

Hope of Detroit Academy



Student Handbook

“The Hope of Detroit Lies Within Me”.

**4443 North Campbell
Detroit, MI 48210
(313) 897-8720
www.leonagroup.com/hope**

Welcome

Welcome to Hope of Detroit Academy and thank you and your family for making this school your public school of choice. Hope of Detroit Academy students will learn how to get along with children of other races and origins in addition to the basic education skills needed for our students to become positive and productive citizens.

We believe the Hope of Detroit lies within in each of us, thus our motto is “The Hope of Detroit Lies Within Me”. The Hope of Detroit Academy staff believes “every student can learn” and this is the basis of our commitment to a quality education for all students.

We look forward to a safe and successful school year.

Benny Cruz
School Leader

Mission Statement

It is the mission of Hope of Detroit Academy to promote a multi-cultural community of learners who strive for excellence, determination, and achievement.

Vision Statement

The vision of Hope of Detroit Academy is to effectively compete in a technologically global world and strive to become successful learners in their communities.

Student Handbook

This handbook has been prepared for all the students to know and understand the rules, policies, procedures and expectations of all who attend Hope of Detroit Academy. It is to be read by parents and students and discussed so there is a clear understanding of everyone's responsibility.

Finally, the last page contains an acknowledgement for student and parent to sign which indicates their full, total understanding and acceptance of the school policies. This form must be completed prior to acceptance by the Academy and maintained on file in the office.

** Hope of Detroit Academy offers a free education in accordance with the Michigan Department of Education benchmarks and will not discriminate on the basis of religion, race, color, national origin, sex, age or disability.*

LEARNING AND WORKING TOGETHER

If a student is to succeed, there must be cooperation between the parent, school and the student.

The Hope of Detroit Academy Administrative Team is responsible for everything that happens within the school. It is his/her responsibility:

- to see to it that the school maintains a friendly, safe, warm environment where children can be nourished, grow and learn.
- to monitor student progress and communicate with parents everything that is going on in the school on a regular basis.
- to monitor the implementation of curriculum given to students
- to be certain that students will be able to perform on any state or national exams given
- to be certain that teachers are teaching the curriculum according to the Michigan Framework

A Hope of Detroit Academy student has the following responsibility:

- to attend classes every day and be on time to all classes
- to come to school prepared with books, paper, pencil, and any materials, assignments and homework as directed by teachers
- to be in control of his/her behavior and to act in a way that would make others proud of him/her
- to maintain a positive attitude toward learning and believe in the ability to succeed
- to respect himself/herself and the rights and property of others
- to adhere to the school dress code

A Hope of Detroit Academy Staff member has the responsibility:

- to provide an orderly classroom and safe school environment
- to provide a quality instructional program in an integrated setting for each student in the classroom
- to make parent(s)/guardian(s) aware of various methods and techniques they can use to assist their student to learn
- to notify the parent immediately if there is a problem of any kind relevant to academic behavior, discipline, attendance or health
- to send home progress reports and establish school conferences with parents whenever necessary
- to be aware of each students' capabilities and nurture and assist him/her in reaching their potential.

A Hope of Detroit Academy Parent has the responsibility:

- to see to it that his/her student arrives to school, each day, on time and dressed accordingly to the school code.
- to make sure that his/her student has all of his/her supplies and materials and ready for work
- to check his/her student's work and homework each day
- to attend all Parent-Teacher-Student Conferences
- to be certain the student returns homework, to respond to any notices of concern or calls from the school
- to be a role model for the student

VISITORS

Parents and guests are always welcome at Hope of Detroit Academy. All visitors **MUST FIRST** stop at the School Office, which is located on the second floor directly across from the stairway. They must get a pass to enter a classroom. Visitors must leave the school by the back door after 8:10 for the safety of the students.

Stopping at the office helps us prevent disrupting class as well as maintaining security and safety for all students and staff.

Parents wishing to see a teacher may make an appointment through the school secretary.

PARENTS ARE NOT ALLOWED IN THE CLASSROOM WITHOUT OFFICE APPROVAL.

Parents who exhibit disruptive behavior or who become abusive towards staff will be restricted in school visitations.

ADMITTANCE POLICY

Hope of Detroit Academy welcomes students of all races, nationalities, religions and ethnic origin to our school.

In registering students for Hope of Detroit Academy, only a parent or legal guardian can register their children. Hope of Detroit Academy has the right to refuse admittance to any student who has been expelled from another school or whose prior behavior warrants investigation and that investigation reveals that the student in questions' behavior will put other students at risk.

New kindergarten students must be five (5) years old on or before December first (1) of the school year in which they are enrolling. Ages must be verified by a birth certificate and immunization records must be complete. Social Security numbers must be provided for all students age five (5) and up by State & Federal regulations.

Parents of upper level students who are transferring from other schools should arrange to provide copies of their academic record prior to their admission to the school. No student will be admitted until all of the registration and enrollment forms are completed by the parent and/or guardian.

No student will be admitted without immunization records being complete and up to date at the time of registration.

Students who have failed to keep up their grades, have excessive absences/tardiness or whose behavior puts other students at risk will be subject to disciplinary action up to and including expulsion as sanctioned by the Board of Directors.

THE SCHOOL DAY

ARRIVAL AND DISMISSAL

Parents driving students to school should not bring children to school before 7:45 A.M. However if students are participating in the breakfast program parents may bring the student at 7:15 a.m. Doors open at 7:50. Parents are responsible for the safety of their children up to this time. The first bell rings at 7:50. **All children should go directly to their classrooms as classes will start punctually at 8 a.m.** Drivers bringing in children after the 8 A.M. bell should escort the children to the back door, as the front doors will be locked at 8:10. This is for safety reasons.

Classes in the preliminary grades (K-1) will be dismissed at 3:20 P.M. Students in the higher grades will be dismissed at 3:30 P.M.

Parents are discouraged from arriving more than five (5) minutes prior to dismissal. Parents who come inside are asked to remain outside the students' classroom until the students are dismissed. Parents of kindergarten students must adhere to this rule.

On half-days, classes will dismiss at 12:00 p.m. Parents will be notified in advance so arrangements can be made regarding transportation.

Parents whose child(ren) are absent should call the school by 8:30 a.m. After that time, any student recorded absent will receive a call by the school secretary. A tardy student must bring in a written excuse within 24 hours. Continued tardiness will result in an attendance officer being sent to investigate the reason. Continuing to be late after a visit will result in disciplinary action up to and including expulsion from the school. **Parent(s)/Guardian(s) are responsible for student getting to school on time.**

When bringing or picking up children at school please do not block the street or side driveway. Park along the sides of the street but do not create a jam by waiting in the middle of the road or by blocking the drive.

Please be considerate of our neighbors and school by not playing loud music while waiting for your children.

Important Notice to Parents. Students who are not picked up by 3:45 p.m. will be taken to the main office until arrival of a parent and/or guardian. **Students must be picked up from school no later than 4:30 p.m. on days where there are no after school activities, and by 5:15 p.m. on days where there are after school activities (tutoring, dance classes, etc.) Students not picked on time will be taken to the Third Precinct, where he/she, can be picked up by the parent.**

On half days any student who is left beyond one hour will be taken to the Third Precinct.

The Southwestern Police District is located at 4700 West Fort Street, Detroit, MI 48209, (313) 596.5300.

EARLY DISMISSAL

On days when school is to be dismissed early-parents must pick their child(ren) up on time.

See The School Day, Arrival and Dismissal.

TEXTBOOKS

Textbooks and workbooks are very expensive; they are supplied to the students by the school. Students are held responsible for the condition of the textbook assigned to them. The parent is responsible and will be charged for the loss of any textbook or workbook. Normal wear and tear of textbooks will carry no charge, however, **loss of a workbook or damage beyond repair or abuse beyond the usual wear and tear on textbooks will be charged to the parent.**

COMMUNICATION/CONFERENCES

A calendar containing items of interest to students and parents is produced monthly. On the reverse side is the lunch menu. Please read the calendar so you are aware of what school events are scheduled.

Parent-Teacher Conferences occur at Report Card marking periods or as needed. Parents are expected to meet with the teacher of each of their children, regardless of the progress of the child. The only way a parent can receive a report card is to have the student present at the conference.

The report card summarizes the student's achievement and gives an evaluation of the child's behavior.

It is not necessary to wait for the regular conference time if a parent has a special concern.

Parents may schedule conferences with the teacher or principal if they have some concerns regarding their child's progress. Should it be necessary, a weekly exchange of information may be arranged.

If you need to schedule a conference with the Principal, please contact the office secretary to make an appointment.

ANY PHONE CALLS TO THE SCHOOL FOR A STUDENT

The office telephone is a business phone and is not to be used by any student to call home except in an emergency. Students will not be called to the phone while school is in session. Parents wishing to contact their student in an emergency may leave a message with the school secretary.

CHANGE OF ADDRESS-TELEPHONE

It is very important that every student record contains up-to-date addresses and telephone numbers. Please notify the school immediately if you have a change of address, telephone number, or emergency contact information. The school cannot be held responsible for communicating with the parent, if the phone has been disconnected or new number information has not been forwarded to the school.

LUNCH INFORMATION/RECESS

Hope of Detroit Academy has a hot lunch program.

Students not having a hot lunch are required to bring a bag lunch to school.

The lunchroom requires guidelines of acceptable behavior. These are no more than what reasonable courtesy and good manners dictate. Such things as disrespectful behavior towards the staff, throwing food, improper cleanup, shouting the length of the lunchroom, running, and fighting at the table will not be tolerated and will result in the student(s) not being allowed to eat with the other students.

Failure to follow the lunchroom rules will result in disciplinary action. Students having to bring lunches, children eating alone, away from their peers or parents being requested to sit with their children during the lunch hour.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstance such as inclement weather, equipment failure, or public crisis. We are aware of the hardship, which can be caused by an abrupt cancellation. Therefore school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means will be used to notify parents of an impending cancellation including radio, TV, and newspapers. In the unusual circumstance where school must be canceled during the school day, teachers will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

All school days when school is not in session will be listed on the school calendar, which is distributed at the beginning of each month. In instances where changes have to be made a notice will be sent home with the children.

EMERGENCY SCHOOL CLOSING

Parents and teachers are to watch local Television stations as well as listen to radio stations for mention of Hope of Detroit Academy in the school closing announcements.

HEALTH

COMMUNICABLE DISEASES

If your child becomes ill or shows signs of developing any of the communicable diseases, you will be contacted immediately to pick up your child. In the event that your child does become infected with a contagious disease, you are requested to contact the office. Your child will be readmitted to school according to the direction given by the Wayne County Health Department. This includes impetigo, head lice, ringworm, measles, mumps, pink eye, etc.

TAKING OF ORAL MEDICINES

Children are not permitted to bring medicine to school or take oral medicine while at school unless written direction and permission by a physician is on file in the school office. The responsibility for maintaining scheduled dosages is on the student, not the school staff. Students are to come to the office when medicine is to be taken.

MEDICINE REQUIREMENT

New Entries

The Michigan Immunization Law requires that “all children enrolling in any public, private, parochial, or denominational school in Michigan for the first time shall submit either a statement signed by a physician that they have been immunized or protected against small pox, diphtheria, tetanus, pretties, rubella, measles, and poliomyelitis and tuberculin tested to determine the presence of infection from tuberculosis, a statement signed by a parent or guardian to the affect that the child has not been immunized, or a request signed by a parent or guardian that the local health department give the needed protective injections and diagnostic test”. The State now requires the Hepatitis B immunization before entering Kindergarten.

Students who do not meet the immunization requirements will be excluded from school per the law.

ILLNESS AND ACCIDENT

DURING THE SCHOOL DAY

In case of illness or accident the student will report to the school office immediately. Parents will be notified immediately.

Minor cuts and scratches will be treated by the school staff, which will wash the wound and if necessary apply bandage or ice. The parent will be notified. This procedure will be followed in all instances where it is noted the student has any type of illness or accident.

Major Accident/Sudden Illness

Parents are immediately notified. If parents are not available, we will call emergency numbers provided by the parent. In instances where the parent or designee can not be contacted, the student will remain in the office depending upon the severity of the accident or illness. If the accident/illness is severe and the parent cannot be reached, the student will be taken to the nearest hospital emergency room. An accident report will be filed in the office by the teacher in charge at the time of the accident.

In the event of a suicide threat, the social worker and parents will be notified immediately. The student may not return to school until proper medical attention has been administered.

SAFETY

FIRE DRILLS

During the school year, we are required by law, to conduct a minimum of six (6) fire drills to teach your children what should be done in an actual disaster. Students are expected to listen carefully to instructions.

TORNADO DRILLS

We will conduct a minimum of two (2) tornado drills during the school year to familiarize students as to what to do in case of a tornado. Students are expected to listen carefully to instruction.

SCHOOL LOCK DOWN DRILLS

We will conduct a minimum of two (2) school lock down drills during the school year to familiarize students as to what to do in case of an emergency. Students are expected to listen carefully to instructions.

In the above circumstances, students failing to act appropriately will be subject to disciplinary action.

DANGEROUS ITEMS AND ACTIVITIES

Our school rules do not allow for fighting, throwing rocks or snowballs. Knives, skate boards, bicycles, guns or squirt guns are not to be brought to school. **Any object that may be construed as a dangerous weapon will be left to the discretion**

of the school. Violations of these rules will be subject to immediate investigation, suspension and/or expulsion. In cases involving weapons or threats, according to law, the police will be called.

TAKING CHILDREN FROM SCHOOL

No child is permitted to leave or be taken from the school during school time by anyone other than the authorized parent, guardian or person(s) on the release list. Proper identification is required.

We cannot accept telephone requests for children to leave the school.

The release of students during school hours is to be handled through the school office only. **No one (including a parent or guardian)** may go to a classroom and take a student out of class. This **must** be handled through the school office.

Parents are cautioned that continuous early dismissal from the same class may affect the student's grade.

ATTENDANCE

Every student of compulsory school age is required to be present daily unless legitimately excused. Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism or tardiness creates a genuine hardship for the student and is regarded as a very serious problem. This type of absenteeism will be reported to the Attendance Officer. If a student, has a medical problem and is absent for more than three days he/she **MUST** have a written doctor's letter.

Students will be allowed to make up the work due to absence if the parent calls in and gives a reason for the absence or the student brings in a written excuse upon his/her return to school.

Only if an absence is excused will a student be allowed to make up the work.

10 tardies will be equivalent to 1 unexcused absence; repeated offenses will be handled on a case by case basis.

Instances of excessive absence/tardiness will result in the case being referred to the Wayne County Prosecuting Attorney's Office.

DOCTOR/DENTIST APPOINTMENT

Parents are encouraged to make their children's doctor or dentist appointment outside of school hours or on scheduled free days and half days.

HOMEWORK

Students are required to complete and return all homework. Homework turned in late will be marked down accordingly. Parent should expect to receive homework returned and graded.

STUDENT BEHAVIOR

GUM

Hope of Detroit Academy does not allow gum or candy chewing during school hours. All healthy snacks purchased at school must be consumed during lunch hours.

CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work will be confiscated. A failing grade will automatically be recorded for the work and parents will be notified. A second offense will result in a suspension from school.

DISCIPLINE

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies will be strictly enforced for the safety of all concerned. When a student is having a problem these are the steps the teachers will follow:

--**First Time:** verbal warning

--**Second Time:** written discipline slip signed by the teacher is sent home. This must be signed by the parent and returned to school to be placed on file. If the slip is not returned, the parent will be called.

--**Third Time:** written discipline slip is sent home to be signed and maintained on file. Parents and student will be required to meet with the teacher and administration to discuss the violation (s).

--**Fourth Time:** automatic three-day or longer suspension based on severity of violation. Parents and student will be required to meet with administration to discuss the violation (s).

Readmission conference:

Students that receive an out of school suspension for any violation, parent and student must meet with an administrator.

--Three suspensions may result in an expulsion from school pending an expulsion hearing by the Hope of Detroit Academy Board of Directors.

CONSEQUENCES

Most students follow our rules and regulations quite well. However, a student who refuses to obey the rules and regulations or continues to cause problems will face the following disciplinary actions up to and including expulsion:

VIOLATIONS OF THE SCHOOL RULES

Any student engaging in the following types of conduct listed below (either specifically or generally) is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities.

This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function, school organization function or activity, or on school-owned or provided transportation vehicles.

THE FOLLOWING VIOLATIONS WILL LEAD TO A SUSPENSION AND/OR EXPULSION FROM SCHOOL.

1. Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises.
2. Assault of a school employee, student or other person.
3. Verbal abuse. No student shall in spoken or written form use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous, degrading or threatening in nature, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
4. Refusing to accept detention or other properly administered discipline.
5. Forgery of school or school related documents.
6. Gambling and/or participation in games of gambling for the purpose of exchanging money or property.

7. Extortion of a student or school personnel.
8. Arson or other improper use of fire.
9. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
10. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
11. Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance, (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
12. Turning in false fire, tornado, bomb, disaster or other alarms, or any other activity which induces panic defined as:
13. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing that such a report or warning is false
14. Threatening to commit an "offense of violence" or
15. Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.
16. Sexual Harassment
17. Physical harm to others, to oneself or to property
 Fighting, kicking, wrestling, or use of karate
 Leaving school grounds without permission
 Throwing snowballs or rocks
 Rowdy behavior in the building or playground
18. Disrupting the classroom
 Continued disturbance of the class
 Disobedience-refusal to perform a required task or to comply with a direction given by teacher or adult is an automatic suspension.
19. Violations of the law: stealing, use or possession of drugs, cigarettes or dangerous weapons and verbal or written threat of bodily harm will result in expulsion.

In instances where threats are those which fall under Federal or State Safety Legislation, the youth division of the police department will be notified immediately as per the law. Parents will be called. Legal action and expulsion may occur.

Prohibition of Gangs and Gang Activities

No student shall commit any act which furthers gangs or gang-related activities. Conduct prohibited by this policy includes:

- Wearing, possessing, displaying, or distributing any clothing, jewelry, symbols or other items which may be evidence of membership in any gang;

- Communicating verbally or non-verbally to convey membership in a gang;
- Tagging or defacing school or personal property with gang-related symbols or slogans;
- Requiring payment for protection or otherwise intimidating or threatening any person related to gang activity;
- Inciting students to intimidate or act with physical violence upon any other person related to gang activity;
- Soliciting others for gang membership;
- Committing any other illegal act or violation of school district policy that relates to gang activity.

SCHOOL DRESS CODE

Hope of Detroit Academy will implement, monitor and enforce the dress code referenced below as determined by the school administration.

Girls:

Girls may choose: **navy blue jumper and white blouse; navy blue skirt/slacks with a white blouse and navy blue vest; or navy blue skirt with a white blouse and navy blue vest.** Black dress shoes. Girl's skirts cannot be more than two (2) inches above the knee. Girls may not wear: blue jeans or velvet slacks, exotic jewelry, dangling earrings or bulky bracelets, exotic hairstyles, make-up, tennis shoes or plastic heels and soles. While hairstyles are a personal choice, extreme hairstyles are not permitted.

Boys:

Boys must wear navy blue dress pants along with a belt or slacks, a light blue/white shirt along **with a navy blue tie.** Black dress shoes. No blue jeans or Levi's. Hair must be neatly cut and combed. No unusual hairstyles are permitted. Nothing radical or distracting will be allowed. No heavy chains, bracelets or earring(s). All pants must be worn at waist level.

In winter, students' may wear a navy button down sweater which matches the school color. No hooded apparel (sweaters, sweat shirts) are permitted.

Gym dress code for boys and girls is:

1. Tee shirt with Hope of Detroit Academy School name and emblem.
2. Gym shoes and socks must be worn.
3. **NO TORN, PATCHED, OR WRITTEN ON PANTS WILL BE PERMITTED.** Shorts may be worn during warm weather at the discretion of the School Leader.

All uniforms must be clean and wrinkle free. This is the parent's responsibility. Parents will be called when shirts, blouses, etc are dirty or extremely wrinkled.

The 5th dress code violation will result in a 1 day out of school suspension.

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Students are prohibited from wearing clothing, jewelry or other articles of personal appearance which:

- depict profanity, obscenity, or violence;
- promote use of tobacco, drugs, or alcohol;

- may create a threat to health or safety of others;
- are associated with intimidation or violence and about which students have been notified,
- may be disruptive.

The following specific items are also not permitted:

- **clothing worn to reveal underwear, cleavage, or bare skin between the upper chest and mid-thigh;**
- **bare feet, bedroom slippers;**
- **spaghetti straps, strapless tops, halter tops;**
- **see-through, mesh garments;**
- **pants worn below waist level;**
- **clothing that is excessively baggy or tight;**
- **skirts and shorts shorter than mid-thigh;**
- **sunglasses worn inside school building;**
- **hats, caps, hoods, sweat bands and bandannas or other head wear worn inside school building; and – any other article of appearance that is physically revealing or provocative.**

LEAVING SCHOOL GROUNDS

Students are not allowed to leave the school grounds during school hours for any reasons. Any violations will result in an automatic three (3) day out of school suspension or longer.

SUSPENSION

If a student is suspended—no class work, tests or homework will be made up.

PROMOTIONS, PLACEMENT AND RETENTIONS

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are:

1. Indifference or lack of effort on the part of a capable student
2. Failure to do course work or failure to master the core subject taught.
3. Frequent or long absences.

The school leader has the final decision for determining the promotion, placement, or retention of each student.

A passing grade is a C- or better. Any mark below this indicates failure to master a core subject. Core subjects are Math, Reading, Science and Social Studies.

WORK/STUDY SKILLS

A parent can help his/her child be aware of skills and techniques, which make learning easier and more enjoyable. The following are student's guidelines for achieving good work/study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well, take part in class discussions and take notes.
3. Ask questions to clarify problems.
4. Use what is learned and apply it to new situations.
5. Plan the day and schedule time for homework.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.
7. Complete all assignments/homework as given and turn the work in on time.
8. If additional help is needed, make arrangements to talk to the teacher.

GRADING SYSTEM

GRADING SCALE FOR SUBJECTS

Percent changed to letter grade:

A.....	100-90
B.....	89-80
C.....	79-70
D.....	69-60
F.....	59 and below

“D” in Reading, Science, Math and Social Studies, student is not a indicate mastery of a subject. Two such marks constitutes in possible failure of the grade.

GYM CLASSES

Gym classes are held once a week and all students are expected to participate unless they bring an excuse from a doctor.

FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms.

Sometimes money may be requested from each student to help pay for expenses involved in the transportation or contracted event. Parents are encouraged to attend field trip outings with their children, as chaperones. Four field trips a year will be allowed per class. These trips will be planned at the discretion of each teacher. All students are expected to go on field trips when planned by the teacher. This is an activity that will supplement the academic program.

PARENT ACTION TEACHER TEAM (PATT)

Hope of Detroit Academy has a Parent Action Teacher Team (PATT). The purpose of this organization is to acquaint parents with the goals and standards of the school as well as an aid to the school administration and staff in providing activities and supplies for our students.

Membership in the PATT is open to all parents and guardians of the students of Hope of Detroit Academy. Meeting will occur on a monthly basis through out the school year.

CHILD/TEACHER/PARENT STUDY ASSISTANCE TEAM

A staff psychologist is available as a special counselor to students and to parents. The psychologist is available to parents who have special concerns about their child. This is a team of specialist i.e. psychologist, special education teacher, social worker, speech teacher, special ed. aide, classroom teacher and whenever possible, a psychiatrist. Their responsibility is to evaluate students or respond as individuals to parents, students and teachers who have concerns. In instances involving students, referrals may be made by the teacher, parent or principal.

A speech therapist visits the school once a week. Students who are referred by their teachers may work with the therapist on a regular basis. If any parent feels their child may need help in the area of speech development, they should contact their child's teacher to see about obtaining an evaluation from the therapist. If an Individual Educational Program form is needed, the parent must sign off and be a participant.

VALUABLES

The school administration and staff will not be responsible for valuables which students bring to school. There will not be any electronic devices such as; radios, CD players, Ipods, electronic game devices, MP3 players permitted on school grounds. If student brings items to school and has them out during class time—these items will be confiscated. Parents will have to request to get these items from the school administration.

BICYCLES

The school administration and staff will not be responsible for any bicycles on the outdoor bicycle rack.

CELLULAR PHONE

Cellular phones may not be visible and/or active during school hours. Any staff member may confiscate a cell phone that is visible or being used.

Cellular phones are not to be used (such as: outgoing calls, incoming calls, text messaging, e-mails, music, video and voicemail) during school hours. Parents must meet with the school administration to retrieve the cellular phone.

The following violation will result in the confiscation of the cellular phone.

INTERNET ACCEPTABLE USE POLICY

Prior to receiving authorization to use the Internet, students and their parents/guardians must sign the internet acceptance use policy.

The student will abide by the Internet Acceptable Use Policy. The student will understand that the Internet contains material inappropriate for school use and, therefore, will take personal responsibility not to access this material. The parent will recognize that it is impossible for Hope of Detroit Academy to prevent access to all controversial materials, and will not hold the school responsible for materials found or acquired on the network. The parent further understands that any violation of

the regulations in this policy is unethical and may constitute a criminal offense. Should the student commit any violation(s), the student's access privileges may be revoked and appropriate school discipline and/or legal action may be taken.

Notice to Parents-Students

Parents/Guardians who threaten or use abusive language towards staff, other parents or students will be barred from the school and not permitted within 1000 feet of school property as the law allows. The school will seek legal actions against any parent, student or guardian who strike or in any way causes physical harm to a staff member or his/her property.

Parent - Student - School Compact

Hope of Detroit Academy (HDA), and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how cooperation between the parents, the entire staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

As a **parent/guardian** of a student at HDA I will:

- ✓ See that my child is punctual and attends school every day.

- ✓ Attend quarterly Parent-Teacher-Student Conferences.
- ✓ Help my child develop a schedule and routine so that homework is completed and turned in the next day.
- ✓ Provide a place for my child to work on homework and provide him/her with the necessary school supplies.
- ✓ To respond to any notices of concern or calls from the school.
- ✓ Familiarize my self with the HDA Student Handbook; providing support in the school's efforts to maintain proper discipline.
- ✓ Contact the school and work with teachers whenever I see my child is having difficulties so that together we may turn the challenges into successes.
- ✓ Contact the school within one week whenever my phone number, address, or emergency contact information changes so that the teachers and administration can contact me, a close friend or relative by phone.
- ✓ Contact teachers through written notes or email when I cannot be reached by phone.
- ✓ I will work closely with the teachers and other members of the educational team to keep the communication lines open to support child(ren).
- ✓ Seek opportunities to participate and volunteer in your child's classroom or other HDA events and activities.
- ✓ Model positive interactions with others around my child(ren) and reinforce.
- ✓ Be involved with Parent Action Teacher Team.

Parent/Guardian Signature: _____ Date: _____

As a **student** at HDA I agree to:

- ✓ Come to school on time.
- ✓ Follow the school dress code.
- ✓ Attend classes every day and be on time to all classes.
- ✓ Have school supplies I need.
- ✓ Set up a regular time to do my homework on a daily basis.
- ✓ Turn in completed homework and ask for assistance when I need help.
- ✓ Respect myself, peers and adults in the language and actions I use, along with the rights and property of others.
- ✓ Have a positive attitude toward learning and believe in my ability to succeed.
- ✓ I agree to follow all school norms and to accept consequences when I don't.

Student Signature: _____ Date: _____

As a **teacher** at HDA I am committed to:

- ✓ Provide an orderly and supportive classroom environment, conducive for learning.
- ✓ Provide high quality curriculum to meet the States student academic achievement standards.
- ✓ Give specialized instruction in an inclusive classroom, providing all students with opportunities to read.
- ✓ Establish achievable expectations for student performance.
- ✓ Be aware of students' capabilities and assist him/her in reaching their potential.
- ✓ Make parent/guardian aware of various researched based practices they can use to assist their child(ren) to learn.
- ✓ Notify parent/guardian if a student presents a challenge relevant to his/her academics, behavior, attendance or health.

As an **administrator** at HDA I am committed to:

- ✓ Maintain a friendly, safe, and nurturing environment to motivate students to learn.
- ✓ Examine the implementation of the curriculum.
- ✓ Make certain teachers are teaching the curriculum according to the Michigan Framework.
- ✓ Monitor all student progress and to communicate with parents on a regular basis.
- ✓ Work together with parents, teachers and support staff to provide students with multiply opportunities to succeed in the classroom.
- ✓ Provide our students an opportunity to achieve educational excellence.
- ✓ Ensure students will be able to perform on any state or national exams given.
- ✓ Enforce HDA Student Handbook and the Parent – Student – Teacher – Administrator Compact.
- ✓ Advocate HDA mission statement; “to serve as a focal point for those who seek and value a multi-racial environment in which its children can grow and learn.”
- ✓ Have complete responsibility for all occurrences within the school.

Teacher Signature:

_____ Date: _____

School Leader Signature:

_____ Date: _____