

HIGHLAND PARK RENAISSANCE ACADEMY PRE K - 8 CAMPUS

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HIGHLAND PARK
RENAISSANCE
ACADEMY

2018-2019 **PARENT & STUDENT HANDBOOK**

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Pre K- 8 School Leader

“We are equipping remarkable students to make exceptional contributions to the world”

“Destined for Greatness”

Table of Contents

Mission Statement.....3
 Vision Statement
Belief Statement
Expectation.....4
Academic Goals/Philosophy
Inclusion.....5

Child Find.....6

Special Education
Discipline
Hall Passes
Student Code of Conduct.....7
When and Where The Code of Conduct Applies.....9
Students Rights and Responsibilities
Violations
Short Term Suspension.....10
Long Term Suspension
Expulsion
Michigan School Law
Mandatory Expulsion by State Law
Physical and Verbal Assault by Student against School Personnel
Physical Assault against Another Student.....11
Administrative Authority
Zero Tolerance Policy
Due Process
Weapon-Free School Policy.....12
Anti-Bullying Policy
Sexual Harassment.....14
Drug Free School Program
Using Camera Phone/Video Devices
Using Cellular Phones.....15
Search and Seizure
Care of School Property
After School Activities.....16
Lost and Found Items
Field Trips and Recreation/Sports Transportation

Release of Students Before the End of the School Day	
Daily Schedule.....	17
Closing of School	
Entering and Exiting the Building	
Visitors	
Volunteers.....	18
Dress Code Policy – Uniform Standards.....	19
Dress Code for Dress Down Days.....	20
Parent/Teacher Conferences	
Parent Conduct	
Parent Bulletins/Updates.....	21
Parent Rights to Know	
Family Events/Activities	
Communicable Diseases.....	22
Use of Medications	
Asthma Inhalers.....	23
Authorization to Administer Medication	
Illness	
Student Records	
Student Valuables.....	24
Use of Telephones	
Fire and Tornado Drills	
Emergency Procedure	
Extra Curricular Activities.....	25
Athletics	
Cafeteria and Lunch Rules	
Attendance Rules and Procedures.....	26
Educational Goals.....	27
Academic Policies and Procedures.....	28-29
Parent-Teacher Conferences, Report Cards and Progress Reports.....	30
Homework	
Make-up Work for Absences.....	30-31
Computer Technology and Networks	
Technology Code of Conduct	
Report Cards.....	31
Plagiarism Policy	
Honor Roll	
Grading Period	
Promotion and Retention.....	32
Parent-School-Student Compact.....	33



Highland Park Renaissance Academy - District Vision Statement

Our vision at HPRA is to become the catalyst of change in Highland Park by becoming the premier school district in the State of Michigan. The statement that supports our foundation: "Destined For Greatness!" This reflects the belief that our students, our schools and our community, are capable of being great and successful.

Mission statement

The mission of Highland Park Renaissance Academy is to provide an opportunity for all students to learn in a safe atmosphere of academic excellence.

Belief statements

We believe and *envision* that every child is entitled to a **quality education**.

We believe all children will *grow* **academically, socially, and physically**.

We believe every child is *entitled* to a **safe** and **orderly** learning environment.

We believe that *family* involvement in the educational process is essential to the **success** of the child.

We believe in meeting the *diverse* needs of our **parents**.

We believe all students will be *prepared* to become **positive, productive** members of the community.

We believe that in *education*, creativity is an essential part of the **learning** process.

Motto: "Destined For Greatness!"

EXPECTATIONS

At the HPRA there are specific expectations and responsibilities that are essential and must be followed:

1. Obey school rules! (Be Safe, Be Responsible, and Be Respectful) and conduct yourselves in a manner that promotes a positive educational environment.
2. Foster positive human relations and demonstrate courtesy, tolerance and respect when dealing with other students and adults.
3. Refrain from libel, slander, obscenity, or personal attacks, verbally or by written expressions.
4. Recognize the rights of others to hold different viewpoints, tolerate the opinion of others, and disagree in an orderly and respectful manner.
5. Request in writing, to be excused from activities that conflict with religious beliefs, and respect the rights of others to, or not to, participate.
6. Obtain administrative approval prior to assembling on school property, and do so according to practices of manner, time and place as determined by the administration.
7. Dress in accordance with school uniform code, groom to the educational setting, observe the basic standards of cleanliness.

Information contained in the Student Handbook is accurate at the time of publication or revision. This handbook including, but not limited to the policies, procedures and rules contained herein are subject to modification by the Administration.

ACADEMIC GOALS/PHILOSOPHY

ACADEMIC EXPECTATIONS

We believe all children are capable of learning. We expect all students to be challenged and to achieve according to their ability. We expect parents to actively participate in assisting their children to achieve success in their academic pursuits.

HPRA sets high academic expectations for our students. We provide all the necessary learning opportunities and support to assist students and parents in attaining the high expectations set in our promotion policy. Retention occurs in the best interest of a student and allows the opportunity to master skills taught before proceeding to the next grade level or course.

In order to establish and implement this belief in both a preventative and best practices, we have initiated a “System of Education” to address the specific needs of all children.

The components of this system will include the following:

1. We will assess the underlying cause of each child’s academic, emotional and/or behavioral challenges as they relate to learning.

2. We will provide an atmosphere that is conducive for student centered learning and for continual academic achievement. Individual assessment is key and crucial in the process to not only identify each child's needs but to apply the instructions necessary for progress and success.
3. We will teach each student how to understand their own learning process and to connect knowledge from different disciplines.
4. Persistent communication with parents and students is used to relay information to parents about student's progress. Students and parents must be committed and involved.
5. The Board of Directors and staff of the academy are committed to implementing and maintaining the goals of the "Goals 2000 Educate America Act, Success For All" and "No Child Left Behind Act of 2001", based upon the principles learned from successful school reform efforts in Michigan and other communities throughout the world over the past 5 to 10 years. No Child Left Behind Web site: www.nochildleftbehind.gov.
6. We believe that learning can be best organized at the building level by empowering the staff to work closely with the administration, students and their families to create an atmosphere of "Unity".
7. Special needs students are also subjected to being retained if they do not meet the requirements of their IEP.

INCLUSION

We are proud of our Inclusion Program, we believe families, friends, neighbors, teachers, employees, and all others are to be accepted into everyday life and we treat everyone accordingly. 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. Self-contained inclusion classrooms services are also provided

Many resources are available for students. Our Child Study Team/Response to Intervention (RTI) is a universal screening process through which all students will receive necessary interventions for academic success. This process will assist with identifying students that may require special education services. Teachers and parents

are encouraged to participate in this process.

CHILD FIND

This HPRA 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 Special Education Department.

SPECIAL EDUCATION

Highland Park Renaissance Academy provides special education services to qualifying students in all areas defined by law including services for students with Autism Spectrum Disorder, Cognitive Impairment, Early Childhood Developmental Delay, Emotional Impairment, Hearing and Visual Impairment including deaf/blindness, Physical or Health Impairment, Severely Multiple Impaired, Specific Learning Impairment, Traumatic Brain Injury. Any question regarding Highland Park Renaissance Academy's Special Education Services can be answered by contacting the school at (313) 957-3005.

SPECIAL EDUCATION SERVICES

Special Education students will be promoted or retained according to their Individual Education Plan (IEP). The decision to retain a Special Education student is determined by the Individual Educational Plan (IEP) team. Special Education students may not be retained based solely on their disability, but may be retained, as determined by the IEP team, with consideration given to factors such as their ability, or lack thereof, to fit in socially and emotionally with their present grade level. If the IEP team cannot come to an agreement on retention, the Building Administrator will make the decision. If a parent appeals the decision, or requests mediation/due process, the district's Special Education Director must be contacted for consultation.

DISCIPLINE

The primary objective is to produce a school environment which offers the most favorable setting for teaching-learning activities. To produce such an environment, the school and its personnel shall continually study and develop a student code of conduct and the process and means by which it is to be implemented. Requiring student behavior which is consistent with the student code of conduct is essential for maintaining an appropriate educational environment. The Board, therefore, views violations of that code as serious threats to the educational environment. **Thus, any student who is found to be in violation of the student code of conduct may be subject to discipline, including suspension or expulsion.** It is important to remember that the HPRA rules are in effect while going to and from the school, at the Academy, on property utilized by the Academy, at Academy sponsored events, and on Academy transportation.

HALL PASSES

Student must have a signed pass whenever traveling the hall during instructional time. Students without official hall passes will be deemed to be tardy or truant from class and disciplined according to the school *Code of Conduct*.

Student Code of Conduct	
Class 1 Offenses- Minor Problem Behavior	
Insubordination: Defiance/Disrespect/ Non-Compliance	Refused to follow directions in brief or low-intensity failure to respond to adult i.e. talking back, rude to adult, etc.
Disruption	Any form of protest or demonstration that disrupts the normal educational process low-intensity, but inappropriate/disturbing other students education
Truancy and Tardiness	Truancy is declared when a student is absent/late from school or any portion thereof without school authorization and parental consent. Repeated tardiness is a violation and is considered as truancy.
Technology Violation	Any cell phones, electronic pagers, and any other electronic device that is seen or heard (i.e. iPods, CD players, MP3 players etc).
Property Misuse	Student engages in low-intensity misuse of property.
Physical Contact/Physical Aggression	Student engages in non-serious, but inappropriate physical contact.
Dress Code Violation	Not wearing the proper uniform and ID not worn
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.
Other Disruptive Materials/Behavior	Any minor violation of a school rule not listed above or any act that disrupts or interferes with the educational process.
Class 2 Offenses- Major Problem Behavior	
Disruption	Engaging in behavior that causes interruption in class or during an activity i.e. loud talking, yelling, screaming, noises, horse-playing, sustained out-of-seat, etc.
Abusive Language/ Inappropriate Language	Student delivers verbal message that includes profanity, name calling or use of words in an inappropriate way.
Skip Class/Truancy	Truancy is declared when a student is absent/late from school or any portion thereof without school authorization and parental consent for 10 days or more. Repeated tardiness is a violation and is considered as truancy.
Defiance/Disrespect/ Insubordination/ Non-Compliance	Student engages in refusal to follow direction, talks back and/or delivers socially rude interactions.
Inappropriate Display of Affection/Sexual Harassment	Any behavior or any conduct of a sexual nature deemed inappropriate whether involuntary or voluntary.
Harassment/ Bullying/ Cyber bullying	Non-sexual Harassment: Conduct that is directed at a specific person (verbal or gestural) that causes substantial emotional distress. Words or actions that may threaten to do injury to another person or that intimidates another person through fear for his/her safety. No actual physical contact is necessary. Harassment may be in many forms i.e.

	personal, through others, Facebook, text message, etc.
Lying/Cheating/Verbal Abuse	Name calling, racial or ethnic slurs or derogatory statements that disrupt the school program. Delivering a message that is true or untrue i.e. starting rumors.
Other Behavior/ Conduct	Any major violation of a school rule not listed above or any act that disrupts or interferes with the educational process.
Class 3 Offenses – Major Problem Behavior	
Bomb Threat/False Alarms	Activating a fire alarm system and/or reporting a fire or bomb when none exist.
Use/Possession of Weapons	Student in possession of knives, guns (real or look alike), or other objects readily capable of causing bodily harm i.e. brass knuckles, stun gun, baseball bat, pen pointers etc.
Gang Affiliation Display or Gang Like Behavior	Student uses gestures, dress (colors & rags), and/or speech to display affiliation with a gang. Inviting, contacting or giving permission (direct or non-direct) to non-HPRA individuals to participate in intimidating or threatening behavior/conduct (physical/non-physical) on school grounds or any school activity
Property Damage/Vandalism	Destruction of or defacing property belonging to, rented by or on loan to the school system, or property of persons employed by the school or students in attendance at the school.
Fighting/Physical Aggression	A violent attack and/or an unlawful attempt or threat to do harm to a faculty, staff member, or another student.
Forgery/Theft/Plagiarism	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without permission.
Arson	The willful and malicious burning, or attempt to burn any part of any property belonging to, or under contract to the school, or property of persons employed by the school or on school property.
Possession/Use of Tobacco	Student is in possession of or using tobacco.
Possession/Use of Combustibles/ Dangerous Objects	Student is in possession of or uses dangerous objects that includes explosives, firecrackers, clubs, mace, gasoline, matches, lighters, lighter fluid, pepper spray, and other irritant sprays etc.
Use/Possession of Drugs/Distribution of Illegal Substance or Material(s)	The use, possession, sale or distribution of any illegal substance or imitations.
Criminal Sexual Conduct	Any conduct that does harm or threatens a person and is sexual in nature such as sexual harassment, and/or invading a person's personal boundaries or body.
Interference with or Intimidation of School Personnel	Non-sexual Harassment: Conduct that is directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose. Intimidation: such as verbal abuse, phone calls or letters.
Use/Possession of Alcoholic Beverages	Student is in possession of or is using alcohol.

Other Illegal Conduct	Any other illegal conduct not mentioned above i.e. burglary, theft, robbery, larceny, breaking and entering, extortion, criminal sexual conduct etc.

WHEN AND WHERE THE CODE OF CONDUCT APPLIES

The Code of Student Conduct applies before, during, and after school:

- When a student is at school “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises;
- When a student’s conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or staff; and
- When a student is using school telecommunication network accounts or social networking sites; such as, but not limited, to Facebook, Snapchat, Instagram, Kik, Keek, and Twitter.

All students are expected to follow the guidelines set forth in the *Student Code of Conduct*. Disruptive behavior of any sort will not be tolerated. Students not adhering to the rules set forth in the handbook will be referred to the **Counselor, Social Worker** followed by the **Pupil Support Specialist/Behavior Student Advocate**. Positive approaches to discipline will be encouraged and specified in the Student Code of Conduct handbook which must be reviewed and signed by the student and parent/guardian.

Student Rights and Responsibilities

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students in our school. Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom. All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment. If a student feels unsafe or is threatened, the student or the student’s parent/guardian should contact school administration immediately.

Students are expected to treat all staff and other students with respect at all times. A student who is having a problem with another student should talk to a teacher, staff member or administrator for help with resolving the problem. Any type of threat or intimidating behavior toward a staff person or another student is unacceptable. Disciplinary action may range from in school suspension, out of school suspension to expulsion. ***Physical fights are not tolerated and require immediate suspension from school for at least 5 consecutive days. Parents/guardians must return with the student for admission back to school where that parent/guardian will sign an agreement that states if that student fights again, he/she must be withdrawn from HPR.***

VIOLATIONS:

Violations of the “Student Code of Conduct” may result in disciplinary action, suspension, and/or expulsion. Suspensions will range from one to ten days depending on the offense. **A parent/legal guardian must attend a scheduled conference before the student can be readmitted to school.** School officials have no obligation to speak with any person other than a parent and/or legal guardian.

NOTE: The staff, on a case-to-case basis, may utilize other forms of discipline. No staff member will use physical force during the discipline process unnecessarily.

Short term Suspension

A short-term suspension occurs when a student is suspended for one (1) to ten (10) school days. Short term suspensions are within the discretion of the administration. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

Long-term Suspension

A long-term suspension is when a student is suspended by the administration for fighting, possession of an unlawful substance, peddling or attempting to peddle or have possession of an unlawful substance. During a long-term suspension, the student's right and privileges of attending school, including extracurricular activities, are suspended.

Expulsion

An expulsion occurs when the school board or its designee terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite 180 days or an entire school year, unless otherwise specified by the school board or state law. The parent/guardian of the student may petition the school board to request an appeal for the student's reinstatement to school, as permitted by state law.

Michigan School Law

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a Weapons-Free School Zone or commits either arson or criminal sexual conduct in a District building or on District property, "The Board may also authorize or order the suspension or expulsion from school of any pupil guilty of gross misdemeanor or persistent disobedience". (Michigan Revised School Code)

Mandatory Expulsion by State Law

Pursuant to Section 1311, Gun-Free Schools Act, of the revised School Code, the Board is required to expel for a minimum of 180 days a student in possession of a weapon in a weapon-free school zone (defined as the following: a firearm, revolver, pistol, explosives, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckle), or commits criminal sexual misconduct, arson, or physical assault against a student or district employee on school property, the bus or school-related vehicle, or any school sponsored event. (Refer to Board Policy 5205 for complete policy.)

Physical and Verbal Assault by Students against School Personnel

1. State law requires the Board of Education to expel a student for a minimum of 180 days that commits a physical assault against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.
2. Any student that commits a verbal threat of harm on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district shall be expelled by the Board for up to 180 days. "Verbal threat of harm" shall be defined as any willful act, written statement, or verbal threat to inflict

injury upon another person, under such circumstances that create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury. Bomb threats and similar threats directed at a school building, school property, or a school-related event, are included in the definition of verbal assault/verbal threat of harm.

Physical Assault against another Student

The Board may expel a student for up to 180 days if the student commits a physical assault against another student on school property, on a school bus, school-related vehicle, or at a school-sponsored activity or event. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Administrative Authority

When there is a discipline referral, the staff will explain the nature of the referral to the student. The student may admit or deny the accusation at this time. If the student denies the nature of the supporting evidence as presented, the student may explain his/her side of the circumstances. If a student is found to be untruthful about the issue when disciplinary measures are administered, the student may face more severe consequences (for example, additional days added onto suspension for being untruthful). The student and/or parent/guardian may request a conference with the staff involved or with the next level of authority.

Zero Tolerance Policy

In addition to the expulsion laws of the State of Michigan in which HPRA strictly adheres to, the Academy also has a zero tolerance policy for fighting, violence, threats of violence, bullying, gang affiliation, and physical intimidation. Students involved in such instances will be suspended and/or go before the Board for possible expulsion.

The Zero Tolerance Policy is designed to make HPRA a safe environment and to provide an appropriate learning environment for all students. There can be no acceptable reason for violating these rules. **Upon a student receiving his/her second out of school suspension, a withdrawal form will be given to the parent/guardian for signature and consequently withdrawing of that student. If parent/guardian refuses to sign the withdrawal form, a recommendation to the Board of Directors for expulsion will be instituted.**

Due Process

In accordance with Michigan Law, all HPRA students have a right to Due Process. A Due Process (DP) Hearing is an impartial process in which the accusation(s) and possible disciplinary action(s) of a student/parent are reviewed and the student/parent is given an opportunity to respond to said accusation(s). This meeting is held with the School Leader or Superintendent.

During a Due Process Hearing, the School Leader will review the discipline and academic history of the student, discuss with the parent and student each infraction, listen to whatever the parent and student has to say, and discuss all possible options that the Academy can offer the student. There are two types of Due Process Hearings:

1. A student has accumulated up to two (2) infractions. The student is still in school but has been referred to the School Leader for a Due Process in an effort to prevent further infractions which may lead to suspension, required withdrawal or possible recommendation to the Board for expulsion. In this instance, Due Process is used as an intervention tool to correct student behavior and assist the student in getting on the right track. **If the student does not appear for their scheduled appointment, they may be placed on long term suspension until a Due Process Hearing is held.**

2. A student has been placed on long term suspension with expulsion recommendation. The student will receive a letter from the School Leader that outlines the next steps which includes appearing for the scheduled Due Process Hearing (date & time given in letter) at School or the letter will require the parent to call the School and schedule a Due Process Hearing. **If the student does not appear for their scheduled appointment, they may be referred to the Board for possible expulsion.**

WEAPON-FREE SCHOOL POLICY

Under Michigan law, any student who is found to possess a dangerous weapon in a Weapon-Free School Zone, or who commits arson in a school building or on school grounds, or who commits criminal sexual conduct in a school building or on school grounds shall be expelled from the school district permanently.

By way of example, but not by way of limitation, a dangerous weapon is a: firearm (i.e. weapon such as a handgun, rifle, pellet gun, or starter pistol), dagger, dirk, stiletto, and knife with a blade over 3 inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles.

A student who is found possessing a dangerous weapon or commits arson or criminal sexual conduct in a school building or on school grounds shall be expelled permanently, subject to possible reinstatement. A student thus expelled will be referred to the criminal justice system and the appropriate County Department of Social Services or community mental health agency. Notification of the referral will be provided to the parent, legal guardian, and/or student.

Assault on Another with a Dangerous Weapon in a Weapon-Free School Zone

Public Act 158 of 1994, provides that persons who assault others on school property or in school vehicles with a firearm or weapon are guilty of a felony punishable by one or more of the following: imprisonment for not more than four (4) years, community service for not more than 150 hours, and a fine of not more than \$6, 000.

Parental Liability for Minors who Commit Weapon Free School Zone Violations

A parent of a minor who commits a weapon violation is guilty of a misdemeanor if the parent knows of the intended violation and acts to further the violation or fails to report it. The misdemeanor is punishable by a fine of not more than \$2, 000 and/or community service for not more than 100 hours or probation.

Legal reference: MCL 380.1311

ANTI-BULLYING POLICY

Highland Park Renaissance Academy Board of Directors recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the Academy Board prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

“Bullying” or “harassment” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyber bullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is

perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off Academy property, at any school-sponsored function, or in a school vehicle or at any time or place where a child's imminent safety or over-all well being may be at issue.

“Bullying” is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

“Harassment” is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyber bullying/harassment, whether in the classroom, on Academy premises, immediately adjacent to Academy premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyber bullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

Highland Park Renaissance Academy System Board of Directors expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

SEXUAL HARASSMENT

As required by Michigan law, HPRA will enforce a policy of deterrence regarding sexual harassment, and may be subject to discipline any student that engages in activities that may create a hostile environment, or interfere with another student's ability to learn. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct of a sexual nature. Sexual

harassment may include actions such as the following:

- a. Sex-oriented verbal “kidding” or abuse; or
- b. Unwelcome pressure for sexual activity; or
- c. Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threat
- d. Unwelcome sexually motivated or inappropriate patting, pinching, or physical contact
- e. Unwelcome behavior, verbal or written words or symbols directed at an individual because of gender.

Students who are found to have engaged in sexual harassment, or in any related or resulting inappropriate physical touching or contact shall be subject to discipline under this Code. Legal Reference: MCL 380.1300a *Harassment through any means, including electronically transmitted methods (internet, telephone, cell phone....) may be subject to Academy disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment, it is harassment.*

DRUG FREE SCHOOL PROGRAM

As a participant in the “Drug Free Schools and Communities Program,” HPRA emphasizes the maintenance of an orderly, secure, and drug-free school environment that is conducive to learning with an emphasis on the authority of teachers and administrators to identify and discipline students or employees who are possessing, using, distributing or selling drugs or alcohol. Accordingly, HPRA has developed a firm policy aimed at eliminating the sale, use or possession of drugs and alcohol on school premises, enforcing disciplinary procedures and teaching students and staff that drug use is both wrong and harmful.

A student shall not be involved in any substance, drug, alcohol, or tobacco transaction, including without limitation: to buy, possess, sell, use, transmit, solicit; attempt to buy, possess, sell, use, or transmit; or be under the influence of any narcotic drug, depressant, or stimulant drug including without limitation: caffeine pills, hallucinogenic drugs, anabolic steroids, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, or intoxicant of any kind. A student shall not possess, sell, use, buy, or transmit, or attempt to sell, use, buy, or transmit any substance under the pretense that it is, in fact, a prohibited substance as described in this rule. The misuse or unauthorized possession of a prescription drug or nonprescription drug shall be considered a violation of this rule; however, this rule shall not apply to proper possession and/or use of a drug as authorized by a medical prescription from a registered physician. **Any student committing any such action will be turned over to the proper authorities and placed on Long Term Suspension with a recommendation for expulsion.**

USING CAMERA PHONES/VIDEO DEVICES

The use of camera phones/video devices is strictly prohibited on Academy property or during Academy sponsored events. A student caught improperly using any telecommunication device to take or transmit photographic images face suspension, loss of privileges, and may be recommended for expulsion. Taking or transmitting digital images during testing is also prohibited. If a student is caught transmitting digital images during testing, they will automatically fail the exam and will face suspension.

USING CELL PHONES

Cell phone use is “prohibited” during the school day. Cell phones can be used **before and after school only.** If a cell phone is visible to any member of staff, the phone will be confiscated and must be picked up by the

parent. If a student refuses to surrender their cell phone or any other electronic device they may receive an in school/out of school suspension. Cell phones will be gathered in the morning by homeroom or 1st period teachers and will be returned at the end of each school day.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Directors, if there is a reasonable suspicion that the student is in violation of the law or the Academy's rule. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent and could also be conducted by the K-9 gang

squad. The Board of Directors has charged Academy authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, Academy authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following:

Academy Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by an Academy official. The Board authorizes the School Leader or designee to conduct routine inspections of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy and/or the Student Code of Conduct.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the School Leader or designee has reasonable suspicion that illegal drugs or devices may be present in the Academy. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the Academy where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search. M.C.L.A. 380.1306 U.S. Constitution, 4th Amendment

CARE OF SCHOOL PROPERTY

The School Board of Highland Park Renaissance Academy System has provided some of the best equipment and facilities found anywhere. Students can best show their appreciation and pride by taking care of the building, equipment and grounds so they can pass on to future students in good condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action. In cases of unavoidable accidents, students are liable for all damages they may do to school property. There is a Computer Use Policy enclosed that requires a parent signed acknowledgement and the student signature.

LOCKERS

Pupil Support will assign a locker to each student in their classroom if there are no closets. Each student is responsible for maintaining and cleaning his/her locker. All lockers remain the property of HPRA and are subject to search at any time. Students are discouraged from bringing valuable items to school. **HPRA will not be responsible for valuables that are taken from your locker.** In order to protect personal belongings, lockers must be used only by the assigned student and with combination locks only- grades 5-8gr.

AFTER SCHOOL ACTIVITIES

After school activities will be offered at the Highland Park Renaissance Academy. Students are welcome to participate if they meet eligibility requirements. Students must be in attendance during the school day in order to participate in after school activities. If a student is not participating in an after school activity he/she must vacate the school premises. Students in violation will be considered trespassing and will face disciplinary actions.

LOST AND FOUND ITEMS

Students should make every effort to secure their personal belongings. Parents/students should mark or label student's property for identification purposes. Lost items that have been found will be kept in a designated area for a short period of time. The school is not responsible for items lost or stolen.

FIELD TRIPS AND RECREATION/SPORTS TRANSPORTATION

Highland Park Renaissance Academy students will take many academic and sports related field trips as a part of their studies and experience at HPRA. Parents must sign a permission slip for each field trip that their child(ren) attends. Students who do not have a signed permission slip will not be allowed to leave the building. Other slips may be required from time to time during the school year. Prior to the field trip, the teacher will alert the parents of the students who will not be allowed to participate. Parents will be informed of the reason(s) why their child (ren) is not allowed to go. Students not attending will be re-assigned to another class or covered by another staff member for the period of time others are away on the field trip. Students are expected to conduct themselves in a manner that is a positive reflection of HPRA. Students are also responsible for the fee of each field trip.

RELEASE OF STUDENTS BEFORE THE END OF THE SCHOOL DAY

Parents must report to the main office upon their arrival in the building. A parent or guardian must pick-up students. All students leaving early must be "signed out" before leaving the school building by a parent, guardian or authorized designee from emergency card before the official close of the day. Teachers and parents must make sure that no academic work is incomplete due to the early pick-up.

DAILY SCHEDULE.

Office Hours: 7:45am-4:30pm

8:30am – 3:45pm for all prek-8th grade students

Students will be considered late if they arrive after 8:40am

No student will be allowed to enter the building after 10:30 w/o official documentation from a doctor or other pre-scheduled appointment

CLOSING OF SCHOOL

All school closing announcements due to inclement weather or other emergencies prior to the school day will be carried on TV stations 2, 4, and 7. When it becomes necessary to dismiss during the regular school day, announcements will be made at once via Robo-call, radio 92.3 FM, 97.9 FM, and news radio WWJ 950 AM.

ENTERING AND EXITING THE BUILDING

We are a Closed Campus school which means students are not allowed to leave the school building during the school day. Leaving the school grounds (going to store, nearby restaurants) during the school day will result in an out of school suspension. Once a child steps on school property, he/she will not be allowed to leave without a parent. They must follow their complete schedule once entering building. There are **NO EXCEPTIONS** to this rule unless it is approved by the school staff with a parent/guardian present. Students will also need proper authorization to re-enter the building or visit any activities by reporting to the school office for approval.

REQUESTING RECORDS

Parents/students requesting any document of records from the school must show proper identification and be authorized for documents to be released. Office Staff will not release documents to anyone except the parent/guardian of record for enrollment.

VISITORS

Visitors

All persons who are not regular members of the school personnel must check in with security. All visitors must show a valid driver's license or State ID card to obtain a visitor pass while on school grounds or in the building. Parents, siblings, family members, and others may not visit classrooms without reporting first to the main office and have made an appointment with a teacher on his/her preparation. There are **no exceptions** to this rule.

VOLUNTEERS

HPRA supports parent volunteering in the classroom as well as other areas within the school. Parents or guardians wishing to volunteer are required to complete a volunteer application (a background check will be required). A copy of the application can be obtained in the main office. Thank you for your time and commitment to the education of our students.

HIGHLAND PARK RENAISSANCE ACADEMY IS A UNIFORM ACADEMY DRESS CODE POLICY – UNIFORM STANDARDS

The school administration and teachers will continue to encourage all students to dress in a fashion that is appropriate for a school day. Students will be restricted from attending school if their attire is in violation of the Uniform Dress Code. Dress Code enforcement begins on the first day of school. The Highland Park Renaissance Academy Dress Code will be strictly enforced. All clothing must be neat. Students and parents must take the dress code seriously and comply with the rule.

Elementary Boys Dress Code

- White or black cotton dress/school shirts with a button-down collar (oxford or polo style) long or short sleeved shirt
- Black, navy blue, tan or khaki dress pants with belt loops. **NO JEANS, JOGGING or SWEAT PANTS.**
- Black belts with standard buckles only.
- Sweaters are permitted black or dark blue **NO HOODS**, unless it's HPRA.

Middle School Boys Dress Code

- **6th grade- black** cotton dress/school shirts with a button-down collar (oxford or polo style) long or short sleeved shirt
- **7th grade- blue** cotton dress/school shirts with a button-down collar (oxford or polo style) long or short sleeved shirt
- **8th grade- grey** cotton dress/school shirts with a button-down collar (oxford or polo style) long or short sleeved shirt
- Black, navy blue, tan or khaki dress pants with belt loops. **NO JEANS, JOGGING or SWEAT PANTS.**
- Black belts with standard buckles only.
- Sweaters are permitted black or dark blue **NO HOODS**, unless it's HPRA.

Elementary Girls Dress Code

One set of any size earrings are permitted. No extreme hairstyles. Only conventional hair coloring will be permitted. No tight or revealing clothing.

- White or black cotton blouses with a button-down collar (oxford or polo style) long or short sleeved shirts
- Black, navy blue, tan or khaki style pants or skirts with belt loops. **NO LEGGINGS, NO JEANS, JOGGING or SWEAT PANTS.**
- Black belts with standard buckles only.
- Sweaters are permitted (black or blue) but **NO HOODIES**, unless it's HPRA.

Middle School Girls Dress Code

- **6th grade- black** cotton blouses with a button-down collar (oxford or polo style) long or short sleeved shirts
- **7th grade- blue** cotton blouses with a button-down collar (oxford or polo style) long or short sleeved shirts
- **8th grade- grey** cotton blouses with a button-down collar (oxford or polo style) long or short sleeved shirts
- Black, navy blue, tan or khaki style pants or skirts with belt loops. **NO LEGGINGS, NO JEANS, JOGGING or SWEAT PANTS.**
- Black belts with standard buckles only.
- Sweaters are permitted (black or blue) but **NO HOODIES**, unless it's HPRA.

DRESS CODE FOR DRESS DOWN DAY

Dress down days will be announced. Students should adhere to the following guidelines listed below:

1. Shorts are not permitted.
2. Pajamas, loungewear, sandals, slippers, or flip flops are unacceptable.
3. No sagging pants.
4. **Clothes with rips or holes are prohibited.**
5. Students may not wear hats, caps, visors, sunglasses, du-rags, bandanas, combs, picks or any other type of head covering in the school building.
6. **Leggings, sundresses with spaghetti straps or shirts with cut out backs or sides are not acceptable.**
7. No piercing in the noses, eyebrow, lips, tongue, etc.
8. Only conventional hair coloring will be permitted. No bright red, pink, green, blue, yellow, orange, etc.
9. No extreme hairstyles, i.e. Mohawk, Afro over 2”
10. Students’ apparel may not be sexually suggestive; may not feature crude, violence or vulgar subjects; and may not depict drugs, alcohol, tobacco, gang’s afflictions, racial/ethnic slurs, or profanity.
11. No extra long shirts will be allowed.
12. If doubts exist about an item covered by the school’s dress code, best advice would be not to wear it to school.

Final approval of apparel is at the discretion of administration

PARENT/TEACHER CONFERENCES

Attendance at each Parent-Teacher Conference is a necessity for students to maintain a high academic status. In cases of emergency when parents cannot attend, please contact your child’s teacher (s) for an individual conference as close to the scheduled conference date as possible. Parents are also encouraged to confer with teachers via phone or email to schedule individual conferences if you or the teacher feels it is necessary.

PARENT CONDUCT

We understand that your child/children’s wellbeing is most important to you. However, it is imperative that we maintain respect, order and safety at all times in our building. We ask our parents to work with us to achieve this goal. If you find yourself in a situation with a teacher, staff person, student, another parent, administrator or even your own child, please be mindful of your surroundings and remain calm and respectful at all times while on school premises or at a school related event. Any display of inappropriate, disruptive, disrespectful, violent, verbally abusive conduct towards those mentioned above will lead to the school taking corrective action. This action may include but is not limited to:

- Restricting/Terminate the parent/guardian’s access to school premises;
- Suspension or Board Expulsion of the child/children of identified parent/guardian;
- Taking legal action against the parent/guardian;

This also applies to parent conduct in all discipline meetings, special programs, after school activities (on and off site), Board meetings, etc.

Parent Bulletins/Updates

Periodically, during the school year, parent updates will be sent home with students in the form of the HPRA monthly newsletter, monthly school calendar, and other forms of communication. This will be one of the Academy's major means of disseminating pertinent information. Parents are encouraged to do a daily check of their children's backpacks, planners and folders for communication between school and home. Please ask your student for any notes from their teacher and from the school office. It is very important that we teach them to be responsible for taking information home and bringing it back to school.

Parents Right to Know

Pursuant to Federal law, parents and guardians have a right to certain information concerning the qualifications of classroom personnel. Upon a parent or guardian's request, the Academy will provide the following information about a student's classroom staff:

- Whether the teacher is certified for the grade level and subjects they are teaching.
- Whether the teacher is working under an emergency or provisional/temporary permit.
- The undergraduate major of the teacher and the area of study, and any certificates for any graduate degrees earned.
- The qualifications of any paraprofessional providing services to your child.
- HPRA will provide a notice to parents or guardians if their child is assigned to a teacher who is not "highly qualified" under State and Federal law, or if their child is assigned to a non-highly qualified teacher for more than four (4) weeks.

Parent Contact Information

Phone Number/Address:

Often times, parents change cell, home and/or work phone numbers during the school year. Vital information is often mailed home (report cards, letters, notices, etc.) so please make sure you update your information with the Main Office if and when any of your contact information changes.

We realize that parents/guardians may need to make contact with their children **before and after** school to assure their safety. Therefore, all cellular phones must be shut off prior to entering the school building and remain off until the school day is over. **Parents must not call their child's cellular phone during school hours!** Please use the main office to make contact if it is absolutely necessary. We discourage any and all disruptions in the classrooms unless it is an emergency.

FAMILY EVENTS/ACTIVITIES

Throughout the school year, HPRA will schedule family events and activities. We welcome your participation. In the past, these events/activities have been highly successful and a fun way to get families involved. Some of the activities scheduled are: Parent Involvement, Active Parenting, Curriculum Night, Field Day, and Coffee with the School Leader.

Unauthorized Use of the Building

Students are not permitted to be on the school campus without proper supervision after the school day ends. Students found on the campus or building without authorization or supervision will be subject to school disciplinary action.

PHOTO RELEASE

The school may wish to use photos of students as a part of school projects, informational packages, and promotional materials. A Photo Release form is included in the registration packet. When a photo of your child is chosen for use, you will receive a project-specific photo release form. If the project-specific release form is not returned, your child's photo will not be used.

COMMUNICABLE DISEASES

If a child has a communicable disease such as Measles, Rubella (German Measles), Mumps, Hepatitis, Scarlet Fever, Strep Throat, Scabies, Pertussis (Whooping Cough), Haemophilus Influenza Type B, Encephalitis, Meningitis, and Chicken Pox, the student must stay home for the required incubation period and then may only return to school with a Doctor's release form. Disease such as Pediculosis (Head Lice), Pink Eye and Ringworm require immediate Doctor's attention and students may return to school upon release from their Doctor indicating treatment has been received. As required by Federal law, parent/guardians will be requested to have their student's blood checked for HIV, HBV, and other blood-borne pathogens when the student has bled at the school or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents/guardians should determine, with their physician's counsel, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization form must be filed in the main office before the student will be allowed to begin taking medication during school hours.
- C. All medications must be registered in the main office.
- D. Medication that is brought to the office by a parent /guardian only, will be properly secured.
- E. Medication may not be sent to the HPRA in a student's pocket, lunch box or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

*Please note that the school is not able to provide any over the counter medications including aspirin and cold medicines, and may not use any topical solutions for cleaning wounds, such as alcohol or hydrogen peroxide.

Medications must be stored in the main office and administered by office staff. They must be taken home at the end of the school day or as needed.

ASTHMA INHALERS

Students with appropriate written permission from the physician and the parent/guardian may possess and use a meter dose inhaler or dry power inhaler to alleviate asthmatic symptoms. ***THESE INHALERS ARE NOT TO BE SHARED!!***

AUTHORIZATION TO ADMINISTER MEDICATION

1. In order to have medication administered during school hours, a student's parent/guardian must submit an "Authorization to Administer Medication" form signed by the parent. Written instructions from the physician must include the name of the student, name of the medication, dosage of the medication, route of administration and the time(s) the medication is to be administered to the student. **This form must be received *before* any medication can be administered.**
2. Parents are to provide oral medications to the school in the exact dosage as prescribed as the school will not be responsible for dividing/splitting pills.
3. All medications are to be in their original containers with the dosage and frequency of medication clearly noted.
4. Medications will be administered by, and taken, in the presence of designated school personnel.

ILLNESS

If a student becomes ill at school, the student should report to the office. If necessary, the student will be excused to go home after the school has received instructions from the home from an authorized person named on the Emergency Care Card. Those students whose homes we cannot contact will not be sent home but will be cared for as best we can at school.

STUDENT RECORDS

Highland Park Renaissance Academy maintains many student records, including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent/guardian. Parent/guardian may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information and instructions on how to prohibit its release, you may consult the Family Educational Rights and Privacy Act (FERPA) which can be found in the main office. Parent/guardian has the right to request that their student's directory information not be released to military recruiters without written consent. Forms for this purpose are found in the HPRA's main office. Proper identification is due upon request for any records obtained. There will be a 72 hour turnaround for any documents requested.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment etc are all tempting targets for theft and extortion. The HPRC cannot be responsible for the safe-keeping of those items and will not be liable for any loss or damaged property.

USE OF TELEPHONES

Office telephones are NOT to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students will not be allowed to use office telephones for non-emergency situations. Students will use classroom phones for all calls.

FIRE AND TORNADO DRILLS

Students should follow directions as given by the teacher for all emergency drills. Safety procedures are reviewed periodically and practiced throughout the school year. Student expectations are to adhere to all procedures established as well as refrain from any behaviors that may jeopardize their safety and the safety of others during drills or in the event of an actual incident. Consequences will occur for students who do not adhere to this policy.

EMERGENCY PROCEDURES

EMERGENCY PROCEDURES FOR FIRE OR TORNADO

Placards in each classroom detail procedures in the event of a fire or tornado. Study the placards in advance, so you will be prepared in the event of an emergency. In the event of a fire, evacuate the building, moving calmly but rapidly to the nearest clear exit. DO NOT re-enter the building until you receive an “all clear.”

GENERAL PROCEDURES IN CASE OF FIRE OR FIRE DRILL

- At the sound of the alarm, pupils must vacate the room, using the designated route.
- Students will stay in classroom groups so the teacher can take a head count of each class.
- Students must not stop for books, clothing, snacks, etc.
- Students should walk, not run. There should be no pushing, shoving or talking.
- Students should use handrails if they are on the stairs.
- The first students outside of the building should not stop until the entire group has exited the building.

GENERAL PROCEDURES FOR TORNADO ALERT

- In the event of a tornado, immediately move to a shelter area within your building that is designated on the placards.
- At the sound of a rapid series of bells or an announcement on the public address system, students should go to a designated room and sit on the floor against a weight-bearing wall, assume the protective position depicted on the placards, curl up on the floor, draw your knees under you, and cover your head with your hands.

EXTRACURRICULAR ACTIVITIES

There will be several opportunities during the school year for students to participate in clubs, events, and activities outside of the classroom. In order for students to participate in these after school activities, they must have a cumulative G.P.A. of 2.0. For fall activities, the final G.P.A. from the previous year may be used to determine a student's eligibility. Parents must sign their consent in order for students to participate in any extracurricular programs. Students are expected to represent HPRA high school in the best way while participating in after school activities.

Students may not participate in extracurricular activities if they are serving a suspension. Students must not be on school grounds at any time during a suspension. Students in extracurricular programs are expected to stay on the school campus at all times. Sport activities may require "closed" practices from visitors and siblings.

SPECIAL EVENTS

Students should remember that social activities are privileges, granted only to those who demonstrate good behavior, academic standing, and citizenship. The following rules apply to all social events held by HPRA:

1. Students are not permitted to leave the premises during a school-sponsored social event without special permission from a faculty member or parent.
2. All events must end on time and students must be picked up on time. Students not picked up on time may be prevented from attending future events.
3. Outside guests (non-HPRA students) are not permitted at HPRA events unless otherwise authorized by
4. the Administration.
5. All HPRA high school policies and rules are in effect during all school-sponsored events.
6. Students must be appropriately dressed for the activity that is being held as directed by Administration.
7. All events/activities must be approved by the Building Administrator.
8. All organizations must submit a request in writing using the "School-Sponsored Activity Request" form, available in the Main Office.
9. Students who receive a suspension or 2 or more referrals may not be permitted to attend the event (subject to approval by the Building Administrator).
10. Students attending Board meetings for official school business (i.e.: Student of the Month recognition, Discipline, etc.) must be dressed in school uniform.

ATHLETICS

HPRA provides a variety of athletic activities in which student may participate, providing they meet the 2.0 grade point average eligibility requirements.

CAFETERIA AND LUNCH RULES AT

HIGHLAND PARK RENAISSANCE ACADEMY

There is a lunch area available where hot lunches are prepared and served.

Hot lunches are served daily with milk and juice. Students must have a full lunch NO EXCEPTIONS.

Students may bring a bag lunch daily. We encourage them to have a nutritional lunch. Please do not send

sweets, candy, or pop of any kind. All liquid drinks must be in a plastic container. Parents may bring a lunch to school prior to lunch but staff is not allowed to go out for student lunches.

****NO GLASS CONTAINERS PLEASE****

1. Each lunch period is 30 minutes. Students must complete their lunch within the specified time.
2. Students must remain seated during the lunch period. Students may talk in their classroom voices. Excessive noise will not be tolerated.
3. **STUDENTS ARE TO KEEP THEIR EATING AREA CLEAN AND NEAT AT ALL TIMES!**

ATTENDANCE RULES AND PROCEDURES

Parent/guardians must attend a conference with administration after receipt of an excessive absence or tardy notice. Highland Park Renaissance Academy is required by law, per the Erase Truancy Program, to report any student who has ten (10) unexcused absences or more during the course of the school year to the County Prosecutor's Office.

Listed below are the phases which will occur if your child (ren) develops a poor attendance (absence and/or tardy) pattern:

- Phase One – Phone Call from the Office Manager
- Phase Two – Truancy Letter sent to parent/guardian from Wayne County Prosecutors' Office
- Phase Three – Mandatory meeting with School Leader and Office Manager

Students returning to school from an absence must provide an absence excuse. Any students' with 10 or more unexcused absences will result in a Truancy letter from the Wayne County Prosecutor's office.

Parents who are excessively dropping off their child(ren) late will cause the students to miss valuable instruction time. In addition, students must make-up all missed class work. Failure to complete all required assignments will result in failure of class or grade.

Please be mindful that your student's enrollment is contingent upon the following:

- **Parent-School-Student Compact is signed and returned to the Academy**
- **Compliance of the school-wide policy including the student code of conduct.**
- **A re-enrollment form must be submitted during the re-enrollment period**

EDUCATIONAL GOALS

The educational goals of the academy will be measured by using various assessments which include but are not limited to the following:

- The M-Step, Explore are administered annually and the Scantron test is administered multiple times a year.
- Specific measures of individual student achievements, which are monitored 4 times a year by report cards and every four or five weeks by progress reports.
- Individual student portfolios, personalized learning plans, journal writing, peer tutoring, student led assemblies, parent-teacher conferences and teacher made assessments.
- Creation of new professional opportunities for teachers for a new type of public school in which the school structure and educational programs can be innovatively designed and managed by teachers at the school site.
- Providing parents and students with greater choices among public schools, both within and outside of their existing school districts. Provide parent training and skills development opportunities as well as required parental involvement.
- A student body council is established to promote dialogue between students regarding their expectations that relate to field trips, guest speakers, school improvements and events.
- Students will be engaged in post-trip assessments, guest speaker interviews, job training, job related activities, service projects, as well as other methods to interpret learning for future use.
- Empower students to become knowledgeable, creative and diverse thinkers in a multi-cultural, multi-dimensional global world.
- To ensure that each child achieves mastery standards in Math, Language Arts, Science and Social Studies.

ACADEMIC PROBATION

Students who fall below a ***2.0 grade point average (GPA)*** or have a failing grade in any course in a quarter, may be placed on Academic Probation. Students may not be allowed to attend/participate in extra-curricular activities/events when on Academic Probation. A Mandatory RTI (Response to Intervention) will be put in place for all students placed on academic probation. Students who cannot maintain a 2.0 GPA may be dismissed from HPRA High School Campus at the end of that academic year.

Academic Policies and Procedures

HPRA curriculum as a K-8 school is aligned to the state standards and the Michigan Curriculum Framework.

Michigan Curriculum Framework

Michigan's K-12 education will ensure that all students will develop their potential in order to lead productive and satisfying lives. All students will engage in challenging and purposeful learning that blends their experiences with content knowledge and real-world applications in preparation for their adult roles, which include becoming:

- *literate individuals*
- *healthy and fit people*
- *responsible family members*
- *productive workers*
- *involved citizens*
- *self-directed, lifelong learners*

The State's framework, and the framework of the academy, is based on three tenants:

- **Rigor**- Providing an education that challenging and accessible for all students.
- **Relevance**-Providing an education that is meaningful and unique to individual students, using their experiences to enrich learning.
- **Relationship**-Providing an education that ensures a solid connection and affinity towards learning to produce life-long learners.

HPRA uses the following:

Curriculum

Common Core State Standards (CCSS) and Content Expectations

The Content Expectations are aligned with the Michigan Curriculum Framework and its Teaching and Assessment Standards. Reflecting best practices and current research, they provide a set of clear and rigorous expectations for all students and provide teachers with clearly defined statements of what students should know and be able to do as they progress through school.

Instruction

Quality Core Instruction

HPRA instructs all students in a high quality fashion that addresses Individual learning styles, and uses research-based strategies. Instruction is provided to create a community of learners.

NWEA

NWEA is a proficiency level test administered to students in grades K-8 to assess their growth and learning over the course of one year. This assessment identifies students by performance ranges based on grade level placing them into three categories.

- At Risk (below grade level)
- Interquartile (at grade level)
- Advanced (above grade level)

This assessment is administered three times throughout the course of the academic year. Notification will be sent home outlining the testing cycle.

Attendance for testing

It is imperative that students attend school on a regular basis. Students **MUST** be in school each day.

Tutoring

The Academy strives to meet the educational needs of all students. In order to do so tutoring services will be provided by each individual classroom teachers. If students are given notification to attend tutoring it is **mandatory** that they attend. If a student is unable to attend tutoring, the teacher should be contacted by the parent in order to better service student learning.

Grades & Grading Policy

Grading Scale

All students in grades K-8th will be graded using the following scale:

<u>Grade</u>	<u>Scale Equivalency</u>
A - Excellent	90% - 100%
B - Above Average	80% - 89%
C - Average	70% - 79%
D - Below Average	60% - 69%
E - Failing	59% and below

Grade Changes/Discrepancies

If there is a system/computer error with a student's grade, a parent must see an administrator and make a formal request. The request then will be assessed and the administrator will then provide the parent with written communication of the decision. If the grade is to be changed, the administrator will make the change and provide parents with documentation. **Teachers cannot change grades.**

Educational Development Plans

All students, beginning in the 8th grade, will complete an Educational Development Plan (EDP) that will work to identify their academic and professional interests, professional goals, and match those goals with the skills necessary to obtain them. The EDP will follow students throughout the course of their academic career, and will be used to inform decisions about extracurricular activities, programming, etc.



PARENT-TEACHER CONFERENCES, REPORT CARDS, AND PROGRESS REPORT DATES

Students will receive report card grades four times during the school year. Progress reports will be sent home approximately 3 weeks before report card marking. There will be at least two scheduled Parent - Teacher Conferences.

HPRA parents should attend each of these important conferences. Other conference times are available by appointment. Please call the main office to schedule Parent–Teacher Conferences.

Parents and guardians are encouraged to pick up report cards at Parent–Teacher Conferences. Report cards not picked up at the conferences will be given to students the following day.

HOMEWORK

The assignment of homework can be expected. Student’s grades will reflect the completion of all work, including outside assignments.

MAKE-UP WORK FOR ABSENCE

Make up assignments can be given to students with an excused absence. Students requesting any make up assignments must contact the teacher upon his/her return to class. The amount of days the students are absent, are the amount of days the students will have to make up work (ex. A student that is absent for three days, will have three days to make up work). Parents may also request make-up work for their child(ren). All make up homework assignments must be completed within the days allotted.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the HPRA’s computer network and the Internet, he/she and his/her parent/guardians must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all the terms of the computer technology and network agreement may lead to termination of the student’s computer account and possible disciplinary action .

TECHNOLOGY CODE OF CONDUCT

Each student and staff member has the privilege to use the hardware and software that has been placed in the labs and classrooms to facilitate personal academic growth. To guarantee that all those who desire to use the computer facilities reap the maximum benefit, we each have the responsibility to understand and act in a manner that demonstrates support for the following guidelines:

- Treat all equipment with care. If you do experience a hardware problem, please notify your teacher immediately. Don't attempt to make any adjustment on your own.
- Ask for help using a piece of hardware or software if you are unfamiliar with its operation.
- Hardware and books are to remain in the labs or classrooms unless you have approval from the technology facilitator to borrow them.
- Only the technology facilitator may install or modify software.
- **All food, candy, and drinks are to be kept out of the labs and away from hardware located in classrooms.**
- All use of computing facilities must be in support of education and consistent with the purposes of HPRA.
- Only approved software that is an integral part of a teacher-defined learning activity will be allowed.
- It is unethical to access or copy files that are the private property of another user unless you have the permission from the technology facilitator and the file creator to do so.
- It is everyone's responsibility to see that equipment is not used for illegal, inappropriate, or obscene purposes, or in support of such activities.
- "Inappropriate use" shall be defined as violations of the intended uses, purposes and goals of the hardware/network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly operated computer networks.
- **Programs or software brought from home or elsewhere may not be installed on Academy computers.**
- Any violation of these guidelines will be considered grounds for disciplinary action, loss of lab privileges, and may be deemed a Level I or Level II offense.

COMPUTER SYSTEM MISUSE

Attempts to invade the privacy or accounts of other users are illegal and violate the standards of conduct. Using the computer to distribute unwanted or objectionable messages or to, in any way, disturb other users of the computer system may result in disciplinary action up to and including expulsion.

PLAGIARISM POLICY

Honest authorship is essential at Highland Park Renaissance Academy. Plagiarism is a form of cheating, lying and stealing. Plagiarism is taking ideas or writing from another and presenting them as one's own ideas. Whenever a teacher reasonably believes, based on evidence, that a student has plagiarized part or all of an assignment, infringed upon copyright protection, or assisted another student in plagiarizing, that student will be deemed in violation and will face appropriate actions.

REPORT CARDS

Report cards are generated quarterly. They will be distributed. Parent/Teacher Conferences will be held when progress reports are given so that you, your child, and your child's teacher can discuss their progress and how to ensure growth before the final grade, at report card time. The final report card for June will be mailed home.

Please make sure that your current address is on file with the main office.

HONOR ROLL

After each report card marking, an honor roll will be published. Students are given recognition in the following categories:

Principal List:	A student must carry a 4.0 GPA
Honor Roll	A student must carry a 3.0 GPA or better
Citizenship	A student must have all 1's in citizenship

GRADING PERIOD

Students will receive a report card at the end of the first and second semester, indicating their grades for each course of study for that portion of the academic term. Students will also receive a progress report for each quarter.

PROMOTION AND RETENTION

Highland Park Renaissance Academy has a standard grading procedure, as well as additional notations, that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place different emphasis on these areas on determining a grade and will inform the students of that at the beginning of the coursework. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.



Parent-School-Student Compact 2018-2019

The purpose of the Parent-Student-School compact is to communicate a common understanding of home and school responsibilities to ensure that every student attains high standards and a quality education.

Parent Responsibility

As an active member in my child's education at HPRA, I agree to:

- ▶ Make certain that my child arrives at school on time, prepared to learn physically, mentally and emotionally.
- ▶ Make learning a priority by being a role model for life-long learning.
- ▶ Monitor my child's progress by initiating contact with the school reviewing the regular reports.
- ▶ Encourage and model responsible, respectful behavior.
- ▶ Provide a place for my child to do homework daily.
- ▶ Take advantage of school and community resources.
- ▶ Be aware of the school calendar and events.
- ▶ Be involved in my child's school by attending meetings, after school events, or volunteering.

Student Responsibility

As a student at HPRA, I agree to:

- ▶ Attend school regularly and be prepared to learn.
- ▶ Be responsible and respectful in my actions, dress and communications.
- ▶ Communicate with my parents concerning school issues.
- ▶ Be involved in decision making at school through communication with the student council representatives and contact with the appropriate school personnel.
- ▶ Be involved in extracurricular activities.
- ▶ Share safety concerns with school personnel.
- ▶ Strive for my personal best in all areas.
- ▶ Cooperate with members of my school family to make my school the best it can be.

School Responsibility

As an active partner with parents and students in the education of students in our community, the members of HPRA agree to:

- ▶ Provide a physically, mentally and emotionally safe climate that is welcoming to parents and students.
- ▶ Come to work regularly prepared to provide an optimal educational environment.
- ▶ Provide clear and consistent expectations for academic and social behavior.
- ▶ Model responsible, respectful behavior.
- ▶ Encourage communication between staff-student and staff-parent.
- ▶ Use a variety of assessments of student learning including (but not limited to) homework, tests, and projects.
- ▶ Adjust the learning activities to ensure that every effort is made to encourage progress.
- ▶ Provide supplemental and enrichment and after-school activities.
- ▶ Welcome parents to participate in supplemental and enrichment and after-school activities.
- ▶ Notify parents of school events through both written and verbal communications.
- ▶ Inform parents of school/community resources.

I have received the handbook. I have read, agreed and will adhere to the Highland Park Renaissance Academy Parent-School-Student Compact. Please sign on the designated line and return to the office.

Student:

Grade:

Parent/Guardian:

THE LEONA GROUP EXECUTIVE GROUP

PRE K- 8 School Leader
Ms. Rachel Brooks

PRE K- 8 School Core Team Leader
Ms. Carmen Willingham

EXECUTIVE VICE PRESIDENT OF MIDWEST OPERATIONS
Mrs. Georgia Rodgers

CHIEF EXECUTIVE OFFICER
Dr. William Coats

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