

Will Carleton Academy



Parent – Student Handbook

2020– 2021

Will Carleton Academy

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Handbook revised September 2, 2020.

MISSION STATEMENT

Will Carleton Academy will serve the community as a charter school where parents can choose a traditional, character-based curriculum and educational atmosphere for their children. The school will provide an orderly disciplined environment where all children are exposed to the wonder and joy of learning, where all children are expected to learn, and where all children and adults are expected to behave in a respectful and responsible manner.

PHILOSOPHY STATEMENT

The philosophy of Will Carleton Academy rests on three basic tenets. First, the primary responsibility of the school is to educate each child in basic academic skills and a core of knowledge of the world around him. Second, academic education cannot be separated from, and must necessarily include attention to, character education. Finally, throughout life, parents

are the child's first teachers with the primary right and responsibility for their child's education.

Academic Education

In order to educate students properly, Will Carleton Academy uses a content-rich curriculum that provides the skills and cultural literacy necessary to become an educated person. Will Carleton Academy strives to ensure that all students possess that most fundamental learning tool, the ability to read with ease and comprehension; a knowledge of history so that they will know of their heritage and have the benefit of our ancestors' experience; basic skill in mathematics; a capacity to think critically and logically; the ability to articulate their thoughts both verbally and in clear, concise prose; a knowledge of the natural world which the study of science and natural history provides; and finally, an appreciation of the beautiful as revealed through great works of art, music, and poetry.

The curriculum includes the study of phonics, reading, spelling, grammar, classical literature, math, science, geography, history, a foreign language, the fine arts and physical education. The role of computers in the classroom is limited at Will Carleton Academy. Students acquire a basic understanding and facility with technology as it is integrated into the fundamental academic subjects. Time in the classroom will be devoted to the study of academics.

There is a definite sequence of skill and knowledge that all children master in each grade. Every child learns this core and gains the specific knowledge needed to excel at the next grade level. Acquiring this specific and well-integrated body of knowledge grants students pleasure in learning as well as self-respect, and it ensures that they will enter the next grade ready and eager to learn more. It is in this way that children acquire confidence and self-esteem.

The role of the teacher at Will Carleton Academy is to provide knowledge and discipline. All of our teachers have pedagogical training and a detailed knowledge of the subject matter that they teach. They expect a certain standard of behavior, and they provide the necessary structure to keep the class on task. We believe that schools must have orderly classrooms in order to produce mastery of conventional knowledge and skills.



Character Education

Will Carleton Academy is committed by its mission to providing an education that unites quality in academic achievement with the development of personal character. Developing the basic and universally recognized character virtues of honesty, integrity, perseverance, compassion, respect, and the like still belongs at the center of the educational task, where it has stood in the Western tradition for centuries. Education, in this venerable tradition, promotes knowledge in the context of citizenship. Michigan's own State Constitution states: "Religion, morality and knowledge, being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged."

All people, but especially children, rise to meet the expectations which are placed upon them. At Will Carleton Academy, there are high academic standards and high expectations for respectful and appropriate behavior. Character education at Will Carleton Academy takes place through teacher example and through the reading of quality literature. Good character is encouraged through good discipline. Irresponsible and irreverent behavior will not be tolerated; polite and civilized behavior is expected. Fair and positive conflict resolution is practiced. Our goal is that all Will Carleton Academy students become self-disciplined, self-motivated, and have internal controls.

Parental Involvement

Finally, parents are an integral part of the operation of this academy, being involved at every level from classroom volunteer to policy maker. It is the school's role to educate the child and to support the positive values that are instilled in the home. The school is not a replacement for the family. Every parent may have some level of involvement in the school through participation on school committees and projects, and through the election of the members of the Board of Directors of the school.

With this philosophy in mind, the mission of Will Carleton Academy can be fulfilled. The child will gain knowledge, develop self-discipline, and learn to behave in a respectful and appropriate manner. All of these qualities raise the child above the base and allow the child to reach his or her fullest potential. These attributes create a knowledgeable and informed citizenry and are the philosophical goals of Will Carleton Academy.



**Will Carleton Academy
School Calendar
2020-2021*
(Revised August 3, 2020)**

| | | |
|-----------|----------|--|
| Tuesday | 9/08/20 | First Day of School – Start time 8:10 am |
| Thursday | 10/15/20 | Parent-Teacher Conferences – Dismiss 11:40 am |
| Friday | 10/16/20 | Parent-Teacher Conferences- Dismiss 11:40 am |
| Friday | 11/13/20 | Staff Professional Development- Dismiss 11:40 am |
| Wednesday | 11/25/20 | Begin Thanksgiving Break – Dismiss 11:40 am |
| Thursday | 11/26/20 | Thanksgiving Day – No School |
| Friday | 11/27/20 | Thanksgiving Break – No School |
| Friday | 12/18/20 | Begin Winter Break –Dismiss 11:40 am |
| Monday | 1/04/21 | End Winter Break – Return to School |
| Thursday | 3/18/21 | Parent-Teacher Conferences – Dismiss 11:40 am |
| Friday | 3/19/21 | Parent-Teacher Conference- Dismiss 11:40 am |
| Thursday | 4/01/21 | Begin Spring Break – Dismiss 11:40 am |
| Monday | 4/12/21 | End Spring Break – Return to School |
| Friday | 4/23/21 | Staff Professional Development- Dismiss 11:40 am |

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|--------|---------|---------------------------------------|
| Monday | 5/31/21 | Family Learning Day – No School |
| Friday | 6/11/21 | Last Day of School – Dismiss 11:40 am |

***Please accept this as a proposed calendar.**

Attendance

Regular attendance is an important part of a child's success at school. Children are expected to be in class every day and to be on time. There are valid excuses for an absence such as personal illness, family emergencies, religious obligations, and medical appointments that cannot be made outside school hours. When possible, parents must notify the school in writing or by phone prior to the absence. In the case of illness, please call the office by 9:30 a.m. on the day of the illness. A written excuse must be provided for each date of absence. For an expected extended absence, please notify the teacher and Director, in writing, one week in advance. The student will be held responsible for completing all assignments during any absence. More than 5 absences a quarter will be subject to question. Any attendance concerns may be referred to the county truancy support, while all will be subject to the county truancy plan. (See below.)

Hillsdale County Attendance Policy

Attendance is extremely important to student success. There is a positive correlation between student attendance and achievement. Parents are responsible for ensuring regular and punctual attendance of students per Section 83 of the Michigan School Code. In order to assist Hillsdale County in meeting attendance requirements, the Hillsdale County Court has established a county wide Truancy policy.

Excused Absences: Parents may excuse their child(ren) from up to five (5) days of school attendance by calling or sending written documentation within 24 hours of the absence. Additional absences must be documented as follows to be excused:

1. Illness/medical reason
2. Medical appointments
3. Observance of a religious holiday
4. Death in the family
5. Emergencies beyond the control of the family
6. Mandated court appearances

7. Extraordinary educational opportunities pre-approved by the district administrators
8. Parent or guardian's military service
9. Homelessness

Attendance (Continued)

Consequences of Excessive Absences:

Unexcused absences: In accordance with State law and Hillsdale County policy regarding truancy, a petition may be filed with the Hillsdale County Juvenile Court seeking the Court to declare a student truant if the student has accumulated in excess of 6 unexcused absences. Absences which are not excused will be considered "unexcused" and subject to the following procedures as will any student who is chronically absent.

- Upon accumulation of three (3) unexcused absences the parent(s) or guardian(s) will be contacted to make them aware of the situation and set up a meeting for consideration of an attendance plan with the family.
- After five (5) unexcused absences the parent(s) or guardian(s) will be contacted to make them aware of the continued issue with school attendance and a meeting with the truancy officer will be set up to discuss the plan for improvement of attendance.
- After seven (7) unexcused absences the parent(s) or guardian(s) will be contacted to make them aware of the continued issue and notify them the truancy officer will report the case to the Probate Court for appropriate proceedings.

Chronic Absences: Chronic Absenteeism is missing 10% or more of scheduled school time regardless of unexcused, excused or disciplinary reasons.

Chronic Truancy Policy: School attendance is of the utmost importance. A parent may excuse a student's absence in accordance with school policy, however, if a student has accumulated 10 or more absences, whether or not those absences have been marked "excused," the school office will send to the parent or guardian of the student a letter which states that if there are any future absences, that within 24 hours, the parent or guardian must provide the school office with a written and signed statement from the student's treating physician which specifically excuses the

student for that day and the reason for the student missing school (i.e., the medical condition requiring the student to stay home from school). If this written documentation is not provided within 24 hours, the absence will be considered unexcused.

Tardiness: Ten (10) tardies will result in one unexcused absence as defined in the above attendance policy.

Tardiness

Students must arrive before 8:10 a.m. each morning. The tardiness policy is outlined below.

Tardiness Policy
Adopted on March 11, 1999
***Revised August 1, 2006**

Students must arrive by 8:10 a.m.* If a student accumulates 10 tardies in a semester, the Director will hold a conference with the parents and student. After the 10th tardy, the consequences will be as follows:

11th tardy: detention
12th tardy: detention
13th tardy: detention and a one-day suspension
14th tardy: three-day suspension
15th tardy: refer to committee of the Board of Directors*

Release of a student during the school day

Students will be released only to a parent or authorized person. Parents must sign their child(ren) out at the school office prior to leaving. Office staff will call for the student from the office so as not to disturb the class with unannounced visitors. If the child returns to school, the parent must sign him/her in at the office.

Arrival and Departure

Children may be brought to the school grounds between 7:55 a.m. and 8:10 a.m. Morning greeting and opening ceremonies begin promptly at 8:10 a.m. Classes are dismissed at 3:30 p.m. Parents need to follow specified traffic patterns for pick-up. Dial-A-Ride students will be dropped off and picked up in the designated Dial-A-Ride area.

Electronic Device Policy

Kindergarten through 12th grade students who bring electronic devices to school, such as, but not limited to cell phones, iPods, iPads, smart watches, hand held gaming systems, must turn these in to the Will Carleton Academy office each morning. The devices must be turned off and placed in the designated area in the office for the duration of the school day. At dismissal or when a student leaves campus, then and only then will the electronic device be returned. The electronic device may not be used until the student leaves campus. The use of electronic devices is restricted on campus and therefore bringing said items to school each day is not necessary.

A registration form for daily possession of a cell phone is available in the office and all students turning a cell phone in to the office will be required to have one on file. Any student not adhering to this policy and caught with a cell phone in their possession will be suspended for one academic day; the suspension policy will be effective for that academic day.

Social Media Guidelines

In the interest of upholding the integrity of the educational process, it will be the goal of the Will Carleton Academy *Social Media Guidelines* to direct behavior of students when considering the use of social media and the perceived appropriateness of their choices.

Accountability: All persons are individually liable for the content of all information that they post, share or respond to online.

Inappropriate behavior: With the guidance of the *Core Virtues* and behavior expectations of Will Carleton Academy, student behavior in and out of the classroom, as well as on and off campus, will be upheld to a consistent standard. When utilizing social media, Will Carleton Academy students will be expected to adhere to Code of Conduct expectations and be aware of the potential consequences of certain violations.

Homework

The Will Carleton Board of Trustees, Director, and teachers together believe that homework completed in a careful and timely manner is a central component of the academic program. Under the general supervision and guidance of the Academy Director, teachers will make assignments of appropriate duration and rigor with the expectation that students will complete homework to the teacher's satisfaction and that parents will provide the necessary study environment and support of their child's efforts.

Leaving school each day with necessary supplies to complete the assigned homework is often a challenge for some students. A Will Carleton Academy student will be allowed to return to campus to retrieve forgotten homework each school day until 4:00 pm. The procedure is to stop in the office first to page the classroom teacher to assist the student with procuring the assignment and necessary supplies.

In general, the following guidelines are the *approximate* amount of time children will spend on homework. Please keep in close communication with your child's teacher regarding the actual amount of time that the assignments require.

| | |
|--|------------|
| Kindergarten: | 10 minutes |
| 1 st grade | 15 minutes |
| 2 nd grade | 20 minutes |
| 3 rd grade | 25 minutes |
| 4 th grade | 30 minutes |
| 5 th grade | 40 minutes |
| 6 th grade | 50 minutes |
| 7 th and 8 th grades | 60 minutes |

Homework Policy

This policy will be used to support the homework expectations of Will Carleton Academy, which include parent/guardian signatures on assignment sheets or in assignment books.

A Policy Reminder serves to remind parents of school policy. An Infraction Report (I.R.) is a note to the parents to communicate an infraction of school policy and the consequences for that infraction. The signed infraction is to be returned the next day to insure effective communication.

Detentions are to be served the day of the infraction. The parent conference will be a time for the teacher to communicate the problem to the parents and for the teacher, parents, and child to develop a plan for improvement. An Enrollment Evaluation will be a time for the Director, teacher, parents, and student to discuss goals and to determine the commitment the family has to the WCA program requirements. The student may be given a clean slate at the semester break unless he or she has reached the Enrollment Evaluation stage. At this time, the Director will evaluate to deem whether or not a clean slate would be counterproductive to the progress made on an individual basis.

The Will Carleton Academy staff encourages requests for homework when a child is absent due to illness. Upon return from an illness, reasonable progress should be made on assignments to ensure catch-up in a timely manner. A timely manner shall be defined as one day to make up missed work for each day absent. For example, if a child is absent for 2 school days, they will have 2 school days to complete all missed assignments.

If assignments are given before a prearranged absence, i.e. vacation, funeral, wedding, etc, they are due the day of the student's return. The assignments may be obtained only on the day before the scheduled absence provided the parent has made a formal request. This request must be received in a timely manner so that the teacher has adequate time to prepare. Last minute requests may not be honored.

Consequences for Homework Infractions

Kindergarten, 1st AND 2nd GRADES

| | |
|-----------------------------|--|
| 1 st infraction | Policy Reminder |
| 2 nd infraction | I.R. & suspended privilege |
| 3 rd infraction | I.R. & suspended privilege |
| 4 th infraction | I.R. & 15-minute detention and parent conference |
| 5 th infraction | I.R. & 1/2-hour detention |
| 6 th infraction | I.R. & 1/2 hour detention |
| 7 th infraction | I.R. & 1/2 hour detention |
| 8 th infraction | I.R. & 1/2 hour detention |
| 9 th infraction | I.R. & 1/2 hour detention and parent conference |
| 10 th infraction | Enrollment Evaluation |

3rd AND 4th GRADES

| | |
|-----------------------------|---|
| 1 st infraction | Policy Reminder |
| 2 nd infraction | I.R. & suspension of privilege |
| 3 rd infraction | I.R. & 1/2-hour detention |
| 4 th infraction | I.R. & 1/2-hour detention and parent conference |
| 5 th infraction | I.R. & 1/2-hour detention |
| 6 th infraction | I.R. & 1/2-hour detention |
| 7 th infraction | I.R. & 1/2-hour detention and parent conference |
| 8 th infraction | I.R. & 1-hour detention with additional work |
| 9 th infraction | I.R. & 1-hour detention with additional work |
| 10 th infraction | Enrollment Evaluation |

5th and 6th GRADES

| | |
|----------------------------|---|
| 1 st infraction | Policy Reminder |
| 2 nd infraction | I.R. & suspension of privilege |
| 3 rd infraction | I.R. & 1/2-hour detention |
| 4 th infraction | I.R. & 1/2-hour detention and parent conference |
| 5 th infraction | I.R. & 1/2-hour detention |
| 6 th infraction | I.R. & 1 hour detention with additional work |
| 7 th infraction | I.R. & 1/2-day in school suspension |
| 8 th infraction | Enrollment Evaluation |

7th and 8th GRADES

| | |
|----------------------------|---|
| 1 st infraction | Policy Reminder |
| 2 nd infraction | I.R. & suspended privilege |
| 3 rd infraction | I.R. & 1/2-hour detention |
| 4 th infraction | I.R. & 1/2-hour detention and parent conference |
| 5 th infraction | I.R. & 1-hour detention with additional work |
| 6 th infraction | I.R. & 1/2-day in-school suspension |
| 7 th infraction | Enrollment Evaluation |

Honor Roll

At the close of each grading period, students in grades 3 through 8 who have received no grades lower than a B- or S- in every subject will be placed on the Honor Roll. Students with grades no lower than A- in every subject will be on the Director's List for academic achievement.

Holidays and Birthdays

Holidays will be celebrated in a learning environment as part of our cultural literacy. Halloween will be treated as a regular academic day, and there will not be a gift exchange at Christmas. However, other festive activities will be planned. For Valentine's Day, children may bring a homemade, non-edible Valentine for every child in the class. Children may bring a non-edible birthday gift for their classmates or the classroom. Please see your classroom teacher for suggestions. Please, do not send birthday invitations to school unless every child or every boy/every girl is invited.

Inclement Weather

In the event of severe weather, listen to WCSR (92.1 FM), log on to WILX.com or check WCA's Facebook page for school cancellations or early dismissal. The announcement will be specifically for Will Carleton Academy. When school is cancelled, all school activities scheduled for that day are also cancelled. If an early dismissal is announced, parents must pick up their child immediately.

Lunch

Will Carleton Academy does not have kitchen facilities. Students must bring a bag lunch from home, including a non-carbonated beverage, each school day. Students will not be allowed to share lunches due to the concern of unknown allergies. **Lunches should not be commercial, or "fast food" type. All students will eat in the gymnasium during scheduled lunch periods.**

Records

Student records are confidential information to be used by the school as allowed by law. According to FERPA policies, parents may request to inspect their child's records by making an appointment with the Director.

Transportation

Parents are responsible for transporting their child to and from school. Dial-a-Ride services are available to the students living within the city limits. Car pool information may be available at the school office. If a student is not leaving school grounds at dismissal, the office must be notified and the supervising adult identified. Paying attention to and following drop off and pick up routines is **imperative**. The details are outlined in information distributed at the beginning of each year and available in the school office throughout the school year.

Health Policy

A health form will need to be completed by your child's physician after a recent physical examination **prior to the first admission** to the school. Subsequently, an **annual physical examination** by your child's physician is recommended. An **eye examination** by an optometrist or ophthalmologist is highly recommended before your child's first attendance. A test for tuberculosis is required before entry to the school and every three years subsequently.

We require the name, address and telephone number of your child's physician with permission to contact him or her in case of an emergency. The parent should update this when changes occur.

Special Conditions

Please keep your child home or seek a physician's advice if any of the following conditions are present:

1. Fever of unknown cause
2. Infectious conditions associated with a skin rash. Examples as follows: chicken pox, measles, mumps, Fifth disease and scabies
3. Eye drainage associated with viral or bacterial infections, e.g. Pink eye
Any child with pink eye/conjunctivitis will not be allowed to return to school until the infected area has been treated at least 3 days.
(Eye drainage associated with allergies not included)
4. Vomiting: any child vomiting during the school day must be picked up by an authorized person.
5. Diarrhea
6. Any painful condition which cannot be controlled by pain medication as authorized by your child's physician
7. Hair or body lice (must be nit free to return to school)
8. Open and infected wounds
9. Fungal infection on open areas like the scalp or the body
10. Excessive coughing of any cause

Your child's physician may complete a form to enable your child to return safely to the classroom, indicating any medications or other therapeutic measures to be used to enhance your child's recovery and limit the spread of disease to other children.

Medications

With written permission from your child's physician certain medications may be administered. The permission form must include the name of the medication, the time the medication is to be administered, the dose, and possibly the conditions under which the medication is to be administered. We require that the physician indicate possible side effects to watch for and the plan of action to take should this occur. The medication should be made available to the Director's office in the original container labeled with the child's name, the name of the medication, the strength of the preparation and the required dose to be given.

Will Carleton Academy Code of Conduct

In accordance with the mission statement of Will Carleton Academy and its philosophy, students will be responsible for displaying respectful behavior to the teachers, to other students, and on the campus of Will Carleton Academy in general. The qualities that Will Carleton Academy would like to develop in students include honesty, respect for others, unselfishness, compassion, self-control, and generosity. The staff aims to instill in each student a sense of responsibility to the school community, as well as an understanding that each individual is accountable for his or her behavior.

Students at WCA will be expected to come to school:

- on time - 8:10 a.m.
- in uniform
- with all supplies, homework, and signed assignment book
- with an attitude committed to learning

In addition to being responsible for their own learning, students at WCA will also be expected to respect others' rights to learn by refraining from the following behavior:

- cheating or other forms of dishonesty
- disrespectful behavior or language toward teachers, administrators, visitors or peers
- any behavior disruptive to the learning process and environment

Disciplinary Action

Disciplinary action that may be taken includes a verbal warning, infraction, after-school detention, suspension, and/or expulsion. Where applicable, the child will take responsibility for correcting the offense. The severity and nature of the infraction will determine the disciplinary action to be taken. All detentions will be served on the day the infraction occurs. This may be an

inconvenience to parents; however, we feel it is important that disciplinary action immediately follows the infraction as a direct consequence. The office staff will call parents to notify them of the after-school detention. Teachers are committed to ongoing communication with parents regarding their child's behavior.

Discipline Policy

The Discipline Policy at Will Carleton Academy has been divided into Minor Infractions and Major Infractions. The outlines of Minor and Major Infractions and their consequences follow.

Minor Infractions and Consequences

The following are examples of Minor Infractions:

1. disrupting class
2. repeatedly speaking out without permission
3. teasing, roughhousing, name-calling
4. inappropriate language
5. repeated (3) dress code violations
6. gum chewing
7. spitting
8. no parent/guardian signature in assignment book three (3) consecutive days
9. touching: excessively, affectionately, inappropriately

The staff at Will Carleton Academy will use positive, natural and negative consequences to maintain discipline. An Infraction Report will be sent home (to be signed by both parents/guardians) after every infraction as a means of communication and documentation. The signed infraction is to be returned the next school day.

Detentions are to be served on the day of the infraction. The parent conference will be a time for the teacher to communicate the problem to the parents and for the teacher, parents, and child to develop a plan for improvement. An Enrollment Evaluation will be a time for the Director, teacher, parents and student to discuss goals and to determine the commitment the family has to the WCA program requirements. Long term suspensions or expulsions are options. There will

be regular communication between the faculty and the parents regarding discipline concerns. Students may be given a clean slate at the semester break unless he or she has reached the Enrollment Evaluation stage. At that time, the Director will evaluate if giving the student a clean slate would be counterproductive to the learning process.

Kindergarten

It is especially important that the beginning of a child's education be a positive experience. At Will Carleton Academy, appropriate behavior will be modeled, encouraged and expected. Although kindergarten is a time of maturing, steps to insure firm discipline will be taken to maintain high standards of behavior.

KINDERGARTEN, 1st AND 2nd GRADES

| | |
|----------------------------|--|
| 1 st infraction | Infraction Report = I.R. |
| 2 nd infraction | I.R. |
| 3 rd infraction | I.R., 1/2 hour detention and parent conference |
| 4 th infraction | I.R., and 1/2 hour detention |
| 5 th infraction | I.R., 1/2 hour detention and parent conference |
| 6 th infraction | I.R., and 1 hour detention |
| 7 th infraction | I.R., and 1 hour detention |
| 8 th infraction | I.R., and 1/2 day in-school suspension |
| 9 th infraction | I.R., and Enrollment Evaluation |

3rd AND 4th GRADES

| | |
|----------------------------|--|
| 1 st infraction | Infraction Report = I.R. |
| 2 nd infraction | I.R. |
| 3 rd infraction | I.R., and 1/2 hour detention |
| 4 th infraction | I.R., 1/2 hour detention and parent conference |
| 5 th infraction | I.R., and 1 hour detention |
| 6 th infraction | I.R., and 1 hour detention |
| 7 th infraction | I.R., and 1/2 day in-school suspension |
| 8 th infraction | I.R., and Enrollment Evaluation |

5th AND 6th GRADES

| | |
|----------------------------|--|
| 1 st infraction | Infraction Report = I.R. |
| 2 nd infraction | I.R., and 1/2 hour detention |
| 3 rd infraction | I.R., 1/2 hour detention and parent conference |
| 4 th infraction | I.R., and 1 hour detention |
| 5 th infraction | I.R., and full day in-school suspension |
| 6 th infraction | I.R., and Enrollment Evaluation |

7th AND 8th GRADES

| | |
|----------------------------|--|
| 1 st infraction | Infraction Report = I.R. |
| 2 nd infraction | I.R., 1/2 hour detention and parent conference |
| 3 rd infraction | I.R., and 1 hour detention |
| 4 th infraction | I.R., and full day in-school suspension |
| 5 th infraction | I.R., and Enrollment Evaluation |



Major Infractions and Consequences

| VIOLATION | DEFINITION | Minimum Disciplinary Action | Maximum Disciplinary Action |
|--|---|---|---|
| 1. Possession of dangerous weapons in a weapon-free school zone; commission of arson or rape | As defined by State or Federal Law | Expulsion | Expulsion |
| 2. Striking a teacher, school employee or any person | The act of physically striking a teacher, school employee or a person lawfully authorized by the building administration to be present | 5 – 10 day suspension/parent notification | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 3. Truancy | The willful absence from school without permission of parents | Parent conference | Referral to juvenile authorities |
| 4. Use or possession of tobacco or matches/lighter | The act of possessing or using tobacco, matches or lighter | Up to 3 day suspension | 3 day suspension |
| 5. Possession/use of fireworks, explosives, or flammable materials or irritants | The act of possession, using or threatening to use fireworks, explosives, or other such items capable of causing bodily harm or physical discomfort | 1 day suspension | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 6. False fire alarm | The act of initiating a fire alarm or a report warning of a fire or other emergency without just cause | Up to 5 day suspension/ referral to civil authorities | Indefinite suspension and referral to school board for suspension or expulsion |

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|---|--|---|--|
| 7. Arson | The willful burning of or attempt to burn any property of Will Carleton Academy and/or its employees, students or visitors | Up to 10 day suspension/ referral to civil authorities | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 8. Possession, use or intent to use illegal or dangerous weapons not included in Violation #1 | The act of possessing, using or threatening to use any weapon or instrument capable of inflicting bodily harm as stated in State or Federal statute, but not limited to it | Up to 10 day suspension | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 9. Use, possession, sale or under the influence of alcohol | The act of possessing, consuming, selling or being under the influence of alcohol | Up to 10 day suspension | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 10. Use, possession, sale or under the influence of illegal drugs and/or drug paraphernalia | The possession, use, sale or being under the influence of stimulating, depressing or behavior-altering substances (without a prescription) or the possession of drug related paraphernalia | Up to 10 day suspension | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 11. Vandalism | The act of willfully abusing, destroying, damaging or tampering with property of the school and/or its employees, students or visitors | 1 day suspension/ restitution | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 12. Extortion | The act of verbally or by gesture threatening the well being, health or safety of any person for money, services or items of value | Up to 3 day suspension | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 13. Stealing or possession of stolen property | The act of taking or acquiring the property of others without their consent | Up to 3 day suspension/ restitution | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 14. Bomb threat | The verbal or written act of threatening to place an explosive device or assisting in such an act | Up to 10 day suspension | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 15. Conduct detrimental to the normal and safe operation of school business | Any willful act which results in the disruption of the normal and safe operation of school business (including during transportation to and from school sponsored activities) | Up to 3 day suspension | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 16. Beepers or cellular phones | The possession or use of pocket pagers or electronic communication devices in school except for health or unusual reasons approved by the administration | Up to 3 day suspension | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 17. Insubordination | Disrespect, harassment, bullying, hazing or the willful failure to comply with reasonable requests of authorized school personnel | Warning/parent conference | Up to 5 day suspension |

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| 18. Gross insubordination | Gross disrespect, gross harassment, bullying, hazing or the willful failure to comply with reasonable requests of authorized school personnel | Up to 3 day suspension | Indefinite suspension and referral to school board for suspension or expulsion |
| 19. Profanity or obscenity | The act of using profane or obscene language in verbal or written form, in pictures or caricatures, or use of obscene gestures | 1 day suspension | Up to 10 day suspension |
| 20. Persistent disruption of the educational process | Any willful act or refusal to act that directly or indirectly results in the disruption of the normal educational process | 1 day suspension | Up to 10 day suspension |
| 21. Indecent behavior | Any willful act offending against the commonly recognized standards of propriety, health and safety | Up to 5 day suspension | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 22. Racial or ethnic slurs | To insult, call derogatory names or verbally abuse a person because of race or ethnic origin | Up to 3 day suspension | Up to 10 day suspension/ parent conference |
| 23. Fighting/assault | An act involving hostile bodily contact and the intent to cause physical harm either individually or in a group | Up to 5 day suspension | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 24. Gambling | The act of betting money or other consideration on the outcome of a game, contest or other event | 1 day suspension | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 25. Throwing food | The act of throwing food or related items | Parent conference and restitution or repair and clean-up | Up to 3 day suspension |
| 26. Skipping school | Unauthorized absence from class or school | Parent conference | Up to 3 day suspension |
| 27. Persistent violation of school rules | The repeated violation of one or more school rules | Up to 5 day suspension | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 28. Persistent Dress Code violation | Improper attire according to the School Dress Code | Administrative conference | 1 day suspension |
| 29. Sexual Harassment | To insult, call derogatory names or verbally or physically abuse a person because of their gender | Up to 3 day suspension | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |
| 30. Inappropriate behavior | Any behavior not described specifically in Violations 1-29 and which the Director determines to be inappropriate | Administrative conference | Indefinite suspension and referral to school board for suspension or expulsion/ referral to civil authorities |

Acceptance of Suspended/Expelled Students into Will Carleton Academy

Will Carleton Academy shall not admit a child who has been expelled from any school. Will Carleton Academy shall not admit a child who has been suspended from any school within the last two years. Parents of a child who has been suspended may appeal this policy for that child's case. The appeal must be made in writing to the Director of Will Carleton Academy one week prior to a regularly scheduled meeting of the Board of Directors. The Academic Director shall be present at said meeting.

Uniform Policy

Uniforms are a fundamental part of school culture at Will Carleton Academy. Uniforms allow students to focus on their studies and be free of the peer pressure and embarrassment that can result from fashion competition. For this reason, all students are asked to wear the same uniform from the same manufacturers. Formal Uniform days are Mondays and Wednesdays. Optional pieces may be worn on other days. If special field trips or activities are scheduled on days other than Monday or Wednesday, formal uniform may be required.

BOY'S FORMAL REQUIRED UNIFORM: Grades K-6

- Hunter green polo shirt (long or short sleeve)*
- Dark khaki slacks with a belt*

BOY'S FORMAL REQUIRED UNIFORM: Grades 7-8

- White oxford button down shirt (long or short sleeve)
- Dark khaki slacks with a belt*
- Hunter green sweater vest*
- Green plaid tie*

BOY'S OPTIONAL PIECES

- Dark khaki shorts with a belt (not worn 11/1 - 3/31)*
- White turtleneck, polo shirt or oxford button down shirt
- Hunter green polo shirt (long or short sleeve) Grades 7-8*
- Hunter green sweater (cardigan, vest or pullover)*
- Socks - hunter green, tan, navy blue, black or white

GIRL'S FORMAL REQUIRED UNIFORM: Grades K-6

- White oxford button down shirt - **no Peter Pan collars**
- Green plaid jumper (K-4)*
- Green plaid jumper or skirt (5-6)* (If skirt, hunter green sweater vest is required.)
- White knee socks

GIRL'S FORMAL REQUIRED UNIFORM: Grades 7-8

- White oxford button down shirt - **no Peter Pan collars**
- Green plaid pleated skirt*
- Hunter green sweater vest*
- White knee socks

GIRL'S OPTIONAL PIECES

- Dark khaki shorts* with a belt (not worn 11/1 - 3/31)
- Dark khaki slacks* with a belt
- Hunter green polo shirt*
- White turtleneck or polo shirt
- Hunter green sweater* (cardigan or pullover)
- Leggings - hunter green, white, or navy (no sweat/yoga pants or additional colors)
- Knee socks or tights - hunter green, navy blue or white – **no peds or ankle athletic socks**

*Items available only through School Closet. (www.schoolcloset.com)

Additional Uniforms

The 7th and 8th grades will have required Physical Education uniforms. The uniforms will consist of a T-shirt and shorts purchased through the school. The uniform shirt is gray with white lettering and the shorts are green with white lettering.

Shoes

Boys and girls may choose simple dark or tan leather school shoes including oxfords, "bucks", loafers, T-straps and "Mary-Janes". Athletic shoes are required for physical education class. They must be plain athletic shoes with non-marking soles. "Toms", "Bobs", clogs, sandals, boots, shoe boots, platform shoes, canvas shoes and shoes with "chunky heels" are not allowed.

Belts

Plain belts are to be worn with slacks and shorts when belt loops are attached.

Casual Day

Students will be allowed to wear casual clothes on scheduled Casual Days. Jeans with holes or the appearance of holes, yoga pants, spandex tights, flip flops, and short shorts are not acceptable apparel on these days. If your child chooses to wear leggings, tops must be mid-thigh in length to provide coverage of their backside.

Outerwear and Accessories

Team logo, licensed or advertising items as well as leather outerwear will not be permitted. Jackets, hats, snow and rain boots, backpacks, lunch boxes, etc. should be kept simple. All winter gear is required to remain on campus from late fall until spring break; exact dates will vary year to year.

Make-up and Nail Polish

Students may not wear make-up or nail polish to school.

Hair

Hairstyles will be simple and traditional. No hair dyes will be allowed. Hair accessories must be kept simple.

Jewelry

Students may wear post (stud) earrings or small hoops (smaller than finger width) and small watches to school. Necklaces, rings, or additional accessories will not be allowed.

Facial Hair

Students are not allowed facial hair (moustaches, beards, goatees or extensive sideburns) at school.

A Note About Our Name

The namesake of the school, Will Carleton, was from the Hillsdale area and became Michigan's Poet Laureate. In the late nineteenth century he toured the countryside giving dramatic readings and speeches to vast audiences. The school's mission is to provide the type of education that leads the students to the love of learning that filled the heart of Mr. Carleton.

In Jerome Fallon's monograph, "Will Carleton, Michigan's Poet of the People," we learn that the theme of Carleton's poetry was simple: "the homely virtues of honesty, thrift and integrity, and the importance of the family and home." When Will Carleton was a boy, his childhood friends - his lifelong friends - were his "fiercest competitors" - not on the sports field, but in intellectual pursuit. It says Carleton needed "the stimulation a strong, dynamic and intellectually demanding teacher could give." Late in life, Will Carleton recalled that

"Several small towns...wanted and would pay for something...which professed to be intellectual; and so I 'did' all the neighboring hamlets that I could induce to hear me."

It is our hope that Will Carleton Academy will appeal to parents who want something that "professes to be intellectual" for their children. We intend to do our best to instill in these children the homely virtues. We hope to provide teachers who are strong, dynamic and intellectually demanding. We hope to provide a playing field where children compete and are proud of academic honors, as well as good behavior and good sportsmanship.