

2023/2024
PARENT STUDENT HANDBOOK



MUSKEGON MARITIME
ACADEMY

Building the Leaders of
Tomorrow
(Muskegonmaritime.org)



MISSION

Muskegon Maritime Academy, MMA, offers K-5 students an opportunity to develop robust Reading, Science, Technology, Engineering, and Math skills. We achieve this in tandem with water education and maritime research, in an environment that models the military values of discipline, respect, honor, and service. MMA is governed by restrictive laws, proper standard of conduct and behavior, proper language, basic commands, and actual facts. All students should conduct themselves in accordance with the code of conduct. Language is critical. Each student must use language to uplift the community. We believe there is always room for improvement and excellence is mandatory. The ultimate goal is to treat others the way we want to be treated.

MOTTO

We Strive; We Achieve

SAFE SCHOOLS

For the safety and security of the students, faculty and school, All entrance doors to the building will be locked during the school day. Only the main entrance doors will remain open for students, faculty and other guests to enter the building. All visitors to Muskegon Maritime Academy must report to the main office upon entering the building. Visitors must show Id and sign in and will be issued a visitor's pass, which must be worn while in the building and returned to the office upon leaving.

STATEMENT OF INTENT

Our handbook is not intended to be all inclusive. We are trying to establish a foundation necessary for a safe and orderly learning environment for your child. In the event that something occurs that is not covered in the handbook, the building administrator reserves the right to act in

a discretionary manner to investigate the alleged action and assess the appropriate consequence.

DIRECTORY INFORMATION

Parents of Muskegon Maritime Academy school children are hereby notified that the school often publishes for public view the names and/or pictures of Muskegon Maritime Academy students. The purpose varies and may involve honor roll, attendance lists, special awards and graduation. If for any reason, you do not wish your child's name or picture published please contact your school office immediately.

Throughout this handbook, the term **parent** is used to refer to the person or persons legally responsible for the child, such as the child's parent, parents, guardian or guardians.

The term parent may also refer to an emergency contact person for the child, if the emergency contact information was provided by the parent, parents, guardian, or guardians.

CHANGE OF TELEPHONE NUMBER AND ADDRESS

It is imperative that the office has up-to-date and accurate information. Please notify the office if your address, day care provider, work number, home number or emergency numbers have changed during the school year. Information needs to be accurate in case your child becomes ill or is injured at school. The number to call is **(231)-724-7577**.

ENROLLMENT REQUIREMENTS

The requirements of the Muskegon School Code and State School Aid Act will be followed regarding the enrollment of **ALL** students enrolled in Muskegon Maritime Academy.

DAILY SCHEDULE

Start	End	Description
8:15 am	4:00 pm	Teachers Start Time
8:50 am	9:10 am	Doors Open/Breakfast
9:10 am	9:20 am	Welcome, Good News Morning Meeting
9:20 am	10:00 am	Reading
10:00 am	10:30 am	Writing
10:30 am	11:00 am	Math
11:00 am	11:30 pm	Word Wall/Spelling
11:30 pm	12:00 pm	Lunch (K, 1, & 2)
12:00 pm	12:30 pm	Lunch (3, 4, & 5) SSR (K, 1& 2)
12:30 pm	1:00 pm	SSR (3, 4, & 5) Recess (K, 1, & 2)
1:00	1:30	Recess (3, 4, & 5) Enrichment K, 1, & 2
2:00 pm	2:30/2:45 pm	Science/Social Studies
2:30/2:45 pm	3:00/3:15 pm	Enrichment

3:40 pm	4:00 pm	Dismissal/Teacher Prep/Meetings
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KINDERGARTEN, FIRST, & SECOND

LUNCH **11:30-NOON**
SSR **Noon-12:30**
Recess **12:30-1**
Enrichment **1-1:30**

Third, Fourth, & Fifth

Lunch **Noon-12:30**
SSR **12:30-1:00**
Recess **1:00-1:30**
Enrichment **1:30-2:00**

UNIFORMS

Students who enroll in MMA are required to wear uniforms everyday. If a student does not have on their uniform they will be sent home for the day.

SCHOOL DOORS

Our school doors will open at 8:45 a.m. Doors will be locked each day by 3:40 p.m. unless specials or afterschool activities are on our school calendar.

ATTENDANCE POLICY

Regular attendance is very important for success in school. Students who are in school everyday can expect to gain much from their classes. Attending school is a full time job. The State of Michigan requires all children between the ages of 6-16 to attend school. Presence in the classroom instills concepts of self-discipline, respect, and concern for others. Such presence also enables a student to hear and participate in class instruction, discussion and other related learning experiences. Attendance, punctuality and participation in class are proper educational values which have a direct bearing on student academic achievement. The following constitutes the administrative procedures which will be used.

1. DOCTOR'S APPOINTMENTS- Parents are asked to please call the school office and give the date(s) your child will be absent from school. This call may be done within 24 hours or the morning of the day your child will be absent and this will be marked as an excused absence. Please provide the office with a doctor's excuse.

2. GENERAL ILLNESS- To report a student absence, parents should call in every morning between 8:00 am - 8:30 am. Please indicate your child's symptoms during the phone call for notation.

3. Students with flu-like symptoms should remain at home through the course of their illness and for at least 24 hours after they are free of fever without the use of fever-reducing medications. (Tylenol Motrin Aspirin etc.) Flu-like illness symptoms include cough, fever, sore throat, running or stuffy nose, vomiting, body aches, headache, chills and fatigue. When you report your child absent, please leave specific symptoms.

TRUANCY POLICY

Truancy is the act of staying away from school without good reason-absenteeism. At MMA we follow the Muskegon County attendance guidelines. After three unexcused absences a letter will be sent home about the importance of good attendance. After five unexcused absences a

truancy letter is sent home as a reminder of the importance of good attendance. If there is no improvement in attendance the student and family must complete an attendance improvement plan, the truancy officer is contacted and a home visit could be conducted.

TARDY POLICY

Students are expected to be in their classrooms and ready to begin class on time. The bells may or may not be used. Chronic tardiness disrupts the educational flow. If a pattern exists. The teacher or administration may conference with the child and parent to rectify the problem. Persistent tardiness could result in loss of recess or after-school make-up time.

SCHOOL CANCELLATION

Weather related school closings and delays are sometimes unavoidable. When it is evident that school will be closed or delayed, every effort will be made to have an announcement out by 6:30 a.m. Announcements may be heard on the following stations: TV 13, Tv 8, and TV 3.

CLASSROOM SUPPLIES

All supplies used within the content of the regular curriculum and furnished by Muskegon Maritime Academy. Pencils, crayons, paper, etc. are not available on an unlimited basis; therefore, we encourage children to bring them to school, if more than the supplied amount is needed. Occasionally the teacher may have a special project and ask students to bring "unusual" supplies, i.e. egg cartons, thread spools, etc. Your help is always appreciated.

HOMEWORK

The school and the home have a common objective to help the child attain the greatest development possible. Homework may be assigned as practice, make-up work or an extension lesson. Parents will share in the responsibility of making sure the child completes the assignment and returns them to the school. **Reading for 23 minutes** every night is recommended.

REPORT CARDS

Students progress is reported to parents at parent-teachers conferences held in the fall and spring, report cards will be available online three times a year. The reports are cumulative and a copy is kept in your child's permanent school file.

First Semester Reports: September 6th-January 20th

Second Semester Reports: January 23rd- June 9th

ANIMAL/PLANTS IN THE SCHOOL

Persons bringing animals into the school must receive prior permission from the building principal. The supervising teacher will notify parents by letter when an approved animal will be present in the classroom.

RECESS

Students have a supervised recess break. We expect all students to dress for the weather. We also expect all students to obey school playground rules. If a child is too ill to go outside for recess. It is recommended that he/she should not be in school. Students will stay inside if the weather is inclement or temperature/wind chill is zero or below.

SCHOOL HOURS

Muskegon Maritime Academy School doors will open at 8:45 a.m. with the start of classroom instructions at 8:50. Classroom instruction ends at 3:15 p.m. School doors will be locked at 3:30 p.m. unless afterschool enrichment options are planned and communicated.

CLASSROOM VISITATIONS

Muskegon Maritime Academy encourages parents and other citizens to visit our school. If you plan to visit your child's classroom or confer with the teacher, it is necessary to call ahead in order to assure that school personnel will be available for an appointment. For an appointment. For the safety of students and staff all school visitors must report to the office upon arrival in the building. This enables us to know who is in the building and where to contact you if necessary. In most cases, visits by students from other schools to be with friends or relatives are not allowed.

CONFERENCES

Fall and Spring Parent-Teacher Conferences are held for parents who visit the school and confer with staff. Dates will be made known as early as possible so parents can plan to attend. Each building will arrange with parents for a specific time to meet with their child's teacher. if you need to meet with the teacher or principal at other times during the year. Feel free to call the school and set up an appointment.

NEWSLETTER

The schedule of school and community activities, lunch menu and articles of general interest will be published on-line every Sunday. For more school information, please check out our website at muskegonmaritimeacademy.org There is a plan to create a private facebook group for families of our students. More to come on this topic soon.

PARENT TEACHER ORGANIZATION PROGRAM

Muskegon Maritime Academy hopes to develop an active P.T.O program. Parents are encouraged to support and to become involved in their school's P.T.O and its activities. More information will be coming soon on the development of our P.T.O

VOLUNTEER POLICY

The Muskegon Maritime Academy recognizes the positive impact school volunteers have on our school. Volunteer contributions bring more personal attention to unique needs of students. By utilizing the various talents of volunteers, we can enhance the learning process. A criminal history check will need to be completed each school year and before volunteering.

SCHOOL PICTURES

All Students are given the opportunity to have a picture taken. School picture information is sent home in the fall.

STUDENT DRESS GUIDELINES

Proper Attire and good grooming has a positive influence on citizenship, attitudes and values that are developed. Parents are requested to see that their child is dressed appropriately for school and the weather. Students who fail to dress properly and in accordance with the school policy will not be permitted to attend class.

1. Reasonable cleanliness of each student and of wearing apparel is expected as a matter of health.
2. The absence of footwear will be considered a health hazard. Due to safety issues on the playground and during physical education, flip flops and open toe shoes are strongly discouraged.
3. See-through attire will be considered distracting and inappropriate.
4. Although casual wear is permitted, such clothing will not be so extreme in fit or design as to disrupt the educational process. "Shorts" shorts and/or brief /tank tops are inappropriate. The torso should be covered completely.
5. Attire with vulgar words, profanity or offensive designs will be considered in bad taste and will not be allowed.
6. Wearing apparel promoting the use of drugs, alcohol, tobacco, and weapons or using obscene language will not be allowed.

7. Hats, caps, hoods, headbands, and sunglasses are NOT to be worn inside the school building unless it's a part of spirit week.

FIRE ALERT

In case of a fire, the fire horn will be turned on and left ringing until the building is cleared. Instructions will be given to you by your teacher, assembled in class groups outside and away from the building. Do not enter the building until school personnel provide safe entry communication.

LOCKDOWN

To ensure the safety of children and staff, MMA performs lockdown drills throughout the school year. Instructions will be given to students by their teacher. We are in partnership with local law enforcement agencies to ensure our compliance.

HEALTH POLICY

Parents are requested to inform the school of all communicable and nuisance diseases their children contract. The school will notify parents regarding cases of nuisance and communicable disease reported in the room their child attends. Copies of Communicable Disease Control in the school are available at the main office. Students enrolling for the first time in the MMA will be required to show proof of immunization. Students will not be allowed to start school without this proof.

ILLNESS/INJURY

Parents will be informed of injuries or illness of a serious nature which occur at school. The emergency card is used to contact parents or their designated representatives. If you change jobs, phone numbers, or wish to change the person we are to notify, please come in and fill out a new card.

LICE

As with all communicable and nuisance disease, parents are asked to inform the school as soon as possible when their child is treated for head lice. Any child treated for head lice must be seen by an authorized staff member or have a note from a doctor before the student is allowed back to class. MMA has a NO NIT policy. This means all nits must be removed from the hair before a child will be allowed to return to class. Any child found with nits during a routine class inspection will be sent home to have the nits removed.

MEDICATION

Medication shall not be brought to school unless it is essential to the health of the student. The dispensing of prescribed medication by school personnel shall be made in accordance with the following procedures:

1. Medications to be administered regularly each day are not to be given in school unless specifically ordered by the physician.
2. We ask that medications be clearly with the student's name, date, doctor's name, and complete instructions for administration must be in the original container.
3. Aspirin is not available from the school office; however, parents may bring Tylenol or Ibuprofen to school to be dispensed by the office as needed.
4. Medication logs are kept in all offices.
5. Students must have a fever for 24 hours without medication before returning to school per Muskegon County Health Department guidelines.
6. Students may carry and self-administer only medication with a written doctor's slip that specifies the administration of the medication; example: rescue inhaler or epi-pen. A doctor's note must be on file in the office.

SPECIAL HEALTH PROBLEMS

Please make the school aware of any health problems concerning your child. We will be happy to cooperate with you in arriving at the best methods for aiding your child. Parents should renew written statements of health concerns every year. These statements would include information about allergies, asthma, etc.

BREAKFAST AND LUNCH/SERVICE

The school will make breakfast and lunch available for all students. We will provide lunch menu information in our weekly newsletter from the main office.

Allergies-students with allergies are required to have a doctor's statement on file in the principal's office and the food service office stating what the allergy is and what substitutions must be made.

ADMINISTRATION SUMMARY

Exceptions to the rules, regulations and consequences can only be granted by the school administration. The school administration reserves the right to establish fair and reasonable rules and regulations for things requiring actions that may arise and which are not covered in the handbook. In all cases the rules, regulations and possible disciplinary actions for similar incidents. The action taken may be adjusted based upon the specific circumstances of the violation.

PRINCIPAL ADMINISTERED DISCIPLINE

Discipline administered by the building principal includes but is not limited to warning, detention, parental contact, and /or suspension. Based on the severity of the offense, the building principal may suspend a student for up to ten days. Upon reaching the level of persistent misbehavior, the administration has the discretion of involving juvenile court through the filing of a petition charging the student with incorrigibility within the school.

CORPORAL PUNISHMENT

Public Act 521 of 1988 defines corporal punishment as the act of deliberately inflicting physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for offensive behavior. Any person who is employed by or engaged as a volunteer or contractor of a local or intermediate school board shall not threaten to inflict, nor cause corporal punishment to be inflicted upon any student. Within the scope of a school employee's responsibilities, reasonable force may be used to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related activity. If that pupil has refused to comply with a request to refrain from further disruptive acts. Reasonable force may also be used for the defense of another, to prevent a pupil from inflicting harm on himself or herself to quell a disturbance that threatens physical injury to any person, to obtain possession of a weapon or other dangerous object upon or within the control of the pupil and to protect property.

DISCIPLINE POLICY

DUE PROCESS PROCEDURAL RULES AND REGULATIONS

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by faculty members to resolve problems through effective utilization of the school's resources in cooperation with the student and his/her parent or guardian.
3. The following steps shall be taken as soon as a faculty members become aware of a problem:
 - A. The teacher or building administrator will confer with the student.
 - B. The student will be informed of the specific misbehavior which could be the basis for disciplinary action.
 - C. The student will have the right to be heard and to present any relevant information to the appropriate faculty member.
 - D. Once the building administrator or designee determines that suspension is appropriate, he/she will:
 1. Notify the parent as soon as possible of the suspension and the reason for it.

2. Confer, at the earliest possible time, with parents and the student to discuss the conditions for the return of the student to the school setting.
3. Refer to the law enforcement agencies when appropriate, as in case of arson, vandalism, violence, theft, assault, weapons, possession, illegal possession of drugs.
4. There may be times when it would be more appropriate to use restorative practices, rather than suspension as a disciplinary action.

INAPPROPRIATE BEHAVIOR

Inappropriate behavior includes the following:

- Insults or attacks physical or verbal of any kind against another person
- Use of obscene, degrading, or profane language
- Harassment, continued posting unwelcome messages to another person, or use of threats
- Posting materials that are obscene or defamatory or that are intended to annoy, harass or intimidate another person. This includes disturbing "spam" mail, chain email, viruses, or other intentionally destructive content.
- Knowingly and intentionally reporting or giving false or misleading information, either oral or written, which may injure another person's character or reputation or disrupt the orderly process of school
- Intentionally destroying, damaging, defacing or stealing records or property, physical or electronic, owned by the school or school staff
- Exhibiting lewd, indecent, or obscene behavior and/or activity, either in person or online
- Bringing weapons, firearms, explosives, alcohol, or illegal drugs/substances to school property or to a school sponsored event/activity
- Any conduct that disrupts the educational process

Anti-Bully

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e. repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Acts of bullying can be physical, verbal, and/or psychological and are in violation of the school's standard of conduct.

- ❖ Verbal-taunting, making fun, malicious teasing, insulting, name calling, making threats
- ❖ Psychological-spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation
- ❖ Physical-hitting, kicking, spitting, pushing, pulling, taking and or damaging personal belongings or extorting money. Blocking or impeding student movement, unwelcoming physical contact

It is the policy of the MMA to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct:

1. Bullying-Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as: Any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:
 - a. Substantially interfering with education opportunities, benefits, or programs of one or more students;
 - b. Adversely affecting a student's ability to participate in or benefit from the district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. Having an actual and substantial detrimental effect on a student's physical or mental health;
 - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. Retaliation/False Accusation-Retaliation or false accusations against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.
 - A. Reporting an incident if a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the responsible school official (s) as defined below.
 - B. Investigation All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the principal's office.
 - C. Notice to Parent/Guardian: If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide appropriate notification of the same to the parent of the victim of the bullying and the parent of the perpetrator of the bullying.

STUDENT INTERNET SAFETY

- Students must not reveal on the internet personal information about themselves or other persons.
- Students should not agree to meet in person anyone they have met on the internet.

- Students should not reveal direct reference to any personal social media accounts or website.

NETWORK ETIQUETTE

MMA students are expected to follow the rules of network etiquette or netiquette. Netique refers to common-sense guidelines for conversing with others online.

REQUIRED SIGNATURE PAGE

Dear Parents/Guardian and Student

You have just received and reviewed the Parent/Student Handbook for Muskegon Maritime Academy. We have attempted to cover all the important rules, requirements. And procedures for which you are responsible during this school year. Your success at MMA is equal to your effort and desire. Please sign and return the bottom section of this page to your student's teacher.

We have read and reviewed the MMA Parent/Student Handbook. In signing, we indicate an awareness and understanding of the school's practices and procedures set forth herein.

Student's Signature _____ Date _____

Student's Printed Name _____ Date _____

Parent's Signature _____ Date _____

Parent's Printed Name _____ Date _____