device may be picked up from the office. In addition, the student will receive disciplinary action to include In School Suspensions and/or other consequences.

Subsequent Offenses - A parent/guardian meeting will be required, and the student may lose the privilege to bring a cell phone and/or personal communication device to school. The student will receive a suspension and/or other consequences.

Notes: Administration will be immediately notified if a student refuses to surrender an electronic device to school personnel. Refusal will be considered insubordination and will result in disciplinary action that may include suspension. In the event that a student knowingly lends another student their phone, and that student is caught using the device in a manner that violates the cell phone policy, both students will receive consequences as outlined above.

Bay City Academy is not responsible for the loss, theft or damage to toys, cell phones or other electronic devices. Parents acknowledge that by allowing their student to bring such devices and items to school, they are responsible for any damage, theft, or loss that may occur.

Breakfast

All students receive breakfast at no cost to the family. Students may begin arriving at 7:45am to have breakfast before class begins at 8:00am.

Lunch

Bay City Academy is excited to offer daily lunches for all students free of charge. Students may also bring a healthy lunch from home and are encouraged to do so in an insulated lunchbox. Please note that there may not be facilities to heat food brought from home. At times, students and teachers eat together. Teachers use this time to chat with students, teach appropriate table manners, conduct conferences with students as well as eat their own lunch. Students are able to talk with friends in a family-style atmosphere and seating arrangement. Students are expected to:

- Take care of all trash, leaving tables and surrounding floors clean.
- Remain in the lunchroom/classroom until dismissed or you are given permission.
- Bay City Academy is a closed campus. Students may not leave campus for lunch.

Water Bottles

We encourage students to drink water throughout the day by keeping a reusable water bottle with them at all times while they are in school. Please provide your student with a water bottle that clearly has his/her name written on it. Students should wash their water bottles each evening.

Birthday Celebrations

Birthday snacks are always fun for students to share in the classroom. Please speak with your child's teacher regarding appropriate time to bring these snacks to the classroom. Please check with your child's teacher about allergies in the classroom.

Transportation

Bay City Academy is pleased to offer busing for the 2024-2025 school year. If you are in need of transportation, whether busing or carpool, please call the office for more information.

Driving a Vehicle to School

Students may drive themselves to school if they are licensed drivers. Students will need to register their vehicle with the office and show their driver's license and proof of insurance.

Morning Drop-off

- Sunrise Exercise begins at 7:30pm.
- Students may enter the building at 7:45am. Breakfast is provided at this time. Teachers will be available to help your child out of the car from 7:45am - 8:00am.
- For children's safety, please:
 - **Only** let your child(ren) out of the car when a staff member opens the door.
 - Children may **only** get out on the passenger's side of the vehicle.
 - If your student is bringing a project or anything of significant size to school, please park in the lot and assist your child into school.
 - Keep your car in single file to exit, please do not swing around other cars.
 - Please respect school staff who are directing the carpool line.

Afternoon Pickup

- Buses load at 3:05pm.
- K-5 students are dismissed at 3:10pm.
- 6-12 are dismissed at 3:15 pm.
- Parents are asked to stay in the car while in pickup lanes. If you would like to come into the school to pick your child up, please park in the parking lot.

Bay City Academy Code of Conduct

The responsibility for respectful, responsible conduct lies with the individual student, his/her parents, and Bay City Academy. It is expected that student behavior on school property and at school sponsored events will be such as to contribute to a productive

learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual never take precedence over the responsibility to the activities in the classroom or functions held on school property. In all school and extracurricular activities, each student will be accorded that freedom which he/she expects, so long as he/she respects the freedom of others. Students should be aware that any staff member may take any reasonable action toward any student for the purpose of maintaining discipline over the pupils in attendance at any school (section 340.756, Michigan School Code of 1955, as amended).

BCA Philosophy - Our philosophy is Action Over Words, Service Over Self.

BCA #1 Goal - “**Do the right thing because it is the right thing to do.**”

Bay City Academy guides students to make positive choices as they navigate through tough decisions in and outside of school.

If our #1 Goal is to *Do What’s Right* in every situation, then we must devise our framework for choices to attain that goal. BCA’s framework is based on our staff and students following (3) simple rules in every situation/instance on and off school grounds. The (3) rules and what they build are listed below.

Framework for Choices

Do What’s Right --- Builds CHARACTER

Do Your Best --- Builds COMMITMENT

Treat Others The Way You Like To Be Treated / Golden Rule --- Builds COMPASSION

If everyone in our BCA Family adheres to the framework of choices the school will flourish under the umbrella of the 3 C’s: Character, Commitment, and Compassion. By *Doing What’s Right* in every situation based on the school’s perspective, you will establish yourself as someone who has tremendous character. By *Doing Your Best* in every situation, you establish yourself as someone who is truly committed to excellence. Finally, by following the *Golden Rule* (treating others the way you like to be treated) in every situation you will show that you truly care about all people and thus compassion becomes the staple for greatness to occur throughout the community.

BCA Character Traits & More...

BCA Character Education Traits

Responsibility

Honesty

Work Ethic

Optimism

Respectful

Getting Along

Citizenship

Kindness

Discipline Philosophy and Practice

At all times we will treat the students kindly, respectfully and work to have a warm relationship. At Bay City Academy we have one school rule for all students and adults within the school. That rule is “Do the right thing because it is the right thing to do.” That is exactly what we want to teach our students. We do the right thing as we go through our daily lives not because someone is going to give us a reward, or because we will be punished, but because it is the right thing to do. It will make us happier and those around us happier. Doing the right thing helps promote better learning. At our school we believe that talking it through will solve all problems. We teach students a process for talking through problems that promotes self-evaluation for improved behavior. The primary goal of our discipline philosophy is to develop positive relationships with our students and create classrooms that are need-fulfilling for students. If a student does disrupt learning, an adult may do the following:

1. Provide a gentle reminder that the behavior is disruptive and they need to stop.
2. If the behavior continues, the student will be asked to move to another area of the room until he/she is ready to rejoin the group. The student will determine when he/she is ready to rejoin the group.
3. If the student continues to disrupt the learning of others he/she will be moved to another classroom.
4. If the disruption continues in the hosting classroom, or the student’s teacher believes the disruption is severe enough, then the office will be notified.
5. If the incident is severe enough (violence, threats, harassment, or repeated disruption of learning) to warrant a suspension, parents will be notified and we will implement a progressive suspension.

Progressive Suspension

- First suspension – the student is sent home that day.
- Second suspension – the student is sent home, 3-day suspension; after 3-day suspension - Parent, Student, Teacher and Principal will meet to create plan
- Third suspension – the student is sent home, 5-day suspension
- Fourth suspension- the student is sent home, 7-day suspension
- Fifth suspension- the student is sent home, 10-day suspension, recommended for expulsion

Bus Policy

Students who ride a Bay City Academy school bus will adhere to the rules as established by Bay City Academy to ensure the personal safety of each student and the efficiency of operation of each bus. Infractions of these rules may result in the loss of the privilege of riding the bus.

The following is a list of student violations:

- Abusive body contact, slapping, hitting, poking, shoving, pulling hair, horseplay
- Fighting
- No weapons or dangerous instruments
- Using profanity, obscene gestures, disrespectful or abusive language
- Unauthorized exit from bus emergency door or windows

- Putting any body part outside of window
- Standing, walking, or switching seats while bus is moving
- Excessive noise
- Yelling out the window
- Damage to seats, walls, floors, ceiling, etc.
- Tobacco, other drugs, vapes, or matches on bus
- Throwing objects in the bus, outside of the bus or at the bus
- Throwing litter on the bus or out the windows
- Transporting animals
- Sitting in driver's seat while driver is out of bus
- No glass or balloons
- Large objects- science projects, large instruments are permitted at the discretion of the driver.
- Refusing to move to another seat when asked, blocking the aisle, refusing to allow someone to sit in a seat.

Definitions of Misconduct Which Will Result in Disciplinary Action Shall Include but Not Be Limited to the Following:

- Academic Misconduct, Plagiarism and Cheating include but is not limited to plagiarism and cheating.
 - Plagiarism is using or representing the information of another individual or source and passing it off as your own.
 - Cheating is a violation of the rules established by a teacher for any assignment or test.
- Arson is the willful or malicious burning of, or attempt to burn, any building or part of any building structure, or property of the school, staff or student.
- Assault (physical): Intentionally causing or attempting to cause physical harm to another through force or violence. (MCLA 380.1311a(12)(B) and MCL 380.1310(3)(B))
- Assault (verbal): Any willful verbal, either oral or written, threat to inflict injury upon another person, which creates a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury. Any bomb threat or similar threat directed at a school building, other school property, or a related event is included in this definition.
- Battery: An unlawful physical attack upon another by beating, wounding, or touching in an offensive manner.
- Bomb Threat - See Assault, Verbal
- Bullying, Cyber Bullying, Intimidation, Harassment, Hazing: Infliction of physical, verbal, written, electronically transmitted or emotional abuse, or physical, verbal or emotional attacks upon the person or property of another which could include: verbal taunts, name-calling, and put downs, religious, ethnic, gender or sexual orientation-based put downs, extortion, threats or similar conduct.
- Bus Violation: The failure to respond to a reasonable request by a bus driver to remain seated when the bus is moving, to cross at least ten feet in front of the bus when the bus is stopped, to keep all parts of the body inside the bus, not to

block the aisles of the bus, or any other misconduct while being transported to or from school or school-sponsored activities.

- Drugs, Alcoholic Beverages, Performance Enhancing Substances, etc.: Possession, use of substance abuse such as Huffing, or transfer of drugs including synthetic marijuana, bath salts, alcoholic beverages or other illegal substances, including performance enhancing substances as defined by the Department of Community Health, in a Drug Free School Zone. Drug Free School Zone is defined as: in, on or within 1,000 feet of real property comprising a building, playing field, or property used for school purposes to impart instruction to children in grades kindergarten through 12, when provided by a public, private, denominational or parochial school, except those buildings used primarily for adult education or college extension courses.
- Ethnic/Racial Harassment Behavior directed toward another person's racial or ethnic background that makes that person feel uncomfortable, threatened, unsafe, angry, powerless or demeaned.
- Explosives, Fireworks, and Foul Substance: Carrying or possessing or placing in, upon, against or near any District property any article containing an explosive or combustible substance--including fireworks--or foul, offensive, or injurious substance or compound.
- Extortion: The use of threats of physical harm, or accusation of crime or other offense, to wrongfully take money, property, or things of value from any other person.
- False Fire Alarm: Unauthorized activation of fire alarm by student.
- Fighting: Participating in an altercation with another person.
- Forgery: The act of making a false statement in writing using the name of another person falsifying documents or information, including but not limited to School District forms or records.
- Gambling: Direct or indirect taking, receiving or accepting from any person any money or valuable thing contingent upon the result of an uncertain event.
- Gang Activity: Gang activity includes but is not limited to such things as apparel, signs, writings or related activity. Gangs are groups that pose a threat to public safety and order through violence, intimidation or other illegal activities. Gang activity will not be tolerated in the Bay City Academy School District.
- Gross Misconduct: The act of deliberate or willful conduct, verbal and/or physical, detrimental or disruptive to normal functions of the program or activity under school sponsorship; the act of threats or physical violence to staff members or to other pupils; acts that pose a continuing danger to persons or property; or acts, physical or verbal, that threaten to disrupt the academic process.
- Hazing: The abuse, annoyance, or harassment of another by means of banter, ridicule, or criticism.
- Improper Clothing: Any attire promoting offensive messages such as obscenity, profanity, drugs, sex, alcohol, tobacco, or gang activity will be prohibited.
- Indecent Exposure: The act of knowingly making any open exposure of his or her person.

- Insubordination/Persistent Disobedience: The failure to respond or carry out a reasonable request by a staff member, including failure to abide by reasonable school and/or classroom rules.
- Littering: The dumping, depositing, placing, throwing, or leaving of litter in and on school property other than in receptacles set aside for such purposes.
- Nuisance Devices: Anything that disrupts the learning process.
- Obscenity/Profanity Use of obscene, vulgar or profane language by pupils, in verbal or written form, in gestures, or in pictures or caricatures in or on any school property.
- Public Display of Affection: Caressing, petting, fondling, cuddling, kissing.
- Rape: Rape shall be defined as criminal sexual conduct as defined in the Michigan School Code Section 1311, or Michigan Criminal Code.
- Sexual Harassment:- Sexual harassment shall be as defined in A0400 - Sexual Harassment: “Any unwelcome communication or conduct of a sexual nature where submission to the conduct is explicitly or implicitly made a term or condition of the individual’s employment or educational opportunity and/or submission to or rejection of the conduct is a factor in any decision affecting the individual’s employment, and/or education opportunities, or the conduct unreasonably interferes with the individual’s work performance, or educational performance, or creates a hostile or offensive environment on the basis of sex.”
- Technology Violations: The purpose for technology is to enhance learning, to improve communication, and to improve productivity. Any other use of computer technology is not authorized.
- Throwing Snowballs, Stones, or Other Missiles: The act of possessing, throwing or threatening to throw any snowball, ice ball, stone or other missile, in or on school property, or while going to or from school, including any activity under school sponsorship, at the person or property of another.
- Theft: The act of acquiring and/or knowingly and willfully having in one’s possession the property of another without consent; stealing, receiving, or concealing stolen property.
- Tobacco Use Prohibited H524:- In the interest of providing a safe, clean and healthy environment for employees, students and visitors, the use of tobacco and non-tobacco nicotine products on school property is prohibited at all times. Examples include, but are not limited to: cigarettes, vapes, cigars, spit tobacco, snuff, tobacco strips & sticks, dissolvable tobacco products and e-cigarettes.
- Trespass: The willful entering upon the lands, premises or areas of the facilities of the School District without authority, or willfully being in areas of the facilities or grounds at times when such presence is unauthorized.
- Truancy: Unauthorized absence from school or any required school activity for any period of time. Chronic tardiness may be considered truancy.
- Vandalism: The act of willful or malicious destruction of school property or property belonging to another.
- Violation of Law: Violation of any federal, state or local law.
- Weapons (Dangerous): Possession or use of dangerous weapons as defined in Sections 1311 and 1313 of the Michigan School Code as amended, meaning “a

firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.”

- Weapons (Other): Possession or use of other objects defined as weapons but not meeting description of “dangerous weapons” identified in Sections 1311 and 1313, e.g., knife with blade less than three inches in length, utility knife or any knife with a razor type blade.

Level 1 Violations

Failure to Comply with Dress Code/Improper Clothing	Littering	Trespassing	Nuisance Devices
Disruption of Class	Inappropriate gestures	Profanity	Failure to wear proper PE shoes and/or dress

Consequences

1st offense Warning	4th Offense 3 day suspension
2nd Offense Parent Contact	5th Offense 5 day suspension
3rd Offense 1 day suspension	6th Offense 7 day suspension

Level 2 Violations

Gross Misconduct	Academic Misconduct	Insubordination	Public Display of Affection
Leaving Class Without Permission & Skipping Class	Lying	Gambling	Throwing Snowballs, Stones, or Other Projectiles

Consequences

1st Offense Parent Contact	5th Offense 7 day suspension
2nd Offense 1 day suspension	6th Offense 9 day suspension
3rd Offense 3 day suspension	7th Offense Recommendation for Expulsion
4th Offense 5 day	

suspension	
------------	--

Level 3 Violations

Forgery	Profanity directed at another person	Bullying, Cyberbullying, Intimidation, Harassment	Hazing
Assault, Verbal	Theft under \$25	Vandalism under \$25	Threat of physical harm to a student.

Consequences

1st Offense 1 day suspension	4th Offense 10 day suspension
2nd Offense 3 day suspension	5th Offense Recommendation for expulsion
3rd Offense 5 day suspension	

Level 4 Violations

Ethnic/Racial Harassment/Use of Slurs	Vulgar/derogatory language or action: (words, pictures, racial slurs, gestures and/or caricatures, via social media during both instructional and non-instructional time) will not be accepted or tolerated	Gross misuse of technology	Physical Assault
Theft above \$25	Leaving Campus without permission	Threat of physical harm toward a staff member	Intentional Pulling of Fire Alarm

Consequences

1st Offense 5 day suspension	3rd Offense 10 day suspension
2nd Offense 7 day suspension	4th Offense Recommendation for expulsion

Level 5 Violations

Gang Activity	Indecent Exposure	Battery	Possession, use, sale or furnishing of tobacco/look alike products, i.e., smoking, found in violation of "electronic" cigarette, vape, chewing chewing or paraphernalia related to the above etc. on Bay City Academy property or at a school sponsored
---------------	-------------------	---------	---

			activity.
Vandalism over \$25	Sexual Harassment	Extortion	Possession of a weapon

Consequences

1st Offense 10 day suspension	
2nd Offense Recommendation for expulsion	

Level 6 Violations

Arson	Bomb Threat	Criminal Sexual Conduct	Physical Assault on staff member
Unauthorized use, possession, or under the influence of an illegal or prescription medication, drug (marijuana, barbiturate, amphetamine, etc.) or ersatz (substitute) drug or drug paraphernalia on all Bay City Academy property (or in sight of a school building) or at a school sponsored activity.	Consumption; possession; or under the influence of alcoholic beverages, or substances represented as such, on all Bay City Academy school property (or in sight of a school building) or at a school sponsored activity	Use of any instrument as a weapon	Distribution and/or selling of alcoholic beverages or substances represented as such, on all Bay City Academy property (or in sight of a school building) or at a school sponsored activity.

Consequences

Recommendation for expulsion
Police Notified

The administration at Bay City Academy reserves the right to change the consequences of any student disciplinary infraction at any time necessary based on each individual situation.

Student use of profanity may result in an immediate one-day suspension. A graduated suspension system will be enacted if the offense occurs repeatedly.

Students will not be able to attend extra-curricular activities while serving a suspension. Any time a student is suspended for a second time, he/she will meet with the principal to go over the school safety and persistent disobedience policies.

“At school” means in a classroom, elsewhere on school premises, on a bus or other school-related vehicle, or at a school-sponsored event whether or not it is held on school premises.

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence.

“Sexual assault” means conduct that is sexual in nature, is unwelcome, or denies or limits a student’s ability to participate in their educational program.

Examples of sexual conduct include:

- making sexual propositions or pressuring students for sexual favors;
- touching of a sexual nature;
- writing graffiti of a sexual nature;
- displaying or distributing sexually explicit drawings, pictures, or written materials;
- performing sexual gestures or touching oneself sexually in front of others;
- telling sexual or dirty jokes;
- spreading sexual rumors or rating other students as to sexual activity or performance;
- circulating or showing emails or websites of a sexual nature.

School Response to Violent Threats

1. The student would immediately be brought to the office to meet with school administrators and relevant school support staff (counselor, social worker, and/or school psychologist) to discuss the concern and gather some initial information surrounding the concern. Police will be called if deemed necessary.
2. An administrator will conduct a search of the student's locker, backpack, and any other personal belongings if the threat is credible as defined by the professional collaborative staff guided by the administration team.
3. Parents will be notified and required to meet with administrators and plan the next steps. Any school consequence(s), school support services, and law enforcement follow-up will be presented at this time if necessary.
4. The student will be sent home with their parent(s) upon the completion of the meeting and parents will be given specific next steps in order for the student to safely return.
5. If a student is able to return to school, a re-entry meeting with parents and school administrators will be required to ensure all aspects of the plan have been followed through. All necessary support, outlets, and steps will be taken to ensure the safety of the students, staff, and Academy as a whole.

Suspension Policy

Suspended students are allowed to make up assignments/assessments they miss during the suspension, for up to 100% credit, as long as they are turned in by the due date. Otherwise, late work penalties will apply.

Out-of-School Suspensions

Students/parents may obtain assignments through Powerschool, by emailing teachers or with the help of office staff. Students who are suspended out of school may not be on school grounds before school, after school, during lunch or passing periods or for an extra-curricular event while suspended. If they need to pick something up from the office or their lockers, they may do so during a class period or after 4:30pm if accompanied by a parent.

Students who are suspended may not participate in any extracurricular activities during the suspension.

Reverse Suspension

A reverse suspension is when a parent spends the entire day with their child as a consequence for poor choices in behavior. It applies to all grades K-12. Parents of students who commit non-violent, non-verbally abusive behavior will be offered the option of "reverse suspension". The length of the reverse suspension will match the traditional guidelines of the school policy.

Discipline Safeguards for Students with Disabilities

1. Students identified as disabled or in the process of being identified disabled under the Individuals with Disabilities Education Act (20 U.S.C. Section 1415) or Section 504 of the Rehabilitation Services Act of 1973 are subject to the provisions of this policy, except as noted below. These regulations and procedures are further defined on pages 12 and 13 of the Regulations of the Board of Regents for Elementary and Secondary Education governing the special education of students with disabilities to ensure that they are provided a Free Appropriate Public Education free from discrimination based on their disability.
2. The Individualized Education Program (IEP) or Section 504 Plan will address any special accommodation that must be made to the disciplinary code based on the needs identified through the IEP or 504 processes. A student with a disability may be suspended for a period of ten (10) or fewer days for disciplinary infractions unless the student's IEP specifies alternative disciplinary procedures other than suspension. If the parent/guardian, teacher, or other individual believes that the behavior for which the suspension is being imposed is related to the student's disability, the IEP Team must meet within five (5) days of the request. If a student is to be suspended for longer than ten (10) days or the cumulative number of days suspended is going to exceed the ten (10) days, the IEP Team must convene prior to the suspension and determine whether the disciplinary infraction is a manifestation of the student's disability. If the IEP Team

determines that the disciplinary infraction is a manifestation of the disability, the provision of the IEP, including placement, must be re-evaluated and the student cannot be suspended.

3. If the infraction is not related to the disability, the normal disciplinary procedures set forth by district shall be imposed. However, the parent/guardian must be provided with prior notice and given a copy of the procedural safeguards.
4. Any student with a disability, who is excluded from school, whether or not the reason for the exclusion is related to the student's disability, must continue to be provided with a free, appropriate education. If a student with a disability is substantially likely to cause injury to himself/herself or to others in his/her placement, the Superintendent may suspend the student for ten (10) or fewer days in order to seek a court order or Interim Alternative Educational placement for not more than 45 days. This placement must be selected to enable the child to continue to progress in the general curriculum, including services and modifications to meet the goals in the IEP or 504 Plan, and include services or modifications designed to prevent the behavior from reoccurring. The Individuals with Disabilities Education Act (IDEA) is in the process of reauthorization; therefore, the above safeguards may be amended at a later date.

Charter Oversight

Lake Superior State University granted the Charter for Bay City Academy. The Board of Directors applied for the charter from this University because of a common belief in high quality education, parent choice and cooperative working relationships. LSSU has appointed Ms. Lynn Methner to serve as the liaison for Bay City Academy. Ms. Methner attends most BCA Board of Education meetings, is available at any time for consultation and will regularly visit the school.

Nondiscrimination Policy

Bay City Academy does not discriminate on the basis of religion, race, color, national origin, sex, disability, homeless status, age, height, weight, marital status, or any other legally protected characteristic, in its programs, activities or employment opportunities.

Darci Long
Principal/Superintendent
989-414-8254
longd@baycityacademy.com
Bay City Academy
301 N Farragut
Bay City, MI 48708

Notice of the Academy's policy on nondiscrimination shall be available in the School, published in any Academy statement regarding the availability of educational services, and in the student and staff handbook.