

2025/2026

# PARENT STUDENT HANDBOOK



# MUSKEGON MARITIME ACADEMY

# Building the Leaders of Tomorrow - Muskegon Maritime Academy

## MISSION

**Muskegon Maritime Academy, MMA,** Muskegon Maritime Academy is committed to empowering cadets through rigorous academics, character development, and physical discipline, fostering excellence in reading and math. We aim to inspire our cadets to navigate their futures with confidence, integrity, and a strong sense of community.

## 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.

## SCHOOL HOURS

School opens at 8:30 a.m. The first bell rings at 8:50 a.m., and the late bell rings at 8:55 a.m. Any student dropped off after 8:55 a.m. requires a parent or guardian to come into the school and sign them in.

School dismissal is at 3:50 p.m., and the office closes at 4:30 p.m. Any students still on campus after

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4:30 p.m. without the ability to contact a parent or guardian will be supervised in a designated waiting area. If a parent/guardian cannot be reached within 30 minutes, emergency contacts listed on the student's file will be called.

If no authorized adult is available for pick-up by 5:00 p.m., the school will follow district policy, which includes notifying local authorities or child protective services to ensure the child's safety.

## UPDATING CONTACT INFORMATION

It is essential that the school office maintains up-to-date and accurate records for all students. If any of your contact details change during the school year—including your address, daycare provider, work number, home number, or emergency contacts—please notify the office as soon as possible.

Accurate information is crucial in the event of an emergency, ensuring that we can reach you immediately if your child becomes ill or is injured at school.

If we are unable to make contact with anyone listed on the student's emergency contact file, the student will be sent home with a notice stating that they **may not return to school until a parent or guardian schedules a meeting with the administration** to update their contact information.

To update your information, you can email the front office at [frontoffice@muskegonmaritime.org](mailto:frontoffice@muskegonmaritime.org) or call the front desk at (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.

## UNIFORMS

All students enrolled at Muskegon Maritime Academy (MMA) are required to wear the designated school uniform every day. The uniform is a key part of our academy's culture, promoting discipline, unity, and a focused learning environment.

Students must arrive at school in full uniform and remain in proper attire throughout the school day. If a student arrives without their uniform, they will be sent home for the day. Parents/guardians will be contacted immediately to arrange for pick-up or to bring the required uniform to school.

To avoid disruptions in attendance, parents should ensure their child has the necessary uniform pieces each day. If families are experiencing difficulties obtaining uniforms, they should contact the front office for assistance.

## ATTENDANCE POLICY

Regular attendance is essential for academic success. Students who attend school consistently gain the most from their educational experiences. Attending school is a full-time commitment, and the State of Michigan requires all children between the ages of 6-16 to attend school.

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Being present in the classroom fosters self-discipline, respect, and engagement in learning. Attendance, punctuality, and participation directly impact a student's academic achievement. Below are the administrative procedures for handling absences:

## 1. Reporting Absences

- Parents/guardians must call the school office to report an absence.
- Calls should be made **within 24 hours** or **by 8:30 a.m.** on the day of the absence. • If the absence is due to a medical reason, a **doctor's excuse** should be provided to the school office.

## 2. Doctor's Appointments

- Parents should notify the school in advance if a student will be absent for a doctor's appointment.
- To have the absence marked as **excused**, parents must provide a **doctor's note** upon the student's return.

## 3. General Illness

- If a student is sick, parents must call the school office between **8:00 a.m. - 8:30 a.m.** to report the illness.
- Please specify the child's symptoms when calling to report the absence.

## 4. Flu-Like Symptoms & Contagious Illness

- Students experiencing flu-like symptoms should remain at home until they are fever-free for **at least 24 hours without the use of fever-reducing medications** (Tylenol, Motrin, Aspirin, etc.).
- Symptoms that require a student to stay home include:
  - Cough
  - Fever
  - Sore throat
  - Runny or stuffy nose
  - Vomiting
  - Body aches
  - Headache
  - Chills
  - Fatigue
- When calling to report an absence due to illness, please **provide specific symptoms**.

## 5. Unexcused Absences & Truancy

- Unreported absences will be considered **unexcused**.
- Excessive unexcused absences may result in **parent meetings, attendance interventions, or referral to local truancy authorities**.

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Maintaining regular attendance is a shared responsibility between students, parents, and the school.

## TARDY POLICY

Timeliness is essential for maintaining a smooth and effective learning environment. **Being late disrupts the educational flow** and affects both the tardy student and their classmates.

### Procedures & Consequences for Tardiness:

#### 1. Occasional Tardiness:

- If a student arrives late, they must check in at the front office before going to class.
- Parents should notify the school if there is an unavoidable delay.

#### 2. Chronic Tardiness:

- If a pattern of tardiness emerges, the teacher or administration will **schedule a meeting with the student and parent** to address the issue.

#### 3. Persistent Tardiness:

- Continued tardiness may result in **loss of recess, after-school make-up time, or additional interventions** as determined by school administration.
- If tardiness remains unresolved, further **disciplinary actions or attendance interventions** may be implemented.

Ensuring students arrive on time teaches responsibility and respect for their education. Parents are encouraged to establish morning routines that promote punctuality.

## TRUANCY POLICY

Truancy is defined as a student missing school without a valid excuse. Regular attendance is essential for academic success, and Muskegon Maritime Academy (MMA) follows the **Muskegon County attendance guidelines** to ensure students remain engaged in their education.

### Truancy Process & Interventions

#### 1. Three Unexcused Absences

- A **warning letter** will be sent home to notify parents/guardians of the importance of regular attendance and to address any potential barriers to attendance.
- #### 2. Five Unexcused Absences

- A **truancy letter** will be sent home as a formal reminder of the need for improved attendance.
- Parents/guardians may be asked to meet with school officials to discuss concerns and possible solutions.

#### 3. Continued Absences (More than Five Unexcused Days)

- The student and family must complete an **Attendance Improvement Plan** with the school.
- The **truancy officer** will be contacted, and a **home visit** may be conducted to assess the situation and provide support.
- Continued truancy may result in further intervention, including **legal**

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**consequences** as outlined in county attendance policies.

## Preventing Truancy

- Parents are encouraged to communicate with the school regarding **illness, family emergencies, or other excusable absences**.
- If a student is struggling with attendance due to personal, transportation, or other issues, parents should contact the school for **support and resources**.

## SCHOOL CANCELLATION

Weather-related school closings and delays are sometimes unavoidable. When inclement weather or emergency conditions make it unsafe to open the school, every effort will be made to announce closures or delays by **6:30 a.m.**

### How to Receive Closure/Delay Announcements:

- **Local News Stations:** Announcements will be broadcast on **TV 8**.
- **School Website & Social Media:** Updates will be posted on the official school website and social media pages.
- **School Communication Systems:** Parents/guardians will receive a notification through Class Dojo.

If school is delayed, families should follow the adjusted start time. If school is closed, all extracurricular activities and after-school programs will be canceled unless otherwise announced.

For the safety of our students and staff, we encourage families to **stay informed and check multiple sources for updates** during inclement weather conditions.

## 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

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in your child's permanent school file.

**First Semester Reports: September 6th-January 20th**

**Second Semester Reports: January 23rd- June 9th**

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## **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.

## **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](http://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

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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.



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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 communications 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.

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## **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**

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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 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.
4. The student will have the right to be heard and to present any relevant information the appropriate faculty member.
5. Once the building administrator or designee determines that suspension is appropriate, he/she will:
  - a. Notify the parent as soon as possible of the suspension and the reason for it.
  - b. 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.
  - c. Refer to the law enforcement agencies when appropriate, as in case of arson, vandalism, violence, theft, assault, weapons, possession, illegal possession of drugs.
  - d. 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

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## 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 moment, 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. 1. 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

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separately with similar materials in the principal's office.

3. 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. Netiquette 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.

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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 \_\_\_\_\_