



ADOPTED AUGUST 2026 FOR THE 2026-27 SCHOOL YEAR

# Family Handbook

*A Partnership in Responsibility*



## **Livingston Classical Academy**

*Serving Grades Kindergarten through 12*  
8877 Main St., Whitmore Lake, MI, 48189  
(734) 449-2052

**Mr. Kurt Naber, M.Ed., Superintendent**  
**Mr. Dean Bowen, M.Ed., Principal**  
**Mrs. Sarah Parsell, Ed.S., Assistant Principal**  
**Mrs. Lauren Robinson, School Counselor**

**Website:** <https://livingstonclassicalAcademy.org/>  
**Facebook:** <https://www.facebook.com/LivingstonClassicalAcademy>  
**Instagram:** <https://www.instagram.com/livingstonclassical/>

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## SPIRIT OF THIS HANDBOOK

Livingston Classical Academy provides a unique classical experience that aims at human happiness. Instruction in moral character and civic virtue are crucial in this enterprise, and demand quite a bit from students and families alike. By attending Livingston Classical Academy, students and their families positively choose to embark on a traditional educational path that, up to the 20<sup>th</sup> century, presented the standard of academic excellence and character development in the west. This choice means that students should strive for excellence of which they are capable and take delight and confidence in the successes of their friends and peers.

All policies in this handbook should be understood in light of a parent's and student's choice to pursue the vision, mission, and core virtues in common with the school.

## VISION AND MISSION

### Vision

Livingston Classical Academy in Whitmore Lake exists as a tuition-free public school to educate youth on our nation's founding principles and empowers them, as free citizens, to pursue a virtuous life of happiness and excellence.

### Mission

Livingston Classical Academy trains the minds and nurtures the hearts of young people through a rigorous, classical, content-rich education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

## SCHOOL HOURS AND ATTENDANCE CALLS

The regular daily school schedule **begins at 8:00 AM and ends at 3:00 PM**. Please call the attendance office at (734) 449-2052 or email [lcaattendance@choiceschools.com](mailto:lcaattendance@choiceschools.com) to report absences or tardiness.

School is open at 7:45 AM for all students and all activities begin promptly at 8:00 AM. Students arriving after 8:00 AM will be considered tardy.

## SCHOOL CLOSING ANNOUNCEMENTS

Notice of school cancellation is given by announcements on several radio, television stations, and social media. Please monitor your local television/radio stations for school closing information. Families are contacted via email and phone through PowerSchool Messenger.

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## **LIVINGSTON CLASSICAL ACADEMY**

### **BOARD OF DIRECTORS**

The Board of Directors is the governing body for Livingston Classical Academy. The Livingston Classical Academy's Authorizer, Whitmore Lake Public Schools, appoints our board members. The Livingston Classical Academy Board contracts with Choice Schools Associates, LLC for management and employment services. Meetings are scheduled on the third Thursday of each month (\*except as noted) at 6:00 PM at Livingston Classical Academy. Special meetings are scheduled when needed. All board meeting notices are posted at the main entrance of Livingston Classical Academy and are open to the public.

Ms. Kalyndra Craven, President  
Ms. Stacy Specht, Vice-President  
Mr. Mike Schmidt, Secretary  
Mr. Doug Pedersen, Treasurer  
Mr. Matt Kettmann, Board Member

### **MANAGEMENT COMPANY**

Choice Schools Associates, LLC  
5251 Clyde Park Avenue Southwest  
Wyoming, MI 49509  
Phone: 616-785-8440  
Fax: 616-785-8455

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## LIVINGSTON CLASSICAL ACADEMY CORE VIRTUES

### Standards of Virtuous Conduct:

#### **Courage**

LCA students will strive to embody the quality of mind which enables humans to encounter danger and difficulty with valor, boldness, and resolution.

#### **Perseverance**

LCA students will practice persistence in whatever they undertake. They will not give in to despair but rather, with diligence and determination, they will forego immediate gratification in order to pursue true human flourishing.

#### **Courtesy**

LCA students will recognize that all human beings are worthy of dignity and respect. Therefore, they will practice elegant politeness of manners and kindness toward their fellowman.

#### **Honesty**

LCA students will seek to know the truth through their studies, and to speak the truth with prudence at all times, in every relationship. LCA students will seek to avoid speaking falsehoods or to knowingly deceive others by hiding the truth.

#### **Service**

LCA students will pursue happiness by offering their time and talents for the good of other individuals and their community even when this action entails personal sacrifice.

#### **Self-Government**

LCA students will foster the habits of mind and memory that allow them to increase in knowledge, the habits of body that allow them to act appropriately at all times, and the habits of speech that allow them to speak articulately in any context.

#### **Friendship**

LCA Students will be kind and generous and learn how to get along well with others.

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## EDUCATIONAL PROGRAM

### PHILOSOPHY AND METHOD

All students benefit from the highest standards of academic integrity and from a rigorous, content rich, educational program that develops their intellectual capacity, personal character, and leadership skills. The school provides an environment that fosters academic excellence through the habit of discipline and thoroughness, the willingness to work, and the perseverance to complete difficult tasks. Through a defined traditional, classical curriculum, students will be prepared to become active and responsible leaders and members of their community.

### THE CORE FOUNDATIONS OF OUR CLASSICAL EDUCATION

***We value knowledge*** because in order to express and understand complex ideas, a person must have a working knowledge of facts, ideas, and references known to all in a given social and political order. This is *cultural literacy*, and we believe it is essential to a nation's identity. Students, over their years in school, will be expected to learn content-rich information, to apply it, and as they get older, to extrapolate from it.

***We seek to uphold a standard of excellence.*** In upholding a standard of excellence, we recognize that students have different abilities. Livingston Classical Academy will offer support systems to encourage students in their academic endeavors while excellence remains the goal.

***We will insist on moral virtue for those involved with Livingston Classical Academy while on campus or during a school sponsored event.*** At Livingston Classical Academy, we leave questions of faith to the students and their parents, but we will foster an environment where all of us will be expected to behave in a morally virtuous manner. Expectations will be high: all stakeholders must adhere to the LCA Core Virtues. In their studies, students will be exposed to the great stories of self-command and self-sacrifice, and of inner conflicts between right and wrong. At times, students may have differing opinions but are expected to demonstrate virtuous character at all times.

***We will seek to prepare our students to assume their places as responsible citizens in the political order of the United States.*** The founding documents: the Declaration of Independence, the Constitution, and some of the Federalist Papers along with letters and/or essays written by members of our early government will be studied to teach our nation's founding principles. Ideas to be discussed include: What is true freedom? What is limited, balanced, federal, and accountable government? What are the rights of a citizen? How does state power balance federal power, and how do they work in conjunction with citizens' rights?

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## **THE CLASSICAL CURRICULUM**

At Livingston Classical Academy we serve students Kindergarten through 12th grade. It is our goal to educate youth on our nation's founding principles and empower them, as free citizens, to pursue a virtuous life of happiness and excellence.

Physical Education: All students are required to participate in Physical Education. Students must have a note from home to be excused from Physical Education for one class period. Extended non-participation requires a physician's note. Students must follow the LCA [Uniform Policy](#).

For detailed curriculum information, refer to our website <https://livingstonclassicalacademy.org/curriculum/>

## **ACADEMIC GUIDELINES**

To be prepared and ready for instructional activities students are expected to:

- be at school on time
- complete homework assignments
- have proper instructional materials from the teacher provided supply list

## **PROGRESS REPORTS/REPORT CARDS/CONFERENCES**

Progress reports are available on PowerSchool mid-way through each quarter and dates will be communicated via the school calendar.

Report cards are available on PowerSchool at the end of each quarter. There are four report cards per academic year.

The purpose of progress reports and report cards is to communicate to parents and students the child's progress on the knowledge and skills the student is working on in class and to provide insight into the child's academic, behavioral, and citizenship progress. Parents are encouraged to discuss the information on the progress reports and report cards with their child and to encourage excellence in achievement and behavior.

Every teacher will provide one required fall conference with each child's parent/guardian and one optional spring conference. Conference dates are available on the school calendar. A parent/guardian/teacher may request additional conferences as needed. Additional conferences must occur during non-instructional time.

## **RETENTION**

### **Third Grade Reading Law**

In 2016, the Michigan Legislature passed PA 306 known as the Third Grade Reading Law to ensure that students exit third grade reading at or above grade level. Beginning in Kindergarten, your child's literacy progress will be closely monitored. A variety of assessments will be used to help identify students who need more intensive reading instruction. Interventions will then be created to meet individual student's needs.

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Within the first 30 days of school, all elementary students will be assessed to determine if a reading deficiency exists. If such a deficiency is identified, a reading plan will be developed for that student which includes extra instruction or support, ongoing progress checks, and a read at home plan. Parents of students with a plan will be notified and provided with a copy of the plan as well as a read at home plan so that they can help their child succeed while at home.

Effective Feb. 13, 2024, revised language removes the retention component of the law. Instead, 3rd grade students who score 1271 or below on the English Language Arts (ELA) M-STEP will be identified as having a reading deficiency per MCL 380.1280f. Parents will receive a letter from the Center of Educational Performance and Information (CEPI) notifying parents of this reading deficiency.

Reading instruction must be a major focus in early elementary education. Family engagement and understanding is an important part of this effort.

### **Other Types of Retention**

Retention may also be suggested if your student:

- Has excessive absences and tardies that are having a negative impact in the student's academic progress;
- Is not making necessary academic gains as defined by the school staff.

In recommending retention, the student's wellbeing, emotional maturity, social skills and other factors will all be considered. The school will notify parents, as early in the school year as possible, that retention is a possibility in order to develop an intervention plan.

## GRADUATION REQUIREMENTS

| Subject                       | Class of 2027                                                                                                                                                          | Class of 2028                                                                                                                                                          | Class of 2029                                                                                                                                                                                                                     | Class of 2030 and later                                                                                                                                                                                                           |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ELA</b>                    | Rhetoric: 1 credit<br>British Literature: 1 credit<br>American Literature: 1 credit<br>Modern Literature: 1 credit<br>Senior Thesis: .5 credits<br><b>=4.5 CREDITS</b> | Rhetoric: 1 credit<br>British Literature: 1 credit<br>American Literature: 1 credit<br>Modern Literature: 1 credit<br>Senior Thesis: .5 credits<br><b>=4.5 CREDITS</b> | Rhetoric: .5 credit<br>Composition: .5 credit<br>Ancient Literature: 1 credit<br>British Literature: 1 credit<br>American Literature: 1 credit<br>Modern Literature: 1 credit<br>Senior Thesis: .5 credits<br><b>=5.5 CREDITS</b> | Rhetoric: .5 credit<br>Composition: .5 credit<br>Ancient Literature: 1 credit<br>British Literature: 1 credit<br>American Literature: 1 credit<br>Modern Literature: 1 credit<br>Senior Thesis: .5 credits<br><b>=5.5 CREDITS</b> |
| <b>MATH</b>                   | Algebra I: 1 credit<br>Geometry: 1 credit<br>Algebra II: 1 credit<br>District Approved Math: 1 credit (completed senior year)<br><b>=4 CREDITS</b>                     | Algebra I: 1 credit<br>Geometry: 1 credit<br>Algebra II: 1 credit<br>District Approved Math: 1 credit (completed senior year)<br><b>=4 CREDITS</b>                     | Algebra I: 1 credit<br>Geometry: 1 credit<br>Algebra II: 1 credit<br>District Approved Math: 1 credit (completed senior year)<br><b>=4 CREDITS</b>                                                                                | Algebra I: 1 credit<br>Geometry: 1 credit<br>Algebra II: 1 credit<br>District Approved Math: 1 credit (completed senior year)<br><b>=4 CREDITS</b>                                                                                |
| <b>SCIENCE</b>                | Biology: 1 credit<br>Chemistry OR Physics: 1 credit<br>District Approved Science: 1 credit<br><b>=3 CREDITS</b>                                                        | Biology: 1 credit<br>Chemistry OR Physics: 1 credit<br>District Approved Science: 1 credit<br><b>=3 CREDITS</b>                                                        | Biology: 1 credit<br>Chemistry OR Physics: 1 credit<br>District Approved Science: 1 credit<br><b>=3 CREDITS</b>                                                                                                                   | Biology: 1 credit<br>Chemistry OR Physics: 1 credit<br>District Approved Science: 1 credit<br><b>=3 CREDITS</b>                                                                                                                   |
| <b>HISTORY</b>                | World Civ I: 1 credit<br>World Civ II: 1 credit<br>American History: 1 credit<br>Modern World History: 1 credit<br><b>=4 CREDITS</b>                                   | World Civ I: 1 credit<br>World Civ II: 1 credit<br>American History: 1 credit<br>Modern World History: 1 credit<br><b>=4 CREDITS</b>                                   | World Civ I: 1 credit<br>European History: 1 credit<br>American History: 1 credit<br>Modern World History: 1 credit<br><b>=4 CREDITS</b>                                                                                          | Ancient World History 1 credit<br>European History: 1 credit<br>American History: 1 credit<br>Modern World History: 1 credit<br><b>=4 CREDITS</b>                                                                                 |
| <b>GOVERNMENT/<br/>ECON</b>   | American Government: .5 credit<br>Economics: .5 credit<br><b>=1 CREDIT</b>                                                                                             | American Government: 1 credit<br>Economics: .5 credit<br>Personal Finance: .5 credit<br><b>=1.5 CREDITS</b>                                                            | American Government: 1 credit<br>Economics: .5 credit<br>Personal Finance: .5 credit<br><b>=1.5 CREDITS</b>                                                                                                                       | American Government: 1 credit<br>Economics: .5 credit<br>Personal Finance: .5 credit<br><b>=1.5 CREDITS</b>                                                                                                                       |
| <b>WORLD<br/>LANGUAGE</b>     | Latin I: 1 credit<br>Latin II: 1 credit<br>Latin III: 1 credit<br><b>=3 CREDIT</b>                                                                                     | Latin I: 1 credit<br>Latin II: 1 credit<br>Latin III: 1 credit<br><b>=3 CREDIT</b>                                                                                     | Latin I: 1 credit<br>Latin II: 1 credit<br>Latin III: 1 credit<br><b>=3 CREDIT</b>                                                                                                                                                | Latin I: 1 credit<br>Latin II: 1 credit<br>Latin III: 1 credit<br><b>=3 CREDIT</b>                                                                                                                                                |
| <b>PHILOSOPHY/<br/>LOGIC</b>  | Introduction to Philosophy: .5 credit<br>Logic: .5 credit<br><b>=1 CREDIT</b>                                                                                          | Introduction to Philosophy: .5 credit<br>Logic: .5 credit<br><b>=1 CREDIT</b>                                                                                          | Philosophy: 1 credit<br><b>=1 CREDIT</b>                                                                                                                                                                                          | Philosophy: 1 credit<br><b>=1 CREDIT</b>                                                                                                                                                                                          |
| <b>PHYSICAL<br/>EDUCATION</b> | Physical Education: .5 credit<br>Health: 5 credit<br><b>=1 CREDIT</b>                                                                                                  | Physical Education: .5 credit<br>Health: 5 credit<br><b>=1 CREDIT</b>                                                                                                  | Physical Education: .5 credit<br>Health: 5 credit<br><b>=1 CREDIT</b>                                                                                                                                                             | Physical Education: .5 credit<br>Health: 5 credit<br><b>=1 CREDIT</b>                                                                                                                                                             |
| <b>ARTS</b>                   | Visual Performing & Applied Arts: 1 credit<br><b>=1 CREDIT</b>                                                                                                         | Visual Performing & Applied Arts: 1 credit<br><b>=1 CREDIT</b>                                                                                                         | Visual Performing & Applied Arts: 1 credit<br><b>=1 CREDIT</b>                                                                                                                                                                    | Visual Performing & Applied Arts: 1 credit<br><b>=1 CREDIT</b>                                                                                                                                                                    |
| <b>ELECTIVES</b>              | <b>4.5 CREDITS</b>                                                                                                                                                     | <b>3.5 CREDITS</b>                                                                                                                                                     | <b>3 CREDITS</b>                                                                                                                                                                                                                  | <b>3 CREDITS</b>                                                                                                                                                                                                                  |
| <b>TOTAL<br/>CREDITS</b>      | <b>27 CREDITS</b>                                                                                                                                                      | <b>27 CREDITS</b>                                                                                                                                                      | <b>27 CREDITS</b>                                                                                                                                                                                                                 | <b>27 CREDITS</b>                                                                                                                                                                                                                 |

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## Academic Policies

All 7th-12th grade students are required to complete graduation required courses. If a student fails a course, the course must be re-taken to satisfy graduation requirements.

At the discretion of the principal, a student may be required to complete remedial courses in order to graduate. The principal has the authority to waive any graduation requirement except those meeting the state requirements. Once enrolled, a student will not receive credit from any other institution without the prior approval of the principal. High School credit/GPA may be earned for Latin I in grade 7 and Algebra I or Latin II taken in grade 8.

## ACADEMIC PROGRAMMING

Lower School: K-5 curriculum will follow a traditional, classical approach to education.

- LCA uses the Core Knowledge Sequence for literature, science, and history.
- LCA uses Singapore Math for K-5.
- Literacy Essentials, Institute of Excellence in Writing, and Well Ordered Language are used for literacy, grammar, and writing.
- Fine and Performing Arts and Physical Education use a cross-curricular approach for a well-rounded experience.

Upper School: 6-12 curriculum will follow a traditional, classical approach to education.

- LCA uses classical texts and primary source documents as prescribed by the Hillsdale Curriculum in literature and history.
- LCA uses traditional math and science texts, such as McDougal Littell and Science Explorer as prescribed by the Hillsdale Curriculum.
- Latin uses Wheelock Latin.
- Fine and Performing Arts and Physical Education use a cross-curricular approach for a well-rounded experience.

Academic programming is approved by the Board of Directors and the school principal.

| Letter Grade | Percent Equivalent | GPA |
|--------------|--------------------|-----|
| A            | 93-100%            | 4.0 |
| A-           | 90-92%             | 3.7 |
| B+           | 87-89%             | 3.3 |
| B            | 83-86%             | 3.0 |
| B-           | 80-82%             | 2.7 |
| C+           | 77-79%             | 2.3 |
| C            | 73-76%             | 2.0 |
| C-           | 70-72%             | 1.7 |
| D+           | 67-69%             | 1.3 |
| D            | 63-66%             | 1.0 |
| D-           | 60-62%             | 0.7 |
| F            | 0-59%              | 0.0 |

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## **Honor Roll**

Upper School Honor Roll recognitions will be presented to students in the classroom at the end of each semester.

- Distinguished Honor Roll- 4.00 or higher
- High Honor Roll- 3.50-3.99
- Honor Roll- 3.00-3.49

## **Valedictorian And Salutatorian**

Seniors standing will be assessed at the end of the third quarter marking period to determine awards and honors. Livingston Classical Academy determines student awards and honors as follows:

- Valedictorian status is awarded to the student who has the highest cumulative grade point average (3.75 or higher).
- Salutatorian status is awarded to the student who has the second-highest cumulative grade point average (3.5 or higher).
- Candidates must be enrolled as a full-time high school student at Livingston Classical Academy, having been enrolled for the entirety of their senior year.
- Candidates must meet all Livingston Classical Academy graduation requirements.

In the event of a tie, Livingston Classical Academy will consider standardized test scores and the rigor of completed courses for either distinction. If the graduating class does not have a qualifying candidate, the honored position will go unfilled for that year

## **Latin Honors**

Seniors standing will be assessed at the end of the third quarter marking period to determine awards and honors. Livingston Classical Academy determines student placement and awards as follows:

LCA will award the following cumulative grade point average distinction as follows:

### Latin Honor System

- Summa Cum Laude 3.95-4.00
- Magna Cum Laude 3.75-3.94
- Cum Laude 3.50-3.74

## **ASSIGNMENT OF STUDENTS TO CLASSES**

Any student transferring from a school accredited by the Department of Education to another school accredited by the Department of Education shall have a full transcript review to determine grade placement. Any student transferring from homeschool or a school that is not accredited by the Department of Education to a school that is accredited by the Department of Education shall be evaluated for placement.

## **PROMOTION**

### **Lower School (Grades K-5)**

In addition to literacy, K-5 students must have attained competence in all the core subjects

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(English, including reading, spelling, grammar, composition; history; math; science) over the course of the year and attained at least a C average. Competence is attained knowing the material and, by completing assigned work. Completion of work demonstrates the ability of the student in the various subjects as well as the mastery of study skills necessary for academic and personal achievement. Students whose grades or skills fall below the requirements of grade level may be retained. “Borderline” cases will be decided by the teacher and administration.

### **Upper School Students (Grades 6-12)**

It is our goal for parents, teachers, and students to work together during the year to ensure that students are developing responsible work habits and attaining a sufficient level of understanding in their courses. Students who make a “C” in a single class may retake that class with the approval of the principal. A “D” in a single class may be a passing grade and may be awarded credit at the discretion of the principal, or the student may be required to retake that class. Failing a core course will require the student to retake the class. A student who fails an elective course may retake that course with the approval of the principal. Grade placement will be determined based on the amount of credits a student has earned:

- 9th grade: Freshman: 0.0 to 7.0 credits
- 10th grade: Sophomore: 8.0 to 14.0 credits
- 11th grade: Junior: 15.0 credits to 21.0 credits
- 12th grade: Senior: 22.0 credits to 27+ credits

### **HIGH SCHOOL TRANSCRIPT REQUEST**

All high school transcripts will be processed through Parchment for current and alumni students. Refer to the LCA website for further directions.

### **FIELD TRIPS**

Written parental or legal guardian permission is required for a student to go on any field trip off school grounds. For trips involving travel, teachers will inform parents of such details as destination, lunches, spending money, departure and arrival times, and any special rules. A permission slip will be sent home before each field trip involving travel. The minimum guidelines for the supervision of field trips is for every 10 students there will be one adult chaperone. Student/adult ratios may vary with the nature of the field trip.

**Students who disobey school rules and/or defy teacher authority may be denied the right to participate in field trips.** Students who have demonstrated and documented behavior that is aggressive, harassing, or intimidating AT ANY TIME during the school year may be denied the opportunity to go on overnight field trips. The decision will be made by the principal in consultation with the teacher(s) conducting the field trip. The Code of Student Conduct applies to students at school and on school related trips/activities away from school. Students failing one or more classes are ineligible to participate in field trips.

Students are expected to follow Livingston Classical Academy rules and pay for any costs incurred. Parents who cannot afford such costs for their child’s participation are encouraged to contact the principal. Parents will always be given prior notice of field trips. The student who is not going on the field trip is to attend school. The student will be provided alternative learning

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opportunities at school during the school day.

## **TESTING**

Livingston Classical Academy administers state mandated assessments. Livingston Classical Academy also administers a computer-based adaptive assessment in math and reading three times a year. This enables us to more effectively and accurately monitor the growth and identify the needs of our students. The results of the state assessment test, and the computer-based test, are used to guide instruction, target individual student needs, and assist in the improvement of curriculum and instruction. Individual test scores will be shared during parent-teacher conferences.

## **SPECIAL EDUCATION**

Livingston Classical Academy provides appropriate educational programs for children who are identified with disabilities and who have an approved Individual Educational Plan. Livingston Classical Academy embraces the instructional practice known as inclusion. When the IEP calls for pullout services, the student will be permitted to leave the classroom to work with a properly trained professional educator. The goal of special education programming is to provide students with an educational plan that best meets their individual needs in the least restrictive environment. This means, to the extent appropriate, students will be provided services within the regular education classroom with the necessary support.

Livingston Classical Academy enjoys an excellent working relationship with the local intermediate school district (ISD). The ISD provides a parent resource center which provides parents with comprehensive resources on rights of the disabled, responsibilities of the school, support systems for parents and students, and educational programs available. If you have concerns about your child's progress, arrange to speak with your child's teacher. If appropriate, your child's teacher will consult with a teacher support team for suggestions on classroom and instructional modifications. For further information on all special education services and programming, contact the administration.

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## **HOMEWORK**

Homework is a fundamental part of our general academic program and helps develop a strong work ethic and personal organizational skills. The educational purpose includes the following:

- Reinforce skills and concepts learned in class;
- Develop study skills and habits;
- Practice skills and knowledge in ways that are not readily accomplished in the classroom;
- Inform parents of what is being taught in the classroom.

In addition to regular classroom assignments, we would like each young child to read, or be read to, at least three times a week and preferably every day. By making sure your child is reading at home, you are directly contributing to his/her education. By reading in front of your children, you model good habits and reinforce your expectations.

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

In general, the following is the maximum amount of time high school students should spend on assigned homework.

9th thru 12th: 120 minutes

### **LATE HOMEWORK**

All assignments are expected to be turned in on time. One of the responsibilities of homework is to teach students responsibility and accountability. In order to accomplish this, and to ensure students do not fall behind on their schoolwork, it is essential that students complete their work on time. Students who have an excused absence will have the number of days equal to the number of days absent to make up class and homework, without penalty, up to 7 days. Homework will not be sent home, nor will credit be awarded for any work done during periods of unexcused absence.

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## **FUNDRAISING**

Students may solicit only for Livingston Classical Academy-sponsored activities. The principal or board of directors, when appropriate, must approve fundraisers in writing prior to announcement of fundraising activities, placing orders, or making commitments. Livingston Classical Academy students are prohibited by Board Policy from door-to-door solicitation of any type in the community. There will be no exchange of money among students for any purpose unless authorized by the principal.

## **DRESS CODE POLICY**

Livingston Classical Academy students are expected to dress in a way that aligns with our philosophy of maintaining a learning environment that focuses on the development of each student's academic potential, personal character, and leadership skills.

All Livingston Classical Academy students are required to be in school uniform during school hours and during all school activities and events unless otherwise specified. Attire which attracts undue or negative attention, or which infringes on the rights or values of others is not considered to be in the spirit of the dress code. Attire is expected to be clean, in good condition, and properly sized to fit. Please account for your child's growth throughout the year when purchasing items such as skirts and pants to ensure they remain at the appropriate length. The outermost layer of your child's uniform will also be expected to have the school logo attached for display. This includes shirts, jumpers, blazers, and cardigans/sweaters. Please call the school office at (734) 449-2052 for more information on embroidery and/or patches.

## **TELEPHONE/SMART DEVICE POLICY**

Students may use the school office phone to contact a parent or designated caregiver for school-related reasons with permission from a staff member. Families are encouraged to make transportation and after-school arrangements in advance to minimize the need for student phone use during the school day.

For purposes of this policy, wireless communication devices (WCDs) include, but are not limited to, cell phones, smartphones, smartwatches, tablets, earbuds with communication capabilities, smart glasses (including Meta or similar devices), and any other electronic device capable of sending, receiving, recording, storing, or accessing electronic communications, audio, images, video, or internet content.

In accordance with Michigan law, students may not use wireless communication devices during instructional time unless:

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- the use is required by a student's Individualized Education Program (IEP), Section 504 Plan, or other documented accommodation;
  - the device is needed to monitor or manage a documented medical condition;
  - a teacher or administrator authorizes its use for an instructional purpose;
  - the student is using a school-issued device for educational purposes; or
  - its use is authorized by school administration during an emergency or other exceptional circumstance.

Schools may establish additional restrictions on the possession or use of wireless communication devices during the school day or at school-sponsored activities to support student learning, safety, and an orderly educational environment.

Unauthorized use of a wireless communication device may result in confiscation of the device, parent or guardian retrieval, progressive disciplinary action, or other appropriate interventions in accordance with the Academy's Code of Conduct. If these devices are in view, they will be confiscated until the end of the day. A second offense will necessitate a parent meeting to retrieve the device. Further offenses will be considered a violation of the Code of Conduct and subject to disciplinary action.

Students may not use any wireless communication device to photograph, record, livestream, or transmit audio, images, or video of another individual without the express permission of a teacher or administrator, except as required by an approved accommodation. Students also may not use wireless communication devices to harass, intimidate, threaten, bully, discriminate against, or otherwise harm another person, including through the creation or transmission of obscene or sexually explicit material. Such conduct may result in school discipline and, when required by law, referral to law enforcement or Child Protective Services.

Students who bring wireless communication devices to school do so at their own risk. The Academy is not responsible for lost, stolen, or damaged personal devices.

This policy is intended to comply with applicable Michigan law regarding student wireless communication devices and Board Policy 5136. Where Academy expectations are more restrictive than State law, the Academy's expectations shall apply.

## **PARENTS**

Livingston Classical Academy relies on parents for active involvement in their child's education, growth and development. It is the hope of Livingston Classical Academy that all families will devote time to volunteer. Parents are children's first and most effective teachers and are encouraged to become active partners with their children's teachers. Research clearly reports that a student's success is closely tied to a significant adult in his or her life.

## **VOLUNTEERS**

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A volunteer must receive an I-CHAT background check to certify that they have not been charged with child abuse, neglect, or a felony. These background checks must be done yearly prior to any volunteer service. Livingston Classical Academy reserves the right to “approve” or “deny” any volunteer service upon review of the background check returned. The determination will be based upon the individual's background check information and their fitness to have the responsibility for the safety and well-being of children. Providing false information, or information contradicting the background check information, is grounds for immediate volunteer service denial.

All volunteers must be clearly identified with a badge or lanyard. All volunteers will be under the supervision of the classroom teacher. Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Volunteer activities include responsibilities such as being tutors, mentors, classroom assistants, and guest speakers. If you are interested in becoming a volunteer, please notify the office.

Volunteers are expected to follow the instructions given by the teacher at all times. Volunteers must focus on student safety and are discouraged from activities such as being on cell phones during this time.

Volunteers may not bring younger siblings to school or on a field trip while volunteering, without permission of the principal.

## **PARENTS RIGHTS AND RESPONSIBILITIES**

Parents have the right:

- To know that their child is cared for in a safe, supportive environment;
- To unlimited access to their children (unless prohibited by a court order);
- To access the school staff during the school's normal hours of operation;
- To be informed about serious misbehavior on the part of their own child;
- To be regularly informed of school activities.

Parents have the responsibility to fulfill their obligations as described in this handbook. These obligations include, but are not limited to:

- Keeping their child's records up to date;
- Letting the school office know if their child will not be attending on a regularly scheduled day;
- Following established procedures in accessing their child during the school day, as well as observing established procedures regarding pick-up/drop-off or occasions that require a child to leave early or arrive late;
- Noting any communications from the administrators or teachers regarding their child's behavior, and to cooperate in any efforts to bring about improvement in the situation;
- Attempting to attend school activities that involve parents;
- Informing the school of any significant changes that occur in the home.

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## HELPING YOUR CHILD LEARN

There is no more powerful teacher in a child's life than their parent or guardian. Establishing routines that safeguard children from worry and stress so that they can learn, and grow is essential. As your student's guardian, you can help your child learn if you:

- Start each day with a calm beginning.
- Make sure your child is well rested with at least 9-12 hours of sleep each night.
- Encourage your child to have a healthy breakfast and lunch.
- Laugh and talk with your child about school experiences – listen attentively.
- Stress attendance. Home is the best place for a sick child; otherwise your child should take advantage of each school day.
- Acknowledge your child for special accomplishments.
- Keep the lines of communication open. Inform the teacher of any family situation that could influence your child's behavior.
- Have a special place for notes and notices about school events.
- Read each day to your child. Encourage reading for pleasure and utilize the public library regularly.
- Stress organization of your child's belongings.
- Encourage independence in your child by showing him/her what he/she can do by himself/herself.
- Work at home with skills taught at school.

## GENERAL INFORMATION

### Entry Age For Elementary

A child is eligible to enroll in kindergarten if he or she is at least five years of age on or before September 1 of the school year of enrollment. Any child who turns five by December 1 will be required to obtain a waiver provided by the main office. A child becoming six years of age before December 1 must be enrolled in school on the first day of the school year in which the child's sixth birthday occurs or must satisfy one of the exceptions stated in law. A child must remain in school until their sixteenth birthday.

### Attendance

If you arrive late or must pick up your child early, please come to the office where you will need to sign your child in and out. Refer to the LCA Code of Conduct for detailed information on attendance. School day begins at 8:00 AM and ends at 3:00 PM. The following attendance codes will be reflected in PowerSchool.

### K-5 Attendance Policy

Tardy- After 8:01 AM

Unexcused Absence- no call/email from parent/guardian

Excused Absence- call/email from parent/guardian

Early Dismissal-leaves AM class or PM class

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## **6-12 Attendance Policy**

Tardy- After 8:01 AM, and after the scheduled start of each class period, 20 minutes late is classified as absence for that class period.

Unexcused Absence- no call/email from parent/guardian

Excused Absence- call/email from parent/guardian

Early Dismissal-student leaves school early

LCA will comply with the truancy law set forth in MCL 180.1586 concerning any student with excessive absences without a valid excuse. LCA will make referrals to the proper authorities regarding truant children in accordance with this law.

### **Absence Types**

The following will be considered excused absences

- Absences for a student who is temporarily ill or injured;
- Absences for medical reasons with a doctor's note. A doctor's statement of illness must be presented if a student is absent more than three consecutive days. Failure to provide note will result in all days after three to be unexcused.
- Absences for religious holidays;
- Absences for mental or emotional disabilities;
- Pre-arranged absences of an educational nature that are approved by the principal (e.g., visits to colleges for high-school students; scheduled, performance-related activities);
- Attendance at any school-sponsored activity;
- Bereavement (please notify the school if absence will extend beyond five days).
- Required court appearance. Parents are asked to notify the school in advance.

A parent/guardian has 48 hours to contact the LCA Attendance Secretary in order to excuse an absence for any of the reasons listed above.

Students who have 5 unexcused absences or 5 tardies at any time throughout the school year may not be permitted to:

- Participate in field trips;
- Participate in extracurricular activities and school programs;

10 days or more of Absences:

- Parents/Guardians - After students have acquired 10 days of missed school days (Excused or Unexcused), any further absences will not be excused without a doctor note, Pre-Arranged Form, Court Doc., or permission from the principal. Please see the Student Code of Conduct for further information on consecutive absences.

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### **Late Pick-Up Policy:**

At 3:20PM (1:20 PM on Fridays), students will be considered late pick-up. Parents/guardians will be notified of repeated late-picks and a meeting with the principal/designee may be scheduled to determine the reason behind repeated late pick-ups.

### **Early Dismissal Requests**

Early dismissal requests need to be called into the school office at (734) 449-2052 or by emailing [lcaattendance@choiceschools.com](mailto:lcaattendance@choiceschools.com). Early dismissals are not permitted after 2:30 PM Mon-Thur or 12:30 PM on Friday's. If a student has excessive early dismissals, the principal may request a meeting with the parent/guardian.

### **Vacations**

The school discourages the practice of taking family vacations on school days or during times other than regular school vacation periods. If a student will be out of school for a family vacation, they will be responsible for making up any work upon returning. Pre-Arrangement absence must be cleared with principal.

### **Make-Up Work For Absence From School**

Students are responsible for getting and completing any work they have missed due to an excused absence from class.

- Students who have an excused absence will have the number of days equal to the number of days absent to make up class and homework, without penalty, up to 7 days. Homework will not be sent home, nor will credit be awarded for any work done during periods of unexcused absence.

In cases of extended absence of more than seven days due to illness, a student may request special consideration for additional time to make up work. Parents/guardians may request this in writing to classroom teachers.

### **Make-Up Test/Exam Policy**

Students at Livingston Classical Academy are expected to be in class and prepared for tests, whether unit, quarterly, or examinations. The Make-up Test Policy is in place to discourage absences on the day of a scheduled test. If a student is absent at the scheduled time of the assessment, he or she shall make up the assessment within a time frame no greater than the length of the absence. This applies to all absences, including those that are pre-arranged, due to school activities, and family emergencies. A student's failure to comply with this policy will result in a grade of zero on the assessment(s) in question. The faculty and Principal have discretion to review any case due to extenuating circumstances.

For final exams, make-ups will not be permitted unless under extenuating circumstances, such as family death, serious illness, or hospitalization and/or approved by the principal/designee.

### **Visitors**

**All parents or visitors between the hours of 7:30AM-3:30PM must sign-in and receive a visitor's badge in the main office.** Parents and/or visitors may be required to present official

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I.D. such as a driver's license to be on school grounds. No one is to bypass the office and go directly to the classroom or to the playground area. The staff must provide safe, secure supervision of all children. Parents are welcome to visit in classrooms and are to make advanced arrangements with the teacher for in-class visitation. Siblings or other children are not permitted to visit classrooms during school hours.

Unauthorized persons must not loiter in the school use area. Any person, who comes into the school area and does not properly sign in at the office, will be considered a trespasser. The person will be asked to leave the school area immediately. Failure to leave the school area will be reported to the Police Department for action.

### **Messages To Students And Staff**

Messages to students and or staff must be dropped off or called into the school office. Messages will not be delivered when it will disrupt classroom activities. Parents are encouraged to communicate the message as early as possible to ensure timely delivery to the proper person. Safe, secure classrooms and disruption-free instruction require us to seek total cooperation of parents in not going directly to the classroom.

### **Emergencies**

Procedures have been developed in an effort to ensure safety and security for all children when they are under the care of Livingston Classical Academy. Students must participate in emergency drills to maintain appropriate preparedness. Parents are encouraged to keep informed of weather patterns and possible school closings and to make sure childcare arrangements are in place for emergency closings.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills are regularly scheduled to educate students in safe practice in case of an emergency. The teacher will review rules of safety and evacuation routes with students. Evacuation routes and tornado watch locations are posted in each classroom and use area of Livingston Classical Academy. The teacher or person responsible for a group of students will take class roll to determine the presence of all students who are in attendance on that day. Students and staff will return to class when the teacher is given approval—verbal or hand signal—by the principal/designee.

### **Tornado Emergencies**

Students will not be dismissed from school when there is a tornado warning, or actual tornado. During a tornado watch, students will remain inside the building in designated areas, local radio stations will be monitored, and staff will take safety precautions. Students will be released to their parents/guardian or designated adult as requested.

During a tornado warning or tornado, all students and staff members will remain in the building. Everyone will take shelter in designated areas and will follow outlined safety precautions. Students may be detained beyond the usual dismissal time. Parents who have come to the school to pick up students are encouraged to stay at school until the tornado warning or

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tornado has passed and safe conditions prevail. Out of respect for parental responsibility for their children, a student will be released to parent/guardian only.

### **Lock Down Drills**

The State of Michigan has made it mandatory for schools to practice two Lock Down drills per year. We will follow this mandate just as we do Fire drills and Tornado drills. These drills will be conducted in coordination with the local emergency management coordinator. All doors at Livingston Classical Academy are locked during school hours.

### **Emergency Closing During The School Day**

In the event of severe weather or other unexpected emergencies, the school may be forced to dismiss students early. If school must be dismissed early, parents are encouraged to have prearranged, adult supervision of their children. Parents should discuss emergency procedures with their children in case there is nobody at home when the child arrives. Parents are expected to provide the school with a working emergency number in case of emergency closing. If the parent cannot be contacted, the school will make reasonable efforts to contact the person designated for emergency situations. Livingston Classical Academy will make use of the SchoolMessenger automated contact system to reach parents/guardians for weather or building related emergencies.

## **ACADEMIC INTERVENTIONS**

Students who are not on grade level will be given opportunities for in school support. Parents will be notified when their child is receiving interventions to establish support at home.

### **Child Find/Child Study**

Child Find is a legal mandate under federal law (IDEA) requiring schools to proactively identify and evaluate all children who may have disabilities. Child study, meanwhile, is a localized, school-level problem-solving process used to brainstorm general education interventions and track data for a struggling student before or during the evaluation process.

The objective of Livingston Classical Academy is to ensure that the child receives the instruction, support, and services needed to succeed in school. It is Livingston Classical Academy's intention to:

Engage first in preventative and targeted instruction and intervention:

- As appropriate, conduct comprehensive evaluations designed to determine the best instructional programs and accommodations for students while also ensuring that Child Find is properly implemented
- Design comprehensive evaluations to focus on each student's individual learning needs in the context of educational opportunities, performance, and responsiveness to high quality opportunities to learn over time

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- Select every component of the evaluation based on its relevance for creating the student's instructional program.

Consistent with the mandates in IDEA 2004, a comprehensive evaluation includes:

- A variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child (Sec. 300.304(b)(1))
- An observation of the student in the learning environment, including the regular classroom setting (Sec. 300.305(a)(1))
- Determination that underperformance is not primarily the result of a visual, hearing, or motor disability; intellectual disability; emotional disturbance; cultural factors; environmental or economic disadvantage; or limited English proficiency (Sec. 300.309(a)(3)(i-vi))
- Determination that underperformance is not primarily the result of a lack of instruction, i.e., student performance data indicating that the student (a) was provided appropriate instruction in regular education settings delivered by qualified personnel (Sec. 300.309(b)(1)), and (b) received repeated assessments of achievement at reasonable intervals (Sec. 300.309(b)(2)), to ensure that underachievement is not due to lack of appropriate instruction

Also consistent with IDEA 2004, Livingston Classical Academy believes that:

- The determination of a specific learning disability must be made by the child's parents and a team of qualified professionals (Sec. 300.308)
- Parents must be provided with the results of repeated assessments of achievement (Sec. 300.309(b)(2))
- For students participating in a Multi-Tiered Systems of Support (MTSS) program, parents must be notified about their state's policies about the collection of student performance data, strategies for increasing the child's rate of learning, and their right to request an evaluation (Sec. 300.311(a)(7)(ii))
- The MTSS process must not be used to delay or deny an evaluation but should offer data, both academic and behavioral, to help problem solve and analyze issues regarding learning and help inform the development of effective instructional plans for students found to have a Specific Learning Disability (SLD)
- Evidence of a pattern of strengths and weaknesses in performance, achievement or both should be included, and must be designed to help guide the development of the child's instructional program.

MTSS records can indicate whether or not the child (a) achieves adequately for age or grade level when provided with appropriate instruction, and (b) makes sufficient progress to meet age or grade level standards based on the child's response to scientific, research-based intervention. Evidence that the student is improving when provided with general education interventions indicates that the student is not in need of special education services, a requirement for placement in special education.

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## MEALS

Students are encouraged to bring a nutritious lunch each day. To minimize disruptions to the instructional day, parents are discouraged from making frequent or unnecessary food deliveries to students. Soda and energy drinks are not permitted for student consumption during the school day. Students in grades 6–12 may use the microwaves provided in the lunchroom, provided they do so safely, responsibly, and in accordance with school expectations. Due to dietary restrictions and safety, students are not to share any food items in the lunch room.

Good nutrition is an important aspect of mental and physical well-being. We offer the following suggestions as a helpful guideline:

- Please pack a nutritious lunch which your child likes and will eat. This should include a main course, drink, snack and healthy dessert (whole grain muffin, fruit, yogurt).
- We strongly suggest white milk, pure fruit juice or water as a beverage. Pop and high sugar energy drinks may not be sent to school.
- Offer a variety of dips and spreads for raw veggies, cheese spread for crackers or bread sticks. Children enjoy handling food.
- Keep sandwiches interesting by varying bread: white, wheat, pita, buns, bagels and muffins. Try cutting sandwiches into interesting shapes.
- Try raw cucumbers, celery, cherry tomatoes, carrots or green peppers.
- Try fresh, canned or dried fruit: apples, bananas, plums, oranges, melon, berries, pineapple, raisins, apricots, fruit cocktail, etc.
- Please include napkins, silverware, paper plates, etc., daily.
- Use containers with tight lids so that leftovers can be sent home. Glass containers are discouraged.

Your child's name should appear on the inside and outside of their lunch box and thermos. All containers and utensils should be included and labeled. A cold pack should be put in the lunch box to keep items cold and healthy until eating time.

***All suggestions are to benefit your child's health and safety, ensuring an enjoyable dining experience for everyone.***

### Snacks

- Please respect any notices regarding food allergies that are posted on your child's classroom bulletin board.
- If your child must be restricted to certain food and/or is on a special diet, please inform the staff
- Daily snack is required for every student.

### Birthday Snacks And Holiday Parties

Sometimes families like to provide a special take-home treat on a child's birthday. Please speak to your child's teacher if you would like to send home birthday treats. Birthday treats should be store bought, in its original packaging and will be distributed at the end of the day.

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## TRANSPORTATION

Parents are responsible for transportation of their children to and from school. Parents dropping off or picking up their children are reminded to pay close attention to movement of students and vehicles in the parking area. The Handbook and Code of Conduct rules extend to any school sanctioned event on or off campus.

### Student Drivers

Livingston Classical Academy High School Driving Policy Driving privileges will be given to students in grade nine and above who have parental permission to drive to campus. As LCA maintains a closed campus policy, students will lock their vehicles when they arrive at school, and refrain from returning to their vehicle until the end of the day. Teachers shall not grant students permission to return to their vehicles during the school day. All permissions shall be obtained from the school office only.

## VERBAL COMMUNICATION

In an effort to promote and enhance effective communication between parents, teachers and administration, we ask that any problems or concerns be routed to the appropriate person as soon as possible. Part of problem solving is making sure the right people are aware and involved in the resolution process.

### Channels Of Communication

| Classroom Teacher    | Principal/Asst. Principal | Office Staff     |
|----------------------|---------------------------|------------------|
| Child's Progress     | School Policy             | Absence Calls    |
| Classroom Activities | Parent Education          | Billing/Accounts |
| Classroom Assistance | Academic Policy           | Registration     |
| Class Procedures     | Admissions                |                  |
| Daily Scheduling     | Donations                 |                  |
| Field Trips          | Facilities                |                  |
| Classroom Behavior   | Legal Matters             |                  |

Parents who wish to address specific issues or concerns about their child's education are asked to speak first to their child's classroom teacher to seek a suitable resolution. Unresolved issues should be brought to the attention of the administration. Administration has primary responsibility for management of the school. The communications "chain of command" is the following:

1. Teacher
2. Assistant Principal or School Counselor
3. Principal

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4. Superintendent
  5. Management Company
  6. Livingston Classical Academy Board President

Except in extreme or prescribed situations, a teacher will discuss a behavior problem with the student and the parent before a referral is made for assistance from the administration. Prescribed situations are listed in the Code of Student Conduct.

#### **Livingston Classical Academy Newsletter**

Livingston Classical Academy will periodically distribute a newsletter or bulletin. The newsletter contains information about school activities and programs as well as an updated calendar for the month. For the good of the environment, we will send newsletters through email unless a paper copy is specifically requested.

### **PESTICIDE USE**

The Livingston Classical Academy utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all available and appropriate techniques to attain the goal of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, chemical controls may also be utilized at our facility.

This notice has been provided in compliance with MCL 324.8316. We are also required to notify you of your right to review the IPM Plan and IPM records.

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### ***Prior Notification Request***

You also have the right to be informed prior to any application of an insecticide, fungicide or herbicide made in or at the school grounds or buildings during this school year, with the exception of bait or gel formulations. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. At least 48 hours before an application, advance notification will be given by 1) posting at commonly used entrances to the facility and 2) by Email. Advance notification flyers will be posted at the following commonly used entrances: main entrance.

In addition to the above methods of notice, the parent/guardian is entitled to receive the notice by first-class U.S. mail postmarked at least 3 days before the application. If you need prior notification via U.S. mail, please complete the information below and send it to the school office.

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#### **PRIOR NOTIFICATION REQUEST**

PARENT NAME: \_\_\_\_\_  
STUDENT NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY, ZIP: \_\_\_\_\_  
DAY PHONE #: \_\_\_\_\_  
EVENING PHONE #: \_\_\_\_\_

Please Check One:

- ☐ I wish to be notified prior to a scheduled pesticide application inside of the school.  
☐ I wish to be notified prior to a scheduled pesticide application on the outside grounds of the school building.  
☐ Both of the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## MEDICATIONS/IMMUNIZATIONS

### Medication Administration

Whenever possible, parents/guardians are encouraged to schedule medication administration outside of the school day. When medication must be administered during school hours, Livingston Classical Academy will do so in accordance with Michigan law, the Michigan Department of Education's Medication Administration Guidelines, and Board policy.

Except as otherwise permitted by law, students may not possess or self-administer prescription or non-prescription medications while at school or during school-sponsored activities. All medications must be delivered to the school by a parent/guardian (or another responsible adult designated by the parent/guardian) in the original pharmacy-labeled or manufacturer's container.

Before school personnel may administer medication, the following must be provided:

A completed school Medication Authorization Form signed by the parent/guardian.  
Written instructions from a licensed healthcare provider for prescription medications and for any medication requiring administration during the school day, as required by school policy.  
Prescription medications must be in the original pharmacy-labeled container showing the student's name, medication name, dosage, route, and administration instructions.  
Non-prescription medications must be in the original manufacturer's container and administered only in accordance with school policy and the authorization provided.

Prescription and over-the-counter medications may be administered during the school day only when the required Medication Authorization Form has been completed by the student's parent/guardian **and** licensed healthcare provider, in accordance with Michigan law, Board policy, and school procedures.

Over-the-counter medications include, but are not limited to, acetaminophen (Tylenol), ibuprofen (Advil/Motrin), naproxen (Aleve), antacids, cough drops, allergy medications, medicated creams, ointments, eye drops, and other non-prescription medications.

All medications will be stored securely in a locked location and administered by authorized, trained school personnel. Medication administration will be documented in accordance with school procedures.

Students with asthma or a severe allergy may possess and self-administer a prescribed inhaler or epinephrine auto-injector when the school has received the required written authorization from both the student's parent/guardian and licensed healthcare provider, consistent with Michigan law. The Principal and appropriate school personnel will be notified of students approved to self-carry emergency medication.

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School employees who administer medication will receive appropriate training consistent with state law and district procedures. Any medication error or adverse reaction will be reported promptly to the parent/guardian and documented according to school procedures.

### **Immunization Requirements**

Michigan law requires all students enrolling in school to provide documentation of the immunizations required by the Michigan Department of Health and Human Services or a valid medical or nonmedical waiver as permitted by state law. Students who do not meet Michigan's immunization requirements may be excluded from school in accordance with state law and local health department requirements.

### **Illness**

The school does not have facilities to care for the children when they are sick. If your child becomes ill while at school, you will be notified using the information you provided. Please have a plan so that you, or your emergency person, will be able to pick your child up promptly if necessary. Students must be vomit-free for 24 hours prior to returning to school. Children should not attend school when the following conditions are present:

- Temperature above 100 degrees.
- Unusual drowsiness, excessive sleep or the child appears ill.
- Vomiting two or more times in a 24-hour period.
- Three or more loose or watery bowel movements in a 24-hour period.
- Body rash with fever.
- Severe cough or difficulty breathing.
- Red swollen eyes or pus draining from eyes.
- Open areas on the skin
- Ringworm, lice or pinworm.

Children should report all illnesses and injuries occurring in Livingston Classical Academy to their educator or supervisory personnel. Only immediate and temporary care will be given at Livingston Classical Academy. Parents will be notified by phone when a child needs additional care. For the health and wellbeing of our staff and students, parents will be responsible to make sure the child is picked up within the hour after notification. It is the responsibility of the parent/guardian to make sure all emergency contact phone numbers are current.

Any student evidencing a rash, sores, or other physical problems will be excluded from Livingston Classical Academy. When a child is absent with a contagious disease or illness, the parent/guardian should notify Livingston Classical Academy office. In order for your child to be admitted back into Livingston Classical Academy, parents must comply with County Health guidelines. Please contact Livingston Classical Academy office for further information.

A student may be excused from physical education for one day **with a note** from the parent/guardian. Extended excuses will be honored upon receipt of a physician's note.

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### **Child Information Card**

Parents will be asked to sign an emergency medical card to permit the teacher or adult in charge to secure medical assistance for the child in an emergency. Parents will be notified as quickly as possible of medical care being given to the child.

## **PERSONAL PROPERTY**

Students are responsible for personal property. Reasonable guidelines will contribute to our success.

**School Materials:** Students are responsible for taking care of school owned materials and are expected to pay replacement or damage costs if applicable.

**Clothing:** Livingston Classical Academy recognizes that all clothing is very expensive and must be cared for. Items such as coats/jackets, hats, gloves, and boots should be labeled. Livingston Classical Academy does not assume responsibility for lost articles of clothing.

**Money:** Parents are encouraged to place money sent to school in an envelope with a note stating the reason the money is being sent. The child's name and teacher's name should be clearly written on the outside of the envelope. Parents are encouraged not to allow children to bring large amounts of money to school.

**Electronic Equipment:** Student cell phones or any electronics are not permitted during the school day. Cell phones and electronics must remain in a student's locker at all times. If these devices are in view, they will be confiscated until the end of the day. A second offense will necessitate a parent meeting to retrieve the device. Further offenses will be considered a violation of the Code of Conduct and subject to disciplinary action.

## **ASBESTOS MANAGEMENT PLAN**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763, Subpart E, Livingston Classical Academy annually notifies students, staff, parents/guardians, contractors, and the school community of the availability of the school's Asbestos Management Plan. The Management Plan is available for inspection during normal business hours in the school office.

As required by federal law, periodic surveillance of known or assumed asbestos-containing building materials is conducted at least every six months by appropriately trained personnel, and the Management Plan is updated as required. At this time, no asbestos response or abatement activities are planned for the upcoming school year. If future inspections identify the need for response actions or abatement, the school will provide notification in accordance with applicable federal regulations.

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## BEHAVIORAL EXPECTATIONS

### School Wide Behavior

Students at Livingston Classical Academy have the right to be treated with respect by their teachers and classmates. They are to be treated equally and fairly with dignity. All students should be included in all activities and made to feel welcome in all activities of Livingston Classical Academy. Staff members work as coaches for children, helping them to make good decisions and reflect on bad decisions in order to determine a better choice next time.

Through classroom discussions, students acknowledge that certain behaviors, such as talking without permission, calling out, passing notes, students making fun of other students, and talking back to teachers, interfere with learning. There are school wide behavior expectations posted throughout the buildings. These behaviors are modeled and taught to students' multiple times throughout the school year.

Livingston Classical Academy "No Touching" Policy is consistent with the belief that the school exists to provide a safe and structured learning environment, the following shall be the policy for all students, grades K-12:

Any excessive contact between students is not permitted.

Livingston Classical Academy students will be accountable for appropriate behavior both on and off campus, during the school day or at any school event. Livingston Classical Academy faculty, administration, and staff will have discretion as to whether behavior is in violation of the policy. Discipline for violation of the policy is in accordance with guidelines per the LCA Student Handbook.

### Consequences

We work to help children recognize disruptive behavior and develop self-control out of respect for self and others. Disruptive students may be removed from the classroom temporarily until the teacher and or principal/assistant principal is confident the student is ready to return to class as a responsible participant. A conference with parents and the principal/assistant principal will be called for any student who repeatedly interferes with a teacher's ability to teach, another student's right to learn, or demonstrates an inability to improve behavior.

Behaviors that are considered major infractions are listed in the Code of Student Conduct and consequences for these behaviors are determined by the principal/assistant principal. The Code of Conduct explains discipline procedures, including suspensions and appeals.

### Suspensions And Expulsions

Detentions, in and out of school suspensions, and/or expulsions are levels of consequences that are administered to students who demonstrate disobedient, disruptive, violent, disrespectful, or otherwise harmful behavior at school. Any student who has been suspended for violent or disrespectful or otherwise harmful behavior during the course of the school year will be ineligible to attend overnight field trips as a result. A student whose presence creates, or is

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likely to create, a specific threat or risk to the safety or well-being of the school community or any of its members will be suspended or expelled from school. The Code of Student Conduct clearly spells out the responsibilities of parents and students, appropriate and inappropriate behaviors, and consequences for unacceptable behaviors.

If a student's behaviors result in a discipline recommendation over 10 days suspension or expulsion, the school will consider the mitigating factors involved and consider using Restorative Practices as an alternative, or in addition to, suspension or expulsion. Please see the Code of Conduct for more information.

The Academy has a policy and evidence-based protocol for responding to threats of violence in our school. When a student makes an explicit or implicit threat or demonstrates concerning behaviors that may pose a danger to the safety of school staff, other students, or themselves, a school team will conduct a risk or suicide assessment, as appropriate. The goal of conducting these assessments is to provide assistance to the student being assessed, to support victims or potential victims, and to take appropriate preventive or corrective measures to maintain a safe and secure school environment. The team conducting these assessments include a school administrator, school counselor, school social worker, school psychologist, and other staff members as needed. Our assessment procedures are followed regardless of disciplinary action. If the school team determines that one of these assessments need to be conducted with your child, you will be notified by a member of the school team, as collaboration between the school and family is essential to ensuring student safety.

If you have any questions regarding our risk or suicide assessment process, please contact the school principal.

### **Playground Behavior**

Students are provided with the opportunity to engage in unstructured, open-ended, social interaction during recesses. Recess time is supervised by a classroom teacher who is responsible for student safety. Equipment appropriate for use at recess time is available through classroom teachers. Consult with your child's teacher to find out if equipment from home is appropriate for use on the school playground. Equipment brought to school should be appropriate for group activity and should be shared with other students. Equipment such as skateboards, scooters, and remote controlled electronics are not allowed to be used at school.

Children are expected to maintain the same level of respect on the playground as in the classroom. Respect for self, others and materials is essential. Students who disregard this will lose the privilege of recess until the next day where they have a chance to make a different choice. Recess is an important part of the total curriculum. When recess is held outside, **ALL STUDENTS ARE EXPECTED TO GO OUTSIDE**. A student may be excused from recess for one day **with a note** from the parent/guardian. Extended excuses will be honored upon receipt of a physician's note. Parents are responsible to see that their child is dressed appropriately for the weather.

### **While on the playground, students are expected to:**

- Use playground equipment and structures carefully
- Play within the designated areas and boundaries
- Share equipment and follow the rules of the game

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- Leave all personal items at home that may be damaged or endanger the safety of others. Livingston Classical Academy is not responsible for damage to personal items brought to the school. (The building principal is authorized to make judgments on these items.)

### **Lunch Behavior**

Lunchtime provides students with another opportunity to practice social skills in an informally structured environment. During this time students are expected to: speak softly and be considerate of classmates, remain seated while eating, clean up after themselves, and be courteous to the people in charge.

### **Cafeteria Rules**

- Students are expected to follow the Code of Student Conduct.
- Students are expected to sit while eating.
- Students are to use quiet voices when conversing with other students.
- Students are expected to use good table manners and to clean up after eating.

## **LIVINGSTON CLASSICAL ACADEMY SOCIAL MEDIA GUIDELINES**

In the interest of upholding the integrity of the educational process, it will be the goal of the Livingston Classical 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 Livingston Classical Academy, student and family's 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, Livingston Classical Academy students and their families will be expected to adhere to Code of Conduct expectations and be aware of the potential consequences of certain violations.

## **TOBACCO/SMOKE FREE SCHOOL ZONE**

The use of any tobacco products and E-Cigarettes, within the school buildings, the school facilities or on the school grounds by any individual, including school personnel, is prohibited. Students will be subject to disciplinary procedures outlined in the Code of Student Conduct.

## **DRUG AND ALCOHOL USE**

The use and/or possession of drugs or alcohol are illegal and will be treated by the school as a serious offense. Any student found with or using alcoholic beverages or drugs during school hours or at school-related activities shall be referred to the principal for long-term suspension

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or expulsion. The student's parent(s) will be notified and required to attend a conference with the principal and possibly the Board of Directors. The police will be notified, and the student may be liable for arrest and prosecution.

## **FIREARMS**

The federal Gun-Free Schools Act of 1994 requires school districts to expel a student from school for a period of not less than one year if it is determined that the student brought a firearm to school. Expulsion may be permanent.

## **DANGEROUS WEAPONS**

The Revised School Code Act 451, requires school districts to suspend or expel a student from school if it is determined that the student brought a dangerous weapon to school. Expulsion may be permanent.

## **PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING (INCLUDING CYBER-BULLYING)**

Livingston Classical Academy will not tolerate bullying of any kind, including cyber bullying, on its school grounds, during school-sponsored activities/events, or off-campus. Livingston Classical Academy Board of Directors revised anti-bullying policy has been included as an addendum to Student Code of Conduct. You are encouraged to read the policy, understand that it is based upon law, and encourage your child to refrain from bullying activities and report incidents observed at school.

## **NON-DISCRIMINATION POLICY**

Livingston Classical Academy does not discriminate against applicants, employees or students on the basis of race, color, religion, sexual orientation, gender and gender identity, disability, age, national origin, political belief, marital status, sex, age, height, or weight in its programs or activities. Sexual harassment will not be tolerated in Livingston Classical Academy employment practices and/or educational programs or activities.

Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or the Age Discrimination Act of 1975, or any other federal or state regulations, may be directed to the Principal, the Michigan Department of Education, or the Director of the Office of Civil Rights, U.S. Department of Education.

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## SEXUAL HARASSMENT

Livingston Classical Academy is committed to providing a learning and working environment that is safe, respectful, and free from discrimination and harassment. The Academy prohibits discrimination on the basis of sex in any education program or activity that it operates and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

Sex-based harassment, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking, is prohibited. Such conduct may interfere with or limit a student's ability to participate in or benefit from the Academy's educational programs and activities and will not be tolerated.

This policy applies to all students, employees, volunteers, contractors, and other individuals participating in or visiting school programs or activities. The Academy prohibits retaliation against any individual for reporting prohibited conduct, participating in an investigation, or exercising rights protected under Title IX.

The Academy has designated a Title IX Coordinator to oversee compliance with Title IX. Reports of sex discrimination or sex-based harassment may be made to the Title IX Coordinator, who will respond in accordance with applicable federal law, Board policy, and the Academy's Title IX grievance procedures. Information regarding the Title IX Coordinator and reporting procedures is available on the Academy's website and in the school office.

*Sex-based harassment includes unwelcome conduct on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, and other conduct prohibited by Title IX or applicable law. Such conduct may interfere with or limit a student's ability to participate in or benefit from the Academy's educational programs or activities.*

Examples of prohibited sex-based harassment include, but are not limited to:

- Unwelcome verbal, written, or electronic communications of a sexual nature.
- Unwelcome sexual advances or requests for sexual favors.
- Repeated comments, jokes, gestures, or other conduct of a sexual nature that are offensive, intimidating, or degrading.
- Unwelcome physical contact or touching of a sexual nature.
- Displaying, sharing, or distributing sexually explicit, obscene, or inappropriate images, messages, or materials.
- Threatening, coercing, or pressuring another individual to engage in sexual conduct or activity.

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- Conduct of a sexual nature that is sufficiently severe, pervasive, or objectively offensive that it interferes with or limits a person's ability to participate in or benefit from the Academy's educational programs or activities.

## **Responsibilities**

All members of the Livingston Classical Academy community share responsibility for maintaining a learning and working environment that is respectful, safe, and free from sex discrimination and sex-based harassment. All students, employees, volunteers, contractors, and visitors are expected to:

- Refrain from engaging in conduct that violates this policy.
- Report suspected sex discrimination, sex-based harassment, or retaliation to the Title IX Coordinator or another school administrator as soon as possible.
- Cooperate honestly in investigations conducted under this policy.
- Support the Academy's efforts to maintain an environment free from discrimination and harassment.

## **Retaliation**

Retaliation against any individual for making a good-faith report of sex discrimination or sex-based harassment, participating in an investigation, or exercising rights protected by Title IX is strictly prohibited. Any individual found to have engaged in retaliation may be subject to disciplinary action, up to and including expulsion, termination of employment, or other appropriate corrective action.

## **False Reports**

Knowingly making a false report or intentionally providing false information during an investigation is prohibited and may result in disciplinary action. A report made in good faith will not be considered false simply because the allegations are not substantiated.

## **Privacy**

The Academy will make reasonable efforts to protect the privacy of all individuals involved in a report or investigation. Information will be shared only with those who have a legitimate educational or legal need to know, or as otherwise required by law.

## **Title IX Coordinator**

The Board of Directors has designated a Title IX Coordinator to oversee compliance with Title IX and related Board policies. Reports of sex discrimination or sex-based harassment may be made in person, by mail, by telephone, by email, or by any other means that results in the Title IX Coordinator receiving the report. Contact information for the Title IX Coordinator is available on the Academy's website and in the school office.

## **Reporting and Response Procedures**

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Any student, parent, employee, or other individual who believes they have experienced or witnessed conduct prohibited by this policy is encouraged to report the matter promptly to the Title IX Coordinator or another school administrator. Individuals are not required to confront the person whose conduct is alleged to violate this policy before making a report.

The Academy will promptly review all reports and respond in accordance with applicable federal law, Board policy, and the Academy's Title IX grievance procedures. When appropriate, supportive measures may be offered to the parties involved regardless of whether a formal complaint is filed.

Violations of this policy may result in disciplinary action consistent with the Student Code of Conduct, employee policies, and applicable law.

### **Other Reporting Options**

Individuals also have the right to file a complaint with the U.S. Department of Education, Office for Civil Rights (OCR). Information regarding OCR complaint procedures is available on the Office for Civil Rights website.

## **STUDENT RIGHTS**

Livingston Classical Academy Board of Directors has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students;

Among these rights and responsibilities are the following:

1. Civil rights, including the rights to equal educational opportunity and freedom from harassment and discrimination; the responsibility not to harass and discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspensions, expulsion, and decisions the student believes injure his or her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the school's records.

The Board of Directors believes that as part of the educational process students should be made aware of their legal rights and of the legal authority of Livingston Classical Academy Board to make and delegate authority to its staff to make rules regarding the orderly operation of the schools. Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior. The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through the Code of Student Conduct, which is distributed annually. Parents are required to sign the Code of Student Conduct as an acknowledgment that they have reviewed and discussed the Code with their children.

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## CHILDREN'S RIGHTS AND RESPONSIBILITIES

### Children Have The Right:

- To experience a safe, supportive, and consistent environment;
- To use all of the program equipment, materials, and facilities on an equal basis with all of the other children;
- To receive respectful treatment;
- To experience discipline that is fair and non-punitive;
- To receive nurturing care from staff members.

### Children Have The Responsibility:

- To be accountable for their actions;
- To respect the school rules that guide them while at school;
- To remain with the group and staff at all times;
- To care for materials and equipment properly.

## CHILD ABUSE OR NEGLECT

Michigan State law rightfully requires the school to report any suspicious or obvious abuse or neglect of a child to the Michigan Department of Human Services. Please be aware that the staff takes this responsibility seriously and will act immediately to meet this reporting requirement of the law. Michigan DHS Children's Protective Services phone number is 855-444-3911.

## INTERROGATIONS AND SEARCHES

### SEARCHES BY STAFF

The right to inspect students' cubbies, backpacks/book bags, lockers and belongings is inherent in the authority granted school boards and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property. More detailed information on interrogations and searches is in the Code of Student Conduct. In exercise of that authority by school officials, it is incumbent upon them to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the school.

### INTERROGATION BY POLICE AND OTHER OUTSIDE AGENCIES

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials and representatives of other agencies. Therefore:

1. When law enforcement and or agency officials find it necessary to question students during the school day or periods of extracurricular activities, the school, principal or designee will be present when possible.
2. An extensive effort will be made to contact the student's parent or guardian to ensure that the responsible individual is notified of the situation.

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3. If custody and/or arrest is/are involved, the principal will request that the law enforcement officials observe all procedural safeguards, as prescribed by law.

## **SUMMARY OF REGULATIONS PERTAINING TO STUDENT RECORDS**

A parent has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within 45 days after receipt of the written request, unless the parent or student consents to a delay. The parent and the student have the right to receive copies of any part of the record, although a reasonable fee (\$.25 per page) may be charged for the cost of duplicating the materials. The parent and student may request in writing to have parts of the record interpreted by a qualified professional of the school or a third party if desired.

## **AMENDMENT OF RECORD**

The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have a right to request that information in the record be amended or deleted. The parent and student have a right to a conference, and the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the decision may be appealed to the board of directors or the person designated by the Board.

## **CONFIDENTIALITY OF RECORDS**

With few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific informed, written consent of the parent or the student.

## **Notification of Rights Under FERPA and PPRA**

### **Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students (students who are 18 years of age or older or who attend a postsecondary institution) certain rights regarding the student's education records.

Student education records are maintained in a confidential manner in accordance with federal and state law. Access to education records is limited to parents or eligible students and to individuals authorized by law or Board policy.

School officials with a legitimate educational interest may access student records when such access is necessary to fulfill their professional responsibilities. School officials include administrators, teachers, support staff, Board members, contractors, consultants, volunteers,

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and other individuals performing services or functions on behalf of the Academy.

FERPA permits the Academy to disclose education records without prior written consent in circumstances authorized by law, including but not limited to:

- School officials with legitimate educational interests.
- Officials of another school or school district in which a student seeks or intends to enroll or is already enrolled.
- Authorized representatives of federal, state, and local educational agencies for audit, evaluation, or compliance purposes.
- Organizations conducting studies on behalf of the Academy.
- Accrediting organizations.
- In connection with financial aid for which a student has applied or received.
- To comply with a judicial order or lawfully issued subpoena.
- In connection with a health or safety emergency.
- To parents of an eligible student who is a dependent for federal income tax purposes.
- As otherwise permitted or required by FERPA.

### **Parent and Eligible Student Rights**

Parents and eligible students have the right to:

- Inspect and review the student's education records within 45 days of submitting a written request.
- Request amendment of education records believed to be inaccurate, misleading, or in violation of the student's privacy rights.
- Provide written consent before the disclosure of personally identifiable information, except where FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education concerning an alleged failure by the Academy to comply with FERPA.

### **Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students certain rights regarding surveys, analyses, evaluations, and the collection, disclosure, or use of personal information for marketing purposes.

The Academy will provide parents and eligible students with advance notice of activities covered by PPRA and, when required by law, the opportunity to review materials and opt their student out of participation.

Questions regarding FERPA or PPRA, including requests to inspect student records or obtain additional information about these rights, should be directed to the school office or the Academy's designated FERPA records official.

Complaints alleging violations of FERPA or PPRA may be filed with the Student Privacy Policy Office, U.S. Department of Education.



**LIVINGSTON**  
CLASSICAL ACADEMY

ADOPTED AUGUST 2026 FOR THE 2026-27 SCHOOL YEAR

# Code of Student Conduct

*A Partnership in Responsibility*



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## A PARTNERSHIP IN RESPONSIBILITY

Livingston Classical Academy is committed to respect for the rights of others. Rules governing discipline and conduct are written so that parents, students, teachers, and administration know what is expected of students. By working together under clearly stated and consistently enforced regulations, we can administer firm, fair and consistent discipline practices as called for by the US Department of Justice.

Parents, teachers, staff, administration, and the board of directors are responsible for helping students develop self-discipline and learn social skills required for work and college. The Code of Student Conduct delineates the partnership that the school and the larger-community share across several broad concepts.

- Environment, which includes the climate of the school;
- Education, which includes preparation and work habits;
- Respect, which includes treatment of others;
- Participation, which includes involvement in school activities; and
- Expression, which includes dress and verbal and nonverbal issues.

These broad concepts appear in each statement of responsibilities contained in this handbook.

### ***Beliefs***

The following beliefs guided the development of the Code of Student Conduct:

1. That schools must be safe and secure for students and staff.
2. That students have rights and responsibilities in the learning environment.
3. That the school is for instruction and learning, and anything that distracts from the learning process must be dealt with by the administration, faculty, and staff within progressive and positive discipline practices.
4. That students and their parents should be knowledgeable of school and classroom rules.
5. That students have a responsibility to exercise self-control over their own behavior and that teachers and support staff have the responsibility to teach students good social skills and acceptable behaviors.
6. That the responsibility for discipline is shared among students, school personnel, the Board of Directors and parents.
7. That the school respects differences in discipline practices at home as long as they are within parameters of the law.
8. That students, who violate school and classroom rules, must be afforded their rights to due process, which are procedurally, morally, and legally fair and correct.
9. That students, when they violate school and classroom rules, should be assigned corrective measures with the purpose of teaching good social behaviors.
10. That disciplinary measures should be progressive, corrective, and preventive, unless the safety of students is an issue.
11. That disciplinary measures should be firm, consistent, and fair.
12. That the disciplinary measures of the school should be a problem-solving process and

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- should focus on the causes of the infraction and learning acceptable behaviors.
  13. That the assigning of disciplinary measures should be reasonable.
  14. Students who commit criminal acts, should be administered measures that are severe and swift when the safety of the general school population is at issue.

### ***School Jurisdiction***

The authority of the school over the conduct of students extends to the following locations:

1. On the school grounds during, before, and after school hours.
2. On school sponsored transportation for all school-related activities and the regular school day.
3. On the school grounds, as either a spectator or a participant at any other time when a school group is using the school.
4. Off the school grounds at any school-related activity, function, or event as a participant or a spectator.

### ***Student Expression***

The principal will maintain open channels of communication through which students may express their individual or group concerns and suggestions that will be formally and informally deliberated.

We sincerely believe that continued recognition of students' rights and responsibilities will develop within our youth a student philosophy that will nurture their internal strengths, will deter the influence and spread of degrading attitudes, and will perpetuate the American ideal of a responsible, democratic system of government.

## **RESPONSIBILITIES**

### **Student Responsibilities**

#### ***Environment***

1. Assist the principal and his/her staff in the operation of a safe and orderly school, where all students can learn and develop socially.
2. Be clean and dress in compliance with school rules of sanitation and safety in a fashion that will not disrupt classroom procedures and in a manner, which conforms to Livingston Classical Academy's dress guidelines.
3. Obey school rules and/or the law concerning use, possession, distribution or sale of tobacco, marijuana, or controlled substances as defined under the Drug Control Act, drug paraphernalia as defined by the State of Michigan, imitation controlled substances, nonprescription or prescription drugs, or alcohol on school property, on the way to and from school, or while attending school-sponsored activities.
4. Obey laws and regulations, which forbid supplying, handling, using, transmitting, or possessing any type of weapon on school property, on the way to and from school, or at any school-sponsored event.
5. Report to the principal or his/her staff incidents when your safety or the safety of others may be jeopardized.

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### *Education*

1. Support all students' right and opportunity for a free appropriate public education as provided by applicable federal, state, and local statutes, without regard to race, religion, sex, creed, ability to pay, national origin, disability, or intellectual ability.
2. Take advantage of the educational opportunities offered by the school.
3. Complete all assigned work, study, and read.
4. Attend school regularly and punctually to achieve maximum learning.
5. Be prepared for learning by bringing materials and supplies to classes.

### *Respect*

1. Be self-controlled and non-disruptive on school property and/or at school activities.
2. Be reasonable, modest, self-controlled, non-suggestive, non-intimidating, and considerate in your relationships with other students and with school employees.
3. Keep your language and gestures respectful and free of profanity or obscenities.
4. Respect private, public, and school property.
5. Be informed of laws and school rules regarding students' rights and responsibilities.

### *Participation*

1. Support and participate in school activities, co-curricular and extra-curricular.
2. Remain on the school campus during the school day; be punctual in carrying out your schedule and take part in classroom activities.

### *Expression*

1. Support the right to freedom of expression.
2. Ensure that your expressions do not interfere with the educational program or activities or with the rights of others.
3. Be sensitive to others in your choice of expressive clothing that you wear or carry, ensuring that it does not express obscene, racist, or sexist language or gestures or slanderous, libelous, racist, or sexist statements.
4. Be sensitive to others in your choice of expressive words that you say or write, ensuring that they are not obscene, slanderous, libelous, racist, or sexist.

### ***Parent Responsibilities***

#### *Environment*

1. Insist that your child is clean and dressed in compliance with school rules of sanitation and safety and within the school dress guidelines.
2. Ensure that your child is free of communicable disease and in good health.
3. Support school officials in maintaining a safe and orderly school environment, free of disruptions, which interfere with teaching, learning, and safety.
4. Ensure that you and your child(ren) understand school rules and/or the law concerning students' use, possession, distribution, or sale of tobacco, marijuana, or controlled substances as defined under the Drug Control Act, drug paraphernalia as defined by the School Code of Michigan, imitation controlled substances, nonprescription or prescription drugs, or alcohol on school property, on the way to or from school, or while attending school-sponsored activities.
5. Ensure that your child understands that supplying, handling, using, transmitting, or

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possessing any type of weapon on school property, on the way to or from school, or at any school-sponsored event is prohibited.

#### *Education*

1. Help support education for children as provided by applicable federal, state, and local statutes, without regard to race, religion, sex, creed, ability to pay, national origin, disabling condition, or intellectual ability.
2. Make certain your child's attendance at school is regular and punctual and all absences are properly excused.
3. Instill in your child the desire to learn.
4. Become acquainted with your child's school, staff, curriculum, and activities.
5. Ensure that your child has the necessary materials and supplies needed for classes and activities.
6. Ensure that your child has a quiet and proper place to study at home.

#### *Respect*

1. Guide your child, from the earliest years of his or her life, to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his or her actions.
2. Teach your child, by word and example, respect for law, for the authority of the school, and for the rights and property of others.
3. Know and understand the rules your child is expected to observe at school; be aware of the consequences for violations of these rules and accept legal responsibility for your child's actions.
4. Encourage your child to respect honest work and to develop an interest in exploring broader fields of knowledge.
5. Accept the right of the Board of Directors to require respectable behavior of all students and nonstudents at all activities involving the school.
6. Help your child understand and respect the purposes of schooling, learning, and teaching.

#### *Participation*

1. Send your child to school as required by The Michigan School Code, on time, every day, ready to learn.
2. Request and attend parent-teacher conferences.
3. Attend school functions and activities with your child.
4. Volunteer for school functions or assist when possible.

#### *Expression*

1. Encourage your child to conduct him or herself in an acceptable manner.
2. Encourage your child not to make obscene gestures or libelous, racist, or sexist statements or to use intimidating tactics toward others.
3. Encourage your child not to interfere with the educational progress of others or the educational program by using inappropriate verbal or nonverbal expressions.
4. Encourage your child to dress appropriately in the school uniform so that his or her appearance will not disrupt the educational process or activities.

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## ***Teacher/Staff Responsibilities***

### ***Environment***

1. Reflect personal enthusiasm for teaching and learning and genuine concern for the individual student.
2. Express positive reinforcement for acceptable behavior.
3. Provide clear, reasonable classroom rules consistent with the Code of Student Conduct.
4. Project the image of your profession, your school, and education for everyone in a positive manner.
5. Be professional and be a role model for students.
6. Refer to the student's teacher or principal any student whose behavior requires special attention.
7. Report all incidents of suspected child abuse or neglect to your principal as required by Michigan Law.

### ***Education***

1. Guide differentiated learning activities so students learn to think and reason.
2. Provide opportunities for students to develop socially acceptable skills, attitudes and behaviors.
3. Provide meaningful schoolwork for students with the expectation that all students will be successful.
4. Inform parents regarding student achievement and behavior and consult with parents whenever necessary.
5. Teach each student as an individual on his/her own level.
6. Communicate with the principal regarding academic achievement.

### ***Respect***

1. Guide students to assume responsibility for their actions and to respect the rights of others.
2. Be firm, consistent, and fair in enforcing school rules on school property and at all school-sponsored activities.
3. Demonstrate by word and personal example self-discipline and respect for law.
4. Develop positive relationships with parents and students.
5. Respect the dignity of everyone.

### ***Participation***

1. Assume the rights and responsibilities of collaborative culture and shared decision making.
2. Participate in the establishment of school rules and regulations regarding student behavior; explain these rules to students and require observance of them.
3. Assist the principal in developing the school philosophy, objectives and procedures for the efficient and orderly operation of the school.
4. Participate in school activities and sponsor co-curricular and extra-curricular activities.

### ***Expression***

1. Ensure that expressions by anyone do not interfere with meaningful instruction.

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2. Encourage students to express themselves appropriately and respectfully.
  3. Do not use language that is obscene, slanderous, racist, sexist, or sarcastic.
  4. Encourage students, parents, other teachers, and other staff to use language that is not obscene, slanderous, racist or sexist.
  5. Represent your profession positively through your appearance and conduct at school and at school-sponsored events.
  6. Refrain from initiation of or participation in sexual harassment activities.

### ***Principal Responsibilities***

#### *Environment*

1. Create the best teaching-learning conditions possible for student learning.
2. Create a safe, caring school environment for everyone.
3. Take the lead in establishing reasonable rules and regulations for the orderly operation of the school.
4. Make rules and regulations known and understood by students, parents, teachers and staff.
5. Report all incidents of suspected child abuse or child neglect as required by Michigan Law.

#### *Education*

1. Organize school schedules and teaching assignments and require effective classroom management and instruction.
2. Maintain open lines of communication between school and home and between staff and administration.
3. Offer a complement of student activities, which provide interesting activities for all students.
4. Encourage the recognition of students' accomplishments.
5. Protect instructional time and ensure the best possible conditions for learning.
6. Ensure that discipline practices are progressive, constructive, and focused on developing self-discipline and social skills for career and college success.
7. Ensure that all students are encouraged to achieve high academic standards.

#### *Respect*

1. Be firm, fair, courteous, and consistent in all decisions affecting students, parents and staff.
2. Demonstrate by word and personal example respect for law, self-discipline, and genuine concern for all persons.
3. Recognize that parents are a child's first teachers and listen to the concerns and suggestions of parents.

#### *Participation*

1. Provide leadership by creating a school culture where a collaborative culture can flourish, shared decision making is encouraged, and unity of purpose is achieved.
2. Become acquainted with students and parents by visiting classrooms, attending school activities and events, accepting opportunities to take part in community events, and inviting the community into the school.
3. Receive teacher or staff referrals of students with behavior problems, confer with these students, communicate with parents, and set up cooperative procedures for correcting

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student behavior and teaching good social skills.

#### *Expression*

1. Do not use language that is obscene, racist, sexist, libelous or sarcastic.
2. Encourage and ensure that students, parents, teachers and other staff use appropriate expressions which are not obscene, racist, sexist, slanderous, disruptive, libelous, intimidating, or sarcastic.
3. Exemplify leadership qualities and represent your profession positively through your appearance and conduct at school, and at school-sponsored events, and in the community.
4. Ensure that students, parents, teachers, and staff members follow the appropriate dress guidelines for the school and for common decency and that guidelines are consistently and fairly enforced.
5. Be aware of and follow guidelines prohibiting sexual harassment.

#### ***Board of Directors and Management Responsibilities***

##### *Environment*

1. Inform the community of what is expected of students and what the consequences are when rules are violated.
2. Give full support to school staff and others charged with the responsibility for managing the schools.

##### *Education*

1. Maintain a well-trained staff at all levels.
2. Develop programs and activities, which provide for all students, including those with special needs.
3. Provide vision for the school, which includes curricular programs and activities designed to provide students with opportunities to learn and develop.

##### *Respect*

1. Be fair, courteous and consistent in making decisions regarding those students whose behavior problems have been appealed to the Board of Directors in accordance with state law.

##### *Participation*

1. Become acquainted with Livingston Classical Academy, its staff and students by visiting buildings regularly and by attending school activities.
2. Encourage and support participatory decision-making.

##### *Expression*

1. Provide Policies regarding appropriate expressions by students, parents, teachers, and other staff members consistent with federal, state and local laws.
2. Ensure and protect freedom of expression for all students, parents and caretakers, publics, and constituencies.

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## GUIDELINES FOR STUDENT BEHAVIOR

Principal, teachers, and support staff are responsible for ensuring that meaningful and engaging instruction takes place and that students who want a high-quality education, receive it. Educators share responsibility to teach students the social and emotional skills required to achieve success in school, including interventions to monitor and change behavior until the individual student demonstrates acceptable behavior as a student and member of the school community.

### Attendance

Michigan law places responsibility on each student to attend school on time, every day regularly and on each parent/guardian to send their child to school every day. The Board of Directors requires that all students attend school during the days and hours that Livingston Classical Academy is in session. Students are expected to be at school every possible day because they miss valuable instructional time and fall behind in their studies. Attendance is also an important habit to learn in preparation for work. Each student is expected to receive a minimum of 1,098 hours of instruction to be promoted to the next grade or receive credit in coursework.

#### Help Your Child Succeed in Life: Build the Habit of Good School Attendance

Did you know?

It is the parent/guardian's responsibility to get their child to school.

- Missing just five days of school means 30 hours of missed instruction.
- Starting in kindergarten, there is a direct link between absences and reading level.
- One in ten kindergarten and first grade students is chronically absent.
- Students who are chronically absent are 7.5 times more likely to drop out of high school.

#### WHAT CAN YOU DO?

- Set a regular bedtime and morning routine.
- Lay out clothes and backpack the night before.
- Develop a back-up plan for how your child is getting to school in case something comes up. Call on a friend, family member or neighbor.
- Don't let your child stay home unless he or she is really sick. A stomachache can be a sign of anxiety or avoidance.  
Have your doctor fax or email the school directly.
- Talk to your teacher or principal if you need additional help or resources

Parents are asked to call the school office (734) 449-2052 to notify the school of their child's absence or email [laattendance@choiceschools.com](mailto:laattendance@choiceschools.com) whenever their child will be absent from school. Parents are encouraged to notify the office prior to 9:00 AM. Parents are to provide valid written documentation stating the cause of absence for the absence to be excused; otherwise, the absence will be considered unexcused. Failure to report an absence in 48 hours will result in unexcused absence that may not be adjusted.

Excused absences may be granted for the following reasons:

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- Absences for a student who is temporarily ill or injured;
  - Absences for medical reasons with a doctor's note. A doctor's statement of illness must be presented if a student is absent more than three consecutive days.
  - Absences for religious holidays;
  - Absences for mental or emotional disabilities;
  - Pre-arranged absences of an educational nature that are approved by the principal (e.g., visits to colleges for high-school students; scheduled, performance-related activities);
  - Attendance at any school-sponsored activity;
  - Bereavement (please notify the school if absence will extend beyond five days).
  - Required court appearance. Parents are asked to notify the school in advance.

Upon return to school, a student is to check with his or her teacher(s) to schedule make-up work. Students who have an excused absence will have the number of days equal to the number of days absent to make up class and homework, without penalty, up to 7 days. Homework will not be sent home, nor will credit be awarded for any work done during periods of unexcused absence.

When a student accumulates 10 absences, the parents will attend a mandatory meeting with the principal. This meeting will determine the course of action that will be taken, which may include the development of an attendance contract, an absenteeism report submitted to the truancy officer, possible withdrawal from the school, and possible petition to the juvenile court. If the family chooses not to participate in the meeting, or the student does not uphold the attendance contract, an absenteeism report will be submitted to the county truancy officer. Students who are chronically absent may be recommended for retention. After students have acquired 10 days of missed school days (Excused or Unexcused), any further absences will not be excused without a doctor note, Pre-Arranged Form, Court Doc., or permission from the principal.

When a student is absent from school for ten consecutive days without knowledge of the principal, the student will be withdrawn from Livingston Classical Academy and the student's directory information will be reported to the truancy officer of the intermediate school district and other state and local agencies. The principal will attempt to make contact with the student's parent/caretaker during the period of consecutive absences.

### **Student Arrival and Dismissal**

Arrival and dismissal of students will be supervised by staff 15 minutes before school starts and 15 minutes after school dismisses. Parents may circle through the parking lot and drop-off their children at the entrance of the school; children should proceed to their designated area with their teacher. If you need to enter the building, you may park in the south lot parking area. Students who are leaving school at the end of the school day are to be picked-up at the end of last regular class time. Students are to be picked-up by a parent/guardian or person designated by the parent/guardian. Students are not to be unsupervised at any time during the school day or before and after school.

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### **Late Arrival**

Students are tardy to school if they arrive after the school day begins for all students, or 8:01am. Students must report to the main office for a tardy pass. It is the parent/guardian's responsibility to sign the student in. The office will provide the student with a tardy pass for admittance to class.

A student who is tardy three times will receive a warning letter sent home to the parents for the parent's signature. If a student receives 4 unexcused tardies, the student will receive an after school detention to be served on the designated day and time. Tardy count will reset each quarter.

There are times when a deviation from a student's normal school schedule is necessary. Tardiness will be excused under the following circumstances:

1. Serious illness (accompanied by a parent's note or written doctor's notice)
2. Death in the family
3. Legally required presence at a court proceeding
4. School sponsored co-curricular and extra-curricular activities
5. Religious observations
6. Severe weather, fires, family tragedies
7. Teacher excused tardy
8. Pre-arranged late arrival approved by the Principal

When a child is tardy between classes, it is the responsibility of the student to receive a pass from the previous teacher. Teachers are encouraged to assist students in transition to the next class. Students arriving in the classroom after the start of class will be considered tardy. State guidelines require that all attendance must be documented and reported to the local Intermediate School District, including late arrivals. Three tardies will result in a warning and a fourth tardy will result in an after school detention to be served the next Wednesday.

### **Early Dismissal**

The student may need to leave school during the school day. Early dismissal requests need to be called into the school office at (734) 449-2052 or by emailing [lcaattendance@choiceschools.com](mailto:lcaattendance@choiceschools.com). Early dismissals are not permitted after 2:30 PM Mon-Thur or 12:30 PM on Friday's. Students will only be released to parents and adults designated by the parent/caretaker. In child custody situations, the custodial parent must properly inform the school of any limitations. Excessive early dismissals will be viewed similarly to tardies. Michigan law calls for students to receive 1,098 hours of instruction.

### **Textbooks, Library Books, and Instructional Materials**

Students are responsible for the care and timely return of all textbooks, library books, technology, and other instructional materials issued by the Academy. Materials should be returned in the same condition in which they were issued, excluding reasonable wear from normal use.

Parents/guardians are financially responsible for the repair or replacement cost of any lost,

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stolen, or damaged materials beyond normal wear and tear. The Academy will determine whether an item requires repair or replacement and assess fees accordingly.

Students with outstanding obligations for lost or damaged materials may be restricted from receiving replacement materials, participating in certain school activities, or obtaining transcripts, diplomas, or other records to the extent permitted by law and Board policy until the obligation has been resolved.

## **Expressions and Limitations**

Students may exercise the right to freedom of expression through speech, assembly, petition, and other lawful means and have the right to advocate change of any law, policy, or administrative guideline. The exercise of this right may not interfere with the rights of others nor may oral or written student opinions be used to present material that falls into one or more of the following categories:

1. Material that reasonably leads the principal or teacher to forecast substantial disruption of, or interference with, school activities or that endangers the health or safety of students;
2. Material that is libelous or slanderous - statements that are inaccurate or false statements that injure the person as to his or her reputation, cause personal humiliation, mental anguish, and suffering or other injuries;
3. Material that advocates the commission of a criminal act or is a criminal act as defined by the Criminal Code of the United States, the State of Michigan, the County or the City of residence;
4. Material that is obscene as defined in the Michigan School Code, as amended.
5. Material, communications, and or actions that are considered to be bullying as defined in the Michigan School Code, as amended, and in Board Policy and administrative guidelines.

## **Distribution of Literature by Students and Nonstudents**

The principal or his/her designee shall coordinate distribution or display of literature by students enrolled in the school. The material must be approved by the principal, must not be in violation of applicable board of directors' policy, and must bear the name of the sponsoring individuals or school organizations.

## **Search and Seizure**

Desks, lockers, and storage spaces, which are provided to students without charge, are the property of the school. The principal or designee may make general inspections on a periodic basis and may open desks, lockers, or storage spaces in the presence of a witness and examine the contents, including personal belongings of students, when there are reasonable grounds to believe that they contain illegal drugs, contraband, weapons, or stolen property, or that the student has violated or is violating state or federal laws, city codes, or policies of the board of directors, provided the search is conducted primarily for enforcing order and discipline in the school and not for criminal prosecution. The principal may also, to the full extent permitted by law and Board Policies, search and seize students and their personal effects. Search of a student's person or intimate personal belongings shall be conducted by a person of the

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student's gender, in the presence of the student's parents or turned over to the Police, and only in exceptional circumstances, when the health or safety of the student or of others is immediately threatened. Reasonable efforts to locate the student shall be made prior to the search. If the student is present, the school official shall advise him/her of the circumstances justifying the search and seizure of the objects that the official believes the search may disclose. If the student is not present, he or she shall be informed of the search. Stolen items and items that are specifically prohibited by federal and state law, Board of Directors Policies, regulations of the County and City and or school administrative guidelines may be impounded. The student shall be given a receipt for any items impounded by school authorities, and parents shall be notified of any items impounded.

## **Prohibition of Harassment, Intimidation, and Bullying (cyberspace as well)**

### **Bullying and Cyberbullying**

Livingston Classical Academy is committed to providing a safe, respectful, and orderly learning environment. Bullying and cyberbullying are prohibited and will not be tolerated.

**Bullying** means any written, verbal, physical act, or electronic communication, including cyberbullying, that is intended—or that a reasonable person would know is likely—to harm one or more students by:

- Substantially interfering with a student's educational opportunities, benefits, or programs;
- Adversely affecting a student's ability to participate in or benefit from school by placing the student in reasonable fear of physical harm or causing substantial emotional distress;
- Having an actual and substantial detrimental effect on a student's physical or mental health; or
- Causing substantial disruption to the orderly operation of the school.

Bullying and cyberbullying are prohibited on school property, in school vehicles, at school-sponsored activities or events, and through school-owned or school-controlled technology. Off-campus conduct that causes a substantial disruption to the educational environment may also result in disciplinary action in accordance with Board policy and applicable law.

Students are encouraged to report bullying or cyberbullying to a teacher, counselor, administrator, or other trusted school employee. Employees are required to report known incidents of bullying to the Principal or designee. Reports will be investigated promptly, and retaliation against any person who reports bullying or participates in an investigation is strictly prohibited.

The Academy's complete Anti-Bullying Policy, adopted in accordance with the Matt Epling Safe

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School Law (MCL 380.1310b), is available on the school's website and in the school office.

### **Reporting and Investigating Reports of Bullying**

Students are encouraged to report any suspected bullying or cyberbullying to a teacher, counselor, administrator, or other trusted staff member. School employees who witness or receive a report of bullying shall promptly report it to the Principal or designee. Complaints involving the Principal shall be reported to the Board or its designee.

Reports of bullying will be investigated promptly and documented. If an investigation determines that bullying has occurred, the Academy will take appropriate corrective and disciplinary action, which may include restorative practices, disciplinary consequences, referral to law enforcement when appropriate, suspension, or expulsion, consistent with the Student Code of Conduct and applicable law.

Parents or guardians of both the alleged victim and the alleged perpetrator will be notified in accordance with Board policy and applicable law.

Retaliation against any individual who reports bullying, participates in an investigation, or provides information regarding an alleged incident is strictly prohibited. Knowingly making a false report of bullying is also prohibited. Retaliation or intentionally false reports may result in disciplinary action.

Individuals who, in good faith, promptly report suspected bullying in accordance with this policy are afforded the protections provided under Michigan law.

The Academy's complete Anti-Bullying Policy, adopted pursuant to the Matt Epling Safe School Law (MCL 380.1310b), is available in the school office and on the Academy's website.

### ***Confidentiality***

Livingston Classical Academy will comply with all applicable laws regarding confidentiality of personally identifiable information within education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The principal, or the principal's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publicly disclosed.

### ***Reporting***

As required by state statute, Livingston Classical Academy shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department. As required by state statute, the Livingston Classical Academy's procedures with respect to bullying are contained within this policy. No administrative guidelines accompany this policy.

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## DISCIPLINARY ACTION

Livingston Classical Academy believes that discipline is an essential part of learning and character development. The goal of discipline is to help students develop self-control, personal responsibility, respect for others, and sound judgment. Parents, students, and school staff share the responsibility for fostering these qualities.

The Academy emphasizes positive behavior supports, restorative practices when appropriate, and teaching appropriate social and behavioral skills. Disciplinary interventions are intended to be corrective and educational, with consequences that are fair, reasonable, and proportionate to the severity or pattern of misconduct. Exclusion from the learning environment is reserved for serious or repeated violations when necessary to maintain a safe and orderly school.

Students are expected to follow school rules and procedures that promote a respectful, safe, and productive learning environment. Families and school staff are encouraged to work together to support student growth and success.

### ***Mitigating Factors to be Considered***

Except as otherwise noted below with respect to possession of a firearm in a weapon free school zone, if suspension or expulsion is considered, Livingston Classical Academy shall consider the following factors:

1. the student's age
2. the student's disciplinary history
3. whether the student has a disability
4. the seriousness of the violation or behavior
5. whether the violation or behavior committed by the student threatened the safety of any student or staff member
6. whether restorative practices will be used to address the violation or behavior
7. whether a lesser intervention would properly address the violation or behavior

### ***Restorative Practices***

If Livingston Classical Academy determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, they will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

1. Are initiated by the victim;
2. Are approved by the victim's parent or legal guardian or, if the victim is at least 15, by the victim;
3. Are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and/or supporters of the victim and the offender (the "restorative practices team"); and
4. Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm,

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such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

### ***Mandatory Exclusion by Michigan Law***

Michigan law requires the Board of Directors to permanently expel a student in grades 6–12 who possesses a dangerous weapon at school or a school-sponsored activity (unless a statutory exception applies), commits arson, criminal sexual conduct, physical assault against a school employee or volunteer, physical assault against another student, or makes a bomb threat or similar threat, as provided by law.

A parent or guardian may petition the Board for the student's reinstatement in accordance with Michigan law and Board policy. Information regarding the reinstatement process and any applicable conditions will be provided by the Principal.

### ***Behaviors Warranting Disciplinary Action***

Students are expected to follow all classroom and school rules and to conduct themselves in a manner that supports a safe, respectful, and productive learning environment. When students fail to meet these expectations, they may be subject to disciplinary action, including detention, suspension, expulsion, or other appropriate interventions, in accordance with the Michigan Revised School Code, Board policy, and this Student Code of Conduct.

The Academy's goal is to teach self-discipline, responsibility, and respect for others while maintaining an environment where all students can learn. Disciplinary consequences will be fair, progressive when appropriate, and proportionate to the severity or pattern of misconduct.

Students or parents/guardians who believe a student is being threatened, harassed, bullied, or feels unsafe should immediately notify the Principal or another school administrator.

The following examples of misconduct may result in disciplinary action. This list is not all-inclusive.

1. Academic dishonesty, including cheating, plagiarism, or forgery
2. Alcohol, tobacco, nicotine products, electronic cigarettes, vaping devices, or other drugs
3. Arson or attempted arson
4. Assault, battery, fighting, or physical aggression
5. Bullying, cyberbullying, harassment, hazing, intimidation, or threats
6. Criminal conduct or violations of local, state, or federal law
7. Defiance, insubordination, disorderly or disruptive conduct
8. Destruction, defacement, theft, or misuse of school or personal property
9. Extortion, fraud, gambling, or gang-related activity
10. False fire alarms, bomb threats, or other false reports
11. Inappropriate dress or grooming
12. Inappropriate use of technology, electronic devices, or electronic communications
13. Leaving school or an assigned area without permission; truancy or excessive absenteeism or tardiness
14. Possession of prohibited or inappropriate personal property

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15. Profanity, obscene language, or other inappropriate conduct directed toward students or staff
  16. Public displays of affection or sexual misconduct
  17. Sexual harassment, sexual assault, or other prohibited conduct of a sexual nature
  18. Smoking, vaping, or use of tobacco or nicotine products
  19. Trespassing
  20. Weapons, dangerous instruments, weapon look-alikes, or using any object as a weapon
  21. Any violation of Board policy, administrative guidelines, or school rules
  22. Any other conduct that materially disrupts the educational environment or interferes with the safety, welfare, or rights of others.

**In the following six cases, discipline referrals must be made immediately to the administration:**

1. Fighting
2. Assault and or battery toward a teacher or another student
3. Student actions that disrupt the class to the extent that the teacher's authority is being challenged and the teacher is losing control of the class.
4. Student actions which indicate the use of drugs, alcoholic beverages, or other behavior-altering substances.
5. Student actions that present a danger to the safety and well-being of anyone in the school.
6. Other criminal acts in violation of local, state or federal laws.

The principal is to recommend long term suspension of more than ten days or expulsion for the following first-time offenses occurring on school property, at school-sponsored activities, or for school-related reasons:

1. Arson or attempted arson, including setting fire to anything on school property
2. Assault and/or battery of an employee or student
3. Possession, use, or sale of a firearm or dangerous weapon
4. Manufacturing, growing, distribution, and/or sale of drugs and/or drug paraphernalia
5. Extortion, attempted extortion, robbery, and/or larceny
6. Immoral conduct
7. Hazing
8. Unlawful assembly and/or riot
9. Possession, use, distribution, sale, lighting, or discharge of explosive devices
10. Students found guilty or not innocent of a crime that resulted in or could have resulted in injuries to others, regardless of where the crime occurred

***Discipline Procedures***

At all times when students are under school jurisdiction, they are expected to conduct themselves in an orderly, courteous, dignified, and respectable manner. In an effort to maintain an orderly atmosphere in the school and on the school grounds, the teacher's authority extends to all students, whether or not the teacher teaches the student in class.

***Disciplinary Actions***

Disruptive student behavior is subject to disciplinary action by the teacher and/or principal. Principal and staff are expected to use respectful and accountable intervention strategies, such

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as staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution, peer mediation, anger management, anger prevention, and social skills. Intervention strategies may include anger management and conflict resolution programs for parents. Community based services may be called upon when appropriate.

Actions taken by teachers may include but are not limited to:

1. Daily/weekly progress reports for students and parents
2. Time out in the classroom or other secure, supervised area
3. Conference with the student
4. Oral and/or written reprimand
5. Detention during or after school
6. In school suspension with another teacher
7. Relocation to another classroom for a brief period
8. Relocation to blended learning environment
9. Conference with a parent
10. Consultation with a behavior specialist
11. School service assignment
12. Denial of participation in school activities
13. Students who receive three demerits will serve a lunch of after-school detention on the designated day assigned.

A discipline referral should be sent to the principal when the teacher has exhausted all in-classroom actions and feels that the student's improper behavior cannot be corrected through classroom management practices without sacrificing safety and/or learning for other students.

After consultation with the student and the teacher (if needed), the principal or designee will determine the course of action required to provide a safe, secure school. Action taken by a principal or designee toward students who are disruptive may include but is not limited to:

1. A conference with the student and/or the parents
2. A verbal and or written reprimand
3. Consultation with behavior interventionist, social worker, counselor, and outside agencies
4. Entering into Individual Student Behavior Plan between student, parent, and principal
5. Livingston Classical Academy appointed advisor to cooperate with parent/guardian to ensure follow-through of ISBP (Individual Student Behavior Plan)
6. Detention during or after school
7. In-school suspension not to exceed one day
8. Focused in school academic alternatives
9. Counseling and psychological services
10. School service assignment
11. Removal from co-curricular and extra-curricular programs until ISBP satisfied
12. Referral of student and parent/guardian to a parent program
13. Out-of-school suspension (OSS) (up to five days and up to ten days with approval of the principal's supervisor)
14. Recommendation for long-term suspension (more than ten days) with approval of the

- 
- principal's supervisor and board of directors
15. Recommendation for expulsion with approval of the Principal 's supervisor

The principal, with approval of his/her supervisor, may request an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation with attention to applicable special education rights afforded children with disabilities.

Corporal punishment is prohibited by Michigan law and is not to be used in any situation.

### **Incorrigible Behavior**

A child is incorrigible when the child repeatedly or habitually engages in unacceptable behavior as defined in the Code of Student Conduct and disrupts the school and or classroom to the extent that the principal's and or teacher's authority is being challenged. Incorrigible behavior, and other patterns of behavior, may result in long-term suspension (more than ten school days) of a student from Livingston Classical Academy.

Parents and adult caregivers enter a partnership in responsibility with the Board of Directors to cooperate with the principal, faculty and staff to demonstrate responsible behavior in situations involving their child. The principal and faculty expect parents/caretakers to share responsibility for each student's responsible actions, academically and behaviorally and to enter a partnership in responsibility.

## **Shared Responsibility**

Student success is strengthened through a partnership among students, families, and school staff. Livingston Classical Academy believes that academic achievement, character development, and responsible citizenship are fostered when all members of the school community work together.

### **Students are expected to:**

- Attend school regularly and arrive on time.
- Accept responsibility for their academic progress and behavior.
- Follow school and classroom expectations.
- Treat others with honesty, courtesy, and respect.
- Cooperate with teachers and staff and follow reasonable directions.

### **Parents and guardians are encouraged to:**

- Support regular attendance and punctuality.
- Reinforce the Academy's academic and behavioral expectations.
- Communicate respectfully and work collaboratively with school staff to address concerns.
- Participate in developing and supporting intervention plans when needed.

The Academy is committed to working with students and families to address concerns proactively and to provide appropriate interventions that promote student success.

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## Definitions

1. Out-of-school suspensions are considered in the following classifications:
  - a. **Short-Term:** Short-term suspensions occur when a student is suspended for one school day, up to and including five school days. The student's rights and privileges of attending school, including extra-curricular and co-curricular activities, are suspended. The principal or designee must provide the student and the parent/guardian with oral and/or written notice of the misbehavior and an explanation of the situation. The parent shall be notified in writing of the action taken. The principal can suspend a student for more than five days and for up to ten days with approval of the principal's supervisor.
  - b. **Long-Term:** A student can be suspended for more than ten days following approval of the principal's recommendation by the board of directors or its appointed representative. Long Term Suspension from school excludes the student from regular school attendance and participation in Livingston Classical Academy activities until readmitted by the Board of Directors.
  - c. **Expulsion:** A student can be expelled only by action of the Board of Directors based upon recommendation of the principal or designee. Expulsion from school excludes the student from regular school attendance and participation in Livingston Classical Academy activities until readmitted by the Board of Directors.
  - d. **Notification:** A letter from the principal or designee will be sent to the student's parent/guardians when the student is assigned detention or out-of-school suspension or is recommended for long-term suspension or expulsion.

The suspension notice for *out-of-school suspension (ten or fewer days)* shall include at least the following information:

1. Reason(s) for the suspension and date(s) of suspension are to be clearly stated
2. A parent will be contacted to establish a date and time for a re-entry meeting with the principal or designee
3. The student will not be allowed to participate in classroom and school activities during the suspension period
4. The student is not to go on school property
5. Appeal procedures shall be clearly stated in detail

The suspension notice for long-term suspension/expulsion (greater than 10 days) shall include at least the following information:

### First Notice and Invitation to Meet

1. The reason(s) for a long-term suspension or expulsion are to be clearly stated
2. A parent should be informed that an investigation is being conducted by the principal or designee and what the most severe recommendation might be
3. A date and time for a conference is given when a parent, accompanied by the student, are invited to come to school for a conference with the principal or designee and/or other advisors to present and hear information
4. The student will not be allowed to participate in classroom and school activities during the suspension
5. The student is not to go on school property or attend school activities

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Following the conference, the principal will review the facts with his/her supervisor, and they may decide to recommend long-term suspension or expulsion to the board of directors. The principal or his/her supervisor will inform the parent/guardians and student of the recommendation to reinstate with conditions, long-term suspension, or expulsion. If the principal recommends long-term suspension or expulsion, the principal or his/her supervisor will write to the president of the board and send a copy of the notice to the parent(s) including at least the following information:

**Second Notice to the Parent/Guardian of Recommendation to the Board of Directors:**

1. The recommended action and reason(s) for the recommendation are clearly stated
2. The right of the student and his/her parent(s) or guardian to a hearing before the Board of Directors or its designees for long-term suspension and for expulsion recommendations, including the time, date, and location of the hearing
3. The right to inspect the student's school records and related documents
4. List of all witnesses that may testify
5. The right to an adult advocate, including parents, other adult advisors up to and including legal counsel
6. Copy of Board Policy 5610 Emergency Removal, Suspension and Expulsion of Students, including discipline hearing processes and appeal procedures

Subsequently, the principal will follow-up with the student and his or her parent/guardian of the time, place, and location of the hearing with the board of directors or its designee to ensure delivery of the notice and to respond to questions.

## **Discipline of Students with Disabilities**

Students with disabilities are expected to follow the Student Code of Conduct. When disciplinary action is considered, Livingston Classical Academy will comply with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, the Michigan Revised School Code, and applicable Board policy.

School administrators will consult with the student's special education case manager and other appropriate staff to ensure disciplinary decisions are consistent with the student's Individualized Education Program (IEP) or Section 504 Plan.

A student with a disability may be removed from school for disciplinary reasons in the same manner as a student without a disability for up to ten (10) school days, as permitted by law. If a proposed disciplinary removal constitutes a change of placement under IDEA, the Academy will conduct a Manifestation Determination Review (MDR) with the parent and relevant members of the IEP Team within the timelines required by law

The Manifestation Determination Review will determine whether:

1. The conduct in question was caused by, or had a direct and substantial relationship to,

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the student's disability; or

2. The conduct was the direct result of the Academy's failure to implement the student's IEP. Parents will receive notice of the proposed disciplinary action, the Manifestation Determination Review, and their procedural safeguards as required by law.

### ***Appeal Procedures***

The Principal can suspend a student for up to five days and for up to ten days with the approval of the Principal's supervisor. A suspension over 10 days for a single behavior incident needs school board approval.

There is no right of appeal for discipline decisions of ten (10) school days or less. Nonetheless, should a parent disagree with disciplinary action of the school in these situations, the parent is encouraged to make an appointment with the Principal to discuss the decision. If the parent is still dissatisfied after meeting with the Principal, the parent may contact the Superintendent in writing within three school days of the meeting with the Principal to provide the reasons the parent believes the disciplinary action is not warranted. The Principal's Supervisor's decision is final.

Long-term suspension of more than ten days and expulsion occur when the Board of Directors or designee terminates the student's rights and privileges to attend school, including extra-curricular and co-curricular activities. Long-term suspension is for eleven (11) to fifty-nine (59) school days, while expulsion is for sixty (60) to one hundred eighty (180) school days. A permanent expulsion is for an indefinite period of time. Reinstatement processes are outlined in Board Policy

Appeal requests must be made in writing by the parents to the Principal within five calendar days of receipt of the suspension decision, or the right to appeal is waived. The petition to appeal the designee's decision shall be in writing and contain the reason the designee's decision should be reviewed or reconsidered.

### ***Closing***

*"The Code of Student Conduct—A Partnership in Responsibility"* has been developed to communicate the responsibilities that all stakeholders share in ensuring every student a safe, secure place for learning. Our Partnership relies on promises kept, trust, good faith, and a commitment to the well-being of all students.

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## CODE OF STUDENT CONDUCT CHECKLIST

A parent/guardian is expected to read this Code of Student Conduct carefully and review each section of this handbook with his or her child. The student and the parent are expected to sign the verification form and return the entire checklist to the school.

1. The school has authority over school activities.
  - a. The school has authority over the school grounds before, during, and after school hours.
  - b. The school has authority off the school grounds at school-related events.
  - c. The school has authority over school-sponsored transportation.
2. Learning is the primary purpose of school.
  - a. Anything that interferes with learning will not be permitted.
  - b. Come prepared with materials and assignments.
3. Student attitudes are important to the school.
  - a. Students are expected to display positive attitudes, such as honesty, respect, tolerance, and courtesy.
4. Students are to wear the school approved uniform.
  - a. Clothing must be clean and modest and consistent with dress guidelines.
  - b. Clothing cannot portray profane, obscene, vulgar, or racist language or tobacco, substance or alcohol abuse.
5. Students have the right to expect a safe school.
  - a. School staff in cooperation with parents and students must ensure safe and secure places for teaching, learning, and school-related events.
  - b. Weapons and acts of violence will not be tolerated.
6. Students must learn to get along with others.
  - a. Students can expect courtesy, fairness, and respect.
  - b. Students must offer courtesy, fairness, and respect.
  - c. Bullying, harassment and intimidation will not be tolerated.
7. Students may express thoughts and opinions.
  - a. Use suitable methods of expression and wait for an appropriate time.
  - b. Do not use profanity or obscenity in language, gestures, and clothing.
8. Attending school each day is very important.
  - a. Students should be in school, on time, every day prepared for instruction.
9. Vandalism is not acceptable.
  - a. Personal and school property must be respected and cared for by everybody.
  - b. Do not damage or destroy school property.
  - c. Do not damage the property of others.
10. Livingston Classical Academy Code of Student Conduct is for all students.
  - a. Parents, students, and staff are responsible for knowing the contents of this booklet.
11. The principal is the school's leader.
  - a. The principal has the right to make a final decision when rules have been broken.
12. Serious misbehavior can result in serious consequences.
  - a. Suspension means that the student is not allowed to attend class for one or more days.
  - b. Long Term Suspension and Expulsion means that a student may not attend school or be present on school property.

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# VERIFICATION OF PARTNERSHIP AGREEMENT

## Students and Parents

Each student and his or her parents/guardian are expected to enter into the Partnership in Responsibility outlined in the Code of Student Conduct as a condition of enrollment at Livingston Classical Academy. To verify that you have received the *Code of Student Conduct* and this checklist, please sign the following statement and return it to Livingston Classical Academy immediately:

**STUDENT:** I have received and reviewed the Student Handbook & Code of Student Conduct with my parent or guardian and accept my responsibilities.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**PARENT/GUARDIAN:** I have received the student Handbook and Code of Student Conduct and have reviewed it with my child and understand my responsibilities in the partnership.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**TEACHER:** I have reviewed the Student Handbook and Code of Student Conduct, understand its contents, and will work to fulfill my responsibilities in the partnership with parents and students.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Failure of a student and his or her parents or guardian to sign this verification form does not relieve the student and his/her parent(s)/caretaker of their responsibilities to demonstrate appropriate behavior at Livingston Classical Academy at all times.**

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## STUDENT AGREEMENT

*I will work to the best of my ability. Therefore, I will strive to do the following:*

- Come to school ready to learn.
- Return my assignments and home activities completed and on time.
- Follow the rules of the school.
- Do my part in keeping my school clean and safe.
- Set aside a regular time and place to complete homework.
- Show my school communications and papers to a parent or guardian.
- Attend school regularly and be punctual.
- Have the supplies I need for class.
- Show respect for myself, my school, and other students.
- Always try to work to the best of my ability
- Believe that I CAN LEARN
- Ask for help when I do not understand, or I am not sure what to do

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENT/GUARDIAN AGREEMENT

*I want and accept the responsibility of helping my child to reach his full potential. Therefore, I will encourage him or her by doing the following:*

- See that my child is punctual and attends school regularly.
- Supply a nourishing breakfast and a healthy lunch and snack each day
- Support the school staff with maintaining proper discipline
- Encourage my child to be respectful of diverse cultures
- Have a time and place for my child to do his/her homework, and I will check the homework for accuracy providing assistance as needed
- Have on-going communication with my child's teacher and school
- Read to my child and let him/her see me reading every day
- Provide a library card for my child and see that he/she gets to the library to check out books
- Encourage my child's efforts to do his or her best.
- Encourage positive attitudes.
- Stay aware of what my child is learning.
- Attend parent-teacher conferences and other school functions.
- Provide volunteer hours to support the school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **ACCEPTABLE USE POLICY**

### **STUDENTS – GRADES K - 12**

# **Livingston Classical Academy**

## **Technology Acceptable Use Agreement**

### **Purpose**

Livingston Classical Academy provides technology resources to support teaching, learning, communication, research, and school operations. Technology resources include, but are not limited to, school-owned computers, tablets, networks, internet access, software, cloud-based applications, email, digital communication platforms, and other electronic devices or services provided by the Academy.

Use of the Academy's technology resources is a privilege, not a right. All users are expected to use technology responsibly, ethically, safely, and in accordance with this Agreement, the Student Code of Conduct, Board policy, and applicable local, state, and federal laws.

### **Student Responsibilities**

Students are expected to:

- Use technology for educational purposes.
- Follow teacher and staff directions regarding technology use.
- Protect usernames, passwords, and account information.
- Respect the privacy and intellectual property rights of others.
- Care for all school-issued devices and equipment.
- Immediately report lost, stolen, or damaged devices or any security concerns.

Students are responsible for all activity conducted through their assigned accounts.

### **Privacy and Monitoring**

Students should have no expectation of privacy when using Academy-owned devices, networks, internet access, email accounts, or other technology resources.

The Academy reserves the right to monitor, inspect, access, review, and retain electronic communications, files, internet usage, and other information created, stored, transmitted, or received using school technology resources. Monitoring may occur at any time to ensure compliance with school policies, maintain system security, or as otherwise permitted by law.

### **Appropriate Use**

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Technology resources are intended to support education and school-related activities. Students are expected to demonstrate good digital citizenship by using technology respectfully, responsibly, and safely.

Students should:

- Use respectful and appropriate language.
- Protect personal and confidential information.
- Cite sources appropriately and respect copyright laws.
- Use technology in ways that support learning and the educational mission of the Academy.

### ***Artificial Intelligence (AI)***

Artificial intelligence (AI) tools may be used only when authorized by the student's teacher for instructional purposes. Students are expected to complete and submit their own original work unless a teacher expressly authorizes the use of artificial intelligence (AI) tools for a specific assignment. Using AI to complete assignments, assessments, or other academic work without permission, or representing AI-generated work as one's own, constitutes academic dishonesty.

Students may not:

- Submit AI-generated work as their own unless specifically permitted by the teacher.
- Use AI to cheat, plagiarize, or misrepresent their own work.
- Use AI to create harmful, threatening, discriminatory, or inappropriate content.
- Use AI in any manner that violates school rules or academic integrity expectations.

Use of AI to cheat, plagiarize, or misrepresent a student's own work will result in the following:

1. First Offense: Assignment receives a zero and must be redone at teacher's discretion, consistent with classroom expectations. A conference with the student, parent/guardian notification, and reteaching Livingston Classical Academy's Academic Integrity and AI Use Policy.
2. Second Offense: Zero on the assignment or assessment. Parent conference, loss of technology privileges for a specified period of time to be decided by the principal, after school detention.
3. Third Offense: Zero on the assignment or assessment. In-school suspension, additional loss of technology privileges not to exceed a full semester.

### **Prohibited Uses**

Students may not use Academy technology resources to:

- Access, possess, create, transmit, or distribute obscene, pornographic, sexually explicit, or otherwise inappropriate material.
- Bully, cyberbully, harass, intimidate, threaten, or discriminate against others.
- Engage in sexting or possess, create, or distribute sexually explicit images or messages.
- Access another person's account or allow another person to use their account.

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- Attempt to bypass internet filters, disable security features, hack systems, or gain unauthorized access to networks, devices, or data.
  - Damage, vandalize, alter, or misuse school technology or another person's files or equipment.
  - Plagiarize, violate copyright laws, or illegally copy software or digital content.
  - Use technology for commercial purposes, political campaigning, gambling, or unlawful activities.
  - Violate any provision of the Student Code of Conduct, Board policy, or applicable law.

Bullying or cyberbullying through personal devices or off-campus technology that substantially disrupts the educational environment may also result in school disciplinary action in accordance with Board policy and Michigan law.

### **Internet Safety**

In compliance with the Children's Internet Protection Act (CIPA), the Academy uses technology protection measures designed to filter or block access to visual depictions that are obscene, constitute child pornography, or are harmful to minors.

No filtering system is completely effective. Students are expected to exercise good judgment and immediately report any inappropriate content or online communication to a teacher or administrator.

The Academy provides instruction regarding appropriate online behavior, cyberbullying awareness and response, internet safety, responsible use of social media, protection of personal information, and digital citizenship.

### **Consequences for Misuse**

Violation of this Agreement may result in one or more of the following:

- Loss or restriction of technology privileges;
- Parent/guardian notification;
- Restitution for damaged equipment;
- School disciplinary action, including detention, suspension, or expulsion, when appropriate;
- Referral to law enforcement when required by law or deemed appropriate.

Disciplinary action will be determined based on the severity and circumstances of the violation and in accordance with the Student Code of Conduct and Board policy.

### **Limitation of Liability**

While the Academy takes reasonable measures to maintain secure and reliable technology resources, it does not guarantee uninterrupted service or complete protection from inappropriate online content. The Academy is not responsible for loss of personal data or other damages arising from the use of its technology resources.

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## STUDENT AGREEMENT

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the District or its Internet Service Provider. I also agree to follow all rules in the District's Code of Conduct and/or building Handbook. Any additional rules, regulations, and policies are available in the Board of Education adopted policies. As a condition of using the Technology Resources, I agree to release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources. I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources

**I have read and understand the Acceptable Use Policy. I agree to adhere to its guidelines.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## PARENT AGREEMENT

I have read this Agreement and agree that as a condition of my child's use of the District's Technology Resources, I release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the District's Technology Resources.

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the District's Technology Resources is not private. I consent to having the District monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand and agree that my child will not be able to use the District's Technology Resources until this Agreement has been signed by both my child and me.

I understand that Livingston Classical Academy will maintain an active list of all websites that are used in the district that collect "personally identifiable student information" in compliance with COPPA (Children's Online Privacy and Protection Act).

**I have read and understand the Acceptable Use Policy. I agree to adhere to its guidelines.**

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_