

Macomb Academy

Student / Parent

Handbook



Daily Living and Employment Skills

Macomb Academy

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**The information in this book was the best available when printed.
Watch for additional information and changes.**

Macomb Academy Board Members

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Marilyn Wittstock, *Vice President*

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Melina Chynoweth, *Secretary*

Felica Westbrook-Hilton, *Trustee*

Dr. John Beleutz, *Emeritus*

Mr. Richard Mette, *Emeritus*

MISSION

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

Macomb Academy Legacy

Our legacy began several years ago, with a small group of parents and educators. Late, Dr. John Beleutz and Mr. Richard Mette—who both continue to serve as emeritus members on the board of directors—along with the late Mr. William Body, founded Macomb Academy for the purpose of helping to ease the transition of those who had completed high school but were not yet ready for college, the workforce, or independent living.

The first class of Macomb Academy students met in September 1989 with just 13 students at the Macomb Community College campus. As part of Mt. Clemens Community Schools' adult education program, the beginnings of what was to become Macomb Academy came to fruition.

Our early challenges included transportation, curriculum, program design, and budget. A limited number of employment training sites required our dedicated job coaches and teachers to take taxis to get to community-based instruction sites, and a local church served as a training site for custodial duties and cooking classes.

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DAILY SCHEDULE

AM Class Schedule	PM Class Schedule
1 st Hour: 8:40 am – 9:17 am	Jobsite: 8:40 am – 11:51 am
2 nd Hour: 9:18 am – 9:55 am	1 st Hour: 11:52 am – 12:29 pm
3 rd Hour: 9:56 am – 10:33 am	LUNCH: 12:30 pm – 1:09 pm
4 th Hour: 10:34 am – 11:11 am	2 nd Hour: 1:10 pm – 1:46 pm
5 th Hour: 11:12 am – 11:49 am	3 rd Hour: 1:47 pm – 2:24 pm
LUNCH: 11:49 am – 12:29 pm	4 th Hour 2:25 pm – 3:02 pm
Jobsite: 12:30 pm – 3:30 pm	5 th Hour: 3:03 pm – 3:40 pm
Dismissal: 3:40 pm	Dismissal: 3:40 pm

General Information

The MISD AI Secondary Program provides educational services for students residing in Macomb County in grades 6 – 12 and post-secondary with severe Autism. Programs are available to students who are referred to our program from all 21 local school districts within Macomb County. Students in AI Secondary Center Program have an eligibility of Autism Spectrum Disorder and exhibit significant communication, behavior and social challenges. Students benefit from direct modeling of desired behaviors and visual supports to progress on their individual academic, social – emotional, and transitional goals. The MISD Autism Program follows an extended year calendar to support students’ needs and continued growth.

Non – Discrimination Policy

<p>Macomb Academy does not discriminate against, deny benefits to, or exclude participation of any person in its programs, activities, or employment on the basis of race, gender, national origin, creed, religion, disability, or other protected classes. Any formal complaints pertaining to discrimination shall be made in writing and given to the school’s Board-appointed compliance officer.</p>
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Title VI, Title IX, Section 504 and ADA Information

Macomb Academy is obligated under law to make reasonable accommodations for individuals with handicaps. Certain due process procedures are in place to protect the rights of students and their families. If any compliance with Title VI, Title IX, Section 504 or Americans with Disabilities Act (ADA), a complaint may be filed in writing and given to the school's Board-appointed compliance officer.

Enrollment Process

All new students joining Macomb Academy for the first time must submit the following documentation.

1. Valid Birth Certificate
2. Social Security Card
3. State Identification Card or Driver's License
4. Immunization Record from a Doctor's Office
5. Most recent IEP, MET, and Psychological Evaluation
6. Official High School Transcript (with seal) and a copy of the student's Certificate of Completion
7. Emergency and Student Health Information
8. TB Test and Results
9. F.A.P.E. Eligibility
10. Release of Records form

Changes in address, phone number, and email address during the school year must be reported to the office immediately.

School Supplies

Most supplies, such as paper, pens/pencils, folders/binders, will be available at school if students are unable to provide the materials. Students will be assigned a locker (located in the breakroom) to store their belongings. **Students must provide their own locks for their locker. The combination/extra key must be given to the main office.**

Mission

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

Goal

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

Student Code of Conduct

School rules are designed for safety while simultaneously teaching students responsibility and organization. Students must be familiar with and comply with all rules while in school, during Community Based Instruction, and at affiliated training sites. Any student who disregards these rules may face the aforementioned consequences. Prohibited behaviors are as follows.

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

Student Duties

- Students are to attend each scheduled class and jobsite each day, unless specifically arranged with Macomb Academy administration.
- Students are expected to be on time to each class and to each job site as assigned.
- Students are to inform the main office in advance of the need for an early dismissal.
- Students are to be prepared for class and job sites each and every day. Well-kept hygiene, laundered clothing that meet dress code requirements, and positive attitudes are essential to student success.

Consequences

Consequences for violations of student conduct are determined by our Administrative team. If students are reprimanded by staff, they will have a meeting with the Executive Director to further discuss the issue. Every disciplinary situation will be analyzed on an individual basis.

Due Process

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

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

Appeal procedures available to the student and or guardian are as follows.

1. The parent(s) or guardian may request a conference with the Executive Director within the period of suspension. The Executive Director shall confirm or adjust the terms of the discipline within two (2) school days of the conference.
2. The Executive Director's decision may be appealed to the Board of Education within five (5) school days of the conference.
3. The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parent(s)/guardian that said hearing shall be held.

Students Rights and Responsibilities

In accordance with provisions of the Family Educational Rights and Privacy Act of 1974, eligible persons (i.e., students 18 years of age or older, or the parents/ guardians of students under the age of 18) have the right to examine the official school records directly related to that student. Specifically, this act mandates the right to:

- Prohibit the release of records to non-eligible agencies, institutions, or persons without prior consent;
- Be informed of the release of records to all eligible agencies, institutions or persons;
- Challenge the accuracy and fairness of records; and
- Have due process in matters related to student records

We recognize that Macomb Academy has the responsibility to assure all students the legal rights that are theirs by virtue of guarantees in the federal and state constitutions and statutes. Among these rights are the following:

- The right to a free and appropriate public education. (FAPE)
- The right to equal educational opportunity and freedom from discrimination.
- The right to due process of law with respect to suspension, expulsion, unreasonable searches and seizures, or administrative decisions which the student believes have injured his legal rights.
- The right to free inquiry and expression.
- The right to privacy as defined by law.

With rights come responsibilities. Students' responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

We are committed to ensuring that all students have the opportunity to demonstrate the knowledge, creativity and skills necessary to promote self-worth as independent, contributing members of society. We believe students must be committed to respecting the school environment, thus allowing an environment that encourages knowledgeable, responsible, caring citizens.

Student responsibilities include:

- Attend school
- Review all school rules and regulations and conduct themselves accordingly.
- Comply with state and local laws.
- Respect school property and the property of others.
- Dress and groom in a manner not distracting or disruptive to the school atmosphere.
- Express ideas in a manner that will not offend or slander others.
- Conduct themselves in a manner that promotes a safe and healthy school atmosphere

Additional Support Personnel

Social Worker
Speech and Language Pathologist

Curriculum

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

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

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

If a student feels they will not participate in their training site due to illness or injury, they should stay home, call in their absence, and return the next day with a mentality to learn and succeed. If a student decides during the day that they will not participate in the scheduled activity, the office will contact the parent(s) or guardian, and the student may be subject to disciplinary actions.

Community Based Instruction (CBI)

Community Based Instruction is not a field trip.

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

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

Available Courses

The following is a listing and description of all courses currently available at Macomb Academy.

Banking

This course will introduce the student to basic banking and budgeting vocabulary, along with how to write checks, complete deposit slips, use ATM/debit cards, and record transactions in a register. We will also introduce how to reconcile a bank statement. This course introduces simple budgeting concepts such as necessities vs. luxuries and fixed vs. variable expenses. Students will learn from scenarios in which they receive a paycheck and bills they must pay.

Clothing Care

This course provides students with the knowledge and application of skills in regard to the essential daily living category of clothing care. This course provides instruction to enhance students' skills in the maintenance of their clothing such as laundry product usage, clothing labels and sorting, using a washer and dryer, hanging and folding, and making clothing repairs. This course also provides lessons to enhance students' knowledge regarding clothing categories, appropriate clothing for various activities and weather, packing for a trip, personal clothing sizes, shopping, and buying clothes within a budget. Practical knowledge of clothing and independently maintaining clothing care needs results in positive life and resource management.

Cooking

Through hands-on activities and lessons, students will strengthen their cooking and kitchen safety skills. Students will create a weekly recipe that will give them the opportunity to prep a kitchen, follow a recipe, sample their creation, and properly clean the kitchen when finished. Students will also create items to sell to students and staff twice a week in our classroom cafe. Throughout the semester, students will practice measuring, sanitation, proper and safe use of kitchen tools and appliances, and reading labels and expiration dates.

Community Integration (Mobility, Personal Safety, etc)

This class is to help students learn how to get around and become a member of their community. Students will learn everyday skills such as getting around using public transportation, and how to keep themselves safe in public settings. Students will also learn what is expected of them from those around them as they transition into the adult world.

Driver's Training

Students enrolled in this course will learn what is required of them in order to pass their driver's license test. While this class does not include any actual driving time, students will learn the skills they need to pass the written portion of the driving test as well as have a strong grasp of what is expected of them when they take their driving test.

Easy Money

Show me the money is a course that helps our students better understand basic money concepts. At Macomb Academy, we strive to help them understand the value of money, coin identification, how to calculate change back from a purchase, how to dollar up, and most importantly, how to count money. The class focuses on these areas of need on a daily basis. In this class, students participate in games, lessons, activities, worksheet practice, and they even lead the class in teaching a lesson after they have mastered it. There is no homework, but extra worksheets are always available to students for additional practice.

Employment

Students enrolled in an employment course will gain an array of knowledge that will allow them to be able to pursue a future job with confidence. They will receive constant practice filling out job applications, being able to recognize common interview questions and answer them appropriately, leadership training, communication, resume building, and understanding the importance of adhering to proper job expectations while employed. Students will focus on becoming more independent upon entering the workforce. This course encourages students to participate in group projects, role-play with their classmates, and take a hands-on approach with technology in order to search for jobs on the internet.

Expand Your Horizons

In this course, students are encouraged to step outside their comfort zones and try new experiences. Several activities that take place in this class are things that students wouldn't normally experience in their daily lives in order to help ease anxiety when faced with new situations in the future.

On Your Own

This course is a simulation of adult independent living. The course prepares students for living on their own. It consists of one hundred activities that students complete independently, at their own pace, or with limited assistance. Students are exposed to a wide variety of vocabulary, real-world math, and decision-making scenarios. Students will have a checking account and a savings account that they will reconcile. Students will use the Westwood Employment Agency Booklet to find employment. There are ten different job opportunities from which to choose. Students will use the Westwood Apartment Guide in the same manner to select an apartment. This program also uses books and catalogs, such as Garcia's Grocery Store, Great Deals Discount Store, and the Westwood Mall Booklet to complete shopping activities.

Personal Safety

Personal awareness is integrated into all classes related to the unit themes that are part of instruction. It allows for students to gain the knowledge of many different types of relationships and allows students to better understand themselves as well as others. Personal awareness instruction provides students with the skills they need to be able to understand what a healthy relationship is.

Read Naturally

This class will focus on helping students obtain and maintain an effective reading level. Students enrolled in this class will learn how to read and comprehend in a way that allows them to navigate adulthood more independently.

Retail

The retail class provides students with the knowledge and skills they will need to operate and work in a store. Students will work together to run and maintain Macomb Academy's school store. Each student has a specific job role that they will be responsible for holding for the week, and then they rotate jobs each week. During the semester, students will be able to strengthen their money skills by practicing counting money, learning how to collect money for purchases, as well as being able to give the correct amount of change back from a purchase. Students will also learn how to operate a cash register to allow them real-life skills of being a cashier. This class will allow our students to gain the confidence they need to obtain a job in retail.

Social Media

Social media engages students in the world around them through the use of technology. The focus is on the understanding, use of, and communication involved in social media.

Wellness

This class helps students maintain an active and healthy lifestyle. Students will spend time in our wellness room learning various exercises and ways to stay healthy.

Work Skills

This class focuses on developing social skills needed to keep a job as well as developing on-task behaviors, asking for assistance when needed, teamwork, and working at a productive pace. Students will use a time clock and time card to punch in to simulate employment. Students typically work on a social skills curriculum on Tuesdays and Thursdays and complete task boxes to target other skills on Monday, Wednesday, and Friday. Skills may vary based on individual class needs.

World Around Us

Students enrolled in this course will learn about other countries and cultures that make up our world. This includes learning about what it is like to live in a foreign country, as well as how they may plan and take a vacation to a country outside of ours. This course aims to help students keep an open mind about cultures that differ from our own.

Assessments and Testing

Initial Assessment

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

Progress Assessment

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

Conferences

Parent/Student conferences are held upon request by parent, student, or staff member(s).

IEP Meetings

Each year, an IEP meeting is scheduled to discuss goals for each individual student (first-year students have two (2) scheduled IEP meetings). The student, parent(s)/guardian, staff, and other advocates shall comprise the Transition IEP Team. The student, with input from other team members, will identify transition goals which will direct the development of the curriculum for the student.

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

Progress Reporting

Teachers communicate regularly with students and parents/guardians regarding a student's progress. Early communication allows students and parents/guardians to respond constructively while there is sufficient time to address concerns. Teachers communicate this information through several arranged methods, i.e. emails, phone calls, letters, written notes, etc.

Parents/guardians will receive a quarterly progress report.

School Lunch

Lunch is not provided by the school. Preparing or obtaining their own lunch is a good way to promote independence in students. Two days a week, pizza will be ordered for students that they may purchase. With parental permission, students are able to leave campus to obtain their lunch from one of the local businesses. Food is also sold at the school store which opens twice a day.

School Records

School records are open to review by parents / guardians or by adult students. Access to records by outside agencies is limited to school policy, and requests to review records must be submitted to the school administrator.

Attendance

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

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

Truancy

After Age 16

After 30 consecutive days of non-attendance students will be unenrolled. Prior to this the school district will contact parents, meet with parents to create a plan, create visuals, and connect family to CMH or another agency for support

School Closing Procedures

For the safety and well-being of the students, the Administrative Team may close school if hazardous weather or building conditions warrant such action. School closings will be announced on television on channels 2, 4, and 7 between 5:00 a.m. and 6:30 a.m., sent via REMIND, and posted on the school webpage.

Contact Information

Emergency contact information is kept on file in the office and will be used in the event that your student becomes ill or injured at school. It is extremely important that this information is kept up to date. You may call or stop by the office at any time to update the emergency information for your student. Each student should have an alternative emergency contact number on file with the main office to be used in the event that the primary emergency contact is unavailable.

Discipline Procedures/Interventions

If a student's behavior is such that it interferes with the safety of himself/herself and/or others, staff may respond by utilizing one or more of the following interventions.

- Verbal redirection
- Loss of privilege
- Alternate learning location
- Non-Violent Crisis Prevention and Intervention Practices
- Restorative Practices

When a student's physical behavior requires removal from class, it may be necessary to physically guide the student to a safe location. Staff is trained and re-certified yearly in nonviolent physical crisis intervention techniques developed by Crisis Prevention Institute.

Emergency Seclusion and Restraint

Physical restraint/seclusion is intended for the purposes of emergency situations only, in which a pupil's behavior poses imminent risk to the safety of the individual pupil or the safety of others. An emergency situation requires immediate intervention.

Emergency physical restraint/seclusion may not be used in place of less restrictive methods and shall be performed by staff trained in Crisis Prevention Institute's (CPI) nonviolent physical crisis intervention. Emergency physical restraint/seclusion shall be performed in a manner that is safe and appropriate for the following situations:

- For self-defense or for the defense of another.
- To prevent a student from inflicting harm on themselves.
- To stop a disturbance that threatens physical injury to another person.
- To obtain possession of a weapon or other dangerous object upon or within the control of the student.

Health Services/Medication Procedures

Procedures are in place to safeguard those students who need to take medication during the school day. For medication prescribed by your physician, please provide the school office with a current prescription bottle and a completed Medication Control Form. Please alert the staff to any medication changes made by your physician. Before any changes in medication orders can be implemented, you must send a new prescription bottle, or note from the doctor, and an updated medication control form.

For over-the-counter medication, i.e. Tylenol, Ibuprofen, cough drops, etc., parents/guardians must have their physician complete a non-prescription medication form and provide the medication in the original container to be placed in the school office. Appointed staff will distribute medication according to physician recommendation. This form is provided in the parent packet. Additional forms may be obtained from the school office.

- All prescription medication must be in its original, properly labeled prescription bottle and accompanied by a completed medication prescription form. All medication and forms must be turned into the school office.
- Students are not allowed to carry any medication during the school day.
- Please contact the school immediately if there is a change in the student's medication or medication dispensing schedule.
- Staff designated by the administrator will distribute medication to students.

If a student becomes ill within the school day, these procedures will be followed:

- A staff member will accompany the student to the office. If the student is too ill to return to class and remain in school, parents/guardians or another authorized person listed on the emergency card will be notified. A family pick up will be requested.
- Parents/Guardians will be notified immediately if a student sustains an injury.

Medical procedures will be developed in collaboration with the student's physician for procedures such as:

- Emergency seizure procedures
- Allergic Reactions

Accidents

At the beginning of the school year, all students are to sign and return a *Hold Harmless Agreement* to the main office. Anyone injured during school hours or while participating in school sponsored activities must report the injury to a staff member immediately. An incident report will then be completed and parent(s)/guardian will be asked to pick the student up at school or a medical facility.

Immunizations

Section 9208 of the Public Health Code prohibits a principal and/or teacher from allowing your student to attend class without the required immunizations/documentation.

Required Immunizations to Enter School

Your child must have the minimum number of doses and meet minimum intervals between doses of the immunizations as listed below:

- DTP/DTaP/TD
- Polio
- MMR
- Hepatitis B
- Varicella

Laboratory proof of immunity is acceptable.

- The School District will update you on a yearly basis as to any changes in requirement for immunizations.
- Children failing to meet the “REQUIRED IMMUNIZATIONS TO REMAIN IN SCHOOL” and are not in a dose waiting period will be excluded on set yearly dates.

SMART Bus Connector

Student independence is a large part of our mission at Macomb Academy. Community Based Instruction and various classroom activities may involve the use of mobility to navigate the community.

Families that need the SMART Bus Connector or SMART Flex for their student’s transportation should complete the SMART Bus ADA Application. Assistance will be provided by the Administrative Team. The cost of the bus is \$3.00 each way (or \$6.00 daily)

Crisis/Lockdown Drills

Each year, schools are required by law to conduct practice crisis/lock down drills. A public address will be made in the event of an intruder or crisis in the building. Students are to remain in assigned rooms and move with class to a position not visible from the hallway with locked classroom doors; lights off and to keep quiet waiting for further directions.

Emergency Procedures

Any emergency condition occurring during the school day will be handled by following established procedures. School personnel will attempt to contact all parents before dismissal in the event of early closing during a school day. If additional information is available, it will be given over the public address system and through calls home. Emergency conditions occurring when school is not in session, and which affect school opening/closing, will be announced over local radio and TV stations.

Fire Drill

Each year schools are required by state law to conduct periodic practice fire drills. A loud, continuous bell, with flashing lights, will ring alerting staff and students to evacuate the building using the closest exit. After a short period, a bell will ring to signal students to return to classes. Fire drill directions and appropriate exit routes are clearly posted in each classroom.

Tornadoes/Severe Weather

Each year schools will conduct periodic practice drills for the purpose of taking cover in severe weather. Staff will lead students to safe areas designated in each part of the building. A bell will ring three times to signify an all clear sign. Tornado/severe weather procedures and directions are posted in each classroom.

Visitors

Visitors should enter through the main door. For the safety of our students, we must know who is in the building at all times. In addition, we need to ensure that classroom instruction is not disrupted. All visitors must sign in at the school office upon entering the building and sign out when they leave. All visitors will be asked to wear a name badge while visiting. All other exterior doors are locked during the school day. Visitors will be directed to their appropriate place of business. For further information, please contact the building administrator.

Dress and Grooming

Students are expected to dress to reflect pride in one's self and one's school. **The current dress code at Macomb Academy is polo shirts (any color), black or blue slacks, and black nonslip shoes. This is subject to change based on the needs of the jobsite to which the student is assigned.**

Students should demonstrate neatness and cleanliness on a daily basis, and must adhere to a personal grooming and hygiene routine.

Furthermore, the following items are also **prohibited** during school hours.

- Hats or bandanas
- Coats or outside jackets in the classroom; a lightweight hoodie is allowed.
- Sweatpants, yoga pants, leggings, jeans, and skinny jeans
- All clothing that is torn, ripped or frayed
 - If a student is not wearing black or blue slacks, a pair will be checked out from Macomb Academy. Lent clothes to be returned after use.
- Attire promoting drugs, alcohol, tobacco, profanity, or having letters and/or symbols that are disrespectful or sexually suggestive.
- Shorts, capris, ankle pants and/or crop pants

*** There will be a predetermined day per month that students will be permitted to dress down. On these days, students can wear jeans, t-shirts, sweatpants, and shorts that are school and weather appropriate. If students will be attending their job site that day, school daily dress code will be required for that job site. Students will be given an opportunity to change into their school uniform.

I, _____ have received, read, and understand the above information. My signature below indicates my understanding and acceptance of the consequences should I not follow the rule and code of conduct expressed in this document.

Signed,

Name (Printed)

Date

Name (Signature)