



**19310 Ford Road  
Dearborn, MI 48128  
TEL: (313) 982-1300  
FAX: (313) 982-9087**

**A Michigan Public Charter School (PK-8) Authorized by  
Central Michigan University**

# **STUDENT/PARENT HANDBOOK**

**Updated October 2023**



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## **Welcome to The Dearborn Academy, Home of the Dolphins**

Dear Students/Parents/Guardians,

The Dearborn Academy, in collaboration with the community, parents/guardians, and Board members, believes that all students can achieve academic success. Our school is a PK through 8<sup>th</sup> grade school that is uniquely enriched by the significant diversity within the population. We believe that our school's responsibility is to provide a quality education enabling students to progress toward their maximum potential. We differentiate instruction to support students' academic, social, and personal successes.

The Dearborn Academy follows the core curriculum standards and benchmarks established by the State of Michigan. Our school offers many special programs and services such as: an English Language Learner program, reading and math support, physical education, art education, special education and speech services, an on-site social worker and school psychologist. In addition, extra-curricular activities include a complete athletics program for 6<sup>th</sup> – 8<sup>th</sup> graders, 8<sup>th</sup> Grade Washington, D.C. trip, MS Cedar Point, and Student Council. We are dedicated to educating students in a safe, nurturing, educational environment while preparing them to be independent lifelong learners in a global society. Our proactive instructional setting provides a standardized curriculum, and state of the art technological services. Support from the community and families are highly encouraged and welcomed.

Please feel free to contact the Main Office or stop in for a visit. It would be our pleasure to share our educational programs and facilities with you. We look forward to seeing you in the near future.

We wish you the best for a successful school year!

Sincerely,

Mr. Waseem Younis/ESP President  
Mrs. Melissa Lathrup/Principal  
Mrs. Deena Krechnyak/Assistant Principal

### **The Dearborn Academy BOARD OF DIRECTORS**

**Najim Saymuah**, *President*

**Vacant**, *Vice President*

**Dib Saab**, *Treasurer*

**Linda White**, *Secretary*

**Kassem Dakhallah**, *Director*

## MISSION STATEMENT

The Dearborn Academy is a unique charter school serving a multicultural community through individualized, focused instruction allowing each student to achieve academic excellence and exhibit social responsibility.

## VISION

We are an Academy dedicated to academic excellence for our young learners. We are innovative, empowering, and absolutely committed to the continuous social development and academic growth of all students. We establish a school learning environment in which our academic goals are articulated with laser sharp clarity and are regularly monitored.

We provide an academic environment where quality learning is fun and enjoyable. We create an atmosphere of trust and support for all learners where diversity is celebrated and honored. We develop actively involved learners who are self-

## EDUCATIONAL BELIEFS

- We believe that all children can learn and accept the responsibility for ensuring quality learning occurs.
- We believe in academic, social, and personal success for each of our students.
- We believe clear, focused, and measurable educational goals are necessary to guarantee student achievement.
- We believe that education is a collaborative process between staff, students, and families.
- We believe that parental involvement is an integral part of student success.
- We believe Professional Learning Communities (PLC") unify all members of the Academy staff to develop a positive and productive culture of learning.
- We believe that teachers must have adequate resources, strong parental support, and consideration of ideas from the administration and the board.
- We believe that the study of language and cultural development will engage students to become well-rounded citizens in the global community.
- We believe that integrating technology in all disciplines will facilitate learner engagement, motivation, and enthusiasm.
- We believe in celebrating multi-cultural backgrounds and embracing diversity.
- We believe in ensuring that students will be active participants in the community.

This handbook is presented as a statement of the institutional program and potential offerings. This document is not to be considered as a contract between The Dearborn Academy and students/families. The Dearborn Academy reserves the right to make changes to regulations and offerings as circumstances may require.

The Dearborn Academy, pursuant to the requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Act (IDEA-97), the Michigan Mandatory Special Education Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Elliot-Larsen Civil Rights Act, and Executive Order 11246, does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, or handicap, nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities.

If you feel that your rights as articulated above have been violated, you must immediately contact the Principal.

The Dearborn Academy assumes responsibility for conducting Child Find among the students enrolled in the school. The Dearborn Academy provides a Free Appropriate Public Education (FAPE) to students eligible for Special Education. Concerned individuals may contact the Principal.

## **GOOD FAITH POLICY**

Acting in good faith, The Dearborn Academy will accept students from other schools based on information given to us during parent/guardian and student interviews with The Dearborn Academy's Principal. However, if this information turns out to be false or misleading, the child may be subject to dismissal. **Any student who has been expelled (or whose expulsion is pending) from another public or private school will not be accepted for enrollment.**

## **PUBLIC COMPLAINT** (REFERENCE: 20 USC 1232H)

Any person or group, having a legitimate interest in the operations of this School shall have the right to present a request, suggestion, or complaint concerning Educational Service Provider (Hereinafter referred to as "ESP") personnel, the program, or the operations of the School. At the same time, the Board of Education has a duty to protect ESP staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the School by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the ESP shall be referred to the Principal for consideration according to the following procedure.

## **MATTERS REGARDING AN EDUCATIONAL SERVICE PROVIDER STAFF MEMBER**

*First Level:* If it is a matter specifically directed toward an ESP staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and School administrative guidelines. This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the ESP staff member. As appropriate, the staff member shall report the matter and whatever action may have been taken to the Principal.

*Second Level:* If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor (and in compliance with provisions of a collective bargaining agreement, if applicable).

*Third Level:* If a satisfactory solution is not achieved by discussion with the Principal, a **written** request for a conference shall be submitted to the ESP. This request should include the:

- specific nature of the complaint and a brief statement of the facts giving rise to it;
- respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- action which the complainant requires taken and the reasons why it is felt that such action be taken.

*Fourth Level:* Should the matter still not be resolved, or if it is one beyond the ESP authority and requires a Board decision or action, the complainant shall request **in writing** a hearing by the Board. The Board, after reviewing all material relating to the case, may provide the complainant with its written decision, or grant a hearing before the Board.

## **MATTERS REGARDING THE EDUCATIONAL SERVICE PROVIDER**

Should the matter be a concern regarding the ESP which cannot be resolved through discussion with the ESP, the complainant may submit a **written** request for a conference to the Board. This request should include the:

- specific nature of the complaint and a brief statement of the facts giving rise to it;
- respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- reason that matter was not able to be resolved with the Educational Service Provider;
- action which the complainant wishes taken and the reasons why it is felt that such action should be taken.



The Board, after reviewing the request, may grant a hearing before the Board. The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days. The Board's decision will be final and not subject to appeal.

## **MATTERS REGARDING SCHOOL SERVICES OR OPERATIONS**

If the request, suggestion, complaint, or grievance relates to a matter of school procedure or operation, it should be addressed, initially, to the Principal and then brought, in turn, to the central office of the ESP. If ESP cannot resolve the matter, the complainant may bring matter to the Board's attention as described in "Matters Regarding the Educational Service Provider."

## **MATTERS REGARDING THE EDUCATIONAL PROGRAM**

If the request, suggestion, complaint, or grievance relates to a matter of School program, it should be addressed, initially, to the Principal and then brought, in turn, to the central office of the ESP. If ESP cannot resolve the matter, the complainant may bring matter to the Board's attention as described in "Matters Regarding the Educational Service Provider."

## **MATTERS REGARDING INSTRUCTIONAL MATERIALS**

The Principal shall prepare administrative guidelines to ensure that students and parents/guardians are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection. (see AG 9130A and Form 9130F3).

If the request, suggestion, complaint, or grievance relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used at The Dearborn Academy, the following procedure shall be followed: The criticism is to be addressed to the Principal, in writing, and shall include:

- author;
- title;
- publisher;
- the complainant's familiarity with the material objected to;
- sections objected to by page and item;
- reasons for objection.

Upon receipt of the information, the Principal may, after advising the Administrator of the complaint, appoint a review committee which may consist of:

- one (1) or more professional staff members;
- one (1) or more Board members;

- one (1) or more lay persons knowledgeable in the area.

The Principal shall be an ex officio member of the committee.

The committee, in evaluating the questioned material, shall be guided by the following criteria:

- the appropriateness of the material for the age and maturity level of the students with whom it is being used;
- the accuracy of the material;
- the objectivity of the material;
- the use being made of the material

The material in question may be withdrawn from use pending the committee's recommendation to the Administrator.

The committee's recommendation shall be reported to the Principal in writing within thirty (30) business days following the formation of the committee. The Principal will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request. The ESP shall forward all written material relating to the matter to the Board.

The Board shall review the case and advise the complainant, in writing, of its decision within sixty (60) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

## **EXPECTATIONS FOR STUDENTS**

Appropriate behavior is expected at all times while students are at school. "At school" includes: in the classrooms, anywhere in the school building, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises. Students will be held accountable for their actions and discipline actions will be enforced. Personal accountability is demonstrated when the student:

1. Take responsibility of 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 school grounds, on buses, and at any school-related event.

4. Respect the rights and feelings of fellow students, parents/guardians, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel,) visitors, and guests.
5. Work within the existing structure of the school to address concerns.
6. Know and comply with the school district rules and policies.
7. Participate in your learning communities, including helping formulate rules and procedures in the school, engaging in school-related activities, and fostering a culture of respect for learning and for others.

## **EXPECTATIONS FOR PARENTS/GUARDIANS**

Parents/Guardians 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) attend 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 school's efforts to provide a safe and orderly learning environment.
6. Know and support the school and district rules and policies and work within the existing structure of the school to address concerns.
7. Attend your child(ren)'s parent/teacher conferences.
8. Advocate for your child(ren) and take an active role in the school community.

*As such, the Academy strongly encourages parents/guardians to volunteer\* a minimum of eight (8) hours per school year. Eight (8) hours may be completed in one (1) day or in several short blocks of time. A parent/guardian may chaperone on field trips, supervise during special activities, attend a child's classes or assists teachers with their daily routines, assist with the school store, etc.*

**\*NOTE:** Background checks must be completed before parents/guardians can volunteer.

## **EXPECTATIONS FOR EDUCATORS**

Educators have the responsibility to:

1. Take responsibility for the students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and self-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 school community.
3. Cooperate and schedule conferences with students, parents/guardians, and other school personnel in an effort to understand and resolve academic and behavioral problems. Make every effort to accommodate families whose work schedules, access to transportation, or distance from school limits their ability to meet or participate.
4. Keep parents/guardians informed of their students' challenges, effort, and success.
5. Encourage students to participate in classroom, extracurricular, and other school-related activities.
6. Know and enforce the rules and policies consistently, fairly, and equitably.
7. Participate in formulating rules and procedures and other learning and developmental opportunities in the school.

## **ATTENDANCE POLICY**

It is our intent at The Dearborn Academy to provide the best possible educational opportunity for all students. To gain the benefits of such an opportunity, students and parents/guardians must take an active role in the learning process, beginning with regular and punctual attendance. Our hope is that with your understanding of our attendance rules, regulations, and school policies, we will be able to work as partners in maximizing each day for learning.

The Dearborn Academy is committed to working with students and their families to promote regular attendance, which in turn, encourages personal growth and academic achievement. Under Michigan law, Section 380.1561 of the Revised School Code reads, "...the child's parent, guardian, or other person in this state having control and charge of the child shall send that child to a public school during the entire school year from the age of 6 to the child's sixteenth birthday..." Student's attendance must be continuous and consecutive for the school year (i.e., 180 days). Regular attendance is necessary for students to make the desired and expected academic progress. Therefore, The Dearborn Academy board authorizes the administration to implement procedures to ensure student attendance is maintained during the school year, ensuring that absences are recorded. Failure to comply with this law could result in school consequences and/or involvement by Wayne County Social Services or Local Law Enforcement.

## **ATTENDANCE PROCEDURES**

Any student absent from school must have his/her parent/guardian call the school on or before the day of the absence. Parents are to call the Main Office at **313-982-1300** to report an absence. To obtain a prearranged absence, parents must either send a written request to the school office or call in advance.

The note must include the student’s first and last name, grade, and reason for date(s) of absence. If the absence is expected to be more than three (3) school days, the parent/guardian must complete an Extended Absence Request Form in the Main Office at least five (5) school days prior to the first day of leave.

If a child is late for school, they must report to the main office to obtain a late pass. Students leaving school early must be signed out in the Main Office by a parent/guardian and signed in by a parent/guardian if/when they return.

Missed assignments due to absences must be arranged by students with their teachers. If the assignments were not arranged prior to the absence, the student has one day per absence to complete the assignments. If the assignments were arranged prior to the absence, all assignments are due upon the students return.

**ABSENCES**

The Dearborn Academy’s **regular full-day** school hours are **Monday-Friday 8:00 AM-3:00 PM.**

The Dearborn Academy’s **half-day** school hours are **8:00 AM-11:30 AM.**

**All students must be in class by 8:05 AM.**

**Elementary (K-5):**

- **Tardy:** Students are considered tardy between the times of **8:05 AM-8:30 AM**
- **Absent for the morning:** Students are considered absent after **8:30 AM**
- **Absent for the afternoon:** Students are considered absent if they leave before **1:30 PM**

**Middle School (6-8):**

- **Tardy:** Students are considered tardy between the times of **8:05 AM-8:15 AM** and within the first **10 minutes** of the start of each class period (2-7).
- **Absent for the class period:** Students are considered absent **after 10 minutes of the start of a class period.**

**TRUANCY**

Truancy is defined as missing at least 10% of the school year. Once deemed truant, a child shall be monitored throughout the school year until improved attendance is consistent.

Tardies	Absences	Progressive Consequences
<b>6</b>	<b>5</b>	<b>Chronic Absence/Tardy Letter:</b> Parent/Guardian notification letter issuing a warning
<b>9</b>	<b>8</b>	<b>FIRST Notification of Truancy:</b> A meeting will be requested with the teacher, parent/guardian, student, and administration. Parent/Guardian and student will be required to sign an attendance probation agreement.

<b>10</b>	<b>12</b>	<p><b>SECOND Notification of Truancy:</b> A meeting will be requested with the school board, parent/guardian, student, administration, and School Resource Officer.</p> <p>The parent/guardian and student will be required to complete an Online Court Ordered Truancy Class at student/parent expense; must show certificate of completion.</p> <p>Detentions for tardies will be enforced.</p>
<b>18</b>	<b>18</b>	<p><b>THIRD Notification of Truancy:</b> Potential referral to Wayne County Social Services and/or Law Enforcement</p> <p>*Absences will be a large factor in grade promotion.</p>

## EARLY DISMISSAL

We strongly discourage parents/guardians picking up their student before dismissal as this is a disruption to the learning environment. However, should a student need to leave school early, prior notice would be greatly appreciated. Parents/guardians can notify the Main Office prior to their arrival to ensure that students have ample time to gather their belongings.

## LATE PICK-UP

Students are to be picked up through the dismissal line or by the main doors no later than 3:15 PM on full days and 11:45 AM on half days. After 3:15 PM on full days and 11:45 AM on half-days, all students will be required to call home and must be picked up by a parent/guardian from the Main Office. A dismissal fee of **\$5.00 per child** will be due at the time of pick-up.

\*\*In the event that parents/guardians are running late for dismissal, please call the Main Office at **313-982-1300** to notify office personnel and administration as soon as possible.

## EXTENDED ABSENCES

1. All requests for vacation/extended absence must submit a Vacation Approval Form that is located in the Main Office.
2. All forms must be submitted and approved five (5) school days prior to first day of leave. Once the forms are approved, a copy will be sent to all of the teachers. Homework may be given if ample notice is given.
3. The Dearborn Academy reserves the right to drop a student from the school after five (5) consecutive absences.
4. Upon return, parents/guardians will need to reregister their students pending open seats are available.

## RECESS

Students will stay in for lunch and recess under the following conditions:

- Rain
- “Feels like” temperature below 20 degrees F.
- Extreme conditions on the playground (e.g., mud or ice)

The outdoor recess decision will be made each morning based on daily weather conditions. Please send your child to school dressed appropriately for the changing weather conditions.

## **SCHOOL DRESS CODE**

Students must adhere to the following dress code:

- No low-rider or baggy bottoms (all bottoms should be worn around the waist with a belt if necessary)
- No “see-through” apparel
- No inappropriate language, pictures, or symbols on clothing
- Clothing must cover the mid-section of the body in both the front and the back
- No spaghetti tank tops or low-cut shirts
- No exposed undergarments
- No hats, bandanas, or other headgear (except for religious headscarf)
- Sweatshirts with hoods are allowed, but hoods must be down
- Shorts, skirts, and dresses must have an approximate inseam of 4 inches
- Slippers may not be worn to school (unless on spirit days)
- Sunglasses are not to be worn in the building and must be kept in the student’s locker during the school day
- Coats, jackets, vests and other outerwear are not to be worn in classes. Students who feel that the building is cool should keep a sweater or sweatshirt in their locker to wear.

We hold parents/guardians responsible for ensuring that all students attend school clean and according to dress code. Administration and staff reserve the right to assess clothing for appropriateness to the learning environment and to address it accordingly. Students who are out of class because of an infraction of the dress code are responsible for all missed schoolwork in compliance with the make-up policy.

**Physical Education:** On the day of physical education class, students are required to wear proper athletic shoes, which include a tennis shoe, cross training shoe, or Velcro shoe with ankle support. Students are not allowed to wear sandals, flip-flops, dress shoes, boots of any kind, shoes with elevated heels, or flats. If a student does not follow the physical education dress code, he or she may lose points or be marked down for being out of the physical education dress code.

## **SCHOOLWIDE DISCIPLINE**

TDA has adopted a school-wide Positive Behavior Intervention and Support system (PBIS). A PBIS school provides a consistent, predictable, and fair use of consequences for all students. It is designed to teach

respect, responsibility, and safety. Everyone, students, families and staff, is expected to make sure that TDA is a safe place that nurtures personal responsibility for actions and respect for self and others.

A teacher or staff member will use age appropriate disciplinary action/s to correct a student whose choices are outside of the behavior expectations and matrix. When the student responds in a positive manner, no further action will be taken. The student's parent/guardian may be called. Possible consequences for noncompliance within the PBIS behavior expectations can include (but is not limited to): redirection, warnings, loss of privileges, restitution, student and/or parent conference, lunch detention, progress reports, after school detention, weekend detention, out of school suspension, behavior plans, expulsion, etc. A copy of The Dearborn Academy's Discipline Handbook can be found in the appendix.

Students who are repeatedly violating the school expectations are at risk for more severe consequences like out of school suspension and/or expulsion. Parents/guardians will be notified of any significant student consequences. Parents/guardians may need to schedule a reentry meeting in order for their student to return to TDA.

## **RULES AND REGULATIONS OF CONDUCT**

### **A. Introduction**

All students who attend The Dearborn Academy will be expected to follow all the rules and regulations. The purpose of these rules and regulations is to provide an atmosphere that is conducive to learning and to prevent behavior that interferes with the academic progress of the students. Rule violations will result in sanctions according to the nature and number of violations.

The State of Michigan Board of Education's mission is: "All students graduate ready for careers, college, and community." This goal can only be achieved if students within schools are pursuing their education to its fullest. Therefore, The Dearborn Academy will create an inclusive, achievement-oriented culture through the use of a Positive Behavior Intervention Strategy (PBIS) program and restorative practices to help guide student conduct.

### **B. Definitions**

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.
2. Detention is a school-wide management tool that may be assigned to students particularly when a loss of instruction time was the result of a particular student behavior. Students may be asked to provide restitution for their actions during this time. Parents/guardians will be legally notified by phone or written notification of any detentions issued.



3. Suspension can be defined as "In-School" or "Out of School." If a student acts outside of the rules, norms, and expectations set forth by the administration at The Dearborn Academy, students could be subject to at least one full day of suspension. "In-school" refers to the student serving their suspension with a certified staff member in the building. Out of School refers to a student serving their suspension out of school under the supervision of a parent/guardian (MCL.380.1309). Please refer to The Dearborn Academy Discipline Handbook.
4. Expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite amount of time unless otherwise specified by the school board, or a state law.

An appeal is permitted when within five (5) days of receipt of a school board decision a student/family disagrees with the board's decision and requests the appeal or reconsideration in writing.

### C. Rules

1. Be Safe; Be Responsible; Be Respectful.
2. Take responsibility for your own actions and learning.
3. Attend school regularly, arrive on time and be prepared to learn.
4. Respect the rights and feelings of others (including students, teachers, secretaries, custodians, paraprofessionals, bus drivers, lunch supervisors, field trip staff, etc.) in the school and at any school-sanctioned activity or event.
5. Respect the property of others (including peers, teachers, secretaries, custodians, paraprofessionals, bus drivers, lunch supervisors, field trip staff, etc.) in the school and at any school-sanctioned activity or event.
6. Respect the work of others by not copying, plagiarizing, defacing or defaming work created by others, or by devaluing the time and effort put forth by others.

## GENERALLY PROHIBITED BEHAVIORS/ITEMS

In general, students are expected to behave in responsible, respectful, and safe manners at all times. Appropriate conduct is expected in the classroom, hallways, restrooms, offices, the cafeteria, on buses, and field trips, during recess, and any time a student is at school. **The Dearborn Academy reserves the right to handle all cases not covered by these guidelines at the discretion of the Principal, designee or staff as delegated.**

## **Prohibited Behaviors**

The following behaviors are prohibited and appropriate consequences will be applied when students choose to participate in the following behaviors:

1. Running, yelling, pushing, shoving, horseplay, or throwing (of any object), unless part of a supervised program conducted by a staff member and that action is required.
2. Gambling in any form is prohibited at any time during the school day, in the school building, on school grounds, at any school function, or at off-campus sites.
3. The solicitation or sale of any kind of goods or services is prohibited at any time during the school day, in the school building, on school grounds, at any school function, or at off-campus sites (unless it is school approved – ex: fundraisers).
4. Use of hallways or restrooms (during the school day- 7:30AM until 3:00 PM) without a pass issued by a staff member.
5. Failure to follow the directions of administrators, any school staff, and parent volunteers.
6. Leaving school grounds without permission of a staff member after arrival.
7. Misusing school supplies or materials.
8. Any form of student protest that disrupts the educational process.
9. Using any language or gesture that is abusive, profane, or designed to create a disruption or incite violence.
10. Failing to follow the general expectations outlined in The Dearborn Academy's Discipline Handbook.

## **Prohibited Items**

1. Outside Food/Beverages (Unless consumed during a scheduled mealtime AND meet the healthy food requirements for all TDA students or during a scheduled class event)
2. Gum/Candy
3. Toys of any kind, including collector cards and stuffed animals
4. Sunglasses

5. Glass containers of any kind
6. Destructive, graphic, obscene, or pornographic material of any kind (including sketches and drawings done during the school day.)
7. Lighters, matches, or any other ignition device.
8. Explosive/flammable substances (example: lighter fluid, gasoline, fireworks, gunpowder, etc.)
9. Illicit, street or prescription drugs or paraphernalia are not permitted in school (unless registered with the main office according to safe school medicine practices)
10. Schools are a “weapons-free” zone (including look alike weapons)
11. Schools are a “smoke-free” zone (including e-cigarette/vapor pens and any look alike items)

## **PERSONAL ELECTRONICS POLICY**

*Definition: wireless communication devices are devices that emit an audible signal, vibrate, display a message or otherwise summons or deliver a communication to the possessor.*

Examples of wireless communication devices include cellular and wireless telephones, MP3 players or iPods, pagers/beepers, personal digital assistants (PDA's), two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit on either a real time or delayed basis, sound, video or still images, text, or other information.

The staff at The Dearborn Academy knows that technology is important to today's youth. However, we must enforce the TDA board policy with regard to wireless communication devices. This policy requires that while a student is in school, on school property, during ALL after school activities, at school related functions, on school vehicles and during the school's regular hours that all wireless communication devices must be **powered completely off** and **concealed and stored**. *Student electronics that are placed into vibrate or silent mode and are discovered will be confiscated by school staff.*

Moreover, students are prohibited from recording or transmitting words, or images of any student, staff member or other person in the school or while attending a school related activity without the consent of that person to capture, record or transmit the words or images. Students who choose to violate this policy have invaded the privacy of others. ***Any student who violates this shall have their wireless device confiscated and held until the end of the school year.***

Students who choose to participate in the sharing of messages or pictures of a sexual nature are “sexting”. This behavior is strictly prohibited on school property or at school functions. This type of behavior puts all involved students at risk for unwanted exposure of the messages and images of others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to school discipline and/or criminal charges and possible confiscation of the

wireless device.

There is no expectation of confidentiality that exists in the use of wireless devices on school premises/property.

The use of wireless devices that contain built-in cameras (devices that take still or motion pictures whether in a digital or other format) is prohibited in all locker rooms, classrooms, bathrooms, and other areas of the school.

Students are also prohibited from using a wireless device in the following ways:

- Causing another person to feel threatened, humiliated, harassed, embarrassed or intimidated.
- Using the device to capture or transmit test or academic information
- Using the device to capture or transmit any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.

Students will forfeit their opportunity to possess a wireless device at school if they fail to abide by the terms of this policy or otherwise engage in the misuse of this privilege.

Students are personally and solely responsible for the care and security of their wireless device. The Dearborn Academy assumes no responsibility for theft, loss, damage, or vandalism to any wireless device brought onto school property, or the unauthorized use of a wireless device.

***Parents/Guardians should be advised that the best way to reach their child during the school day is by calling the school main office at 313.982.1300.***

Students will be permitted to use school phones to contact their parent/guardian during the school day as the need arises.

## **VIOLATIONS OF THE ELECTRONICS POLICY**

Students who choose to violate the electronics policy as outlined above will be subject to disciplinary action and/or confiscation of their wireless device. Certain violations may require the school administration to notify law enforcement if the violation involves an illegal activity (ex: child pornography).

Discipline will be imposed progressively ranging from a warning to possibly an expulsion based on the number of previous violations and/or the nature of the circumstances surrounding a particular violation.

The following procedure will be followed for typical (not requiring law enforcement notification) violations of the policy:

1. Staff member will issue a warning to the student and reinforce the policy of "powered off and concealed" and supervise the completion of this task.

2. Staff member will confiscate (lock up and conceal) the wireless device and return the device to the student at the end of the day.
3. Staff member will confiscate the wireless device, and turn the cell phone over to the administration (or the main office in admin absence). Phone will be returned to the parent/guardian upon completion of a meeting with the administration team and parent/guardian. ***This procedure will be repeated each additional time the student violates the electronics policy.***

If a student chooses to continuously violate the electronics policy despite all of the efforts mentioned above, the following consequences may occur:

1. In-school suspension
2. Student will not be permitted to carry or possess an electronic device at school for the remainder of the school year.
3. Electronic device will not be returned to the family until the end of the school year.
4. Continued noncompliance with the wireless device policy will result in additional consequences up to and including a recommendation for expulsion from TDA.

Please note that any wireless device held by the school will not be searched or otherwise tampered with without the presence of both the student and the parent/guardian, or explicit approval from both. A search would only be held if school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure.

## **STUDENT CHROMEBOOK AGREEMENT**

Parents/Guardians and students participating in one-to-one Chromebook program will be required to accept responsibility through a Chromebook agreement, outlining the care and handling, and expectations for student use of school Chromebooks. Included in this agreement is an acknowledgement that students will be responsible for damages to the Chromebook. Chromebook related incidents that occur at school involving multiple parties will be investigated by administration. A copy of the agreement can be found in the appendix.

## **VIOLATIONS OF THE STUDENT CODE OF CONDUCT**

Below is a list of student conduct code violations and their definitions. Students who commit an act of misconduct is subject to disciplinary action, including a "snap suspension" by a teacher for misconduct in a class, subject, or activity.

The Dearborn Academy will first use intervention strategies with students, including preventative measures such as intensive instruction, social-emotional learning, PBIS, restorative practices, peer mediation, teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts. Certain violations listed below will be referred directly to administration due to the serious and/or unlawful nature of the misconduct. A student accused of **any** violation of the Code of Student Conduct may be referred to the school social worker, school psychologist, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, the school board will act to impose the mandatory sanctions.

## **DEFINITIONS OF STUDENT CODE OF CONDUCT VIOLATIONS**

1. **Bullying:** A student will not engage in bullying any student for any reason in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the public school academy. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in section 219a of the Michigan penal code, 1931 PA 328, MCL 750.219a.

"Bullying" means any written, verbal, or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.
- Adversely affecting the ability of a pupil to participate in or benefit from the public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

The Dearborn Academy has zero tolerance for such behaviors. Appropriate interventions will be implemented in accordance with PBIS, Peer Mediation, and restorative practices to eliminate any bullying behaviors. Parents/guardians of any student who chooses to behave repeatedly in such a manner may be asked to find an alternate school.

2. **Cheating/Academic Misconduct:** A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to behavior discipline.
3. **Defacement of Property:** A student will not willfully cause defacement of, or damage to, property

of the school or others (including work displayed in the halls). Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables and spray-painting surfaces are acts of defacement.

- 4. Destruction of Property:** A student will not intentionally cause destruction of property to the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.
- 5. Disorderly Conduct:** A student will not knowingly harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.
- 6. Failure to Serve Assigned Detention:** A student will not fail to serve an assigned detention of which students and parents/guardians have been notified. Notification needs to be confirmed. Students who fail to serve an assigned consequence will be subject to additional discipline up to and including out of school suspension. School administrators may approve alternative consequences for students who lack transportation.
- 7. False Identification:** A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.
- 8. Fighting:** A student will not physically fight with another person. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.
- 9. Forgery:** A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.
- 10. Fraud:** A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.
- 11. Gambling:** A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.
- 12. Gang Activity:** A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission.

Gang activity includes any one of the following:

- Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- Using any word, phrase, written symbol. Or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- Recruiting student(s) for gangs.

**13. Harassment/Intimidation:** A student will not engage in or participate in any behavior that is included in the definition of harassment or intimidation.

“Harassment or intimidation” means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances should know will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the student’s property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment or intimidation includes, but is not limited to, a gesture or written, verbal or physical act.

**14. Hazing:** The act of hazing is a crime in Michigan and will not be tolerated in the district. A student will not engage in or participate in any behavior that is included in the definition of hazing. The term “hazing” means “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.” The term “organization” means 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.” [MCL 750.411t].

**15. 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 school property.

**16. Public Display of Affection:** Students will not engage in inappropriate displays of affection including but not limited to: holding hands, cuddling/holding, backrubs/massages, caressing/stroking, hugging, and kissing.

**17. Appropriate Dress and Grooming:** A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others.



- 18. Appropriate Use of Electronic Communication Devices:** Students may possess a cellular telephone or other electronic communication device while at school provided that during school hours and on a school vehicle the cellular phone or electronic communication device remains off and out of sight. All staff will enforce the Electronics policy outlined above with regard to any wireless communication device at school, while on a school trip, at an approved afterschool activity, etc.
- 19. Insubordination/Unruly Conduct:** A student will not willfully ignore or refuse to comply with directions or instructions given by any school authority. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location when instructed by a school staff member, or running away from school staff when told to stop constitutes Insubordination or Unruly Conduct.
- 20. Leaving School Without Permission:** A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.
- 21. Loitering:** A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.
- 22. Possession of Inappropriate Personal Property:** A student will not possess personal property that is prohibited by school rules, as noted above, or that is disruptive to teaching and learning. Items including but not limited to: destructive, graphic, pornographic or obscene material, laser lights, toys or items from home, or personal entertainment devices are not permitted at any time. Certain devices may be allowed for health or other reasons, if previous approval has been obtained from administration.
- 23. Profanity and/or Obscenity Toward Students:** A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting obscene gestures toward any other student.
- 24. Profanity and/or Obscenity Toward Staff:** A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting obscene gestures toward any school staff or adult volunteers.
- 25. Sexual Harassment (Level 1):** A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.
- 26. Sexual Harassment (Level 2):** A student will not make unwelcome sexual advances, request sexual favors, or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.

- 27. Smoking:** A student will not smoke or use e-smoking devices, use tobacco or alternative cigarette options, or possess any substance or item containing tobacco, nicotine or e-juice in any area under the control of a school district, including all activities or events supervised by the school district.
- 28. Tardiness:** A student will not fail to be in his or her place of instruction at the assigned time without valid reason. Using the restroom, changing for P.E., visiting another staff person, or seeking out staff for a "conversation" without a hall pass is not considered a valid reason. ALL school personnel will require a hall pass in order to meet with a student, and students will return to a classroom with a time-stamped hall pass.
- 29. Technology Abuse:** A student will not violate the district's "Technology Use Guidelines."
- 30. Theft or Possession of Stolen Property:** A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at \$100.00 or less which does not belong to the student.
- 31. Threat/Coercion:** threatening to harm others or damage school property; this may include threats made through the use of communication devices, included but not limited to telephones, written, verbal, text message, email, Internet, and threats that may be through body language.
- 32. Trespassing:** A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.
- 33. Truancy:** A student will not willfully and repeatedly fail to report to the school's assigned class or activity without prior permission, knowledge, or excuse by the school and parent/guardian.
- 34. Weapon Look-A-Likes:** A student shall not possess, use, sell, or distribute a toy weapon, a look-a-like or replica weapon except with the prior approval of a teacher or an administrator for appropriate educational use.

## **VERY SERIOUS VIOLATIONS**

The school community will persistently check that students understand what is respectful and accountable conduct toward themselves, their peers, adults, and property. In the event that students violate the following rules, the school community will apply any of the options listed above with the support and guidance to increase the opportunity for the student to offer restitution, learn from mistakes, and restore both the offender and the offended.

- 1. Alcohol and Drugs:** A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student cannot be legally in possession of any drug during school or

school activities. ALL medications (anything that isn't soap, water or a Band-Aid) must be held in the locked cabinet in the office with all appropriate documentation on file. Possible medications that would still qualify under this policy as possession (but are often considered by parents/guardians to be fine) include: cough drops, vitamin C drops or other lozenges for sore throats or immune health, nasal sprays, Tylenol or ibuprofen, Midol, Theraflu, airborne, etc.

2. Arson (Starting a Fire): A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building or on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement pursuant to MCL 380.1311(5) [MCL 380.1311 (2)]. "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code [MCL750.71 to MCL 750.80].
3. Extortion: A student will not make another person do any act against his or her will by force or threat, expressed or implied. This includes membership into "clubs" or other groups, or in order to gain friendship with others.
4. False Fire Alarm or Bomb Report; Tampering with Fire Alarm System: Unless an emergency exists a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. Students will not make phone calls to 911 at any time intentionally or as a prank. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building. TDA will utilize and enforce ordinances of the Dearborn Police Department as appropriate for these actions.

If a student enrolled in grade six (6) or above makes a bomb threat or similar thread directed at a school building, other school property, or a school-related event then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined that the discretion of the school board or its designee [MCL 380.1311a(2)].

5. Felony: A student will not commit a criminal act that results in being convicted of a felony offense.
6. Fireworks: A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers (including snaps) on school property or any school related event.
7. Interference with School Authorities: A student will not interfere with administrators, teachers, or other school personnel or volunteers by threat or violence.
8. Physical Assault: A student will not physically assault another person. If a student enrolled in grade six (6) or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days [MCL 380.1310(1)].

If a student enrolled in grade six (6) or above commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5) [MCL 380.1311a(1)].

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence [MCL 380.1310(3)(b), MCL 380.1311a(12)(b)].

- 9. Robbery:** A student will not take or attempt to take from another person any property by force or threat of force expressed or implied.
- 10. Sexual Assault:** A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement pursuant to MCL 380.1311(5) [MCL 380.1311(2)]. “Criminal sexual conduct” means a violation as set forth in Chapter LXXBI of the Michigan Penal Code [MCL 750.520b to MCL 750.520g].
- 11. Theft or Possession of Stolen Property:** A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at more than \$100.00 that does not belong to the student.
- 12. Weapons: Dangerous Instruments:** A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self- protection. Dangerous instruments include, but are not limited to, Chemical Mace, pepper gas or like substances, stun guns, BB guns, pellet guns, razors or box cutters.
- 13. Weapons: Dangerous Weapons:** A student will not possess, handle, transmit, or use as a dangerous weapon an instrument capable of harming another person. A “dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles [MCL 380.1313].

Note that under Michigan Law, school boards are not required to expel a student for weapons possession if the student can establish in a clear and convincing manner at least one (1) of the following:

- The object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the student.
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.

- The weapon was possessed by the student at the suggestion, request or direction of, or with the express permission of school or police authorities.

**14. Weapons: Use of Legitimate Tools as 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, paperclips, thumbtacks or push pins, compasses, or combs.

The school district may request an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation with special attention given to applicable special education rights afforded children with disabilities. The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be a source approved by school district administration.

## **EMERGENCY INFORMATION**

Students are expected to know and follow all emergency procedures as directed. While school is generally a safe place, emergencies may occur. Therefore, it is **imperative** that the main office has on file necessary emergency information and phone numbers by which parents/guardians or friends may be reached at any time during the school day. The following information is to be provided:

- The name(s) and address(es) of parent(s) or guardian(s).
- A home phone number (if applicable).
- Work and/or cell phone numbers (if applicable).
- Phone numbers of relatives and/or friends **who have permission to transport the child** in cases of emergency.
- The name of the child's doctor(s) and his/her phone number.
- A list of persons authorized to pick up to the child.
- Medical Alert information.

The school should be immediately notified when and if the above information changes.

## **EMERGENCY/TORNADO/FIRE/LOCKDOWN**

To comply with Michigan Legislature, The Dearborn Academy will conduct a variety of crisis intervention drills including

- 5 fire drills
- 3 lockdown drills
- 2 Tornado/Severe weather drills

The Dearborn Academy staff will practice the proper protocols of the various drills periodically throughout the school year. Training will reinforce concepts in the school Emergency Operations Plan (EOP), including general knowledge about potential emergencies, warning signals, evacuation routes, staging areas, and shelter locations. At a minimum, all staff and students will receive annual training and

practice opportunities on emergency preparedness and response procedures. Each classroom has a copy of step-by-step emergency response procedures and a school map showing designated "safe" areas for both the fire drills and tornado drills. Guest teachers are informed in the Substitute Teacher lesson plans.

Documentation of the drills will be posted on the School Website. It will include the type of drill, date of the drill, time of the drill, exact time to evacuate or shelter, and the person conducting the drill.

### **Emergency Closures**

All emergency closures will be announced on local radio WWJ 950 and TV Channel 2, 4, 7. Families will also be notified via School Messenger and Remind. All calls are made in 3 languages.

## **IMMUNIZATION REQUIREMENTS**

State law requires that all students, K-12, be immunized against diphtheria, tetanus, whooping cough, measles, hepatitis B, rubella, and polio. The child's grade upon enrollment in our school will determine whether the mumps immunization is required for admission.

- Parents/guardians must provide documented evidence of all immunizations no later than the first day of school.
- No child will be permitted to attend school unless he/she is fully immunized or has begun his/immunization schedule.
- The only exception to these requirements is for children for whose immunizations are medically contra-indicated or children whose parents/guardians obtain a waiver from the Wayne County Health Department.
- Consult the Principal or office staff for any question.

## **ILLNESS DISMISSAL**

If a student becomes too ill to remain in class, the school will use your child's emergency card information to attempt to notify you; thus it is vital that parents/guardians keep the emergency card information updated. While the parent/guardian is en-route to the school, the student will be made comfortable in the office. No medication, including over-the-counter medicine, will be given.

## **MEDICATION**

In accordance with Federal Law, the Board prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that -could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and

including expulsion from school. When required by State law, the School will also notify law enforcement officials.

The Dearborn Academy is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents/guardians should contact a school administrator or school social work whenever such help is needed.

## **MEDICATION ADMINISTRATION CHECKLIST AND POLICIES**

- Parents/guardians are provided with relevant forms and letters to be completed.
- A specific location is designated for medication administration (main office).
- The medication administration is administered at prescribed time.
- Privacy is provided for the medication administration.
- Verification of medication, child's name, route and dosage prior to administration.
- All over the counter medications must also be distributed through the main office with a compliance form/letter from the family. (Including cough drops or other throat/health lozenges)
- Any and all personnel designated to administer medication will have the proper training.
- A record of the medication administration will be kept for each student receiving medication.
- Safe hygiene practices will be carried out during administration.
- Non-compliance on the part of the student will be addressed with the parents/guardians.
- Staff will verify that information on packaging from pharmacy matches that of physician's authorization.
- Parents/guardians will be notified by staff when a refill is needed or if there is a discrepancy in labeling.

Some students may need to take medication during school hours. Parents/guardians must file an Authorization for Medication form with the school office in order for students to receive over-the-counter or prescription medication in school. The form can be obtained in the Main Office and must be signed by the parent/guardian and the child's doctor. All medicines must be in their original containers and will be kept in the office.

## **LOST AND FOUND**

Lost and Found items will be held in a Lost and Found designated area. Students are encouraged to claim all lost items in a timely manner in order to prevent build-up and overcrowding. All usable items left in the Lost and Found will be donated on the last day of each month.

## **HOMEWORK AND MAKE-UP WORK POLICY**

Students are responsible for completing all in-class assignments and homework. When a student is absent, it is the parent/guardian/student's responsibility to arrange for makeup work. Students are

generally given the same amount of time to make up the work as the amount of time they were absent. For example, if a student is absent 2 days, he/she receives 2 days (including the day of return) to complete the work missed during the 2-day absence.

## **STUDENT RECORDS**

The school records of all students will be kept confidential. The Main Office is the coordinator of records and can be reached at 313-982-1300. The parents/guardians, of students who are under the age of eighteen, are entitled to review their child's school records upon a written request and in the presence of school staff. In situations where the parent of a student is divorced or separated, each parent, custodial and/or non-custodial, has an equal right to view the child's records unless a court order specifies otherwise. At this time The Dearborn Academy does not publish a public directory of student information.

## **PROGRESS REPORTS**

Teachers will issue progress reports at the midpoint of each Semester.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards will be issued two (2) times per year and will be sent home on February 2, 2024 and June 12, 2024. The first progress report will be presented and reviewed at a scheduled parent/teacher conference in November. Students who owe fees will not receive a final report card until all fees are rendered.

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are scheduled throughout the school year (please refer to the school calendar for specific dates). In the event that a parent/guardian wishes to contact a teacher outside of these scheduled times, he/she may do so by contacting the office to set up a mutually convenient meeting time.

**\*\*Parents/guardians must make an appointment to speak with a teacher about a child's progress instead of simply "dropping in." This policy is intended to ensure confidentiality and maintain scheduled educational services. \*\***

## **STUDENT RETENTION POLICY**

Michigan's Revised School Code, sections 380.11a and 380.1282, provides a board of education "general powers" to "exercise a power incidental or appropriate to the performance of any function related to the operation of the school district in the interests of public elementary and secondary education in the school district." [MCL 380.11a and 380.1282]. Moreover, the courts have confirmed that a school board



has the authority to retain pupils on the basis of their failure to achieve at the appropriate level. While a local school board policy may consider the recommendation of a parent/guardian as an objective standard and incorporate it in the retention policy, the ultimate decision is based on school board policy.

### **Student Retention Criteria**

The ultimate decision for retention rests with the principal who will consider the following factors:

- successful completion of the curriculum
- attendance/tardiness (unexcused absences accounting for more than 10% of the school year)
- cognitive, social and emotional
- work ethics
- academic performance on NWEA/iReady, and other testing (two years below grade level in reading and/or mathematics)

This set of criteria is intended as a general guideline and is flexible concerning the individual situation of each student and the prevailing discretion of the Principal. The principal will give due consideration to the recommendations of school staff composed of teaching, counseling, and support staff, who will alert the principal in early May. The principal then has final discretion concerning student placement and will meet with parents/guardians to secure their viewpoint, participation, and commitment to the decision.

### **Parent/Guardian Notification**

The Dearborn Academy notifies parents/guardians of students at risk for retention on or before the start of the second semester and negotiates an individual student Intervention Plan with their feedback. Quarterly conferences give parents, teachers, and students ample opportunity to clarify and discuss progress toward intended academic outcomes. Quarterly Progress reports/report cards give both parents/guardians and students sufficient warning of impending failure.

### **Students that Receive Special Education Services**

The Special Education Department shall review a student's Individual Educational Program ("IEP") when considering retention of a student. The standards for retention apply to students with disabilities unless the IEP team establishes individualized differentiated promotion criteria in the IEP document. If a student with a disability fails to meet the Board-adopted promotion criteria or differentiated promotion criteria documented in the IEP, the Special Education Coordinator shall ensure the IEP team reconvenes to consider whether the current IEP appropriately addresses the student's academic needs.

### **Students that Receive English as a Second Language Services**

The English as a Second Language Department shall review a student's individual WIDA level/standards when considering retention of a student. The standards for retention apply to students unless the team establishes individualized differentiated promotion criteria in the document. If an English Learner fails to meet the Board-adopted promotion criteria or differentiated promotion criteria documented in their individualized plan, the team will reconvene to consider whether the current WIDA standards appropriately addresses the student's academic needs.

### **Appeal**

If a parent/guardian wishes to appeal the Retention decision, they may bring their appeal to The Dearborn Academy board who will make a final determination. The parent/guardian must file an appeal within ten (10) school days of the date on the written notice of retention. Appeals received after ten (10)

days will not be considered. Appeals should be in writing and include any information or documentation parents/guardians believe supports the request for an appeal. The Dearborn Academy's board decision is final.

## **MOVIE PERMISSIONS**

At certain times throughout the school year, school staff may show a movie to either supplement the curriculum or as a reward for positive behavior. All movies shown will be rated G or PG, be age-appropriate, and will be screened by school staff prior to showing. By signing this handbook, you acknowledge and allow your child(ren) to watch G or PG movies presented by school staff before, during, or after school hours.

## **VISITORS**

### **ALL VISITORS MUST REPORT TO THE MAIN OFFICE**

Parents/Guardians and other adult visitors who have legitimate business at the school are always welcome. Upon entering the building, visitors must register in the Main Office and obtain a visitor's badge. They must leave promptly when their business is completed. Students from other schools are not permitted to visit without prior approval from the Principal.

Parents/guardians who wish to volunteer at the school or on field trips must complete a family background check form and return it to the school prior to volunteering with The Dearborn Academy. This form must be completed at least seven (7) days prior to volunteering.

## **SOLICITATION**

Students and Parents/Guardians may not solicit any items at school or school functions unless they do so for school-sponsored fundraisers or get prior approval from the Board of Directors/Principal.

## **VALUABLE MERCHANDISE**

Students must not bring valuable items to school. This will prevent the loss or theft of such items. The Dearborn Academy will not be held liable for the loss or replacement of personal items.

## **SCHOOL PROPERTY**

Teachers will issue students textbooks, trade books, Chromebooks, chargers, headphones, calculators, take-home folders and/or other materials for the school year. These items are on loan to the student for that period of time. All items should be kept clean and in good working condition.

*\*\*If the item is lost and/or not returned at the end of the school year for which it was issued, the*

*parent/guardian must pay for it. If the item is returned in poor condition (damaged), the parent/guardian must pay a damage fee.\*\**

**All student debts must be paid in order to receive your student's final report card, to transfer any student records to a new school, and/or to begin the following school year at TDA.**

The Classroom Teachers and Administration are responsible for coordinating inspections of instructional materials at the school. They can be reached by calling 313-982-1300. Members of the public have the right to inspect instructional materials, including but not limited to print and non-print materials, films, tapes and any other supplementary materials, used as part of the educational curriculum.

## **TRANSPORTATION**

The staff in the office needs a list of those persons (over the age of 18 with valid identification) who are authorized to transport each student. The student's parent(s)/guardian(s) need to update The Dearborn Academy faculty and staff about any changes in transportation routines and/or authorization **in writing**.

## **FIELD TRIPS**

Educational field trips will occur throughout the year. Parents/guardians are encouraged to allow their children to participate fully in all field trips. Prior to each trip a permission slip will be sent home for parents/guardians to fill out and return to school before the trip. No child will be allowed to go on a field trip without prior written permission from the parents/guardians.

**Fieldtrips are considered a privilege that may be revoked at any time by the teacher or by the administration.**

A criminal background check is required if parents/guardians are volunteering. If a parent/guardian serves as a chaperone, they must plan to attend the entire field trip (come on time and not leave early).

**Other family members or siblings may not attend for the security of the students who are being chaperoned.**

Parents/guardians who were not selected as chaperones are discouraged from meeting the class at the field trip destination. Your child's safety and learning experience are of prime importance.

## **PARENT/GUARDIAN CONSENTS**

By registering your students at The Dearborn Academy, consent for all surveys, analyses, evaluations are implied. For all other instances, (i.e., HIV AIDS, health education, photos, etc.) consent Forms will be sent home prior to the event.

## BUS RULES

Students who ride the bus must comply with the bus safety and transportation policy as outlined in the Bus Manual. Copies of the policy are available in the main office or from bus drivers. All transportation students will receive a copy of the policy at the beginning of the year.

## CLASSROOM CELEBRATIONS

- All treats should be store bought and in the original container with ingredients visible (due to allergies or religious limitations).
- Passing out birthday treats is limited to the students in your child's class only. Birthday parties are **not** allowed during lunchtime or during the school day.
- Parents may **not** bring balloons in to the school for a student's birthday.
- The teacher may plan other celebrations as it relates to the curriculum at each grade level.
- Teachers will initiate planning and set guidelines for party treats and activities.
- Middle School students are **not permitted** to bring birthday treats or have celebrations during the school day.

## ATHLETICS

### Rules and Regulations:

A student who, after participating in an athletic contest or scrimmage as member of a middle school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three contest/days of competition and maximum of the remainder of that season in that school year.

An individual may participate in sports outside the school if and only if, he or she is not participating in school sports.

An athlete who quits a squad or is dropped by a coach for disciplinary reasons after final cuts will not be permitted to participate in any sports until the following season. However, under circumstances agreeable to coaches, the Athletic Director, and the Principal, an athlete could change sports within athletic season. Also, if a student athlete receives a discipline referral and is sent to the administrator's office, the administrator has the right to remove that student athlete from the sport he or she currently belongs to and even for the rest of the year.

No student shall be eligible to represent a middle school for which there is not on file in the office of that school that states, for the current school year, that the student passed a physical examination and is physically able to compete in athletic tryouts, practices and contests.

To be **academically eligible** to participate in TDA's *middle school interscholastic athletics*, student athletes must maintain a 2.0 G.P.A. in the previous card marking and pass two thirds (4 out of 6) of their classes. During the current semester, student athletes must also present passing grades and maintain a

2.0 G.P.A. or better during the period of such participation. Grades will be checked at each marking period and throughout the season at the discretion of the athletic coaches.

Student Athletes with G.P.A.'s that fall below a 2.0 will be declared ineligible and be required to participate in a study hall/tutorial for 2 hours per week (outside the regular school day) until the 2.0 G.P.A. is achieved and verified. *Student athletes that are required to participate in this study hall/tutorial may practice with their team but they would be ineligible to compete.*

## **INTERNET USE**

When students log onto to The Dearborn Academy computers/Chromebooks/laptops/tablets, etc., they accept a commitment to be good digital citizens. Below is the acceptance agreement.

As a responsible digital citizen, I accept this opportunity to learn through researching, collaborating, gathering information and publishing digitally using the resources of The Dearborn Academy. I agree to do so in accordance with all guidelines established by The Dearborn Academy, including but not limited to, those included in the Student Parent/Guardian Handbook.

I acknowledge that I am responsible for:

- Following The Dearborn Academy's Board of Education Responsible Use of Technology Policy, Administrative Rules and Regulations and school procedures when using The Dearborn Academy technology and network.
- Using privately-owned information technology devices at school only with permission of a staff member.
- Appropriate conduct on the school network and understanding that I may not connect or network privately-owned information technology devices to district technology without permission of a district staff member.
- Respecting the intellectual property rights of others. I will follow copyright laws.

## **PICTURES/VIDEOS**

Throughout the year, administration and/or staff may take pictures or record videos of classroom lessons for educational purposes/professional development only (i.e. teacher observations). These pictures/videos are for school-use only and will not be shared and/or published on websites. If you do NOT want your child included in pictures or videos for educational purposes only, please contact the Main Office.

## **STUDENT LOCKERS**

The following are the rules and procedures that the Academy has put in place regarding lockers. Please

make sure you read the following contract carefully. Non-compliance of any of the following rules and procedures will result in loss of locker privileges. **Students are not permitted to have any back packs/school bags/purses in the classroom during the school day.** Continued noncompliance of the locker policy, or refusing to place personal items in a locker at staff request will be treated as Insubordination.

### **Procedures**

1. Locker clean out will occur frequently during the school year. Anything left after school dismisses will be thrown away, recycled or taken to a donation center with the lost and found items.
2. The Academy has the right to search lockers at any time in accordance with Policy 5771 – Search and Seizure.
3. Students will be assigned a locker and are only permitted to use their assigned locker. As such, students are responsible for all items being stored in their assigned locker.

## **RECORDING OF SCHOOL MEETINGS INVOLVING STUDENTS AND/OR PARENTS**

### **Recording of IEP Team and 504 Meetings**

In order to facilitate parents' ability to fully participate in the IEP and/or 504 process, parents of students with disabilities are ordinarily permitted to audio record IEP Team meetings and 504 Team meetings in accordance with the following procedures: A. Parents wishing to audio record an IEP Team meeting or 504 Team meeting must utilize their own recording device and provide notice to the School prior to the date of the scheduled IEP Team or 504 Team meeting. B. If parent(s) elects to audio record an IEP Team meeting, the School will also record the meeting.

### **Recording of Other School Meetings Involving Students and/or Parents (e.g., Parent-Teacher Conferences)**

Parents are permitted to audio record meetings with the School provided they notify the School prior to the date of the scheduled meeting of their intent to record the meeting. If a parent provides the requisite notice and is permitted to audio record the meeting, s/he must use his/her own recording device and the School will similarly record the meeting.

Video recording any School meeting is strictly prohibited, with the exception of meetings open to the public under the Open Meetings Act.

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Educational Service Provider. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the

Educational Service Provider or Director of Pupil Services]. The School representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

If the School audio records any meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

## **SCHOOL/PARENT/STUDENT COMPACT**

The Dearborn Academy and parents/guardians of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (eligible children), agree that this compact defines how the parents/guardians, the entire school staff, and the students will share the responsibility for improved student academic achievement and the processes by which the school and parents/guardians will create and support a partnership that will help children achieve Michigan's high standards.

**School Goal:** For students to increase academic achievement and growth on state and local assessments (M-STEP, NWEA, WIDA, i-Ready)

### **School Responsibilities**

The Dearborn Academy will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Michigan's student academic achievement standards.
- Hold parent-teacher conferences (at least annually) during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their children's progress.
- Provide parents reasonable access to staff.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

### **Parent/Guardian Responsibilities**

As a parent/guardian, I will support my child's learning in the following ways:

- Monitor attendance/tardiness.
- Make sure that homework is completed.
- Monitor amount of television my child watches and video games he/she plays.
- Volunteer in my child's classroom to the extent possible.
- Participate, as appropriate, in decisions relating to my child's education.
- Stay informed about my child's education and will communicate with the school by promptly reading all notices from The Dearborn Academy either received by my child or by mail and responding, as applicable.
- Serve, to the extent possible, on policy advisory groups, such as a parent representative on the school's School Improvement Planning (SIP) Team, the Title I Parent Advisory Council, and/or the PIC.

### **Student Responsibilities**

As a student, I will share the responsibility to improve my academic achievement and achieve Michigan's high standards. Specifically, I will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give my parents/guardians all notices and information received by me from my school every day.

We have read and discussed the School/Parent/Student Compact and we agree to abide by our responsibilities.

# **APPENDIX**





## 2023-2024 School Calendar

<b>August 21 - 24</b>	All Staff Professional Development
<b>August 23</b>	Back to School Open House
<b>August 28</b>	First Day of School: ½ Day - Dismissal @ 11:30 AM (PM PD for Staff)
<b>September 1 &amp; 4</b>	No School: Labor Day
<b>September 18 – October 13</b>	Fall Testing Window (i-Ready and NWEA MAP)
<b>September 22</b>	½ Day for Students - Dismissal @ 11:30 AM (PM PD for Staff)
<b>September 29</b>	½ Day for Students - Dismissal @ 11:30 AM (PM PD for Staff)
<b>October 13</b>	½ Day for Students - Dismissal @ 11:30 AM (PM PD for Staff)
<b>October 19 - 21</b>	8 <sup>th</sup> Grade Washington D.C. Trip
<b>October 23</b>	Fall Picture Day for Staff and Students (PK-8)
<b>October 27</b>	½ Day for Students - Dismissal @ 11:30 AM (PM PD and Records for Staff)
<b>November 2</b>	½ Day for Students - Dismissal @ 11:30 AM (Parent-Teacher Conferences 12:30-6:00 PM)
<b>November 3</b>	No School for Students and Staff – Conference Release Day
<b>November 7</b>	No School for Students (PD for Staff)
<b>November 17</b>	½ Day for Students - Dismissal @ 11:30 AM (PM PD for Staff)
<b>November 22</b>	½ Day for Students and Staff - Dismissal @ 11:30 AM
<b>November 23 &amp; 24</b>	No School for Students and Staff - Thanksgiving Recess
<b>December 8</b>	½ Day for Students - Dismissal @ 11:30 AM (PM PD for Staff)
<b>December 11 - 15</b>	Winter i-Ready Testing
<b>December 22</b>	½ Day for Students and Staff - Dismissal @ 11:30 AM
<b>December 25 – January 5</b>	No School for Students and Staff - Winter Break
<b>January 15</b>	No School for Students and Staff – MLK Day
<b>January 22 - 26</b>	Winter NWEA MAP Testing
<b>January 26</b>	½ Day for Students - Dismissal @ 11:30 AM (PM PD/Records for Staff)–End of 1 <sup>st</sup> Semester
<b>February 1</b>	Parent-Teacher Conferences @ 3:30-5:30 PM
<b>February 2</b>	½ Day for Students - Dismissal @ 11:30 AM (PM PD for Staff)
<b>February 2</b>	Semester 1 Report Cards Sent Home
<b>February 5 – March 8</b>	WIDA Testing
<b>February 16 &amp; 19</b>	No School for Students and Staff – Mid-Winter Break
<b>March 8</b>	½ Day for Students - Dismissal @ 11:30 AM (PM PD for Staff)
<b>March 22</b>	½ Day for Students - Dismissal @ 11:30 AM (PM PD for Staff)
<b>March 25 – 29</b>	No School for Students and Staff – Spring Break
<b>April 1</b>	No School for Students and Staff – Pupil Holiday
<b>April 10</b>	No School for Students and Staff – Pupil Holiday
<b>April 10 – May 24</b>	Spring Testing Window (8 <sup>th</sup> Grade PSAT, M-STEP, NWEA, MAP, and i-Ready)
<b>April 19</b>	½ Day for Students - Dismissal @ 11:30 AM (PM PD and Records for Staff)
<b>April 26</b>	½ Day for Students - Dismissal @ 11:30 AM (PM PD for Staff)
<b>May 10</b>	½ Day for Students - Dismissal @ 11:30 AM (PM PD for Staff)
<b>May 24 &amp; 27</b>	No School for Students and Staff – Memorial Day
<b>June 7</b>	½ Day for Students - Dismissal @ 11:30 AM (Spring Fling)
<b>June 12</b>	Last Day of School: ½ Day - Dismissal @ 11:30 AM – End of Semester 2

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**Full Day:** 8:00 AM – 3:00 PM

**½ Day:** 8:00 AM – 11:30 AM

**School Days:** 180 Days

**Total Hours of Instruction:** 1113.0 (Required: 1098)

**PD Hours:** 0 hours



# THE DEARBORN ACADEMY DISCIPLINE AND ATTENDANCE HANDBOOK

## CODE OF CONDUCT

The Student Code of Conduct sets forth student rights and responsibilities while at school and school related activities, and the consequences for violating school rules.

The Student Code of Conduct will be administered uniformly and fairly, without partiality or discrimination.

## WHEN AND WHERE THE STUDENT CODE OF CONDUCT APPLIES

The Student Code of Conduct applies "at school". The term "at school" is defined by local, state, and federal authorities.

- "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff; and
- When a student is using school telecommunications networks, accounts, or other district services.

## DISCIPLINE

Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment.

### There are two categories of behavioral offenses:

- **Minor Behaviors: Offenses are handled by the teacher/staff**
  - Documentation of the student's behavior and the action taken by the teacher/staff is required (including parent contact information)
  - Parent contact is required from the teacher/staff and can be done via phone call or Remind message
- **Major Behaviors: Offenses are handled by the administration**
  - Call or send the student down to the office for further investigation immediately

- If an Office Discipline Referral can't be completed immediately and sent down with the student, it must be completed by the end of the school day.
- Documentation of the student's behavior and action by the administrator is required (including parent contact information)
- All behavioral plans and discipline histories for the student(s) will be reviewed when determining behavioral consequences and interventions.

<b>MINOR OFFENSES</b>		
Situations that a teacher can address without the help of administration, social worker, and/or other support staff. Documentation and parent contact happens after a first warning has been issued without having the desired change in behavior.		
<b>Behaviors</b>	<b>Definition</b>	<b>Example(s)</b>
Inappropriate Language/ Gestures	Profanity or other inappropriate comment and/or gesture directed at a student, staff member, or school visitor	<ul style="list-style-type: none"> <li>○ Swearing</li> <li>○ Name calling</li> <li>○ Verbal argument</li> <li>○ Negative comments</li> <li>○ Impolite language</li> <li>○ Inappropriate gestures (i.e. middle finger)</li> </ul>
Disruptions	Student engages in low-intensity, inappropriate disruption	<ul style="list-style-type: none"> <li>○ Making noise</li> <li>○ Yelling out</li> <li>○ Excessive talking</li> <li>○ Throwing small objects</li> <li>○ Interrupting the teacher</li> </ul>
Defiance/ Disrespect	Purposeful non-compliance or refusal to follow instruction and/or routines that temporarily distracts student from learning. Negative, oppositional or disrespectful language that interrupts instruction.	<ul style="list-style-type: none"> <li>○ Uncooperative behavior</li> <li>○ Failure to stay on task</li> <li>○ Breaking class or school expectations/procedures</li> <li>○ Talking back</li> <li>○ Refusal to work</li> <li>○ Cheating</li> <li>○ Out of assigned area</li> <li>○ Spitting</li> <li>○ Excessive arguing with refusal to redirect</li> <li>○ Dishonesty</li> <li>○ Dress code violation</li> <li>○ Backpack/purse not left in locker</li> </ul>
Property Misuse	Student engages in low-intensity abuse of personal or classroom property	<ul style="list-style-type: none"> <li>○ Ripping books</li> <li>○ Breaking pencils, crayons, or classroom toys</li> <li>○ Pushing/flipping furniture</li> <li>○ Writing on desk, books</li> <li>○ Going into another person's desk and/or backpack</li> </ul>
Physical Contact	Non-accidental physical contact with another	<ul style="list-style-type: none"> <li>○ Pushing/Shoving</li> <li>○ Bumping</li> <li>○ Tripping</li> <li>○ Slapping</li> </ul>
Technology Misuse	Student engages in use of technology, personal or school, in an inappropriate, but minor way	<ul style="list-style-type: none"> <li>○ Not on approved website</li> <li>○ Cell phone use in class</li> <li>○ Use of another student's Chromebook</li> <li>○ Logging on to another student's account/sharing login information</li> <li>○ Use of Air Pods/headphones/other ear buds</li> </ul>

**CONSEQUENCES FOR MINOR BEHAVIORS  
(TO BE DETERMINED BY THE TEACHER/STAFF)**

1 <sup>st</sup> Intervention:	2 <sup>nd</sup> -4 <sup>th</sup> Intervention Parent contact by the teacher/staff via phone call or Remind	5 <sup>th</sup> Intervention:
Warning/Redirect	Seat Change Before School/Lunch/After School Detention Parent-Student-Teacher Meeting Loss of school activities/field trip/privileges Reteach expected behavior/procedure Student Reflection Apology Letter Break in buddy classroom Community Service (Cleaning classroom, hallway, etc.)	Major ODR to Administration

**MAJOR OFFENSES**

Situations that need to be addressed by the administration immediately.

**\*\*Administration has the right to assign consequences that may not be listed in the above chart. \*\***

Behavior	Definition/Examples	Possible Consequences
Bullying	Student consistently intimidates, manipulates, or threatens another person using negative speech and/or action that target ethnicity, disability, gender, religion, or other personal characteristics.	<ul style="list-style-type: none"> <li>○ Parent Contact/Meeting</li> <li>○ Restorative Circle</li> <li>○ Suspension (1-5+ days)</li> </ul>
Damage to School Property	Intentionally destroying/damaging/vandalizing/stealing school property, including but not limited to, technology, bathrooms, furniture, lockers, etc.	<ul style="list-style-type: none"> <li>○ Parent Contact/Meeting</li> <li>○ Restitution: Student will pay for the damaged property</li> <li>○ Loss of privilege associated with item (i.e. Chromebook)</li> <li>○ Suspension (1-3+ Days)</li> </ul>
Damage to Others' Property	Intentionally destroying/damaging/vandalizing/stealing another person's property, including but not limited to, technology, clothes, personal belongings in lockers, furniture, etc.	<ul style="list-style-type: none"> <li>○ Parent Contact/Meeting</li> <li>○ Restitution: Student will pay for the damaged property</li> <li>○ Loss of privilege associated with item (i.e. Chromebook)</li> <li>○ Suspension (1-3+ Days)</li> </ul>
Drugs/Alcohol/Tobacco	Illicit, street, prescription, over-the-counter drugs or paraphernalia are not permitted in school or on school premises (unless registered and stored in the Main Office); includes e-cigarette/vapor pens or any look alike items	<ul style="list-style-type: none"> <li>○ Parent Meeting</li> <li>○ Suspension: 3 days for possessing; 5 or more days for possessing and using on school premises</li> <li>○ School Resource Officer involvement</li> </ul>
Inappropriate Language/Gestures	Exposure of body parts, excessively vulgar language, racial slurs, and/or unwanted touching directed at a student, staff member, or school visitor.	<ul style="list-style-type: none"> <li>○ Parent Contact/Meeting</li> <li>○ Apology Letter</li> <li>○ Referral to school counselor or outside agency</li> <li>○ Suspension (1-5+ days)</li> </ul>
Fighting	Serious, intentional physical contact with another student (punching, kick, scratching, hair pulling, hitting with object, etc.)	<ul style="list-style-type: none"> <li>○ Parent Contact/Meeting</li> <li>○ Suspension (2+ days)</li> <li>○ Apology Letter to Each Other/Teacher/Classroom</li> </ul>
Serious Violations of Safety Rules	Pulling the fire alarm, falsely calling 9-1-1, leaving the school/school grounds without permission, etc.	<ul style="list-style-type: none"> <li>○ Parent Contact/Meeting</li> <li>○ Suspension (5+ Days)</li> </ul>

Skipping	Intentionally missing a class period during school hours	<ul style="list-style-type: none"> <li>○ Parent Contact/Meeting</li> <li>⇨ Detention</li> <li>○ Suspension (1-2+ days)</li> </ul>
Threats (regardless of intent)	Threatening to harm others or damage school property; this may include threats made through the use of communication devices, included but not limited to telephones, written, verbal, text message, email, Internet, and threats that may be through body language.	<ul style="list-style-type: none"> <li>○ Parent Contact/Meeting</li> <li>○ Mandatory Threat Assessment and/or Mental Health Evaluation</li> <li>○ Disciplinary course of action will vary based on the results of the threat assessment/mental health evaluation. Consequences may include, but are not limited to, short or long term suspension, online learning modules at the student's/parent's expense, school board disciplinary hearing, and School Resource Officer involvement</li> </ul>
Weapons	Schools are a "weapons-free" zone (including look alike weapons—guns, knives, etc.)	<ul style="list-style-type: none"> <li>○ Parent Meeting</li> <li>○ Suspension: Indefinitely - pending expulsion by the School Board</li> </ul>
Property Misuse	Student engages in inappropriate use of school or personal items (i.e. taking pictures of other students without their consent, intentionally throwing objects to cause harm, etc.)	<ul style="list-style-type: none"> <li>○ Parent Contact/Meeting</li> <li>○ Apology Letter</li> <li>○ Loss of privilege associated with item (i.e. Chromebook)</li> <li>○ Suspension (1-3+ Days)</li> </ul>
5 Minor Offenses		<ul style="list-style-type: none"> <li>○ Parent Meeting</li> <li>○ Suspension (1-2+ days)</li> </ul>

## ATTENDANCE POLICY

It is our intent at The Dearborn Academy to provide the best possible educational opportunity for all students. To gain the benefits of such an opportunity, students and parents/guardians must take an active role in the learning process, beginning with regular and punctual attendance. Our hope is that with your understanding of our attendance rules, regulations, and school policies, we will be able to work as partners in maximizing each day for learning.

The Dearborn Academy is committed to working with students and their families to promote regular attendance, which in turn, encourages personal growth and academic achievement. Under Michigan law, Section 380.1561 of the Revised School Code reads, "...the child's parent, guardian, or other person in this state having control and charge of the child shall send that child to a public school during the entire school year from the age of 6 to the child's sixteenth birthday..." Student's attendance must be continuous and consecutive for the school year (i.e., 180 days). Regular attendance is necessary for students to make the desired and expected academic progress. Therefore, The Dearborn Academy board authorizes the administration to implement procedures to ensure student attendance is maintained during the school year, ensuring that absences are recorded. Failure to comply with this law could result in school consequences and/or involvement by Wayne County Social Services or Local Law Enforcement.

## ATTENDANCE PROCEDURES

Any student absent from school must have his/her parent/guardian call the school on or before the day of the absence. Parents are to call the Main Office at **313-982-1300** to report an absence. To obtain a prearranged absence, parents must either send a written request to the school office or call in advance. The note must include the student's first and last name, grade, and reason for date(s) of absence. If the absence is expected to be more than three (3) school days, the parent/guardian must complete an Extended Absence Request Form in the Main Office at least five (5) school days prior to the first day of leave.

If a child is late for school, they must report to the main office to obtain a late pass. Students leaving school early must be signed out in the Main Office by a parent/guardian and signed in by a parent/guardian if/when they return.

Missed assignments due to absences must be arranged by students with their teachers. If the assignments were not arranged prior to the absence, the student has one day per absence to complete the assignments. If the assignments were arranged prior to the absence, all assignments are due upon the students return.

**ABSENCES**

The Dearborn Academy’s **regular full-day** school hours are **Monday-Friday 8:00 AM-3:00 PM.**

The Dearborn Academy’s **half-day** school hours are **8:00 AM-11:30 AM.**

**All students must be in class by 8:05 AM.**

**Elementary (K-5):**

- **Tardy:** Students are considered tardy between the times of **8:05 AM-8:30 AM**
- **Absent for the morning:** Students are considered absent after **8:30 AM**
- **Absent for the afternoon:** Students are considered absent if they leave before **1:30 PM**

**Middle School (6-8):**

- **Tardy:** Students are considered tardy between the times of **8:05 AM-8:15 AM** and within the first **10 minutes** of the start of each class period (2-7).
- **Absent for the class period:** Students are considered absent **after 10 minutes of the start of a class period.**

**TRUANCY**

Truancy is defined as missing at least 10% of the school year. Once deemed truant, a child shall be monitored throughout the school year until improved attendance is consistent.

<b>Tardies</b>	<b>Absences</b>	<b>Progressive Consequences</b>
<b>6</b>	<b>5</b>	<b>Chronic Absence/Tardy Letter:</b> Parent/Guardian notification letter issuing a warning
<b>9</b>	<b>8</b>	<b>FIRST Notification of Truancy:</b> A meeting will be requested with the teacher, parent/guardian, student, and administration. Parent/Guardian and student will be required to sign an attendance probation agreement.
<b>10</b>	<b>12</b>	<b>SECOND Notification of Truancy:</b> A meeting will be requested with the school board, parent/guardian, student, administration, and School Resource Officer.  The parent/guardian and student will be required to complete an Online Court Ordered Truancy Class at student/parent expense; must show certificate of completion.  Detentions for tardies will be enforced.
<b>18</b>	<b>18</b>	<b>THIRD Notification of Truancy:</b> Potential referral to Wayne County Social Services and/or Law Enforcement  *Absences will be a large factor in grade promotion.

## **EARLY DISMISSAL**

We strongly discourage parents/guardians picking up their student before dismissal as this is a disruption to the learning environment. However, should a student need to leave school early, prior notice would be greatly appreciated. Parents/guardians can notify the Main Office prior to their arrival to ensure that students have ample time to gather their belongings.

## **LATE PICK-UP**

Students are to be picked up through the dismissal line or by the main doors no later than 3:15 PM on full days and 11:45 AM on half days. After 3:15 PM on full days and 11:45 AM on half-days, all students will be required to call home and must be picked up by a parent/guardian from the Main Office. A dismissal fee of **\$5.00 per child** will be due at the time of pick-up.

\*\*In the event that parents/guardians are running late for dismissal, please call the Main Office at **313-982-1300** to notify office personnel and administration as soon as possible.



## EXTENDED ABSENCE REQUEST FORM

*This form is to be completed for pre-arranged absences consisting of 3 or more days of school.*

**Date of Request:** \_\_\_\_\_

**Dates of Absence: From** \_\_\_\_\_ **to** \_\_\_\_\_

**Reason for Absence:** \_\_\_\_\_

In order for students to receive the best possible educational opportunity, students and parents/guardians must take an active role in the learning process, beginning with regular and punctual attendance. Therefore, The Dearborn Academy strongly discourages students missing school for an extended period of time. However, we understand that situations arise and will do our best to work with students and parents/guardians in these situations.

Student First and Last Name	Grade	Teacher(s) Name

**I understand that should these absences cause or contribute to my student reaching or exceeding five (5) absences, they will be subject to the consequences of the attendance policy set forth in the Parent/Student Handbook. I also understand that it is my child’s responsibility to obtain and complete all class assignments. If missed assignments are not completed, I understand that this could affect my child’s grade and/or promotion to the next grade.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**To be completed by an Administrator ONLY:**

\_\_\_\_ Extended absence approved (excused absences)

\_\_\_\_ Extended absence not approved (unexcused absences)

**Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Once completed by an Administrator, Main Office will acquire teacher signatures as acknowledgement of the extended absence. \*



# SCHOOL-WIDE EXPECTATIONS BEHAVIOR MATRIX



## THE DEARBORN ACADEMY EXPECTATIONS MATRIX

	All Areas Leaders	Restroom Leaders	Classroom Leaders	Dismissal/Carline Leaders	Hallway/Outer Walkway Leaders	Cafeteria Leaders	Recess Leaders	Bus Leaders	Assembly Leaders
<b>BE RESPECTFUL</b> <b>LIM HABITS</b> <ul style="list-style-type: none"> <li>Seek first to understand</li> <li>Synergize</li> </ul>	<ul style="list-style-type: none"> <li>I can follow directions the first time an adult asks.</li> <li>I can use good manners: "please" and "thank you."</li> <li>I can use positive words and actions.</li> </ul>	<ul style="list-style-type: none"> <li>I can give others privacy.</li> <li>I can use a quiet voice.</li> </ul>	<ul style="list-style-type: none"> <li>I can raise my hand for permission to speak.</li> </ul>	<ul style="list-style-type: none"> <li>I can sit quietly in my designated area.</li> <li>I can keep my voice silent.</li> </ul>	<ul style="list-style-type: none"> <li>I can use a quiet voice.</li> </ul>	<ul style="list-style-type: none"> <li>I can wait patiently in line.</li> <li>I can line up quietly after lunch.</li> <li>I can use an indoor voice.</li> </ul>	<ul style="list-style-type: none"> <li>I can play fair with others.</li> </ul>	<ul style="list-style-type: none"> <li>I can invite others to sit with me.</li> </ul>	<ul style="list-style-type: none"> <li>I can keep my eyes on the speaker.</li> <li>I can listen to the speaker.</li> <li>I can keep my voice silent when the speaker is speaking.</li> </ul>
<b>BE RESPONSIBLE</b> <b>LIM HABITS</b> <ul style="list-style-type: none"> <li>Put first things first</li> <li>Begin with the end in mind</li> <li>Think win-win</li> <li>Be proactive</li> </ul>	<ul style="list-style-type: none"> <li>I can take ownership of my actions.</li> </ul>	<ul style="list-style-type: none"> <li>I can place all trash in trash cans.</li> <li>I can flush the toilet as needed.</li> <li>I can enter/exit quickly and return to class on time.</li> </ul>	<ul style="list-style-type: none"> <li>I can give my best effort.</li> </ul>	<ul style="list-style-type: none"> <li>I can have all of my personal items with me.</li> <li>I can listen for my name to be called.</li> <li>I can go directly to where I was dismissed.</li> <li>While in the car line, I can look for my car and tell an adult when I see it.</li> </ul>	<ul style="list-style-type: none"> <li>I can bring a pass with me.</li> <li>I can line up quietly with my teacher.</li> </ul>	<ul style="list-style-type: none"> <li>I can keep my area clean.</li> </ul>	<ul style="list-style-type: none"> <li>I can line up quickly when recess is over.</li> <li>I can dress appropriately for the weather.</li> </ul>	<ul style="list-style-type: none"> <li>I can keep the bus clean.</li> <li>I can be on time for the bus.</li> <li>I can keep all food and drinks closed and in my backpack.</li> </ul>	<ul style="list-style-type: none"> <li>I can participate appropriately.</li> <li>I can pay attention to the speaker.</li> </ul>
<b>BE SAFE</b> <b>LIM HABITS</b> <ul style="list-style-type: none"> <li>Be proactive</li> <li>Begin with the end in mind</li> </ul>	<ul style="list-style-type: none"> <li>I can keep hands, feet, and objects to myself.</li> <li>I can walk facing forward.</li> </ul>	<ul style="list-style-type: none"> <li>I can wash my hands with soap for 30 seconds.</li> <li>I can report unsafe or unclean restrooms to the office.</li> <li>I can keep floors clean.</li> </ul>	<ul style="list-style-type: none"> <li>I can use materials and equipment safely.</li> <li>I can ask an adult before I leave the room.</li> </ul>	<ul style="list-style-type: none"> <li>I can stay with my class until I am dismissed.</li> <li>While in the carline, I can wait for an adult to walk me to my car.</li> </ul>	<ul style="list-style-type: none"> <li>I can walk on the right side of the hallway.</li> <li>I can face forward.</li> <li>I can keep outside doors closed.</li> </ul>	<ul style="list-style-type: none"> <li>I can sit with my class/grade.</li> <li>I can raise my hand for permission to leave my seat.</li> </ul>	<ul style="list-style-type: none"> <li>I can use playground equipment the proper way.</li> <li>I can stay in the boundaries.</li> </ul>	<ul style="list-style-type: none"> <li>I can use an indoor voice.</li> <li>I can stay seated and facing forward at all times.</li> </ul>	<ul style="list-style-type: none"> <li>I can stay seated.</li> </ul>

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## **CHROMEBOOK AGREEMENT**

### **Ownership of the Chromebook**

The Dearborn Academy ("TDA") retains sole right of possession of Chromebooks issued to students. The Chromebooks are lent to the students for educational purposes for the academic year and will be returned to TDA at the end of the academic school year. Moreover, TDA administrative staff and faculty reserve the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

### **Responsibility for the Chromebook**

Students are solely responsible for the Chromebooks issued to them and must adhere to all of the following:

- Students must treat their device with care and never leave it unattended.
- Students must promptly report any problems with their Chromebook to their teacher.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including but not limited to the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by The Dearborn Academy.
- Students must keep their device clean. This include food/water marks, stickers, marks from pens/pencils, crayons, etc.
- Students may not use another person's account, login ID, or password
- Students may not upload/download/send any inappropriate/illegal materials
- Students may not modify or attempt to modify the privileges and capabilities set up on the Chromebook
- Students may only use their assigned Chromebook for school purposes. Use of social networking/social media groups, sites, or instant messaging is strictly prohibited (unless they are school-related and prior approval has been given).
- Students may not bypass or attempt to bypass filters on TDA WiFi or any filters or firewalls installed on Chromebook programs
- Students may not post or share photos, videos, or other information on the Internet that relates to other students or staff
- Students may not take their school issued computer home for any reason, unless prior approval has been given.

### **Expectation of Privacy**

All emails, documents, text messages, and other information that is accessed, stored, created, received, or sent through the Chromebooks is the property of TDA. School personnel may view files, communications, data, or any other electronic communication at any time for any reason. TDA reserves the right to monitor all uses of the Chromebooks, including but not limited to, electronic mail, Internet activity, file/scan/copy/print activities, and all user/PC interactions. From time to time, TDA may request

the student to submit the Chromebook for inspection and review. Students and parent/guardian(s) shall cooperate with TDA in inspecting Chromebooks.

**Replacement and Repair of Chromebook**

The Dearborn Academy will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student and parent/guardian. Loss or theft of the device is also the student and parent/guardian’s responsibility and will result in the student being charged the full replacement cost to purchase a new device and Google license.

Whether a Chromebook was damaged, destroyed, or requires repair due to carelessness, neglect, or intentional action shall be determined solely within the discretion of school personnel. TDA’s determination regarding the cause of damage, destruction, or need for repair shall not be subject to any appeal. The Dearborn Academy has the right to not repair or replace a Chromebook until all fees have been paid in full. A final report card will not be released until all outstanding fees have been paid.

<b>Repair/Replacement Costs</b>	
Full Replacement	\$385 (\$350 for the Chromebook + \$35 for Google license)
Screen	\$160
Keyboard	\$100
Charger	\$65
Cleaning Fee	\$80

**Spare Equipment and Lending**

If a student’s Chromebook is inoperable, the school has a limited number of spare devices for use while the student’s Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage.



## HANDBOOK ACKNOWLEDGEMENT FORM

The Dearborn Academy's Parent/Student Handbook describes important information about the school, and we understand that we should consult the school administration regarding any questions not answered in the handbook. We agree to conform to the rules and policies of the school. Since the information and policies described are necessarily subject to change, we acknowledge that revisions to the handbook may occur at any time throughout the school year, and all changes will be communicated to us through official notices from the school. Such notices may be distributed by mail or through direct written communication from the school. We understand that any revisions made during the school year may supersede, modify or eliminate the existing policies in the handbook and subscribe to following them as they are distributed. By signing below, we acknowledge that the handbook can be found on the school website or a copy can be requested in the Main Office. We also acknowledge and understand that it is our responsibility to read and comply with the policies in this handbook and any revisions made to it.

El Manual para padres/estudiantes de Dearborn Academy describe información importante sobre la escuela, y entendemos que debemos consultar a la administración de la escuela con respecto a cualquier pregunta que no se responda en el manual. Estamos de acuerdo en cumplir con las reglas y políticas de la escuela. Dado que la información y las políticas descritas están necesariamente sujetas a cambios, reconocemos que las revisiones del manual pueden ocurrir en cualquier momento durante el año escolar, y todos los cambios nos serán comunicados a través de avisos oficiales de la escuela. Dichos avisos pueden distribuirse por correo o mediante comunicación escrita directa de la escuela. Entendemos que cualquier revisión realizada durante el año escolar puede reemplazar, modificar o eliminar las políticas existentes en el manual y nos suscribimos a seguir las a medida que se distribuyen. Al firmar a continuación, reconocemos que el manual se puede encontrar en el sitio web de la escuela o se puede solicitar una copia en la oficina principal. También reconocemos y entendemos que es nuestra responsabilidad leer y cumplir con las políticas de este manual y cualquier revisión que se le haya hecho.

ينص كتيب الاهل-اولياء الامور/الطالب التابع لأكاديمية ديربورن على كل المعلومات وقوانين المدرسة وانه يمكن التوجه باي سؤال غير منصوص فيه الى ادارة المدرسة. نحن موافقون على اتباع كل قوانين المدرسة ونعلم انه سوف يتم ابلاغنا رسميا باي تعديل لهذه القوانين من قبل المدرسة في اي وقت خلال العام الدراسي. ونذكر بان التعديلات ممكن ان تحل محل او تغير او تلغي القوانين الحالية وانه من مسؤوليتنا قراءة وفهم واتباع القوانين المنصوصة في الكتيب او اي تغيير عندما يتم تبليغنا به. بالتوقيع أدناه ، فإننا نقر بأنه يمكن العثور على الكتيب على موقع المدرسة أو يمكن طلب نسخة منه في المكتب الرئيسي. كما نقر ونفهم أنه من مسؤوليتنا قراءة السياسات الواردة في هذا الكتيب والامتنال لها وأي مراجعات يتم إجراؤها

**\*\*Please note only one (1) signature sheet is required per family as long as ALL students' names/signatures are listed on it. \*\* / \*\* Por favor, tenga en cuenta que sólo se requiere una (1) hoja de firmas por familia, siempre y cuando los nombres/firmas de TODOS los estudiantes aparezcan en ella \*\***

ملاحظة: الرجاء ارجاع قسيمة واحدة لكل عائلة بعد ادراج او تدوين اسماء الجميع وتوقيع الطلاب والاهل عليها.

Parent/Guardian Name / Nombre del Padre de Familia/Guardian / اسم الاهل/ولي الامر		Date / Fecha التاريخ	
Parent/Guardian Name / Nombre del Padre de Familia/Guardian / اسم الاهل/ولي الامر		Date / Fecha التاريخ	
Student Name / Nombre del estudiante / سم التلميذ		Date / Fecha التاريخ	
Student Name / Nombre del estudiante / سم التلميذ		Date / Fecha التاريخ	
Student Name / Nombre del estudiante / سم التلميذ		Date / Fecha التاريخ	
Student Name / Nombre del estudiante / سم التلميذ		Date / Fecha التاريخ	
Student Name / Nombre del estudiante / سم التلميذ		Date / Fecha التاريخ	