



# 5th - 8th Grade Student Handbook

**2020-21 School Year**

**“The Hope of Detroit Lies Within Me”**

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Detroit, MI 48210  
(313) 788-1122

[www.hopeofdetroit.com](http://www.hopeofdetroit.com)

## **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 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 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 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.

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

### **Arrival and Dismissal**

Parents driving students to school should not bring children to school before 7:45am. However if students are participating in the breakfast program parents may bring the student at 7:30am. Doors open to all middle school students at 7:45am. Parents are responsible for the safety of their children up to this time. The first bell rings at 7:45am. **All students should go directly to their classrooms as classes will start punctually at 7:50am.** Students reporting after the 7:50am. bell should report directly to the main office.

Dismissal time for grades 5-8 will be at 3:17pm.

Parents are discouraged from arriving more than five (5) minutes prior to dismissal. Parents who come inside are to report to the main office.

On half-days, classes will dismiss at 12:00pm. On early dismissal days, classes will dismiss at 1:45pm. Parents will be notified in advance so arrangements can be made regarding transportation.

Parents whose child (ren) are absent should call the school by 8:00am. 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.

### **Student Early Release**

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.

**Important Notice to Parents.** Students who are not picked up by 3:30 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 4:15 P.M. on days where there are no after school activities, and by 5:00 P.M. on days where there are after school activities. 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**

### **Coronavirus Safety**

Students will be required to wear masks and/or face shields in school, according to the State of Michigan and Center for Disease Control guidelines for student safety. Masks and face shields must be worn in all classrooms and common areas.

### **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.

## DANGEROUS ITEMS AND ACTIVITIES

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 Policy**

Students are expected to be present daily in each of their classes. If a student is absent from a class more than ten (10) days in a semester, they are at risk of losing course credit. Absences 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)

### **Tardy Policy**

A little late is too late. All students have three minutes to get to each of their classes.

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

### **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.

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.

### **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 nine (9) days per semester.
  - ii. Students who exceed nine (9) days of absence per semester may be considered for loss of course credit, 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.
- 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 semester.
- 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 during 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 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 for 5th grade and at the middle school is a C- or better. Any mark below this indicates a failure in that course.

### **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. 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 Scale**

Grade Percentage Points:

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

## **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
  - Fighting, kicking, wrestling, or use of karate
  - Leaving school grounds without permission
  - Throwing snowballs or rocks
  - Rowdy behavior in the building or playground

16. 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.

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.

**SCHOOL DRESS CODE**

**Hope of Detroit has the expectation that all students reflect a positive learning environment. It bases its dress code upon the assumption that students are a representation of not only themselves, but their families, and the school at large. Therefore, the school maintains high standards of student dress.**

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

**HODA Dress Code (Middle School):**

- Top: HODA logo polo shirt
  - 5th grade: light blue HODA logo polo shirt
  - 6th grade: navy blue HODA logo polo shirt
  - 7th grade: royal blue HODA logo polo shirt
  - 8th grade: red HODA logo polo shirt
  - A navy blue sweater may accompany the HODA logo polo shirt
- Pants/Skirts: Khaki/navy blue skirts (cannot be more than 2 inches above the knee with stockings or nylons) or Khaki/navy blue dress pants with a brown or black belt
- Black dress or gym shoes, No open-toed shoes will be permitted.
- Jewelry outside of earrings is prohibited
- Earrings must not exceed the size of a quarter

**Students will be prohibited from wearing:**

- Head coverings of any kind (except for religious or medical reasons).
- Excessive make-up
- Due to safety concerns, nails should be groomed at half an inch or shorter. If Hope of Detroit administration identifies that the students' nails are a safety concern, HODA administration reserves the right to request removal
- Jeans (casual dress day only - no holes permitted on casual day), polyester spandex or lycra pants/skirts, skorts/shorts, capri pants, and culottes
- Jackets may NOT be worn during the school day.
- Clothing and accessories that promote alcohol, tobacco, or drug usage or which display weapons or violence and which cause or are likely to cause disruption within the school environment.
- Clothing and accessories that contain vulgar, derogatory, pictures, slogans or words that may be interpreted as offensive and which cause or are likely to cause disruption within the school environment.
- Clothing symbolic of gangs which cause or are likely to cause disruption within the school environment.
- Tank tops, tube tops, mesh tops, sheer tops, sleeveless tops, halter, or bare midriff tops. Shirts must cover shoulders, must have sleeves, and must extend past the top of the pants.
- Pajamas, lounge-wear, and dorm pants.
- Leggings or tight fitting spandex type pants, pants with side slits or holes above the knees, see-through pants, tights, or leotards worn as outer garments.
- Sagging pants, pants worn low on the hip so as to reveal underwear or skin. Pants must be worn with both legs down, and pant legs may not extend past the sole of the shoe.
- Bedroom slippers, roller sneakers, and high heeled shoes are prohibited. Shoes must be worn at all times. Flip flops, sandals, open-toed and open-heeled shoes are prohibited.

**HODA Gym Dress Code (5th - 8th grade):**

1. Hope of Detroit Academy Gym T-Shirt
2. Gym shoes and socks must be worn.
3. Blue jeans or blue jogging pants. NO TORN, PATCHED, OR WRITTEN ON PANTS WILL BE PERMITTED.
4. Students will be expected to dress in gym uniform on the days they have gym class.

**If a student does not have a uniform shirt, a replacement uniform shirt will be given to the student and charged to their account.**

**The 5th dress code violation will result in a 1 day detention. Students will receive a 1 day suspension if detention is not served.**

### 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 referring to the Student Handbook or 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 damaged 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 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.

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.

### **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

Cellular phones need to be placed in the students' lockers. 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) day 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.

### 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 will lose their Internet or computer privileges, and in extreme cases a parent conference must be scheduled.

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  
4444 35th Street  
Detroit, MI 48210  
(313) 788-1122

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.

## Appendix Online / Hybrid Learning

In the event that traditional, in-person learning is altered because of circumstances such as the COVID-19 pandemic, the traditional student handbook will continue to be used. However, expectations in the following areas must also be adhered to:

### **Online Code of Conduct**

While engaging in online learning, Hope of Detroit Academy aims to ensure the safety of all students. Students cannot take photos of online classes and share them with others, post them on other websites or use them at all. To maintain the integrity of online learning, students are expected to:

- Arrive to online classes on time and fully participate
- Refrain from eating or drinking during class sessions
- Wear attire that is appropriate for school (See online dress code)
- Students must refrain from being on their cell phone, unless approved by the teacher for classroom purposes only.
- Have mics muted, unless the student is speaking. This helps to prevent background noise during class sessions.
- When using online platforms, conversation must be appropriate.
- In online classrooms, students must turn on their cameras.
- When communicating with staff and other students, Hope of Detroit Academy students must refrain from using threatening, obscene, profane, and disrespectful language and/or images..
- Students must use a profile picture that is appropriate for Hope of Detroit Academy and its educational environment. Profile pictures should not be offensive, intimidating or threatening. HODA administration reserves the right to determine if a student 's profile picture is inappropriate and can be asked to remove the photo

### **Online Disciplinary Action**

Students who do not adhere to the Student Code of Conduct will result in disciplinary action, which can include, but is not limited to:

- Parent conferences
- Inability to participate in extracurricular and incentive activities

## ONLINE CLASS DRESS CODE

### **Dress Code**

Student dress code is less stringent when attending virtual classes. However, a basic dress code is expected. Students should dress as they would during a traditional “Dress Down” day. The following items are prohibited:

- Head coverings of any kind (except for religious or medical reasons).
- Clothing and accessories that promote alcohol, tobacco, or drug usage or which display weapons or violence and which cause or are likely to cause disruption within the school environment.
- Clothing and accessories that contain vulgar, derogatory, pictures, slogans or words that may be interpreted as offensive and which cause or are likely to cause disruption within the school environment.
- Clothing symbolic of gangs which cause or are likely to cause disruption within the school environment.

### **Students will be prohibited from wearing:**

- Head coverings of any kind (except for religious or medical reasons).
- Clothing and accessories that promote alcohol, tobacco, or drug usage or which display weapons or violence and which cause or are likely to cause disruption within the school environment.
- Clothing and accessories that contain vulgar, derogatory, pictures, slogans or words that may be interpreted as offensive and which cause or are likely to cause disruption within the school environment.
- Clothing symbolic of gangs which cause or are likely to cause disruption within the school environment.
- Tank tops, tube tops, mesh tops, sheer tops, sleeveless tops, halter, or bare midriff tops. Shirts must cover shoulders, must have sleeves, and must extend past the top of the pants.
- Pajamas, lounge-wear, and dorm pants.
- Leggings or tight fitting spandex type pants, pants with side slits or holes above the knees, see-through pants, tights, or leotards worn as outer garments.
- Sagging pants, pants worn low on the hip so as to reveal underwear or skin. Pants must be worn with both legs down, and pant legs may not extend past the sole of the shoe.
- Bedroom slippers, roller sneakers, and high heeled shoes are prohibited. Shoes must be worn at all times. Flip flops, sandals, open-toed and open-heeled shoes are prohibited.
- Tank tops, tube tops, mesh tops, sheer tops, sleeveless tops, halter, or bare midriff tops. Shirts must cover shoulders, must have sleeves, and must extend past the top of the pants.
- Pajamas, lounge-wear, and dorm pants.
- Leggings or tight fitting spandex type pants, pants with side slits or holes above the knees, see-through pants, tights, or leotards worn as outer garments.
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- Bedroom slippers, roller sneakers, and high heeled shoes are prohibited. Shoes must be worn at all times. Flip flops, sandals, open-toed and open-heeled shoes are prohibited.

### **Facial Coverings**

In the event that facial coverings must be worn for sanitary reasons, the following are responsibilities of students and families:

- Hope of Detroit Academy will provide a facial covering if it is required.
- Students who prefer to wear their own mask will be permitted given that it covers the nose and mouth completely and comfortably. It must also be free from inappropriate language and/or pictures.
- If the facial covering is damaged, a new covering will be provided.
- If damage of the covering is deemed caused intentionally, the student must pay for a new facial covering.
- If masks are worn, they must be clean. Disposable masks must be thrown away after one day’s use. Cloth masks must be cleaned daily.
- If face shields are worn, they must be disinfected daily.