

MACOMB ACADEMY

Student Handbook

2021-2022



Respectful
Responsible
Ready!

Macomb Academy

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Macomb Academy Students and Families:

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

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

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

We encourage pride in your family, your school, your community, and yourself.

Sincerely,

Ms. Traci Comer-Scarcella
Ms. Marilyn Wittstock
Ms. Debb Carlton
Mr. Mike Cadrette
Mr. Tom VanSlembrouck
Dr. John Beletz
Mr. Richard Mette
Mrs. Mikelle Hillewaere

President
Vice President
Secretary
Treasurer
Trustee
Emeritus
Emeritus
Executive Director &
Superintendent

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Building Access

Following morning entry at 8:40 a.m., all entrance doors are locked throughout the instructional day. Late arriving students, parent(s)/guardians, or visitors are to ring the bell to the left of the main entrance to gain entry into the building. Students are expected to sign in or out when tardy or leaving early. Hours of operation for Macomb Academy are 8:00 a.m. to 4:00 p.m.

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

Two lunch breaks will be held during the school day. Lunch One is from 11:49 a.m. to 12:29 p.m. for students with morning (AM) classes. Lunch Two is from 12:29 p.m. to 1:09 p.m. for students with afternoon (PM) classes.

A.M. Class Schedule

- 1st Hour: 8:40 a.m. – 9:17 a.m.
- 2nd Hour: 9:18 a.m. – 9:55 a.m.
- 3rd Hour: 9:56 a.m. – 10:33 a.m.
- 4th Hour: 10:34 a.m. – 11:11 a.m.
- 5th Hour: 11:12 a.m. – 11:49 a.m.
- LUNCH: 11:49 a.m. – 12:29 p.m.
- Jobsite: 12:30 p.m. – 3:30 p.m.
- Dismissal: 3:40 p.m.

P.M. Class Schedule

- Jobsite: 8:40 a.m. – 11:51 a.m.
- 1st Hour: 11:52 a.m. – 12:29 a.m.
- LUNCH: 12:30 P.m. – 1:09 p.m.
- 2nd Hour: 1:10 p.m. – 1:46 p.m.
- 3rd Hour: 1:47 p.m. – 2:24 p.m.
- 4th Hour: 2:25 p.m. – 3:02 p.m.
- 5th Hour: 3:03 p.m. – 3:40 p.m.
- Dismissal: 3:40 p.m.

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.

Administrative & Office Staff

Mrs. Mikelle Hillewaere

Director

Ms. Blake Pierce

Executive Assistant

Mission Statement

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.

Goals

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.

Non-discrimination Policy

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, Mrs. Mikelle Hillewaere.

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, Dr. Anne-Marie Sladewski.

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.

Communication

Communication is a fundamental key to student success at Macomb Academy. We house a community of learners who have their own individual communication needs that the world needs to

understand. Let's Chat gives our students the opportunity to review different forms of communication through facial expressions, hand gestures and kinesthetic movements, eye contact, and in the form of verbal to non-verbal communication. We encourage students to involve themselves in ice breaker activities, small talk, and group topic conversations. Students also focus on how they can use their voice or small gestures to encourage more good in the world.

Students in this class get weekly ideas and listen to real-life stories of individuals who incorporate random acts of kindness in their everyday lives to further encourage them within their own community. Students will focus on their ability to express themselves inside and outside of the classroom. This will help lead them into a future where they will have the skills and confidence to advocate for themselves, attain employment, and create friendships.

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.

Everyday Living

Everyday living class provides students awareness, preparation, and exploration regarding various life demands one encounters living independently. The course includes six units. Each unit consists of one corresponding community-based instruction (CBI) opportunity. In addition to the CBI, students gain hands-on experience in the classroom.

Healthy Living

Macomb Academy integrates healthy living into all classes and allows students to learn and understand the importance of nutrition, movement and rest, hygiene and grooming, alcohol and substances, and regulating emotions. Classroom lessons incorporate instruction in this area.

Leisure and Family

A person's life consists of family interactions and the activities chosen for leisure time. In leisure and family class, students have the opportunity to explore family structures, family heritage, family communication, and several other family concepts. In addition, students explore various leisure activities and determine individual likes and dislikes.

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 Awareness

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.

Positive Living

Positive living class provides students with the opportunity to develop positive emotional well-being. The curriculum helps students strengthen character, manage stress, resolve conflict, and improve social skills to enhance the development of positive relationships with others.

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.

Show Me the 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.

Social Media

Macomb Academy incorporates social media into the communications and positive living courses. 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.

Stress Management

Stress management is a part of everyday life; throughout the courses at Macomb Academy, students learn to examine, identify, and understand situations and things that cause them stress. They also explore, identify, and learn techniques they can use to reduce stress.

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 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.

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.

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. 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.

Student 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.

1. Disruptive or defiant behavior which interrupts the learning process of, or endangers the health/safety of, others.
2. Interfering with school staff and the performance of their duties.
3. Making threats of any kind students or staff.
4. Demonstrating obscene, vulgar, or abusive language.
5. Selling, possessing, or using alcohol or illegal drugs on school property.

6. Harassment and/or hazing.
7. Any form of gambling.
8. Possessing any object which may be used to inflict bodily harm.
9. Loitering in the school building or around cars on school property without authorization
10. 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.
11. Engaging in inappropriate touching or displays of affection.
12. 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 Responsibilities

- ◇ 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.

Attendance Procedures

Macomb Academy's attendance policies and practices have been established and are enforced in order to ensure students' successful educational experience and preparation for employment. To report an absence, the student or parent(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.**

School Closing Procedures

For the safety and well-being of the students, the Executive Director 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.

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.

Emergency Medical Information

A list of all medications necessary for each student must be on file with the main office at the beginning of each school year.

Changes in medication (or diagnoses) should be reported to the main office as soon as possible. Any medication to be taken during school hours must be in the original pharmacy bottle and clearly labeled with the student's full name, the medication's name, and recommended dosage while being stored on campus.

Urgent Medical Attention

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

Accidents

At the beginning of the school year, all students are to sign and return a *Hold Harmless Agreement* to the 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.

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 for their student's transportation are able to complete the SMART Bus ADA Application. Assistance will be provided by the Executive Director, Dr. Anne-Marie Sladewski. The cost of the bus is \$3.00 each way (or \$6.00 daily).

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.**

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.

Dress and Grooming

Macomb Academy prides itself in having well-groomed students. 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 tops, black 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 with a zipper is allowed.
- ◇ Black sweatpants, yoga pants, jeans, and skinny jeans
 - If a student is not wearing black slacks, a pair will be checked out from Macomb Academy 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