



OLD REDFORD ACADEMY

Learn Today. Lead Tomorrow.

2022-2023

Amendment to the Student Code of Conduct

ADMISSION POLICY

The following documentation is required for admission to Old Redford Academy:

1. Student's birth certificate
2. Student's most recent immunization (shot) record
3. Last report card (K-9th grade applicants) or final transcript (10th – 12th grade applicants)
4. Parent ID (license or state ID with your current address). If your ID does not have your current address, we will accept a utility bill or a lease document with your current address (cell phone or cable bills will not be accepted).
5. Student's most recent IEP or 504 (if applicable)
6. Behavior report from previous school

Old Redford Academy welcomes all pre-k to 12th grade students to apply for admission. Please note that Old Redford Academy *does not* socially promote students. A student's grade status is in accordance to their transcript/earned credits. Additionally, grade status is reviewed by semester. Further, transfer students will only be placed and given a schedule after the last report card or final transcript has been provided to the Academy for audit.

Old Redford Academy adheres to a specific student to teacher ratio and therefore respects class/grade size. Once a class/grade is full, new applicants will be placed on our waiting list. If an opening becomes available, waiting list applicants will be contacted in sequential order based on the date that all required documentation was received.

ATTENDANCE POLICY

The purpose of the Attendance Policy at Old Redford Academy is to encourage regular and consistent attendance which helps to develop responsibility and self-discipline for all students. The state's compulsory attendance law recognizes the importance of daily attendance in school to avoid missing a significant portion of instruction. Therefore, it is the expectation of Old Redford Academy that each student arrives at school on time and is present in each class daily.

If a student is not present for class, they will be given an unexcused absence. However, absences can be excused for illness, court attendance, death in the family, observance of religious holidays, and other reasons deemed acceptable by the Superintendent. Please note that written documentation signed by the legal parent/guardian is required for ALL excused absences.

If an absence from school is known in advance, it is encouraged that the legal parent/guardian contact the school and provide the proper documentation ahead of time. Please note that family vacations/trips are not an approved excused absence and are discouraged.

TRUANCY: Old Redford Academy defines truancy as two or more unexcused absences from school within a 4-week time frame. If a student is identified as truant, the following actions will take place:

Truancy Action Plan:

Step 1	Two unexcused absences within a 4-week time frame	Letter of Concern (Documented in MiStar)
Step 2	3 consecutive unexcused absences or more than 3 unexcused absences within a 4-week time frame	Mandatory Parent Conference (Sign Attendance Contract)
Step 3	5 consecutive unexcused absences	Warning Letter of Intent (Documented in MiStar)
Step 4	10 consecutive unexcused absences	<ul style="list-style-type: none"> ▪ Referral to Truancy Officer/Family Court ▪ Loss of Semester Credit ▪ Recommendation for Removal from the Academy

UNIFORM POLICY

The student uniform policy is an integral part of the culture at Old Redford Academy and therefore must be upheld. The following details the criteria for adhering to the Academy’s uniform Policy:

Arrive to school in full uniform daily starting on the first day of the school year. The full uniform is as follows:

- Logo Polo (*from our approved vendor*)

Navy	Red	Yellow	Black
Pre-K 7 th -8 th Grade 11 th Grade	K-4 th Grade 9 th Grade	5 th -6 th Grade 10 th Grade	12 th Grade

- Bottoms – All Khaki (no cargo pants)
- Shoes – All Black
- Please note that our uniform does include an optional cardigan that can be ordered through our vendor. The ORA cardigan is the only approved sweater/cardigan that is allowed to be worn during the school day.

Students that fail to comply with the Old Redford Academy Uniform Policy will receive an “Dress Code Violation” and the following actions will take place:

1st Offense – Any student out of uniform/dress code will be sent to the office to contact a parent/guardian to bring in appropriate clothing. The student will receive a dress code violation and be allowed to return to class.

2nd Offense – A parent/guardian will be contacted to bring in appropriate clothing. The student will not be allowed to return to class until he/she is in dress code. The student will receive their 2nd dress code violation which will be logged on the student's discipline record.

3rd Offense – The student will not be allowed to attend classes. A parent/guardian will be contacted and notified of the 3rd dress code violation and the resulting action. The student will receive a 1-day suspension for insubordinate behavior/conduct (failing to adhere to District Policy). Additionally, a mandatory parent conference is required for the student to return to school.

CELL PHONE POLICY

Grades K-4th

The use of cell phones will not be permitted during the school day. This is without exception.

In the event of non-compliance, the following actions will take place:

First Offense – The phone will be confiscated, labeled with the student's name and teacher name, and sent to the office so the infraction can be recorded. The phone will be held to the end of the day and released to the student.

Second Offense – The phone will be confiscated, labeled, and parent/guardian is contacted. The phone will be released to a parent/guardian at the end of the school day.

Third Offense – The phone is confiscated and labeled, a parent is called and asked to pick up the phone after school and the student will not be allowed to bring the phone to school for a week.

Grades 5th-12th

The Academy has partnered with Yondr to provide secure cell phone pouches for all students. Please note the following pertaining to bringing a cell phone to school:

- The use of cell phones will not be permitted during the school day. This is without exception.
- Upon entering the school building at arrival, each student will be given a Yondr pouch to secure their cell phone in for the entire day. Please be mindful that student's cell phones will remain in their possession.
- Upon leaving the school building at dismissal, each student's pouch will be unlocked (the student will take their phone, the school will retain the pouch).

In the event of non-compliance, the following actions will take place:

1st Offense – If a student fails to use a Yondr pouch and is caught with an unsecured cell phone, the phone will be immediately confiscated and will only be released to a legal parent/guardian. This offense will be documented. If a student refuses to hand over their device, the student will be suspended for 1-day and a mandatory parent conference is required before the student can return to school.

2nd Offense – If a student is caught with an unsecured cell phone for a 2nd time, the offense will be documented and will result in a 1-day suspension from school and a mandatory parent conference is required before the student can return to school.

Intentional Damage of Equipment – If a student intentionally damages a pouch, a \$40 replacement fee will be assessed. Failure to pay the replacement fee will result in an academic hold on the student's records.

MANDATORY ACADEMIC INTERVENTION POLICY

Students who fall below a 2.0 grade point average (GPA) as indicated by their progress report and/or report card, will be placed on Mandatory Academic Intervention. When placed on mandatory academic intervention, the student and their legal parent/guardian will participate in a planning meeting with a teacher and/or counselor/specialist. The purpose of the meeting is to create a recovery plan to get the student back on track academically. Additionally, the teacher and/or counselor/specialist will conduct bi-weekly check-ins with the student and provide progress documentation to the parent/guardian.

Please note that a student on Mandatory Academic Intervention will not be allowed to attend and/or participate in extra-curricular activities/events until satisfactory progress has been demonstrated on a consistent basis.

ZERO TOLERANCE POLICY

Old Redford Academy has a Zero Tolerance policy against violence and drugs. Therefore, any incidents involving the following will result in the maximum penalty (recommendation for expulsion):

- Physical altercation
- Possession of any drug, alcohol, drug paraphernalia, and nicotine products (including vaping)
- Under the influence of drugs or alcohol

Please Note: More than 3 suspensions in a school year (for any reason) will result in a recommendation for expulsion.

VISITOR'S POLICY

At Old Redford Academy, we are charged with ensuring that our students and staff are in a safe and secure environment while in our buildings and on our school properties. Therefore, the safety and wellbeing of our students and staff each day is important. And while Old Redford Academy encourages all parents to advocate for their children, it must be done from a place of mutual respect.

To that point, any harmful and/or threatening behavior will not be tolerated or permitted. These actions are both disruptive to the learning environment as well as antithetical to the values of Old Redford Academy. We classify harmful and/or threatening behavior as actions including but not limited to the following:

- Use of profanity
- Use of slurs
- Aggressive postures
- Threatening language

- Threats of violence
- Elevated voice
- Unwelcomed proximity
- Inappropriate hand gestures and signaling
- Refusal to adhere to reasonable requests to defuse of an incident.

In the event that any of the above listed behaviors are displayed, the visitor will be asked to leave and a warning letter will be provided and documented in the main office of the building associated with the incident. Please note that if the visitor refuses to leave the premises, the Police will be notified.

Should a second incident occur, the police will be contacted immediately, and the visitor will receive documentation banning them from entering any Old Redford Academy property during the school day, for any afterschool events, and for any extra-curricular activities. Please note that the ban includes all Academy parking lots, playgrounds, fields, and gymnasiums.