



# Student Handbook

## 2024/2025

<b>School Calendar 2024-25</b>	<b>7</b>
<b>2024 - 2025 Board Meeting Calendar</b>	<b>9</b>
<b>SECTION I: General Information</b>	<b>10</b>
Enrolling in the Academy	10
Classroom Assignment	11
Attendance	11
MiStar	14
Counseling Center	14
Multi Tiered System of Support (MTSS)	15
Student Support Services and Special Education	15
Early Pick Up	16
Closed Campus	16
Transfer out of the Academy	17
Immunizations	17
Student Well Being and Emergency Information	18
Custody/Court Orders	18
Injury and Illness	18
Medication and/or Treatment Policy	19
Control of Casual Contact Communicable Diseases and Pests	21
Safety Drills	21
School Cancellation/Unscheduled Dismissals	21
Homework	22
Playground Procedure	22
Field Trips	23
Food Service	24
Photograph and Publicity Release Form	24
Video Surveillance on Campus	24
Publications	25
<b>SECTION II: Student Code of Conduct</b>	<b>25</b>
Offenses	27
Violations of the Student Code of Conduct	38
Student-Athlete Handbook	39
Student Transportation Handbook	39
Application to Students with Disabilities	40
Exclusion during Suspension/Expulsion	40

Progressive Discipline	40
Implementation	40
Annual Review	41
Dress Code Policy	41
Student Valuables	43
Electronics and Wireless Communication Devices (Cell Phones)	43
Network and Internet Acceptable Use	45
<b>SECTION III: High School</b>	<b>47</b>
High School Graduation Requirements	48
Senior Activities and Graduation	49
Personal Curriculum	49
College Readiness Exams	50
Dual Enrollment	50
Online Courses	51
Credit Recovery	52
Grade Point Average (GPA)	52
Graduation Honors	52
Recommendations	53
Special Event Guidelines	53
Prom	54
Parking Permit Policies	55
Work Permits	55
Age of Majority Declaration	55
Selective Service Registration	56
<b>SECTION VI: Required Legal Notices</b>	<b>56</b>
Equal Education Opportunity/Civil Rights Designee	56
Title IX Notice of Nondiscrimination	56
Student Assessments	57
Post-Secondary Enrollment Option	57
Student Rights and Responsibilities	57
Parent/Family Involvement Policy	58
Visiting the Academy	58
Protocol for Volunteers	60
Background Checks	61
Search and Seizure of Student's Person, Academy Property and Motor Vehicles	62
Individuals with Disabilities	63

Children and Youth in Transition	63
English Learner	64
Access to Student Records	64
Directory Information	65
Information Provided to Military	66
Teacher and Paraprofessional Qualifications	66
Review of Instructional Materials and Activities	66
Preparedness for Toxic and Asbestos Hazards	66
Pesticide Notice	66
Mandated Reporter	67
Concussions	67
Sexual Harassment and Sexual Assault Information Guide	70
<b>Academic Integrity Form</b>	<b>74</b>
<b>Academic Integrity Policy and Contract Consequences</b>	<b>75</b>
<b>Acknowledgment</b>	<b>77</b>

# Beliefs

The following beliefs are fundamental to all our policies/programs including the Student Code of Conduct:

We believe all scholars can learn.

We believe in the value of caring, mutual respect and understanding.

We believe in an active partnership among parents, community and school.

We believe learning is a life-long process.

We believe in strong public schools and that school pride and ownership strengthen the entire school/community partnership.



Dear Old Redford Academy Families:

Thank you for entrusting Old Redford Academy (ORA) with the education of your child. Your partnership is important to us. Because of this, we would like to begin this partnership with a review of the ORA Student Handbook, which includes the expectations, and guiding principles we believe are essential to ensuring a safe, secure, and clean educational environment that is conducive to learning.

Please review the information carefully, especially as it pertains to importance of attendance/truancy, discipline infractions, dress code, and student academic performance.

It is imperative that you understand that educating your child is the primary focus of ORA and principals will be ensuring that quality education is taking place with frequent classroom visits, which means they may not be immediately available to meet with parents or guardians if appointments are not made. Because of this, ORA respectfully requests that if you have any concerns, please contact the main office in a respectable manner to make an appointment. Remember, we are all role models in this village of raising students and the behavior of our students often mimics the adults who represent them.

We look forward to a successful school year with your support and involvement.

Educationally,  
Old Redford Academy Administrative Team

This handbook is not an irrevocable, contractual commitment to the student, but only reflects the current status of the Board's policies and the Academy's policies and procedures as of August 1, 2024. If any referenced policies, procedures or administrative guidelines are revised after August 1, 2024, the language in the most current policy, procedure or administrative guideline prevails.

# School Calendar 2024-25

August	9	New Staff Starts
	12	All Staff Returns
	26	First Day of School, Start of Q1, Semester 1
	29	Open House, Curriculum Night, 4pm-7pm
	30	No School, Offices Closed, Labor Day Weekend
September	2	No School, Offices Closed, Labor Day Weekend
	19	Parent Teacher Conferences, 4pm-6pm
	20	No School, PD Day for Staff, Virtual Parent Teacher Conf.
	24-25	Q1 Interim Assessments
October	2	Fall Count Day
	18	No School, PD Day for Staff
	23-24	Q1 Summative Assessments
	25	Q1 Ends
	28	Q2 Begins
November	1	Q1 Report Cards
	5	No School, PD Day for Staff, Election Day
	14	Parent Teacher Conferences, 4pm-6pm
	15	Virtual Parent Teacher Conferences
	20-21	Q2 Interim Assessments
	25-26	No School, CS Partners Conference for Staff
	27-29	No School, Offices Closed, Thanksgiving Break
December	6	No School, PD Day for Staff
	23-31	No School, Offices Closed, Winter Break
January	1-3	No School, Offices Closed, Winter Break
	15-16	Q2 Summative Assessments
	17	No School, PD Day for Staff
	17	Q2 Ends, S1 Ends
	20	No School, Offices Closed, MLK Day
	21	Q3 Begins, S2 Begins
	24	Q2 Report Cards
February	12	Supplemental Count Day
	13	Parent Teacher Conferences, 4-6 pm
	14	No School, PD Day for Staff
	17	No School, Offices Closed, Presidents' Day
	18	Virtual Parent Teacher Conferences
	26-27	Q3 Interim Assessments

March	19-20	Q3 Summative Assessments
	21	Q3 Ends
	24-28	No School, Offices Closed, Spring Break
	31	Q4 Begins
April	4	Q3 Report Cards
	7	Spring Testing Window Opens
	17	Parent Teacher Conferences, 4pm-6pm
	18	No School, Offices Closed
	21	Virtual Parent Teacher Conferences
	30	Q4 Interim Assessments
May	1	Q4 Interim Assessments
	21-23	Senior Final Exams
	26	No School, Offices Closed, Memorial Day
June	6	12th Grade Graduation
	4-5	K-11 Q4 Summative Assessments, Final Exams
	9-10	K, 4th, 5th, 8th Promotion Ceremonies
	10	Last Day of School, Q4 Ends, S2 Ends
	11-12	Teacher Work Days
	11-13	Potential Make-up Days*
	23-July 4	District Shut Down, Offices Closed

\*For days that attendance does not meet the 75% requirement (not including weather related days), students will continue on 6/11 and every day after that as needed.



# 2024 - 2025 Board Meeting Calendar

## Old Redford Academy

### Board of Directors Meetings

Pursuant of Michigan Open Meetings Act, Act No. 267 of the Public Acts of 1976,  
being Sections 15.261 to 15.275 of the Michigan Compiled Laws.

Date	Time	Location
List each monthly meeting date, time and location		
Tuesday, August 27, 2024	6:00 p.m.	22122 W. McNichols, Detroit, MI 48219
Tuesday, September 24, 2024	6:00 p.m.	22122 W. McNichols, Detroit, MI 4821
Tuesday, October 22, 2024	6:00 p.m.	22122 W. McNichols, Detroit, MI 4821
Tuesday, November 19, 2024	6:00 p.m.	22122 W. McNichols, Detroit, MI 4821
Tuesday, December 17, 2024	6:00 p.m.	22122 W. McNichols, Detroit, MI 4821
Tuesday, January 28, 2025	6:00 p.m.	22122 W. McNichols, Detroit, MI 4821
Tuesday, February 25, 2025	6:00 p.m.	22122 W. McNichols, Detroit, MI 4821
Tuesday, March 18, 2025	6:00 p.m.	22122 W. McNichols, Detroit, MI 4821
Tuesday, April 22, 2025	6:00 p.m.	22122 W. McNichols, Detroit, MI 4821
Tuesday, May 27, 2025	6:00 p.m.	22122 W. McNichols, Detroit, MI 4821
**Tuesday, June 17, 2025	6:00 p.m.	22122 W. McNichols, Detroit, MI 4821
Tuesday, July 22, 2025	6:00 p.m.	22122 W. McNichols, Detroit, MI 4821

#### \*\*Annual Organizational Meeting

A copy of the meeting minutes are available for public inspection within 8 business days for proposed minutes and 5 business days for approved minutes. They can be accessed at:

22122 W. McNichols, Detroit, MI 48219

The Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42 USC § 12101 et seq. or any successor law disabilities that will allow them to fully participate in Academy Board meetings. Should you require specific accommodation(s), please contact the following individual prior to the meeting.

School Office at (313) 880-1804

The meeting will be conducted in accordance with the Open Meetings Act.

# **SECTION I: General Information**

## **Enrolling in the Academy**

The Academy has a designated time period for open enrollment in the Academy. New families must enroll their child(ren) on or before the last day of the annual open enrollment period to ensure their child's placement in the Academy – OR – to ensure their child's placement on the waiting list if there are more students that want to enroll in the Academy than there are available seats. 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.

A child who is at least five (5) years of age on or before September 1<sup>st</sup> of the school year of enrollment is eligible for entrance to the kindergarten program for that school year. A child who is not yet five (5) year of age on or before September 1<sup>st</sup> for the applicable school year will be admitted to kindergarten under the following circumstances:

1. The child will have attained the age of five (5) by December 1<sup>st</sup> for the applicable school years; and
2. The parent guardian provides written notice (waiver of age eligibility) to the Academy of intent to enroll the child for that school year.

Prior to the open enrollment period each year, all current students must re-enroll to attend the Academy the next year. During this period, siblings of current students not previously enrolled are allowed to enroll when and where space/seats permit.

The open enrollment period is announced to the public each year. For more information about the annual open enrollment procedures at the Academy, please contact an administrative assistant in the school office.

New students under the age of eighteen years old must be enrolled by their parent or legal guardian. Prior to enrolling, parents are welcome to participate in a guided tour of the Academy to obtain detailed information and ask questions. Upon acceptance, parents / guardians must provide copies of the following:

- A. a birth certificate or other reliable proof of identity within 30 days of notification
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. a copy of the driver's license or State ID, with current address, of the person enrolling the student. 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).
- D. student's most recent immunization (shot) record
- E. Last report card (K-9<sup>th</sup> grade applicants) or final transcript (10<sup>th</sup> – 12<sup>th</sup> grade applicants)
- F. Student's most recent IEP or 504 (if applicable)

#### G. Behavior report from previous school

Final enrollment at the Academy is not official until the child's student records are received by the sending district or by the sending institution of learning.

Homeless students who meet the Federal definition of homeless may enroll in the Academy. Such students will be under the direction of the Academy's Liaison for Homeless Children with regard to enrollment procedures. The Homeless Education Liaison is Laura Frey-Greathouse.

No applicant for admission shall, on the basis of, race, color, ethnicity, national origin, immigration status, sex, (including sexual orientation, sex characteristics, sexual stereotypes or gender identity or expression), pregnancy or related conditions, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry or genetic information be discriminated against.

A student who has been suspended or expelled by a previous school may be denied admission to the Academy pending a review of the records. Prior to denying admission, the School Leader or designee will facilitate a thorough review, including an opportunity for a discussion between the parents and the School Leader or designee regarding the circumstances of the suspension or expulsion and any other factors the School Leader or designee determines to be relevant.

Old Redford Academy welcomes all pre-k to 12<sup>th</sup> 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.

## Classroom Assignment

The School Leader will assign each student to the appropriate classroom. Any questions or concerns about the assignment should be discussed with the School Leader.

All traditional seated courses may also be held virtually. All virtual courses have two-way communication requirements and students must respond to teacher and/or mentor-initiated communications.

## Attendance

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 may 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.

The Academy will excuse any tardiness or absence related to a homeless student's living situation when applying any school policy regarding tardiness or absences.

**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:

#### Absenteeism Patterns for Concern

3 consecutive days excused or unexcused absences

3 nonconsecutive days of unexcused or excused absences within a 45 day period

4 unexcused late arrivals/tardies in a semester

Combination of 5 excused, unexcused absences in a school year

#### Truancy Action Plan:

Level 1 intervention should be implemented when a student has missed up to 5 days of excused, unexcused or disciplinary absences.

- In district intervention
- Letter of concern documented in MiSTAR
- Call DHS in cases of suspected neglect and/or abuse

Level 2 intervention should be implemented when a student has missed up to 10 days of excused, unexcused or disciplinary absences.

- In district intervention
- Mandatory parent conference, signed attendance contract
- Police liaison or community liaison may conduct a home visit
- Call DHS in cases of suspected neglect and/or abuse

Level 3 intervention should be implemented when a student has missed up to 15 days of excused, unexcused or disciplinary absences.

- Make a truancy or educational neglect case management referral
- Call DHS in cases of suspected neglect and/or abuse

#### Persistent Chronic Absence or Truancy

Level 4 intervention should be implemented when a student has missed up to 18 days of excused, unexcused or disciplinary absences.

- Team decision with truancy officer to refer for county prosecution

Students absent for ten (10) consecutive days without parent notification or contact with the school will be dropped from the school enrollment roster and the parent will be notified immediately.

### **Participation in Class**

Teachers routinely give students credit for active participation in class (participation grade). Students must be present to receive this grade. Students who are not present can expect to lose this portion of their grade due to absences or excessive tardiness.

### **Absent**

An absence is defined as not reporting for school or class, leaving school before dismissal time or leaving any class or function before dismissal time.

	K-4th	5th-12th
Tardy	5 minute grace period in AM	No grace period
T1 (extended tardy) AM	Arrive 30 minutes after first bell until lunch time ** Enter arrival time	10 minutes or more after the bell rings for any period, ** Enter arrival time
AM Absence	Arrive at lunch time (3.5 hours after first bell)	No show for the entire period
T1 (extended tardy) PM	Leave 30 minutes before dismissal after lunch ** Enter arrival time	10 minutes or more after the bell rings for any period, ** Enter arrival time
PM Absence	Leave at lunch time (3.5 hours before dismissal)	No show for the entire period

### **Excused Absences**

An absence may be excused due to one of the following reasons:

- Student requiring medical attention by a physician, dentist, psychiatrist, or professional counselor, when verified by a doctor's note, appointment card, or notification from a medical professional;
- Death within the student's family or friend, verified by obituary, funeral card or by parent/guardian notification to school authorities;
- Illness verified in writing by medical professional or parent notification by telephone, note, fax or email;
- Family or religious holidays;
- Required court attendance (written documentation provided); or
- When sent home by school administration.

## Notification of Absence

If a student is going to be absent, the parent/guardian must contact the school at 313-532-7510 for grades K-4, 313-412-2137 for grades 5-8 or 313-543-3080 for grades 9-12 and provide an explanation. If prior contact is not possible, the parents should provide a written excuse within two days of the absence. When no excuse is provided, the absence will be unexcused. If the absence of a student appears to be questionable or excessive, the truancy officer may be notified.

An excused absence allows the student to make up work. Excessive excused absences may not. It is the responsibility of the student to obtain missed assignments. It is possible that certain types of schoolwork such as labs or skill practice sessions cannot be made up and, as a result, may negatively impact the student's grade.

## MiStar

MiStar is an electronic program that allows parents to stay informed and involved in their student's educational progress. Information is updated almost daily. Parents are strongly encouraged to use this great tool. Parents can always access grades, homework, discipline referrals, and attendance information by logging onto MiStar. Each school office can supply parents with a login, password, and directions for using this feature.

Logging into MiStar:

- Parent Portal: <https://sisweb.resa.net/ParentPortal/>
- Student Portal: <https://sisweb.resa.net/StudentPortal/>

## Counseling Center

*Individual/Group Counseling or Social Work:* Sessions may be scheduled with students to help them develop coping strategies related to academic success. Students will learn causes and personal triggers, appropriate ways to respond, and helpful social problem-solving techniques.

*Academic Counseling:* Counselors will meet with students to discuss academic progress. Any concerns regarding grades, credits, or grade classification will be discussed during this time. Individual academic counseling sessions require special permission and an advanced appointment with a pass from the counselor and the sending teacher.

*Career Planning:* The Counseling Department has information on occupations for students to assist in their career planning. All students will complete a High School Educational Development Plan (EDP) that assists students in determining what career pathway best fits their interests and what classes or future college selections will meet that pathway.

*Educational Development Plan Completion:* The primary emphasis of the EDP is to develop a student's statement of career goals and a plan of action for reaching them. Through the EDP process, each student becomes more aware of the connection between a career goal and the requirements for attaining that goal. The EDP provides opportunities for a student to learn about himself or herself, to understand career pathway options, and to explore postsecondary education and/or training.

*College Planning:* College catalogs and brochures are available for students to review. Students are encouraged to visit the Counseling Department regularly, as well as do research on their own, to stay abreast of their academic development. Counselors are available to help guide students through the application process as well as to provide assistance with Free Application for Federal Student Aid (FAFSA) and funding college. Application fee waivers are available in the counseling office. Fee waivers will either be mailed or faxed to the student's desired college/university. Please allow 5-10 business days for processing waiver requests.

*College Testing Information:* Testing information for standardized tests (ACT, SAT, PSAT) will be made available as needed. Fee waivers are also available for students who wish to retake the tests, limited to two fee waivers per student.

*Student Scheduling:* All schedule changes must be approved by the student's counselor, require a definite educational need and are dependent upon space available. It is the counselors' right to refuse any schedule changes considered unnecessary or harmful to the student's academic success.

*Transcript Requests:* All transcript requests should be made electronically through [www.Parchment.com](http://www.Parchment.com). Final transcripts will be mailed to the senior's selected college/university at the end of his/her senior year.

Please allow 48 hours for processing transcript requests. All official transcript requests will be sent directly from Old Redford Academy to the institution of your choice.

*Contacting the Counselors:* Parent/counselor meetings require an appointment. Appointments can be requested via email or telephone. Students who wish to meet with a counselor should schedule an appointment. The student will be provided a pass to leave class at the scheduled time. Students will not be seen without a pass.

### **Multi Tiered System of Support (MTSS)**

All students will have their academic achievement and social emotional data reviewed during the MTSS process. An MTSS framework is an evidenced-based process that emphasizes data-based decision-making. The instruction, assessment, and intervention are delivered to students with varying intensity based upon student need.

When placed in the MTSS process 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.

## **Student Support Services and Special Education**

It is the goal of the Academy to provide appropriate educational opportunities for all students.

It is the Academy's obligation to provide appropriate educational opportunities to all students with disabilities as defined under the Individuals with Disabilities Education Act (IDEA) and state special

education laws, rules and regulations. For additional specifics regarding a student's special education rights, parents or guardians are encouraged to request the Procedural Safeguards Coordinator of Special education.

### **Child Find**

The IDEA includes a Child Find mandate. Child Find requires that all school districts and public-school academies locate, identify and evaluate all children with disabilities regardless of the severity of their disability. This obligation extends to Academy administrators, staff and other school personnel and applies to all children who may have a disability, including children who have a passing grade and "advancing from grade to grade..." A parent or guardian who suspect that their child may have a disability and is in need of special education and related services may initiate a free evaluation of their child by contacting the building principal or their designee to submit a written request for an evaluation under the IDEA and/or Section 504 of the Rehabilitation Act of 1973 (commonly referred to as "Section 504"). The Academy will provide a response consistent with State and Federal special education laws, rules and regulations.

### **Rehabilitation Act of 1973-Section 504 (General Education)**

Section 504 prohibits discrimination against individuals with disabilities solely on the basis of their disability. The Academy does not discriminate against individuals with a disability who seek to access a program or service of the Academy. Reasonable accommodations may be implemented to assist students with a disability. If you have any questions regarding Section 504, please contact the principal or their designee.

## **Early Pick Up**

Important appointments or family emergencies sometimes occur during the school day. Due to these situations, parents/guardians may need to pick up their student from school prior to the end of the school day. To protect the safety of the students, the Academy requires that a parent, guardian, or designated adult listed on the student's Emergency card come to the office and sign the student out. If the adult picking up the student is not a parent or guardian, the main office staff will request a form of photo identification (ideally a valid driver's license). The main office staff will check the student's emergency card to verify that the adult has been listed by the parent/guardian as an adult permitted to pick up the student.

## **Closed Campus**

The safety and security of students and staff is a primary concern. To assist in providing such conditions, the Academy will operate as a closed campus. Students shall remain on the school grounds from their time of arrival until classes are dismissed at the end of the school day. A student who leaves the school grounds without authorized permission shall be considered truant.

Students are to remain on campus throughout the school day with the following exceptions:

- A parent or guardian has provided permission for a student to leave school for a specific need (i.e., doctor appointment, bereavement) and this request has been approved by the Principal;
- A student is signed out by their parent or guardian;



- A student has a school-approved work release privilege; or
- A student is participating in an authorized dual enrollment program.

## Release Authorization for Walkers

Parents/guardians may sign a Release Authorization form if they want to authorize their student the option to walk to an off-site location after school hours. This location should be predetermined by parent/guardian and student prior to the end of any particular school day. This release option is for the **official end of the scheduled school day only**. Parents/Guardians will still be required to sign-out and pick up students for any early dismissal (i.e. Doctor Appointments). Forms are available in the Academy office.

This authorization implies that at the end of a school day the student who is exercising this option to walk to a predetermined location will do so under the approval and knowledge of their parent/guardian. The Academy will only verify that students have a signed Release Authorization Form prior to allowing them to leave the school. Once verified, the Academy will allow the student and their siblings to leave school at the appropriate time for dismissal of walking students. At dismissal, students must exit the Academy and leave the grounds immediately. Students are not allowed to loiter in the building or in the pickup area.

Please **discuss** and **agree** on an end of day plan, including location and times with your student prior to the start of the school day.

Administration reserves the right to revoke permission to walk at any time for loitering on grounds after school, for problems that arise while walking to or from school or any other actions deemed inappropriate. Furthermore, the Academy accepts no responsibility or liability for the student once the student has left school grounds.

## Transfer out of the Academy

Parents must notify the School Leader in writing about plans to transfer their child to another school. Transfer will be authorized only after the parent and/ or student has completed the arrangements and returned all school materials. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Academy office for specific details.

When transferring student records, school officials are required to transmit disciplinary records including suspension and expulsion actions against the student.

Receipt of a request of records from another school is a statement from the parent / guardian confirming that their child is removed from the Academy enrollment and their child's seat is no longer reserved at the Academy from that point forward.

## Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary immunizations or waiver,

the School Leader may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. A certified waiver will be provided to the parent/guardian by the local health department to provide to the Academy. Immunization waivers will not be accepted by the Academy unless signed and stamped by the local health department. Any questions about immunizations or waivers should be directed to a staff member in the school office.

## **Student Well Being and Emergency Information**

Student safety is a responsibility of the staff. All staff members working at the Academy are familiar with emergency procedures such as fire and tornado drills, lock-down procedures, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

In the event of an emergency, the student should be taken to the nearest hospital to receive appropriate medical care, regardless of parental preference. Typically, the decision is made by emergency medical technicians or other first responders.

## **Custody/Court Orders**

Old Redford Academy will comply with all custody orders from a court of law. It is the responsibility of the parents to provide the school district with current documentation. At the beginning of each school year, the custodial parent should provide a written statement as well as designate in writing on the emergency card the names and telephone numbers of those individuals and relatives to whom the student may be released and those individuals, if any, to whom the child may not be released. If a court order denies the non-custodial parent access to the student while at school, it is the custodial parent's responsibility to provide a copy of a court order signed by a judge for placement in the student's file. The Academy will rely on and act in accordance with the most current documentation in its possession; accordingly, if there are changes in custody arrangements it is up to the parent to provide the updated documentation to the Academy. Please be advised that a student will not be released to any individual who is not listed on the emergency card for any reason.

## **Injury and Illness**

All injuries must be reported to a teacher or the school office. If a minor injury occurs, the student will be attended to and may return to class. If medical attention is required, the school office will follow the Academy's emergency procedures.

A student who becomes ill during the school day should request permission to go to the school office. The student's family will be contacted and a decision will be made as to whether or not the student should be picked up. No student will be released from school without proper parental permission.

In the interest of your child's health and for the protection of other students, we will expect you to come and pick up your child if he or she has a fever, persistent cough, rash, head lice, pink eye, COVID-19 symptoms or similar symptoms. The school office needs to be notified if your child is absent with a communicable disease. In this case, please see the section *Control of Casual Contact Communicable Diseases and Pests*. If your child has been ill, be sure that he or she is fully recovered before returning to

school.

If your child is going to be absent from school, the parent/guardian must contact the school at 313-532-7510 for grades K-4, 313-412-2137 for grades 5-8 or 313-543-3080 for grades 9-12. The school office will call parents in the case of unreported absence, so please let us know when your child will be absent.

**When to keep your child home:** We want to work together to assure that our children and their health are protected. Please keep your child home when they are sick. As a general guideline, a student should not return to school until they have been fever-free for 24 hours, not vomited in 24 hours and/or rashes have been addressed by the family's physician.

It is important to fill out your child's enrollment form very carefully with home and work phone numbers and to notify us of changes during the year. Also, be sure that the people listed as your emergency contacts are aware and willing to accept responsibility for your child if necessary. If your child becomes ill or is injured during school hours, we will make every effort to contact you first.

### COVID-19

Monitor your children for symptoms of COVID-19. If your child has one or more of the following symptoms, a fever greater than 100.4, a new or worsening cough, shortness of breath/difficulty breathing, runny nose and/or congestion, body aches and/or tiredness, vomiting and/or diarrhea and a new loss of smell or taste, keep the student home from school and follow up with a primary care provider.

Students who become ill with symptoms of COVID-19 during the school day will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

## **Medication and/or Treatment Policy**

The following definition of "medication" is adopted for use at the Academy: medication includes prescription, and U.S. Food and Drug Administration (FDA) approved non-prescription medications, preparations, and/or remedies that are taken by mouth, by inhaler, is injectable, is applied as drops to the eyes or nose, or applied to the skin. This policy also applies to any medically-prescribed treatments. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training.

The student's parent/guardian will give the Academy written permission and request to administer medication(s) and/or treatment to their student.

Any student who requires prescription medications must have written instructions (Medical Action Plan) from a physician, which include the name of the student, name of the medication and/or treatment, dosage of the medication, route of administration, and time the medication and/or treatment is to be administered to the student shall accompany the request and be kept on record at the Academy.

Medicine containers must be properly labeled by the pharmacy with the following information: name

of the child, type of medication and daily dosage. At no time will the school distribute any non-prescription medications without written authorization from the parent or guardian.

Parental or guardian request/permission and a physician's instructions for administration and/or treatment must be renewed every school year.

Prior to the beginning of the school year, parents/guardians are responsible for informing the Academy in writing of any medical issues that may require intervention during the school year. Examples of medical issues may include, but are not limited to, life-threatening allergies (i.e., the need for an epinephrine injector, Epi-Pen®), diabetes, epilepsy, asthma, seizures or any condition of a serious nature affecting the health of the student. The Academy, parents/guardians and the student's physician will participate in developing a medical action plan.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at the Academy, on Academy-sponsored transportation, or at any Academy-sponsored activity, if the following conditions are met:

- There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler; and
- The School Leader or his/her designee has received a copy of the written approvals from the physician and the parent/guardian.

These students should be instructed by their parents/guardians to notify their teacher each and every time they use their inhaler so that frequent use can be communicated to the parents/guardians. It is recommended that an extra inhaler be kept in the Academy Office.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, providing that they meet the conditions established in the medical action plan.

Students may use a U.S. Food and Drug Administration (FDA) approved over-the-counter topical substance at school, such as sunscreen, if both of the following conditions are met:

1. If the student is a minor, the student has written approval to possess and use the FDA substance from his or her parent or legal guardian.
2. The School Leader has received a copy of the written approval.

Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the policy and procedures that govern the administration of medications. Note: The policy and procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

### **Epinephrine Auto-Injectors**

Michigan Law allows the Academy to maintain a supply of emergency epinephrine auto-injectors to be used during emergency situations where a student, not previously diagnosed with known allergies, may

suffer a life-threatening allergic reaction or anaphylaxis. Academy staff members are properly trained in the use of epinephrine auto-injectors in case of an emergency.

## **Control of Casual Contact Communicable Diseases and Pests**

Because the Academy has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest such as lice.

Specific communicable diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, pink eye, measles, rubella, COVID-19 and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period in accordance with the guidance of the Health Department.

Parents/guardians are asked to notify the Student/Family office if their child has contracted a communicable disease, e.g., mumps, rubella, pink eye, COVID-19, etc. The Academy is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease. The Academy is required to notify the local health department when a confirmed case of COVID-19 is identified at the Academy. In addition, the Academy is required to cooperate with the health department in implementing department protocols for screening students, including contact tracing.

## **Safety Drills**

The Academy complies with all fire safety laws and will conduct fire, tornado, and lockdown drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

During practice lockdown drills, entering and exiting the buildings will be restricted for approximately 15 minutes.

During an actual situation, a sign will be posted on the doors and parents, guardians and visitors must return to their vehicles. Situations may include external concerns such as hazardous material spills, police situations, etc.

## **School Cancellation/Unscheduled Dismissals**

On occasion, it may be necessary to cancel school because of inclement weather or mechanical failure. Snow and ice may make it impossible for transportation. At such times, a message will be sent to parent emails and our messenger service will call every parent. For this reason, please make sure the office has the most accurate information possible. Please watch Channels 2, 4, and 7 for school closings. Please note: **Old Redford Academy is not part of the Detroit Public School District and is listed separately.**

# Homework

## Purpose of Homework

At the Academy, the partnership between school and home is particularly important. We appreciate that parents are their child's first teachers and we want to extend this relationship of mutual support through both the classroom and home. We see homework activities as a way to enhance children's basic skills at levels specific to their individual needs. One of the main purposes of homework is to extend learning started in school. Working together, home and school can guide students as they develop their learning capacities by creating experiences which foster learning. By completing the work at home, students are reinforcing their understanding of the classroom work and building their self-esteem through various topics of interest.

## Homework Practices

It is important to keep in mind that this time needs to be positive and productive. If at any time your child is overwhelmed, not in the right frame of mind, or the work is not being understood, please stop for the night and contact your child's teacher the next day. It is also important to contact your child's teacher if the amount of time he/she is spending per day exceeds the recommended amount of time. Communication will help parents and teachers figure out why that might be and make adjustments as necessary. Teachers will recommend activities that are appropriate to instruction based on individual student needs. There are three types of work to consider when thinking about homework.

- **Homework that extends school learning:**
- **Homework for practice and repetition:**
- **Incomplete work sent home for completion:** If the child does not finish a project or assignment throughout the school day, or has been absent from school, the work may be sent home for completion. The work that is sent home will be meaningful and have a specific purpose. Our expectations will be as follows:
  - Homework assignments will be completed and submitted in a timely manner.
  - Sufficient time to complete work will be provided in class.
  - Work that goes home needs to be done independently.
  - The use of technology will be optional unless specified by the teacher for specific assignments.
  - All work that is turned in will be looked at by the teacher and feedback will be given to the student.
  - Parents will notify their child's teacher if incomplete work is excessive, frequent, not understood by the student, or if it requires more time than the parameters for that unit suggest.

As we work to build the home/school relationship, the value and meaning that homework will bring to the child's academic career will become evident. It is our expectation that families will implement these practices into their daily routines. As always, if there is a time when something is unclear, please contact your child's teacher, as they are here to assist you.

## Playground Procedure

All students will treat one another with the same courtesy and respect that is demonstrated in the classroom. Students making harmful or disrespectful choices may be required to leave the playground.

The action taken in response to an unsafe situation is at the discretion of the staff member handling the situation.

**Expectations of General Behavior:**

Students will:

- Stay in the boundaries of the playground
- Leave food, paper, pencils and other objects in the classroom
- Leave rocks, tree bark, sticks, and other dangerous objects on the ground
- Not throw snowballs
- Not play tackle games
- Not use inappropriate or foul language

**Specific Equipment Procedures:**

General Procedures:

- No jumping off of the top of any part of the play structure
- No climbing on outsides of play structure
- No climbing or hanging on trees
- Walk around equipment; watch for other people
- One person uses each separate piece of equipment at a time

Basketball Court:      There must be supervision of at least one teacher to play.

Fence:                      No climbing on, digging under, or damage to the fence is permitted.

Slides:                    Children must be visible to staff at all times. Children must slide on their bottom, feet first, one at a time. The next child should wait until the current child has gone down the slide before proceeding.

Football Field:          There must be supervision of at least one staff member to play.

Swings:                    One child per swing. No standing, twisting, underdogs, jumping off or throwing the swings over the top. No climbing poles on sides of swings.

Monkey Bars:           No climbing on top of or jumping off the bars. All traffic goes in one direction. Students may not play under the bars when in use.

## **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

## Food Service

The school participates in the U.S. Department of Agriculture subsidized lunch program. Nutritionally balanced hot lunches will be prepared onsite daily and provided for all students in the Old Redford Academy cafeteria. In accordance with State School Law, we follow a Wellness Plan that encourages serving healthy food at school parties. We will notify parents/guardians either separately or as a part of a school newsletter reminding them of the necessity of providing healthy treats for students and/or encouraging the use of non-food treats for special celebrations. Birthday parties will not be permitted during the school day.

All students eat breakfast and lunch free based on the Community Eligibility Option Program. A monthly food calendar will be placed on <https://www.oradistrict.org/> for your convenience. Students that are allergic to milk will be served 100% juice.

Due to Federal requirements and the Wellness Plan, pop, junk food (candy, hot chips, etc.) and fast food items cannot be brought to school. Students will not be allowed to eat these items at school. Some ideas of healthy snacks are pretzels, sun chips, cheese sticks, Jell-O cups, yogurt, cheez its, etc. Students are prohibited from having food delivered to the building. This includes deliveries from family members as well as UBER eats and other delivery services. Children who forget their lunch will receive a lunch from the school kitchen.

## Photograph and Publicity Release Form

At the beginning of each school year, families are required to complete a *Photograph and Publicity Release Form* for their family to grant consent to the Academy to use the student's name, likeness, image, voice, and/or appearance as may be embodied in pictures, photos, video recordings, audiotapes, digital images.

## Video Surveillance on Campus

Academy buildings and grounds and buses are equipped with electronic surveillance, which may include video and audio recording, for the safety of students, staff, and visitors. Your actions may be recorded and preserved. If a discipline problem is captured on audio or video recording, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement.



## **Publications**

An individual or organization wishing to submit information for publication in the Academy Newsletter must submit the information to the Academy Administration for review at least one week prior to publication due date. The Academy reserves the right to review and determine content over school sponsored publications. The Academy does not solicit business for non-school related functions and/or organizations.

## **SECTION II: Student Code of Conduct**

The Academy is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community, including students, staff and parents, must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

Students have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on Academy property, in an Academy vehicle, and during any other Academy-sponsored activity or event, whether or not it is held on Academy premises.
4. Respect the rights and feelings of fellow students, parents, staff, volunteers and visitors.
5. Work within the existing structure of the Academy to address concerns.
6. Know and comply with Academy policies, procedures, rules, including the Student Code of Conduct.

Parents have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the Academy's efforts to provide a safe and orderly learning environment.
6. Work within the existing structure of the Academy to address concern.
7. Know and comply with Academy policies, procedures, rules, including the Student Code of Conduct.
8. Advocate for your child(ren) and take an active role in the Academy community.
9. Attend your child(ren)'s parent/teacher conferences.

Teachers have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding.
2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the Academy community.
3. Cooperate and schedule conferences with students, parents and other Academy staff in an effort to understand and resolve academic and behavioral problems. Make an effort to accommodate families whose work schedules, access to transportation, or distance from the Academy limits their ability to meet.
4. Keep parents informed of their students' challenges, effort and success.

5. Encourage students to participate in classroom, extracurricular, and other Academy related activities.
6. Know and enforce Academy policies, procedures, rules, including Student Code of Conduct.

As a Michigan public school, we are required to follow laws relating to safe schools. The Board of Directors at the Academy endeavor to ensure that the Academy is a safe place for teaching, learning and working.

The Academy will take swift and appropriate disciplinary action for violation of any infractions listed in the Family Handbook or inappropriate behavior where notice has been given. All Academy rules will be enforced while on Academy property, in an Academy vehicle, and during any other Academy-sponsored activity or event, whether or not it is held on Academy premises. This includes when a student is using school communication networks, accounts or other Academy services.

Additionally, the Academy reserves the right to discipline students for off-campus behavior that has a nexus to and/or directly impacts the operation, order, discipline or general safety and welfare of the Academy.

Violations, including violations of the electronics and wireless communications devices and Network and Internet use policies, may result in an out-of-school suspension, long-term suspension, or expulsion depending on the severity of the offense and the requirements of the law.

The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities.

### **Due Process Rights**

All students suspended and/or expelled will be provided notice and an opportunity to be heard in accordance with a student's due process rights under the law. Nothing in this Policy shall diminish or be in derogation of the due process rights accorded to students who have been determined to be eligible for special education services under federal and State laws.

## **Offenses**

### **Gross Misdemeanors or Persistent Disobedience**

Any student guilty of gross misdemeanors, persistent disobedience or persistent disobedience of dress code policy may be suspended or expelled. Examples include but are not limited to aggressive behavior, inappropriate language, inappropriate physical contact, insubordination, failure to cooperate with Academy staff, theft, academic dishonesty, disruption of educational environment, violation of school policies or procedures, etc.

### **Weapons, Arson or Criminal Sexual Conduct**

Any student in possession of a firearm on the Academy property, in an Academy vehicle or at an Academy sponsored event shall be permanently expelled from the Academy, subject to reinstatement under the law.

Any student in possession of a dangerous weapon (excluding firearms), as defined by law, or who commits arson or criminal sexual conduct on the Academy property, in an Academy vehicle or at an Academy sponsored event or commits criminal sexual conduct against another student enrolled in the same school may be permanently expelled from the Academy, subject to reinstatement under the law.

A student who pleads to or is convicted of or is adjudicated for criminal sexual conduct against another student enrolled in the same school shall be permanently expelled (after considering mitigating factors) from the Academy, subject to reinstatement under the law.

Dangerous weapons are defined as firearms\*, daggers, dirks, stilettos, knives with blades over 3 inches in length, pocket knives opened by a mechanical device, iron bars and brass knuckles. The definition of *“firearm” is any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.*

Possession, use or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may result in the student being suspended or expelled.

A dangerous item is any object capable of inflicting bodily harm as determined within the sole discretion of the authorized school district administrator (including but not limited to knives, bullets, fireworks, smoke bombs, any parts of a weapon, or toy weapons).

A student will not use a legitimate tool, instrument, or equipment as a weapon with the intent to harm another. These items include, but are not limited to, pens, pencils, compasses, or combs.

#### **Physical Assaults against School Personnel**

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Under the Revised School Code, any student in grade 6 or above who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, in an Academy vehicle, or at an Academy-sponsored activity or event may be expelled permanently, subject to reinstatement after 180 days.

Under Academy guidelines, any student in grade 5 or below who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, in an Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled depending on the severity of the circumstances.

#### **Physical Assaults against Students**

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Under the Revised School Code, any student in grade 6 or above who commits a physical assault against another student in Academy property, on an Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled for up to 180 days.

Under Academy guidelines, any student in grade 5 or below who commits a physical assault against another student on Academy property, in an Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled depending on the severity of the circumstances.

### **Verbal Assaults**

Under the Revised School Code, any student in grade 6 or above who commits a verbal assault on Academy property, in an Academy vehicle, or at an Academy sponsored activity or event against an Academy employee or against a person engaged as a volunteer or contractor for the Academy, or another student may be suspended or expelled for a period of time determined in the discretion of the Board or designee.

Under Academy guidelines, any student in grade 5 or below who commits verbal assault on an Academy staff member, person engaged as a volunteer, contractor for the Academy, or another student, on Academy property, in an Academy vehicle, or at an Academy sponsored activity or event may be suspended or expelled for a period of time determined in the discretion of the Board or designee.

**“Verbal assault” means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person (example: excessive taunting or teasing, bullying or other verbal harassment); a bomb threat (or similar threat) directed at a school building, other school property, or a school event. For purposes of this policy, the definition of assault also includes written threats.**

### **Bullying Prohibition**

It is the policy of the Academy to provide a safe educational environment for all of its students in compliance with the law. Bullying is strictly prohibited.

All students are protected under this policy while on Academy property, in an Academy vehicle, at any Academy sponsored event, or while using an Academy owned and/or operated telecommunications service provider or Academy owned and/or operated telecommunications access device.

Under state law, bullying is defined as any written, verbal or physical act or 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:

- Substantially interfering with educational opportunities, benefits or programs.
- Adversely affecting the ability of a student to participate in or benefit from the Academy’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a student’s physical or mental health.

- Causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

Bullying is equally prohibited without regard to its subject matter or motivating animus.

The Superintendent is responsible for establishing procedures for the effective implementation of this policy. Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to the Principal. The student may also report the situation to a teacher or counselor who will be responsible for notifying the Principal. Any complaints against the Superintendent or Principal should be filed directly with CS Partners. All complaints are to follow established complaint reporting procedures.

Each complaint of bullying will be investigated by the Principal in a prompt, thorough and impartial manner. The Principal will look at the totality of the circumstances and evaluate facts, including but not limited to:

- Description of the incident- nature of the behavior and the context of the alleged incident
- How often the conduct occurred
- Nature and severity of behavior
- Any past incidents or continuing pattern of behavior
- The relationship between the parties
- Characteristics of the parties involved, i.e., age, grade, etc.
- Does the student that is perpetuating the bullying behavior have a plan that identifies problem behaviors and how to address them
- The bullying definition

Restorative Practices will be considered in the correction of bullying behavior. Restorative practices means practices that emphasize repairing the harm to the victim and the school community caused by the student's misconduct.

The Principal will report the occurrence of a bullying incident to the parents or legal guardians of all students involved.

The Academy prohibits retaliation or false accusations against a target of bullying, a witness or another person with reliable information regarding an act of bullying. The highest level of confidentiality shall be maintained for an individual who reports an act of bullying.

### **Harassment**

The Academy prohibits any type of harassment. Harassment includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an individual that places an individual in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or a staff member's work performance, or has the effect of substantially disrupting the orderly operation of the Academy.

Harassment may be based on an individual's race, color, ethnicity, national origin, sex (including sexual orientation, sex characteristics, sexual stereotypes and gender identity or expression), pregnancy or related conditions, mental or physical disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information that are protected by Federal and State civil rights laws. Harassing conduct is not limited to in-person activity; it may include the use of cell phones or the Internet. Such behavior may take many forms, including, but not limited to, stalking, name-calling, taunting, cyberbullying, and other disruptive behaviors.

Harassment does not have to include the intent to harm another individual, be directed at a specific target, or involve repeated incidents. Harassment based on race, color, or national origin creates a hostile environment when the conduct is so severe or pervasive that it limits or denies a student's ability to participate in or benefit from the services, activities or opportunities offered by the Academy.

All administrators, staff, parents, volunteers, and students are expected not to tolerate harassment and to demonstrate behavior that is respectful and civil towards all other individuals associated with the Academy. Complaints alleging discrimination or harassment based on a student's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination, bullying or harassment complaints.

Since bystander support of harassment can encourage these behaviors, the Academy prohibits both active and passive support for acts of harassment. Such active and passive support can result in disciplinary action.

### **Sex-based Harassment**

*Sex-based harassment* is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. *Quid Pro Quo Harassment*- An employee, agent, or other person authorized by the Academy to provide an aid, benefit, or service under the Academy's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
2. *Hostile Environment Harassment*- Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the Academy's education program or activity, i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
  - a. The degree to which the conduct affected the complainant's ability to access the Academy's education program or activity;
  - b. The type, frequency, and duration of the conduct;
  - c. The parties' ages, roles with the Academy's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
  - d. The location of the conduct and the context in which the conduct occurred; and

e. Other sex-based harassment in the Academy's education program or activity.

3. *Specific Offenses*

- a. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
- b. Dating violence meaning violence committed by a person:
  - 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - 2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - a) The length of the relationship;
    - b) The type of the relationship; and
    - c) The frequency of interaction between the person involved in the relationship.
- c. Domestic violence meaning a felony or misdemeanor crimes committed by a person who:
  - 1) Is a current or former spouse or intimate partner of the victim under the family or domestic violence law of the jurisdiction of the Academy, or a person similarly situated to a spouse of the victim;
  - 2) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
  - 3) Shares a child in common with the victim; or
  - 4) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
- d. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - 1) Fear for the person's safety or the safety of others; or
  - 2) Suffer substantial emotional distress.

Sex-based harassment includes, but is not limited to, the following:

- Physical assaults (e.g., intentional physical conduct that is sexual in nature, such as touching, pinching, or brushing against another individual's body);
- Unwelcome sexual advances, comments, requests for sex, sexual activities concerning one's employment or advancement, regardless of whether they are accompanied by promises or threats concerning one's grades, safety, job or performance of duties;
- Sexual displays or publications such as calendars, screen savers, sexual jokes, posters, cartoons, verbal or written harassment or abuse, or graffiti; and
- Other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive work environment.

Sex-based harassment may involve the behavior of a person of any gender against a person of the same or another gender.



No staff member or student in the Academy shall be subjected to any form of harassment, including sex-based harassment, on Academy premises, on an Academy bus or vehicle or at any Academy sponsored event or activity. Students, who engage in harassment, including sex-based harassment, will be subject to disciplinary action.

Factors for determining consequences may include, but are not limited to:

- age, development, and maturity levels of the parties involved
- degree of harm
- surrounding circumstances
- nature and severity of the behavior(s)
- incidences of past or continuing pattern(s) of behavior
- relationship between the parties involved and
- context in which the alleged incident(s) occurred

The Academy prohibits intentionally making a false report of alleged sex-based harassment, submitting a false complaint, or making or submitting false statements or information during the Title IX grievance process. Violation of this prohibition will result in disciplinary action.

### **Hazing**

Hazing is defined as an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition. The term “organization” includes, but is not limited to, a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.

Hazing is a violation of state criminal law and prohibited at all times. A student who commits hazing on Academy property, in an Academy bus or vehicle, or at an Academy sponsored event will be subject to disciplinary action.

### **Prohibition of Smoking**

The Academy prohibits the possession and/or use of any tobacco or nicotine product on Academy property, in an Academy bus or vehicle or at any Academy sponsored event. In addition, any tobacco or nicotine advertising or promotion is strictly prohibited.

This prohibition includes tobacco products, tobacco-related devices, imitation tobacco products, lighters, vaporizers (including any substance used in vaporizers), electronic cigarettes, electronic nicotine delivery systems or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

### **Prohibition against Alcohol and Drugs**

In line with the Safe and Drug Free School Policy, it is the belief of the Academy administration that drug and alcohol abuse in any school is a threat to the safety and health of students, staff and the school community as a whole. It is the policy of the Academy to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents violating this policy. Disciplinary action includes, but is not limited to substance abuse assessment, participation in a substance abuse rehabilitation program, drug and alcohol prevention activities, suspension and/or expulsion.

When handling violations of this policy, the School Leader will take into account all of the circumstances surrounding the incident, including but not limited to:

- nature, severity and frequency of the misconduct;
- type of substance;
- the context in which the alleged incident occurred;
- past incident or continuing pattern of behavior

The Academy prohibits the use, possession, concealment, sale, delivery, or distribution of alcohol, drugs (including marijuana), and/or any mind altering substances and/or related paraphernalia on Academy property, in any Academy bus or vehicle or at any Academy sponsored event. Students under the influence of such substances on Academy property, in any Academy bus or vehicle or at any Academy sponsored event will be subject to this policy regardless of amount taken.

Possession includes any substances as described below including but not limited to bath salts, K-2, etc. and/or related paraphernalia found on the student's person, purse, backpack, locker, vehicle, etc. Any searches will be conducted as outlined in the Search and Seizure section.

The term "drugs" includes:

- Controlled substances as so designated by state and federal law;
- All chemicals which release toxic vapors;
- Mind altering substances and any otherwise legal substances which, when used or consumed in an inappropriate manner, create alteration in perception, mood consciousness, cognition or behavior. Mind altering substances are not intended to include caffeine and like substances when consumed in moderation;
- Marijuana;
- Any prescription or patent drug, except those for which permission to use at the Academy has been granted pursuant to Academy policies and procedures;
- "look-alikes";
- Performance-enhancing drugs as determined annually by the Department of Community Health; and;
- vape pens
- Any other illegal substance so designated and prohibited by state and federal law.

Also, if a student is found using or possessing a non-prescribed medication without parent/guardian authorization, he/she will be brought to the school office and the parents/guardians will be contacted for

authorization. The medication will be confiscated until written authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's drug policy and will be disciplined in accordance with the drug-use provision below.

### **Medical Marijuana & Prescription Drug Policy**

The Academy prohibits the abuse, possession, sale, or distribution of prescription drugs and medical marijuana. If a student disobeys this prohibition, the student will be subject to disciplinary action in line with board policies and Academy disciplinary policies and procedures.

The Michigan Medical Marijuana Act states that a person shall not sell or possess marijuana or otherwise engage in the use of marijuana, even if for medical use, in a school vehicle or on the grounds of any preschool or primary or secondary school.

### **Reasonable Suspicion Drug Testing**

The Administration will require a student to submit to drug testing if the Administration has a "reasonable suspicion" that the student is using or is under the influence of any illegal drug, alcohol or any other mind altering substance (whether illegal or not). Reasonable suspicion may arise from the following:

1. A student's behavior, along with physical appearance, action or odor, indicating that the student has used an illegal drug, alcohol or any other mind altering substance (whether illegal or not);
2. The student's possession of drugs, alcohol or any other mind altering substance (whether illegal or not) or related paraphernalia; or
3. Information communicated to an Academy Administrator by a teacher, parent, law enforcement, or a student that indicates a student is using, possessing or under the influence of drugs, alcohol or any other mind altering drug (whether illegal or not). Any such report will be investigated by the Academy Administration and will be substantiated by other physical indicators or physical appearance, if deemed necessary.

The Academy Administrator will look at the totality of the circumstances when determining "reasonable suspicion".

After reasonable suspicion has been established and if the student denies using drugs, the student will be asked to take a drug test administered by an Academy staff member. The student is suspended pending the drug test results. The Academy Administration will contact the student's parents/guardians as soon as practicable. The cost of the test will be paid by the Academy and will be used for disciplinary action.

The student is expected to cooperate fully with this policy and the direction of staff in the administration of the drug test. If the student refuses to take the test; the student will be advised that such denial will be considered insubordination under the student code of conduct with the same consequences listed below. The student will then be given a second opportunity to take the test.

If the results of the drug test are positive:

1. First Offense – Up to ten (10) day suspension, with the possibility of long term- suspension or expulsion, depending on severity of the circumstances. Law enforcement contacted.
2. Second Offense - If a student violates the drug policy a second time, the student will be given a long-term suspension or permanently expelled from the Academy. Law enforcement contacted.

Drug test results are considered confidential, but may be discussed with the student's guidance counselor and any other Academy staff members if it is deemed necessary by the Administration in order to provide assistance to the student or for use in disciplinary action.

During a suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle or to participate in or attend any before or after school activities (including, but not limited to the student's attendance as a spectator, participation in sport activities, or weekend activities occurring during the suspension/expulsion).

It is the policy of the Academy that a student's eligibility for participation in interscholastic athletics will be affected by the use of any performance-enhancing substance as provided by statute, including but not limited to those performance enhancing substances banned in bylaw 31.2.3.4 of the bylaws of the National Collegiate Athletic Association, identified on any list developed by the Michigan Department of Community Health and any other substances within the discretion of the State Board of Education.

### **Gang Activity**

Gang activity intended to commit illegal acts under state and federal law and/or intended to violate Academy policies and procedures, including under the Code of Conduct, is not tolerated and is prohibited at all times on Academy premises, on an Academy bus or vehicle or any Academy sponsored events.

"Gang" means an ongoing organization, association or group of students, other than a nonprofit organization, that identifies itself by all of the following:

- a unifying mark, manner, protocol, or method of expressing membership, including a common name, sign or symbol, means of recognition, geographical or territorial sites, or boundary or location
- an established leadership or command structure
- defined membership criteria

### **Gambling**

A student will not engage in any game of chance for money or profit or where other items of monetary value are awarded to the winner, except for those games and contests authorized by the Academy administration as official Academy functions.

### **Damage of Property**

Vandalism and disregard for school property will not be tolerated. Actions include, but are not limited to, writing in textbooks or library books, writing on desks or walls, carving into woodwork, desks or tables, damaging Academy equipment, spray painting surfaces (graffiti is considered vandalism) and

tampering with or otherwise interfering with video and/or monitoring equipment. Violations could result in physical or financial restitution.

### **Profanity and/or Obscenity**

A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or obscene language and obscene gestures toward students, staff working at the Academy, volunteers and visitors.

### **Academic Dishonesty**

Academic dishonesty is considered a grave offense. Academic dishonesty (cheating and plagiarism) is willingly and knowingly copying or using the work of others to represent it as one's own and/or act of using books, notes, or other materials on an assessment without the knowledge or approval of the instructor. It is also considered cheating when one obtains copy of an assessment and/or assessment answers prior to taking an assessment with the intention or anticipation of using the information obtained on the assessment. Academic dishonesty includes tampering with educational materials and assessments, including State assessments. In addition, a student's unauthorized use of artificial intelligence and language processing tools (e.g., Chat GPT) to create work as the student's own is considered a form of plagiarism.

### **Public Displays of Affection**

Demonstration of one's affection toward another person has an appropriate time and place. Public displays of affection should be limited to those types of displays that are deemed appropriate by staff as proper decorum in a school setting.

### **Improper, Negligent, or Reckless Operation of a Motor Vehicle**

A student will not intentionally or recklessly operate a motor vehicle so as to endanger the safety, health, or welfare of others on Academy property.

### **Leaving the Academy without Permission**

Students shall remain on Academy grounds from their time of arrival until classes are dismissed at the end of the school day. A student shall not leave Academy premises without permission from authorized Academy staff.

### **Appropriate Dress Code**

A student will not dress in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others. Repeated violation of the dress code/uniform policy will be viewed as insubordination and persistent disobedience. Please see Dress Code/Uniform Policy.

### **Contraband**

In addition to illegal items under state and federal law, contraband items that are not to be brought to school include, but are not limited to, water pistols, toys, lighters, matches, smoke bombs or stink bombs and other items deemed to disrupt the instructional environment. The administration may add to this list at any time. Items confiscated by the Administration pursuant to this policy will be returned to the parent/guardian.

### **Insubordination**

A student will not willfully ignore or refuse to comply with directions or instructions given by Academy staff. This also includes refusing to wearing required facial covering.

### **Sexting**

Students may not send, receive or possess sexually explicit or otherwise inappropriate pictures or images via cell phone, computer or other digital device.

### **False Fire Alarm**

Unless an emergency exists, a student may not intentionally sound a fire alarm or cause a fire alarm to be sounded. A student may not destroy, damage, or otherwise tamper with a fire alarm system in an Academy building or at an Academy sponsored event.

### **Theft or Possession of Stolen Property**

A student may not, without permission of the owner or custodian of the property, take property of have in his or her possession property which does not belong to the student.

### **Forgery**

Students will not fraudulently write the name of another person or falsify times, dates, grades, addresses or other data.

### **Disorderly Conduct**

A student will not behave in a manner that causes a disruption or obstruction to the educational process.

### **Other Illegal Conduct**

Students shall not engage in any activity that constitutes a violation under city, state or federal law on Academy premises, on an Academy bus or vehicle at any Academy sponsored events or the on-line classroom.

## **Violations of the Student Code of Conduct**

**Level/Tier 1 Behavior** is non-violent, attention-seeking, primarily “self-disrupting”. The behavior breaks a classroom norm/expectation/rule. Level 1 Behaviors are managed by the classroom teacher, responded to quickly, and do not necessitate a log or referral or communication with family.

- Examples of Tier 1 Behaviors include: gum-chewing, being off-task, being unprepared, being distracted, phone out, swearing
- Responses to Tier 1 Behaviors are: Proximity, nonverbal reminder, verbal reminder, seat change, positive precise praise, “what help do you need” prompting Level/Tier 2 Behavior is semi-aggressive (begins to affect others negatively) and may represent a pattern of T1 Behaviors over time.

**Level 2 Behaviors** are managed by the classroom teacher, responded to with care/understanding, and are logged in MiSTAR, require verbal/visual communication with family, and require restoration with all parties involved.

- Examples of Tier 2 Behaviors include: Patterns of Level 1 behaviors, mocking/teasing another student, cursing at another person, slamming doors/chairs, horse-play, lying, cheating, dress code violation
- Responses to Tier 2 Behaviors are: Tier 1 strategies, 1-on-1 student-teacher restorative conversation, peer support, structured break, reflection in “calm corner”, skill building, restorative circle, lunch with teacher

**Level/Tier 3 Behavior** is aggressive, violent, illegal/illicit, affects the entire learning environment, and impacts student or staff safety negatively. Level 3 behaviors are managed by ADMINISTRATION, and necessitate both logging, referral, and both immediate communication and planned in-person conference with family.

- Level 3 Behaviors require restoration with all parties involved. Examples of Tier 3 Behaviors include: smoking/vaping (anything), stealing, fighting, bullying, harassment, weapons, drugs, assault of staff members, arson, threats of violence, inciting others, deliberate property damage, sexting, physical aggression, spitting, throwing furniture or anything else that could hurt others or damage property
- Responses to Tier 3 Behaviors include: referral, Dean Visit, conference with parent, behavior contract, removal from normal school activities (alt to suspension), suspension up to expulsion. Students who engage in activities out of school that have an impact on the education of other students in the school environment, are subject to disciplinary action.

## Student-Athlete Handbook

The Athletic Code of Conduct is in addition to the rules established in the Student Code of Conduct. The rules governing athletes begin at the time a student enrolls and applies until the student athlete graduates. Athletic participation is a privilege, not a right. Student athletes are required to conform to athletic policies throughout their career to promote the philosophies consistent with our mission. A student may be disciplined for violation of the Student Code of Conduct and Athletic Code of Conduct arising out of the same incident. The responsibility for the enforcement of the Athletic Code of Conduct rests with the coaches of the various teams, subject to the authority of Principals and the Board of Education. Coaches are responsible for reviewing the Athletic Code of Conduct with the student athletes. The student will be required to sign a statement indicating that he/she is familiar with the athletic/co-curricular section of the Student Code of Conduct before the season begins. In addition, a current year physical is required prior to participating in any sport. A current year physical is one given on or after April 15 of the previous school year.

## Student Transportation Handbook

The Student Transportation Handbook is in addition to the rules established in the Student Code of Conduct. The rules governing riders begin at the time a student enrolls in school and apply until the student graduates. A student may be disciplined for violation of the Student Code of Conduct and Student Transportation Handbook arising out of the same incident. The responsibility for the enforcement of the Student Transportation Handbook rests with the bus driver, subject to the authority of the building administration and the Board of Education. Transportation is a privilege, not a right. The safety of all riders, including the bus driver, is the Academy’s first consideration. Students in violation of this privilege may be removed indefinitely and will be required to obtain transportation

at the expense of the parent/guardian.

## **Application to Students with Disabilities**

This policy shall be applied in a manner consistent with the rights secured under Federal and State law to students who are determined to be eligible for special education programs and services. The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education or Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. However, the Academy can decide unilaterally to remove a student from his/her educational placement to an interim alternative educational setting, even when the student's behavior was found to be a manifestation of the student's disability, in the following circumstances as defined by federal law:

- The student carries a weapon to or possesses a weapon at the Academy or at an Academy function.
- The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at the Academy or at an Academy function.
- The student has inflicted serious bodily injury upon another person while at the Academy or at an Academy function.

## **Exclusion during Suspension/Expulsion**

During a suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle or to participate in or attend any before or after school activities (including attendance as a spectator at weekend activities occurring during the suspension/expulsion). For further information, please review the administrative guidelines for suspension and expulsion.

## **Progressive Discipline**

The Academy uses progressive discipline to determine the severity of the consequence for the student. Progressive discipline involves increasing the severity of the penalty each time the student displays inappropriate conduct. This process is intended to correct the behavior of the student, not to punish the student. The investigator will take into account all of the circumstances surrounding the incident, including, but not limited to: the nature, severity and frequency of the misconduct; the student's age; the student's disciplinary record; whether student has a disability; development and maturity of the students involved; whether the violation or behavior threatened the safety of any other student or staff; whether a lesser intervention would address the violation or behavior; whether restorative practices will be used; and the context in which the alleged incident(s) occurred. Restorative practices shall be considered as an alternative or in addition to suspension or expulsion.

## **Implementation**

The Academy shall develop administrative guidelines for dealing with discipline of students authorized by this policy. The regulations shall include procedures for reporting violations of this policy to the student's parents(s)/guardian(s), Superintendent and Board, procedures for referring permanently expelled students to appropriate Family Independence Agencies or County Community Health Agencies,



specifics of the appeals process and the process for the reinstatement of students. Please see the Superintendent for a copy of those guidelines.

## Annual Review

As part of its oversight function, the Board will revisit this policy annually and review the effectiveness of the policy and, if necessary, consider any policy or procedural changes that may increase the policy’s efficacy.

*LEGAL REF: MCL 380.1311; 750.82; 759.235.891 (Weapons Free School Law). MCL 380.1309 (Teacher Suspensions); MCL 380.1311a (Physical and Verbal Assaults Against School Personnel); MCL 380.1310 (Physical Assaults against Students).*

## Academic Integrity

In order to foster a healthy and appropriate atmosphere for learning, the Academy strives for its students to maintain certain standards of academic integrity. At the Academy, we strive for students to understand that they are in control of their own actions and behavior. In order to be effective students and life-long learners, it is imperative to hold high standards for success and academic honesty. Students should use their own abilities to complete assignments and projects, unless instructed to work collaboratively with classmates or outside individuals. Plagiarism, cheating, and dishonest behavior are not characteristic of a student. Steps toward this type of activity will result in academic consequences.

## Dress Code 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 ORA Logo Polo	Red ORA Logo Polo	Charcoal ORA Logo Polo	Black ORA Logo Polo
5th & 6th Grades 10th Grade	GSRP Preschool (GSRP ONLY does not need to be a logo polo)  K-4 <sup>th</sup> Grade  7th & 8th Grades  9 <sup>th</sup> Grade	11th Grade	Pre-K  12 <sup>th</sup> Grade

\*During the 2024-25 year ONLY, students may wear previously purchased yellow or other colored ORA logo polos outside of their grade level.

- Bottoms- all must be uniform style pants, no leggings
  - GSRP - Black
  - K-4 - Black
  - 5-8 - Black, Navy, or Khaki
  - 9-12 - Khaki or Black
- Shoes – Color student’s choice – **no open toes shoes, Crocs, house shoes or flip flops**
- 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 in K-12 may wear red, black, or white plain long sleeved shirts under their ORA logo polo during colder months.

The purpose of the student dress code is to advance learning in the classroom by promoting student safety and ensuring that students, staff members, and members of the educational community will not be distracted, harassed, or intimidated, by student dress. Students are expected to dress appropriately at all times.

At times, students may be given a free dress day for rewards or celebrations. Inappropriate dress would consist of, but not be restricted to:

- Items that promote drugs, alcohol, or tobacco;
- Items with profane or sexually suggestive writing/pictures/images;
- Items that exhibit involvement in gangs or other organization
- Items that conflict with district policy, or state law;
- Non-prescription glasses within classrooms;
- Muscle shirts, tank tops, tube tops, mesh shirts, miniskirts, pencil skirts, cut-off shorts, yoga pants, jeggings, leggings, joggers or stretch pants, clothing with bare midriffs, revealing or suggestive clothing;
- Lounge or beach clothing, flip flops, sandals, bare feet;
- Chains, handcuffs, and other metal paraphernalia;
- Hats worn in school;
- Coats worn in classrooms (exceptions will be made where appropriate);
- Pants worn so undergarments are visible.

**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:**

**1<sup>st</sup> 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.

**2<sup>nd</sup> 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 2<sup>nd</sup> dress code violation which will be logged on the student's discipline record.

**3<sup>rd</sup> Offense** – The student will not be allowed to attend classes. A parent/guardian will be contacted and notified of the 3<sup>rd</sup> 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.

The Academy recognizes the importance of individually-held religious beliefs. The Academy will try to reasonably accommodate students' sincerely-held religious beliefs that are in conflict with this Uniform Policy unless the reasonable accommodation would be detrimental to the educational process or cause any issues to the safety or welfare of others. Students requesting such reasonable accommodations should contact the building Principal.

Any other students requesting reasonable accommodations to the Dress Code Policy should also contact the building Principal.

## Student Valuables

Students should not bring items of value to the Academy. The Academy cannot be responsible for their safe keeping and will not be liable for loss or damage to personal valuables. Examples of valuable items include, but is not limited to, cash, wireless communication devices (phones, MP3 players, iPads, handheld games, etc.), trading cards, jewelry, expensive clothing etc.

## Electronics and Wireless Communication Devices (Cell Phones)

### Grades K-4<sup>th</sup>

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 the 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 5<sup>th</sup>-12<sup>th</sup>

Students are required to place cell phones in an assigned pouch in each classroom. 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.

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

1<sup>st</sup> Offense – If a student fails is caught with a 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.

2<sup>nd</sup> Offense – If a student is caught with a cell phone for a 2<sup>nd</sup> 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.

Students may not possess or use wireless communication devices (WCDs) (including cell phones, pagers, etc.) without advance written permission from their parents or guardians and the Principal. A “wireless communication device” includes any device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. WCDs include, but are not limited to, cellular phones, personal digital assistants (PDAs), e-readers (e.g., Kindles, Nooks, etc.), iPads, Smartphones, WI-FI enabled devices, video broadcasting devices, tablets, laptops and smart watches. The Principal will not give such permission unless the student’s parents or guardians have signed the Wireless Communication Devices (WCDs)/Cell Phone Acceptable Use Agreement and Network and Internet Acceptable Use Agreement. If a personal WCD is used on Academy property, in an Academy vehicle or at any Academy-sponsored event, students must only use the Academy’s filtered Network for data access (either wirelessly or through a direct connection).

Cameras, cell phones or other WCDs may not be used to take pictures or videos without the express permission of a teacher or an Administrator. WCDs, cameras, video cameras or any equipment that has video and/or camera capability may not be activated or used at any time in any Academy situation where a reasonable expectation of privacy exists. Pictures or videos taken in locker rooms or restrooms are strictly forbidden. Additionally, if any prohibited pictures or videos are taken and subsequently posted to the Internet, it will be considered an additional infraction. These students will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Safe Schools Discipline Code of Conduct.

The Academy prohibits any electronic item from containing inappropriate material (as determined by the Administration) including offensive or inappropriate language, pictures or images; language that would promote violence or hatred; and sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”

Students are prohibited from using WCDs to transmit test information or any other information in a manner constituting fraud, theft, academic dishonesty or violating the student expectations as outlined in the Family/Student Handbook.

A student’s possession of any electronic item on Academy grounds, in an Academy vehicle or at an Academy sponsored activity or event constitutes consent to the search of that electronic item. Students should also understand that any student who possesses a cell phone, WCD or other electronic items shall assume responsibility for its care.

The Academy assumes no responsibility for theft, loss, or damage of a personal wireless communication device brought to Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event, or the unauthorized use of such devices. Students bring these devices at their own risk. If a theft occurs, the user should contact a school administrator to make him/her aware of the situation so it will be handled the same way as any other theft. Damage or theft is the sole responsibility of the owner.

Possession of a cell phone or WCD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Any equipment found in violation of this policy will be confiscated and returned to a parent or legal guardian only; permission to use the network possibly permanently revoked; may result in student discipline action (including suspension and/or expulsion); and possible referral of the matter to law enforcement if there is a suspicion of illegal activity (e.g., child pornography).

Students refusing to relinquish their electronic device immediately upon request of a staff member will be considered insubordinate and will be disciplined according to handbook guidelines.

Confiscated phones, cameras, and/or electronic devices will be discarded if not picked up by a parent or legal guardian/guardian within 30 days. A notification of that disposal will be sent to the student's mailing address on file in the School Office prior to such disposal.

These prohibitions are in effect any time on Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event.

Students may use telephones located in the classrooms and office for emergency reasons with the permission and supervision of a teacher or office personnel.

## Network and Internet Acceptable Use

The Academy is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Academy operations. It also recognizes that safeguards have to be established to ensure that the Academy's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

In order for anyone to use the local and wireless network, Internet connection and/or data and exchange servers, he/she must read these guidelines and sign the Network and Internet Acceptable Use Agreement. **The agreement must also be signed by a parent or guardian.**

A username and password will be issued to users upon receipt of a signed Agreement. Until then, network use will not be allowed. The use of the Internet is a privilege, not a right. **Inappropriate behavior or violation of the acceptable use agreement may lead to penalties including the revocation of a user's account, disciplinary action (including suspension and/or expulsion) and/or legal action.**

Inappropriate Internet and network use is not limited to the following:

- using offensive or inappropriate language or language that would promote violence or hatred;
- revealing one's (or other's) personal address, phone number or credit card information;
- harassing anyone by sending uninvited communication;
- sending or accessing electronic information from accounts that do not belong to you without the owner's authorization;
- accessing unauthorized or inappropriate areas of the network and changing or interfering with information found in the network;
- accessing areas blocked by the Academy's firewall without authorization;
- e-mailing is restricted to topics related to instruction and school activities;
- soliciting or distributing email for non-educational or non-business purposes;
- misrepresenting oneself or others;
- making unauthorized copies of software or information, such as software pirating;
- printing of materials excessively;
- downloading and/or installing unauthorized software, including games, on Academy computers without specific permission from Administration;
- accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, or threatening material or other materials harmful to minors;
- violating federal copyright laws or otherwise using the property of another individual or organization without permission (plagiarism). All work must be original work. Copy and pasted material may only be used as a resource when properly cited;
- unauthorized use of artificial intelligence and natural language processing tools (e.g. Chat GPT);
- violating any local, state or federal statute; and
- accessing personal social networking sites, such as but not limited to Tik Tok, Discord, Reddit, Facebook, Twitter, MySpace, YouTube, Google+, Instagram, SnapChat, Tumblr, Pinterest, Vine, Yik Yak, VK, Linkedin and Flickr etc. without specific permission from the Administration.

Academy students will receive a password only after signing the Network and Internet Acceptable Use Agreement. The assignment of a password does not guarantee confidentiality. There is no expectation of privacy to prevent examination or monitoring. The Academy reserves the right to examine all data stored in the machines and/or network (including e-mail) to make sure that all users are in compliance with these regulations. The Academy reserves the right to monitor or review Internet files, including web pages and usage logs. Any flash drive used at the Academy must also be free of any inappropriate content.

The Academy monitors the on-line activity of all users in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Students are prohibited from participating in the transfer of inappropriate or illegal materials or material that may be considered treasonous or subversive through the Network and Internet connection. In some cases, the transfer of such material could result in legal action against a student.

Students, who happen to find materials that may be deemed inappropriate shall refrain from downloading this material, immediately leave the Internet site, shall not identify or share the location of

this material, and will immediately report it to a teacher or the Administration. The transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence.

All computers, local and wireless network, Internet connection and/or data and exchange servers are the Academy's property and shall only be used for educational and business purposes. The computer hardware (monitors, terminals, keyboards, mice, etc.) are Academy property and any mistreatment or damage will be considered destruction of property or vandalism.

The members of the Information Technology group must perform all software installation on district-owned computers and/or devices exclusively. No student may install software on the ORAN or district-provided workstation.

The Academy makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The Academy and any of the sponsoring organizations shall not be liable for any loss or corruption of data resulting while using the Internet connection.

The Academy strongly condemns the illegal distribution of software otherwise known as pirating. Software piracy is a Federal offense punishable by fine or imprisonment.

Students are prohibited from allowing other individuals to use their account or use other individuals' accounts for Network and Internet activities.

Through the use of the Internet, any actions taken by students reflect upon the Academy system as a whole. As such, all students are required to behave in an ethical and legal manner.

Users must release CS Partners, the Academy, and all other sponsoring organizations related to the Internet connection from any liability or damages that may result from the use of the Internet connection prior to having access. In addition, users must accept full responsibility, as well as legal and financial liability for the results of their actions regarding their use of the Internet. Users must release the Academy and related organizations from any liability relating to consequences resulting from their use of the Internet.

Students will be subject to disciplinary actions if Academy technology and/or networks are abused in any way or used in an illegal or unethical manner. Any inappropriate use of the computer networks or violation of these guidelines by students will result in the loss of the privilege to use the network and possible disciplinary action (including suspension and/or expulsion).

The Academy administration reserves the right to change these rules at any time.

# SECTION III: High School

## High School Graduation Requirements

Department	Credits	Clarification
English	4.0	Students take four courses of English, even if the student is advanced.
Mathematics	4.0	Students must take four courses of math, Algebra I, Geometry, Algebra II and one other math course. One of those must be taken senior year, even if the student is advanced. Career Technical Education (CTE) programs which incorporate Algebra II benchmarks may fulfill Algebra II requirement. Algebra II can be taken over two years as an “A” and “B” course to fulfill the requirement. Physics may be used for a math requirement (but not also a science requirement).
Science	3.0	Biology and either Physics, Chemistry or Agricultural Science for second Science credit, and a third science credit which may be fulfilled with Computer Science or Career Technical Education (CTE)
Social Studies	3.0	Students must take Civics, Economics, World History and Geography, and U.S. History and Geography. The .5 credit requirement for Economics can be satisfied with a .5 credit in personal economics with a financial literacy component.
Spanish/Foreign Language	2.0	Two years of the same foreign language are required for the class of 2013 and beyond. Colleges recommend at least two years. Courses taken during K-12 fulfill this requirement. Students graduating in 2019, 2020, 2021, 2022, 2023 and 2024 may fulfill one credit of foreign language by completing a CTE or performing or visual arts course.
Visual/Performing Arts	1.0	A least one year of visual arts, choir, or band.
Physical Education/Health	1.0	0.5 credit for each is required; Extracurricular activities in organized athletics or training may be used to fulfill the 0.5 for Physical Education credit



Personal Finance	.5	Beginning 2023-24. The .5 credit of personal finance must fulfill .5 credit of mathematics, visual/performing arts or language other than English. This credit may be fulfilled by a formal career and technical educational program. (The .5 credit in economics cannot be fulfilled by the completion of the .5 credit in personal finance)
Online Learning Elective	.5	
Community Service		100 hours
Senior Tie		Acceptance into one university or three community colleges

The Academy high school graduation requirements have been designed with the school's mission of college preparation as a guide. 18 credit hours are required for graduation. Successful completion of these graduation requirements is necessary to earn a diploma from the Academy. Students with disabilities are assisted in meeting these graduation requirements as appropriate and as specified in their Individualized Education Program ("IEP").

Students who are unable to meet these graduation requirements, or for whom these requirements are deemed inappropriate, may request a personal curriculum.

## Senior Activities and Graduation

Students will not be allowed to pay their Senior Dues or participate in any senior activity including prom and graduation if they have not successfully completed all of their credit hours and met all graduation requirements.

A graduation ceremony (commencement exercises) is held at the end of the school year. Only those students meeting the graduation requirements will be allowed to participate. Students may be denied participation for behavioral infractions (at the discretion of the principal, Superintendent or the Board of Directors) and/or incomplete graduation requirements as established by the ORA Board of Directors.

Honor students must achieve a 3.0 grade point average or above and have no "F" grades in order to earn gold honor cords.

## Personal Curriculum

The personal curriculum option, as defined by state law, provides a process to modify some of the specific requirements of the Michigan Merit Curriculum based on the individual needs of a student. If the request for a personal curriculum is made by the pupil's parent or legal guardian or, if the pupil is at

least age 18 or is an emancipated minor, the school academy shall develop a personal curriculum for the pupil.

A meeting with the student, at least one parent/guardian and a teacher or advisor will take place to develop the personal curriculum. The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Curriculum; shall establish measurable goals; shall provide a method to evaluate these goals; and shall be aligned with the student's educational development plan. Once the personal curriculum is agreed upon by the parent or legal guardian and the Academy administration, it will take effect and will be reviewed quarterly. If a student is not making adequate progress under the personal curriculum, it may be revoked and the student and parent/guardian will be advised that the student may not earn a high school diploma.

## **College Readiness Exams**

The Academy encourages juniors to take the PSAT in October. Students take the SAT in the spring of their junior year and may opt to take the ACT at their own expense by registering in advance online and by testing at one of several local high school test centers.

## **Dual Enrollment**

Students who have met the requirements of the Michigan Merit Curriculum and the Academy's graduation requirements and/or who have exhausted all the academic elective options at the school may choose to dual enroll at a community college, college or university.

Students will need to meet admissions requirements established by the receiving institution and the State of Michigan, including cut scores in each area of the PLAN, ACT, SAT, PSAT or MME tests.

Students are responsible for transportation and scheduling, books and fees. Students interested in dual enrollment should seek the advice of the credit granting institution. The student is required to designate whether the course is for high school or postsecondary credit or both at the time of the enrollment and the student is required to notify the Academy of his/her decision. Students taking more than one postsecondary course may make different credit designations for different courses.

The Academy will document credit for courses under dual enrollment on the student transcript in most cases, but will not apply the grade to the student's GPA calculation. The credit will be identified as a transfer credit on the student's transcript if applicable.

If the student does not complete the eligible course (including dual enrollment and CTE classes) or, if the student enrolls in the eligible course for postsecondary credit only and the student does not successfully complete the eligible course (including dual enrollment and CTE classes), and if the Academy has paid money for the course on behalf of the student, the eligible student shall repay to the Academy any funds that were expended by the Academy for the course that are not refunded by the postsecondary institution to the school. If the eligible student does not refund the money, the school may impose sanctions against the eligible student such as those outlined in the Michigan Dual Enrollment Legislation.

A student that does not receive college credit for a course under the Dual Enrollment legislation is required to repay the school district (or the Department of Treasury in the case of a nonpublic school) any funds that were expended for the course that were not already refunded by the eligible postsecondary institution. If the student does not repay the funds as described in [MCL 388.514], the district may impose sanctions as determined by school policy. A student may take dual enrolled courses (including ones that were previously taken unsuccessfully) if the funds are repaid and if they still meet all other eligibility requirements.

## Online Courses

Students may take courses online through Edgenuity. A student may take up to two classes on line per semester. If the student is successful, then they may take more than two classes online if the Academy and the parents/guardians feel it is in the student's best interest. The Academy may reduce the student's schedule to accommodate online classes. Students who choose this option must still meet graduation requirements and all requirements of the Michigan Merit Curriculum. The Academy only recognizes online courses from Edgenuity for credit while the student is enrolled full time at the Academy. If interested in taking an online course, please see the School Leader or guidance counselor for further details. There may be costs associated with choosing this option.

The Academy has the right to deny an online class as an option for a student for the eleven approved specific reasons for denial, including: 1) the student has previously gained the credits provided from the completion of the online course; 2) the online course is not capable of generating academic credit; 3) the online course is inconsistent with the remaining graduation requirements or career interests of the student; 4) The pupil has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content. 5) The pupil has failed a previous virtual course in the same subject during the two most recent academic years; 6) the online course is of insufficient quality or rigor; 7) The cost of the virtual course exceeds the amount allocated to a course unless the pupil or the pupil's parent or legal guardian agrees to pay the cost that exceeds that amount; 8) the course enrollment request doesn't occur within the same timelines established by the district for enrollment and schedule changes for regular courses; 9) The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. *This does not apply to a request made by a pupil who is newly enrolled in the Academy*; (10) The course has reached capacity and the district has restricted enrollment to resident applicants; (11) The district does not support the enrollment in more than two (2) virtual courses in an academic term, semester, or trimester.

If the Academy denies a student enrollment because the online course is of insufficient quality or rigor, the district shall make a reasonable effort to assist the student to find an alternative online course in the same or similar subject that is of acceptable rigor and quality.

If an online class has met the approval requirements, then the costs for the online class will be paid by the Academy. If the cost of the classes exceeds the maximum amount the Academy is required to pay, the parents /guardians shall pay the extra cost. Upon successful completion of an online class; students must provide the Academy with a certificate of completion stating the final overall grade as well as the name of the Michigan certified instructor. The Academy and parents/guardians can mutually decide whether the course will count as an actual grade and will be calculated into the overall grade point average.

## Credit Recovery

Opportunities for credit recovery will be provided after school or they may need to take credit recovery during the summer.

## Grade Point Average (GPA)

Each student's report card will indicate a grade point average for that term. ORA uses the 4-point grading system for all purposes. *A cumulative Grade Point Average (GPA) for each student is computed only at the end of each term.* GPA is formulated by adding up the total number of points received, based on the percentage score received in the class, divided by the number of classes\* taken. The following values have been assigned to each letter grade:

Letter Grade	Point	Percentage
A	4.00	93 – 100
A-	3.66	90 – 92
B+	3.33	87 – 89
B	3.00	83 – 86
B-	2.66	80 – 82
C+	2.33	77 – 79
C	2.00	73 – 76
C-	1.66	70 – 72
D+	1.33	67 – 69
D	1.00	63 – 66
D-	.66	60 – 62
NC	0.00	61-0
P	---	Pass
I	---	Incomplete
W	---	Withdraw

## Graduation Honors

All graduation honors will be determined after the final semester of senior year.

## Recommendations

Please keep in mind that all recommendations need to be requested at least 2 weeks in advance.

## Special Event Guidelines

All school policies and procedures are applicable to Special Events. **Students must be in attendance the day of the dance or the Friday before the dance if the dance is scheduled on the weekend.** Students will be given information prior to each event on the expectations of dress, behavior, etc.

All dance styles must comply with standards of modesty and safety. The staff and chaperones in attendance will be the final judge of the appropriateness of style. Public displays of affection should be limited to those types of displays that are deemed appropriate by staff and chaperones as proper decorum in a school setting. The staff and chaperones in attendance will be the final judge of the appropriateness.

Some events will be for Academy students only. When guests are welcome, the following guidelines must be met:

- An Academy student must accompany any guest.
- Only one guest per Academy student is allowed.
- Guests must be a full-time high school student. All guests must also present their current school ID or driver's license for admittance.
- The guest must leave when the Academy student leaves.

All students and guests who plan to attend the event must arrive during the first 45 minutes of the beginning of the event. No one will be permitted to enter the event after the close of admittance without special advance permission from the School Administrator. Students must check coats, bags, etc. upon arrival. After arrival at the event, students may not leave prior to the stated ending time. If a student leaves the special event area without permission, the student will not be allowed to reenter the event and must leave the grounds immediately. Violators are subject to arrest for loitering or trespassing. No refunds will be given if a student does not attend or leaves the event early.

Any students suspected of illegal activities, including, but not limited to drug or alcohol use or possession will be removed from the event; their parent/guardian called; and the appropriate law enforcement agency contacted.

All attendees must wear appropriate clothing. School administration reserves the right to refuse admission to anyone inappropriately dressed.

Special events are a privilege, not a right. Students that do not follow the Special Event Guidelines, the specifics of the student handbook, addendum and/or the directions of the chaperones and staff in attendance may be asked to leave the dance; not be permitted to attend the next school function; and/or possible suspension or expulsion depending on the severity of the infraction.

# Prom

The Senior Prom traditionally serves as the capstone social event for graduating seniors in the final days of their high school experience. This is a very meaningful event for them. Our aim in planning is to craft an event that will be memorable, safe, wholesome and fun. We believe this event will be extremely special to our seniors. In our planning process we thought it was necessary to establish Prom specific dress guidelines. These guidelines reflect the high expectations we have for our students as well as our desire for a wholesome event. As with all of our dress code guidelines, they have been carefully aligned with our core mission as well as with our philosophies. It is essential all ticket holders to the Prom know and understand these guidelines as well as select evening wear that aligns with them.

## Dress Code

The prom is traditionally an opportunity for students to dress in formal attire. Young men typically dress in tuxedos or dress suits with ties. Young women typically wear evening gowns or formal dresses. At the prom, students are allowed some creative freedom to express their personal style in their attire; however, there are a few basic attire guidelines to which all ticket holders must adhere in order to attend prom.

### Female Students Prom Attire:

Backless dresses are acceptable as long as it does not dip below the small of the back. Strapless dresses are acceptable as long as they are worn with the appropriate undergarments. Slits (side, front, and back) may be no higher than three inches above the knee. The length of skirts or dresses should provide appropriate modesty when dancing. Female skirts or dresses must be loose enough so as not to ride up to the lower curve of the hip when dancing. Female dress/top bodices should appropriately cover the breast area.

The following is not allowed:

- Midriff baring cutouts
- See through dresses
- Spandex style dresses
- Low cut cleavage tops
- Bustier style tops

### Male Students Prom Attire:

Male students should wear a tuxedo ensemble or dress slacks and dress shirts with sleeves. Ties and jackets and dress shoes need to be worn.

The following is not allowed:

- Shorts
- Jeans
- Athletic Attire

Any student who has a concern about arranging appropriate attire to adhere to these dress code guidelines must speak with a school administrator prior to the week of the prom. NO dress code conversations will be held at the door.

Students are required to acknowledge their understanding of the designated prom attire guidelines before purchasing their ticket(s). Only those students and guests who arrive in attire that is in compliance with the guidelines will be admitted into the prom. Tickets are non-refundable for students and guests that are not admitted to the prom due to non-compliance with the prom attire guidelines.

## **Parking Permit Policies**

The student must hold a valid driver's license; any vehicle driven on Academy property must remain properly licensed and insured as to operate under the laws of the State of Michigan; and the student must agree to comply with these parking/driving policies. The parking permit must be visible at all times.

Students must enter/exit their vehicles promptly. No loitering is allowed at any time.

All vehicles should be kept locked at all times. Students should understand that the Academy cannot be responsible for the safe keeping of items located in the vehicle and will not be liable for loss or damage to any personal valuables.

Students are not allowed to keep any materials in their car that are prohibited under Academy policies and procedures. Items in plain view that violate Academy policies and procedures and/or if there is a reasonable suspicion of illegal items within that vehicle, those vehicles are subject to search by school administration and local police.

Students are responsible for their vehicles at all times. Students driving to/from the Academy must operate their vehicle in a safe manner. Students who are speeding, driving recklessly or carelessly or other improper driving will lose their privilege to drive and/or park on campus.

Driving a vehicle to school is a privilege. It should be clearly understood that the privilege of driving or parking on school property may be revoked at any time if the vehicle is used during a violation of school rules (including these parking permit policies) or operated in an unsafe manner on school property. Violation of this policy may also result in disciplinary action, up to and including expulsion.

## **Work Permits**

Any student wishing to obtain the necessary paperwork to receive a work permit should go to the high school office.

## **Age of Majority Declaration**

A person who attains the age of majority gains the legal status of an adult. All Academy policies and procedures apply to all students regardless of their attainment of the age of majority as recognized by state law. A student who wishes to assert these rights must notify the Academy office in writing by completing an Age of Majority Declaration Form.

## Selective Service Registration

Male students aged eighteen or older are required by law to register for the Selective Service.

## SECTION VI: Required Legal Notices

### Equal Education Opportunity/Civil Rights Designee

It is the policy of the Academy to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her, race, color, ethnicity, national origin, sex (including sexual orientation, sex characteristics, sexual stereotypes or gender identity, or expression), pregnancy or related, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, while at the Academy, or an Academy activity, should immediately contact the School Leader or designee below. "Race" is inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. For purposes of this definition, "protective hairstyles" includes, but is not limited to, such hairstyles as braids, locks, and twists.

Complaints will be investigated in accordance with the administration's guidelines, established by the Academy. Any student making a complaint or participating in an academy investigation will be protected from any threat or retaliation. The School Leader or designee can provide additional information concerning equal access to educational opportunity.

Parents or students who wish to file a complaint or believe any of their Federal or State rights have been violated (including nondiscrimination under Title II, Title IV, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Americans with Disability Act, and Section 504 of the Rehabilitation Act of 1973) should contact:

Civil Rights Representative/Compliance Officers: Laura Frey-Greathouse and Blake Hancock

Website Accessibility Coordinator: Michael Lewis, 22122 W/ Nichols Rd., Detroit, MI 49219, (313) 880-1804, [mlewis@oradistrict.org](mailto:mlewis@oradistrict.org)

or the Office for Civil Rights 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812, 216-522-4970, Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov).

### Title IX Notice of Nondiscrimination

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. Title IX protects students, staff members, applicants for admission and employment, and other persons from all forms of sex discrimination based on sex based harassment, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation and gender identity.

The Academy does not discriminate on the basis of sex in its education programs or activities. This means all academic, educational, extracurricular, athletic, and other programs of the Academy, that take



place on Academy premises, in an Academy vehicle, and at any other Academy-sponsored activities or events, including events that take place off of Academy's premises, and conduct subject to the Academy's disciplinary authority.

The Academy's Title IX Coordinator is Laura Frey-Greathouse, Superintendent. She may be reached at (313) 880-1807, via email at [lfrey@oradistrict.org](mailto:lfrey@oradistrict.org) or at 22122 W. McNichols Road, Detroit, MI 48219. Any questions related to the application of Title IX and its implementing regulations to the Academy may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Academy's grievance procedures provide for the prompt and equitable resolution of complaints alleging any action that is prohibited by Title IX and its implementing regulations. These procedures address how to report and file a complaint of sex discrimination.

The Academy's Title IX Non Discrimination Policy and grievance procedures are posted on the Academy's website.

## **Student Assessments**

It is the policy of the Academy to monitor individual student academic growth in each subject area at least twice during the Academic year using a competency-based online assessment. The results of the assessment shall be communicated to the students and parents/guardians.

The Michigan Student Test of Educational Progress (M-Step) is also administered each spring. This required test is administered to all public school students in the State. Parents may review test information for their child upon request.

The Michigan Merit Exam (MME) assesses students in grade 11. This required test is administered to all public school students in the State. Parents may review test information for their child upon request.

## **Post-Secondary Enrollment Option**

Although the Academy does not offer high school and college credit while a student is at the elementary level, as a student progresses through their academic journey, they will have opportunities to receive post-secondary credits while enrolled in the Secondary school of their choice. Secondary schools contain programs such as dual enrollment and advanced placement. These future opportunities highlight the importance of good study habits and academic success at the elementary level.

## **Student Rights and Responsibilities**

The rules and procedures of the Academy are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all Academy rules, procedures and code of conduct.

Parents have the right to know how their child is succeeding at the Academy and will be provided information on a regular basis and as needed when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her education goals.

## **Parent/Family Involvement Policy**

A strong partnership between school and home is critical to the individual success of each student in school. The Academy has established programs and practices that enhance parent involvement and reflect the specific needs of our students and their families. These include:

- A family handbook that is distributed to all parents.
- A monthly parent newsletter that details current happenings and information on how to be involved and how to support their students and their school.
- A special parent section of the school website that provides detailed information, specifically for parents.
- Access to the district's student database so that parents can monitor attendance, demographic information and individual student progress.
- Parent/teacher conferences that are available at a mutually agreed upon day and time.
- Comprehensive student review meetings that are scheduled on an individual basis with each family at a mutually agreed upon day and time.
- Volunteer opportunities in classrooms.
- An annual parent survey that gathers information about parent satisfaction.
- The Academy's annual report that is available in the fall of each year
- Many other school events and activities are planned each year that involve students, parents and families.

The Academy also supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The administrative leadership also helps to set expectations and create a climate conducive to parental participation.

The Academy will ensure that all information related to Academy and parental activities is in a language all parents can understand.

The Academy believes that parent/family participation is essential to improved student achievement. To this end, the Academy fosters and supports active parent involvement.

## **Visiting the Academy**

All visitors including volunteers, parents and other family members included must register in the school office. When visiting the school, please sign-in at the office and wear a visible "visitor" sticker at all times.

Children accompanying visiting parents must be directly supervised at all times inside the school building, on the playground, and in the parking lot and walkways. This applies to Academy-enrolled children before school and after school hours and to non-Academy-enrolled children at all times.

The Academy strictly prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Academy for the purpose of school activities (subject to a few exceptions below and as permitted by law). These settings include Academy-sponsored events (both on and off Academy property and traveling to and from such events), Academy premises (leased, owned or used by the Academy), Academy vehicles, and at any activity authorized or approved by the Academy. Any person who violates the policy will be referred to law enforcement.

Certain weapons may be excluded from this policy if:

- a. The weapon is under the control of law enforcement personnel
- b. The weapon is pre-approved by the School Leader to be used as part of a class or individual presentation, with adult supervision, and the weapon is used for the purpose and manner approved. (Working firearms and any ammunition will never be approved)
- c. The weapon is merely a non-dangerous theatrical prop, only used in appropriate settings
- d. The weapon is a starter pistol used in appropriate events
- e. The weapon is under the control of a properly licensed retired police or law enforcement officer.

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
- Unwelcome proximity
- Inappropriate hand gestures and signaling
- Refusal to adhere to reasonable requests to defuse an incident.

In the event that any of the above listed behaviors are displayed, the visitor will be asked to leave the premises 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 after school events, and for any extra-curricular activities. Please note that the ban includes all Academy parking lots, playgrounds, fields, and gymnasiums.

### **Sex Offenders**

Visitors, including parents, who are registered sex offenders, are required to notify the Academy administration before they visit the Academy and to strictly comply with all applicable school safety legislation. The Academy administrator may impose conditions on the presence of registered sex offenders on Academy premises, or at Academy functions, as he or she deems reasonable and appropriate.

Parents/Guardians, who are registered sex offenders, must safely and expeditiously drop off their children and pick them up during the prescribed times for drop off and pick up and then promptly and safely exit the Academy premises. The Academy administration may allow additional access for registered sex offenders, who are parents/guardians of a registered student, to school grounds under the following conditions:

- Prior permission from the Academy administration is required.
- The offender must check in at the school office immediately upon arrival.
- May not observe or visit a classroom when students are present except for specified family events. During these family events, the offender must stay in view of a staff member at all times.
- If a staff escort is assigned to them, the offender must stay with that escort during their entire stay.
- The offender must leave school grounds immediately upon conclusion of their business.
- The offender must leave school grounds immediately if requested to do so by an Academy administrator or his/her designee.

## **Protocol for Volunteers**

The Academy welcomes and encourages parents to volunteer. The teachers appreciate this adult assistance and have prepared in advance specific tasks that can be readily assigned to their classroom volunteers.

The role of the parent volunteer in the classroom is to assist the teacher(s) in facilitating the learning activities that occur throughout the day. To provide such assistance will require the full attention of the classroom volunteer, and a willingness to work cooperatively with the classroom teacher(s) on behalf of the students in the classroom.

The following guidelines serve as a framework for volunteers in the classroom; we expect that all volunteers will abide by these important guidelines:

1. It is preferred that classroom volunteers make advance arrangements with the teacher(s) regarding date(s), time, and length of service in the classroom whenever possible.
2. To optimize the assistance provided to the teacher and students, parents are not permitted to bring younger siblings/children during their volunteer time.

3. The classroom volunteer must be willing and prepared to:
  - Engage with, and assist any student, or group of students as directed by the classroom teacher(s).
  - Learn and support classroom procedures, social protocols, and routines.
  - Engage in a positive manner with all students, and refer all incidents of injury and/or medical issues to the classroom teacher, as well as any incidents of disruption, non-compliance, or concerning student behavior (i.e., do not engage in disciplinary action with students).
  - If there is more than one parent volunteer in the classroom at the same time, their full attention must be given to assisting the teacher and supporting the students. If the volunteers wish to chat with each other, they must do so outside of the classroom.
  - Do not use cell phones and other electronic devices in the classroom.
  - Photographs and video recordings (including cell phone recordings) taken on academy property, in an academy vehicle, or at any academy sponsored activity or event shall not be published without the expressed prior consent by a member of the School Leader.
4. Confidentiality is of the utmost importance, especially when parents volunteer in the classroom and school. Communication of personal and educational information regarding students, parents, staff or administration must be regarded as confidential and safeguarded.
5. Volunteers must not be privy to student personal and educational information in the course of the duties assigned to them (i.e. copying move-up certificates, helping with report cards, transferring assessment data of any kind, etc....)

The purpose of these guidelines is to ensure that the learning environment is optimized for students. We appreciate the cooperation of parents in following these important guidelines, and we are very appreciative of those parents who are able and willing to dedicate their time to supporting the education of all students.

All volunteers working with students must be in a location that is visible to teachers and staff (i.e., not alone in a room or office with no visibility).

## **Background Checks**

In order to provide a safe environment for all Academy students, volunteers (including parents) may be screened through internet sites, such as the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) or other similar site for background checks, prior to volunteer assignments. Volunteers are required to submit a form and a copy of their driver's license for this purpose. The School Leader may impose conditions on the presence of volunteers, as he or she deems reasonable and appropriate. Any decisions made by the Academy are final and are subject to the Academy's sole discretion. The School Leader may be contacted for any questions or for further information.

# **Search and Seizure of Student's Person, Academy Property and Motor Vehicles**

All lockers, cubbies, and other storage places assigned to students are the property of the Academy. At no time does the Academy relinquish its exclusive control of these storage places. Students have no expectation of privacy in lockers, cubbies, desks, other school-supplied storage areas, computers, tablets, iPads or other electronic and digital equipment owned, leased, or provided by the Academy to the student. The School Leader or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the School Leader or his/her designee. The School Leader or his/her designee may search lockers, locker contents, cubbies, desks, computers, tablets, iPads or other electronic and digital equipment owned, leased, or provided by the Academy, or other school-supplied storage areas at any time and for any reason, without notice and without parental/guardianship or student consent.

The Academy assigns lockers, cubbies, and other storage places to its students for the students' convenience and temporary use. Students are to use these storage areas exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use these storage areas for any other purpose, unless specifically authorized by Academy board policy or the School Leader or his/her designee, in advance of students bringing the items to the Academy. Students are solely responsible for the contents of their lockers, cubbies and other storage places and must not share these storage areas with other students, nor divulge locker combinations to other students, unless authorized by the School Leader or his/her designee. The locations at which searches of students and student property may be conducted are not limited to the Academy building or at Academy property, but may be conducted wherever the student is involved in a school-sponsored function.

The School Leader or his/her designee may search a student and/or a student's personal items in the student's possession (such as but not limited to purses, backpacks, lunch boxes, book bags, etc.) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated, is violating, or is about to violate either state law, Board policies or Academy rules. A student's failure to permit searches and seizures as provided in this policy will be considered insubordinate and will be disciplined under the gross misdemeanors section of the discipline code of conduct. Reasonable suspicion shall not be required for the use of canines to search a student's possessions as part of a random drug sweep.

The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive given the student's age, gender and the nature of the infraction. If a pat down search of a student's person is conducted, it will be conducted in private by an Academy official of the same sex and with an adult witness of the same sex present. Strip searches are prohibited.

The School Leader or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a search. The School Leader or his/her designee shall supervise the search. In the course of a search, the School Leader or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against Academy policy and rules.

When conducting searches, the School Leader or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the School Leader or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property.

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the School Leader or his/her designee will be seized and held by Academy officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen years of age or older, shall be notified by the School Leader or his/her designee of items removed from the storage area.

### **Motorized Vehicles**

Student use of a motorized vehicle on Academy property is a privilege. Motorized vehicles brought onto Academy property by students are subject to search by the School Leader or designee, without notice or consent. In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search.

Students who refuse to cooperate in allowing a search of a vehicle brought by them onto Academy property may be subject to disciplinary action.

## **Individuals with Disabilities**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the School/Academy's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Contact the Academy's office at (313) 880-1804 to inquire about evaluation procedures and programs. Laura Frey-Greathouse is the Section 504 Coordinator.

## **Children and Youth in Transition**

It is the policy of the Academy to ensure that students who meet the Federal definition of children and youth in transition have equal access to the same free, appropriate public education as provided to other students. In addition, these students are given meaningful opportunities to succeed at the Academy. The Board annually appoints a McKinney-Vento Homeless Liaison to perform all duties as legally required. The Academy's Homeless Liaison is Laura Frey-Greathouse.

The Academy is committed to ensuring that there is no barrier to enrollment, attendance, or the success of children and youth in transition. In addition, children and youth in transition will not be discriminated, stigmatized or segregated on the basis of their status.

The Academy's Homeless Liaison collaborates and coordinates with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth. Anyone seeking additional information regarding homeless students should contact Laura Frey-Greathouse at [lfrey@oradistrict.org](mailto:lfrey@oradistrict.org).

## English Learner

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of an academy. It is, therefore, the policy of the Academy that those students identified as English Learners will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the Academy. Parents should contact the Academy's office at (313) 880-1804 to inquire about procedures and programs offered by the Academy.

## Access to Student Records

The Academy maintains many student records including both directory information and confidential information. Educational records of students at the Academy are safeguarded by policies under the federal legislation entitled Family Educational Rights and Privacy Act of 1974 (FERPA) and Michigan law. Parents/guardians and/or students (eighteen years of age or older) may inspect and review their student's records, request amendment or changes to their student's file, may prevent disclosure to third parties (certain limited exceptions) and may file a complaint concerning alleged failure of the Academy to comply with FERPA. The Academy is not required to provide copies of student records, unless for reasons such as great distance, it is impossible for the parent/guardian to review the records. The Academy may charge a fee for copies of the student's records.

If the Academy receives a record request from another school the Academy will send, without consent, personally identifiable student information to that other school. FERPA authorizes the release of personally identifiable information from the student's education records to school officials with legitimate educational interests. The term "school official" includes Academy administrators, staff, teachers, supervisors, Board members, support staff or contractors to whom the Academy has outsourced institutional services or functions. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

If requesting student records, please contact the Academy office to begin this process and allow up to 45 days for the school to comply with your request.

Parents or eligible students who wish to amend a student record should contact the School Leader or designee, clearly identify the part of the record they want to amend, and specify why it needs to be amended. If the Academy wishes not to amend the student record as requested, the Academy will notify the parent or eligible student of their decision and of their right to an appeal regarding the decision.

Any complaints regarding FERPA should be directed to:

Family Policy and Compliance Office



## Directory Information

The Family Education Rights and Privacy Act (“FERPA”) requires that the Academy, with certain exceptions, obtain the written consent of the parent or guardian of a student prior to the disclosure of personally identifiable information from their child’s education records. However, the Academy may disclose appropriately designated “directory information” without written consent, unless you have submitted a signed opt-out form to the Academy. The primary purpose of directory information is to allow the Academy to include this type of information from your student’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Individual or group recognition of achievement and /or accomplishments;
- Graduation programs; and
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks

If you do not want the Academy to disclose directory information from your child’s education records you must submit a signed opt-out form to the Academy. The Academy has designated the following information as directory information:

- student’s name
- participation in officially recognized activities and sports
- address (except for students participating in the address Confidentiality Program Act)
- telephone numbers (e.g., home, cell, etc.)
- weight and height of members of athletic teams
- Academy assigned electronic mail address
- photograph/video/DVD/electronic image
- honor roll and awards received
- date and place of birth
- dates of attendance
- grade level and/or classroom assignment

Legal Ref.: Section 9528 of the ESEA (20 USC §7908), as amended by the Every Student Succeeds Act of 2015; the Education Bill; 10 USC §503, as amended by §554; the National Defense Authorization Act for Fiscal Year 2002 (PL 107-107); Family Education Rights and Privacy Act of 1974, 20 USC §1232g.

## Information Provided to Military

Two federal laws require that the Academy provide military recruiters, upon request, with three directory information categories – names, addresses (except for students participating in the address Confidentiality Program Act) and telephone listings. If you do not want the Academy to disclose this directory information from your child's education records without your prior written consent, you must submit a signed opt-out form to the Academy.

## Teacher and Paraprofessional Qualifications

All of the teachers at the Academy are properly certified and are teaching in the areas that they are certified to teach. Each teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate. Academy teachers and paraprofessionals are all considered highly qualified. Any parent that wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the School Leader at any time.

## Review of Instructional Materials and Activities

Parents have the right to review instructional materials being used in the school and to observe instruction in their child's classroom. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the Academy. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## Preparedness for Toxic and Asbestos Hazards

The Academy is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Academy *Preparedness for Toxic Hazard and Hazard Policy* and asbestos management plan will be available for inspection at the school office upon request.

## Pesticide Notice

State of Michigan law requires that schools that may apply pesticides on school property must provide an annual notification to parents or guardians of students attending the facility.

Please be advised that the Old Redford Academy utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, the school will provide advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school buildings or grounds. Advance notice will be provided,

even during periods when not in session. Advance notice is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without advance notice to prevent injury to students, but the school will provide notice following any such application.

Advance notice of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods by which advance notice of the applications of a pesticide will be given at least 48 hours before the application. The first method will be by posting at the main entrance to the school. The second method will be on the Academy's website.

Please be advised that parents or guardians of children attending the school are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please contact Milo Tilton at the school office by calling (313) 880-1804.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request. Contact Milo Tilton at (313) 880-1804 or by email at [mtilton@oradistrict.org](mailto:mtilton@oradistrict.org).

## **Mandated Reporter**

Academy administrators, teachers, counselors and social workers are required by law to immediately report any and all suspected cases of child abuse or neglect to Children's Protective Services at the Department of Human Services.

## **Concussions**

Before a student may participate in an athletic activity (physical education classes, organized practices and competitions) operated by the Academy, student athletes and parents/guardians must review the educational materials found below.

The acknowledgement receipt found at the bottom of the education materials must be signed by both the student and parent/legal guardian and subsequently turned into the School Office.

If a student is suspected of having sustained a concussion, the student must provide the Academy with written clearance from an appropriate health professional before the student can return to physical activity. The health professional must be licensed or authorized to engage in a health profession whose scope of practice includes the recognition, treatment, or management of concussions. Schools will closely scrutinize any written medical slips submitted by students to make sure that an appropriate health professional has authorized their release.



## Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

### WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports **one or more** symptoms of concussion listed below after a bump, blow, or jolt to

#### Did You Know?

- Most concussions occur *without* loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETES
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness ( <i>even briefly</i> )	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can't recall events <i>prior</i> to hit or fall	Confusion
Can't recall events <i>after</i> hit or fall	Just not “feeling right” or “feeling down”

## CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

## WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

### *Remember*

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

## WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

It's better to miss one game than the whole season. For more information on concussions, visit: [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

\_\_\_\_\_  
Student-Athlete Name Printed

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Printed

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

# Sexual Harassment and Sexual Assault Information Guide

The Michigan Department of Education requires schools with grades 6-12 to disseminate the Sexual Harassment and Sexual Assault Information Guide found in this student handbook.

## What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

### Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love



### Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose



### Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")

### **Sexual Harassment can make someone feel many emotions.**

- You may feel scared, uncomfortable, upset, embarrassed or angry.
- When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.





# What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent)
- Unwanted behavior or touch over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

**Sexually assaulting another person is wrong and it is against the law. In Michigan statute, this is called "Criminal Sexual Conduct".**

## About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

**If someone doesn't consent to sexual acts it is sexual assault.**

# What if This is Happening to Me?

IT IS NOT YOUR FAULT. YOU ARE NOT ALONE.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you will be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who ...")
- If the person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.

- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However, YOU respond to trauma is OK and is normal.

# What if This is Happening to Someone I Know?

BELIEVE. LISTEN. SUPPORT.

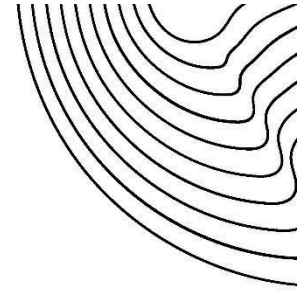
- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.







# Resources



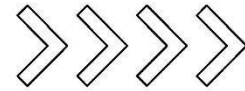
## There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

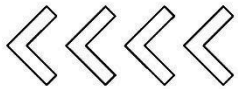
### Michigan's Sexual Assault Hotline (VOICES4)

**Text:** 866-238-1454 **Call:** 855-864-2374

**Chat:** <https://mcedsv.org/sexual-violence-hotline-chat/>



### Michigan's Domestic/Dating Violence Hotline (VOICEDV)

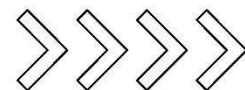


**Text:** 877-861-0222 **Call:** 866-864-2338

**Chat:** <https://mcedsv.org/hotline-domestic-violence/>

### Youth Resources Web Page

<https://mcedsv.org/resources>



### School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

# Academic Integrity Form

Students are expected to conduct themselves to the highest standards of personal integrity. Students must adhere to the rules prohibiting academic dishonesty and resist peer pressure to violate these high standards of integrity. Students are expected to use honest methods to fulfill academic expectations and responsibilities. Whenever students have any questions about this procedure or any procedure, they should ask their teachers, counselors, or administrators. Academic dishonesty is defined as cheating, plagiarism or otherwise obtaining grades under false pretenses.

As stated in the Code of Conduct, academic dishonesty is engaging in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance, or actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and representing it as one's own original work.

Academic Dishonesty includes but is not limited to:

- ☐ Copying another student's work, including electronic and visual mediums.
- ☐ Submitting copied information from the Internet.
- ☐ Providing homework to another student.
- ☐ Disclosing test-related material.
- ☐ Dishonest actions reported by the teacher.
- ☐ Using or possessing "crib" or "cheat" notes or accessing text when not permitted on quizzes and tests.

Plagiarism includes but is not limited to:

- ☐ Copying another student's work or ideas from any source and submitting them as one's own.
- ☐ Allowing a student to copy one's work.
- ☐ Intentionally or inadvertently leaving your written work available in a place that makes it possible for someone to copy, sending it electronically to someone, or lending someone a notebook, a paper, or disk that contains your written work.
- ☐ Altering words or the order of words from another source and submitting them as one's own.
- ☐ Submitting work written by college students, former students, tutors, friends, or other adults as one's own.
- ☐ Submitting work as one's own that was produced by unauthorized collaboration on assignments designed to be completed independently.

We have read, understand and agree to all the rules and language of the Academic Integrity Policy and Contract for Old Redford Academy.

# Academic Integrity Policy and Contract

## Consequences

### Elementary and Middle School

#### First Offense:

- Referral to the counselor or assistant principal.
- Parent contact by the teacher, assistant principal or designated staff.
- Contract established with signatures by parent/guardian and student, indicating understanding of consequences for further offenses.
- Student must acknowledge and self-evaluate the behavior.
- Student needs to help develop a plan, so the situation does not repeat.
- Reduction in points and or failing grade on the assignment/test/quiz.
- Record in the student's discipline file.

#### Second offenses: (in the same or different class

throughout a student's middle school career)  
 Institute and put forth the consequences listed under first offense.  
 Additional one to three-day in/out of school suspension. Assign additional academic consequences as deemed appropriate by administration and teacher of record.  
 Assign additional academic make up assignment(s).

Note: At any stage of this process, the student may be disciplined in another area listed in the Student Code of Conduct

#### First Offense:

- Referral to the counselor or assistant principal.

#### Third Offense: (in the same or different class throughout a student's high school career)

- Parent contact by the teacher, assistant principal or designated staff.
- Contract established with signatures by parent/guardian and student, indicating understanding of consequences for further offenses.
- Zero points and or failing grade on the assignment/test/quiz.
- Record in the student's discipline file.
- Information shared with National Honor Society as deemed appropriate.
- Further consequences as deemed appropriate as listed in the Student Code of Conduct under Class II violations.

#### Second Offense:(in the same or different class throughout a student's high school career)

- Institute and put forth the consequences listed under first offense.
- Additional one to three-day in/out of school suspension.
- Notify all coaches/directors of all co-curricular activities and clubs in which student is involved in.
- Assign additional academic consequences as deemed appropriate by administration and teacher of record.

Institute and put forth the consequences listed under first and second offense.  
Consult with administration and teacher of record to determine loss credit for the course.  
Additional three to five days in/out of school suspension. Removal from all co-curricular activities and clubs for one calendar year.  
Potential ineligibility from athletic competition for one calendar year.

Fourth Offense: (in the same or different class throughout a student's high school career)  
Institute and put forth the consequences listed under first, second, and third offense.  
Additional six to ten days out of school suspension.  
Apply consequences as listed under Class III in the Student Code of Conduct.

Note: Depending upon severity or repetition, an offense maybe reclassified per administrator discretion.

# Acknowledgment

I have received and reviewed the 2024-2025 Old Redford Academy Parent-Student Handbook, including the student code of conduct. I agree to abide by the policies and procedures contained therein, including the policies in the student code of conduct. I understand that the policies contained in the handbook may be added to, deleted, or changed at any time.

Please complete this form and return to the school office.

List all children attending the Academy:


Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_