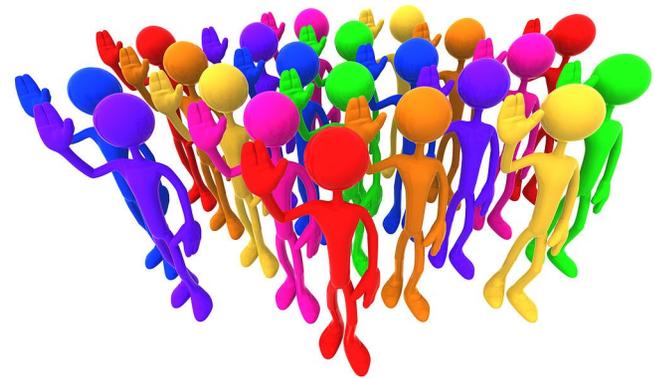

Macomb Academy

Student Handbook
2016-2018



-
- Respectful
 - Responsible
 - Ready

Macomb Academy
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Macomb Academy Students and Families:

Each new school year promises exciting and challenging experiences as you move toward your goals of independent living and employment success.

We encourage you to take advantage of opportunities to learn and practice the skills you need to be successful. You will experience personal growth as you begin to feel more independent and responsible. You can count on the Macomb Academy staff to be a part of your team.

This handbook has been developed as a guide to inform you of the opportunities and expectations that you will encounter as a student at Macomb Academy.

Be proud of your family, your school, your community, and yourself.

Sincerely,

Mr. Steve Szymanski	President
Mr. Tom Van Slembrouck	Vice-President
Mr. Bill Wayland	Secretary
Ms. Deborah Carlton	Treasurer
Ms. Traci Comer	Trustee
Ms. Rose Shalda	Trustee
Mr. Kurt Limburg	Trustee
Dr. John Beletz	Emeritus
Mr. Richard Mette	Emeritus

Hourly Classroom Schedule

1st AM	8:40-9:23
2nd	9:23-10:06
Transition	10:06-10:21
3rd	10:21-11:04
4th	11:04-11:50
Lunch 1	11:50-12:30
1st PM	11:50-12:35
Lunch 2	12:35-1:15
2nd	1:15-1:58
Transition	1:58-2:13
3rd	2:13-2:56
4th	2:56-3:40



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- ◇ Hats or bandanas are not acceptable in the building.
- ◇ Heavy winter coats are not acceptable in the classrooms ; light zip-up hoodies are acceptable in the classrooms for individual student comfort. Students returning from their morning job sites will bring their coat/jacket with them to their 1st hour class in the afternoon. They will then drop off their jackets in the locker area after class on the way to lunch.
- ◇ Black sweat suits, yoga pants and “skinny jeans” are not acceptable. **Students who are not in dress code will check out proper attire from Macomb Academy that day.**
- ◇ Shirts promoting drugs, alcohol, tobacco, profanity, or having letters and/or symbols that are disrespectful or sexually suggestive are not acceptable on out-of-uniform days.
- ◇ Shorts and capri/crop pants are not acceptable due to training site dress codes.
- ◇ Students must adhere to a personal grooming and hygiene routine. **Any student who is not properly groomed or bathed may be sent home.**
- ◇ Each student must comply with training site dress codes as advised by staff.
- ◇ Facial jewelry is not acceptable.

Community Based Instruction (CBI)

Community Based Instruction is not a field trip.

- CBIs are experiences that take learning out of the classrooms and into community settings.
- CBIs help students learn functional skills for everyday life.

This process helps students apply learned skills in locations where the skills are actually required in real-life situations. The CBI site serves as an extension of the classroom and enhances the exploration, training, and assessment opportunities for students. Teachers will integrate CBIs into the curriculum as needed. Teachers will inform you and your student when a CBI is scheduled.

Transition

Students will attend “Transition” for 15 minutes each day with their providers and all morning or afternoon on Fridays. During this time, students will work with their provider and dialogue about their IEP goal progress while building relationships with their peers.





Application Process

All students entering Macomb Academy for the first time must submit:

- Valid Birth Certificate
- Social Security Card
- State I.D. or Driver's License
- Written Proof of Immunizations
- Current IEP and Current MET and/or Evaluation Review
- F.A.P.E. Eligibility
- Official High School Transcript with seal
- Emergency/Student Health Information
- TB Test

A release of Information form must be signed for transfer of school documents and other records.

Changes in address or phone numbers during the school year must be reported to the office.

Administrative & Office Staff

Mr. Joe DeMarsh	Superintendent
Mrs. Lindsey Johnson	Dean of Students
Mrs. Sue Camarata	Community & Employment Liaison
Mrs. Aunjeanette Marlow	Business Manager
Ms. Sadora Carbary	Office Manager
Ms. Lisa Vigna	Administrative Assistant

SMART Bus Cards

Student independence and employment are part of our mission at Macomb Academy. Community Based Instruction and various classroom activities may involve the use of mobility to get around the community.

Students are expected to apply for a reduced fare bus card to use for traveling to and from home, CBIs and other school functions.

Student Supplies

Macomb Academy recommends the following supplies: binder, dividers, pens, pencils and paper. Students will store any extra belongings in their lockers in the break room. **Students are to provide their own locks for use on school lockers.** Each lock must have a key or a combination (good conversation to have). The combination number or an extra key must be kept on file in the front office.

Student Activities

Macomb Academy Helping Hands is a student-lead community action group that provides student members the opportunity to have a positive impact on their community as they learn leadership skills and the importance of community service. Meetings take place during the school day and may lead to social or community volunteer activities outside the school day. Students elect officers and conduct meetings several times throughout the year with the assistance of a staff advisor. Helping Hands sponsors dances throughout the school year, collecting donations for local charitable organizations as part of the admission price.

Dress and Grooming

Macomb Academy prides itself in having well-groomed students. Students are expected to dress to reflect pride in oneself, one's family, and one's school. **The school dress code is: black or navy khaki pants, white, light blue, or gray polo shirt, and black slip-resistant/non-slip shoes.** Students should demonstrate neatness and cleanliness on a daily basis.

See additional expectations on page 16.

Emergency Medical Information

A list of all medication for each student must be on file in the school office. Changes in student health and medications are needed at the start of each school year via paperwork from Academy Administration. Any medication taken at school must be in the original pharmacy bottle and clearly labeled (student first and last name, medication name, and dosage) while being stored and taken in the main office.

Urgent Medical Attention

Macomb Academy will contact 911 and family, respectively, in the event that a student requires immediate medical attention.

Accidents

At the beginning of the school year, all students are to sign and return a "Hold Harmless Agreement" to the office. Anyone injured during school hours or while participating in school sponsored activities must report the injury to a staff person immediately. An incident report is filled out and parents are notified of the incident. If the injury requires medical attention, the parent/guardian will be asked to pick up the student at school or a medical facility.

Lunches

Lunch is open campus for students. Students are encouraged to bring their own lunch from home to help develop higher levels of responsibility. 7-Eleven, Tim Horton's, Jet's Pizza, and Chicken Shack are all within a short walk from campus. Several vendors will provide lunch options for students during their assigned lunch periods. Macomb Academy students are not allowed to drive off-campus during lunch. Macomb Academy staff monitors the school grounds each day during lunch. Lunches brought from home are kept in student lockers. Refrigeration is not provided for student use. Families should discuss whether or not the student is allowed to leave campus at lunch time. **Parents and students should take heed that risk does follow each student out of the building during lunch periods. If you do not feel comfortable with your son or daughter leaving the school grounds, please notify Macomb Academy staff.** Macomb Academy provides microwaves for re-heating of food in the Break Room.



The mission of the Macomb Academy is to provide, in collaboration with community and business resources, a transitional educational program to prepare students for adult roles in the workplace and life.

Goals

Macomb Academy's primary goal is to provide daily living skills and employment training in a real-world adult environment fostering personal, social, vocational, and emotional growth so that each student can reach his/her fullest level of independence.

Non-Discrimination Policy

Macomb Academy does not discriminate against, deny benefits to, or exclude participation by a person in its programs, activities, or employment on the basis of race, gender, national origin, creed, religion, disability, or other protected classes. Any formal complaints pertaining to discrimination shall be made in writing and given to the school's compliance officer listed below:

Superintendent
Macomb Academy

Title VI, Title IX, Section 504, ADA Information

Macomb Academy is obligated under law to make reasonable accommodations for individuals with handicaps. Certain due process procedures are in place to protect the rights of students and parents. If any person believes that the district has violated the law in regard to its compliance with Title VI, Title IX, Section 504, or the Americans with Disabilities Act (ADA), he/she may file a complaint with the school's compliance officer.



Classes

- ◇ **Communications:** Students will learn to communicate appropriately in a variety of social situations (e.g. writing, email, telephone, and listening/responding).
- ◇ **Employment:** Students will develop skills to obtain and hold a job. (e.g. being on time, team work, problem solving).
- ◇ **Healthy Living:** Students will learn about balanced nutrition, healthy lifestyle choices, diet, and fitness routines. (There is a \$20.00 gym cost for the semester.)
- ◇ **Cooking:** Students will plan meals, purchase food, prepare meals, demonstrate appropriate eating and table habits, and develop safe clean-up and food storage practices.
- ◇ **Personal Safety:** Students will demonstrate health and safety practices and will identify resources to solve problems (e.g. weather, medication, emergency protocol).
- ◇ **Money Sense:** Students will identify and count coins and currency, and make change. Students will count bills and coins to add up to \$5.00.
- ◇ **On Your Own:** A full-year class in which students will participate in simulations of life encounters after high school by completing 100 tasks, given hypothetical problem solving situations.
- ◇ **Banking:** Students will develop skills in handling basic financial records, including the handling of a checkbook.
- ◇ **World Around Us:** Students will learn to enhance social skills in their daily lives by solving problems and developing tolerance and acceptance.
- ◇ **Home Living:** Students will learn skills to obtain and maintain proper housing, pay bills, live with a roommate, etc.
- ◇ **Positive Living:** Students will learn to achieve self-awareness, self-confidence and socially responsible behavior by making adequate decisions and communicating with others.

Student Responsibilities

- ◆ Students are to attend each scheduled class and training site each day unless specifically arranged with Macomb Academy Administration.
- ◆ Students are expected to substitute at training sites when necessary. This provides consistency for individual job sites and helps students learn new skills as well.
- ◆ Students are expected to be on time to each class and training site assigned location.
- ◆ Students are to inform the main office in advance of the need for an early dismissal.
- ◆ Students are to be:
 - ⇒ Respectful
 - ⇒ Responsible
 - ⇒ Ready
- ◆ Students are to be prepared for class/training sites each and every day. Well-kept hygiene, laundered clothes, required school uniform, and positive attitudes are essential to student success.

School Closing Procedures

For the safety and well-being of the students, the Superintendent may close school if hazardous weather or building conditions warrant such action. School closings will be announced on television on [channels 2, 4 and 7](#) between 5:00 a.m.-6:30 a.m.

Each student should have an alternate emergency contact number on file in the office in case of school closure during school hours and a parent/guardian is not available.



2. The Superintendent’s decision may be appealed to the Board of Education within five (5) school days of such conference.
3. The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents that said hearing shall be held.

Daily Schedule

The school day begins promptly at 8:40 a.m. and ends at 3:40 p.m. Students are **expected to arrive no later than 8:30 a.m.** to ensure their punctuality for the day. **Students are expected to depart campus directly after school.**

Two lunch breaks will be held during the day. Lunch 1 will be held from 11:50 a.m.-12:30 p.m. for students with morning classes. Lunch 2 will be held from 12:35 p.m.-1:15 p.m. for students with afternoon classes.

Attendance Procedures

Macomb Academy’s attendance policies and practices have been established and are enforced in order to ensure students’ successful educational experience and preparation for employment. To report an absence, the student or parent/guardian must call the office on the day prior to the day of the absence, or no later than 8:30 a.m. the day of the absence. Voicemail is available to take calls during off-hours for overnight or early morning communication.

If an absence is not reported for 3 consecutive days, the transition teacher will attempt to contact the student or parent/guardian. After five (5) consecutive absences, notification is sent to the parent/guardian. If absences are not related to illness or have not received administrative approval, the student and parent/guardian will be requested to attend a conference before the student returns to school. Illness-related absences of more than five (5) days will necessitate a doctor’s note. If a student needs to leave during the instructional day, he/she must sign out at the office. **All students are expected to attend each and every day. Building a consistent work ethic is not only beneficial for students at school, but also for their future employment.**

- ◇ **Clothing Care:** Students will learn how to wash/clean, remove stains, purchase clothing, iron/mend, and store clothing. St
- ◇ **Leisure & Family:** Students will explore various adult leisure activities and family structures, heritage, communication, and many other family concerns.
- ◇ **Mind Your Business:** Students will learn steps of handling business transactions and operating our school store.
- ◇ **Easy Money:** Students will identify coins and their values. Students will learn to add dollar amount purchases.
- ◇ **Citizenship:** Students will learn civic responsibilities.
- ◇ **Creative Energy:** Students will enhance their self-esteem by learning about the arts.
- ◇ **Stress Management: Students will learn ways of handling stress.**
- ◇ **Driver’s Safety:** Students will learn the rules of the road. (No hands-on driving experience is provided by Macomb Academy.)
- ◇ **Work Skills:** Students will focus on dexterity and fine motor skills while improving time management skills and working at a productive pace.
- ◇ **Personal Awareness:** Students will gain knowledge of appropriate grooming, hygiene, and relationships in appropriate adult contexts.
- ◇ **Words of our World:** Students will learn to read, understand, and utilize functional words to increase their overall independence.
- ◇ **Everyday Living:** Students will learn awareness, preparation, and exploration regarding life demands as one encounters through increasing levels of independence.
- ◇ **Business Sense:** Students learn the ins and outs of starting a business.
- ◇ **You’re Hired-Students learn the process in getting a job and participating in the school’s coffee shop.**

Curriculum

Macomb Academy bases our standards/expectations on Michigan Department of Education Careers and Employability Benchmark and Standards. Staff uses the Life Centered Career Education Curriculum (LCCE) instructional program to implement the benchmarks. Other materials may be used to expand this curriculum to address individual student needs. The curriculum shall address the following:

- ⇒ Daily Living Skills– including managing personal needs and accessing the community are enhanced by community based instruction (CBI)
- ⇒ Personal Social Skills– including achieving self-awareness, demonstrating socially responsible behavior, and maintaining interpersonal skills
- ⇒ Occupational Guidance and Preparation– including job exploration and work training sites, to prepare students with work habits that will assist them in seeking, securing, and maintaining employment

Students will spend half their school day in classroom activities and the other half at a training site exploring and preparing for employment. Students' transition goals are determined at yearly IEP meetings.

If a student feels he/she will not participate in his/her training site due to illness or injury, he/she should stay home, call in absence and return the next day with a mentality to learn and succeed. **If a student decides during the day he/she will not participate in the scheduled activity, the office will contact the parents and the student may be subject to disciplinary actions.**

Consequences

Consequences for violations of student conduct are determined by our Administrative team in concurrence with our school wide positive behavior level system. Students who receive written reprimands from Macomb Academy staff will meet with the Dean of Students or Superintendent to determine the extent of the point loss and disciplinary measures that follow. Every discipline situation will be analyzed individually.

Positive Behavior Intervention/Level System

Each month students have an opportunity to earn a special activity day at the end of the month, as planned by staff. Students must stay under 3 points during any month to earn these special reward days. Acquiring over 3 points disqualifies students from that month's activity; additional disciplinary measures may also be taken. Each month, every student begins with 0 points on the level system. The level system and procedures follow accordingly:

- Level 1: 0-3 pts
- Level 2: 4-6 pts
- Level 3: 7-9 pts
- Level 4: 10+pts

Due Process

Should it become necessary to temporarily suspend or alternatively place a student from Macomb Academy, the following process will take place:

1. A student shall be informed of the infraction and discipline.
2. Upon suspension, a parent/guardian will be contacted. A conference may be requested.
3. Verbal communication may be followed with written communication to the parent/guardian. A copy of the letter shall be placed in the student's file.

Appeal procedures available to the student and/or guardian:

1. Guardians may request a conference with the Superintendent within the period of suspension. The Superintendent shall affirm or modify the terms of the discipline within two (2) school days of the conference.



Student Conduct

School rules are designed for safety while simultaneously teaching students responsibility and organization. Students must be familiar with and comply with rules in school, on CBI's, and at affiliated training sites. Any student who disregards these rules may face consequences.

Prohibited Behaviors:

- ◆ Disrupting or displaying defiant behavior which interrupts the learning process or endangers the safety or health of others
- ◆ Interfering with school staff in the performance of their duties
- ◆ Making threats of any kind to students or staff
- ◆ Demonstrating obscene, vulgar or abusive language
- ◆ Selling, possessing or using alcohol or illegal drugs on school property
- ◆ Harassing or hazing
- ◆ Gambling
- ◆ Possessing any object which may be used to inflict bodily harm
- ◆ Loitering in school building, in/around cars or on school grounds without authorization
- ◆ Using cell phones or personal technology during school hours. **Cell phones may be used to make phone calls outside the building before and after school & during lunch hour. Cell phones/personal technology may not be used at any time other than listed above unless given specific permission from school administration.**
- ◆ Engaging in inappropriate touching/displays of affection
- ◆ Engaging in any Reportable Incident as outlined in the School Safety Plan, such as but not limited to destruction of property, theft, bomb threats, arson, tampering with fire alarms, possession of a weapon, or physical assault (fights)

Assessment and Testing

Initial Assessment

At the start of each school year, a pre-test from the Life Centered Career Education (LCCE) curriculum is given to assess each student's comprehension of the material as well as their knowledge level.

Progress Assessment

During the spring of each year, a post-test from the LCCE curriculum is given to identify progress. This data, and evidence of student growth, helps Macomb Academy staff and partnering agencies with determinations about appropriate student placements. Student progress reports and employment evaluations are issued at the end of each semester. Parent/Student Conferences are held upon request by parent, student or staff.

IEP Meetings

Each year, an IEP meeting is scheduled to discuss goals for each individual student (first year students have two scheduled IEP meetings). The student, parent/guardian, staff and other advocates shall comprise the Transition IEP Team. The student, with input from the other team members, will identify transition goals which will direct the development of the curriculum for the student.

Written notices will be communicated as meetings are scheduled. Paperwork will be provided for partnering advocates to be invited as well. Due to the number of students enrolled at Macomb Academy, meeting dates are expected to be respected and honored.

Building Access

Following morning entry at 8:40, all entrance doors are locked throughout the instructional day. Late arriving students, parents or visitors are to push the button on the security system to be allowed access into the building. Students are expected to sign in or out when tardy or leaving early. Hours of operation are 7:30am-4pm on school days.

