



K-8th Grade Student Handbook 2025-26 School Year

“The Hope of Detroit Lies Within Me”

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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 that the Hope of Detroit lies within 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.

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 students and parents 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.

We look forward to a safe and successful school year.

Ali Abdel, Principal

Mission Statement

It is the mission of Hope of Detroit Academy to promote a multicultural community of learners who strive for excellence, determination and achievement through college and/or vocational education.

Vision Statement

The vision of Hope of Detroit Academy is to produce students who compete in a global economy and become productive citizens.

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 responsibilities:

- to ensure 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 regarding school events 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 Common Core Standards.

A Hope of Detroit Academy student has the following responsibilities:

- 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 responsibilities:

- 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 at school, each day, on time and dressed according to the school dress code.
- to make sure that his/her student has all of his/her supplies and materials and ready for work

- to ensure completion of his/her student's work and homework each day
- to attend all Parent-Teacher-Student Conferences
- to respond to any notices of concern or calls from the school
- to be a role model for the student

VISITORS

Each visitor must report to the office upon entering school to obtain a pass. Visitors must sign in identifying their name, the date and time of arrival, and the location they are visiting. Approved visitors must take a pass identifying themselves as a guest and place the pass to their outer clothing in a visible location. All visitors must return to the main office and sign out before leaving the school. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to have a conference with a member of the staff, s/he should call for an appointment prior to coming to the school.

Stopping at the office helps us prevent disrupting instruction 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.

Only a parent or legal guardian can register their children at Hope of Detroit Academy. Hope of Detroit Academy has the right to refuse admittance to any student who has been expelled from another district or whose prior behavior warrants investigation and that investigation reveals that the behavior of the student in question will put other students at risk.

New kindergarten students should be five (5) years old on or before September 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. Students who are not five years old, must apply for a Waiver.

Parents of 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

K-8 Arrival and Dismissal

Parents driving students in grades K- 8 to school should not bring children to school before 7:50 a.m.. Doors open to all Kindergarteners through Eighth graders at 7:50 am. Parents are responsible for the safety of their children up to this time. The first bell rings at 7:45am and the second bell rings at 7:50am. Students reporting after the 7:50am bell will be asked to sign in.

Dismissal time for grades K-8 will be at 3:20pm.

Parents whose child (ren) are absent should call the school by 7:30am. 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(s) 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.

Half Day Dismissal

On half-days, K-8 classes will dismiss at 12:00pm, high school students will dismiss at 11:40am. Parents will be notified in advance so arrangements can be made regarding transportation.

Student Early Pickup

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. Students are not permitted to be dismissed within 20 minutes of the scheduled dismissal time.

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.

Important Notice to Parents. Students who are not picked up by 3:45P.M. will be taken to the main office until the arrival of a parent and/or guardian. Students must be picked up from school no later than 4:15 P.M. on days where there are no after school activities, and within 30 minutes of the end of an after school activity they are participating in. Students not picked on time will be taken to the Southwestern 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 Southwestern (Fourth) Precinct. The Southwestern Police District (Fourth Precinct) is located at 4700 West Fort Street, Detroit, MI 48209, (313) 596-5300

Cancellation of School

Cancellation of school takes place only during extraordinary circumstances 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 and TV. 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, ILLNESS, AND ACCIDENTS

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 a physician's clearance. This includes impetigo, head lice, ringworm, measles, mumps, pink eye, etc.

Students with a temperature over 101.4 degrees will be sent home. A temporary waiting area will be identified for students to wait until they are picked up from school; they will not be allowed to wait in the main office, and they will not be allowed to remain in the classroom if they are ill.

Medications

Students are not permitted to bring medicine to school or take 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 Requirements for New Students

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 smallpox, diphtheria, tetanus, pertussis, 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 effect 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

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 cannot 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.

SCHOOL SAFETY

Fire Drills

During the school year, we are required by law to conduct a minimum of six (6) fire drills to familiarize students as to what should take place 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 Lockdown Drills

We will conduct a minimum of two (2) school lockdown 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.

Metal Detectors

Hope of Detroit Academy installed metal detectors in each school building. Staff, students and visitors are required to go through them to enter the building. Everyone will be asked to remove items in their pockets and will be subject to a bag search. Additionally, anyone found to have set off the detector may also be subject to additional searching.

Our school rules do not allow for fighting, throwing rocks or snowballs. Knives, skate boards, 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.**

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.

Attendance Definitions

- **Unexcused Absence:** An unexcused absence is an absence which has not been confirmed by a parent.
- **School Approved Absence:** A school-approved absence is an absence from school or class initiated by the school or made necessary by participating in school activities or functions.
- **Tardy:** Class begins when the tardy bell rings. If a student is not in class when the bell rings they are considered tardy.
- **Excused with documentation:** Any medically documented absence, funeral days, or other absence approved by the attendance office will not be counted against the student.
- **Suspended Absence:** A suspended absence is an absence from class as a result of a violation of the Student Code of Conduct. A student on suspension may not attend or participate in any extracurricular or school activities.

Attendance Policy

Students are expected to be present daily in each of their classes. If a student is absent from a class more than five (5) days in a quarter, they are at risk of being retained or having summer school.

The following absences are not calculated in the ten (10) day absence expectation:

- School-related absences
- Absence due to death in immediate family
- Court/legal proceeding
- Medically unable to attend (doctor's note required)

***The school is unable to approve any other absences beyond 10 days.**

Any student who is absent for 10 consecutive unexcused days will be dropped from the school enrollment. It is the administration's discretion to determine whether or not an absence is excused or unexcused.

The students who have the following will receive a letter, copy of their attendance, a robo call and email:

- 3 absences will receive a HDA - Truancy 1st Notice Letter
- 5 absences will receive a HDA - Truancy 2nd Notice ES(Grades K-6) or HDA - Truancy 2nd Notice MSHS Letter (Grades 7-12)
- 7 absences will receive a HDA - Truancy 3rd Notice Letter
- 9 absences will receive a HDA - Truancy 4th Notice Letter

For absences of 5 a phone call will be made to the home and a meeting with the student and parent will be scheduled.

For absences of 7 a meeting needs to be held with the truancy team to discuss the student and what actions are best for the contract. A meeting will be scheduled for the parent to come in and discuss the contract with the truancy officer.

For absences 9 or more the contract is in violation and the student will be reported to Wayne County Prosecuting office.

Grades 7-8 - Tardy Policy

If a student is 15 minutes or more late to class, they will be marked absent for that class.

5 tardies in a class will be equivalent to 1 unexcused absence.

Attendance Responsibilities

A. Student/Parent Responsibility

- a. Parents within the Hope of Detroit Academy School District are required by law to have their children attend school continuously and consecutively until they have reached the age of eighteen (18).
- b. Students within the Hope of Detroit Academy School District are required to attend school continuously and consecutively for the entire year up to the time that they have reached the age of eighteen (18).
- c. Attendance requirements:
 - i. Student absences must not exceed four and a half (4.5) days per quarter.
 - ii. Students who exceed four and half (4.5) days of absence per quarter may be considered for summer school, and/or retention.
 - iii. The policy will be established at the discretion of the building administration.
- d. Students are expected to arrive on time and attend all assigned classes.
- e. Students are not permitted to leave the building without parent/guardian permission. If a student must leave school during the school day, the parent/guardian must sign the student out at the main office. When the student returns to the building s/he must report directly to the main office first.
- f. The day a student returns from an absence s/he must contact each teacher to arrange possible make-up assignments. If a student does not contact a teacher, s/he forfeits make-up privileges in that class. The number of days that the student has been absent is the number of days allowed to turn in make-up assignments. If assignments are not turned in, the student will receive a Zero for the work.
- g. If a student is unable to attend school or any part of the school day, it is the parent's responsibility to notify the attendance office. The parent/guardian must call on the day of the absence or the absence will be recorded as unexcused.

B. Teacher Responsibility

- a. To initiate early intervention to prevent further absences by notifying the attendance office of students with five (5) or more days absent in a quarter.
- b. To take attendance and maintain accurate attendance records for each assigned class;

this is a legal requirement.

- c. To assist administration by reporting the name(s) of student(s) who are not physically present in class that may be loitering, skipping, or in an unauthorized area.
- d. Coaches, club advisors, teachers, etc., are to inform the main office, as soon as possible prior to the event, when students will miss class due to a scheduled event and to reinforce the attendance policy.
- e. To provide make-up assignments when a student arranges for them. In-school suspension work will be provided and credit will be given if completed in-house. Out of school suspension work will be provided upon request and the student will be given credit for work if turned in within two (2) days of student return.

C. Counselor Responsibility

- a. To assist in monitoring student's attendance.
- b. To contact and conference with parents and students, upon being notified of attendance problems such as unexcused absences, excessive absences, etc.

D. Main Office Responsibility

- a. To monitor student attendance.
- b. To contact parents when students are absent.
- c. To make a referral to Wayne County Juvenile Court System for truancy.

E. Administrative Responsibility

- a. To assign an administrative consequence to students who exceed the nine (9) day limit.
- b. For every hour that a student skips, s/he will serve an administrative consequence.
- c. For each subsequent infraction, discipline will be progressive.
- d. The student may be recommended for loss of credit, summer school, and/or retention.

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.

ACADEMICS

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 principal has the final decision for determining the promotion, placement, or retention of each student.

A passing grade is a D-or better. Any mark below this indicates failure to master a core subject. Core subjects are Math, English Language Arts, 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 a time for homework.
6. Strive to do the very best work possible.
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 Scale

Students receive standard-based report cards quarterly. The report cards are aligned to the Common Core State Standard for English Language Arts and Mathematics, Michigan Science Standards for Science, and Grade Level Content Expectations for Social Studies. Below you will find the grading scale:

4 = Exceeding Standards

3 = Meeting Standards

2 = Close to Meeting Standards

1 = Not Meeting Standards

Grade Percentage Points

A (100 – 94)	B+ (89.9 – 87)	C+ (79.9 – 77)	D+ (69.9 – 67)	F (Below 60)
A- (93.9 – 90)	B (86.9 – 84)	C (76.9 – 74)	D (66.9 – 64)	
	B- (83.9 – 80)	C- (73.9 – 70)	D- (63.9 – 60)	

ATHLETICS

Athletic Vision

Hope of Detroit Academy believes that a dynamic program of student athletic activities is vital to the educational development of its students. Athletic activities provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society. Athletics function as an integral part of the Academy's total curriculum and offer student athletes opportunities to serve the institution, to assist in the development of fellowship and sportsmanship, and to promote self-realization and all-around growth.

Hope of Detroit Academy does not discriminate against any member of its community on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in athletic programs or activities.

We believe:

1. Athletics help develop stronger bodies and healthier lifestyles.
2. Athletics teaches sportsmanship and the value of teamwork.
3. Athletics promote and develop self-esteem and self-worth.
4. Interscholastic competition provides a medium for school spirit and school pride for the student body and community.
5. Athletic programs are an important and necessary part of the total school experience. Such

participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the students themselves.

6. Athletics provide wholesome opportunities for students to develop favorable habits and attitudes of social and group interactions.
7. Athletics help develop and improve the leadership qualities of student athletes.
8. Athletic activities are considered a supplement to the Academy's program of education, which strives to provide experiences that will help to develop student athletes physically, mentally, socially, and emotionally.
9. The interscholastic athletic program will be conducted in accordance with this Athletic Code and the Academy's Student Handbook. While we take great pride in winning, we will not condone "winning at any cost" and discourage any and all pressures which might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity.

Athletic Objective

The ultimate goal of the Academy's athletic program is to:

1. Develop strong minds and healthy bodies in its student athletes.
2. Develop student athletes who learn to relate well to teammates, coaches, parents, opponents, and other adults. To develop a good working relationship with their fellow man and to become a productive individual in society.
3. Help the student athlete learn responsibility and leadership.
4. Give the student athlete a knowledge and control of physical skills which may be used in life for recreational and leisure time.
5. Give opportunities for maturing and learning as a young person beyond the academic world to learn more about life from athletic competition.

Physical Eligibility

All students must have a current athletic sports physical on file with the school in order to try-out for a sports team. An athletic physical keeps you eligible for the entire school year. A current athletic sports physical means any physical examination given on or after April 15 of the previous school year. You can get a form from the main office and go to any walk in clinic, urgent care, or family doctor.

****All student-athletes and their parents or guardians will be required to review and sign a participation agreement prior to engaging in any athletic activities with Hope of Detroit. Completion of this agreement is mandatory for eligibility in all sports programs.***

STUDENT BEHAVIOR

Bully Policy

Bullying of a student at school is strictly prohibited. For the purposes of this policy, “bullying” shall be defined as any gesture or written, verbal, graphic or physical act (including electronically transmitted acts - i.e. internet, telephone or cell phone, personal digital assistant (PDA) or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits or programs of one or more students;
- B. Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Interventions for Bullying

Peer mediation will be recommended for the students involved in the bullying infractions. Mediators will consist of students that attend Hope of Detroit Academy. Mediators are students who help other students resolve their issues.

The school will also contact the parents/guardians of the students. This is to notify them that their child has been involved in an infraction while at Hope of Detroit Academy. The staff’s administration and/or social worker will conduct a serious talk with the bully, victim, and bystander(s).

****Bullying can lead to detention, suspension and/or expulsion from school.***

Classroom Discipline

With the support of Administration, 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. Below are possible steps that a teacher may take when handling behavior issues in the classroom:

- **First Violation:** verbal warning
- **Second Violation:** written discipline form and/or conference with parent to discuss the violation (s).
- **Third Violation:** written discipline form, parent contact and/or conference with administration to discuss the violation (s).

School Administration will determine the appropriate measures to be taken concerning student behavioral infractions, based on violations of the school rules listed below on a case by case basis.

Readmission conference: Students that receive an in/out of school suspension for any violation, parent/guardian and student must meet with an administrator to return to school.

Alternate Placement

An alternate placement is when students are not allowed to remain in their classroom during the school day. During this alternate placement, students are expected to complete classwork or another assigned activity. The student will be supervised by a designated Hope of Detroit Academy staff member.

Out of School Suspension

An out of school suspension is when students are not allowed to return to school until a specific date. During this suspension, students and/or parents should request the student's work so they are to complete it while out of the classroom.

Detention

Detention can be assigned by any Hope of Detroit Academy staff member. Students can serve detention during the school day, after school or on a Saturday. If a student does not show up for the assigned detention, a more progressive form of discipline will be administered. If there is a conflict with the student being able to participate, the parent/guardian must contact the staff member who issued the detention to identify alternate arrangements.

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

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. Students will be required to resubmit the assignment, however, they will not be able to earn a grade higher than a C. The grade of a C can only be earned if the student has produced work that would normally have received a grade of an A.

Gum Chewing

Hope of Detroit Academy does not allow gum chewing during school hours.

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 proper authorities will be notified.

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: 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.
13. Threatening to commit an "offense of violence" or
14. Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.
15. Physical harm to others, to oneself or to property
 - a. Fighting, kicking, wrestling, or use of karate
 - b. Leaving school grounds without permission
 - c. Throwing snowballs or rocks
 - d. Rowdy behavior in the building or playground
16. Disrupting the classroom
 - a. Continued disturbance of the class
 - b. Disobedience-refusal to perform a required task or to comply with a direction given by a teacher or adult is an automatic suspension.
17. 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 nonverbally 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.

Threat Assessment and School Safety Policy

Our Commitment to Safety

Student and staff safety is our highest priority. Our academy uses a comprehensive threat assessment process whenever a student makes a threatening statement or exhibits concerning behavior. **This is a school safety initiative, not a criminal process.**

When Threat Assessment is Activated

Our process is triggered by:

- Verbal threats to harm self, others, or school property
- Gestured threats of bodily harm such as: finger guns, stabbing or slicing gestures (both direct or indirect)
- Written/illustrated/digital threats in assignments, social media, texts, or emails
- Concerning behaviors such as obsessive interest in weapons or violence, planning harmful actions, or significant behavioral changes with threatening language

Our Response Process

1. Immediate Safety Assessment

- Ensure safety of all students and staff
- Secure evidence and implement safety measures

2. Investigation

- Interview the student who made the threat
- Interview any witnesses, including students and staff with relevant information
- Review student's history and consult with teachers/counselors
- Examine physical or digital evidence

3. Risk Evaluation

- Assess credibility and seriousness of threat
- Evaluate student's intent and ability to carry out threat
- Determine risk level to school community

4. Mental Health Screening (When Appropriate)

Depending on investigation findings, mental health screening may be conducted when:

- Student shows signs of mental health crisis
- Threatening behavior appears related to emotional/psychological concerns
- Professional assessment is needed to understand students' mental state

5. Safety and Support Planning

- Create individualized interventions based on findings
- Implement safety measures and monitoring
- Coordinate support services
- Establish clear expectations

6. Parent Notification

- Notify parents about the process
- Involve families in developing support plans
- Maintain ongoing communication

Our Approach

Our goals are to:

- Understand circumstances behind threatening behavior
- Provide support for struggling students
- Prevent escalation before harm occurs
- Ensure community safety
- Connect students with helpful resources

Confidentiality

Information is shared only with:

- Parents/guardians of involved students
- Essential school personnel ensuring safety
- Mental health professionals providing services
- Law enforcement, when necessary or legally required
- Other parties necessary for school safety

Consequences and Follow-Up

Outcomes are based on threat nature, student intent, and safety needs, and may include:

- Counseling and mental health support
- Safety planning and monitoring
- Disciplinary actions per school policy
- Temporary removal pending assessment
- Community resource referrals

How You Can Help

Students: Report concerning behavior to trusted adults. Seek help if struggling.

Parents: Maintain open communication with your child. Contact school with concerns. Support safety initiatives.

Conclusion

Our threat assessment process maintains a safe learning environment while supporting students in need. This educational safety initiative helps identify concerns early and provides appropriate intervention and support.

This policy is implemented in accordance with state and federal guidelines for school safety and threat assessment best practices. The policy is reviewed annually and updated as needed to reflect current research and legal requirements.

Student Mental Health and Suicide Risk Assessment Policy

Our Commitment to Student Safety and Wellbeing

The safety and well-being of our students is our highest priority. As part of our comprehensive approach to student support, our school implements evidence-based mental health screening procedures when students exhibit signs of emotional distress that involve the potential risk of self-harm. These screenings are conducted by trained mental health professionals and are designed to ensure students receive appropriate support and intervention when needed.

When Suicide Risk Screenings May Be Conducted

Our trained mental health professionals may conduct suicide risk screenings when students exhibit concerning behaviors or warning signs, including but not limited to:

Verbal Indicators:

- Direct statements about wanting to die, hurt themselves, or end their life
- Expressing feelings of hopelessness, worthlessness, or being trapped
- Talking about being a burden to others

Behavioral Changes:

- Evidence of self-harm behaviors (cutting, burning, etc.)

Our Screening Process

When concerning signs are identified, our process includes:

1. **Immediate Safety Assessment:** A trained mental health professional will conduct a confidential screening to assess the student's current safety and wellbeing.
2. **Professional Evaluation:** The screening will be conducted using evidence-based assessment tools by qualified school mental health personnel.
3. **Parent/Guardian Notification:** Parents or guardians will be contacted immediately when a screening is conducted, except in cases where doing so might increase risk to the student.
 - a. Parents may be asked to sign a "Duty to Inform". This letter is intended to signify a mutual understanding of risk. It is not a legal document; therefore, there is no penalty for not signing it.
4. **Collaborative Planning:** We will work with families to develop appropriate support plans and connect students with necessary resources.
5. **Follow-up Support:** Ongoing monitoring and support will be provided as needed to ensure student safety and wellbeing.

Confidentiality and Privacy

We are committed to protecting student privacy while ensuring safety. Information from mental health screenings is kept confidential and is only shared with:

- Parents/guardians (unless disclosure would increase risk)
- Essential school personnel involved in the student's support
- External mental health professionals as appropriate
- Emergency responders if imminent danger exists

Mandated Reporting Requirements

As educational professionals, our staff are mandated reporters under state law. This means we are legally required to report certain situations to protect student safety, including:

Child Abuse and Neglect: If a student discloses or we suspect abuse, neglect, or maltreatment at home, we must report this to Child Protective Services and/or law enforcement as required by law.

Imminent Danger to Self or Others: When a student presents an immediate risk of serious harm to themselves or others, we may need to contact emergency services, law enforcement, or crisis intervention teams to ensure safety.

Court-Ordered Disclosures: In rare cases, we may be required to share information pursuant to court orders or legal proceedings.

Important Notes About Mandated Reporting:

- These reports are made to protect student safety, not to punish families
- We will make every effort to inform parents/guardians when reports are made, unless doing so would increase risk to the student
- Our goal is always to work collaboratively with families while fulfilling our legal obligations to protect children
- Students will be informed about the limits of confidentiality in age-appropriate ways before participating in mental health screenings

We encourage open communication with families about these requirements and are available to answer questions about how mandated reporting works in practice.

Our goal is to create a safe, supportive environment where all students can thrive academically, socially, and emotionally. We appreciate your partnership in supporting the mental health and wellbeing of our school community.

This policy complies with state and federal regulations regarding student mental health services and is reviewed annually to ensure best practices in student safety and support.

SCHOOL DRESS CODE

Hope of Detroit Academy expects all students to support a positive learning environment. Our dress code is based on the belief that students represent themselves, their families, and the school. As such, we set and uphold high standards for student dress. The dress code below will be implemented, monitored, and enforced by the school administration.

Tops:

- Students must wear a HODA polo, t-shirt, or hoodie with the school logo clearly visible at all times.

Bottoms:

- Khaki or navy blue pants or skirts are required.
- Skirts must be no more than 2 inches above the knee.

Shoes:

- Acceptable footwear includes black or brown dress shoes, gym shoes, or Crocs (6-12only).
- Open-toed shoes are not permitted.

The following are not allowed:

- **Jeans** – Only allowed on designated dress-down days; must be free of holes, rips, or tears.
- **Polyester, spandex, lycra, or other stretch or tight-fitting bottoms** – Includes pants, skirts, leggings, skorts, shorts, capris, culottes, tights, leotards worn as outerwear, and any pants with holes, side slits, or made of see-through material.
- **Outerwear Jackets/Coats** – Outdoor jackets and coats may not be worn during the school day.
- **Clothing or accessories promoting alcohol, tobacco, drugs, weapons, or violence.**

- **Clothing or accessories with vulgar, derogatory, or offensive language or images.**
- **Gang-related clothing or accessories.**
- **Tank tops, tube tops, mesh tops, sheer tops, sleeveless tops, halter tops, or tops exposing the midriff.**
- **Shirts** – Must have sleeves, cover shoulders, and extend below the waistband.
- **Pajamas, lounge wear, or dorm pants** – Only allowed on designated dress-down days.
- **Bedroom slippers, roller sneakers, high heels, flip-flops, sandals, and any open-toed or open-heeled shoes** – Not permitted; shoes must be safe and worn at all times.
- **Sagging pants** – Pants must be worn at the waist and should not reveal underwear or skin; pant legs must not extend beyond the sole of the shoe.
- **Head coverings** – Not permitted, except for religious or medical reasons.
- **Excessive makeup** – Makeup that is distracting, unnatural in color, or intended to draw attention in a way that disrupts the learning environment.
- **Long or sharp nails** – Nails that pose a safety concern may be prohibited. HODA Administration reserves the right to request removal if deemed necessary for student safety.

Inappropriate Dress Response

If a student is dressed inappropriately, the school may:

- Provide alternative clothing.
- Ask the student to contact a parent/guardian to bring a change of clothes.
- Send the student home for the remainder of the day.

Dress Code Violations

- **1st & 2nd Violations:** Verbal warning issued and documented.
- **3rd Violation:** Warning documented; a letter will be sent home for parent/guardian signature. If the letter is not returned, a phone call home will be made and detention will be assigned.
- **4th Violation:** Major disciplinary referral; alternate classroom placement.
- **5th Violation:** Major disciplinary referral; out-of-school suspension.

STUDENT SERVICES

Child Find

This public school academy is participating in an effort to identify, locate, and evaluate all children who may have disabilities. For more information regarding assistance for these students or if you suspect a child may have a disability, please contact the Main Office.

Inclusion

We at Hope of Detroit are proud to offer Inclusion, the way we treat people falls under the belief that we accept families, friends, neighbors, teachers, employers, and all others into everyday life. Inclusion assumes that every person is entitled to respect, dignity, equal rights under the law, and opportunities for fulfilling life within the community and its schools.

Inclusion involves the careful assessment of the needs of each student and the application of measures that will meet those needs. Properly implemented through teamwork, collaboration, co-planning, and

co-teaching, inclusive practices benefit all students. Some of the many gains made through inclusive practices are in the areas of social interaction, language development, appropriate behaviors, self-esteem, and academic performance.

Inclusion means that students with disabilities are educated in supported, heterogeneous, age-appropriate, natural, student-centered classrooms, schools and community environments for the purpose of preparing them for their adult lives in a diverse and integrated society.

Our child study team is also available as a resource prior to any testing for special education services. Teachers and parents are encouraged to participate in submitting these forms to implement strategies which can help their students' academic/behavioral concerns.

Approach to Determination of Specific Learning Disabilities

Hope of Detroit Academy has adopted the Wayne County RESA Guidelines for determining eligibility for specific learning disabilities which combines the processes of Response to Intervention and Patterns of Strengths and Weaknesses. You may access these guidelines by going to the following link:

<http://www.resa.net/services/spedcompliance/learningdisabilities/>

You can also obtain additional information by contacting the school.

What is a Specific Learning Disability (SLD)?

A specific learning disability is "a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in the imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations, including conditions such as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia that adversely affects a student's educational performance. A specific learning disability does not include learning problems that are primarily the result of visual, hearing, or motor disabilities; mental retardation; emotional disturbance; or of environmental, cultural, or economic disadvantage." (34 CFR § 300.8(c) (10).

Determination of SLD

- **Response to Intervention (RtI)**

With the Response to Intervention method, the student is provided with explicit evidence-based interventions. Student progress is carefully measured and the instructional interventions are adjusted to teach the skills necessary for the student to make progress toward age or grade level standards. Based on the student's response to the interventions, the group then determines whether or not the student demonstrates a specific learning disability.

- **Patterns of Strength and Weakness (PSW)**

The "Patterns of Strength and Weakness" method requires an extensive analysis of the student's performance, achievement or both, when compared to age, State approved grade level standards or intellectual development, using appropriate assessments.

- **Who Evaluates for Determination of SLD?**

A Multidisciplinary Evaluation Team (MET) conducts a full and individual evaluation of a student suspected of having a specific learning disability. The MET, based upon its evaluation of the student, then makes its recommendation of eligibility to the Individualized Education Planning

Team (IEPT). The student's IEPT then determines SLD eligibility.

If you suspect that your child has a specific learning disability, please contact the school's Student Services Department.

LOCKERS

All Hope of Detroit students will be assigned a locker with a combination lock when school begins each fall. There is no charge for use of the locker, except if the locker is damaged. Students are advised not to share the locker combination with **anyone**. Only the student(s) assigned to a locker are to have the combination. The student is responsible for the locker and school district property within the locker.

Lockers are the property of Hope of Detroit Academy. Lockers are to be used for storing clothes and supplies that the student needs to be successful in school. School employees respect the rights of students and their property. However, the school reserves the right to inspect lockers if they deem it necessary.

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 students are required to cover their textbooks with a book cover in order to assist in protecting the book. 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.

Student/Parent-Teacher Conferences occur during 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. Student Parent Teacher Conferences will count as attendance to the school day.

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.

CAFETERIA INFORMATION

Hope of Detroit Academy has a hot lunch program. Students not having a hot lunch are required to bring a bag lunch to school.

Students must continue to demonstrate 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 cafeteria rules will result in disciplinary action.

Students are not allowed to have outside food delivered to the school via food delivery services (i.e, DoorDash, Uber Eats). However, an authorized parent/guardian can bring in food to the student.

LEAVING SCHOOL GROUNDS

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

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 the 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 a field trip permission form.

At times there may be an admission fee associated with a field-trip. During that time students will be asked to pay the fee to attend the trip. Parents are encouraged to attend field trip outings with their child(ren) and must have an annual background check two weeks prior to attending the field-trips. 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.

Transportation to and from locations will not be provided for non-students and non-chaperones. Students may not be dismissed from a field trip with a parent volunteer.

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.

The PATT is open to all parents and guardians of the students of Hope of Detroit Academy. Meetings will occur on a monthly basis throughout the school year.

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

Hope of Detroit Academy recognizes and values parents and families as children's first teachers and decision-makers in education. The school believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the school directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the School. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the school's commitment to the following:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools;
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities;
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable;
5. providing information and involving families in monitoring student progress;
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;
7. preparing families to be involved in meaningful discussions and meetings with school staff.

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities;
2. supporting other needs, such as transportation and childcare, to enable families to participate in school-sponsored family involvement events.

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home.

E. Involving Families in Decision Making and Advocacy

1. involving families as partners in the process of school review and continuous improvement planning;
2. involving families in the development of its School-wide parent involvement policy and plan, and distributing the policy and plan to families.

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources;
2. coordinating and integrating family involvement programs and activities with School initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

G. Implementation

The Principal will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the School's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the School plan.

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, iPads, laptops, and tablets permitted on school grounds. If a 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.

VIDEO SURVEILLANCE

A video monitoring system may be used on a school bus and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors,

and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, law enforcement personnel may view the footage.

ELECTRONIC DEVICES

6th-8th Grade Policy: Cellular phones will be collected during the student's 1st hour class and placed in a locked area until the last hour of the day.

K-5th Grade Policy: All cell phones and electronic devices must be turned off and kept in their bag in the lockers or coat room.

Any staff member may confiscate a cell phone that is visible or being used. All cellular phones should be turned off during school hours, the cell phone, other electronic devices including a camera must remain off and out of sight unless expressly permitted by a teacher or building administrator.

Confiscated device(s) can be picked up from the office.

- First Offense – Staff member will remove cell phone (or other electronic device), student may pick up at the end of the day
- Second Offense – Progressive discipline, parent MUST pick up

Students that continue to violate the cell phone policy will be subject to further disciplinary action. Violations will be handled on a case by case basis.

Any student who refuses to hand over an electronic device when asked to do so by a staff member will be subject to a disciplinary action of up to three (3) days out of school suspension for insubordination.

Hope of Detroit Academy is not responsible for any broken, lost, stolen or damaged electrical devices.

INTERNET/TECHNOLOGY ACCEPTABLE USE POLICY

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

The student will abide by the Internet/Technology 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.

OUR GOAL: A SAFE, SENSIBLE APPROACH

As a student at this school ...

1. You must never reveal personal information, your name, where you live, your parents' names, your telephone number, or where you go to school.

2. Don't send pictures of yourself or your family through the Internet.
3. Always tell your teacher about any website that makes you feel uncomfortable, or any communication that uses threatening or bad language.
4. Remember that people on the Internet can be anyone, anywhere. Be careful to protect yourself, your fellow students, and your family.
5. Only visit websites that are appropriate for school. If you see something that you know isn't right, back out of it immediately or shut down your browser.
6. Make good choices. Do not accept product offers or other opportunities to send you information through the Internet without your parents' specific approval.
7. Avoid chat rooms. They are not allowed, ever.
8. Never send or receive email messages without permission from school authorities. If the principal or computer instructor didn't say you are allowed email privileges, they are expressly forbidden.
9. Don't agree to meet someone you've met on the Internet. Tell a grownup about anyone who even suggests this.
10. Follow the policies in the written Internet contract which you and your parents signed at the beginning of the year.

Student Use of AI (Artificial Intelligence) in School

AI tools may be introduced as part of the instructional process, under teacher supervision. The level of access and use will vary by grade level and must align with district curriculum and expectations for academic honesty.

Grades K–1

Students in kindergarten and first grade may interact with AI-based learning tools under direct adult supervision. These tools may be used for exploration, creativity, and basic skill development.

- Use only with teacher guidance
- Do not use AI to complete assignments
- Ask for help if unsure how to use a tool

Grades 2–3

Students in grades 2 and 3 may use AI tools for learning support under teacher direction. AI should be used to support thinking, not replace it.

- Use AI only when permitted by the teacher
- Do not use AI to generate answers or assignments
- Report any inappropriate content immediately

Grades 4–5

Students in grades 4 and 5 may be introduced to AI as a brainstorming or learning tool. Students are expected to use AI with integrity and responsibility.

- AI may be used with teacher permission for ideas, drafts, or learning assistance
- Students must complete their own work and avoid copying from AI
- Proper credit must be given when AI tools are used

Grades 6–8

Students in middle school may use district-approved AI tools to support learning and productivity. All use must align with academic integrity policies.

- Use only approved platforms under teacher guidance
- Do not use AI to complete assignments, solve problems, or plagiarize
- Cite AI use when it contributes to academic work

CONSEQUENCES

The key to a successful Internet safety system is adult supervision. Nothing can replace the influence of a vigilant teacher. Students who knowingly violate the recommended guidelines may: lose their Internet/computer privileges, require a parent conference, and/or receive detention/alternative placement/suspension.

The school has filtering hardware that monitors and blocks inappropriate web usage. The technology coordinator, in cooperation with the principals, will work to prohibit access to sites that are not appropriate, such as game or entertainment sites with no academic value. Filtering hardware is not perfect, but it is an important part of our overall program.

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 strikes or in any way causes physical harm to a staff member or his/her property.

AUDIO/VIDEO RECORDING OF SCHOOL PERFORMANCE (COPYRIGHTED MATERIAL)

Performance includes copyrighted materials which have been properly licensed specifically for this event. However, audio and/or video recording for re-broadcast or distribution in any way without the express written consent and proper license from the author is a violation of Federal copyright law and is prohibited.

NOTICE OF NONDISCRIMINATION

The Hope of Detroit Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Ali Abdel, Principal

Elementary School
4443 N. Campbell St.
Detroit, MI 48210
(313) 897-8720

Middle High School
4444 35th St.
Detroit, MI 48210
(313) 788-1122

Please see the following two pages for more information:

July 2024

Sexual Harassment and Sexual Assault Information Guide

Hope of Detroit District

**District Title IX Coordinator**

Michelle Thomas

2125 University Park Drive, Okemos, MI 48864

517.203.3774

TitleIXCoordinator@leonagroupmw.com**District Policies Related to Sexual Harassment and Sexual Assault****Policy 2260**

- The Academy does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry or genetic information in its educational programs or activities. The Academy also does not discriminate in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the School, or social or economic background, to learn through the curriculum offered in this School. Educational programs shall be designed to meet the varying needs of all students.

Policy 2266

- The Academy does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Academy prohibits Sexual Harassment that occurs within its education programs and activities. When the Academy has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Policy 5517

- It is the policy of the Academy to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Academy.
- The Academy encourages those within the School community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Academy will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Academy will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For the complete policies, visit the district's [nondiscrimination/Title IX webpage](https://www.hopeofdetroit.com/titleix) at <https://www.hopeofdetroit.com/titleix>.

The policies prohibit adverse action against a person for reporting sexual harassment and sexual assault.



Title IX Notice of Nondiscrimination

It is the policy of Hope of Detroit Academy District not to discriminate on the basis of race, color, sex (including but not limited to sexual orientation, gender identity, or gender expression), religion, national origin or ancestry, age, disability, height, weight, genetics, or marital status in its programs or activities.

Hope of Detroit Academy District, as required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, including in admission and employment.

Any inquiries about the application of Title IX, and its implementing regulations, may be referred to Hope of Detroit Academy District's Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office of Civil Rights, or both.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact:

Michelle T. Thomas, Title IX Coordinator
 E-mail: TitleIXCoordinator@leonagroupmw.com
 Address: 2125 University Park Dr., Okemos, MI 48864
 Phone: 517-203-3774

Hope of Detroit Academy District's Title IX Policy and Grievance Procedure can be found here:

[\[link\]](#)

[\[link to training materials\]](#)

For further information on notice of non-discrimination, see list of [OCR enforcement offices](#) for the address and phone number of the office that serves your area, or call 1-800-421-3481.