

Laker SAIL Academy

Policy and Procedures
2024-2025 School Year



The following policies and procedures are subject to change at the discretion of SAIL academy administration and staff, or as deemed necessary by the Laker District school board of administration.

SAIL Academy Handbook Information

SAIL Academy is an alternative program of study, in the Laker School District, where students can choose a path that works for them to earn a High School diploma. Courses will be primarily online and may include elective courses at Laker High School and/or the Huron Area Tech Center. All SAIL Academy students have the opportunity to participate in work based learning with a local employer as part of their course of study. All SAIL Academy students have the opportunity to participate in athletics and other extracurricular activities through Laker High/Middle schools.

All SAIL Academy students are required to take the applicable Michigan State Standardized Test(s), PSAT(s), ACT(s) for their grade level, each year.

A student must be enrolled full time for at least one semester, displaying academic achievement, in order to graduate from the SAIL program.

Students and parents must fill out the application paperwork, and meet with the staff of SAIL Academy to develop an approved course of study.

Admissions and enrollment

Student Initial:

Parent:

- Students may **only** apply to SAIL Academy prior to or during the **first two weeks of the school semester** they wish to start.
- Students may opt to include work based learning, Huron Area Tech Center or electives at the Laker High School.
- A parent or legal guardian **MUST** accompany the student to the intake interview.
- New students to the Laker School District **MUST** bring a copy of their academic transcript and discipline record from their prior school. A copy of their immunization record, certified copy of their birth certificate and proof of residency will be needed upon acceptance into the SAIL/Laker school district.
- **School of Choice students MUST** have the SOC application filled out within that two week period at the beginning of the semester of interest.

Expectations

Student initial: _____

Parent: _____

Admittance to SAIL Academy is done so with the expectation of a fully online learning platform. Our program emphasizes and requires personal responsibility and time management. These are life skills that will be used each day for the students to be successful.

Online learning

Student initial: _____

Parent: _____

- SAIL students will utilize a full online learning curriculum using the appropriate platform.
- High school students will choose between a sequential or concurrent class schedule, taking **6.5** credits each semester.
 - Sequential learning is completing one course at a time. The expectation is to complete 8% each day in a course, taking 3 weeks to get to that final exam and completing the class. Then moving on to the next class, allowing for the completion of those classes by the end of the semester.
 - Concurrent learning is completing all courses at once. The expectation is to complete 5% in each class, each day, which allows for completion by the end of the semester. (Students wishing to participate in athletics **MUST** follow the concurrent schedule to meet the eligibility requirements of the MHSAA. Grades and eligibility will be reported to the Laker Athletic Director each week).
- Students must be able to show self-motivation, time management and be able to follow the pacing schedule given to them at the beginning of the semester. This pacing schedule will not be changed at any time. It will remain the same throughout the semester.
- SAIL Academy High school students must be enrolled in 6.5 classes and middle school in 7 classes to be considered full time.
- All SAIL Academy students will receive a chromebook for their online learning. This is the **ONLY** device to be used for the SAIL courses.
- Each student **MUST** complete a 2 way communication (found on Google classroom) every week. This is **NOT** optional. Refusal or not completing the 2 way communication will result in removal from the SAIL program.
- SAIL Academy students will receive a learning agreement that will be attached to this document to be signed by the student and parent/guardian.

Cell Phone Policy

Student initial: _____

Parent: _____

- Students will place their phones in a designated area while in attendance.
- Students will be allowed to use their phones with permission from staff or during lunch or a scheduled break.

Closed Campus

Student initial: _____

Parent: _____

- SAIL Academy is a closed campus building. You will not be allowed to leave the building and return for any reason on the same day.

Attendance Policy**Student initial:** _____**Parent:** _____

- SAIL Academy students are required to complete their percentage expectation, as stated in their pacing guide, each day to be counted as 'in attendance' for the day. (Concurrent =5% and sequential=8%).
- Should a student fall behind on their pacing guide, they will be required to meet at SAIL Academy in person until they have maintained a consistent pace for 1 consecutive week. This will be mandatory.
- Unexcused absences greater than **ten (10)** per semester will result in removal from the SAIL Academy program.
- **Five (5)** days of no work or communication may result in removal from the SAIL Academy program if deemed necessary by the SAIL Academy staff.

Graduation requirements**Student initial:** _____**Parent:** _____

- SAIL Academy has graduation requirements set forth by the Laker School Board and the State of Michigan.
- Upon completion of the required credits, the graduate will receive a true Laker diploma with a notation of SAIL Academy on it. (This is a diploma, not a certificate as our students are required to meet all credit requirements set forth by the State of Michigan).
- SAIL Academy students may occasionally graduate early. This is only done with a successful petition to the Laker School board.
- SAIL Academy students do not qualify for Valedictorian or Salutatorian.
- SAIL Academy graduation will be separate from the Laker High School graduation.

Staff contact information**Student initial:** _____**Parent:** _____

Please save the following information within your phones and/or email accounts as communication is frequent and important for success in the SAIL Academy program.

Anne Ziel

(989)453-4600 ext 521

(989)453-4699 (direct line)

aziel@lakerschools.org**Jennifer Parker**

(989)453-4600 ext 520

(989)453-4765 (direct line)

jparker@lakerschools.org

SAIL STUDENT CODE OF CONDUCT

The following are expectations and rules of the SAIL program. If, at any time, a student chooses to break or not abide by these expectations - they will receive disciplinary action, a possible ticket from the SRO (School Resource Police Officer) and/or expulsion from the SAIL program.

- No vapes, dabs, alcohol, marijuana, cigarettes, or illegal substances of any kind.
- Failure to complete assignments per the pacing guide.
- Disobedience or insubordination to SAIL Academy staff.
- Cheating or academic dishonesty or misconduct.
- Defacement of property or vandalism to school or another person's property.
- Inappropriate displays of affection.
- Sexual harassment of any kind - this includes name calling.
- Inappropriate language directed at staff or students.
- Leaving the SAIL building without permission.
- The use of a cell phone without permission.
- Lying, deceit, or forgery of a parent/guardian's signature.
- Persistent disobedience/disruption of the classroom.
- Excessive time spent away from work station (ie. bathroom breaks, wandering, disrupting students or staff, etc).
- Disorderly conduct - fighting, threatening or intimidating other students or SAIL Academy staff - **EXPULSION FROM SAIL PROGRAM**
- Stealing from the school, teacher, another student, or any other person in the building - **EXPULSION FROM SAIL PROGRAM**
- Bringing or possessing any type of knife, firearm, or anything that can be deemed or used as a weapon into the SAIL building - **EXPULSION FROM SAIL PROGRAM**

Parent signature: _____ **Student signature:** _____

Date: _____



STUDENT/PARENT AGREEMENT

Student Name: _____

Student Grade: _____

The student will initial each to ensure that they understand the following:

____ Students will read and adhere to the SAIL School Code of Conduct.

____ Students will check in with their mentor/teacher often and respond to all communication asap.

Laker email will be the primary method of communication.

____ Students will be committed, responsible and respectful in order to be successful in their schooling online and/or placement.

____ Students will log on daily and complete the required assignments per day as dictated by their pacing guide.

____ Students will attend **in person** if falling behind per the agreed upon attendance policy. Should a student fail to attend, dismissal from the program will be considered.

____ Students will be compliant with all requested meetings/zoom or google meets/written communication as necessary to meet district requirements (i.e. count day period, two-way communication as required by the state).

____ Students will complete coursework independently and will not plagiarize. Plagiarism will result in a zero on the entire assignment. Repeated offenses will result in disciplinary action and puts students at risk for dismissal from the program.

____ Students will report any and all technology damage immediately so that instruction is not interrupted and a replacement can be provided.

____ Student will contact the mentor/teacher via email, text, phone, or any other means if any problems occur, this will be done as soon as possible.

____ Student will follow the user agreement for district technology and will be subject to discipline for infractions.

____ Students will be respectful of the SAIL building/property, fellow students and staff by eliminating distractions and helping to maintain a safe environment. Students will not bring guests to the SAIL building unless approved by the SAIL Academy staff.

The parent/guardian will initial each to ensure that they understand the following:

____ Parent/Guardians are in agreement with a fully online offering of classes for their student(s).

____ Parent/Guardians will ensure that their student is accountable for the expectations as stated above.

____ Parent/Guardians will ensure that their student is fully participating in the attendance/log on requirements each day.

____ Parent/Guardians understand that attendance expectations also apply to remote learning and will monitor their students to ensure that they are logging on and completing assignments daily.

____ Parent/Guardians understand that the grading policy is the same as in person learning. If there is a problem, parents will communicate this as soon as possible.

Parent Signature: _____

Student Signature: _____

Date: _____

SAIL Academy staff will initial each to ensure the following:

____ Assess students, making sure they are reaching achievement and academic understanding.

____ Monitor student progress and communicate with parents frequently.

____ Provide any assistance needed for each student.

____ Provide the resources necessary to help students be successful in the SAIL program.

____ Provide a safe, comfortable environment for the student to use when needed or necessary.

SAIL staff signature: _____

Date: _____

CONTACT INFORMATION

Student name: _____ **Phone:** _____

Parent/Guardian name: _____ **Phone:** _____

Email: _____

Parent/Guardian name: _____ **Phone:** _____

Email: _____

Parent/Guardian name: _____ **Phone:** _____

Email: _____

Parent/Guardian name: _____ **Phone:** _____

Email: _____