NOOR INTERNATIONAL ACADEMY

Grades Pre-K – 6

Parent/Student Handbook

GRADES: PRE-K –6

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Dear Parents/Guardians,

This year, for your convenience and the accuracy of your children's records, we have transitioned the process of signing the Student/Parent contracts to online. By visiting the following link http://parents.niapsa.org you will be able to read, fill, and sign the Parent/Student forms as well as keeping a copy for your records. These forms represent the policies in this Parent Student Handbook together with the NIA Board Manual that includes the Board Operating Policies that pertain to students and parents, which may be accessed at http://www.niapsa.org/docs/niaboardmanual.pdf. These Forms **need** to be promptly signed. If you need access to the internet to fill these forms, please contact the Main Office and they will provide you with assistance. For any questions, please contact the Academy. Kindly complete and sign the forms right away if you have not done so yet.

BACKGROUND OF NOOR INTERNATIONAL ACADEMY

Noor International Academy is a Public-School Academy that is authorized by Central Michigan University. Noor International Academy (NIA) operates grades Pre-K -6 at its campus located at 37412 Dequindre Road, Sterling Heights, MI 48310. NIA is a non-profit organization that was founded to serve students from different geographic areas in the State of Michigan.

Noor International Academy is a public, non-discriminatory, independent school, which admits students from diverse cultural and ethnic backgrounds to its college-preparatory program serving families in the Greater Detroit area. It is operated by a staff who is highly qualified, certified and an experienced group of professional men and women who earned their degrees at numerous colleges and universities throughout the United States and internationally.

The Public-School Academy aims at providing its students with quality education that focuses on the Michigan core curriculum and international cultures, including the study of a language, culture and history different from one's own. The Academy shall provide an education that will enable the various ethnic traditions, values, and experiences of students to enrich and nurture one another.

Such a foundation is rooted in a strong curriculum including foreign languages, particularly the Arabic language, and an integrated, holistic, and exploratory program in language arts, reading, mathematics, science, social studies, health, art, media, physical education, and standardized tests twice a year. Our outcome expectations in these areas is to provide students with a core of cultural values and academic experiences which will contribute to their mental, social, physical and spiritual growth by emphasizing and encouraging scholarship, civic consciousness, physical development, and the pursuit of integrity and happiness.

The school facility provides a clean and safe place for students and is intended to serve elementary and middle school students grades Pre-K -6.

MICHIGAN STATE BOARD OF EDUCATION VISION AND MISSION

Vision & Mission: Every learner in Michigan's public schools will have an inspiring, engaging, and caring learning environment that fosters creative and critical thinkers who believe in their ability to positively influence Michigan and the world beyond.

For Michigan to be a Top 10 in 10 years with respect to educational performance and outcomes.

- Michigan must develop a coherent and cohesive strategy for the children, and implement that plan with continuity for multiple years. Education reform takes time; we must implement, use evidence and data to correct course, and continue with progress on key goals.
- A "Can-Do Culture" that focuses on student-directed learning and student outcomes and the work on instruction must take priority.
- Data and accountability must be used to help drive resources and focus improvement activities for students and educators. Attention will be on transparency in support of key goals for the entire system to make Michigan a Top 10 state for education.
- Poverty matters, not to be used as an excuse, but as a purpose to design a Michigan system of education that motivates and excites all children about learning, keeps them in school, and provides them with hope and knowledge for a successful future. Michigan must design its supports and systems in a way that recognizes and appropriately addresses the needs of students in poverty.

MISSION OF NOOR INTERNATIONAL ACADEMY

The mission of Noor International Academy is to provide its students with quality education that focuses on the Michigan core curriculum and international cultures, including the study of a language, culture, and history different from one's own. The Academy shall provide an education that will enable the various ethnic traditions, values, and experiences of students to enrich and nurture one another. Moreover, the Academy shall provide an education of the whole child by integrating the different aspects of children's learning and lives to make them more meaningful. The Academy will prepare its students to be independent lifelong learners and productive working members of a global society through acquired diverse knowledge, experiences and skills. The Academy shall provide an environment that encourages students to become upright responsible decision-makers, reflective of equity, respect and understanding, maximizing each individual's intellectual, physical, psychological and moral self by utilizing a unique safe and orderly environment that is conducive to learning to meet the challenges of this ever-changing world.

ACADEMY PHILOSOPHY

The Academy believes that...

- Quality education enhances the student's mental, physical, and emotional abilities and promotes altruistic thinking in this diverse and divided world.
- Quality education integrates teaching the ethnic and cultural traditions and values into the academic program and develops an awareness of their self, identity, and obligations towards self, family, community, society and the world.
- A successful school inspires the joy of learning.
- All students are capable of learning and can reach their potential if given the opportunity.
- Learning is an on-going life-long process.
- Successful learning requires active participation and involvement in the school by parents and the community.
- Effective schools promote teaming, collaboration and shared decision-making among staff, students, and community.

BOARD OF DIRECTORS

Mr. Hassan Hijazi	President & Treasurer	248-792-1958
Ms. Sarah Chaar	Vice President	313-485-0519
Mrs. Rafel Rashid	Secretary	562-213-5621
Mr. Hussein Aoude	Director	313-443-6919
Mr. Ibrahim Hamza	Director	313-316-4338

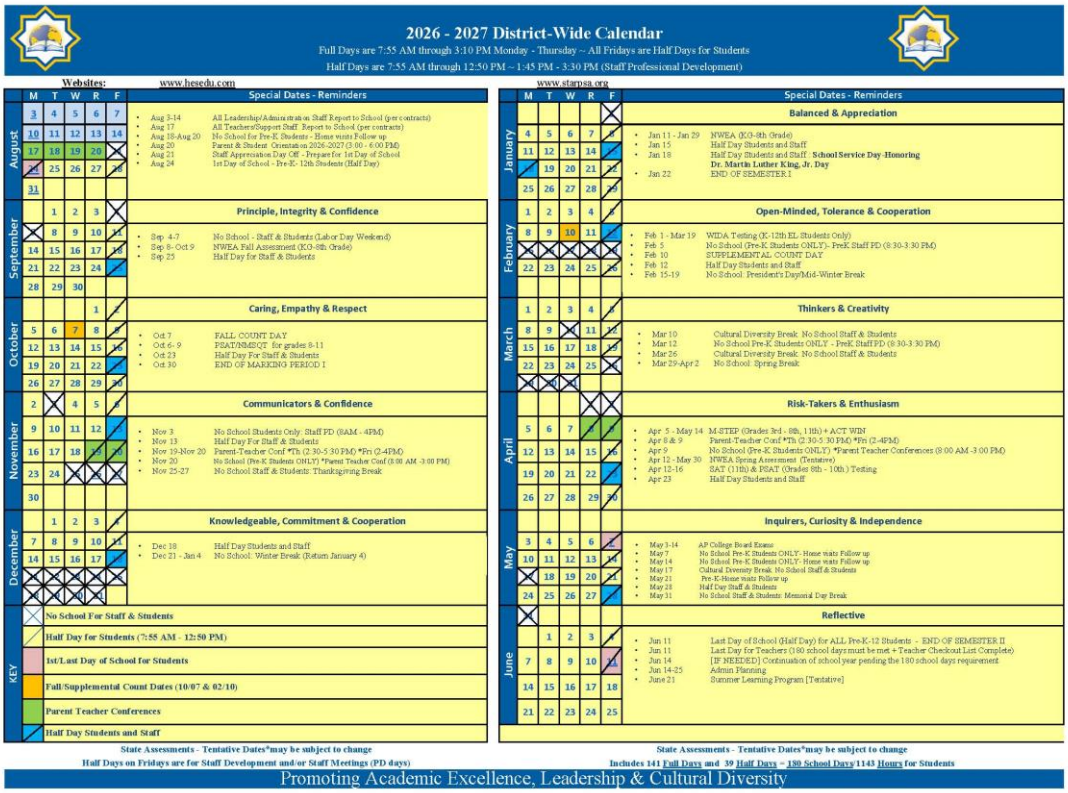
STAFF

The Academy staff is selected with the view of being committed to our philosophy of providing our students with an excellent environment and education. All of our administrative staff and teachers carry high academic credentials and have excellent experience that will enable them to achieve the goal of allowing our children to achieve their highest potential.

Teachers: All the Academy teachers are certified and/or highly qualified. For more specific information and assignments, please check with the main office or the school Principal. Homeroom and subject teachers were announced at the beginning of the school year and/or at the Virtual Parent orientation during the first two weeks of school.

SCHOOL SCHEDULE

The school calendar shall comply with the minimum requirements set forth in Section 101 of the State School Act of 1979, being MCL 388.1701 of the Michigan Complied Laws. School shall commence on **August 24, 2026** and conclude 180 school days later on **June 11, 2027**. The school week will be Monday through Friday, with the exception of the holidays and vacation days. In addition, Fridays are Half Days per the School Calendar. On half days, the staff will hold staff meetings, committee meetings, attend staff development sessions, and catch-up days.



DAILY SCHOOL SCHEDULE

Our free breakfast program starts at 7:30 – 7:50 AM

School starts promptly at 7:55 AM Monday – Friday

School daily lunches are dependent upon student schedules

School ends at 3:10 PM Monday-Thursday and 12:50 on Friday

EQUAL OPPORTUNITY/NON–DISCRIMINATION POLICY

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

Title IX of the Education Amendments of 1972 (Title IX) protects individuals from discrimination based on sex and applies to educational institutions that receive federal funding (including public elementary and secondary ("K-12") schools and institutions of higher learning).

The Public School Academy, pursuant to the requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the GINA Act of 2008 the Elliot-Larsen Civil Rights Act, and Executive Order 11246, does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, ancestry, sex, age, height, weight, marital status, disability, military status genetic information or handicap, nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities.

On May 6, 2020 the U.S. Department of Education, Office for Civil Rights ("OCR") released its Final Rule, which amends existing Title IX regulations – the Department's first action of its kind in decades. The final Rule, which encompasses both the amended regulations and accompanying commentary, exceed 2,000 pages and took effect August 14, 2020. The regulations brought sweeping changes to how educational institutions address, investigate, and adjudicate allegations of sexual harassment occurring within their programs and activities.

The title IX amended policy of May 06, 2020 can be accessed by following the link listed below:
http://www.niapsa.org/non-discrimination-policy/

Inquiries concerning the nondiscrimination policy should be directed to:

Ms. Amal Beydoun, Director of Human Resources
(Title IX Coordinator and Investigator – Female)
6919 N. Waverly St., Dearborn Heights, MI 48127, (313) 565-0507
Email: abeydoun@hesedu.com

Dr. Ali Bazzi, Superintendent
(Title IX Coordinator and Investigator – Male & Decision Maker)
6919 N. Waverly St., Dearborn Heights, MI 48127, (313) 565-0507
Email: abazzi@hesedu.com

Inquiries concerning equal opportunity for the handicapped should be directed to the Equal Opportunity Compliance Office.

HOMELESS LIAISON & FOSTER CARE

SOCIAL WORK AND COUNSELING SERVICES

The **School Social Worker** is the **Homeless Liaison for the Academy**. Social work and counseling services are available to every student. Each student has a master record file called a CA90. This folder includes information such as former schools attended, past and present grades, and test results. The counselor will be familiar with the material and a student or the parent may examine the contents of the cumulative guidance folder in the presence of the counselor.

The school provides a guidance and counseling program for its students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives.

Special assessments are available to assist the student to better understand aptitudes, interests, strengths, and learning deficits. Included in the counseling offices are resource materials about colleges, vocations, special schools, scholarships, and other areas of interest. The counselor will also help the student to understand the grade point average, rank in class, and other factors that bear on admission to advanced learning opportunities.

The school principal is the **foster care liaison** for the Academy. If, and when, information and/or support is needed, parents/guardians are encouraged to reach out to the Academy principal.

RESPONSIBILITIES AND EXPECTATIONS

SCHOOL RESPONSIBILITIES

The Academy will provide a high quality educational choice to the families of its community. We will treat all students, parents and staff with dignity and respect. We will do all that we can to ensure that students can achieve their highest potential. The Academy will maintain a safe and healthy environment for its students and staff. The Academy will involve parents, businesses and the community at-large in its programs so that our students have the greatest possible resources available to them throughout their entire stay in our program.

STAFF RESPONSIBILITIES

Academy teachers and staff will treat all students, parents, and each other with respect and dignity at all times. Teachers and staff will be prepared to perform their job functions and will deliver the highest level of service to our students and parents. Teachers will ensure that all students are provided with the best opportunities available to succeed in meeting their Grade Level Expectations, High School Grade Level Expectations and Common Core Standards. Teachers and staff will communicate regularly with parents and other stakeholders who are interested in what is going on at our school. Teachers and staff will maintain a safe and healthy environment that is optimal for learning. All staff will contribute to

a positive learning environment, will take pride in their profession, and will continue to improve their own skills through active involvement in professional development activities offered by the Academy.

PARENTS EXPECTATIONS

The Michigan Department of Education Revised School Code, Section 380.10, establishes the role of the parent as a partner in their child's education and ensures a positive educational setting. Section 380.10 also states:

> *It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil's parents and legal guardians to develop the pupil's intellectual capabilities and vocational skills in a safe and positive manner.*

The school highly suggests parents/guardians of the students of Noor International Academy spend a minimum of twenty hours per school year in the school as a condition of their child's enrollment and subsequent graduation. A calendar will be provided to parents/guardians stating the available times and dates that one may volunteer. Twenty hours may be completed in several consecutive days or in several short blocks of time. A parent/guardian may chaperone on field trips, supervise during special activities, attend a child's classes or assist teachers with their daily routines, monitor halls and/or lunchtime, pack envelopes for mailing letters, etc. Parent volunteers or chaperones must complete a Volunteer/Chaperone Packet and Screening in the school main office at least 48 hours prior to any volunteer activity.

STUDENTS EXPECTATIONS

Appropriate behavior is expected at all times in the classrooms, in the school building and at off-school sites at all times. Students must be accountable for their behavior. Appropriate disciplinary measures will be taken in addressing misbehavior. Personal accountability is demonstrated when the student:

- Regularly and punctually attends all classes
- Comes to class prepared with the necessary books and supplies
- Brings necessary clothing, shoes, and equipment for all activities
- Participates in class activities and completes all assignments
- Reflects a positive and responsible attitude toward learning
- Advocates mature attitude, behavior and actions that lead to solutions rather than problems
- Challenges himself/herself to attain exemplary education goals
- Demonstrates respect for himself/herself and others
- Demonstrates respect for property of himself/herself and others
- Follows rules set by the classroom teacher
- Conforms to the dress code
- No toys allowed in School

STUDENT RIGHTS

DECLARATION OF STUDENT RIGHTS

The Academy has high expectations for all students. We are committed to providing all students with an excellent, well-rounded educational program. With this commitment in mind, the school sets forth the following: all students are provided the opportunity to obtain a basic body of understanding, attitudes, knowledge, and skills needed for living successfully in a democracy and the world community. The opportunity for development of intellectual curiosity, critical thinking, problem-solving abilities and aesthetic appreciation shall be provided.

These rights and responsibilities provide a uniform standard of conduct, which emphasizes the maintenance of an atmosphere where orderly learning is possible and encouraged. It defines student rights, student responsibilities, disciplinary procedures and actions to be taken.

RIGHT OF EXPRESSION

Students enjoy the right of expression as provided by state and federal law The student may not, by speech or conduct, significantly disrupt class work or educational programs; cause substantial disorder or invasion of the rights of others, or substantially interfere with the requirements of appropriate discipline, education programs, or other activities in the operation of the school or conduct themselves in a manner inconsistent with the school's educational mission. Otherwise, disciplinary actions will be taken and enforced.

RELIGIOUS EXPRESSION IN THE SCHOOL

The following guidelines apply to religious practices in the School and are drawn directly from the "Statement of Principles" issued by the U.S. Department of Education.

The Establishment Clause of the First Amendment does not prohibit purely private religious speech by students. Students have the same right to engage in individual or group prayer and religious discussion during the school day as they do to engage in other comparable activity. For example, students may read their Bibles or other scriptures, say grace before meals, and pray before tests to the same extent they may engage in comparable non-disruptive activities. School authorities possess substantial discretion to impose rules of order and other pedagogical restrictions on student activities, but they may not structure or administer such rules to discriminate against religious activity or speech.

Generally, students may pray in a non-disruptive manner when not engaged in school activities or instructions and subject to the rules that normally pertain in the applicable setting. Specifically, students in informal settings, such as cafeterias or hallways, may pray and discuss their religious views with each other, subject to the same rules of order as apply to other student activities and speech. Students may also speak to, and attempt to persuade, their peers about religious topics just as they do with regard to political topics. School officials, however, should intercede to stop student speech that constitutes harassment aimed at a student group or a group of students.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

RIGHT TO EDUCATION AND THE RIGHT TO PARTICIPATION

A student is the center of the school and the purpose for which it is operated and maintained. Students have the inherent right to be treated with dignity, equality and respect. A student has the right to a non-disruptive education as provided by law and school Board policies. Correspondingly, the student has a responsibility not to deny the right to an education to any other student.

GRIEVANCE PROCEDURES

A student grievance procedure is provided for due process, prompt, and equitable resolution of complaints. A student or parent with a grievance should first discuss the matter with the teacher. If this does not resolve the issue, the matter should be directed to the Principal. If the grievance is against the Principal, the school Superintendent should be contacted after talking with the Principal. If the issue is not resolved after conferring with the Principal and the Superintendent, the grievant may request to be included on the school Board meeting agenda. Requests should be made in writing and presented to the Superintendent at least one week before the school Board meeting. Parents must model respect for school procedures/guidelines and NOT approach or confront any student about alleged or reported peer conflict. If parent chooses to disregard the administration's request and continues to pose any confrontational and/or intimidating behaviors, he/she will be requested not to be on school grounds or may be reported to local authorities.

STUDENT IDENTIFICATION CARDS

Per the requirements of MCL 380.1893 which will take effect on October 15, 2021, the Academy will comply with for all student ID cards used this school year. **The law requires that districts print the phone number of a suicide prevention hotline on student IDs for grades 6-12.** The hotline will be a local, state, or national suicide prevention hotline telephone number that can be accessed for use 24 hours of each day and 7 days of each week by pupils who attempt to utilize the hotline telephone number. The Academy Superintendent is working with the ID vendor to comply.

The Department of Health and Human Services is required to produce information on suicide prevention that districts are encouraged to display (also in the law). You can visit the DHHS website for more information on this topic.

To read the full law, click here.

ADMISSION POLICY AND PROCEDURES

The Academy will not charge tuition and will not discriminate in its student admissions policy or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis that would be illegal if used by a school district.

Enrollment will be open to all Michigan Residents, within the age range of four (4) to twenty (20) years old per pupil accounting manual requirements for Pre-K to 6th and GSRP requirements for Pre-K students. Many parents who select our school desire a program of instruction for their children based on core academic skill acquisition, exposure to high-tech learning activities and the utilization of structured learning activities, which simulate real-life business environments.

Enrollment priority may be given to a sibling of a student already enrolled in the Academy or a child of a Staff or Board member for grades Kindergarten thru 6. If there are more applicants to enroll in the Academy than there are spaces available, students shall be selected to attend using a random selection process. In addition, the Academy shall allow any student who was enrolled in the immediate preceding school year to enroll in the Academy in the appropriate grade unless the appropriate grade is not being offered at the Academy.

GOOD FAITH POLICY

Acting in good faith, the Academy will accept students from other schools based on information given to us during parent and student interviews with the School's administration. However, if this information turns out to be false or misleading, the child may be subject to dismissal. A student who is found to have committed criminal sexual conduct or arson or to have been in possession of a dangerous weapon in a weapon-free school zone, as those terms are defined in Sections 1311 and 1313 of the School Code of 1976, as amended (MCL 380.1311, 1313; MSA 15.4311, 41313) shall not be admitted to school in the district except in accordance with Section 1311(5) of the School Code of 1976, as amended (MCL 380.1311(5): MSA 15.41311(5)).

APPLICATION & ENROLLMENT REQUIREMENTS

Section 504 of the Revised School Code states that public school academies shall neither charge tuition nor discriminate in pupil admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis that would be illegal if used by a Michigan public school district.

- Academy enrollment is open to all individuals who reside in Michigan.
- Academy admissions are limited to pupils within a particular age range/grade level (students who qualify for grades Pre-K -6th).
- The Academy Board has established a policy providing enrollment priority to siblings of currently enrolled pupils. The Academy does provide a preference to children of Board members and Academy employees as legally allowed to Grades Kindergarten–6. The GSRP guidelines apply to Pre-K.
- The Academy allows any pupil who was enrolled in the immediately preceding academic year to re-enroll in the appropriate age range/grade level unless that grade is not offered.
- No student may be denied participation in the application process due to lack of student records.
- If the Academy receives more applications for enrollment than there are spaces available, pupils shall be selected for enrollment through a random selection drawing.

APPLICATION PROCESS

The Academy accepts student enrollment applications throughout the school year. Admission of students is contingent upon the availability of an opening at the grade level and program. If you are interested in applying at the Academy, below is an easy step by step process to ensure your application is submitted.

Enrollment Application Information

- Submit an initial Online Enrollment Application Information at:
    - www.niapsa.org/Admissions

Enrollment Application

- Complete and sign all application forms via:
    - DocuSign to be emailed by the Admissions Office
    - Hard copy to be provided by the Admissions office upon calling and/or visiting

Documents Required

- Copy of Birth Certificate (passport, U.S. Citizenship)
- Copy of Immunization Records
- Copy of last Report Card

February Open Enrollment

- Open enrollment for returning students, siblings, children of Board members and staff
- The Academy shall notify parents or guardians of all enrolled students of the deadline for notifying the Academy that they wish to re-enroll their child (Spring annually).
- The re-enrollment form must be completed by parents and returned by given deadline and includes a request that the parent or guardian indicate whether a sibling(s) seeks to enroll for the upcoming academic year.
- An enrolled student who does not re-enroll by the specified date can only apply to the Academy during the application period for new students.
- An applicant on the waiting list at the time a new application period begins must reapply as a new student.
- The Academy will collect parent or guardian responses and determine the number of returning students, the number of siblings and the number of spaces if available for each grade in which the enrollment and acceptance process will continue as defined in Board policy.

March Open Enrollment – New Students

- Open enrollment for new students

April Enrollment – Waitlist begins

- Open enrollment of new students whose applications could not be submitted in February or March are placed on a waitlist
- Students names will be drawn on the date and time of the Public lottery and receive a waitlist number for admissions consideration.

May – January

- Student Applications continue to be accepted throughout the school year. However, admission of students is based on space availability for each grade and program and in the order the application is received. Acceptance of application is separate from admission of student and is not a guarantee of admission or enrollment.

Public Lottery – Typically takes place in April or at the beginning of May

A random selection drawing is required if the number of applications exceeds the number of available spaces.

Prior to the application period, the Academy shall:

- Establish written procedures for conducting a random selection drawing.
- Establish the maximum number of spaces available per grade or grouping level.
- Establish the date, time, place and person to conduct the random selection drawing.
- Notify the Charter Schools Office of both the application period and the date of the random selection drawing, if needed. The Charter Schools Office may have a representative on-site to monitor the random selection drawing process.

The Academy shall use a credible, neutral "third party" such as a CPA firm, government official, ISD official or civic leader to conduct the random selection drawing. Further, the Academy shall:

- Conduct the random selection drawing at a public meeting where parents, community members and the public may observe the process.
- Use numbers, letters, or another system that guarantees fairness and does not give an advantage to any applicant.

The Academy shall notify applicants not chosen in the random selection drawing that they were not selected and that their name has been placed on the Academy's official waiting list for openings that may occur during the academic year. Students shall appear on the official waiting list in the order they were selected in the random selection drawing.

- Public Lottery date and time Information/flier is provided to parents of all student applicants and dates are posted publicly on the Academy website and bulletin board for the parents and staff
- Applications submitted during February for siblings, children of Board members and staff, and new students will be entered in a Public Lottery by category.
- Students who apply after the Open enrollment period and thru the date of the Public Lottery will be entered in a public lottery by a waitlist category.
- On the date and time of the public lottery, student applications will be given an admission number in the following order of categories:
    - Board member and staff
    - Siblings
    - New students
    - Waitlist during April
- Students who were enrolled in the previous school year are automatically enrolled in the new school year provided that they have not been dropped from the school year and that the parents submitted a re-enrollment form during the month of February. Failure to submit the re-enrollment form on time may result in dropping the student from the re-enrollment list and may be placed on public lottery list or waitlist depends on when the re-enrollment form is submitted. A new enrollment application may also be necessary if the student had dropped and missed a full school year.
- Children of Board members, staff and siblings have priority for admission at any time an application is received during the school year.
- Admission of students: As the Academy receives notice of drops and/or of space openings, admission of students is chosen from the Lottery list in the number order per the above categories, then the waitlist.
- Admission of students from the waitlist that is received after the month of April will be based on first come, first-served and after all students on the lottery list have been admitted.
- If openings occur during the academic year, students shall be enrolled. If openings do not exist, applications shall be placed on the official waiting list. The waiting list shall cease to exist at the beginning of the next enrollment period in which applicants will need to reapply.
- In the event that there are openings in the class for which students have applied, students shall be admitted according to the official waiting list. The position on the waiting list shall be determined by the random selection drawing. If there is no waiting list, students shall be admitted on a first-come, first-serve basis.

Acceptance

- Once students are accepted an acceptance letter is mailed out to parents with further school information and final requirements for admission.
    - Student information form (signed)
    - Submit Health Appraisal (physical)
    - Any other missing documents
- Students who do not report to the Academy within three business days after he/she has been admitted, may be dropped from the class enrollment list unless excused by the principal.

VISION TESTING FOR KINDERGARTEN ENTRANCE

MCL 380.1177 (2000) requires children enrolling in Kindergarten must provide evidence that their vision has been tested once since the age of 3.

IMMUNIZATIONS & VACCINATION RECORD

MCL 333.92.05 states a parent, guardian, or person in loco parentis of a child shall provide for the child's immunization by an authorized health professional, physician, local health department, clinic, or other agency offering immunizations for diseases and within an age period prescribed by the department. A child is exempt from immunization if a parent, guardian, or person in loco parentis of the child presents a written statement to the administrator of the child's school or operator of the group program to the effect that the requirements of this part cannot be met because of religious convictions or other objection to immunization. Medical exemptions are also allowed.

A nonmedical waiver is a written statement by parents/guardians describing their religious or philosophical (other) objections to specific vaccine/vaccines. An official State of Michigan Nonmedical Waiver Form will be provided by the county health department. More information may be found at the following link: https://www.michigan.gov/documents/mdch/011315_Waiver_Flyer_for_Parents_FAQ_v2_478967_7.pdf.

In early 2015, Michigan instituted an administrative rule change on nonmedical waivers for childhood immunizations. Parents/guardians seeking to obtain a nonmedical immunization waiver for their child/children who are enrolled in school or licensed childcare programs are required to attend an educational session, where they are provided with information about vaccine-preventable diseases and vaccinations. The new rule allows parents/guardians to have the opportunity to speak with a health educator from their local health department about their concerns and questions regarding immunizations prior to the nonmedical waiver being signed.

Any parent/guardian who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department. The new rule requires the use of the State of Michigan nonmedical waiver form dated January 1, 2015. **As of Jan. 1, 2019, vaccine education administered and certified (signature on waiver) by local health department is required before the waiver (exemption) will be granted.**

For more information about the new immunization waiver requirements, you may visit the following link: https://www.michigan.gov/mdhhs/0,5885,7-339-73971_4911_4914_68361-344843--,00.html Schools are required to report immunization data two times annually to the Michigan Department of Community Health via the Michigan Care Improvement Registry (MCIR). The MCIR enables private and public providers of immunization services to assess a person's immunization status and administer age-appropriate vaccinations.

THE LAW MANDATES

- **Kindergarteners, 7th graders & new entrants** must have all required immunizations or waivers no later than the first day of school.
- **Kindergarteners, 7th graders & new entrants** who have not met the immunization requirement must not be admitted to school
- **All kindergarten students** must have vision screening marked
- **7th graders and all new entrants, 11-18 years of age** are required to have two doses of varicella, 1 dose of meningococcal (MCV4) and 1 dose of Tdap (there is no minimum interval between the last tetanus/diphtheria containing vaccine - DTaP or Td).
- Only two types of waiver forms can be accepted: **Health Department-issued waivers** (entered as 'other' or 'religious') and **medical waivers**, signed by a physician with justification why vaccine may not be administered (entered as 'medical').

For trustworthy information about vaccines, please contact:

- Your health care provider
- Your local health department
- Centers for Disease Control and Prevention (CDC) http://www.cdc.gov/
- Michigan Department of Community Health www.michigan.gov/immunize
- National Vaccine Information Center: http://www.nvic.org/Vaccine-Laws/state-vaccine-requirements/michigan.aspx
- Vaccine Education Center: https://www.chop.edu/centers-programs/vaccine-education-center/resources
- Michigan Care Improvement Registry (MCIR): https://www.mcir.org/resource/vaccine-information/

Below are recommended Immunizations for children from Birth to five years and schools age:

PARENTS VACCINES REQUIRED FOR CHILD CARE AND PRESCHOOL IN MICHIGAN

MDHHS Michigan Department of Health & Human Services

Whenever infants and children are brought into group settings, there is a chance for diseases to spread. Children must follow state vaccine laws in order to attend child care and preschool. These laws are the minimum standard for preventing disease outbreaks in group settings. The best way to protect your child from other serious diseases is to follow the recommended vaccination schedule at www.cdc.gov/vaccines. Talk to your health care provider to make sure your child is fully protected.

	2-3 months	4-5 months	6-15 months	16-18 months	19 months–4 years	5 years
Diphtheria, Tetanus, Pertussis (DTaP)	1 dose DTaP	2 doses DTaP	3 doses DTaP		4 doses DTaP	
Pneumococcal Conjugate (PCV13)	1 dose	2 doses	3 doses or Age-appropriate complete series	4 doses or Age-appropriate complete series		None
H. influenzae type b (Hib)	1 dose	2 doses		1 dose at or after 15 months or Age-appropriate complete series		None
Polio	1 dose	2 doses			3 doses	
Measles, Mumps, Rubella (MMR)*	None			1 dose at or after 12 months		
Hepatitis B*	1 dose	2 doses			3 doses	
Varicella (Chickenpox)*	None			1 dose at or after 12 months or Current lab immunity or History of varicella disease		

These rules apply to children who are the above ages upon entry into child care or preschool. During disease outbreaks, incompletely vaccinated children may be excluded from child care and preschool. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at www.michigan.gov/immunize.

*If the child has not received these vaccines, documented immunity is required. All doses of vaccines must be valid (correct spacing and ages) for child care and preschool entry purposes.

Updated March 1, 2017

Vaccines: Preventable diseases and vaccines: https://www.who.int/ith/ITH-Chapter6.pdf

PARENTS VACCINES REQUIRED FOR SCHOOL ENTRY IN MICHIGAN

Whenever children are brought into group settings, there is a chance for diseases to spread. Children must follow state vaccine laws to attend school. These laws are the minimum standard to help prevent disease outbreaks in school settings. The best way to protect your child from other serious diseases is to follow the recommended vaccination schedule at www.cdc.gov/vaccines. Talk to your health care provider to make sure your child is fully protected.

	All Kindergarteners and 4-6 year old transfer students	All 7th Graders and 7-18 year old transfer students
Diphtheria, Tetanus, Pertussis (DTP, DTaP, Tdap)	4 doses DTP or DTaP 1 dose must be at or after 4 years of age	4 doses diphtheria and tetanus or 3 doses if 1st dose given at or after 1 year of age 1 dose Tdap at 11 years of age or older upon entry into 7th grade or higher
Polio	4 doses 3 doses if dose 3 was given at or after 4 years of age	
Measles, Mumps, Rubella (MMR)*	2 doses at or after 12 months of age	
Hepatitis B*	3 doses	
Meningococcal Conjugate (MenACWY)	None	1 dose at 11 years of age or older upon entry into 7th grade or higher
Varicella (Chickenpox)*	2 doses at or after 12 months of age or Current lab immunity or History of varicella disease	

During disease outbreaks, incompletely vaccinated students may be excluded from school. Parents and guardians choosing to decline vaccines must obtain a certified non-medical waiver from a local health department. Read more about waivers at www.Michigan.gov/Immunize.
*If the child has not received these vaccines, documented immunity is required.
All doses of vaccines must be valid (correct spacing and ages) for school entry purposes.

MDHHS

Updated December 11, 2019

Vaccine-Preventable Diseases and the Vaccines that Prevent Them

Disease	Vaccine	Disease spread by	Disease symptoms	Disease complications
Chickenpox	**Varicella vaccine** protects against chickenpox.	Air, direct contact	Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs)
Diphtheria	**DTaP*** vaccine protects against diphtheria.	Air, direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart muscle, heart failure, coma, paralysis, death
Hib	**Hib** vaccine protects against *Haemophilus influenzae* type b.	Air, direct contact	May be no symptoms unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), intellectual disability, epiglottitis (life-threatening infection that can block the windpipe and lead to serious breathing problems), pneumonia (infection in the lungs), death
Hepatitis A	**HepA** vaccine protects against hepatitis A.	Direct contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure, arthralgia (joint pain), kidney, pancreatic, and blood disorders
Hepatitis B	**HepB** vaccine protects against hepatitis B.	Contact with blood or body fluids	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer
Influenza (Flu)	**Flu vaccine** protects against influenza.	Air, direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs)
Measles	**MMR**** vaccine protects against measles.	Air, direct contact	Rash, fever, cough, runny nose, pink eye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
Mumps	**MMR****vaccine protects against mumps.	Air, direct contact	Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness
Pertussis	**DTaP*** vaccine protects against pertussis (whooping cough).	Air, direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
Polio	**IPV** vaccine protects against polio.	Air, direct contact, through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
Pneumococcal	**PCV13** vaccine protects against pneumococcus.	Air, direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
Rotavirus	**RV** vaccine protects against rotavirus.	Through the mouth	Diarrhea, fever, vomiting	Severe diarrhea, dehydration
Rubella	**MMR**** vaccine protects against rubella.	Air, direct contact	Sometimes rash, fever, swollen lymph nodes	Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, birth defects
Tetanus	**DTaP*** vaccine protects against tetanus.	Exposure through cuts in skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death

When Do Children and Teens Need Vaccinations?

Age	HepB Hepatitis B	DTaP/Tdap Diphtheria, tetanus, pertussis (whooping cough)	Hib Haemophilus influenzae type b	IPV Polio	PCV13 Pneumococcal conjugate	RV Rotavirus	MMR Measles, mumps, rubella	Varicella Chickenpox	HepA Hepatitis A	HPV Human papillomavirus	Men-ACWY Meningococcal	MenB Meningococcal	Influenza Flu
at Birth (within 24 hours of birth)	✔												
2 months	✔	✔	✔	✔	✔	✔							
4 months	✔[1]	✔	✔	✔	✔	✔							
6 months	✔ (6–18 mos)	✔	✔[1]	✔ (6–18 mos)	✔	✔[1]							✔ (6 mos and older)
12 months			✔ (12–15 mos)		✔ (12–15 mos)		✔ (12–15 mos)	✔ (12–15 mos)	✔✔ (2 doses given 6 months apart routinely at age 12-23 months) HepA vaccine (2 doses) is also recommended for children and teens not previously vaccinated.				
15 months		✔[2] (15–18 mos)											
18 months													
19–23 months													
4–6 years		✔		✔			✔	✔					
7–10 years													
11–12 years		✔ (Tdap)								✔✔[3]	✔		
13–15 years													
16–18 years											✔	✔✔[4,5]	

One dose each fall or winter to all people ages 6 mos and older. Some children younger than age 9 years need 2 doses; ask your child's health-care provider if your child needs more than 1 dose.

Influenza vaccine is recommended every year for everyone age 6 months and older.

immunization action coalition
IAC
immunize.org

Saint Paul, Minnesota • 651-647-9009 • www.immunize.org • www.vaccineinformation.org
www.immunize.org/catg.d/p4050.pdf • Item #P4050 (5/20)

FOOTNOTES

1 Your child may not need this dose depending on the brand of vaccine that your healthcare provider uses.
2 This dose of DTaP may be given as early as age 12 months if it has been 6 months since the previous dose.
3 Children with certain medical conditions will need a third dose.
4 This vaccine may be given to healthy teens. It is also recommended for adolescents with certain health conditions.
5 Your teen may need an additional dose depending on your healthcare provider's recommendation.

STUDENT RECORDS POLICY

NOTIFICATION OF RIGHTS FOR ELEMENTARY & SECONDARY SCHOOLS

School student records are confidential and information from them will not be released other than as provided by law.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Academy receives a request for access.

   Parents or eligible students who wish to inspect their child's or their education records should submit to the Academy principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the Academy to amend their child's or their education record should write the school, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

   Our FERPA school official and/or contact person in case of requesting information or records, making a complaint, or inquiries may be addressed to the Academy principal via mail, email or fax at:

   Noor International Academy
   Sheila Charara, Principal
   37412 Dequindre Road
   Sterling Heights, MI 48310
   (586) 365-5000 (Phone)
   (586) 365-5001 (Fax)
   SCharara@niapsa.org

   Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Records will be forwarded upon request unless advised otherwise in writing by the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Student Privacy Policy Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the Building Principal.

GUARDIANSHIP/CHILD CUSTODY

If legal guardianship should change at any time, it is the parent or legal guardian's responsibility to inform the school of such changes, in writing. The parent/guardian may be asked to produce official documents indicating such a change.

The school campus is a neutral haven for students to focus on academic and social development and thus all parents/guardians are encouraged to cooperatively work together with school personnel to maintain a positive learning environment.

MANDATED REPORTERS

Schoolteachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency(MDHHS) per MDE letter of July 11, 2019: https://www.michigan.gov/documents/mde/Mandated_Reporter_660333_7.pdf

SCHOOL/ PARENT COMMUNICATION

COMMUNICATION WITH THE SCHOOL

How to Communicate with School:

- Communication with the teacher located at exit 2 facing main parking lot
- Come to the main office desk
- Email the main office contact (parent concern, absence, etc.): niaoffice@niapsa.org
- Call or leave a phone message at the academy's main office (586) 365-5000 (main office).
- To report an absence call the main Office by phone at the numbers listed above by **8:00 AM** on each day of absence.

How to Communicate with a Teacher:

- Call the main office and leave a message asking the teacher(s) to call you back
- After hours, call the main office and leave a voicemail message for the faculty/staff member
- Email the teacher or use PowerSchool Parent Portal access.

SUGGESTIONS AND IDEAS

HES is always interested in constructive ideas and suggestions for improving the organization's and academies operations. Suggestions may be submitted via "My Input Matters (MIM)" link online at any of the Academies websites, then click on Parents/Resources and then MIM. After logging in, click on the link to: http://www.niapsa.org/mim/ and click on My Input Matters (MIM) enter your suggestion(s). The suggestion(s) will be forwarded to the party that is involved to handle the suggestion without disclosing the sender's identity unless the disclosure is authorized by the MIM sender.

After the HES staff reviews your suggestion. He/she will notify you of further action if contact information is provided.

HES encourages you to bring questions, suggestions, and complaints to the attention of the personnel on site and/or to the principal. If that does not work, you are then directed to bring the issues to our attention. HES will carefully consider each of these in our continuing effort to improve operations.

All requests, concerns and/or suggestions must be first made in writing to the administrator who is on site first and try to resolve locally.

Parents and students' suggestions and comments on any subject are important, and HES encourages you to take every opportunity to discuss them with the parties who are involved first to give them an opportunity to address but also would like to hear from you about the strengths and opportunities.

INFORMAL PROBLEM RESOLUTION

The best way to try to resolve any concerns is to start by discussing the issue with the party that you may have concerns with, be it a teacher, an administrator, or any other staff. If the issue is about another child, parent or operational item, you may address with the main office. If that does not work, you may address with the immediate supervisor so the problem can be settled by examination and discussion of the facts. If after meeting with the immediate supervisor, the parent or student still has questions, concerns, or would like further clarification on the matter, the parent or student should request a meeting with the principal of the Academy. The Principal will review the issues and meet with the parent or student to discuss possible solutions. If the parent/student still believes the problem has not been fairly or fully addressed, request a meeting with the Superintendent.

Finally, if none of the above works, you may then address the issue with the Board of Directors. You may direct your inquiries to the Board of Directors at info@niapsa.org. Someone will get in touch with you to address or to provide you with further directions on the next steps and to possibly address at the next Board meeting. Board meeting schedule and location may be found at: http://www.niapsa.org/about-us/board/

NOOR INTERNATIONAL ACADEMY PARENT & FAMILY ENGAGEMENT PLAN

In accordance with Every Student Succeeds Act (ESSA) of 2015

Parents and families are welcomed into the school in many ways. We encourage parents and families to become involved in their child's education and we recognize that parents are the most important teacher in their child's life. Parents, staff, and the building administrator have developed this Parent & Family Engagement Plan in accordance with ESSA of 2015 activities which are accomplished at Noor International Academy in the ways listed in each section.

ESSA Section	Ways in Which NIA Staff Accomplish these Activities
ESSA (1) Provide assistance to parents of children served by the school or district, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children;	Each year Noor International Academy holds a Title I Parent Meeting in the fall to inform parents about eligibility for Title I and services that students will be receiving.

ESSA (2) Provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent involvement;	Noor International Academy holds Professional Development sessions, Parent Teacher Council Meetings, Open House and Parent Teacher Conferences at times that are convenient for parents.
ESSA (3) Educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents: • In the value and utility of parents' contributions, • In how to reach out to, communicate with, and work with parents as equal partners, • In how to implement and coordinate parent programs, and build ties between parents and the school;	Parents are involved in the development of the school improvement plan and Title I Program development in the following ways: An annual evaluation of the parental involvement plan will be conducted with parents using the parent survey and parent feedback at PTC meetings, and family night surveys. Barriers to greater parental involvement will be identified (such as limited English, limited literacy, etc.) and strategies to improve parental involvement will be implemented. Each year the School Improvement Plan and Curriculum guide is reviewed by our school improvement team which includes parent representatives as well as staff members.
ESSA (4) To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents to participate more fully in their children's education.	Parents are provided information regarding the school programs in the following ways: Noor International Academy provides information on school programs through newsletter, Back to School night/Open House, and through our school websites and social media sites. Monthly classroom and building newsletters are also distributed.
ESSA (5) Ensure that information related to school and parent programs, meetings, and other activities are sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;	Parents are provided information about the school's curriculum, assessments, and proficiency level expectations in the following ways: Parents are provided a curriculum at Kindergarten round up, back to school nights, and Parent Teacher Conferences. Parents are updated on student progress throughout the year and data is shared that compares norms to the child's progress. Parents also have usernames and passwords for Power School which allows them access to their child's grades and other information. The following are also used to ensure there are no language barriers with parents so they understand: a) Interpreters provided on Parent Teacher Conference Nights, Back to School nights and Kindergarten Registration nights b) Forms are modified in Arabic when needed c) Parent friendly language is used in the Classroom and Building newsletters and all notices sent home. d) Uses of social media with interpreted language for parents to keep them Informed about the district
ESSA (6) (1) Provide such other reasonable support for parental involvement activities under this section as parents may request: Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;	Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways: Noor International Academy provides parents with many opportunities to share thoughts and ideas. Parents are surveyed throughout the school year. This feedback is shared with staff to make each program better. Also parents are welcomed to our school with ideas and feedback as per Noor International Academy's open door policy.
ESSA (6) (2) Provide literacy training from Title I funds received if the district has exhausted all other reasonably available sources of funding for such training;	Professional development are offered to parents regarding the district use of literacy programs, such as MyOn, Raz-Kids, and IXL to ensure parents are familiar with the literacy program to help their children at home.

ESSA (6) (3) Pay reasonable and necessary expenses associated with local parent involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions;	Meetings are offered for parents both before and during the school year that are associated with parent involvement. Such activities include: a) Curriculum Night/Open House b) Family Engagement PD sessions c) Parent Teacher Conferences d) Coffee with Superintendent and/or Principal e) Science Technology Engineering Mathematics (STEM) Night
ESSA (6) (4) Train parents to enhance the involvement of other parents;	The Parent/School Compact will be shared annually at Parent/Teacher Conferences each fall. This is an opportunity for the parents and the teacher to share ways in which they can jointly support the child's learning at home and school.
ESSA (6) (5) Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;	Student progress is reported to parents in several different ways at a variety of time throughout the school year including: a) Logging in to Power School b) Progress reports c) IEP progress reports d) Report cards e) Parent teacher conferences (3 times a year) f) Before/after school teacher-parent meetings g) IEP meetings scheduled throughout the school year h) Class Dojo – social media program for parents to check the status of their child via the classroom teacher i) Remind – social media program for parents to check in with the teacher and get classroom updates
ESSA (6) (6) Adopt and implement model approaches to improving parental involvement;	The Academy's has adopted the Epstein Model for parental engagement. This model is designed to provide effective forms of school to home and home to school communication about programs and children's progress. The model is based on the following national standards: • Standard I – Communicating: Communication between home and school is regular, two-way, and meaningful. • Standard II – Parenting: Parenting skills are promoted and supported. • Standard III – Student Learning: Parents plan an integral role in assisting student learning. • Standard IV – Volunteering: Parents are welcome in the school, and their support and assistance are sought. • Standard V – School Decision Making and Advocacy: Parents are full partners in the decisions that affect children and families. • Standards VI – Collaborating with Community: Community resources are used to strengthen schools, families, and student learning. School staff ensure parents have access to communicate with them about their child's education and improving parental involvement in a variety of ways including: Parents are encouraged to use email, phone contacts and face to face contact to communicate with teachers and administration about the student's progress. Parents are invited in to volunteer in the classroom and on field trips throughout the year. Parents are organized to help on Field Days, Parent PD's and other events taking place during the school year.

ESSA (6) (7) Establish a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs supported under this section;	School has created a Parent Advisory Council. Staff annually shares the State's content expectations with parents, the state's annual assessment (MEAP) with parents, and how to monitor their child's progress. a) Core Curriculum standards sheet available and reviewed with parents at each grade level b) Parent Teacher Conferences c) Progress reports sent home with updated data d) Report Cards are sent home e) Power School parent portal accessible to parents
ESSA (6) (8) Develop appropriate roles for community-based organizations and businesses in parent involvement activities;	Partners will work side by side with parents and/or engage in the following activities that involve parents: Academic Enrichment • Academic tutors • serve as judges for various school events • sponsor field trips based on specific academic area • Student Development/Citizenship/Athletics • Join food drive efforts, clean up days, support school character-- education activities • Student mentoring programs • Provide support to athletic teams and clubs College/Career Readiness • Classroom speakers'/Career days • Career Shadowing • Internships and worksite learning experiences • Student Incentives/Motivation • Sponsor contests in art, writing, math, reading, etc. • Support Student of the Month, academic all-- stars, random acts of kindness, etc. • Sponsor student scholarships Support for Families in Need • Sponsor needy families at holiday times • Back to school supply drive Teacher/Staff Support and Recognition • Provide food/supplies for staff recognition • Publicize/promote the school in company communications, community events, etc. • Establish grant program for teachers to implement special projects in their classrooms Support School Administrative or Building Functions • Fundraising • Adopt-a-classroom • School cleanup activities While each of the programs above have specific responsibilities generally: 1) Partnerships will be in place to support student achievement, and educational opportunities and programs. 2) Partnerships should be aligned with the strategic plan and values of the district. 3) Stated goals will drive the partnership effort. 4) A partnership plan is in place outlining the scope of the program, a timeline, roles and responsibilities, outcomes and evaluation methods.

	5) Partnership activities are reported by administration involved in the partnership, through the process of the annual review of the strategic plan. 6) Communication will be open and ongoing between parties. 7) Organizations and businesses should not be relied on solely for financial support.
Accessibility: *In carrying out the Title I parent and family engagement requirements, districts and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including those who have limited English proficiency, those with disabilities, and those with migratory children), including providing information and school reports required under section 1111 in a format, and, to the extent practicable, in a language such parents understand.*	Information is shared with parents in a language and format they can understand. Examples include: a) Interpreters provided on Parent Teacher Conference Nights, Back to School nights and Kindergarten Registration nights b) Forms are modified in Arabic when needed c) Parent friendly language is used in the Classroom and Building newsletters and all notices sent home. d) Uses of social media with interpreted language for parents to keep them Informed about the district
Family Engagement Programs *In a State operating a program under part E of title IV, each local educational agency or school that receives assistance under this part shall inform parents and organizations of the existence of the program*	Parents are provided with other reasonable support such as: a) School Improvement Team - has an ongoing parent members b) Back to School Night Feedback c) Parent input on school forms - parent compact, curriculum standards d) Electronic Surveys e) Parent Teacher Conferences (3 times a year)

HOW TO COMMUNICATE WITH AN ADMINISTRATOR

Parents who would like to speak with the administration about any matter are encouraged to first meet with the teacher or staff member involved. If this attempt fails, and matters are not addressed, the parent is encouraged to contact the District Family and Community Liaison or the Principal. If the matter is not resolved with the District Family and Community Liaison or Principal, the parent is encouraged to contact the Superintendent, Dr. Ali Y Bazzi at (313) 565-0507. The Academy has an open door policy, which encourages parents to meet with staff and administration at any time.

ATTENDANCE POLICY

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six (6) to eighteen (18) to send the child to school during the entire school year, except under the limited circumstances specified in subsection (3) of section 380.1561. A child who was age eleven (11) on or after December 1, 2009, or was age eleven (11) before that date and entered grade 6 in 2008 or later shall attend school from age six (6) to eighteen (18). The exceptions include but are not limited to, sending the child to a State approved non-public school or educating the child at home in an organized educational program.

DISMISSAL POLICY

Late Pick Up:

Students must be promptly picked up at dismissal time at 3:15 PM Monday through Thursday and at 12:50 PM on Fridays. In special circumstances, the latest pick up is no later than 3:30 PM on full days Monday through Thursday or a fee in will be applied. Pickup by 1:00 PM on half days Friday.

DEFINITIONS:

Absence from School: A student is absent from school when he/she is not physically present.

Excused Absence: A student is absent when he/she is not present during an entire regularly scheduled attendance period. Parents have called in or provided documentation in a verified form.

Unexcused Absence: All absences that are not excused by parents and/or guardian. Students can also accumulate unexcused absences through the Academy's tardy policy.

Skipping School: Unexcused absence from any class. Skipping is an unexcused absence from the entire class period. Continued skipping may result in automatic drop from enrollment, and/or conducting a home visit by the school administration. and/or reporting to the Department of Social Services.

Excused Tardiness: A student is tardy when he/she is not present in the classroom when the bell rings; parents have provided documents for tardiness or student is given a pass from a teacher/staff member.

Unexcused Tardiness: Tardiness to class is unexcused unless the student has a note from a staff member, a statement from a doctor, a copy of documents from court appearances, or another form of legitimate documentation explaining the reason for the tardiness.

REGULATIONS

- School days are defined as Monday-Thursday from 7:55 AM to 3:10 PM and Fridays from 7:55 AM to 12:50 PM
- In the event of an absence, parents must notify school personnel in the main office by 8:00 AM on the day the student misses classes. If no call is made by 8:10 AM, the school will contact the student's home to inquire about the reason of the absence.
- Students are required to complete all homework assignments missed due to any absence. It is the returning student's responsibility to contact his/her teachers to arrange make-ups.
- The school does not excuse any absence or tardiness without the proper protocols as outlines above.
- The staff shall take appropriate action when an unexcused absence or tardiness occurs. The action taken will be designed to correct any attendance problems posed by individual students.
- Daily recording and reporting of hourly attendance is **mandatory** and reported to the State of Michigan Department of Education in accordance with the law.

ARRIVAL

It is the parent/guardian's responsibility to make sure that their child(ren) arrive(s) on time for school. The Academy will counsel immediately with any student and their parent/guardian, if it appears that a poor attendance pattern is being formed. Parents are urged to carefully review our tardy procedures in this handbook. Disciplinary actions will be implemented if a student is excessively violating our school attendance policy.

Methods for establishing a valid reason for any absence or tardy include:

1. A note or phone call from a parent/guardian
2. A statement from a doctor
3. A copy of documents from appointment (doctor, dentist, etc.)
4. A pass from a staff member

The following terms identify the nature of absences, requirements and consequences:

TARDINESS TO SCHOOL

Tardiness is the act of arriving, acting, or joining after the scheduled, expected, or usual class time; late or moving slowly and sluggishly to cause tardiness.

Students are tardy after 7:55 AM Students arriving after 7:55 AM. have to go to the Main Office before going to class. Also, arriving to class after its scheduled time at any time during the school day without a legitimate excuse is considered tardy and will result in further disciplinary actions as detailed in this handbook.

Occurrence	1st	2nd	3rd
Consequence/ Actions	Teacher admits student, student marks him/ herself tardy on tardy log.	Teacher admits student, student marks him/herself tardy on tardy log. The Dean will review Tardy logs on a weekly basis and contact parents to inform them that the child has received their 2nd tardy and a third tardy will result in a full day reflection.	Teacher admits student, student marks him/herself tardy on tardy log. The Dean will review Tardy logs on a weekly basis and contact parents to inform them that the child has received their 3rd tardy and the student will be issued after school detention or suspension.

EXCUSED TARDINESS

will include:

- Doctor and dental appointments when the student bring in a note from the doctor's office;
- Chronic illness as recorded on file in nurse's office;
- Staff/teacher has provide a pass to the student.

Students, whose absences/tardiness are excused, will be allowed to make up the missing work including homework and tests without penalty. Students will be permitted the same number of days, as he/she was excused to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

UNEXCUSED TARDINESS TO CLASS (GRADES 6TH-12TH ONLY)

Attendance Equivalency for Unexcused Tardiness and Absences (per semester)

- Tardy: 1-5 minutes late
- Partial Absence: 6-29 minutes late
- Absent: 30+ minutes late

Attendance Equations (per semester)

- Four tardiness = one unexcused absence
- Two partial absences = one unexcused absence
- 10+ unexcused absences (per class per semester) = reduction in credit (0.25) and/or student maybe disenrolled with the Academy. Truancy officer will be involved along with Wayne Country Juvenile Center.

Definitions

1. Four tardiness (1 to 5 minutes) to each class is considered to be one unexcused absence.
2. Two partial absences in each class is considered to be one unexcused absence.
3. All school sponsored activities/events that take students out of class/school will not be considered an absence.
4. In-school suspension/reflection and out-of-school suspension will not be considered an unexcused absence.
5. When a student has ten (10) or more absences, unexcused in one semester (based on # 1 thru 3) they will receive reduced credit:
    - Credit will not be reduced if the absences have been caused by extenuating circumstances such as illness, hospitalization, surgery, or death in the family. Vacations do not qualify as extenuating circumstances. Documentation must be submitted as a soon as the student returns to school from each and every absence, but no later than 10 school days following the absence.
    - Students who earn reduced credit in a required class will be required to retake the course through credit recovery to recover the 0.25 credits lost.
    - Teachers/administration will meet with the students at five absences and provide the student with a written notice indicating that the student has reached five absences. The student, teacher and administrator will sign the form

acknowledging the conference. The parents will also be notified in writing that the student has reached five absences by administration.

- A letter will be mailed to parents or guardian when; student reaches 5-7 unexcused absences (warning); 8-9 unexcused absences will result in the district's truancy officer getting involved. The truancy officer, parents, and students will meet to discuss course of action and develop an action plan for help ensure the child comes to school and is going to class on time., 10+ unexcused absences will results in the superintendent involvement and may lead to the student being disenrolled along with getting the Wayne County Juvenile Center involved.

EXCUSED ABSENCES

Excused absences will be those, which occur because of the following reason(s):

- Personal illness with a physician's note;
- Death in the immediate family;
- Religious holidays as prescribed by the State Department of Education; or to participate in religious instruction (For an excused absence for religious holiday, the parent must submit a written note at least 5 days in advance to the Attendance Office);
- Administrative reasons (e.g., suspension from school);
- Verified legal obligations;
- Extended periods of illness, which are covered by a written statement from a physician indicating that he/she, ordered the absence.
- Circumstances beyond the control of the parent
- Circumstances where the parent has reasonable concerns for the child's health and safety
- School injuries

Absence for the above reasons will not be counted toward totals for loss of credit. Students absent for the excused reasons listed above will be given the opportunity to make up missing work and exams. Work must be made up by the student. Absence from final Exams (or, if applicable, Mid-term Exams) will be excused **ONLY** with a note from a doctor. Make-ups of these exams must be arranged with subject teachers, School counselor(s), and the Department Heads. Special education students will receive their makeup summative work with their resource room teachers.

ABSENCES FOR ILLNESS

It is expected that a parent/guardian phone the Attendance Office to report their student absent. This phone call should be made before 8:00 A.M. and may be left on the Attendance Office voice mail. The Academy reserves the right to request written documentation for the absence, at the discretion of the Academy's administration. Failure to comply with this procedure may lead to disciplinary action. Under no circumstances will excuse notes be accepted at the end of the year to account for prior student absence. Participation in school sanctioned field trips and other such programs will not be considered as absence from school, although teachers must list participating students as absent from class.

UNEXCUSED ABSENCES

Unexcused absences are those that reflect tardiness, truancy, class cuts/skipping, family vacations, and other reasons not listed as qualifying under "A" above.

Consequences for Unexcused Absence: Students may be dropped from the enrollment roster and subsequently will be reported to the Department of Social Services.

IF A STUDENT IS ABSENT FOR MORE THAN 5 DAYS CONSECUTIVELY, WITH NO DOCUMENTATION SUBMITTED, HE/SHE MAY BE DROPPED FROM ENROLLMENT AND REPORTED TO SOCIAL SERVICES. IF STUDENT PROVIDES DOCUMENTATION SHOWING THAT THE ABSENCE WAS DUE TO ONE OF THE REASONS, HIGHLIGHTED ABOVE, HE/SHE WILL BE EXCUSED.

DOMESTIC OF OVERSEA TRAVEL IS NOT AN EXCUSED ABSENCE UNLESS THERE ARE EXTENUATING CIRCUMSTANCES THAT IS APPROVED BY THE BUILDING PRINCIPAL AND TRUANCY OFFICER.

TRUANCY

Repeated absences and/or class cuts will result in students being reported to social services, disciplinary actions taken, and possible drop from enrollment. A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law.

A letter will be mailed to parents or guardian when; student reaches 5-7 unexcused absences (warning); 8-9 unexcused absences will result in the district's truancy officer getting involved. The truancy officer, parents, and students will meet to discuss course of action and develop an action plan for help ensure the child comes to school and is going to class on time., 10+ unexcused absences will results in the superintendent involvement and may lead to the student being disenrolled along with getting the Wayne County Juvenile Center involved.

MAKE-UP WORK FOR EXCUSED ABSENCES

Students, whose absences/tardiness are excused, will be allowed to make up the missing work including homework and tests without penalty. Students will be permitted the same number of days, as he/she was excused to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

Special education students receive their makeup summative work with their resource room teachers. Students who are unexcused from school will not be allowed to make up missed work.

MAKE-UP WORK FOR UNEXCUSED ABSENCES

Students have up to 3 days to turn in work (assignments, projects, etc.) for reduced credit. After 3 days, the student can no longer turn in the work and will earn a "0" on the assignment.

1 day late: -10% of total grade earned for the assignment

2 days late: -20% of total grade earned for the assignment

3 days late: -30% of total grade earned for the assignment

ADDITIONAL ATTENDANCE NOTES

1. The maximum number of times a student may miss a class unexcused without losing credit in the class is **10 times** during a single marking period

   ✓ This applies to individual classes that the individuals are taking. Each individual class attendance will be considered in dealing with this policy.

   Sanction: Once a student has missed his/her 11th class period in an individual class, that student cannot receive academic credit for the class. However, the student will be required to continue attendance in that class for the remainder of the semester unless the student has been removed for disciplinary reasons.

2. **Day of an activity:**
   a. Students are required to be in school the entire academic day of an activity if they expect to represent the Academy in an activity that day or night.
   b. Provisions of this policy will not be waived unless the school knows of the absence prior to the beginning of the school day the activity is scheduled.

3. **Day after an activity:**
   a. Students are expected to be in school the entire academic day after an activity. The idea that a student might be too tired after representing the Academy is not acceptable. If a student misses school the day after an activity, they will not be allowed to represent the Academy in the next activity in any season they may be participating in. A student has one such absence before they cannot compete or perform.
   b. The only exception is that if the school knows that the student will be absent prior to the beginning of school on the day after the activity, the student is excused from this provision.
   c. For purposes of this provision: parent verified illness does not count as a reason to miss the day after an activity. A doctor note will be required to excuse the absence.

Upon missing their tenth (10th) day of school in a marking period, the student and parents will be called into a conference with the school Principal and or the Dean of Student Affairs ("DSA"). At this meeting, the policy will again be explained for the benefit of the student and the parents.

Parents will be notified by phone and mail after a student misses their 10th day of school. This notification will be a formal notification that one more absence will result in loss of credit.

NOTE: Unexcused absence: any absence not verified by a parent to the school the day of the absence or when a parent is unaware of where their student is when contacted by the school.

PARENT REQUEST FOR EXTENDED STUDENT ABSENCES AND/OR EARLY RELEASE OF STUDENT

As noted in the Attendance policy above, student attendance is extremely important throughout the school year. Parents who request for their children, and/or students who are in the Pre-K-6 grades who request to be released from school prior to the last day of the school year, will not be approved for any reason. All students must be in attendance throughout the last day of school. Parents, who choose for their children or students themselves, who choose to end the school year early for travel purposes, or other reasons, may be dropped from enrollment as of the last day of attendance, the student will be reenrolled if space permits; and all missing work will be considered as incomplete and will receive zero credit for all missed assignments, tests, exams, etc. until all missed class work and assessments are completed/submitted at an agreed upon time prior to the beginning of the next school year. Any exams missed must be made up after the student returns.

NOTE TO PARENTS: Repeated absences and tardiness are considered serious violations of the rules and regulations of conduct and may result in immediate suspension from school, a referral to a civil authority, attendance in a program of rehabilitation/education, or expulsion from the school.

WITHDRAWAL FROM SCHOOL

Parents who intend to withdraw their student during the school year are kindly asked to provide the Main Office in writing with the date of withdrawal and reason, in order to facilitate the transfer process and proper reporting. Furthermore, Students and parents are responsible for returning all school belongings (books, supplies, etc.) that were provided upon enrollment. A method of payment is required if school belongings are not returned. Also, all financial obligations must be met before the process can be completed.

When a student transfers to another school, a record of the date of transfer will be entered on the permanent record card as well as on the pupil's attendance record. If parents would like the child to return to our school, the parents must fill out a new enrollment application. You are not guaranteed a spot and the applicant will be placed on the waiting list.

CHILDREN OF MILITARY FAMILIES

In Lansing, the State Superintendent of Public Instruction has asked every local school district in Michigan to voluntarily help assist in a national and state initiative to provide support to school-aged children of military families. "The least we all can do is recognize the sacrifices our military families make for this state and this nation," Flanagan said. "The impact on children cannot be underestimated, and we all should work together to provide them with tangible support."

Flanagan is asking local districts and charter schools to support these efforts by identifying military-connected children of Michigan with parents or guardians currently serving the Army, Navy, Air Force, Marines, and/or Coast Guard. This will include all children of parents currently serving in the Michigan National Guard, in Reserve United States Forces, or on Active Duty.

Once school-aged children of military families are identified, support can be provided. In states like Michigan that do not have large active duty posts or bases, its military children are spread throughout the state and therefore do not always have access to networks of support. Also, under the President's initiative, the U. S. Department of Education is proposing, as part of No Child Left Behind reauthorization, to give priority to federal grant applications that help address the needs of military-connected students.

In order for **Noor International Academy** to assist in these efforts we will need to rely on parents or guardians to communicate to us this information so that we may identify students that may qualify for additional support services as they may become available. We kindly request that you report this information to the **School Social Worker** who will create a log entry in PowerSchool (student data management system) that will be kept confidential and used only in

decision-making for providing students/families with support services and future federal grant applications (typically only student counts are used and not student-level information unless specifically requested by the Federal government as part of the application process).

DRESS CODE

STUDENT DRESS CODE

The Academy has established a student dress code in order to maintain an orderly and safe environment conducive to learning. The Academy expects all students to comply with the school dress policy as set forth in this document, at all times during school hours and all school related activities and functions. If the student is in doubt whether a certain item violates the dress code policy; he/she must check with the school administration before wearing the item in question. All students are expected to wear a uniform top, black bottom and closed toe shoes that comply with the uniform policy per the Parent Student Handbook.

If a student does not comply with the uniform policy, the following actions will be taken:

First Violation:

- Loaner uniform provided, warning.
- Student meets with Dean to understand the importance of uniform policy

Second Violation:

- Loaner uniform provided, issued a one day after school detention.
- Student meets with Dean to understand the importance of uniform policy

Third Violation:

- No loaner provided, parent/guardian must bring in a uniform or the student will serve a full day of in school suspension.
- A parent/guardian meeting will be required with a plan of action for the remainder of the school year outlining consequences for continued uniform violations

Fourth Violation:

- No loaner provided, parent/guardian must bring in a uniform or the student will serve a full day of in school suspension.
- A parent/guardian meeting will be required with a plan of action for the remainder of the school year outlining consequences for continued uniform violations

Fifth Violation:

- No loaner provided, parent/guardian will be contacted to pick the student serving a one day out of school suspension.
- A parent/guardian meeting will be required with a plan of action for the remainder of the school year outlining consequences for continued uniform violations.

Uniform Shirt

Students must wear the school uniform shirt with the school logo, which must be purchased from the school Dean of Students Affair. Each student will receive one (1) free uniform shirt per school year. All additional polo uniforms are sold to the students at $20 per shirt. Additional choices of uniforms are offered and listed on our **uniform store** by visiting the following link https://www.Bit.ly/hesuniformstore

- Uniform Shirts are described as the Polo shirt and hoodie/zip up hoodie that has the logo ONLY
- Students **may not** wear their own clothes of the same color and style.
- Students may wear solid navy, royal blue, black, white, yellow or gray shirts underneath their short sleeve uniform shirt.

- Students may not wear any outer garments including Sweatshirts, sweaters, shawls, or wraps over their school uniform shirts, except jackets. Exception may be made by the administration for school sweaters and Zip up Hoodies purchased from the school.

Pants

- Students must wear solid black pants, any black pants. Pants must be worn to ankle level.
- Students are not permitted to wear jeans, skinny pants or leggings.

Skirts

- Solid black skirt may be worn.
- Skirt must be loose-fitting up to mid-calf, without slits or pleats
- Navy and black abaya may be worn
- Leggings with socks are allowed under uniform skirt; as long as the skirt is up to mid-calf and the leggings are ankle level. Skirts and Scarves may be purchased from any convenient clothing store.
- Students may only wear solid navy or black pants during gym time

Head Scarves

- Scarves -optional - May be worn in solid black, navy, royal blue, gray, solid white, or yellow/gold

Footwear

- Students must wear safe and comfortable, non-scuff sole shoes that do not cause distractions and/or a safety concern to the student or others.
- Shoes that light may not be worn to school.
- Heels must be at an appropriate height eliminating safety concerns when walking throughout the school property including stairwells, hallways bathrooms, etc.
- Boots must be worn underneath pants at all times.

Physical Education Wear

- Elementary students must wear their uniform polo shirt, jogging pants, and jogging shoes on their PE day.
- Middle and High school Students **must change** before and After PE
- Students may wear blue polo shirt in long or short sleeve
- Students are required to wear athletic apparel during physical Education.
- Shoes: Students are required to wear athletic footwear during physical Education.
- **Students MUST have a lock on their gym locker at ALL TIMES.**
- Students are permitted to wear shorts (below their knees) for after school athletics.

DRESS CODE NOTE

- All students must be in school uniform on their first day of school. Administration may waive the first day requirement to allow students up to three school days to be in proper uniform to accommodate uniform supply.
- Black Abaya is allowed — (Ornaments or studding are not allowed)
- Long black loose Shirt-Dress with black slacks is allowed for females (no ornaments or studding)
- A letter or Remind message may be sent to the students and parents to inform about a free dress day

- When students are given authorization to dress professionally, they should consider the following definition of Professional Dress; dress up pants, skirts up to mid-calf, dress shirt. A suit and tie are optional.

UNACCEPTABLE ATTIRE

The following attire is considered **unacceptable** for all students during school hours and school related activities:

- Items, which are tight, worn out, ripped, frayed, torn, unkempt or dirty.
- Ripped pockets, missing buttons, ripped, torn/ damaged shoes or writing on uniforms
- Items (including shoes) containing obscene, profane, discriminatory, provocative or inflammatory words or pictures
- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, other inappropriate images or distracting symbols.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, and including gang symbols.
- Sleeveless dresses, shirts or blouses (Students athletic apparel are exempt during scheduled games/practices)
- Front low cut tops/dresses or unbuttoned tops/dresses to reveal cleavage are not allowed.
- Short tops/ pants, which expose the stomach and/or back
- Colored Lace/Cami shirts showing under school uniforms
- See-through garments, halter tops, bare midriff/back tops/blouses/dresses, tank tops/muscle shirts
- Shorts, Capri's, cropped pants, or similar garments
- Skinny Jeans, leggings and jeggings Pool/beach attire including thong style sandals and flip-flops
- Bare Feet- a foot covering of socks at all times inside your shoes
- Open toe shoes with soft soles such as flip flops/slippers and soft-soled sandals
- Heels that create distracting noise are not acceptable.
- Distracting Boots may not be worn over school pants
- Worn out sneakers
- Excessive jewelry and the exposure of tattoos
- Hats, sweat bands, sun glasses, and bandanas are not allowed during any school day except when preauthorized by the school administration
- Belt chains/wallet chains
- Pajamas/lounge wear (boxers, pajamas, robes, nightgowns, etc.)
- Undergarments are not to be worn as the last layer of clothing visible to others.
- Occasionally we have non-uniform days ("Free Dress Day") where students do not have to wear the uniform to school. If our students earn a Free Dress Day, an announcement will be made in advance.
- When unsure whether we have free dress day or not, please contact the main office to confirm. Students should ask the day before Free Dress Day to determine any questionable clothing choice.
- Students participating in Free Dress Day must continue to observe the uniform policy as detailed above.

PIERCING AND JEWELRY

Students who have chosen to pierce their ears may wear small, stud earrings to school. Long dangling earrings and other types of similar earrings are considered distracting/possibly dangerous and are prohibited. No visible body piercing is permitted. Piercing and/or jewelry that are deemed inappropriate, a safety concern, or a distraction to the learning environment will need to be removed by the student.

DRESS CODE DISCLAIMER

The items listed above are intended as an illustration of the various types of items that are considered acceptable school dress code attire. In addition, the dress code is subject to change as deemed necessary by the school administration. The school administration reserves the right to determine whether any type of dress is inappropriate.

GROOMING

- Students that choose to grow facial hair shall keep it clean, trimmed and neat. It may not interfere with any work assignment required of the student, example: working with machinery.
- The length of fingernails shall be an acceptable length so that they do not interfere with the student's abilities to complete assigned work.
- Distracting hairstyles, visible tattoos, face painting and body painting that are deemed a distraction to the learning environment are prohibited.
- Wigs and artificial hair are not allowed except for medical or religious reasons
- Students are expected to have standard haircuts, which are not disruptive to the learning environment.
- Students should also be aware that the Dean of Student Affairs ("DSA") and Principal exercise final authority (with Superintendent and/or designee approval) in determining whether dress and grooming are appropriate or not.
- Makeup (up to the discretion of the administration)

HAIR CODE

All students are required to practice good personal hygiene. Hair must always be clean and well groomed.

PENALTY FOR VIOLATION

Parents of students out of dress code will be contacted by the teacher on the first and second offense; on the third offense, the student will be referred to the administration for disciplinary action. When other students see a student walking around in violation of the dress code, it gives the impression that the infraction is acceptable, or that the administration is not doing anything about it. If the student is clothed inappropriately, the parent will be contacted and asked to check the student out of school and take him/her home to change clothing or bring the appropriate clothing to the school. Students referred to the administration for uniform violations will not be readmitted to class without the DSA/Principal's approval.

Students who are out of class, because of an infraction of the dress code, are responsible for all missed schoolwork. Students are expected to be respectful and to carefully maintain their uniforms in good condition.

INVITATIONS AND GIFTS

Party invitations or gifts for classmates may not be brought to school to be distributed.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building Principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

EMERGENCY INFORMATION AND PROCEDURES

The student's parent/guardian should complete the School District's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment.

Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

A student profile is sent each school year to parents so that information may be updated bi-annually. The main office should be notified immediately when and if the above information changes. Students are expected to know and follow all emergency procedures as directed.

SCHOOL CLOSING

In case of emergencies, parents will be contacted as soon as possible, by phone or by the contact source provided on the admissions form that each parent/guardian be required to provide. If an emergency exists where there is a need for School Closing or Early Dismissal, parents will be informed, as soon as possible, either by phone, or through various media outlets such as the school web site, school's social media network, WWJ News Radio 950 AM, TV Channel 2 WJBK (Fox) News, TV Channel 4 WDIV News, TV Channel 7 and Detroit Free Press Website at: www.freep.com/closings. If we dismiss early for an emergency, all after-school functions are automatically cancelled. If the athletic events continue to be planned, they will be announced.

ACCIDENTS

If a serious injury occurs on school grounds or on the bus, the parents/guardians will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents/guardians will be promptly notified of all injuries not considered minor. In the event that the parents/guardians cannot be reached, the student will be discharged to the person named on the students Admissions Card under Emergency Contact. If your child is hurt or feeling extremely ill, the school will contact Emergency Medical Services.

OFF CAMPUS EMERGENCIES

On field trips, teachers must be ready for any emergency. In the event of an off-campus emergency, both teachers and bus drivers have step-by-step instructions to follow.

- Depending on the type of crisis, 911 is called and first responders will oversee all medical and safety needs if necessary.
- Phone calls are then made to the school Principal and/or the Dean of Student Affairs ("DSA")
- Contacts to families will follow. Student safety is always a top priority even when off campus.

SCHOOL SAFETY DRILLS

The Academy will have regular Fire, Tornado and Lockdown drills throughout the school year. Please reinforce with your child the importance of following staff direction during such drills. This is required for your children's safety and the safety of others. At least 1 of the following drills is required to be conducted during a lunch or recess period, or at another time when a significant number of students are gathered, but not in the classroom. The governing body of the school shall ensure that documentation of a completed school safety drill is posted on its website within 30 school days after the drill is completed and is maintained on the website for at least 3 years.

FIRE DRILLS

A minimum of five (5) fire drills shall be conducted each school year. Three of the drills will be held by December 1st of the school and two (2) shall be held during the remaining part of the year.

- Students must leave the building silently and in a single-file line according to the floor plan posted in each classroom.
- Once outside, students must wait quietly in the parking lot of the Academy building complex.
- Once the students are in the designated safety zone, they must wait quietly for the all clear signal.

- Students failing to follow such expectations will be issued a disciplinary referral and consequences.

TORNADO DRILLS

A minimum of two (2) tornado safety drills is required for each school year at the Academy. These drills shall be conducted for the purpose of preventing fires and related hazards and injuries caused by severe weather. At least one (1) of the tornado safety drills shall be conducted during the month of March of the Academic school year. Students will travel silently in a single file line to the designated area for the particular classroom they are in. Designated areas are posted in each classroom. Students and staff must get down on their knees, place their hands over their head, and bend forward toward their knees. They will remain in that position until an all clear is given. Students not complying appropriately as instructed will be issued a disciplinary referral.

LOCKDOWN

A minimum of three (3) drills in which the occupants are restricted to the interior of the building and the building secured is required for each school year. At least one (1) drill must be conducted by December 1st of the academic school year, and at least one (1) drill shall be conducted after January 1st of the academic school year, with reasonable spacing interval between each drill. In the event that a safe environment is not feasible (i.e. campus intruder or other potential threat), the Superintendent, Principal and the Dean of Student Affairs ("DSA") will make a decision to go to "lock down". This announcement over the intercom alerts all faculty and staff to take action. The following guidelines are in place to prepare for lockdown.

- Teachers have been asked to keep their classroom door locks in the "locked position." In the event of a lock down, this eliminates searching for keys.
- After the lock down announcement, every student, faculty/staff member and campus visitor finds a secure place behind locked doors. They remain there until the 'all clear" announcement is given.
- Depending on the emergency, faculty and staff members may contact the office if they have vital information about campus safety or the health of a student.
- School administration will call 911 if campus safety reaches a level where students, staff and visitors are in direct danger.
- Campus visitor, faculty and staff members are not to use cell phones or other communication devices to contact the outside during a lock down. School emergency information must come from designated school officials.
- Students failing to follow such expectations will be issued a disciplinary referral and consequences.

BOMB THREATS

- It is a Felony to make school threats or hoaxes involving the school, classmates or teachers.
- Leaving a note threatening classmates could result in suspension from school for an entire year and or expulsion and may result in the loss of driving privileges.
- Parents may be required to pay the cost of searching the school and letting school out early. Costs could reach thousands of dollars.
- In the event a bomb threat is made, the school will trace the call to identify the perpetrator. The school will prosecute any such identified individual(s) and will seek the fullest penalty of the law.
- If you have information about threats to schools or your classmates, please contact local police or sheriff's departments or the State Bureau of Investigation's Operations Center at 313-277-6770 OR 911 for Emergency.
- **Bomb threats are considered very serious; and any individual making such treats may face serious legal and disciplinary consequences.**

CATEGORY OF CRIMES

Crime no. 1: Making or communicating a false bomb threat in any form, even including computer messages, is a **Class H felony** crime.

Crime no. 2: Perpetrating a bomb threat hoax by bringing a fake explosive device onto school property (buildings, grounds or buses) or into school-sponsored events or activities is a **Class H felony** crime.

Crime no. 3: Encouraging or aiding a minor to bring onto school property any true explosive device is a **Class G felony** crime.

Penalties: In addition to legal consequences that accompany any of the above felonies, the following penalties also apply to these crimes:

- A second conviction of either of the first two crimes within 5 years of a first conviction is a **Class G felony** crime.
- Conviction of any of the three crimes results in the loss of he/she's driver's license or permit.
- There is an automatic 365-day suspension from school for committing either of the first two crimes.
- Possible restitution and financial liability for the costs or damage experienced by the school or school system in having to deal with the threat. Parents who are found to be negligent with regard to their children who commit of the above crimes may be required to pay up to $25,000 in costs associated with either a false bomb threat or hoax, and $50,000 in costs associated with actual damages resulting from a discharged explosive device.

MEDICATIONS & ILLNESSES

MEDICATIONS IN SCHOOLS

Under the direction of a school administrator, a school employee may administer medication to a student as long as there is written permission of the parent/guardian and the medication is given in compliance with the instructions of a physician. The parent/guardian must sign an "Emergency Health Plan and Medicine/Contact Information" form, which will be kept in the student's file in the office.

Except in an emergency, the medication must be given in the presence of another adult. The school employee is held harmless from liability in the case of gross negligence or misconduct.

POLICIES & GUIDELINES FOR ADMINISTERING MEDICATIONS

The Academy has aligned their policies with the state model policy for administering medications and provides appropriate training to individuals who administer medications to pupils at school. The school Board adopted policy is available online and has been publicly reviewed.

The following definition of "medication" is adopted for use in this district/school: medication, includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.

- The pupil's parent/guardian will give the school written permission and request to administer medication(s) to their pupil.
- Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the pupil, shall accompany the request and be kept on record by the school.
- Parental or guardian request/permission and a physician's instructions for administration shall be renewed every school year.
- The building administrator will designate an individual(s) responsible for administering medications to pupils at the school.
- Medications must be administered by one adult in the presence of a second adult, except where the individual administering the medication is a licensed registered professional nurse (as described in the Michigan Revised School Code, Section 380.1178), or when an emergency threatens the life or health of the pupil.
- Each building has a plan for handling medical emergencies available for all students including students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan.
- Each building will have at least two (2) epinephrine auto-injectors (Epi-Pens) as well as designated, trained and authorized employees to administer an Epi-Pen injection in case 1) any student who has a prescription on file with the Academy, in accordance with the directives in such prescription 2) if an individual on school grounds is believed to be having an anaphylactic reaction.

The following definition of "self-administration/self-possession" is adopted for use in this district/school: Self-administration means that the pupil is able to consume or apply prescription and non-prescription medication in the

manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

- A pupil whose parent/guardian and physician provide written permission will be able to self-administer and self-possess his/her own medications.
- A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.
- A pupil's use cannot be denied if the conditions of written permission and physician direction are met. A building administrator may discontinue a pupil's right to self-administer and self-possession if there is misuse by the pupil. The denial shall follow a consultation with the parent/guardian.

PROCEDURES FOR STORAGE & ACCESS TO MEDICATIONS IN SCHOOL

- It is recommended that medications be brought to the school by the pupil's parent or guardian.
- No changes to medication dosage or time of administration will be made except by instruction from a physician.
- Parental or guardian request/permission and a physician's instructions for administration of medications shall be renewed every school year.
- Expiration dates on prescription medications, EpiPens, and inhalers shall be checked at least twice each school year.
- Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer to be administered or at the end of a school year. Notation of the method of disposal and the date shall be entered on the Medication Log. This procedure shall be witnessed and initialed by a second adult.

SPECIAL NOTIFICATION RELATED TO COMMUNICABLE DISEASES (COVID-19)

The information in this Parent-Student Handbook is written in the consideration of "normal operations." However, addressing COVID-19 concerns requires additional considerations, expectations, and restrictions. Noor International Academy District, therefore, reserves the right to amend this handbook to coincide with the most current Michigan Department of Health and Human Services (MDHHS) and the Michigan Department of Education (MDE) guidance. The school district will attempt to make prior notifications of any changes whenever it is able to do so.

Thus, this section of the Parent / Student Handbook outlines the procedures and expectations related to addressing COVID-19 concerns. The MDHHS and MDE have worked together to develop classifications and guidelines for addressing COVID-19. The Michigan Safe School for K-12 Roadmap "is built upon the guidance and recommendations of health officials; it is strongly aligned to the reopening guidelines that have been provided by our state and federal leaders; and it's designed to help districts prioritize the health and safety of students and teachers as they open school buildings and deliver instruction for the school year"

(https://www.michigan.gov/documents/whitmer/MI_Safe_Schools_Roadmap_FINAL_695392_7.pdf).

Noor International Academy District will employ the following practices to support the health and safety of both students and staff. Parents, please help us by taking your child's temperature daily, and if they display any symptoms of Covid-19, allow them to take advantage of online learning for at least 72 hours post fever without the use of fever-reducing medication. Online learning days will be considered excused days as long as they continue to complete assigned/required work.

GUIDING PRINCIPLES FOR REOPENING

Noor International Academy District recognizes five overarching principles that are vital to ensure "Success for ALL" during the school year.

1. **Ensure safe learning and working environments for both students and staff.**
2. **Leverage opportunities to meet the diverse needs of families.**
3. **Ensure that instruction is based on state standards.**
4. **Provide training, support, and flexibility for staff.**
5. **Provide clear and consistent communication with all stakeholders.**

INSTRUCTIONAL OPPORTUNITIES

Noor International Academy District will offer both a traditional face-to-face and an online learning option for instruction. Teachers will utilize the Schoology platform for content delivery to maintain a consistent and equitable learning environment for both options.

During the COVID 19 pandemic, parents will be asked to take the Return to school Options Parent Survey every semester period to choose a plan for their child/ren. To access the most up to date survey, follow us on our social media as it may change.

TEACHING AND LEARNING

- All teachers will utilize Google Classroom/Schoology for instructional purposes (for both face-to-face and online learning options).
- Establish clear instructional expectations and practices for assignment delivery and collection.
- Limit physical partner/group activities and leverage technology for student collaboration.
- Space desks apart as much as possible within the classroom space (this will be very limited).
- Establish distance between the teacher's desk and students' desks.
- Teachers will maintain a seating chart with assigned student seating
- Employ at-home online learning when needed for continuous instruction.
- Sick students will be allowed to work from home and coded as online learning for attendance purposes as long as work is continuously submitted. However, students failing to submit assigned work will receive unexcused absences for those days away from school.
- Utilize video conferencing whenever possible for parent meetings.

ONLINE LEARNING

The expectations for online learning will be very similar to the traditional school setting, and students are expected to take ownership of their learning.

During online learning, students are expected to:

- Check Google Classroom/Schoology daily within the school day hours.
- Check school email daily.
- Attend class remotely as required and scheduled by teachers (for lecture and class meetings).
- Complete and submit assignments by the due date as assigned by teachers.
- Understand that teachers may not be immediately available outside of school hours, but will respond to requests for assistance in a timely manner.

With the implementation of Google classroom/Schoology as platforms for remote learning the following will be taking place:

- Teachers will be posting threaded discussions for students every day to think and respond to. Assignment will also be given to students on a weekly basis that are in direct alignment to grade level state standards.
- Live' sessions will be held on a weekly basis with students and the teacher. Times and dates to the live sessions will be shared with the classroom teacher
- Students will also be receiving learning links to help support the lesson. These links include: Khan Academy (https://www.khanacademy.org/), IXL (https://www.ixl.com/), Reading A-Z (https://www.readinga-z.com/), Mystery Science (https://mysteryscience.com/), Math Xl (https://www.mathxl.com/), and many others will be uploading pre-recorded videos of direct instruction.
- Parents are highly encouraged to sit through a live session and or engage with their children on threaded discussions and or assignments given by classroom teachers.
- New learning will focus on those concepts most important for the content area or course for the remainder of the year.
- Teachers will be available for students and families when needed. We highly encourage email notifications so the classroom teacher can provide a date and time to meet virtually to answer questions and or provide additional support.
- Technology support is available throughout the school day and beyond. When students are struggling with the Chromebook or have questions in relations to Google classroom, questions are submitted to the technology department (via by the teacher on behalf of the student/parent).

ELL & SPECIAL EDUCATION SERVICES

All students, including the specials population are provided with Chromebooks and equal opportunities to have equal access as per their individualized plans and applicable laws and regulations.

Kindly note that social workers are available to communicate with families and students either/or by phone, ClassDojo messages, email, and through Google Classroom to support them with any resources or social-emotional supports they may need during this time. Social workers are using Google Classroom/Schoology as an online platform, uploading lessons and activities, videos and links for students to work on and meeting through Google Meet to review the lessons posted. Students with transition services are provided with the services through Google Hangout sessions. Parents are informed about the hangouts. The priority is providing students and families with support. Making phone calls to student families and connecting families with resources to make sure their basic needs are being met. Parent consent must be retrieved via phone to speak with the student via phone or Google hangout to do a check in or provide social-emotional support and build on their social skills during these strenuous times.

DISTANCE LEARNING GUIDELINES FOR STUDENTS

As a student, what are my responsibilities?

- Establish a daily routine for your school day
- Find a distraction-free place in your home where you can work
- Check your Gmail, Class DOJO, Remind, and Google Classroom messages every day
- Complete the work outlined by your teachers and seek clarification for any assignments
- Pay attention to due dates and submit your work in a timely manner
- Establish a way to monitor assignments (to-do lists, planner, etc.)
- Read directions multiple times to avoid missing important details
- Attend every live meeting you have scheduled and be on time
- Actively participate in live meetings
- If your internet is spotty, consider joining video conferences by phone (audio only)
- Schedule breaks and time for exercise or other off-screen activities
- Keep track of your usernames and passwords for every account

NETIQUETTE FOR DISTANCE LEARNING

In the online classroom certain behaviors are expected as you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as "netiquette". The purpose of the following information is to help you be a more effective and successful student when communicating via video conferencing, email, chat rooms, or on discussion boards as a part of your online learning activities.

VIDEO CONFERENCING

- You should dress the same as you would for attending classes while participating in video conferences.
  - "If you would not wear it to school you should not wear it online!"
- It is highly recommended that your video camera should be turned on during a video conference so you can interact with your teacher and classmates in a more engaging way.
- Your microphone should be muted during a video conference unless you have been recognized to speak.
- When speaking, and using the chat feature during a video conference, you should adhere to the same courtesies that you would use when interacting in the classroom.
- Physically raise your hand when you want to speak during the conference and wait to be acknowledged before speaking.

Email, Remind, Class DOJO, or other direct messages to your teacher

- Make sure identification is clear in all communications. Begin with a salutation ("Hi Mr. Bazzi!") and end with your signature (John Smith).
- Review what you wrote and try to interpret it objectively. When we speak face to face and are misunderstood, we have an on-the-spot opportunity to rephrase our words. In writing, we must strive twice as hard to be understood, as we do not have the benefit of modifying or elaborating in real time.
- All caps ("I'M SHOUTING") and exclamation points ("Give me a break!!!") can be misinterpreted as intense anger or humor without the appropriate context.

ACADEMIC INTEGRITY

- Whether in the physical classroom or online, our Honor Code still applies.
- Our expectation is that you will not plagiarize any of your work, including the use of online translators, dictionaries, or other reference materials.
- Students will not submit work completed by or copied (in full or in part) from another person. This includes classmates, friends, parents/guardians, siblings, etc.
- Students will not submit work copied (in full or in part) and pasted from the Internet. This includes exact sentences, paragraphs, videos, logos, images, templates, etc.
- Students will not resubmit work (in whole or part) they have previously submitted (without appropriate citation).
- Students will not submit work that reflects the ideas of another person, regardless of whether or not students use the other person's exact words.
- Students will work independently on all assignments unless they receive permission from their teacher to work with another student.
- Students will not allow others to copy their work.
- Students will not misuse content from the Internet.
- Students will not use translators to complete assignments in world language classes.
- Students will not use any external materials or testing aids on final exams, unless otherwise noted on the front page of the exam.
- Students will properly punctuate and cite all ideas from others they wish to use to support their own ideas.
- Students will contact their instructors for help in avoiding plagiarism.

ASSESSMENT INTEGRITY AND SECURITY

One essential part of educating students successfully is assessing their progress in learning to high standards. Done well and thoughtfully, assessments are tools for learning and promoting equity. They provide necessary information for educators, families, the public, and students themselves to measure progress and improve outcomes for all learners. The purpose of **assessment** is to gather relevant information about student performance or progress, or to determine student interests to make judgments about their learning process. Today's standards challenge students to:

- Understand subject matter more deeply
- Learn how to think critically
- Apply what they learn to the real world
- Make learning more relevant in their lives

State Assessments Provide

- An important snapshot of student achievement at a state, district and building level
- Valuable information to parents and teachers on their student's academic achievement
- Important data for schools and districts to evaluate curriculum and programming effectiveness

All of Michigan's state assessments measure student progress with Michigan's content standards or other career- or college-readiness goals.

For all the above mentioned reasons, it is very important to take all assessment tests seriously whether administered in person or virtual. Students are responsible for reading, understanding and abiding by the student Code of Conduct. Claiming ignorance of expectations included in the Code of Conduct will not be considered a legitimate excuse when a violation of the academy policy has occurred. Refer to Table of Content for Code of Conduct and Academic Integrity.

- Whether in the physical classroom or online, our Honor Code still applies.
- Our expectation is that you will not plagiarize any of your work, including the use of online translators, dictionaries, or other reference materials.
- The academy will adhere to all assessment security requirements defined by the district
- The academy will have all assessment tests in live sessions, recorded and/or proctored to provide our students with the most accurate assessment results possible.
- Assessment tests with established apps must be taken through the testing app
- If students do use the NWEA secure browser, an alternate communication process, such as a phone
- conference line will be established.
- The Academy has an establish a support system to address technical issues with caregivers
- Students will be provided with all the accommodation needed (whether virtual or in person, as indicated by the IEP)

NOTE, PARENTS MUST SIGN AND RETURN THE VIRTUAL/ONLINE LEARNING PARENT PERMISSION BEFORE STARTING VIRTUAL LEARNING. THIS FORM CAN BE ACCESSED AT THE FOLLOWING LINK.

Chromebook and Virtual Learning Agreement: www.bit.ly/chromebook2023

ELECTRONIC DEVICES POLICY RELATED TO STATEWIDE TESTING - STUDENTS

One essential part of educating students successfully is assessing their progress in learning to high standards. Done well and thoughtfully, assessments are tools for learning and promoting equity. They provide necessary information for educators, families, the public, and students themselves to measure progress and improve outcomes for all learners.

For the above-mentioned reasons, **students are not permitted to use, wear, or access any personal, non-testing electronic devices during testing or while on a break when in an active testing session**. These electronic devices include but are not limited to smartphones, cell phones, smartwatches, and Bluetooth headphones, headphones that

allow access to voice assistant technology, and computers and/or tablets not being actively used for testing purposes. Administration staff are to practice due diligence in actively monitoring students in the testing room and on breaks to ensure that electronic devices are not accessed. If a student brings an additional electronic device into the testing room, the test administrator mustfollow the district/building level electronic device policy in ensuring the electronic device is stored appropriately and is not accessible to the studentduring testing.

The testing environment is not to be disturbed byany electronic devices not used for testing or testadministration. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, or the test must be administered to the student in a one-test administrator-to-one student setting, and the student must be actively monitored at all times while testing.

ADDITIONALLY:

- Students are not allowed to access the device used for testing for any other purpose than to complete the test duringthe test session.
- A student may not access any additional websites or applications during testing, or for any other purpose after testing, while in the testing room.
- Staff is to ensure that all testing devices are configured properly and that all background applications are disabled before testing begins.
- No pictures or videos may be taken during testing.

COMMUNICATION PLAN FOR SHARING ELECTRONIC DEVICE POLICY

- Students/parents/staff will be informed of this policy in a variety of methods such as daily announcements prior to testing, posters throughout the building, newsletters, parent letters, message call system, etc. The Policy is also available in the Parent Student handbook on the academy's website, and is also shared during staff test administration training PD and student assembly.

ELECTRONIC DEVICE EXAMPLES:

Examples of electronic devices include, but are not limited to:

- any electronic device that can be used to record, transmit, or receive information, not used for testing
- computer tablets, iPads, e-readers (for example: Kindle)
- smart watches (for example: Fitbits; Apple, Garmin, Samsung watches; any watch with access to other applications or the internet)
- smart phones and cell phones
- Bluetooth headphones, smart earbuds (for example: Beats, iPods), or any headphone with access to other applications or the internet)
- smart glasses (for example: Google Glass)
- desktop computers, laptops, Chromebooks, not used for testing

STUDENT GUIDELINES UPON ENTERING TESTING ENVIRONMENT:

1. All students are to turn cell phones/electronic devices off before entering any testing room.
2. All cell phones/electronic devices must be turned into the test administrator or placed in the cell phone pouches located near the door in each classroom. All backpacks/purses are to be placed in lockers before entering testing locations as they are NOT allowed in the testing room. Students may not access backpacks or purses until the test session has ended. In addition, students are not allowed to use cell phones or other devices in hallways, rest rooms, or at lunch while they are still testing. All devices will be kept in the cell phone pouches or with the testing administrator until the test session is over or until the student has been dismissed from the session after finishing for the day and has been allowed to return to his/her regular schedule of classes.
3. Students found to be in possession of cell phones or electronic devices during testing are subject to disciplinary action as set forth in the Student Code of Conduct. The device will be taken and given to the building principal's office via a hall monitor or School Resource Officer. The student also risks having his/her test score invalidated by having such a device in possession while testing. Invalidation of test results could follow an investigation to determine if test security or confidential integrity was compromised. The principal and testing coordinator will work together on the investigation along with the test administration present in the room in which the incident happened.

Parents will be notified of any such action.

4. This policy includes Apple watches or any such electronic watch being worn during testing by both students and staff members.

CONSEQUENCES

- If a student has a cell phone or othernon-test electronic device out at any point during a test session, that student's test will be compromised and is to be invalidated due to prohibited behavior, even if the studentdid not use the cell phone or device.
- Students are not allowed to wear or access "wearable" technology (such as smartwatches, fitness trackers, and Bluetooth headphones) during testing.If a student is wearing such a devise during testing, that student's test will be invalidated because the student has access to the device regardless of whether it was used or not.
- Even if a student has exited or submitted their test, they cannot use cell phones or other electronic devices in the testing room. If the student has exited/submitted the test and then accesses a cell phone/electronic device (including wearable technology), this constitutes prohibited behavior and the student's test will be invalidated.
- Student/staff incident will be reported to the OEAA and/or testing vendors.
- Disciplinary consequences may occur per the Parent Student Handbook

ELECTRONIC DEVICES POLICY FOR TEST ADMINISTRATORS/TEST MONITORS AND STAFF

Test administrators and test monitors must be focused on active monitoring throughout test administration. During testing, staff may only use a computer (or other appropriately configured device, for example, an iPad or Chromebook) for monitoring WIDA, MI-ACCESS, and/or M-STEP,and these devices should be used for no other purpose, during testing.

Test administrators and test monitors are only allowed to use classroom phones to alert other staff of issues, assistance and or emergencies. Wearable technology is strongly discouraged for testing staff; if it is worn, devicesmust be set on airplane mode to limit access to other applications and the internet.

A test administrator shall not disturb the testing environment through texting, speaking, or other cell phone/wearable technology/electronic device use, except in the event of an emergency. Test content can never be photographedor communicated; this includes when a test administrator or test monitor needs to alertothers of an issue or incident. Test administrators and test monitors are not to use their cell phones, wearable technology, or other devices to check email or perform other work during testing. All such electronic devices are to be silenced to reduce disruptions. Cell phones and electronic devices are to completely be shut down or placed on airplane mode and only classroom phone can be used to alert other staff in emergency cases.

Staff who go between rooms or help troubleshoot technical issues during testing, such as the District Assessment Coordinator or Technology Coordinator may use their cellphones to contact the service provider's help desk; however, they should step out of the testing room to make calls, to minimize disruptions.

BEST PRACTICES FOR TESTING ENVIORNMENT

Students and staff are not allowed to bring any additional electronic devices into the testing room.

- Electronic devices are to be left at home or kept in a secure on-site location during testing (student lockers,staff storage cabinets).
- Staff is to actively verify that no studenthas additional electronic devices before, during, and after testing.
- Test administration staff remind students to check that they have no electronic devices. "Did you shut down our phone and place them in the pouches?" Do you have earbuds in your ears or in your pocket?" "Are you wearing a smartwatch?" "Is your bag pack/purse in your locker?"
- Additional electronic devices students bring into the room are collected by staff members; the devices are powered off and stored away from the students.

GUIDELINES:

- All staff must turn cell phones/electronic devices off set it on airplane mode before entering any testing room.
- Staff will need to re-inform or briefly talk with students/parents, prior to testing, on this policy in a variety of methods such as daily announcements prior to testing, posters throughout the building, newsletters, parent letters, message

call system, etc. It is up to the principal to determine the most efficient and effective method of notifying students and parents of this policy.

- This policy includes Apple watches or any such electronic watch being worn during testing by both students and staff members.

CONSEQUENCES:

- If a test administrator or other staff in the testing room accesses an additional electronic device, this will result in a misadministration for the entire testing session and invalidation of the students' tests, in addition to any other actions the Michigan Department of Education (MDE) deems necessary.
- Photography/communication of test content will result in a misadministration for the entire testing session and invalidation of the students' tests, in addition to any other actions MDE deems necessary.

INCIDENT REPORTING PLAN:

In the event we have an incident a student or test administrator in the testing room accesses an electronic device, this will result in a misadministration and an incident report will be created. When creating and submitting an Incident Report, the following information will be included:

1. Test Cycle: (add academic year)
2. Grade of student involved – Title of Staff Involved
3. Content Area:
4. Testing Mode: online/in person
5. Incident Category: Prohibited Behavior
6. Incident Subcategory: Electronics/Social Media
7. Students Involved or Impacted: Yes
8. Add Student: Select UIC/Name of student involved – ID#/Name of staff involved
9. MDE Action Request: Mark as Prohibited Behavior
10. In the incident description box, enter "Student UIC # / Staff ID# was identified as having exhibited prohibited student behavior by using for example: "an artificial voice to respond to a test item(s) in their WIDA Speaking"

The incident will be investigated by the Principal and Academy Testing Coordinator and the investigation findings will be submitted to the OEAA. A complete internal investigation report summary addressing what occurred minimally includes:

1. A timeline and summary of events
2. A list of students involved
3. A list of school staff involved (OEAA recommends you speak with all teachers and proctors involved with testing)
4. Statements from school staff involved, summarizing what occurred in their own words
5. Statements from the students involved, summarizing what occurred in their own words
6. Copies of security compliance forms for involved school staff
7. A copy of the district's assessment training plan
8. Return your investigation findings to, State Assessment Integrity and Security Administrator, via email

A swift investigation of the incident report will help correct any misadministration and/or use of electronic device and prevent future test irregularities.

REQUIRED STAFF TRAINING

All test administrators, test monitors and staff are required to attend all trainings provided in relation to testing and electronic device use policy to ensure guidelines and procedures set forth in this policy.

- Academy Testing Coordinator will meet with staff weeks prior to the testing dates

- PD sessions will be conducted to cover:
  - Testing administration guidelines and procedures
  - Staff responsibilities and expectations
  - Student responsibilities and expectations
  - Student Integrity
  - Incident Reporting Plans
  - Emergencies
  - Do's and Don'ts
  - Other subjects to be covered to include testing approved material, students with special needs, timing, and more
- MI Assessment Coordinator Training Guide will be shared with all staff
- Meeting Minutes will be provided to staff to revisit when needed
- Additional training will also be available to staff who need further assistance and/or have missed the initial training.

TEST NAME	TRAINING DAYS
NWEA	August/September
NWEA – WIDA	January
MSTEP	March/April

EDUCATIONAL DEVELOPMENT PLAN

ALL students whether virtual and/or blended learning will have an educational development plan in grades K-5. Below is a sample of K-5 Educational Development Plan.

Educational Development Plan – Elementary (K-5) Student

An Educational Development Plan (EDP) is required for all students who are taking more than 2 virtual courses concurrently (within the same school scheduling term). For K-5 students, please complete the areas listed below **with** the student, retain the completed form, and insure it is available for membership audit review upon request.

Student Name: _____ Student Grade Level: _____ Date of EDP: _____

1. **Learning Style – Please select the student's preferred learning style(s):**

	Visual – The student prefers using pictures, images and special information for learning.
	Aural – The student prefers learning through speech and music
	Verbal – The student learns well from words, both written and spoken
	Physical – Student learns well through use of the body, hands and sense of touch
	Logical – Student prefers logic, reasoning and systems
	Social – Student prefers learning in groups or with other students
	Solitary – Students prefers to work alone or self-study
	Other – Please describe:

2. **Pupil Interests**
   Describe the Students Interests/Motivations:

3. **Areas of Academic Development**
   Describe the student's needed or desired academic development:

4. **Areas of personal/social development**
   Describe the student's interests or needs regarding personal or social development:

5. **Timeline and measures for development in the above areas**
   How will you measure the student's progress on the above goals, and when will you plan to have them accomplished:

6. **Any Postsecondary and Career Goals**
   What career or postsecondary goals does the student have:

Student's Signature: _____

School staff assisting student in development of this plan: _____

CHROMBOOKS AND SCHOOL PROVIDED MATERIALS

Every K-5 student will be assigned a Chromebook for school use. Traditional face-to-face students will transport the Chromebook and its charger to and from school each day. It is the responsibility of the student/parents to charge the Chromebook each night before coming to school the next day to minimize any learning disruptions. Students/families are financially responsible for any damage that is determined to be from malicious activity or intent for Chromebooks, textbooks, manipulatives, or any/all other school-provided materials.

NOTE, PARENTS MUST SIGN AND RETURM THE CHROMEBOOK AND VIRTUAL LEARNING AGREEMENT BEFORE STARTING VIRTUAL LEARNING. THIS FORM CAN BE ACCESSED AT THE FOLLOWING LINK.

Chromebook and Virtual Learning Agreement

SCHOOL ATTENDANCE

Michigan's compulsory law requires that all children at least 6 years old and under the age of 16 attend school (e.g., public, private, or a home study program). Therefore, the Michigan Department of Education is allowing school districts to implement fully online learning opportunities for those students and families choosing online learning as the best option for themselves.

Teachers and administrators will continue to monitor all students through a variety of ways to ensure all students have access and are continuing the educational learning from home, either remotely and or packet format.

All K-5 students in the Academy will have a full 6 period schedule, whether they are virtual, Blended Learning 3 or Blended Learning 4.

Students must check in to every period with their classroom teacher. During live session students are required to attend and participate in the live session.

Noor International Academy has a policy that defines attendance in an online setting in terms of 2-way communication per course. A student receiving and responding to communication from a teacher in a course is considered to be in attendance for that week, for that course. Students not responding in the defined time period would be marked absent for the week for the course.

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FEVER AND ILLNESS

The following information is based on the *Michigan Safe School for K-12* Roadmap.

COVID-19 RELATED SYMPTOMS/CONFIRMED DIAGNOSIS

Students who have tested positive for COVID-19, with or without symptoms, should not return to school for AT LEAST 10 days following the onset of COVID-19 symptoms or receiving a positive test result AND be fever free for at least 24 hours without the use of fever reducing medication AND have improvement in respiratory symptoms (e.g., cough, shortness of breath). Until all guidelines are met, students should stay in quarantine at home.

However, students being hospitalized for COVID-19 or who are severely immunocompromised should not return to school for AT LEAST 20 days since symptoms first appeared AND be fever free for at least 24 hours without the use of fever-reducing medications AND have improvement in respiratory symptoms (e.g., cough, shortness of breath).

Students who exhibit no symptoms but have been exposed to a positive case will need to stay on a 14-day quarantine. If symptoms develop, further time in quarantine will be needed from the onset of symptoms. Students with a confirmed diagnosis in the home will have to be quarantined an additional 14 days when the family members' quarantine period is over.

FEVER:

Students presenting with a fever above 100.0, *with a negative COVID-19 diagnosis*, must be fever free for at least 24 hours without the use of fever reducing medication AND have improvement in any respiratory symptoms (e.g., cough, shortness of breath) before returning to campus. Therefore, parents, **please help us by taking your child's temperature each morning** before sending them to school.

If a student is absent due to the above situations, allow them to take advantage of online learning. Online learning days will be considered **present online** days as long as students continue to complete assigned/required work. Please contact the child's teacher via their school email if the child will temporarily take advantage of online learning through the isolation period.

AT-RISK PREVENTION

Students and staff should only come to the school campus if the following questions can be answered negatively (CDC-Symptoms of COVID-19).

The Michigan Department of Health and Human Resources lists the following screening protocol questions:

- Has the student or anyone in the home tested positive for COVID-19 or is awaiting test results for COVID-19?
- Does the student or anyone in the home have any of the following symptoms?
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - New loss of taste or smell
  - Nausea or vomiting
  - Diarrhea
  - Ongoing:
    - Fatigue
    - Muscle or body aches
    - Headache
    - Sore throat
    - Congestion or runny nose
- Is anyone in the home caring for someone who is ill with an unknown ailment? (This question does not apply to healthcare providers.)

- In the two weeks before the child or staff member felt sick, did you:
  - Have contact with someone diagnosed with COVID-19? If you have, please utilize online learning for 14 days or until a negative test result has been obtained.
  - Live in or visit a place where COVID-19 is spreading?
  - If you have been diagnosed or have a positive test result for COVID-19, you have to be at least 10 days past the onset of symptoms AND greater than 24 hours past the resolution of all symptoms or a negative test result prior to returning to face-to-face instruction. If you have been diagnosed with COVID-19 and are asymptomatic you must remain home for 10 days from the test if you do not develop symptoms, if symptoms develop then follow symptomatic guidance.
- Parents who are uncertain if the child's symptoms are strong enough to have them remain home should choose temporary online learning as a precautionary measure.

PRACTICING PREVENTION

Noor International Academy District will implement the following enhanced sanitation/cleaning practices and protocols to aid in reducing the spread of COVID-19.

SANITATION AND PREVENTION PRACTICES

Hygiene & Cleaning:

The Academy provides adequate supplies to support healthy hygiene behaviors (including but not limited to: soap, hand sanitizer and sanitization wipers with at least 60% alcohol for safe use by staff and students, paper towels, and signs reinforcing proper handwashing techniques throughout the building).

Teachers reinforce and integrate a lesson within science courses to handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. Teachers also educate students on how to cough and sneeze into their elbows, or to cover with a tissue. Students are taught that used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

Working with the custodial/janitorial team and custodial service provider, the Academy developed a systemically check on bathrooms that ensures they are filled with soap and paper towel, all hand sanitizer dispensers are full and in good working order around the building and that spray sanitization equipment is used to keep all common areas and touched surfaces sanitized across the school. The classrooms are supplied with sanitization wipes and hand sanitization solution with at least 60% alcohol for safe use in the classrooms to maintain clean and sanitized environment and to minimize the number of students in common areas. The Academy purchased and installed UV lights in the HVAC units for cleaner air circulation, and to ensure that ongoing sanitization of the classrooms.

- Thoroughly cleaning rooms daily with approved/recommended EPA solutions.
- Increasing outside air circulation of HVAC systems and improved filtration (Installation of UV filters).
- Posting good hand hygiene and cough etiquette signage throughout the buildings.
- Encouraging proper handwashing as a primary practice and providing hand sanitizer as a secondary practice in the absence of soap and water.
- Providing hand-cleaning dispensers throughout buildings.
- Restricting access to buildings and classrooms to only essential situations.
- Utilizing online learning days and long weekends to conduct deep cleanings whenever possible.

SCREENING STUDENTS & STAFF

The Academy cooperates with the Wayne County Health Department regarding protocols for screening students and staff.

The Academy ensures the following:

1. In the event that a student and or staff member gets ill and have a fever, the administrator and/or nurse aid will bring the student/staff to the nurse aid office to get checked.
   a. A quarantine room has been identified within the nurse aid office to hold all students and staff who become ill and have COVID-19 symptoms.

b. Staff/students in the quarantine room are asked to wear a mask

c. Students/staff are asked to call home/significant other to come pick them up from the school to go home and get checked at their local doctor's office for COVID-19.

d. Staff/students who have COVID-19 are asked to stay for a minimum of 14 days for quarantine, per the CDC guidelines. Staff/students need medical clearance to come back to work/school.

e. All information are logged via the nurse aid medical log.

GENERAL PRACTICES

- Implement social distancing when possible within the various campus spaces. (Please know this is not possible in most settings.)
- Provide online learning opportunities for those students who are ill and/or unable to attend on-campus classes. (This will not hurt the child's attendance as long as work is continuously submitted.)
- Restrict access to buildings and classrooms to only essential situations.
- Require faculty, staff, and students to wear protective face masks or coverings.
- Minimize cross exposure of classrooms in the lower grades and where possible in the upper grades.
- Eliminate field trips.
- Follow all state guidelines and evaluate the safety of each interscholastic athletics/competition event.
- No outside food deliveries will be allowed for students or staff. Students who do not plan to eat in the cafeteria should bring their lunch with them when coming to school.
- Only essential personnel will be allowed on campus after school hours during weekdays and any/all weekends to support enhanced sanitation practices. (Essential refers to custodians, maintenance, technology, and specified personnel.)

ENTERING/LEAVING SCHOOL BUILDINGS

- Post best health practices and good-hygiene signage at entries.
- Utilize established entry and exit points and flow paths where available.
- Restrict access to nonessential visitors and volunteers.
- Access to campus from outside visitors will be based on the level of community spread. In the event that visitors are allowed to enter, they are required to wear a face mask or covering and negatively answer screening questions.
- Request that all parents, or others, dropping off/picking up students through the car-rider line remain in the vehicle except for those students needing assistance with buckling/unbuckling or for other student-specific needs.

GATHERINGS

- Abide by the maximum number of people allowed to congregate as defined by the Governor's current statewide Executive Order, Department of Public Health, CDC and/or the UCS COVID Task Force.
- No congregation of students in parking areas and common areas.
- Follow Michigan High School Athletic Association guidelines for sporting events and practices at a minimum.

TRANSPORTATION

The Academy does not offer busing for students in terms of bringing students to and from school. The Academy does own buses that are used for field trips and extra-curricular activities.

In the event a school bus is used for outdoor field trips and extra-curricular activities, the following is to take place:

1. The Academy requires the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.
2. The bus driver, staff, and all students in grades preK-5, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.

3. The Academy ensures the bus is cleaned and disinfected before and after every transit route. Students will not be present when a vehicle is being cleaned.

4. The Academy ensures that the bus is clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to field trips and after. During the cleaning process, weather permitting, the Academy ensures that the bus doors and windows to ensure the bus airs out. Weather permitting, the Academy considers keeping windows open (where they're not permanently closed by the manufacturer) while the vehicle is in motion to help reduce the spread of the virus by increasing air circulation, if appropriate and safe.

ILLNESS

If a student becomes too ill to remain in class, the nurse or office personnel will contact the parent/guardian to recommend that the student be picked up. Therefore, it is imperative that the office has on file a phone number where parents/guardians may be reached during the school day. Such numbers might include home, work, cellular, pager, relative's and/or friend's phone numbers. While the parent/guardian is en route to the school, the student will be made comfortable in the office.

COMMUNICABLE DISEASE

Students known to be infected with a contagious or infectious disease or coming from a family where such disease prevails shall not be received or continued in school until such time as a certified statement is received from the child's physician or the public Health Department. The student shall be admitted to or received back in school upon presentation of a release by his/her own physician or the public Health Department.

FLU, H1N1 AND OTHER INFECTIOUS, COMUNICABLE, TRANSMISSIBLE DISEASES

If a student becomes ill or suspects being ill of the flu, H1N1 or other infectious diseases, the parent/guardian is required to notify the school. If a student becomes ill during the school day, the following protocols shall be followed:

1. The student shall share with teacher immediately.
2. The teacher will screen the student and send to the nurse or main office if suspicious of infection.
3. Suspected cases will be reported by the nurse to the Principal and parents will be contacted. Student will remain isolated until parent pick up.

Students with confirmed infection will need a physician's clearance to return to school. Students will be provided with lessons, assignments and materials while absent for 5 or more days. The Parent will be responsible for the pickup of assignments and materials and ensuring the student makes up the missing lessons and assignments. The school will provide written instruction to the parent/guardian regarding appropriate treatment for the communicable disease.

SCHOOL-BASED ASTHMA MANAGEMENT PLAN

According to the MI Department of Education (MDE), there has been a significant increase in the number of students with asthma in our schools (MI schools). In fact, asthma is the leading serious chronic illness of children in the United States. It is also the number one cause of school absenteeism due to a chronic condition, leading to an estimated average of 7.3 school days missed annually. In order to decrease the amount of time these students are absent from school because of acute episodes of asthma, the following recommendations are offered by the Academy based on recommendations of the Michigan Asthma Steering Committee of the Michigan Department of Community Health, based on Asthma Management Guidelines of the National Heart, Lung, and Blood Institute:

- Many children with asthma are taught to carry their own medication (example: metered-dose inhalers) and to self-administer as part of their doctor-prescribed treatment regimen. The Academy will honor the parental request and doctor has written instructions that allow a child to carry and self-medicate.
- The Academy will support and encourage pro-active communication with parents of asthmatic children. The successful management of asthma is a partnership between home, school, and the child's health care provider. A sample Asthma Management Plan may be obtained from the main office and must be completed by the asthmatic child's parents and doctor on an annual basis or more often if the child's medications change. This form is also available on the Michigan Department of Education's website at: https://www.michigan.gov/mde/
- If needed, school administrators may have direct communication with the child's health care provider in order to resolve individual problems that may arise because of the child's asthma.

- The Academy provides opportunities for staff to learn more about asthma and allergies in the following areas:
  - All staff are provided mentoring/training so they should know the early warning signs of an acute asthma episode, and should be aware of emergency procedures and contacts in case a child needs medical assistance. The flyer, "Signs of an Asthma Emergency," is distributed to all staff and posted on bulletin board around the school as well as available on the school website and in this handbook.
  - Staff are provided mentoring/training so they should be aware that chalk dust, animals in the classroom, strong odors (perfumes and paints), cleaning agents, mold, and numerous other substances may be asthma triggers for some children.
  - Staff with asthmatic students are provided with mentoring/training so they should know the signs of possible side effects of asthma medications; also, be aware which side effects are serious enough to warrant reporting to the child's parents or health care provider. This information is provided in a secure location available only to the child's teacher(s) and applicable administrator's in our student data management system (PowerSchool); it is important parent's keep the school informed of medication changes so that we may continue to update medical health information online and make available as needed.
- Environmental pollutants are often triggers for acute episodes of asthma. Extensive building repairs or cleaning is scheduled for long vacations or during summer months to avoid exposing children to fumes, dust or other irritants. Routine cleaning and maintenance of the heating/cooling and air filtration system is important for reducing amounts of dust and mold in the schools and is provided as needed.
- Physical education teachers, playground aides, and teachers are provided mentoring/training, as they need to know that exercise can induce acute episodes for many students with asthma. Exercise in cold, dry air and activities that require extended running appear to trigger asthma more often than other forms of exercise. If a child's doctor prescribes medication to be taken prior to gym class or other physical exertion to help avoid an acute asthma episode; the child's doctor should describe the use of preventive medication in the child's asthma management plan, which is reviewed by the physical education teachers at the beginning of each school year, or if the child's plan changes as well as other applicable staff using PowerSchool.
- It is important for school staff that are responsible for students during physical activity to be aware of those students who have exercise-induced asthma. Staff are provided with this information including regular updates as changes occur so that a child with exercise-induced asthma should be allowed to stop any physical activity if they are having difficulty.

SIGNS OF AN ASTHMA EMERGENCY

SEEK EMERGENCY CARE IF A CHILD EXPERIENCES ANY OF THE FOLLOWING:

- Child's wheezing or coughing does not improve after taking medicine (15-20 minutes for most asthma medications)
- Child's chest or neck is pulling in while struggling to breathe
- Child has trouble walking or talking
- Child stops playing and cannot start again
- Child's fingernails and/or lips turn blue or gray
- Skin between child's ribs sucks in when breathing

Asthma is different for every person. The "Asthma Emergency Signs' above represent general emergency situations as per the National Asthma Education and Prevention Program 1997 Expert Panel Report.

If you are at all uncertain of what to do in case of a breathing emergency, Call 911 and the child's parent/guardian

Michigan Asthma Steering Committee of the Michigan Department of Community Health

ILLNESS OR ACCIDENT

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease. Please refer to the Communicable Disease section of this handbook for further information about this subject.

If your child becomes ill or an accident of sufficient nature occurs, making it necessary for the child to go home, you will be called. If you cannot be reached, we will call the person you designated on your Emergency Medical Authorization form. Please designate an alternate who can reach the school in a short amount of time.

Exclusion of sick children from school is the responsibility of the school administration. Transportation of sick children to their home is the responsibility of the parents or their alternate.

The Registration/Emergency Medical Authorization form that parents completed and returned to the school is kept on file for each child. Please list two different numbers at which you or a designated person can be reached. Please keep the office informed of any changes to the information (address, phone numbers, contact people, etc.) on your child's Registration/Emergency Medical Authorization form.

Please keep your child home if they have symptoms of illness:

* **A fever over 100 degrees**
* **Vomiting two or more times**
* **Diarrhea**
* **Sputum producing cough**
* **Difficulty breathing x Drainage from the nose or eyes**
* **A rash that is spreading**

To promote good health, encourage your child to:

* **Wash their hands often**
* **Keep their hands away from their eyes and nose**
* **Eat a healthy diet**
* **Get enough rest**

HEAD LICE

The Academy, based on MDCH and MDE recommended policies, focuses on the exclusion of active infestations only. Active infestations can be defined as the presence of live lice or nits found within ¼" of the scalp. Nits that are found beyond ¼" of the scalp have more than likely hatched, or are no longer viable.

- Any students with live lice may remain in school until the end of the school day. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If upon examination, the school-designated personnel finds no live lice on the child, the child may reenter the school.
- Any students with nits (farther than ¼" from scalp) should be allowed in school.
- Parents should remove nits daily and treat if live lice are observed.

When a member of school staff suspects a child is infested with head lice, the following procedures should be followed:

- The child will be restricted from activities involving close contact (i.e. Hugging) or sharing personal items (i.e. hats, clothing, brushes) with other children.
- The school Principal will be notified, and the parents will be contacted. Immediate removal of the child is unnecessary. If the child has lice, they probably have been infested for weeks and prompt removal of the child could lead to embarrassment and ridicule. The child will be sent home at the end of the day.
- A letter will be sent home notifying classmates' parents that a case of head lice is suspected and asking them to check all of their children for head lice. The school will also provide parents with a copy of an information sheet on head lice infestation and treatment options.
- Due to the biology of lice, insecticidal treatments to the School are NOT effective and will NOT be done.

Parents have the ultimate responsibility for their children. This includes:

- Assisting in the prevention and management of head lice cases through regular checks of their children's hair and starting immediate treatment when head lice are detected.

More information on head lice may be found online at MDE's website by visiting www.michigan.gov/mde

10 Steps to Keep Ahead of Head Lice

1) Watch for signs of head lice, such as frequent head scratching. Anyone can get lice, mainly from direct head-to-head contact, sharing hats, brushes, etc.

2) Check all family members for lice and nits (lice eggs) at least once a week.

3) Be sure not to confuse nits with hair debris, (i.e., dandruff, hair spray droplets or hair casts). Nits are yellowish-white, oval shaped and are attached at an angle to the side of the hair shaft.

4) Consult a pharmacist or physician before applying pesticides or other lice treatments if anyone involved is pregnant or nursing, has allergies, asthma, or has nits in the eyebrows or lashes. Never use a pesticide or lice treatment on or near the eyes.

5) Consider all of your treatment options. Remember, lice-killing products are pesticides and must be used with caution. If you choose alternative methods, they may not have been studied thoroughly enough to determine long-term outcomes. The only completely safe alternative is manual removal by combing.

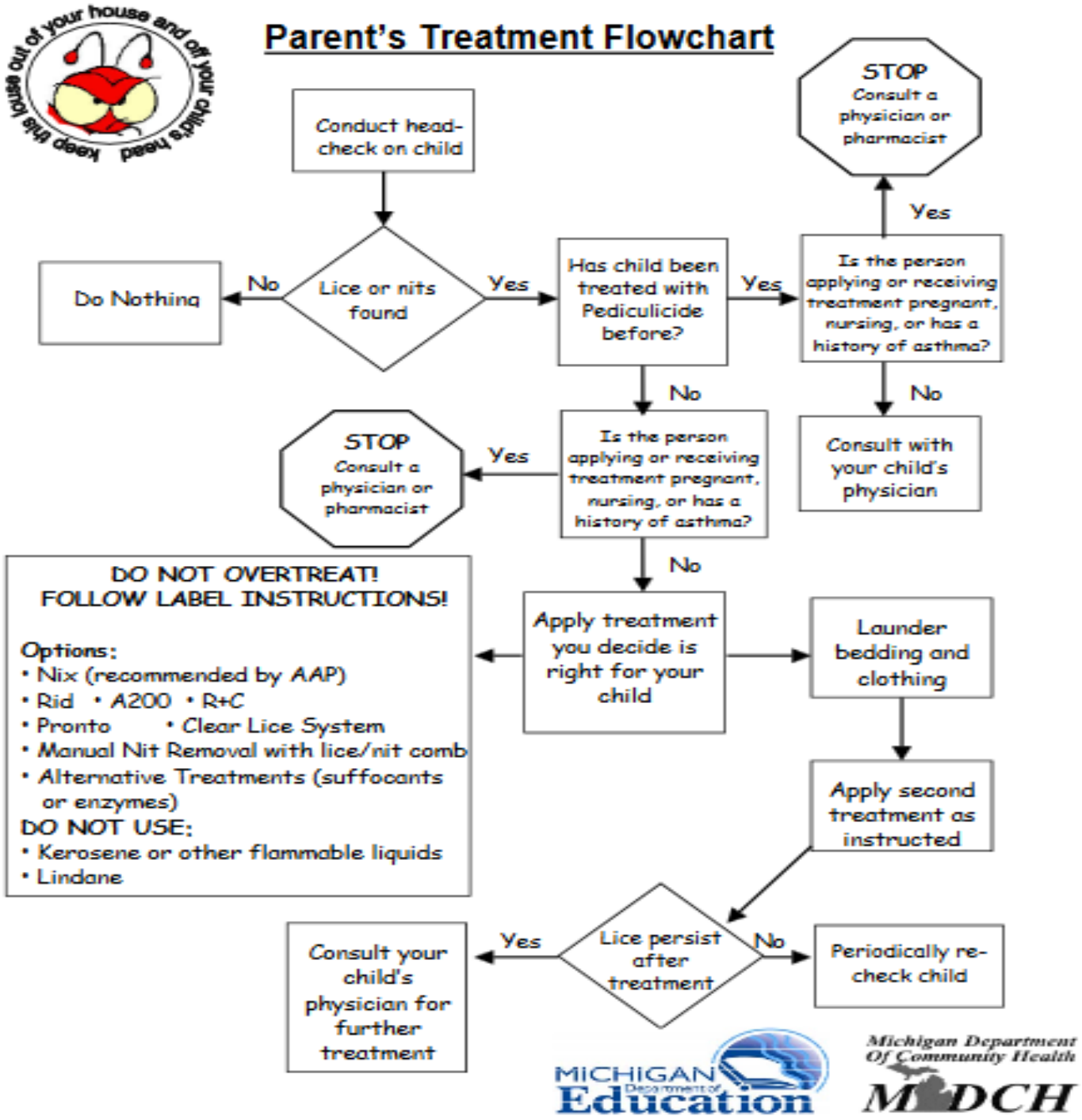
6) Remove all nits. Separate hair sections and remove nits with a lice comb, baby safe scissors or your fingernails.

7) For lice treatment, follow package directions carefully. Use the products over the sink, not in the tub!

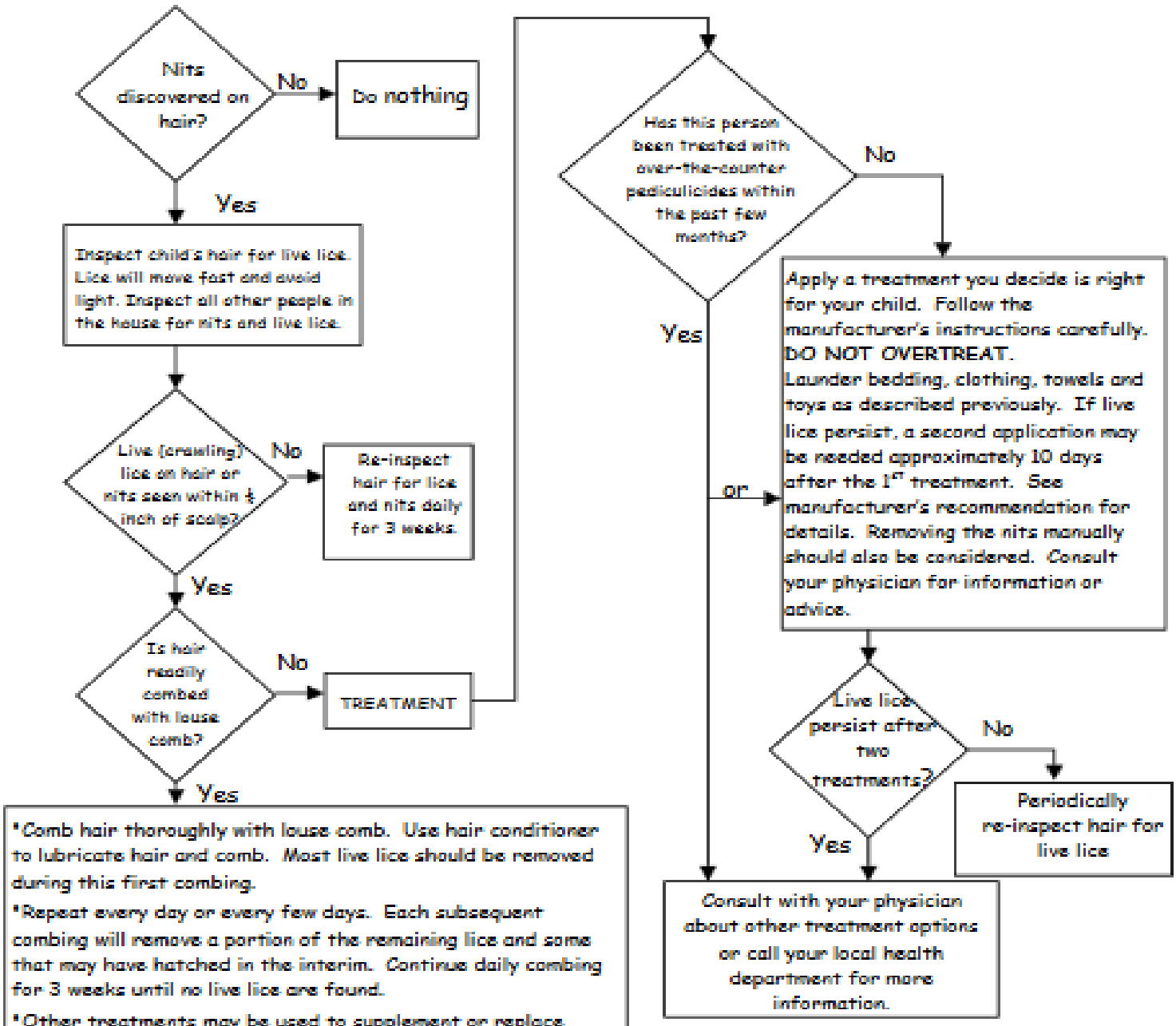
8) Wash bedding and recently worn clothing in hot water (above 130°F) and dry in high heat for 30 minutes. Combs and brushes should be soaked in hot water (not boiling) for 10 minutes.

9) Avoid lice sprays! Vacuuming is the safest and best way to remove lice or fallen hairs with attached nits from furniture, rugs, stuffed animals and car seats.

10) Notify your child's school, camp, child-care provider, play partners, and neighborhood parents. **Check for lice on a regular basis.**


Parent's Treatment Flowchart
keep this louse out of your house and off your child's head
Conduct head-check on child
Lice or nits found
No
Do Nothing
Yes
Has child been treated with Pediculicide before?
Yes
Is the person applying or receiving treatment pregnant, nursing, or has a history of asthma?
Yes
STOP
Consult a physician or pharmacist
No
Consult with your child's physician
No
Is the person applying or receiving treatment pregnant, nursing, or has a history of asthma?
Yes
STOP
Consult a physician or pharmacist
No
Apply treatment you decide is right for your child
DO NOT OVERTREAT!
FOLLOW LABEL INSTRUCTIONS!
Options:
• Nix (recommended by AAP)
• Rid • A200 • R+C
• Pronto • Clear Lice System
• Manual Nit Removal with lice/nit comb
• Alternative Treatments (suffocants or enzymes)
DO NOT USE:
• Kerosene or other flammable liquids
• Lindane
Launder bedding and clothing
Apply second treatment as instructed
Lice persist after treatment
Yes
Consult your child's physician for further treatment
No
Periodically re-check child
MICHIGAN Department of Education
Michigan Department Of Community Health
MDCH

Parent's Flowchart for Managing Head Lice Infestations



Derived from: President and Fellows of Harvard College ©2000
http://www.hsph.Harvard.edu/headlice.html

HOMEBOUND AND HOSPITALIZED SERVICE POLICY

Parents must notify the school when the child is homebound or when plans are being made for a future hospitalization that will result in the loss of more than five consecutive school days. A Doctor's Statement excusing the child from school for illness and the period that the child will be absent from school, as well as when he/she may return to school, is required. Additionally, certification by the attending physician of the student's condition and any limitations that will affect the student's ability to benefit from instruction is required.

Homebound and hospitalized services are designed to help students, who are unable to attend school due to a medical condition, to keep with their studies and to progress as far as possible given their medical condition. The homebound and hospitalized student's teacher carries the curriculum from school to the home or treatment facility to enable students to continue with their studies.

For a student to qualify for homebound and/or hospitalized service, the student must be enrolled at the Academy. The Academy will provide a minimum of two (2) forty-five (45) minute periods per week by a schoolteacher; provide textbooks and other materials related to the instruction, assignments, and grading, as well until the student is released to return to school.

RESPONSIBILITY OF THE PARENT OR CARE GIVER

Michigan law requires children between the ages of 6 to 16 to be in attendance at school.

The requirement is found in Section 1561 of the School Code:

> [1] **Except [for students attending a state approved nonpublic school] every parent, guardian, or other person in this state having control and charge of a child from the age of 6 to the child's sixteenth birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. (MCL 380.1561)**

Parents are responsible, under the compulsory school attendance laws, to ensure the school district is notified when the student is homebound or hospitalized. The parent must provide the name of the attending physician or the hospital and authorize the release of sufficient information to allow the school district to determine eligibility.

1. Provide access to the student's home, and help schedule teacher visits so they do not conflict with medical treatments.
2. Provide an appropriate environment and the necessary supervision for their child to complete assignments.
3. Help the child schedule time for study by ensuring appropriate instructional materials are available on hand.
4. Support the child with the learning activities to the extent possible and as agreed upon with the teacher.

While parents should encourage the child to keep up with schoolwork, they should not do the work for the child. If the parent feels assignments are too difficult, or feels the child does not have the prerequisite skills needed to carry out the assignment, this information should be communicated to the teacher of the homebound and hospitalized services and/or the student's classroom teacher.

STUDENT RESPONSIBILITIES

The students must:

1. Ask for assistance and/or clarification as needed to complete assignments.
2. Attend to the class activities to the extent that they are physically capable.
3. Return materials and supplies after completing assignments.
4. Continue to work with the teacher(s) to do any extra work needed so that the student has minimum competencies needed to complete the subject or grade, after returning to school.

[1] **Adopted from the Michigan State Board of Education Policy on Homework, Michigan Department of Education, Lansing, Michigan 48909, November 1988.**

PHILOSOPHY AND PRINCIPLES OF ASSESSMENT

The assessment policy is aligned with the aspects of our mission statement. It is widely recognized that an effective teacher is the single most important factor in a student's lifelong academic success. The Academy recognizes that teaching, learning and assessment are fundamentally interdependent and therefore we are guided by the following principles, in that assessment:

- Is tied directly to curriculum and instruction through the backward planning model.
- Is an integral part of the planning/assessment/reporting cycle
- Monitors the progress of student learning and achievement, and determines the effectiveness of teaching
- Utilizes a variety of methods
- Should be authentic, balanced assessment system of both formative and summative
- Is constructive and promotes positive student attitudes toward learning
- Informs, enhances and improves the teaching process by taking into account student learning styles, prior experience, current knowledge and interests
- Promotes a deep understanding of subject content and the development of higher order thinking skills
- Provides students and families with clear, real-time picture of student progress on learning goals
- Is incorporated into the learning process and is performance-based.
- Is a catalyst for student and teacher reflection and re-evaluation
- Plays a significant role in the development of Approaches to Learning skills (Organizational, Communication, Collaboration, Problem-Solving, Research/Information Literacy, Reflection)

FORMATIVE AND SUMMATIVE ASSESSMENTS

Teacher(s) will use the MTSS (Multi-Tiered System of Support) model for monitoring student progress. Data will be used to measure, on an ongoing basis, student progress to inform instruction and what teachers are doing to improve student achievement:

- Teachers will use student progress monitoring data frequently (weekly/monthly) to determine student growth or response to instruction;
- Teachers will use progress monitoring data to compare a student's expected and actual rate of learning;
- Teachers will use progress monitoring data to adjust the frequency and/or intensity of instruction;
- Teachers will use progress-monitoring data to evaluate the match between instructional strategies and the students' academic or behavioral needs.
- What this means is students need to actively participate in class and complete their formative assessments so that teacher(s) know the current level of progress and can adjust teaching or provide additional help for students to be able to demonstrate mastery on summative assessments.

Teachers will use 3 types of assessments: Diagnostic, Formative & Summative:

- **Diagnostic Assessments:** Will be used by teachers prior to teaching (pre-teaching) to get to know each students level of mastery or progress at the start of a new unit. Students will be informed about learning goals for the topic or unit, the assessment and criteria used to conclude the unit and see examples or role models of the performances expected of them (non-graded and do not adversely affect students' self-esteem);
- **Formative Assessments:** Will be used by teachers during teaching to provide frequent feedback throughout the teaching unit and students will receive very specific feedback. Lessons will be modified based on the feedback and students will be given opportunities to show they can correct and adjust the quality of their work. This includes learning to self-assess their own work (graded and may adversely affect students' self-esteem if not given sufficient opportunity to practice proficiency before end of unit/summative assessment that impacts final grade) → **PRACTICE MAKES PERFECT!!!**

- **Summative Assessments**: (End of Unit) Will be used by teachers to give students the opportunity to demonstrate knowledge and skills they have learned. Teachers will offer two or more options accommodating various learning styles and targeting different learning goals. Students will be aware of the criteria on which their work or performance will be assessed including the use of Rubrics and will know this information at the start of each unit.

Diagnostic tells us what students know before teaching starts, formative tells us what students learn as we go and summative tells us what you have learned after the lesson is complete and students have taken advantage of all the formatives to practice before the end of unit assessment!

Formative	Summative
AS students are being taught.	**AFTER** students have been taught.
Used by teacher to ADJUST instruction as we go.	Used by teacher to **EVALUATE** student progress.
How are students doing on their journey toward achieving the standard or skill?	Did students reach proficiency on the standard or skill?
Samples: Pretests, Quizzes, Writing Prompts, Story Summaries, Role Play, Demonstrations, Journals, Graphic Organizers, etc.	End-of-Chapter Exams, Statewide Tests, Oral Interviews, Entrance Exams, Projects/Presentations, etc.

STUDENT PORTFOLIOS – THE STUDENT SELF-REFLECTION PROCESS

All students are responsible for maintaining their individual Student Portfolio. The Student Portfolio process involves setting goals in each subject. At the end of each unit report students do a self-reflection and select work samples they are most proud of from each subject. Based on this, they then create goals for the next term in each subject. In this way, students are routinely reflecting on specific assessment tasks and their overall learning.

STANDARDIZED ASSESSMENT PROGRAM

Students and parents/guardians should be aware that students in grades **Kindergarten – 6th** will take standardized tests on **dates specified in school calendar or as may be provided by the Principal and Director of Research and Evaluation**. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the State's standardized tests. Parents can assist their students in achieving their best performance by doing the following:

1. Encourage students to work hard and study throughout the year
2. Ensure students get a good night's sleep the night before exams
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein
4. Remind and emphasize for students the importance of good performance on standardized testing
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils
6. Teach students the importance of honesty and ethics during the performance of these and other tests
7. Encourage students to relax on testing day.

Hamadeh Educational Services, Inc.
P.O. Box 1440, Dearborn, MI 48121
(313) 565-0507 or Fax (313) 565-0705
www.hesedu.com
"Promoting Academic Excellence, Leadership & Cultural Diversity"

2022-23 Assessment Schedule: Noor International Academy

Key: o = Optional R = Required by State or Authorizer R* = Internally Required R** = Required for some teachers/new students

Assessment Cycle - Applicable Grade Level(s):		KG	1	2	3	4	5	6	7	8	9	10	11	12
Kindergarten Readiness Assessment	Must test 35% or 100% of students each fall	o												
World-Class Instructional Design and Assessment (WIDA)	New Student Placement Screener W-APT State Required Assessment	R**	R**	R**	R**	R**	R**	R**	R**	R**	R**	R**	R**	R**
	New Student Placement Screener W-APT State Required Assessment	R**	R**	R**	R**	R**	R**	R**	R**	R**	R**	R**	R**	R**
	Spring Annual Summative - ELL State Required Assessent	R	R	R	R	R	R	R	R	R	R	R	R	R
Fountas and Pinnell	Fall Monitoring Assessment	R*	R*	R*	R*	R*	R*							
	Winter Monitoring Assessment	R*	R*	R*	R*	R*	R*							
	Spring Monitoring Assessment	R*	R*	R*	R*	R*	R*							
NWEA Measure of Academic Progress (MAP)	Fall MAP (RDG/MTH)	R	R	R	R	R	R	R	R	R	o	o	o	o
	Winter MAP (RDG/MTH)	o	o	o	o	o	o	o	o	o	o	o	o	o
	Spring MAP (RDG/MTH)	R	R	R	R	R	R	R	R	R	o	o	o	o
End of Unit/Course Assessments	Spring All Subjects Individualized Education Plans School Data Profile + SIP Goals	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*

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Assessment Cycle - Applicable Grade Level(s):		KG	1	2	3	4	5	6	7	8	9	10	11	12
Student Learning Objectives Assessments (per Goals and Measures)	Fall Pre-evaluation: Specials Instructors	o	o	o	o	o	o	o	o	o	o	o	o	o
	Spring EOY evaluation: Specials Instructors	R**	R**	R**	R**	R**	R**	R**	R**	R**	R**	R**	R**	R**
M-STEP State Assessment	Spring MTH & ELA State Required Assessment				R	R	R	R	R					
	Spring SCI State Required Assessment					R			R				R	
	Spring SOC State Required Assessment						R			R			R	

Subject to ammendements per school, state and/or authorizor requirements

REPORTING PROCEDURES – COMMUNICATING WITH STAKEHOLDERS

POWERSCHOOL PARENT PORTAL

Parents of students who are enrolled at the Academy receive a letter in the beginning of each school year, explaining an online program which is called PowerSchool Parent Portal, and that holds data regarding our students' academic profile. The parent portal option in PowerSchool provides access to parents for means of regularly tracking grades, academic progress, and attendance for their children, as well as keeping posted on school bulletins. Parents can simply log on to ps.niapsa.org.

Parent login access can only be released to parent. In the event that a parent needs login and password re-issued, a written request signed by the parent must be submitted to the main office.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be scheduled throughout the school year (please refer to the school calendar for specific dates). Conference request slips will be sent home prior to the conference dates, to provide parents the opportunity to select a convenient time. However, please understand that due to complications in scheduling, it is not always possible to meet those requests, but every effort will be made to do so.

In the event that a parent/guardian wishes to contact a teacher outside of these scheduled times, he/she may do so by contacting the office to set up a mutually convenient meeting time. Parents must make an appointment to speak with a teacher about a child's progress instead of simply "dropping in." This policy is intended to ensure confidentiality and maintain scheduled educational services.

Because the Academy encourages parental involvement in their children's education, it is important that parents understand that the school welcomes communication, concerns and comments from parent(s) or guardian(s) regarding their child(ren)'s education or problems they may be experiencing in the school. Parents/guardians are requested to follow the preceding guidelines when they wish to speak with administration and/or staff. Parents must make an appointment or contact school before dropping in.

PROGRESS REPORTS

The Academy believes that it is important to keep parents/guardians abreast of their child(ren)'s progress in school. Therefore, we will send out progress reports during the school year, which will contain teacher comments as to how your child is doing, what they need to work on and what they are successfully mastering. It is important that you contact your child(ren)'s teacher(s) if you ever have a question about the Progress Report or want to discuss with the teacher how you might better assist your child(ren) in achieving the expected performance standards for their age and/or grade level.

REPORT CARDS

The Academy will report each student's progress by a Report Card on a yearly basis. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing.

GRADING SCALE & COMMENTS FOR REGULAR CLASSES

The following grade scale is used for students to determine their proficiency:

A	93-100 **4.0**	**C**	73-77 **2.3**
A-	90-92 **3.7**	**C-**	70-72 **1.8**
B+	88-89 **3.5**	**D+**	65-69 **1.5**
B	83-87 **3.3**	**D**	64-63 **1.3**
B-	80-82 **2.8**	**F**	0-62 **0.0**
C+	78-79 **2.5**		

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the school district's English Language Learners programs

For questions related to this program or to express input in the school's English Language Learners program, contact the Building Principal.

SCHOOL TUTORIAL PROGRAMS

We use the Multi-Tiered System of Supports (MTSS) process in identifying students who need to attend our supplemental tutorial programs after school or receive during school tutorial services. Students qualify for services following MDE's at-risk student selection criteria and teachers collaborate with the RtI/MTSS team to determine which students need interventions and for how long, using our RtI/MTSS plan. The After School Tutorial Program is held at the school from 3:30–5:00 PM Monday through Thursday for enrolled students. The programs focus is on Literacy across curriculum and STEM (Science, Technology, Engineering, & Math) skills. Homework assistance is a separate program provided by teachers after school on an as needed basis.

PROMOTION/RETENTION POLICY

The philosophy of our Academy is that all students are capable of learning if given the opportunity. In consideration for grade placement, we review the following:

- Academic Progress: mastery of grade level content expectations, summary test score data, teacher's observation of performance, ruling out of a disability;
- Social/Emotional Development: child's attitude toward school, peer and adult relationships, behavior in a school setting, attention span and task commitment and confidence in school;
- Physical Development: age in relationship to peers in grade level;
- Attendance: gaps in learning due to illness/excessive absences, change in school or other factors contributing to learning problems;
- Alternative Placements/Interventions: previous alternative grade placement (promotions/retentions), interventions that have been attempted (MTSS Tier 2/3 services, support services, etc.)

Practices designed to allow students to be placed at a higher-grade level for periods of time during the day due to their academic progress and instructional needs are in place at our Academy. A child could be double promoted if all of these conditions exist:

- The student has shown evidence of advanced mental age, high intelligence and outstanding academic ability and performance;
- The student's standardized achievement test scores support a double promotion;
- The student's physical maturity has been considered;
- The student demonstrates social and emotional maturity commensurate with the maturity level of students in the grade placement for which the student is being considered;
- Double promotion may be considered when acceleration has been successful.

Students should first be accelerated in the subject/content area where they show their highest ability. Additional subjects may be added if appropriate. The recommendation must be supported by both the professional staff and parents and the student should be involved in the decision-making process and should understand and support the placement.

A child may be considered for retention if a combination of the following criteria exists:

- The retention will benefit the child;
- The child is performing significantly below the grade level;
- The child demonstrates social/emotional immaturity;
- Poor habits, incomplete work and/or excessive absenteeism affects achievement;
- Additional factors may be considered in making a decision for retention. In some situations, it is in the best interest of the student that he/she not be retained, although the student may qualify as a retention candidate.

HONOR ROLL AND AWARDS

The Academy has an honor program that reflects excellence in academics and the intent of our monthly awards is to reinforce good behavior and build students' self-esteem. Our Awards Program includes several honor or award categories during and at the end of the school year.

These awards include the following:

- ✯ Positive Character and/or Citizenship Award
- ✯ Outstanding Attendance Award (Students with less than 5 absences for the entire year)
- ✯ Best Discipline Award "Angel Award" (Students with no tardies and no disciplinary records)
- ✯ Most Involved Parent Award (Parent who attends the most PTC meetings and/or volunteer in the school)
- ✯ Helping Hand Award - Students who participate in community service the most
- ✯ Spirit Award -Students who participate in extracurricular activities
- ✯ Homework and Class Assignment Award-Students who have turned in all work on a consistent basis
- ✯ Best Arabic Speaker Award-Students who consistently speak Arabic in Arabic classes
- ✯ Most Library Checkout - Elementary and Secondary Student who has checked out the greatest number of books
- ✯ Library Happy Helper Award - Elementary Student who helps the most in the library
- ✯ Library Volunteer Award - Secondary Student who helps the most in the library
- ✯ Best Tech Award-Students who use the best or most technical skills throughout the year
- ✯ Writer of the Month - Students who have exhibited effective writing skills
- ✯ Student of the Month
- ✯ Reader of the Month

EDUCATIONAL PROGRAM

The Academy offers a variety of educational programs that comply with the Michigan Core/Merit Curriculum Content and Common Core Standards (HSCE, GLCE and MCF as applicable) recommended by the Michigan State Board of Education. Students will receive instruction in the following areas:

English Language and Literature (Reading/Writing)
Life and Physical Sciences
Social Sciences and History
Mathematics
Physical Health and Safety Education
Career and Employability Skills (MISC)
Violence Prevention/Character Education
Fine and Performing Arts
Computer and Information Sciences
Foreign Language and Literature
Standardized Assessment Skills
Life Skills and Other Electives
Character Building through integration of the Four Pillars

HOMEWORK POLICY

Homework is schoolwork that is assigned and intended to be completed during study time allotted in class or at home as needed at the individual level. There are times when homework may not be assigned to all students based on need and proficiency levels so please refer to your child's agenda/planner to confirm homework requirements. Homework can include tasks that create a readiness for learning, review or reinforce information and skills presented in class, material that expands or enhances knowledge, exercises that combine concepts and ideas into projects, and activities that help prepare for a test or quiz.

Homework is an essential part of education. If the student fails to complete the assigned homework, the student may be subject to the disciplinary actions given at the discretion of the classroom teacher, but may not be punitive on the child's academic achievement (for example, loss of points, loss of credit, detention, etc.). A copy of each teacher's classroom rules regarding homework will be posted in their classrooms and also be available in the office.

Homework may be written, study, memory or research-type work. A teacher may send papers home for parents' observations and the parents' signature(s). These papers are to be signed and returned the next day.

The Academy encourages all parents/guardians to assist their children with homework in the following ways:

1. Set a regular homework time for your child that is at least one-hour long.
2. Designate a "homework place" in the house where the child will be comfortable and free from noise and other distractions.
3. Ask your child each day after school what homework they have been assigned.
4. Send a note to your child's teacher the following day for any questions you may have regarding your child's homework, or if there is an acceptable reason, why your child was unable to complete that night's assigned homework.
5. Praise your child often for trying, even if they sometimes have difficulty completing homework. Reward them for sticking to the homework schedule.

Always get in touch with your child's teacher if you have questions regarding your child's progress. All schoolteachers will require identical homework paper headings written in the upper right hand corner of the paper as applicable and assigned:

Your Name
The Date
The Class Period
The Assignment

ACHIEVEMENT CAMPERS PROGRAM – ACP

The Academy strives to provide each student the tools necessary to succeed. Eligible students that require additional assistance on their school and homework can attend the after school-tutoring program, also known as ACE, available Monday through Thursday, from 3:30 PM to 5:00 PM for students in grades K to 6. Additionally, eligible students in grades 6th may opt to join a homework club to receive additional assistance from their teacher(s) after school, from 3:30 PM to 4:30 PM or as scheduled by their teacher(s).

ASSIGNMENT BOOK (PLANNER/PASSPORT)

All students in Grades 3-6 are to have an assignment book with them every day of school day. It is the students' responsibility to write his or her assignments in the plan book, follow up with homework and other work assigned, and share with parents and teachers.

K-5th: All Students in grades K-5th will have an opportunity to receive summer packets from their classroom teachers upon communication and request from the teacher.

SCHOOL BOOKS, RESOURCES AND SUPPLIES

SCHOOL BOOKS - STUDENT RESPONSIBILITY

Books are classroom resource tools of learning and are becoming increasingly expensive for the school to purchase. Teachers will issue student textbooks, trade books and/or other materials for the school year. These items are loaned to the student for that period of time. Once textbooks and/or library books are checked out to a student, the student becomes financially responsible for the condition and return of those books (with the exception of consumable workbooks). We do not expect students to deface schoolbooks in any way. Books should be covered and kept clean. At the time of issue, school personnel will note the condition of the book(s). The student will be expected to pay for any damage other than typical wear from use. If the book (or item) is not returned at the end of the school year for which it was issued, the parent/guardian must pay for it. If the book or item is returned in poor condition (damaged), the parent/guardian must pay a damage fee.

SCHOOL SUPPLIES

Students are required at the discretion of the teacher to bring the following items to school:

1. At least five sharpened pencils;
2. At least two ink pens;
3. Notebook and plenty of loose leaf paper;
4. A standard pocket dictionary;
5. At least five folders;
6. pencil sharpener with container (non-electric);
7. compass, protractor (5th grade and up);
8. Other supplies may be required at the discretion of each teacher.

MATERIALS

Students are expected to have materials, such as books, notebooks, and sharpened pencils, or pens, at the beginning of every class. Detentions may be given for not having expected materials. Student must carry a student planner with them at all times.

LIBRARY/MEDIA CENTER

Library personnel are responsible for the management of the library. Availability of reference materials will be arranged and assistance to students and teachers will be provided as needed. Teachers will help students find information and maintain discipline. Students are required to follow library procedures and guidelines.

USE OF LIBRARY BOOKS

If a book is lost, a replacement fee must be paid. If the book is later found and returned, the money will be refunded less the overdue charge and any additional fees. A fair charge will be made for damage beyond normal wear. Fines can be avoided by accepting responsibility for the care of borrowed material.

Teachers are asked to follow the same rules for personal use of library materials as the students. Books and/or reference materials may be placed on temporary reserve for pupil use. Reminder of proper library rules: PLEASE BE QUIET AND WORK RESPONSIBLY!

The Academy offers a variety of services, which include a Bilingual Instructor and Coordinator, Resource Room Teachers, a school Psychologist, Social Worker and Counselor, a Speech Pathologist and teacher assistants/paraprofessionals where needed whose goal is to service students with special needs. Individualized instruction is offered across all areas of the program. Auxiliary services include special education instruction for students who have been evaluated and have had IEP's and were recommended to receive the services. Students who are suspected of being in need of special education services are provided with equal educational opportunities and are evaluated for potential need of special education services.

FUNDRAISING/SALES AND SOLICITATION

All fundraising activities must be approved by the building Principal and school Superintendent. Students, staff, and organizations may submit requests for approval of such projects to the Principal and Superintendent. Activities coordinators assume full responsibility of supervising the fundraising activity; they also must report and comply with accounting guidelines and procedures. All staff must refer to the Staff Handbook for further guidelines and detailed information. Additionally, all appropriate documentation and forms required must be maintained per the noted guidelines. Parents may only fundraise with special written permission from the Principal and/or Superintendent and must follow the same fundraising guidelines as the staff. In addition, all items sold must comply with the State Wellness policy guidelines and Academy adopted Wellness Policy. Please see the Food Service Coordinator for additional information.

No solicitation by students/staff for any purpose other than school related activities may be allowed. No person, including those employed by the Board, will be permitted to solicit business from, or conduct personal business with a teacher during school hours; neither will the student be permitted to approach teachers about appointments in school or on the grounds during school hours.

No person except those approved by the Superintendent and/or Principal shall be permitted to enter any school for the purpose of selling to students, or school personnel.

Advertising matter seeking contributions from teachers or students shall not be displayed on or about school buildings unless for educational or charitable purposes approved by the Superintendent or Principal.

The Superintendent or Principal must approve free advertising materials before distribution to students.

Students may not sell any items at the school or school functions unless they do so for school-sponsored fundraisers or with the written permission from the Principal or his/her designee. If any student is caught selling items for personal gain, he/she will face disciplinary action.

FOOD SERVICES

The Academy's Food Services Program is administered through the NSBP (National School Breakfast Program, and NSLP (National School Lunch Program). Both programs are conducted thru the United States Department of Agriculture (USDA) (AD-475A**)**. The Academy has a satellite kitchen where meals are received by the food service vendor and prepared for service by Academy staff. All meals are 100% Halal. The Academy strives to provide students with a menu

that promotes diversity, meets the latest healthy school food requirements and expands the students' knowledge of the wide variety and importance of various food options.

BREAKFAST:

Breakfast is served daily from 7:30 AM to 7:50 AM. **Breakfast prices for students** are $0.30 for reduced price meals and $1.50 for full price. The price for adults Breakfast is $3.00.

LUNCH:

1. **Free lunch** is available to students, **who qualify**.
2. **Reduced lunch is at a cost of $0.40 per meal**. To qualify for free or reduced lunch, parents **must** complete a form. The student price for a paid lunch is $3.50 per meal and must be paid prior to each meal being served to students. Students who do not have a credit balance for lunches or have money with them to pay for lunch on each day lunch is served will be offered an alternative meal. The price for adults is $6.00.

Lunch Times are as follows:

10:45 am - 11:11 am	**1st Lunch Period**
11:16 am - 11:47 am	**2nd Lunch Period**
11:52 am - 12:18 pm	**3rd Lunch Period**

We encourage parents to pre-pay for their kids' meals. Federally funded programs cannot accrue debt. Therefore, students are not allowed to charge lunches. Please make sure your child has a lunch OR lunch money every day.

To qualify for the Free or Reduced lunch program, students and parents must complete the meal eligibility forms available thru the Academy's main office. The forms as well as the letter explaining the eligibility requirements are available to parents in English and Arabic. Parents who need to have the forms in alternative formats are encouraged to contact the Lunch Program Director.

Each student has a scheduled lunch of approximately 30 minutes. Students are directed to stay out of the classroom and carpeted areas during their scheduled lunchtime. Food may not be taken out of the cafeteria or lunch area. Students are responsible for disposing of food and garbage appropriately. Please note that only one meal is served to students, additional items can be purchased. Students should remain in their seats. Students must raise their hand to get out of their table and dispose trash, restroom, etc. All children have equal access to the Food services and facilities at the Academy regardless of race, color, national origin, sex, age, or disability.

The Academy strives to provide the students with highly nutritious and balanced meals and snacks that promote healthy cognitive and physical growth. Parents are asked to send healthy items per the School Wellness Policy with their children to eat for lunch and/or snack. Unhealthy food items, such as, but not limited to, chips, cookies, sugar foods and drinks, etc. may be taken away from the children and kept for the parents to pick up at the end of the day with the administration. Parents may obtain a copy of the school's wellness policy from the Academy's main office or visit the academy website.

FOOD SERVICE GATHERING AND EXTRACURRICULAR ACTIVITIES DURING COMMUNICABLE DISEASES:

The Academy prohibits assemblies that bring together students from more than one classroom. The following are to be suspended while in Phase 4:

1. All indoor assemblies
2. All indoor activities that bring more than 50 students
3. All off-site field trips that require bus transportation to an indoor location

Extra-curricular activities may continue as long as all guidelines are being met:

1. Wearing facial coverings at all times
2. Practice social distancing (6ft apart)
3. Wiping down of all equipment (if applicable)

4. Temperature checking of all students prior to the meeting, any student with a fever will need to be reported and follow Academy policies in reference to students who have high fevers.

Recess and outdoor areas will:

1. Outdoor areas may be used for students to eat meals (with the practice of social distancing)
2. Recess, when approved, can be conducted ONLY outside with appropriate social distancing and cohort of students. If more than one class is out at a given time, students have the option to wear a facial mask. The two classes must be on complete opposite ends of one another.

Breakfast/Lunch Time

Noor International Academy offers meals through the National School Breakfast and Lunch programs. Food service meals (breakfast and lunch) to all ENROLLED students within the district. The Academy participates in the CEP (Community Eligibility Program – and meals are made available at no cost to the students. The meals are 'grab and go' breakfast and lunches and are distributed at Noor International Academy (37412 Dequindre Road, Sterling Heights, MI 48310) in the staff/student parking lot for remote learners and in the cafeteria or classroom for blended learning students.

Lunch Procedures:

1. Cafeteria staff use barrier protection including gloves, face shields, and surgical masks
2. Students, teachers, and food service staff sanitize and/or wash their hands before and after lunch
3. Students come into the cafeteria and sit down (social distancing to the extent possible is to be enforced). Lunch is brought to each student, instead of students waiting in a line.
    a. For meals that are served in the classroom, the cafeteria staff brings the food to the classroom. The teacher in the room supervises students. Once all meals are done, students toss their food in a large garbage bin that is located outside the room. At that point, the teacher sends out students (following social distancing guidelines) to go to the restrooms and wash and/or sanitize their hands.
4. All school supplied lunches are delivered and supplied with disposable utensils.

LOCKERS POLICY

LOCKERS ARE SCHOOL PROPERTY:

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school Principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school Principal or his/her designee.

LEGITIMATE USE OF SCHOOL LOCKERS

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school Board policy or the public school Principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school Principal or his/her designee.

SEARCH OF LOCKER CONTENTS

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the Board authorizes the public school Principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The public school Principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school Principal or his/her designee shall supervise the search. In the course of a locker search, the public school Principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

SEIZURE

When conducting locker searches, the public school Principal or his/her designee may seize any illegal or unauthorized items, items in violation of school and Board policy or rules, or any other items reasonably determined by the public school Principal or his/her designee to be a potential threat to the safety or security of the pupil or others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school Principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school Principal or his/her designee of items removed from the locker.

HALL PASSES

Any student in the hallway will be required to have a hall pass, which notes the student's name, time, date, and where the student is going at all times. The goal of the administration, with the help of the faculty, is to limit the number of students out of class and in the hallway. If a student is caught in the hallway without a pass, he/she will be escorted back to class or taken to the administration. Detention or suspension may be issued after investigation has taken place. **All 6th grade students are required to use a planner as a hall pass.** With adoption of an electronic attendance system, students may also be required to electronically sign-in/out in addition to use of hall passes.

STUDENT ID CARD POLICY

The purpose for a "student ID card" is to ensure that each student is readily identified as a student of the Academy and to identify and exclude those individuals who have no legitimate business on campus during school hours and/or school activities. It is mandatory for students to carry the ID with them at all times while on school grounds. The ID cards also serves the purpose for use in the School Breakfast and Lunch Programs. Students will show their ID to the Food Department Personnel while in the lunch line.

LOST/STOLEN ID CARD – It is solely the responsibility of the student to account for the whereabouts of his/her ID card. Any lost or stolen card should be immediately reported or to the Main Office. A new ID card will be issued at a cost of $5.00.

Also, per the requirements of MCL 380.1893 which will take effect on October 15, 2021, the Academy will comply with for all student ID cards used this school year. **The law requires that districts print the phone number of a suicide prevention hotline on student IDs for grades 6-12.** The hotline will be a local, state, or national suicide prevention hotline telephone number that can be accessed for use 24 hours of each day and 7 days of each week by pupils who attempt to utilize the hotline telephone number. The Academy Superintendent is working with the ID vendor to comply.

The Department of Health and Human Services is required to produce information on suicide prevention that districts are encouraged to display (also in the law). You can visit the DHHS website for more information on this topic.

To read the full law, click here.

EXCURSIONS, CURRICULUM FIELD RESEARCH PROGRAM & FIELD TRIPS

FIELD TRIP REQUIREMENTS

During these unprecedented times in Phases 1-5 and as things continue to be fluid. All field trips for indoor activities will not be held during the school year. However, under normal circumstances when we return to Phase 6, regular school policies apply. Students considered for attending any Field Trip sponsored by the Academy must be eligible based on the following criteria: Teacher/administrative recommendations based on academics, behavior, citizenship, and/or improvement in the areas mentioned. Also required, is a signed field trip permission form from a parent or guardian and payment for the cost of the trip if applicable.

During School field trips, all students are required to wear school uniform dress code. Pre-Authorized free dress day will be approved by administration.

Often the curriculum incorporates excursions and field trips. These activities will be educational in nature and related to the curriculum and content of the course of study. The field trip activity form will be used for all field trips and excursions.

Each classroom teacher will comply with the academy field trip policies and will establish definite guidelines and systematic procedures for such trips to ensure the students safety and compliance with the academy policies. All school field trips and transportation must be preapproved by the principal and Superintendent. Field trips that are rescheduled must be treated as new field trips and must be treated as a new trip with new approvals required from the principal and superintendent. The school will ensure that students have adequate supervision on trips. Every attempt will be made to provide experiences for students which are not overly costly, nor which might take away from valuable class time on campus. Overnight field trips (except for retreats) will be avoided.

All chaperones planning to attend the field trips must be at least twenty-one (21) years of age and be affiliated with the School as a parent, school volunteer, part-time or full-time employee, Board member, and any other person authorized by the Principal. All parent volunteers, legal guardian volunteers or chaperones must complete a Volunteer/Chaperone Packet and Screening in the school main office at least 48 hours prior to any volunteer/field trip activity.

While on field trips, all the Academy students are to be respectful and dignified. The students represent the school while away from campus and their actions and behavior represents the entire school body. Students are to follow directions of personnel, stay with their group at all times, and keep the faculty member in charge informed regarding problems. Student misbehavior will not be tolerated on the bus or during the activity. Any major violation or defiance of personnel will result in the parent picking up the student and driving the student home from the activity.

OVERNIGHT FIELD TRIPS

All request(s) for overnight field trips should be forwarded to the Office of the Superintendent.

The following items should be questioned and tracked when planning an overnight field trip:

- Any medical needs of the student that should be brought to the attention of the person in charge
- Permission to give treatment (medical, hospital, etc.)
- Directions for parent or guardian in case of an emergency
- Outline of emergency steps emergency (availability of nurses, paramedics, etc.)
- A brief narrative (attachment) outlining objectives justifying the nature and importance of the trip

OUT–OF–STATE FIELD TRIPS

Because not all essential learning occurs at school, HES considers field trips that are out-of-state field trips as possible desirable and integral part of the Academies' educational program when instructional is goal.

Teachers and/or administrators may include and submit request(s) with recognition to the curriculum and the following procedures are followed:

1. There shall be **NO** planning with students, parents, or other groups including fundraisings activities or transportation and/or housing reservations made, confirmed or fees paid for without the prior approval of the Principal and Superintendent.
2. Requests must be presented to the principal and submitted to the Superintendent well in advance of the date of departure to allow ample of time to consider the request.
3. All trips of such must be properly planned and must relate to the curriculum of the grade level/students participating in the trip.
4. Each request must include all, but not limited to, the following information:
    a. Sponsoring Organization – PTC, Social Committee, Special Arts, etc.
    b. The nature of the program
    c. The number of days the students will be required to be away
    d. The method of financing the trip

e. The necessary accommodations of the trip: lodging, food, identification, insurances, liability, chaperones, etc.

f. The mode of travel; ground, air, ferry

g. Trip permits signed by parents or guardians are REQUIRED for each student participating.

h. All trips must be chaperoned by school personnel. The use of spouses or adult relatives should be limited. Parents' assistance is encouraged.

i. A through and complete report must be submitted to the principal and Superintendent immediately if there is an accident, incident or unusual occurrence on the trip.

j. No private vehicle(s), including vans, limos or party buses, should be used to transport any student to school related events. All students attending must begin the trip on the assigned approved means of transportation and must return on the same assigned approved means of transportation.

Please refer to the Field Trip Guide Handbook for further inquiries.

STUDENTS NOT ATTENDING FIELD TRIP

Student's not attending field trips must attend school as scheduled unless proper documentation is provided for illness or other emergency circumstances.

TRANSPORTATION/PARKING/BUSING

The main office staff needs a list of those persons who are authorized to transport each student. The student's parent(s)/guardian(s) need to update the Academy's faculty and staff about any changes in transportation routines and/or authorization, before they can be implemented

The staff of the Academy is prohibited from transporting students in any personal vehicles. Transportation of students by a staff member in any personal vehicle will be the staff member's personal responsibility. The School Board of Education or Hamadeh Educational Services, Inc. (HES) will not be held liable for any independent action of a staff member that is not authorized or permitted by the School Board of Education or the HES's President in writing to transport students.

BUS POLICY

Students are allowed to ride school buses to an organized school event, or attend a meeting as long as the student has the school's field trip request form signed and returned by parents. The trip must be pre-approved through the school Principal. Family members, guests, chaperones may not ride the bus for any activity without prior authorization from the Principal. All students, staff, chaperones, and volunteers must have a valid completed Student Activities/Transportation Waiver form, Staff Voluntary Activities/Transportation Waiver Form, or Parent/Adult Activities/Transportation Waiver Form on file with the main office for the current school year.

Teachers /Chaperones will need to be assigned seating at the 10 to 1 ratio for all field trips (K-5) with the exception of Pre-K, which is a 5 to 1 ratio assigned seating, by the driver. This means that a teacher/chaperone will need to sit in a seat following the ratio number based upon the grade group as required by law and assigned by the driver. This will allow the bus driver to focus on driving the bus in a safe manner without interruption from other pupil that may jeopardize the drivers focus on safety and security.

BUS RULES

Students who ride the bus must comply with the bus rules as follows:

The bus driver is in charge. The relationship between the driver and each rider on the bus is the same as between the teacher and students in the classroom. Students must obey the driver respectfully and promptly. The student's right to ride the bus depends upon good behavior and the ability to follow school policies. The bus driver will notify the school administration for any repeated violation of the rules or policies. Drivers will not tolerate bad conduct, back talk or defiance. Offending students may lose the privilege to ride the bus in the future.

The bus driver may assign the students to specific seating. Classroom conduct, as defined in the Rules and Regulations of Conduct, must be observed while on the bus and while Boarding or leaving it. Throwing objects on or off the bus is not permitted. Students must not drop paper or other rubbish on the bus floor or out of the windows. Students are expected to help keep the bus clean and orderly.

Bus windows must not be lowered unless a teacher or driver gives permission. Students must not extend their hands and arms out of the window and must not shout at or make gestures at passing traffic or pedestrians. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.

Do not move from one seat to another while on the bus. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed. Enter and exit the bus only when the bus is fully stopped.

Use emergency door only in an emergency. In the event of emergency, stay on the bus and await instructions from the bus driver. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.

Athletic footwear equipped with cleats or spikes are not allowed on the bus.

Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.

Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated. Eating is not permitted on the bus. Parents will be liable for any defacing or damage students do to the bus.

Students or authorized Parents using the bus for transportation MUST ride the bus to & from the field trip.

Students may not be allowed to ride the bus if they become a safety issue, disturbance to the bus driver (Rude, noisy, or uncooperative). This poses a safety issue that affects the student, others on the bus as well as others outside the bus. In the event a student's behavior becomes a safety issue, the administration will contact the parents to take the child to the activities or home, depending on the violation.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

TRAVELING TO OUT-OF-TOWN CONTESTS

Students traveling to out-of-town contests as a member of an athletic team, cheerleading team, or any other school-sponsored organization must use the transportation provided by the school in order to participate unless authorized in writing by the Director of Athletic Program.

Students riding buses to school activities are required to return on the bus unless the parents or guardians request that their child ride home with them. Students shall only be released to their parents and any other exceptions must be made prior to the event with the school administration. If a pep bus is taken to an out of town contest, the student will be required to ride back on the bus.

FACILITIES AND SERVICES

CARE OF FURNITURE, BUILDINGS AND GROUNDS

Taking pride in the appearance of the school grounds and buildings is essential in establishing a pleasant, wholesome atmosphere. Each student should assume the responsibility to see that lunch paper, wrappers, pop cans, and all forms of trash get into the proper rubbish containers. Students who damage or destroy any school property will pay for the cost of repair or replacement of the items.

BULLETIN BOARDS AND POSTERS

Bulletin boards are assigned for the use of particular student groups and for school-wide purposes. Those assigned bulletin board space, whether in homeroom, classes, corridors, cafeteria, etc., are responsible for keeping the boards neat and current. Posters and other notices must be approved by the Principal or delegates - in some cases, the Dean of Student Affairs ("DSA"). There will be showcases assigned directly to the department coordinators (Library, National Honors Society, Athletic Department, Academics, and Administration). Any type of vandalism, such as writing and/or destroying of school property, will result in a 1-3 day suspension and payment to replace item damaged.

SCHEDULING OF FACILITIES/ACTIVITIES

The building or facilities of the school will not be open to students at any time unless there is a faculty member or authorized adult supervisor present (weight room especially). All facilities, materials, and equipment must be approved for use by the school administration. All school activity proposals must be approved by the Principal and Superintendent.

ADMITTANCE TO THE BUILDING

Students must enter by the designated door(s) only. Students will be admitted to the building before school starts by 7:30 AM in cases of inclement weather. Students are not to leave the school building during the school day unless accompanied by a teacher, administrator, authorized staff person or parent/guardian. If a student does leave school grounds without permission, he or she will be considered skipping and will face disciplinary action.

EXIT AND ENTRANCE DOORS

Students are not permitted to open any doors for anyone who wants to come in to the school building. This is for the safety of our students, staff, and guests. All guests that want to come into the building are required to call the office to be buzzed in. Students, staff and guests are not permitted to barricade the doors as this poses a safety issue.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the Main Office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag, identifying them as a guest, and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the Main Office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him/herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

K-2: Visitors including parents are reminded to exit the building immediately after dropping students off in cafeteria. This will allow for a safer transition of students in the hallway. School building doors will be opened at 3:15PM to allow parents in for pick up at dismissal.

SCHOOL CODE OF CONDUCT

DISCIPLINARY POLICY AND PROCEDURE

I. PHILOSOPHY

The philosophy on discipline emphasizes a positive approach, in which the student is gradually led towards self-discipline. Students are expected to behave in a respectful way towards their teachers, adults, their classmates and towards the property of others. Students will be approached in a respectful manner and asked to comply with the standards of behavior.

The Academy is committed to creating a safe and nurturing environment for every child. We are equally committed to help our students grow into healthy, happy, responsible adults. It is also a worthy goal that all students possess a clear understanding of how their actions affect others. When a child acts in thoughtless or a harmful ways, the entire community suffers. Our goal is to discourage misbehavior and encourage the student to do better in the future. Conflict resolution will be an integral part of our program. The Academy's Student Discipline Guidelines are based upon a philosophy of respect:

1. Respect for all human beings.
2. Respect for the guidance provided by teachers, staff, volunteers and parents.
3. Respect for the Earth and all living things.
4. Respect for all school and personal property.
5. Respect for our school community.
6. Respect for our neighbors.

II. INTRODUCTION

All students who attend the Academy will be expected to follow all school rules and regulations. The purpose of these rules and regulations is to provide an atmosphere that is conducive to learning and to prevent behavior that

interferes with the academic progress of the students. Rule violations will result in sanctions according to the nature and number of violations.

III. EXPECTATIONS

1. Students come to the Academy to learn.
2. No coats, purses or hats are allowed in the classrooms or offices.
3. No radios, electronic games, beepers, and/or electronic paging devices are allowed to be used on school property.
4. No food, gum or beverages are allowed except those provided by the Academy or those brought to school as part of a sack lunch.
5. Students must have a pass to go to the restroom, drinking fountain or administration office.
6. Students are responsible for keeping the area around their desks clean.
7. Students are only allowed to use the telephone in the presence of a staff member and when given permission.
8. Students will be responsible for the cost of repairs or replacement of any damaged property or equipment if the student inflicts the damage.
9. Students must remain in their assigned seats at all times unless given permission by the teacher.

IV. GENERAL PROHIBITED RULES

In general, students are expected to behave in a safe, reasonable manner at all times. Appropriate conduct is expected in the classrooms, hallways, lavatories, offices, buses, cafeteria, outside on school grounds and away at school events.

1. Each student is expected to respect the rights and property of others. Disrespectful behavior and/or attitude towards others will not be tolerated.
2. Disruptive behavior such as running, loud and/or abusive language, scuffling and playing games is not permitted.
3. Students may not throw any objects unless it is part of a supervised program conducted by a staff member.
4. Radios, iPods, MP3 Players, CD Players, walk-mans, electronic games and toys are not permitted unless approved by the teacher and principal for classroom instruction only.
5. Gambling in any form is prohibited in the school building, and on school grounds at any school function, or on off-campus sites.
6. During the school day, (7:55 AM until 3:15 PM) students may not be in the halls or lavatory without a pass except during passing time.
7. Upon arrival to school grounds, students may not leave school without permission.
8. Skipping or leaving a class during the school day is not permitted. Students engaging in such activities will be considered truant. The teacher will notify the main office staff immediately who will contact the student's parent/guardian. Disciplinary action will be taken.
9. Failure to follow the directions of administrators, school staff, and/or parent volunteers will not be tolerated.
10. The opening and closing of windows/blinds and sitting on windowsills are prohibited. Students are prohibited from throwing anything out of any building window(s).
11. Glass containers are not allowed in the building.
12. Playing pencil breaks or breaking lunch utensils/silverware is strictly prohibited.
13. All consumption of food and beverages is limited to the cafeteria unless otherwise approved by a staff member.
14. Chewing gum is prohibited.
15. Sunglasses are not to be worn in school.

16. Cigarettes and any other tobacco products as well as smoking of electronic, “vapor”, or other substitute form of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance are prohibited in the school building, on school grounds, at school functions or at off-campus sites.
17. Possession of obscene material or pornographic literature in any form is strictly prohibited.
18. Any form of student protest that disrupts the educational process is prohibited.
19. Verbal abuse, including but not limited to, profanity, name-calling, and gestures designed to create a disruption or incite violence is prohibited.
20. The Academy reserves the right to handle all cases not covered by these guidelines at the discretion of the Principal, his/her designates or staff as delegated.

DISCIPLINARY PROBATION OR CONTRACT

A student who has repeatedly been referred to the Dean of Student Affairs ("DSA") for minor infraction of school rules and regulations may be placed on disciplinary probation. A referral is considered a warning and may have some extended service/detention requirements connected to the referral. After having been warned regarding her/his behavior, the DSA will meet with the parents and student and set the terms of the probation. Referrals generally are associated but not limited to the following:

1. Continued disruption of class;
2. Open persistent conflict with the authority of the teacher or other authority;
3. Persistent talking, eating in class;
4. Smoking or possession of tobacco products or other substitute forms of cigarettes or lighted or electronic smoking devices on campus during school activities;
5. Habitual use of profanity/vulgarity;
6. Academic dishonesty/plagiarism or offering another person’s work as one’s own;
7. Repeated violations of the dress code;
8. Chronic lateness to school/classes, failure to show up for disciplinary detention;
9. Other serious violations as determined by the school.

Students on probation will be placed on a Behavior Modification Plan and must receive marks from teachers depending on the situation at hand (daily, weekly), in order to have the probation lifted at the end of a marking period.

Any student on Disciplinary Probation will not be allowed to participate in extra-curricular activities for the majority of time while on probation. Generally, probation lasts for one-half the school year. If a student continues to violate any school policy after being placed on a Behavior Modification Plan, he/she will be subject to expulsion.

NON-DISCIPLINARY CAUSES FOR SUSPENSION, EXPULSION, RECOMMENDED TRANSFER

The following are non-disciplinary causes for suspension, expulsion or recommended transfer:

- Uncooperative or destructive attitude of parents or students;
- It should be noted that parental action(s) can be the basis for the asking a student to either withdraw or be expelled;
- Any parent, guardian or other person, who instigates, insults or abuses a staff member of the school, in the presence or hearing of a pupil, is guilty of a misdemeanor. School will take the necessary precautions of the removal of the individual and police will be contacted;
- Any person who is suspected of disturbing the learning environment and daily function of a staff member will be subject to a misdemeanor and removal from school grounds for a period of time to be determined by the school Principal and Superintendent.

- If the staff member is insulted or abused by any person in the presence of other school personnel on school premises, on public ways adjacent to the school or at another place where the staff is assigned, that person is also guilty of a misdemeanor.

HARASSMENT

Harassment means any threatening, insulting or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or Academy employee that:

1. Places a student or Academy employee in reasonable fear of harm to his/her person or damage to his/her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
3. Has the effect of substantially disrupting the orderly operation of the Academy

UNACCEPTABLE GESTURES AND BEHAVIOR

Harassment, intimidation or bullying would include gestures or written, physical or verbal acts that are reasonably perceived as being motivated by a student's religion, race, color, age, national origin, sex, sexual orientation, disability, social-economic status, height, weight, or by any other distinguishing characteristic. This violation may be grounds for long-term suspension and request for expulsion.

RACIAL HARASSMENT

The Academy does not tolerate racial harassment.

It is analyzed by the following two standards:

- Different Treatment: Unwanted behavior based on a student's race or color interferes with or limits the ability of a student to participate in or benefit from services, activities, or privileges.
- Hostile Environment: Racially based behavior that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment (unwelcome, repeated, and causes harm). May exist even if student's grades do not drop; he or she does not have to withdraw from school; nor does an employee have to suffer an emotional breakdown.

CONSEQUENCES FOR THREATENING/ INTIMIDATING/ SEXUAL/ RACIAL HARASSMENT

The threatening, insulting, dehumanizing gestures or intimidation of any person shall not be tolerated. Penalty for attacking, threatening or intimidating another student or school employee will result in suspension or expulsion from school. The threatening of a public employee is a Class D felony that may be punishable by law. All threats, real or in jest, may be reported to the police.

SEXUAL HARASSMENT

It is the policy of the Academy to maintain a learning and working environment that is free from sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended in 1991, and is against the policies of the Academy Board of Education for any employee, male or female, to sexually harass another employee, male or female, or student through conduct or communications of a sexual nature. It shall also be violation of this policy for students to harass other students or employees of the school through conduct or communications of a sexual nature. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities. The Equal Employment Opportunity Commission (EEOC) has issued regulations stating that sexual harassment is unlawful. Sexual harassment will not be tolerated in the workplace.

Sexual harassment is defined in the final Rule as conduct on the basis of sex that satisfies one or more of the following:

1. **An employee conditioning the provision of an aid, benefit, or service of the public school academy on an individual's participation in unwelcomed sexual conduct**
2. **Unwelcome conduct that a reasonable person would find to be severe, pervasive, and objectively offensive denies a person equal access to the Academy's education program or activity**

3. **"Sexual Assault" as defined in the Clery Act (20 U.S.C. 1092), and "dating violence", domestic violence" and "stalking as defined in the Violence Against Women Reauthorization Act of 2012**

If an individual's allegations do not rise to the level of "sexual harassment" as defined in the Final Rule, the formal complaint must be dismissed. The infraction, however, may still be a violation of the Student Code of Conduct or Title VII.

For more information, visit the following link http://www.niapsa.org/non-discrimination-policy/

Conduct constituting sexual harassment may take different forms, including, but not limited to, the following:

1. Verbal:

The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward or by a fellow staff member, student, or other person associated with the Academy, or third parties.

2. Nonverbal:

Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow staff member, student, or other person associated with the Academy, or third parties.

3. Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a fellow staff member, student, or other person associated with the Academy, or third parties. With respect to students, the question of whether or not physical contact is unwanted or consensual is irrelevant where inappropriate contact is engaged in the Academy employees or other adult members of the Academy community.

** **Student Discrimination/Harassment Complaint Form** for reporting sexual harassment are available in the Principal's Office. Consequences will result in an automatic suspension pending expulsion.

SEXUAL MISCONDUCT

The Academy is committed to maintaining an educational and positive environment free of any forms of sexual misconduct, assault, harassment, intimidation, violence, and manipulation. Any sexual nature reflecting or producing sexual desires or behaviors committed on school grounds, on a school bus, during any school activity, function, or event are opposing to the standards, values and mission of the Academy and **WILL NOT** be tolerated. Student will be held accountable for their actions and disciplinary measures will be taken immediately. Disciplinary measures will include the following; counseling, suspension, pending expulsion, and other sanctions described in the Student Handbook based on the offense.

Sexual misconduct embraces a series of behaviors used to obtain sexual gratification & includes the following offenses:

- Oral or Sexual Copulation
- Sexual Penetration
- Lewd or Explicit Behaviors

Any physical contact with the opposite/ same gender.

ETHNIC/RELIGIOUS/GENERAL HARASSMENT

Ethnic, Religious/General Harassment /Intimidation/Bullying means any gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming a person or damaging his or her property or placing a person in reasonable fear of harm to him/herself or damage to his/her property, or that has the effect of insulting or demeaning any person or group of persons in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes, but is not limited to, such a gesture or written, verbal, or physical act that is reasonably received as being motivated by a person's religion, creed, race, color, national origin, age, sex, sexual orientation, disability, height, weight, or social-economic status, or by any other distinguishing characteristic.

OTHER VIOLATIONS OF THE ANTI-HARASSMENT POLICIES

The school will take immediate steps to impose disciplinary action on individuals engaged in any of the following prohibited acts:

A. Retaliation against a person who has made a report or filled a complaint or has participated as a witness in a harassment investigation.

B. Filling a malicious or knowingly false report or complaint.

C. Disregarding, failing to investigate adequately or delaying investigation of allegations of harassment when responsibility for reporting or investigating is part of one's supervisory duties.

REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of religious, racial or sexual harassment, bullying or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the Superintendent's office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the Superintendent.

B. In Each School Building, the Superintendent, building Principal and/or the Dean of Student Affairs ("DSA") are the persons responsible for receiving oral or written reports of religious, racial or sexual harassment, bullying or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building Principal immediately.

C. Upon receipt of a report, the Principal must notify the school Social Worker immediately, without screening or investigating the report. The Principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the Principal to the human rights officer. If the report was given verbally, the Principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the Principal. If the complaint involves the building Principal, the complaint shall be made or filed directly with the Superintendent or the school human rights officer by the reporting party or complainant.

D. The school designates the Director of School Improvement and Compliance as the school district human rights officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves the human rights officer, the complaint shall be filed directly with the Superintendent or her designee.

E. The school shall conspicuously post the name of the human rights officer, including mailing addresses and telephone numbers.

F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. The school will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

INVESTIGATION

A. By authority of the Superintendent, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school officials or by a third party designated by the school.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the

complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

E. The investigation will be completed as soon as practicable. The school human rights officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the school Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

SCHOOL ACTION

A. Upon receipt of a report, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Michigan and federal law and school policies.

B. The result of the Academy's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school in accordance with state and federal law regarding data or records privacy.

REPRISAL

The Academy will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

POLICIES ON BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

Providing a safe school environment for our students is of the utmost importance at the Academy. Bullying is one particularly troubling aspect of student misbehavior that endangers school safety. Bullying, which is the repeated abuse of a student over time by other students, can take many forms, including any combination of physical, emotional, and/or verbal abuse, all of which are unacceptable in our school. Harassment, intimidation or bullying are also defined as any gesture, written, verbal or physical act that a responsible person should know will have the effect of harming a student or damaging their property, or placing a student in a reasonable fear of harm, or has the effect of insulting or demeaning any student or group in such a way as to disrupt or interfere with the school's educational mission, or the education of any student.

Any one may report bullying, it will be documented and all cases followed-up with.

EXPECTED BEHAVIOR FROM EACH STUDENT

BULLYING AND CYBERBULLYING ARE PROHIBITED:

- **Bullying also includes "cyberbullying," therefore any reference in this policy to "bullying" shall also be deemed to refer to "cyberbullying."**

- Bullying is a form of harassment. For the purposes of this policy, bullying can be the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, graphic, electronically transmitted, i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device, emotional or psychological abuse, or through attacks on the property of another. It may include but not be limited to actions such as verbal taunts, name-calling, and put downs, including ethnically based or gender based verbal put downs, threats,

intimidation, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual, religious or racial harassment, public humiliation, destruction of property and extortion of money or possessions.

- Such conduct is disruptive of the educational process and therefore, bullying is **unacceptable** behavior in our Hamadeh Educational Services Schools and is prohibited.

- Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or even, or while in route to or from school are subject to disciplinary action, up to and including suspension and expulsion. Law enforcement officials shall be notified of bullying incidents, as required by law.

CYBERBULLYING

Use of the Educational Technology to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as email, cell phone, pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others (Bill Belsey, http://www.cyberbullying.ca).

Cyberbullying includes, but it not limited to the following:

a. Posting slurs or rumors or other disparaging remarks about a student on a website or on a weblog;
b. Sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
c. Using or threatening to use a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
d. Posting misleading or fake photographs of students on websites.

Students shall be advised as to appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response. Issues such as sending personal information, pictures, text or other material with sexual content (sexting), shall be addressed with students.

Restorative practices may be given first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying.

Any individual who is aware of a violation of the Board policy or this guideline, including inappropriate on-line contact, content, or conduct, such as sexting, harassment or cyberbullying, should bring it to the attention of the school principal or superintendent.

DEFINITIONS

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively affect a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"**At School**" is defined as 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. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if owned either by or under the control of the Academy.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act, or any electronic communication, including, but not limited to, cyberbullying, (including electronically transmitted acts, i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held 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 (1) or more students either directly or indirectly by doing any of the following:

a. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

b. Adversely affecting the ability of a student to participate in or benefit from the academy'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 academy.

Some examples of bullying in the forms of physical, verbal and psychological abuse are:

a. **Physical** – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

b. **Verbal** – taunting, malicious teasing, insulting, name calling, making threats

c. **Psychological** – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

STUDENT VICTIM:

- Making a complaint to the Principal, and/or the Dean of Student Affairs ("DSA") to promote student learning.
- Dealing with Embarrassment: Do not be hard on yourself. Be positive;
- Refrain from getting yourself in trouble. Do not attempt to take matters into your own hands;
- Self-esteem is what will make the bully go away. Be confident in yourself physically, emotionally and intellectually.

BULLY:

- Seek assistance in situations you cannot handle on your own.
- Refrain from physical or verbal abuse to other students.
- Would you like someone doing to you what you are doing to others?

OTHER DEFINITIONS AND DISCIPLINE POLICIES

"AT SCHOOL"

At school would be defined to mean a classroom, elsewhere on or immediately adjacent to school premises, on a school bus or other school-related vehicle, at an official school bus stop, or school-sponsored activity or event whether or not it is held on school premises. Students, who initiate any activity at school and is followed up with after school, may receive a consequence per the school discipline policy.

KNIVES

Students are not permitted to bring knives of any kind to school. Please refer to the "Weapons Policy".

ARSON (STARTING A FIRE)

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person.

If a student commits arson in school, on school grounds or other school property, the school Board or Superintendent shall expel the student from the school district permanently.

EXTORTION

A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

FALSE FIRE ALARM OR BOMB REPORT

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school Board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school Board, or its designee. (MCL 380.1311a [2]). Additionally, the incident will be reported to the proper authorities, which may result in severe consequences because such action is considered a Felony and will not be tolerated.

WEAPONS: USE OF LEGITIMATE TOOLS AS WEAPONS

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another. Students will be subject to expulsion after a thorough investigation.

LIGHTERS and MATCHES

Lighters, matches, and other devices capable of igniting a fire are not permitted at school. Devices will be confiscated and the student will be disciplined. If a plan or attempt to create a fire results in authorities being contacted, long-term suspension and a request for expulsion may ensue.

NOTIFICATION TO LAW ENFORCEMENT AGENCIES

State law requires each school Board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency: Any safety policy violations below may be subject to request for expulsion and may be reported to the State at the individual student level via our Student Data Management System (PowerSchool) required MSDS submissions.

• Hostage	• Extortion
• Armed Subject	• Unauthorized Removal of Student
• Possession of Weapon	• Threat of Suicide
• Death or Homicide	• Suicide Attempt
• Drive-By Shooting	• Significant Theft ($200.00)
• Physical Assault (Fights)	• Intruders (if they refuse to leave)
• Bomb Threat	• Illegal Drug Use or Overdose
• Explosion	• Drug Possession or Drug Sale
• Arson	• Vandalism or Destruction of Property ($200.00)
• Sexual Assault	• Minor in Possession of Alcoholic Liquor or Tobacco
• Criminal Sexual Conduct	• Bus Incident or Bus Accident
• Stalking	• Ethnic Intimidation
• Unarmed Robbery	• Armed Robbery

SECURITY MEASURES

The following security measures are being enforced at the Academy to ensure the safety of the students:

1. All outside doors in each building are to be locked at all times (Do not place rocks or other items next to door to keep them open).
2. All visitors to the schools must report to the main office for a visitor's pass.
3. All rooms/offices that are not in use in the buildings are to be kept locked at all times.
4. The Board of Education has provided a system of internal building control through closed-circuit television in our schools. Further information with regard to the system will be provided to parents by building administrators.

ELEMENTARY SAFETY PRECAUTIONS

1. Discuss safety regulations with your children.
2. Remind children to remain well on the shoulder of the road when walking to the bus stop or to school or waiting for a ride.

3. Be sure your child faces traffic when walking at any time and when walking to school.
4. All of us should be more alert while driving during the times when children are on the move.
5. If possible, it might be well for parents to arrange to be at the school and or bus stop to supervise the arrival and departure of their child(ren).
6. We make a practice of going outdoors for recess whenever the area is safe or when the weather is fit, please dress your children accordingly.
7. Kindergarten parents should please see that their children wear slacks or tights as they sit on the floor during their daily program.
8. If your children walk to school or are transported by you, please arrange to have them there no earlier than 15 minutes before the session begins.
9. Jewelry should not be worn at any time on school grounds.

SECONDARY SCHOOL SAFETY PRECAUTIONS

1. Walk on sidewalks where provided, and stay off roads as much as possible.
2. Refrain from disruptive behavior at bus stops.
3. Practice basic safety rules and regulations at all times.
4. Stay clear of the school bus until the driver makes a full stop.
5. Be alert to the dangers of early morning traffic.
6. Jewelry should not be worn at any time on school grounds.

TRAFFICKING

Where there is evidence of a student(s) supplying alcohol or other drugs; five (5) days suspension will result and a notification to the Superintendent, and possible recommendation for expulsion. Authorities will be contacted.

PROFANITY/ ABUSIVE LANGUAGE, INSUBORDINATION

The use of any profanity word will have zero tolerance by the administration. Parents will be contacted and a mandatory meeting will be arranged before the student may return to school. No profanity/abusive language or insubordination will be tolerated at the Academy. Violations shall result in a detention, suspension, and/or expulsion. This policy is also in effect while participating in any school sponsored events or athletic programs, on or off campus.

WEAPONS POLICY (GUN/KNIFE FREE SCHOOL)

Students are forbidden to knowingly, and/or voluntarily possess, handle, transmit, or use any instrument that can be used as a weapon to harm or injure another person at school, at a school activity, on school grounds, or in school provided transportation. Students may not bring a firearm to school. A student bringing a firearm to school shall be expelled from school for a period of not less than one year unless the Superintendent modifies the expulsion requirement on a case-to-case basis in order to comply with the Individuals With Disabilities Act (Sec. 504).

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Students may not bring water guns, toy guns, or Bee-Bee guns to school. This is a serious safety issue. Such a device can be harmful and at minimum is intimidating. Students that bring a Bee-Bee gun to school will receive a three to five day suspension and or a request for expulsion. (Authorities will be contacted.)

Students may not bring a knife to school. A student bringing a knife to school shall be suspended from school for a period of not less than one day. Students bringing a knife to school for purpose of threatening its use to inflict fear, or attempted use, shall be expelled from school for a period of not less than one year, except to Sec. 504 similar to the gun policy.

The new law adds a rebuttable presumption that expulsion for possession of a firearm is not justified if both (a) and (b) are met:

(a) The school board or its designee determines in writing that at least 1 of the following factors) has been established in a clear and convincing manner.

1. The firearm possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
2. The firearm was not knowingly possessed by the pupil.
3. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a firearm.
4. The firearm was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

(b) The pupil has no history of suspension or expulsion.

DRUG FREE SCHOOL

The Board of Directors of the Academy recognizes that the use of drugs has serious legal, physical, and social implications for the entire school community. The Board is committed to the prevention of substance abuse and rehabilitation of drug users by educational means, but will take whatever steps may be necessary to protect members of the school community from harm and exposure to drugs.

Therefore, the Academy will provide a comprehensive age appropriate program that presents information and activities to encourage students to abstain from the use of alcohol and other drugs, creating a caring, nurturing environment in which clear institutional limits are set and establish an appropriate intervention program for students at risk. The success of the comprehensive program depends upon mutual involvement and cooperative relationships among parents, community, law enforcement, and schools.

It is the policy of the Academy to prevent and prohibit the manufacture, possession, use, sale, distribution, or intent to distribute any illegal or controlled mood altering chemical, drug paraphernalia, look-alike drug, or abused chemical on school property, school sponsored events, and on school buses. The Academy has zero tolerance for this activity.

Teachers have the right to refer students to the administration who are displaying behavior not normal to the student's normal behavior with reasonable suspicion. Students not complying with the above will be in violation of this policy. Students will not be allowed to return to school until a drug test is completed. Any of the Academy Students who are identified for suspicious behavior will be suspended until drug tests results show negative.

OFF-CAMPUS MISCONDUCT

A student's conduct off-school grounds and during non-school time can still be grounds for disciplinary action up to and including suspension and expulsion if there is a reasonable likelihood that the student's return to school would contribute to a disruptive effect on the educational process. A threat to the school's orderly operations, the safety and welfare of the people who work or study at school, and the safety of school property are examples. Such off-school misconduct may include, but not be limited to the use, possession, sale or distribution of dangerous weapons or illegal drugs, or violent conduct when reasonable doubt is established.

FIGHTING

Fighting is never in order. Intentionally causing or attempting to cause bodily harm to any student or school employee on the school grounds will not be tolerated, either immediately before, during, or after school hours or on the school grounds at any other time that the school is being used by a school group, such as off school grounds at an educational function or event in which the school is a participant, or such as when a student is traveling to or from such an event in a school provided conveyance.

PHYSICAL & WRITTEN ASSAULTS AGAINST SCHOOL DISTRICT EMPLOYEES, VOLUNTEERS OR CONTRACTORS

Subject to due process requirements set forth in this Student Code of Conduct and Disciplinary Steps, students in Grade 6 and above who commit a physical assault against a School District employee, volunteer or contractor at school shall be permanently expelled from school. Students may be subject to potential reinstatement after the expiration of 180

school days, under the procedure set forth in this Student Code of Conduct. A written assault against a school district employee, volunteer or contractor at school shall result in the student being permanently expelled from school. Physical & written assaults are also unacceptable behavior and will not be tolerated.

VERBAL ASSAULT AGAINST SCHOOL DISTRICT EMPLOYEES, VOLUNTEERS OR CONTRACTORS

"Verbal assault" means an oral threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such a touching; or the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence.

Subject to due process requirements set forth in this Student Code and Disciplinary Steps, students in grade 6 and above who commit a verbal assault against a School District employee, volunteer or contractor at school shall be suspended from school as set forth in the Disciplinary Steps and/or face expulsion.

ASSAULT AND BATTERY

Any attack upon a student or staff member is considered an assault and battery when any of the following occurs:

A. Serious injury.

B. The victim attempts to avoid the altercation but is nevertheless attacked.

C. Three or more individuals are involved simultaneously in assaulting the individual.

Assault and battery will cause an immediate expulsion and authorities will be contacted.

GANG/NON-GANG RELATED GRAFFITI

Any type of gang-related symbols, colors, etc., will not be allowed on school grounds, either at an educational event or function that is off school grounds, or when traveling to or from school or such educational event or function. The student will be responsible to fix the problem and/or pay for the damages.

HAZING[2]

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

INSUBORDINATION

When any student intentionally fails to comply with the direction of teachers, supervisors, administrators or other school personnel during any period of time when under school's supervision, the student may be subject to the following disciplinary action.

FORGERY OF NOTE

The act of falsely and fraudulently marking or altering a document or statement, i.e. physician, parent, pass, etc.

PLAGIARISM/CHEATING POLICY

Cheating or plagiarism in any form is considered a serious violation of expected student behavior and may result in disciplinary action. All faculty and students are encouraged to review the following formal **policy** on **cheating** and plagiarism

The following policies apply to all students, regardless of which learning plan they choose; virtual, in person or blended. All students must review and agree to the testing policies listed below before accessing their exams.

- **Students must remain within the exam site at all times.** Authorized materials will be made available in the exam. Attempting to access external websites and/or course materials in the course site is never permitted and will invalidate the exam

[2] **MASB 8320 Hazing; NEOLA 5516 Student Hazing; MCL 750.411t**

- **Students may not use notes, calculators, or other materials unless otherwise stated in their course site.** Any unpermitted materials (including smart devices, such as cell phones and smart watches) must be stored away from the testing area. All electronic devices must also be turned off.
- **Random security checks may be conducted at any point during the exam.** Students must comply with all security checks; time lost during these security checks cannot be made up.

Plagiarism is the act of copying, imitating or claiming the work of another author as one's own. It is considered fraud and is closely related to forgery and piracy violations, which have resulted in prosecution in a court of law. Where it has been established that a student has been dishonest/cheated/plagiarized with regard to an assignment, examination or any other school related work or activity, consequences will follow. A student so identified will face the following action:

First Offense: Receive a zero, parent notification, Reflection assignment

Second Offense: Receive a zero, one to three day suspension

Third offense: Withdrawn from that class for that marking period and will receive an "F"

ELECTRONIC DEVICES POLICY RELATED TO STATEWIDE TESTING

Requirement	Description
No student access to electronic devices	Students are not permitted to access any electronic devices used for communication, for capturing images of the test or testing room, or for data storage (e.g., smartphones, smart watches, cell phones, book readers, electronic tablets, pagers, cameras, non-approved calculators, music players, voice recorders, etc.) that can disrupt the testing environment, or be used to compromise the validity, security, and confidentiality of the test. At a minimum, these devices must be powered off and stored away from the students' work area at all times during a test session. These devices cannot be used as a substitute for a calculator. Specific calculator policies are covered in the Test Administrator Manuals particular to each assessment. If a student accesses any of these devices during testing, this will constitute a prohibited behavior and the student's test results in that content area will be invalidated. In some cases, certain state-mandated assessments (e.g., some Michigan Merit Exam components) may dictate a differing prohibited device policy. For example, some assessments may require that all prohibited devices be collected before a student enters the testing environment. In such cases, the differing prohibited device policy overrides the prohibited device policy found in the *Assessment Integrity Guide*. Educators with questions pertaining to devices for students with disabilities, should refer to the Supports & Accommodations Guidance Document.
Secure test materials	All secure test materials must be kept secure at all times.

[3]

TAMPERING WITH OTHER'S FOOD, BEVERAGE, OR DAMAGE TO PERSONAL PROPERTY

Any acts that cause emotional and/ or physical harm to another person's property.
Will result in a minimum disciplinary action of five (5) to ten (10) days suspension and/or expulsion.

VANDALISM/MISCHIEF

Vandalism of school property will result in the student and/or his/her parent/guardian being responsible for the replacement of destroyed property either by their own labor or payment in full for all articles, parts and labor included. In case of substantial damage, the student shall be subject to expulsion from school and restitution. Students are expected to show respect for their books as school property. Books should be covered at all times. Defacing schoolbooks will be considered vandalism to school property.

[3] Taken from the MDE Assessment Integrity Guide https://www.michigan.gov/mde/Services/Student-Assessment

PUBLIC DISPLAY OF AFFECTION:

Public display of affection is prohibited on the Academy's campus, at any school-sponsored event including but not limited to: field trips, sporting events, bus transportation, etc. Students are subject to disciplinary action for public displays of affection. Physical and/or verbal confrontation that are not educational are prohibited. **Students should be able to walk from class to class without being embarrassed by the behavior of others. Holding hands, hugging, embracing, kissing or other acts of public affection are not appropriate and not allowed in school. Students who persist in this type of behavior after having received warning will be referred for disciplinary action that will include parent involvement.**

THEFT

Theft is the unlawful taking of property belonging to another person or the school on school grounds, during an educational event or function off school grounds, or when traveling to or from school or such educational event or function, i.e. library books, etc.

LYING

Intentionally making an untrue statement with the intent to deceive or create a false or misleading impression.

DISCOURTEOUS/DISRESPECTFUL TO STAFF

Not showing high regard for staff or an interference with school staff.

OBSCENITIES/INAPPROPRIATE LANGUAGE

Obscenities/inappropriate language are deliberate remarks written, spoken, gestures made, or drawings, which are offensive to the prevailing notions of decency. Parents of the offending student will be notified of the problem by the administration, and/or students who use obscenities may be suspended or expelled from school.

INDECENT EXPOSURE

Exposure of part of one's body or undergarments in a place where such exposure is likely to be an offense against the generally accepted standards of decency will not be tolerated.

POSSESSION AND/OR USE OF TOBACCO OR LOOK-ALIKE SUBSTANCES

Possession or use of cigarettes, chewing tobacco, snuff, other nicotine substances, including electronic, "vapor", or other substitute form of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance or look-alike substances by students will not be permitted anywhere in the school building, on school grounds, at school-sponsored activities or traveling to and from school-sponsored activities.

VIOLATION OF CITY, STATE OR FEDERAL LAWS

Any student who is found guilty of an act that would be considered a violation of any criminal law may be subject to expulsion.

BEING IN AN UNAUTHORIZED AREA

Students are not to be in areas of the school building or school grounds that have not been authorized by the administration. If a student is in doubt as to what areas are authorized, he/she should check with the office first.

DISCIPLINE RUBRIC

DISCIPLINE RUBRIC*

- STAR INTERNATIONAL ACADEMY
- UNIVERSAL ACADEMY
- UNIVERSAL LEARNING ACADEMY
- NOOR INTERNATIONAL ACADEMY

BEHAVIOR/ INFRACTION	1st OCCURRENCE	2nd OCCURRENCE	3rd OCCURRENCE	4th OCCURRENCE
LEVEL 1				
1. Gum Chewing **2. Disruption/ Excessive Talking** **3. Eating/Drinking in Class w/o Permission** **4. Inappropriate Language** **5. Lack of Materials/ unprepared**	**Teacher:** - 15 Seconds Verbal Intervention - Use own intervention (one on one meeting is recommended) - Record intervention in PowerSchool or in own record	**Teacher:** - 15 Seconds Verbal Intervention - **U**se own intervention (loss of privilege/ additional work/ phone call home) - Record intervention in PowerSchool or in own record	**Teacher:** - 15 Seconds Verbal Intervention - Call or meet parent/ Guardian. - Record intervention in PowerSchool or in own record	**Teacher:** - 15 Seconds Verbal Intervention - Fill a referral form and submit to Dean **Dean:** - Reflection & Due Process - Contact parents by phone - Issue one of the following: **1. ASD** **2. FDR** **3. ATS** **4. OSS****
6. Excessive Tardiness	**Teacher:** - Mark T **Dean:** - **ASD** for 3-5 tardies within a week	**Teacher:** - Mark T **Dean:** - **FDR** for 6-8 tardies within a week	**Teacher:** - Mark T **Dean:** - **OSS**** for 9-12 tardies within a week	**Teacher:** - Mark T **Dean: - OSS**** + Parent Meeting for 13+ tardies within a week
7. Uniform Infraction	**Teacher: -** 15 Seconds Intervention - Send to Dean of Students if needed **Dean:** - Use a loaner or contact parents to provide uniform	**Teacher -** 15 Seconds Intervention - Send to Dean of Students if needed **Dean:** - Use a loaner and contact parents	**Teacher -** 15 Seconds Intervention - Send to Dean of Students **Dean:** - Use a loaner and contact parents - Issue **ASD**	**Teacher -** 15 Seconds Intervention - Send to Dean of Students **Dean:** - Use a loaner and contact parents -Issue one of the following: **1. ASD** **2. FDR** **3. ATS** **4. OSS****
8. Cellphone/Elect. Device Policy Infraction	**Teacher -** remove item, and submit to Dean **Dean -** return at the end of the day w/Verbal Warning	**Teacher** - remove item, and submit to Dean **Dean** - return after 3 days to parents	**Teacher -** remove item, and submit to Dean **Dean -** return after 1 week to parents	**Teacher -** remove item, and submit to Dean **Dean -** return at the end of the year to parents
LEVEL 2				
1. Attempt or Threat of Violence or Coercion **2. Class Cut or Leaving Class without Permission** **3. Disorderly Conduct** **4. Horseplay** **5. Inappropriate Gesture/Behavior** **6. Lunch Misbehavior/Littering** **7. Dishonest/False Statements** **8. Misuse of School Computers or Technology** **9. Parking Lot Minor Safety Violation** **10. Physical Confrontation** **11. Presence in an Unassigned Area or Trespassing** **12. Safety Drill Procedure Minor Violation** **13. Refusal to Work or/and Participate**	**Teacher:** - 15 Seconds Verbal Intervention - Fill a referral form and send the student with classwork, and belongings to Dean's office. (optional for less serious situations and with the teacher's discretion) **Dean:** - Due Process - Reflection Process - Contact parents by phone - Issue one of the following: **1. ASD** **2. FDR** **3. ATS** **4. OSS**** ** It is required to consider the 7 Factor Test before any suspension.	**Teacher**: - 15 Seconds Verbal Intervention - Fill a referral form and send the student with classwork, and belongings to Dean's office. (optional for less serious situations and with the teacher's discretion) **Dean:** - Due Process - Reflection Process - Contact parents by phone/ Request Parent Meeting - Issue one of the following: **1. 2 Days ASD** **2. FDR** **3. ATS** **4. OSS**** **KEY** ASD: After School Detention FDR: Full Day of Reflection ATS: Alternatives to Suspension OSS: Out of School Suspension	**Teacher:** - 15 Seconds Verbal Intervention - Fill a referral form and send the student with classwork, and belongings to Dean's office. (optional for less serious situations and with the teacher's discretion) **Dean:** - Due Process - Reflection Process - Request Parent Meeting - Issue one of the following: **1. 3 Days ASD** **2. 1-3 days FDR** **3. ATS** **4. 1-3 days OSS**** **PRINCIPAL APPROVAL NEEDED**	**Teacher:** - 15 Seconds Verbal Intervention - Fill a referral form and send the student with classwork, and belongings to Dean's office. (optional for less serious situations and with the teacher's discretion) **Dean:** - Due Process - Reflection Process - Request Parent Conference - Issue one of the following: **1. 3-5 Days ASD** **2. 3-5 Days FDR** **3. ATS** **4. 3-5 Days OSS**** ** It is required to consider the 7 Factor Test before any suspension. **PRINCIPAL APPROVAL NEEDED**

***The school Board, Superintendent, School Principal, or Dean of Students, reserve the right to categorize and interpret discipline infractions listed in discipline rubric or otherwise for appropriate disciplinary actions, and may enforce additional consequences when deemed appropriate at their sole discretion per Student/Parent Handbook. If there is any discrepancy in this rubric that conflicts with the Parent/Student Handbook policies, the Parent/Student Handbook policies take precedence and will apply.**

DISCIPLINE RUBRIC

BEHAVIOR/ INFRACTION	1st OCCURRENCE	2nd OCCURRENCE	3rd OCCURRENCE	4th OCCURRENCE
LEVEL 3				
1. Bullying (Cyber/Verbal/Phy.) **2. By standing During a Level 4/5 Offense** **3. Cheating / Forgery / Plagiarism/ False Id** **4. Defacement of or Attempted Damage to Property** **5. Disrespectful to Staff** **6.Gambling** **7. Inappropriate Display of Affection** **8. Insubordination/ Defiance/ Unruly Conduct/ Enticing Disorder** **9. Looting(value <$100)/Fraud** **10. Physical Altercation/ Instigation/ Intimidation** **11. Profanity** **12. Safety Drill Procedure - Major Violation** **13. Skipping Detention** **14. Skipping School During or leaving school without permission** **15. Verbal Aggression/ Abuse**	**Teacher** - Notify Dean Immediately - Fill a referral form and send the student with referral, classwork, and belongings to Dean's office. **Dean** - Due Process - Reflection Process - Contact parents by phone - Issue one of the following: **1. 2-3 Days ASD** **2. 1-2 Days FDR** **3. ATS** **4. 1 Day OSS**** **For Bullying Cases:** - Keep witnesses highly confidential - Enroll in an Anti-bullying program - Sign an Anti Bullying Agreement	**Teacher** - Notify Dean Immediately - Fill a referral form and send the student with referral, classwork, and belongings to Dean's office. **Dean** - Due Process - Reflection Process - Request a Meeting with Parents/Guardians - Issue one of the following: **1. 3-5 Days ASD** **2. 2-5 Days FDR** **3. ATS** **4. 1-3 Days OSS**** **For Bullying Cases:** - Keep witnesses highly confidential - Enroll in an Anti-bullying program - Sign an Anti Bullying Agreement PRINCIPAL APPROVAL NEEDED	**Teacher** - Notify Dean Immediately - Fill a referral form and send the student with referral, classwork, and belongings to Dean's office. **Dean** - Due Process - Reflection Process - Parent Conference - Issue one of the following: **1. 3-5 Days ASD** **2. 2-5 Days FDR** **3. ATS** **4. 1-3 Days OSS**** **For Bullying Cases:** - Keep witnesses highly confidential - Enroll in an Anti-bullying program - Sign an Anti Bullying Agreement PRINCIPAL APPROVAL NEEDED	**Teacher** - Notify Dean Immediately - Fill a referral form and send the student with referral, classwork, and belongings to Dean's office. **Dean** - Due Process - Reflection Process - Consideration for Expulsion Parent Conference - OSS** pending hearing - **Notify and refer to the Superintendent** **Expulsion Hearing:** - Office will schedule an Expulsion Hearing with the approval of Superintendent. - Expulsion procedures are listed in Parent/Student Handbook PRINCIPAL & SUPERINTENDENT APPROVALS NEEDED
** It is required to consider the 7 Factor Test before any suspension.		**LEVEL 4**	PROMPT NOTIFICATION REQUIRED TO PRINCIPAL AND PRINCIPAL APPROVAL NEEDED FOR ALL LEVEL 4 OFFENSES	
1. Bringing Inappropriate or Dangerous Object(s) to School **2. Ethnic/ Religious/ Sexual /General Harassment** **3. Fighting** **4. Food Fight** **5. Indecent Exposure** **6. Negligent or Reckless Driving on Premise** **7. Tampering with other person's food/beverage** **8. Verbal Assault/ Profanity Against a Staff Member**	**Teacher** - Notify Principal/ Assistant Principal/ Dean Immediately - Fill a referral form and send the student with referral, classwork, and belongings to Dean's office. **Dean/Principal** - Due Process - Reflection Process - Parent Meeting - Issue one of the following: **1. ATS** **2. 1-3 Days OSS**** PRINCIPAL APPROVAL NEEDED	**Teacher** - Notify Principal/ AP/ Dean Immediately - Fill a referral form and send the student with referral, classwork, and belongings to Dean's office. **Dean/Principal** - Reflection & Due Process - Parent Conference - Issue one of the following: **1. ATS** **2. 3-5 Days OSS**** **3. Consideration for Referral for Expulsion with approval of Superintendent** PRINCIPAL APPROVAL NEEDED	**Teacher** - Notify Principal/ Assistant Principal/ Dean Immediately - Fill a referral form and send the student with referral, classwork, and belongings to Dean's office. **Dean/Principal** - Due Process - Reflection Process - Consideration for Expulsion Parent Conference - OSS** pending hearing - Notify and refer to the Superintendent **Expulsion Hearing:** - Office will schedule an Expulsion Hearing with the approval of Superintendent. - Expulsion procedures are listed in Parent/Student Handbook PRINCIPAL & SUPERINTENDENT APPROVALS NEEDED	
** It is required to consider the 7 Factor Test before any suspension.		**LEVEL 5**	PROMPT NOTIFICATION REQUIRED TO PRINCIPAL & SUPERINTENDENT AND THEIR APPROVAL NEEDED FOR ALL LEVEL 5 OFFENSES	
1. False Bomb Threat^ (^Police Report Required) **2. Extortion/Blackmail** **3. False Fire Alarm/ Tampering with FA System 4. Felony/Crime** **5. Gang Related Activity | 6. Hazing** **7. Physical Assault^** **8. Possession or use of Fire Works** **9. Tobacco or Any Illegal/ Controlled Substance or any substance for an illegal intent^ |** **10.Stealing/Theft (value >$100)** **11. Sexual Assault^ | 12. Vandalism^ | 13. Weapons^**	**Teacher** - Contact Superintendent/ Principal/ Assist. Principal/ Dean Immediately **Dean/Principal** - Due Process, Ref. & Parent Conf. - Possible Police Notification. - Issue one of the following: **1. 3-5 Days OSS**** **2. Consideration for Referral for Expulsion with the approval of Superintendent.**	**Teacher** - Contact Superintendent/ Principal/ Assist. Principal/ Dean Immediately **Dean/Principal** - Due Process & Reflection Process - Consideration for Expulsion Parent Conference - **OSS** pending hearing** **Expulsion Hearing:** - Office will schedule an Expulsion Hearing with the approval of Superintendent. - Expulsion procedures are listed in P/S Handbook	

Key:

OHR: One Hour Reflection | **HDR: Half Day Reflection** | **FDR: Full Day Reflection**

FD: Friday Detention 12:50 – 2:00 PM | **ASD: After School Detention 3:30 – 5:00 PM** | **OSS: Out of School Suspension**

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	Classrooms	Arrival/Dismissal	Cafeteria	Assemblies	Library/ Computer Lab	Bathroom	Playground	Main Office/ Admin Offices	Hallway/Staircase
Be Respectful	☑ Be prepared and punctual (on time) ☑ Follow Directions ☑ Take care of personal and school property ☑ Use appropriate volume, tone, and language ☑ Reflect a positive Attitude	☑ Follow staff directions ☑ Turn off and put away all electronic devices ☑ Make Sure you are in Dress Code ☑ Use appropriate volume, tone, and language	☑ Listen to staff directions ☑ Use appropriate Volume, tone, and language ☑ Use "Please" and "Thank you" ☑ Respect the food	☑ Be attentive to the presenter ☑ Applaud at appropriate times and in an appropriate manner ☑ Refrain from talking during the presentation	☑ Use equipment appropriately ☑ Follow staff directions ☑ Use appropriate volume, tone, and language (library needs to be quiet)	☑ Get in and out quickly ☑ Use appropriate volume, tone, and language	☑ Play by school rules. ☑ Use appropriate volume, tone, and language ☑ Be a good sport ☑ Share equipment ☑ Wait your turn	☑ Use inside, polite voices and appropriate language ☑ State your business calmly ☑ Use "Please" and "Thank you" ☑ Wait patiently and quietly until addressed by staff member	☑ Follow all adult directions the 1st time given ☑ Respect classes in session ☑ Remain quiet in hallways ☑ Use appropriate volume, tone, and language. ☑ Refrain from horseplay or excessive greeting of friends.
Be Responsible	☑ Complete and turn in all assignments ON TIME ☑ Give your best effort ☑ Be honest ☑ Follow established procedures and expectations	☑ Report to designated area ☑ Follow grade level procedures ☑ Bring a signed note by parent if late ☑ Enter assigned doors ☑ Bring appropriate Equipments and clothing for the various activities of the day.	☑ Pick up and throw away your own trash ☑ Keep all food and drinks in the cafeteria ☑ Report all accidents, injuries, and problems to the lunch supervisors	☑Be quiet and ready to listen ☑ Keep hands, feet, and belongings out of aisles ☑ Use positive language and responses ☑ No food or drinks	☑ Keep food and drinks out of library and computer lab ☑ Log off when finished ☑ Print only when given permission ☑ Stay away from unauthorized sites	☑ Clean up after yourself ☑ Report all problems, vandalism, graffiti, or disturbance to a staff member ☑ Flush the toilet	☑ Use equipment appropriately as instructed ☑ Put equipment back in place ☑ Respond to end of play time promptly ☑ Report vandalism, damaged equipment, bullying, or concerns immediately to teacher or supervisor. ☑ Must wear shoes at all times	☑ Arrive with your planner/passport signed by your teacher appropriately ☑ Take care of personal business before or after school ☑ Use planner/passport at all times	☑ Take shortest path to your destination through designated hallways ☑ Use planner/passport at all times ☑ Get to class on time and start bell work ☑ Follow rules even when no one is watching
Be Safe	☑ Remain in assigned seats and area ☑ Use peaceful solutions ☑ Use classroom equipment and materials appropriately ☑ Refrain from wearing or bringing expensive items to school	☑ Watch for traffic. Never walk in front of, behind cars. ☑ Use crossing guards or designated crossings. ☑ Only exit car at sidewalk or in parking lot. ☑ Keep your ears unplugged so you may hear cars around you	☑ Stay orderly and no running before or after lunch ☑ Quiet voices ☑ Raise hand to be dismissed ☑ Use equipment properly and fairly	☑ Enter and exit in an orderly manner ☑ Ask for permission to leave the area for any reason ☑ Follow directions for large group dismissal.	☑Access only approved websites ☑ Keep passwords safe ☑ Log off any personal account from the computer when you are done	☑ Wash your hands with soap and water. ☑ Be careful when you see the "Caution Wet Floor" sign. ☑ Don't play with the blower machine	☑ Go down the slide one at a time, and do not climb up the slide or stand on it. ☑ Follow all equipment rules and use only when dry ☑ No standing on railings ☑ Don't play with surface material. ☑ Run only in play area, in moderate speed, and carefully ☑ No pushing or shoving ☑ No ropes, glass, or sharp objects allowed during play time.	☑ Sit in one place while waiting. ☑ Follow staff directions ☑ Refrain from using computers without permission or looking at papers on the Admin's desk.	☑ Use handrails at all times when possible ☑ Stay to the RIGHT ☑ Walk at a safe pace ☑ Allow younger students to pass safely

COMPUTER USES & POLICIES

COMPUTER TAMPERING

A person who knowingly or intentionally alters or damages a computer program or data, which comprises a part of a computer system or computer network without the consent of the owner of the computer system or computer network, commits computer tampering, a Class D felony. As added by P.L. 35-1986, Sec. 2. Computer tampering may result in suspension or expulsion from school.

****Students must have a signed user name on file to use the computers.**

COMPUTER TRESPASSING

A person who knowingly or intentionally accesses a computer system, a computer network, or any part of a computer system or computer network without the consent of the owner of the computer system or computer network, or the consent of the owner's licensee, commits computer trespass, a Class A misdemeanor. As added by P.L. 35-1986, Sec. 3. Computer trespass may result in losing computer usage, suspension or expulsion from school.

COMPUTER LAB RULES

1. No student is to be in the computer lab without a teacher present.
2. No food or drink will be allowed in the computer lab at any time.
3. Use your assigned computer at all times.
4. No outside disks may be brought into the computer lab. The disk used at school may not be taken out of the classroom. Do not upload software or files onto any school computer.
5. Do not change the configuration of any program on the computer. This includes desktop colors, screensavers, fonts, or other options that appear on any page of any program. Do not play computer games.
6. Do not save any information on the C drive (in My Documents).
7. Do not force any component of the computer, including disks, to make them work. If you have any trouble, ask your teacher for help.
8. Do not turn your computer off. Computers are to stay on all day.
9. Exit the document(s) you have been working on before leaving at the end of the class (click the black X in the upper right hand corner). Turn the mouse upside down beside the monitor and push chairs in.
10. Return disks to the teacher before leaving class.
11. Absolutely no horseplay will be tolerated in the computer lab.
12. Since students use assigned computers, they may be held responsible for any damage or misuse. Penalties for damage or misuse may be monetary and/or disciplinary.
13. Students will be expected to follow the school's Internet Acceptable Use Policy.

VIDEO SURVEILLANCE

The interior and exterior of the Academy are under surveillance by video equipment. The surveillance system is in place to insure the safety of the Academy's students, staff and visitors. A recording may be used as evidence by the administrators or by the police in any situation involving the violation of any rule, regulation, policy or law.

OTHER USES OF FORCE

Corporal punishment of a student in the form of slapping, striking, pulling of ear or hair or pushing a student is an inappropriate disciplinary action and is forbidden; however, school employees may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the student, for the purpose of self-defense or for the protection of person(s) and/or property. Corporal punishment of any students with an identified handicapping condition is prohibited.

CLASSROOM MANAGEMENT

Each teacher is fully responsible for the discipline in his/her classroom and will collaborate with students to develop a classroom management system appropriate for that age level to help students understand and integrate these guidelines and rules into their daily activities. Teachers are responsible for making their classroom management system known to all staff, volunteers and parents of their students to promote partnership and support to carry out the rules and guidelines, ensuring uniformity in understanding, interpretation, and implementation of the system.

1. Parent contact: In the event that normal classroom management systems are not sufficient to correct disruptive or disrespectful behavior, the teacher will contact the parents. The parents will be responsible for discussing the problem with the child and assisting the child to correct the behavior.
2. Parent-teacher conference: If the behavior continues, a mandatory parent-teacher conference will be scheduled with the teacher. If both the parent and teacher agree, the child may be included in the meeting. The teacher or parent may request that an administrator be present. The parent may also be required to observe in the classroom.

3. Staff intervention: If the problem does not improve, the Dean of Student Affairs ("DSA") will call the parents to schedule another conference to determine the most appropriate course of action. It may be recommended that a Student Study Team, consisting of teacher(s) and other appropriate staff, be convened to develop and appropriate action plan. The members of this team will work with the family and teacher to cultivate healthy classroom and playground behavior.

DETENTION/REFLECTION

Detention/Reflection is a classroom and school-wide management tool that may be assigned to students for discipline problems that arise. Reflection Time: Students who are issued One Hour Reflection (OHR), Half Day Reflection (HDR) or Full Day Reflection (FDR) time will be given their tasks for the period(s)/day from their teachers to complete in the Dean of Student Affairs' office.

Detention/Reflection will be served:

Mondays through Thursdays: 3:30 PM - 5:00 PM for all grades K to 6.

Fridays: 12:30 – 2 PM

The student's parent/legal guardian will be notified in writing and by phone a day in advance of Reflection/ Detention. Students who skip their scheduled detention will be given one (1) other day to make it up. If the student does not show up for the makeup date, they will be issued a one-day reflection or out of school suspension.

SUSPENSION VARIABLES

An out-of-school suspension is a temporary dismissal from classes or school from one to ten days. Upon the DSA or Principal's discretion, two Friday detentions may be assigned in lieu of a one (1) day suspension.

OUT-OF-SCHOOL SUSPENSION

Students who repeatedly violate the rules and regulations of conduct may be subject to an out-of-school suspension for 1-10 days as determined by the Principal's Office. Notice will be provided to the parents/guardians. Students who are suspended will not be eligible to participate in after-school activities. Students are responsible for making up any missed work, tests and/or assignments during the out-of-school suspension period.

Students who are suspended may not be on school property during their suspension period unless they have authorization from the Principal or the Dean of Students Affairs ("DSA"). Failure to comply with such rules will lead to further disciplinary action.

ACADEMY:

- ☐ **Star International Academy**
- ☐ **Universal Academy**
- ☐ **Universal Learning Academy**
- ☐ **Noor International Academy**

POSSESSION OF ELECTRONIC DEVICES

The following guidelines apply unless specific activities/devices are preapproved by Principal, and/or DSA to promote student learning.

USE OF DEVICES ON SCHOOL BUSES

Cell phone and other unauthorized electronic devise usage by students while riding to and from school on the bus, or on the bus during school-sponsored activities is prohibited as it may result in distracting behavior that creates an unsafe environment, which is not tolerated.

STAFF AUTHORITY

Any staff member can and should correct any student's inappropriate behavior which conflicts with the school policies at any place on school grounds. These incidences should be reported to the school administration.

CELL PHONE / HEADPHONES / ELECTRONIC DEVICE POLICY

The following policy applies to all 6th grade students as 3rd-5th grade are prohibited from bringing any electronic devices to school. This policy applies to all electronic devices including: cellphones, tablets, headphones, gaming systems, etc. The Academy staff, the Academy, and/or HES are not responsible for any lost, stolen and or damages to any electronic device(s) in the building that are confiscated by the school administration or brought in by a student, parent, or guest.

All electronic devices shall be completely turned off during academic hours and after school instructional/detention hours, excluding the student's lunch period. All students will be asked to place their cell phones and/or electronic equipment in the designated cell phone pouch or other electronic devices located in each classroom for the duration of the class period. It is the student's responsibility to place/pick up his/her cellphone and/or electronic devise at the beginning and end of each hour.

Student may use their electronic devices during their scheduled lunch time only in the cafeteria. Students are not to make or receive phone calls at any time during the school day including their lunch time.

The school day times consist of Mon – Thurs. 7:55 AM – 3:10 PM and half days 7:55 AM – 12:30 PM.

Dual Enrollment students must follow the policy and refrain from using any devices until they have exited the school building.

For reasons of security and compliance with privacy provisions of applicable federal law, staff, students and parents are prohibited from any and all recordings (voice and/or video) and taking pictures unless expressly authorized by the Principal or the Principal's designee. Administrators may require students to delete photos or videos taken in violation of this policy.

For the lunch times, please follow the Academy schedule.

All infractions will be tracked using Google Docs or other district approved method. If students do not comply with the above, the consequences will be as follows, in addition to possible consequences in violation of the Student Code of

Conduct as may be applicable:

1st Offense:

- Confiscated item will be held in office until the student's parent/guardian picks up the item at the end of the next school day.

2nd Offense:

- Confiscated item will be held in office for three school days and will require the student's parent/guardian to pick up the item.
- The student will be issued an after school detention.

3rd Offense:

- Confiscated item will be held in office for one month and will require the student's parent/guardian to pick up the item.
- The student will be issued an in school suspension
- A mandatory conference involving the student, his/her parents/guardians, his/her teacher, and all necessary administration will take place.
- The student and parent/guardian will be required to sign an Electronic Device Policy Contract in which both the parent/guardian and student agree that the next infraction will result in confiscation for the remainder of the school year and including an out of school suspension.

4th Offense:

- Confiscated item will be held in the office for the remainder of the school year and will require parent/guardian to pick up the item at the end of the school year.
- Student will be banned from bringing an electronic device for the remainder of the school year. If student, decides to bring an electronic device to school the student will be held to further disciplinary actions along with a mandatory parent meeting.

Additional offenses will be considered an act of insubordination. Also, a student that refuses to comply with a request to surrender their cell phone by any member of the faculty or staff and/or administrator, will be considered insubordinate. Rules governing Insubordination will apply as outlined in the student handbook.

Parent Signature: By signing below, I/we are indicating that I/we have read and shared the information with our child(ren) who is/are enrolled at the Academy. I/we further indicate that I/we understand the policies stated in this Handbook and do hereby agree to follow the guidelines stated to ensure a healthy and safe environment that is conducive to the learning of the students and all stakeholders.

Parent/Guardian: _____ Printed Name: _____ Date: _____
(Must be signed by at least one Parent or Guardian)

Student Signature: _____ Printed Name: _____ Grade: _____Date: _____

STUDENT RESPONSIBILITIES

Dear student,

We welcome you to the Academy, and hope that we can all work together to make the school a good environment for you to learn and be able to achieve your full potential. In order to do so, it is necessary to have rules and regulations that we can all follow. If you observe your environment, you will see that every single aspect of the world lives by rules and regulations; you can look how the sun rises and sets according to a certain path, and the planets and the moon each have their own path. Just imagine that the earth decides to stop moving, or the sun decides not to send its rays, there would be no life on earth. Take, for example, how the water becomes vapor, and then it becomes clouds, which will become rain and snow. All of this takes place according to rules and regulations. Just imagine what would happen if we did not have traffic lights? We would have so many accidents making it almost impossible to drive.

So we hope by now you understand the importance and the need for rules and regulations.

In order to create a safe environment for learning, each one of us has to be responsible for his/her actions. **Actions have rewards and consequences** depending on how we act. If we act in a way that will help others, then we will be rewarded. However, if we act in a way that will harm others, then there will be consequences.

Our intention is to use a code of discipline that consistently emphasizes responsibility, accountability, and fairness. Based upon what has been said, we ask you to read the following responsibilities carefully. Take them seriously, and follow them.

STUDENT CONTRACT

As a student at the Academy, I will do the following:

- I will come to school ready to learn, with all of the materials that I need to do my work.
- I will be in my class when the bell rings.
- I will show consideration for the rights and feelings of others by being careful not to hurt them physically or make them feel bad.
- I will speak to others respectfully and honestly, not using any bad language.
- I will show respect for ALL people working or helping in the school.
- I will not throw any object unless it is part of a supervised program conducted by a staff member.
- I understand that I am not allowed to bring radios, beepers, i-Pods, MP3 players, walk-mans, or electronic games and devices to school.
- I will refrain from any form of gambling in the school building, on school grounds at any school function, on or off-campus sites at all times.
- I understand that during the school day (7:55 AM – 3:10 PM Mondays through Thursdays and 7:55 AM – 12:50 PM on Fridays) I cannot be on the stairs, in the hallways or in the bathroom without a pass.
- I will not bring any glass containers to school without the permission of the Principal or the Dean of Student Affairs ("DSA").
- I will not bring nor wear sunglasses in school.
- I understand that it is prohibited to bring any books, magazines or any kind of literature that does not pertain to academic learning (such as obscene material or pornographic material, entertainment magazines and periodicals).
- I will always ask permission before using other people's things and will return them quickly and in good condition.
- I will respect my teachers and myself by making good use of class time and turning in my assignments on time.
- I will respect others and myself by not disturbing the class.
- I understand that ALL assignments missed during an absence are to be made up and turned in promptly.
- I will obey my teachers and the staff at Noor International by promptly doing what I am asked to do.
- I will do what an adult asks me to do as long as it does not harm me or anyone else.
- I will not eat, chew gum nor drink in school, without permission.
- I understand that eating is only allowed in the cafeteria unless I have been given permission to eat somewhere else by the teacher or an administrator.
- I will walk up and down the stairs and in the hallways instead of running.
- I will speak in a quiet voice when I am outside of the classroom.
- If someone harms me or hurts my feelings, I will report him/her to my teacher or a responsible person at the school.
- I will notify the Principal, or the Dean of Student Affairs ("DSA"), if something illegal is going on.
- I will not hit anyone for any reason.

- I will not use school property as a weapon to hurt someone.
- I will keep my classroom, schoolyard, and other school areas clean.
- I will not write on school property.
- I will ask for help when I do not understand something.
- I will not bring lighters, weapons, toys, matches, tobacco or other substitute forms of cigarettes or lighted or electronic smoking devices, drugs, alcohol or anything that is unlawful to school.
- I will not leave school grounds without the administration and parental permission.
- I will come to school in a clean uniform EVERYDAY.
- I believe I can learn and will learn. In addition, I understand that for my interest, the Academy can handle all cases not covered by these guidelines at the discretion of the Principal and Superintendent, or their designee.

SUSPENSION AND EXPULSION PROCEDURES & APPEAL PROCESS

Effective Aug. 1, 2017, and pursuant to MCL 380.1310d, the following changes have occurred regarding our school discipline practices. The new laws:

- The new laws end state-mandated expulsions (except firearm possession with intent to use).
- The new laws require districts to consider the 7 factor test (below) before all suspensions and expulsions (except possession of a firearm with intent to use);
- The new laws state that removals over 10 days are NOT JUSTIFIED, unless a district can prove it is justified after considering ALL 7 factors of the 7 factor test.
- The new laws state that School districts MUST consider each of the 7 factors before ANY suspension (even 1 day) or expulsion under section 1310 (physical assault of a pupil), 1311(1) (gross misdemeanor or persistent disobedience), 1311(2) (possesses in a weapon free school zone a weapon that constitutes a dangerous weapon (excepting firearms), commit arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds), or 1311a (assault by pupil against employee, volunteer, or contractor):
- The 7 Factors are as follows:
    - Age
    - Discipline history
    - Disability status
    - Seriousness of behavior
    - Safety threatened?
    - Would restorative practices work in this situation?
    - Would another alternative to suspension address the behavior?
- The new laws state that if a pupil establishes one of these factors, expulsion becomes discretionary. If not, the LEA must expel permanently, subject to reinstatement after 90 days for students in grade 5 or below or 180 days for students grade 6 or above.
- The new laws require districts to consider the use of restorative practices, especially when there are verbal and physical conflicts, bullying, theft, damage to property, class disruption, harassment and cyberbullying.
- Restorative practices focus on teaching the student who misbehaved and offering that student a chance to "repair the harm" that he or she caused.
    - The law gives examples such as apologies and community services.
- The new laws redefine expulsions as exclusion for 60 days or more.
- The new laws redefine suspensions to fewer than 60 days.
- The new law adds a rebuttable presumption that expulsion for possession of a firearm is not justified if both (a) and (b) are met:
    - The school board or its designee determines in writing that at least 1 of the following factors) has been established in a clear and convincing manner.

a. The firearm possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.

b. The firearm was not knowingly possessed by the pupil.

c. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a firearm.

d. The firearm was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

- The pupil has no history of suspension or expulsion.

NOTE:

Students must still be expelled if they possess a firearm at school (with some exceptions).

New Definitions of Note:

- Expel: to exclude a student from school for disciplinary reasons for a period of 60 or more days.
- Suspend: to exclude a student from school for disciplinary reasons for a period of fewer than 60 days.
- Firearm: (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm. (defined in Title 18 of the United States Code, 18 USC 921)
- Restorative practices mean practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct. This may include victim-offender conferences that are initiated by the victim; that are approved by the victim's parent or legal guardian or, if the victim is at least age 15, by the victim; that are attended voluntarily by the victim, a victim advocate, the offender, members or the school community, and supporters of the victim and the offender; and that provide an opportunity for the offender to accept responsibility for the harm caused to those affected by the misconduct and to participate in setting consequences to repair the harm.

SUSPENSION AND EXPULSION

Any student may be suspended or expelled in accordance with Code of Conduct provisions for suspension and expulsion as provided and described in Education Code, which includes any violations of Health and Safety Code (paraphernalia). The Academy's suspension and expulsion process will also comply with applicable state and federal laws. The Superintendent shall be responsible for developing and implementing a comprehensive system to ensure due process for suspension and expulsion. The suspension and expulsion process will provide for an appeal to the Governing Board of the Academy. Please see "Appendix, Suspension and Expulsion Process", which includes grounds for suspension and expulsion, suspension procedure, authority to expel, and expulsion procedure. Students suspended or expelled by the Academy will not be eligible to enroll in another school as a means of avoiding the suspension or expulsion. Likewise, students suspended or expelled from another school will not be eligible to enroll at the Academy as a means of avoiding the suspension or expulsion.

GROUNDS FOR SUSPENSION AND EXPULSION

A student may be suspended or expelled for any of the enumerated acts listed below if the act is related to school activities or school attendance occurring at the Academy or at any other school-sponsored (related) activity: (a) while on school grounds; (b) while going to or coming from school; (c) during the lunch period, whether on or off the school campus; (d) during, going to or coming from a school-sponsored activity.

- Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold, or otherwise furnished firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certified school employee, with the department head's or Principal's concurrence.
- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance as defined in the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.

- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco, snuff, chew packets other substitute forms of cigarettes or lighted or electronic smoking devices and betel
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code.
- Disrupted school activities or otherwise willfully denied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- Knowingly receiving stolen school property or private property.
- Possessed an imitation firearm, i.e. a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault as defined in School Code, or committed as sexual battery as defined in School Code.
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- Made terrorist threats against school officials and/or school property.
- Committed sexual harassment as defined in Education Code.
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code.
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.

SHORT-TERM SUSPENSIONS NOT EXCEEDING TEN (10) SCHOOL DAYS

1. Authority

The Principal, the Dean of Student Affairs ("DSA"), Superintendent or his/her designee has the authority to impose a short-term suspension when there is reasonable cause to believe that there has been misconduct.

2. Procedure

The student must be informed of the specific charges that serve as the basis for the possible suspension or other disciplinary action.

a. The student has the right to present any information supporting his or her defense to the administrator who will decide whether disciplinary action is warranted.

b. The student's parent(s) or guardian(s) shall be notified as soon as possible if the student is temporarily suspended from school or retained after school.

c. Authorized administrator may impose a suspension not to exceed ten (10) school days. Before imposing suspension, the authorized administrator should consider, without limitation, the actual misconduct, the extent

of the student's individual involvement, and the student's record, both academic and behavioral. The initial appeal is to the student's Principal. Subsequent appeal is to the Superintendent.

3. Appeal

a. Request for an appeal of a short-term suspension shall be made within three (3) days of the date the disciplinary action was taken. This appeal must be made in writing stating the adjustments being requested and the justifications. This appeal shall be directed to the Building Principal who will conduct the review of the suspension.

b. Based on the review of the appeal, the Building Principal will notify the student and his/her parent(s), in writing, of his/her decision to uphold, modify or reverse the suspension.

c. The suspension remains in effect during the appeal process.

d. Appeal of the Principal's decision to the Superintendent's level must be made in writing within three (3) days of the receipt of the decision. The Superintendent or his/her designee must conduct a review hearing within five (5) days of receipt of the appeal.

e. In those cases, where the Building Principal was the suspending administrator, the appeal shall be directed to the Superintendent or his designee.

LONG-TERM SUSPENSIONS EXCEEDING TEN (10) BUT LESS THAN (60) SCHOOL DAYS OR EXPULSION EXCEEDING SIXTY (60)

1. Authority

The Superintendent or his designee has the authority to impose a long-term suspension based upon a finding of misconduct.

The Superintendent and/or the Board of Education have the authority to expel based upon a finding of misconduct.

2. Procedure

a. A long-term suspension or expulsion shall not be imposed absent of an investigation by a building administrator, the Superintendent or his designee. In the investigation, the student shall be advised of the misconduct with which he or she is charged, the evidence supporting the charges, and shall be given the opportunity to present his or her version of the alleged incident(s). At the discretion of the investigator, other persons may be interviewed, may be requested to attend the hearing, or otherwise requested to provide information, which will tend to assist in the resolution of the charges.

b. Where, upon the conclusion of an investigation of the charges, the investigator determines that the student has engaged in misconduct which merits the imposition of a long-term suspension or expulsion, the investigator shall recommend, in writing, to the Superintendent who has not investigated the charges that the student be so disciplined, identifying the basis upon which his or her recommendation is founded. The investigator may also, upon making such determination, impose an immediate suspension of the student, pending further review of the recommendation.

c. Upon receipt of the recommendation from the investigator for a long-term suspension or expulsion of a student, the Superintendent or designee shall review such recommendation and shall determine, based upon the information before him or her, whether to: (1) retain the matter for a hearing to determine the appropriateness of a long-term suspension, (2) forward the matter to the Board of Education for a hearing to determine the appropriateness of expulsion or (3) take such other action as is appropriate.

d. If the Superintendent or his designee determines it is appropriate to pursue a long-term suspension or expulsion, then the Superintendent or his designee shall schedule a hearing before the Board of Education when expulsion is at issue or before the Superintendent or his designee, when long-term suspension is at issue. The hearing shall take place within ten (10) school days following the commencement of the student's suspension. When expulsion is at issue and a hearing cannot be scheduled before the Board of Education within ten (10) school-day period, or if it appears to the Superintendent or his designee that the Board of Education may not be able to conclude the hearing within ten (10) school-day period, the Superintendent or his designee shall offer the student or his or her parent(s) or guardian(s) an opportunity for an immediate hearing before the Superintendent or his designee,

within the ten (10) school-day period, on the merits of the charges and the propriety of continuing the suspension until the Board of Education may conduct a hearing.

e. At a hearing or intermediate hearing as described in the preceding sub-section before the Superintendent or his designee, evidence in support of the charges shall be presented by the investigator. The hearing officer shall not be bound by formal rules of evidence and may limit disclosure of the identity of students providing information relative to the charges in accordance with statues and case law concerning student discipline proceedings. All witnesses in his or her behalf as well as cross-examine witnesses who testify at the hearing shall be sworn. The student may be represented by counsel and may present witnesses in his or her behalf as well as cross-examine witnesses who testify at the hearing in support of the charges. Following the conclusion of the evidence and within ten (10) school days following the commencement of the student's suspension, the Superintendent or his designee shall render a decision. Appeal is to the Board of Education.

f. If the student and/or parent(s) or guardian(s) elect to have a hearing or take an appeal before the Board of Education on the charges, either with or without first participating in an intermediate hearing before the Superintendent or his designee, the hearing shall be convened in open or closed session, as elected by the student and/or parent(s) or guardian(s). The Board may designate a hearing officer who shall preside over the hearing until such time as deliberations begin whose rulings on evidence and procedure shall stand unless overruled by a majority of the Board on motion. In any such hearing, the administration shall present evidence in support of the charges. The rules of evidence applicable in administrative proceedings shall generally apply, as modified by statute or case law relative to the hearsay rule and other aspects of student discipline proceedings/ The Board may limit disclosure of identity of students providing information relative to the charges in accordance with statutes and case law concerning student discipline proceedings. All witnesses who testify at the hearing shall be sworn. The student may be represented by counsel and may present witnesses in his or her behalf as well as cross-examine witnesses who testify in support of the charges.

g. At the conclusion of the evidence, the Board of Education shall deliberate and may, if the hearing is in closed session, do so in private. Following such deliberations, the Board of Education shall, through an appropriate resolution adopted by a majority vote of its members, either dismiss the charges or order the suspension or expulsion of the student based upon a finding that the charges have been established through the evidence presented at the hearing.

h. If the Board of Education decides to expel the student, a copy of the Board resolution shall be sent to the student and his/her parents(s) or guardian(s).

i. If there is reasonable cause to believe that a student who has been charged with misconduct is handicapped (also see policy on discipline of students with disabilities below), and the student has not previously been evaluated by a school district or agency authorized by law to do so, an evaluation shall occur prior to the implementation of any long-term discipline action, which would otherwise be imposed. In the event that it is determined that the student is handicapped, and in the case of a student who has previously been determined to be handicapped, an IEPC shall be convened to determine whether the events which are the subject of the charges were proximately related to the handicapped condition. In the event it is determined that either the student is not handicapped or, if handicapped, the events which are the subject of the charges were not proximately related to the student's handicap, the foregoing procedures shall resume from the point at which they were suspended. In the contrary event, the charges shall be dismissed and an appropriate special education placement shall be determined.

3. Conditions of readmission

a. A student who is expelled shall not be readmitted to the school district except by action of the Board of Education. Following expulsion, the Board may, but it is not required to, authorize administration to render services to the expelled student such as admission to a community education program within the district for continuation of academic classes or assistance in obtaining placement in alternative programs in or out of the district. After an expelled student's absence from school for the remainder of the marking period during which the incident leading to the expulsion occurred and the one regular school marking period (generally half the school year) following, the student or, on behalf of the student, the student's parent(s) or guardian(s) may seek readmission by applying to the Board of Education through the Superintendent or his designee. The Board of Education may, in its discretion and subject to paragraph (3b), below, choose to readmit the student if he or she can satisfactorily demonstrate that he or she made a sincere effort at rehabilitation subsequent to the expulsion and will not represent a threat to the safety and welfare of the students of the Academy. The Board of Education shall base its decision in part on

the severity of the incident leading to expulsion. The Board of Education may further qualify readmission upon specified conditions, which it determines are appropriate. Such applications shall be filed no earlier than forty-five (45) days prior to the commencement of the marking period for which readmission is sought. The decision of the Board of Education on a question of readmission is final.

b. A student who is found to have committed criminal sexual conduct or arson or to have been in possession of a dangerous weapon in a weapon-free school zone, as those terms are defined in Sections 1311 and 1313 of the School Code of 1976, as amended (MCL 380.1311, 1313; MSA 14.41311, 41313) shall not be admitted to school in the district except in accordance with Section 1311(5) of the School Code of 1976, as amended (MCL 380.1311(5); MSA 15.41311(5).

4. Hearing

Appeal of suspensions exceeding ten (10) days are to be directed to the Superintendent or his designee within three (3) school days of the date the discipline action was taken. This appeal must be made in writing stating the adjustments being requested and reasons thereof.

AUTHORITY TO EXPEL

Only the Superintendent and the Board of Directors at the Academy may expel a student. The Superintendent and the Board of Directors may expel any student found to have committed an expellable offense(s) listed above in the "Grounds for Suspension and Expulsion". Except for expulsion for offenses listed under Schools Policy Code, a student may only be expelled if the Superintendent finds that the student committed the expellable offense and that at least one of the following findings is substantiated:

1. That other means of correction is not feasible or have failed to bring about proper conduct.
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

EXPULSION RIGHTS

A student recommended for expulsion is entitled to a hearing to determine whether the student should be expelled. The student will be suspended during the expulsion process. The hearing shall be held in a timely manner, not to exceed thirty (30) days after the Superintendent or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred. The hearing will be presided over by the Superintendent. Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) days before the date of the hearing. The notice shall include:

1. The date and place of the hearing.
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based.
3. A copy of the Academy's student discipline guidelines and/or grounds for suspension and expulsion, which relate to the alleged violation.
4. Notification of the student or parent/guardian's obligation to provide information about the student's status in the Academy to any other district in which the student seeks enrollment.
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel.
6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

Presentation of Evidence: While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of

serious affairs. The decision to expel must be supported by substantial evidence that the student committed any of the acts listed in "Grounds for Suspension and Expulsion" above.

Findings of fact shall be based solely on the evidence at the hearing. While no evidence shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to unreasonable risk of physical or psychological harm.

Written Notice to Expel: The Superintendent or designee shall send a written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the acts listed in "Grounds for Suspension and Expulsion" above.
2. Notice of the right to appeal the expulsion to the Board of the Academy.
3. Notice of the student or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Academy.

DISCIPLINE OF STUDENT WITH DISABILITIES

The standards of conduct contained within this policy apply to all students including those students enrolled in special education, Section 504, those suspected of a disability or the district has knowledge that the student is suspected of having a disability. However, due to the unique needs of these students, appropriate disciplinary action will vary in accordance with local, state and federal laws.

STUDENT WITH A DISABILITY (IDEA) DEFINED

"Student with a Disability" means an individual enrolled in school who is under 26 years of age and who is determined by an Individualized Education Planning Committee (IEPC) or a hearing officer to have a characteristic or set of characteristics that necessitates special education or ancillary and other related services, or both. Determination of impairment shall not be based solely on behaviors relating to environmental, cultural, or economic differences. These individuals are commonly referred to by local, state, federal and education agencies as students who are included in the Individuals with Disabilities Act or IDEA Students.

ACCOMMODATING PERSONS WITH DISABILITIES

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the Superintendent or building Principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

SECTION 504 STUDENT DEFINED

"Section 504 student" means any student with a physical or mental impairment, which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. Major life activities mean functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. The student has a 504 Evaluation, Summary and Educational Plan (504 EP) developed by a 504 committee.

All IDEA students are under Section 504. However, not all Section 504 students are IDEA. Implementation of Section 504 is the responsibility of regular education.

Students Suspected of a Disability or the District has the knowledge that a student is suspected of being disabled.

Students suspected of a disability are those:

- Who have requested a disability evaluation;
- Whose parent(s) have requested a disability evaluation;
- Whose parent(s) have expressed concern in writing to school personnel that their child is in need of special education and related services;
- Whose behavior or performance demonstrates the need for special education services; or

- Whose teacher, or other personnel, has expressed concern about the student's behavior or performance to the school Principal.

Short-Term Suspension/Long-Term Suspension/Expulsion/Expulsion of Students Suspected of Being IDEA or 504 Eligible

When considering the short-term/long-term suspension, administrative transfer or expulsion of a general education student, if there is reasonable cause to believe that the student is eligible under IDEA or Section 504 or is suspected of being disabled, the student must "Stay Put" in the current educational placement and is immediately referred for evaluation. If the evaluation determines that the student has a disability, then all disciplinary action must cease and the student must be referred for appropriate action. If there is not a disability, the student should be referred for appropriate disciplinary action.

IDEA or Section 504 Students Short Term Suspension/Long Term Suspension/Administrative Transfer/Expulsion of IDEA or 504 Eligible Students

Whenever an administrator is considering disciplinary action involving removal of a special education or 504 eligible students, the student's records shall be reviewed to determine the total number of days during the current school year that the student has missed due to disciplinary action. Once the number of days that a student has been out of school due to disciplinary action has been determined, the following procedures must be followed.

Under federal laws, an IDEA/504 student facing disciplinary removal from school, who has already been removed from school for a total of ten school days during the current school year due to disciplinary action, must "Stay Put" in the current placement pending an IEPC/504 EP hearing unless parents agree to waive the student's right to "Stay Put" in the current placement or agrees to an alternative placement. Similarly, whenever the parents appeal the determinations of an Individualized Education Planning Committee (IEPC)/504 EP reviewing the behavior of an IDEA/504 eligible student being considered for disciplinary action, the student has the right to "Stay Put" in the current placement unless the parents agree to waive the student's right to remain in the current placement or agrees to an alternative placement.

In cases where the appropriate administrator believes that to permit the student to "Stay Put" in a current or alternative placement pending a hearing, an IEPC/504 EP review or an appeal is likely to create an imminent danger or injury to the student or others, there are four options to effect the students removal: 1) obtain a court order by contracting the Office of Legal Affairs; 2) obtain a final IEP/Section 504 determination that the behavior was not a manifestation of the disability and proceed with normal discipline; 3) conduct an expedited hearing with a hearing officer appointed by the Michigan Department of Education and obtain a decision, based on substantial evidence that maintaining the current placement is substantially likely to result in injury to the student or others, to place the student in an alternative educational setting for not more than 45 days: and, 4) by agreement with the parents.

A handicapped student may be subject to short-term/long-term suspension; Administrative Transfer or Expulsion due to disciplinary actions exceeding a total of ten (10) school days within a school year only after an IEPC/504 EP determines that:

- The behavior is not a manifestation of the student's handicap,
- The eligibility placement is appropriate, and
- The student is receiving the services designated by the IEPC/504 EP.

If the IEPC/504 EP determines that the behavior is a manifestation of the handicap or the student's eligibility has not been appropriately determined or the IEPC/504 EP does not currently reflect the special education/504 plan's programs and services to meet the student's unique educational needs, then the District may not consider disciplining the student.

Note the following specific guidelines regarding students with disabilities:

- Evaluation for suspected, "has knowledge", IDEA or Section 504 eligible students takes precedence over other evaluations.
- If the matter involves the use/possession of drugs or alcohol by a Section 504 student, then the discipline may proceed without convening a 504 Educational planning meeting.
- Pursuant to IDEA'S proposed implementation regulations, suspensions beyond the accumulation of 10 days, must either be held in abeyance pending the results of the evaluation or be administered in a manner that continues to provide the student with a free and appropriate education during the suspension.

- Federal laws afford school districts the right to request an expedited due process hearing to have an interim alternative placement ordered for up to 45 calendar days when it is believed that maintaining the student's current placement is substantially likely to result in injury to himself or others. The mandate also affords school personnel the right to order, at their own discretion, an interim alternative placement for up to 45 calendar days when the situation involves a weapon or drugs. Both types of placements can be requested/ordered even if the problem behavior was determined to be a manifestation of the student's disability or in the case of evaluating a student where the school suspects or has knowledge of a disability.

RECORDS

- When students are denied the opportunity to attend their assigned school because of a short-term suspension, long-term suspension or administrative transfer, the Dean of Student Affairs ("DSA") or designee will complete a suspension report. The same process will be followed when corrective action requires a contract with parents, even though the student may continue in regular attendance.
- Each school will complete Disciplinary Action Worksheets, enter information into the computer indicating the number of in-school suspensions, short-term suspensions, administrative transfers, long-term suspensions, type of behavior leading thereto and the number of days of the suspension

*** As used in this document, the word "days" means school days.**

MISCELLANEOUS

- This document supersedes and replaces any and all documents or portions thereof, with which it may be in conflict.
- In the event that a portion of this document is determined to be contrary to law, the particular provision will be considered null and void, but the remainder shall continue in full force and effect.
- This document is designed to inform students of the Academy, and their parent(s) or guardian(s), about the student citizenship code, appeal procedure, and aspects of student behavior. Local school or classroom rules are published by the classroom teacher, Principal, or Superintendent and distributed as newsletters or memos and are to be read in conjunction with the Code of Student Conduct. To the extent, such school rules are inconsistent with this Code of Student Conduct; the Student Code of Conduct shall take precedence.
- A copy of this Code of Student Conduct shall be given to each family and to each student upon enrollment at the Academy. Parents shall be informed annually of the existence of this Code of Student Conduct at such time and in such manner as directed by the Board of Education from time to time. However, such notices shall not be a precondition to the imposition of discipline in accordance with this policy or state or federal law. When the Code of Student Conduct requires an administrator to inform a student of his/her right to appeal any disciplinary decision, a copy of this Code of Student Conduct shall be provided upon request of the student or his or her parent(s) or guardian(s).

ADVERTISEMENTS FOR PERSONAL OR OTHER BUSINESS GAIN POLICY

We are often approached by businesses asking us to post or distribute their fliers to our stakeholders, etc. HES is not a marketing company and therefore, HES and the academies will not advertise for anyone unless specifically directed by the office of HES President and when there is a mutual agreement, partnership and understanding on expectations and legal terms.

HES Staff may not under any circumstances keep, post or distribute fliers or any type of communication for any company without the written authorization from the HES President. This policy includes postings on the school bulletin boards; the bulletin boards are for the Academy and HES use only and no parents, staff, vendors, or any other party, can post promotional materials on the bulletin Boards. Staff employment is with the Hamadeh Educational services and not with any other company and therefore staff may not assist any companies in promoting their businesses on HES and Academies grounds or via any of HES or the academies' communication tools or stakeholders.

Staff may not engage in the promotion of their own business, or any other products as this is a conflict of interest and is a direct violation of HES employment policies; examples include but not limited to sale of Avon Products and fund raising candies. Violation of Advertisements for Personal or Other Business Gain Policy ("Policy") will have serious consequences that could affect the continued employment of staff engaging in activities, which are not in compliance with the Policy.

ACADEMY:

- ☐ **Star International Academy**
- ☐ **Universal Academy**
- ☐ **Universal Learning Academy**
- ☐ **Noor International Academy**

PARENT AND STUDENT HANDBOOK CONTRACT RECEIPT

Parent/Guardian's Name: _____ Student's Name: _____Grade:_____

This is to confirm that you have received the Parent Student Handbook and contracts. Attached are the forms/contracts that must be reviewed signed.

1. The Parent and Student Handbook Contract Receipt
2. The Parent/Student Contract
3. Cellphone and Electronics Policy
4. The High School Graduation Ceremony Guidelines (seniors only)
5. The Graduation Promissory Note (seniors only)
6. The ESSA School-Parent Compact
7. The Authorization for Release of Video(s)/Picture(s)
8. The FERPA-Directory-Publication Policies
9. The Locker Authorization Policy
10. The Student Network/ Internet Safety/Social Media/Email Agreement
11. School Anti-Bullying Pledge
12. Emergency Health Plan and Medical/Contact Information Form
13. Student Activities/Transportation Waiver Form
14. Library Materials and Circulation Agreement
15. Parent and Student Concussion Information Sheet
16. Chromebook Agreement Lending Agreement

Please have this packet returned no later than September 30, 2026.

Please complete the receipt below:

☐ Yes, I received the Parent Student Handbook & Contracts

☐ No, I have not received the Parent Student Handbook & Contracts

Student Print Name: _____ Student Signature: _____ Date: _____

Parent Print Name: _____Parent Signature: _____ Date: _____

Teachers Name: _____ Teachers Signature: _____ Date: _____

Cordially,

SCHOOL ADMINISTRATION

ACADEMY:

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PARENT/STUDENT CONTRACT

Parent Involvement: The Academy is a Public School Academy founded on the principle that parent commitment, involvement and participation is essential to the success of a child's educational process. During this process, each child will encounter different challenges and situations that will need the attention of the school administration staff and their parents/guardians. With this in mind, we are requiring as part of the admission process, that parents and students subscribe to the goals and pledges as outlined in this Parent/Student Contract.

Good Faith Agreement: Acting in good faith, **the Academy** will accept students from other schools based on information given to us during parent and student interview with the school's administration. However, if this information turns out to be false or misleading, the student may be subject to dismissal. A student who is found to have committed criminal sexual conduct or arson or to have been in possession of a dangerous weapon in a weapon-free school zone, as those terms are defined in Sections 1311 and 1313 of the School Code of 1976, as amended (MCL 380.1311, 1313; MSA 15.4311, 41313) shall not be admitted to school in the district except in accordance with Section 1311(5) of the School Code of 1976, as amended (MCL 380.1311(5); MSA 15.41311(5)).

Parent Goals and Pledges

1. To fully endorse and support the policies and educational goals as outlined in the Student Handbook.
2. To actively participate in school activities; the parent club, parent/teacher associations and fund-raisers.
3. To volunteer a minimum of two-hours per week or as requested by school administration.
4. To attend or send an adult representative to every parent/teacher conference.
5. To seek community business support in the way of gifts, grants and volunteers in the classroom and extra-curricular activities.
6. To actively assist the student(s) with the completion of homework and assignments and bring specific needs to the attention of his/her teacher(s).
7. To keep an open communication with my child's teacher(s) and/or the Administration at all times whether my child is experiencing difficulties or for any other inquiries to help my child have better learning experiences.

Student Goals and Pledges

1. To behave in a way that shows respect for myself, teachers, peers and others as well as school property.
2. To do my best academically, physically and emotionally.
3. To refrain from smoking, using drugs or alcohol.
4. To attend school on time daily.
5. To complete and return homework on time.
6. To adhere to school dress code when in school.
7. To ask for help when needed.
8. To follow all the policies listed in the Student/Parent Handbook.

Student Signature: _____ Printed Name: _____ Grade: ____ Date: _____

***Parent Signature**:* By signing below, I/we are indicating that I/we have read and shared the information with our child(ren) who is/are enrolled at the Academy. I/we further indicate that I/we understand the policies stated in this Handbook and do hereby agree to follow the guidelines stated to ensure a healthy and safe environment that is conducive to the learning of the students and all stakeholders.

Parent/Guardian:_____ Printed Name: _____ Date: _____
(Must be signed by at least one Parent or Guardian)

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ESSA SCHOOL-PARENT COMPACT

At the Academy, we believe student academic achievement is a shared responsibility for all staff, parents, students and school community members. As a school-wide Title I school, parents have participated in the development and design of this compact to reflect the needs and culture of the home of the students and is evaluated regularly for effectiveness as part of our continuous improvement processes. This compact outline the means by which the school and parents will build and develop a partnership to help provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet MI academic achievement standards and is aligned to our district-wide school improvement plan goals.

School Administrator(s)/Staff will . . .

- Provide school-wide family engagement opportunities to allow families to be engaged and involved in the instructional process.
- Facilitate a Professional Learning Community (PLC) to ensure teachers have the necessary skills and competencies to plan, differentiate and accommodate instruction to meet the needs of ALL students.
- Provide teachers screening/benchmark data to use during grade level meetings to ensure instruction is properly aligned with student need.
- Provide strategies to teachers for monitoring and assessment skills related to student achievement.
- Providing training to parents related to strategies for high quality instruction and assessment for all students (i.e. RTI/MTSS (Multi-tiered systems of support), Family Engagement, Monitoring Student Progress, Behavior Management, etc.)
- Use the RTI/MTSS Plan to ensure we provide a multi-tiered model of instruction and intervention where approximately 15% of students receive Tier 2 or Tier 3 interventions and approximately 85% receive Tier 1 instruction.
- Facilitate a PLC for teachers to participate in structured, systematic problem-solving based activities to identify student learning needs, analyze learning problems and use of analyses to guide instructional decisions.
- Provide training and monitoring for implementation of Research-Based scientifically validated interventions/ instruction aligned with MI State Standards and/or Common Core State Standards with fidelity.
- Provide training and monitoring for use of data to monitor student progress and to inform instruction including use of assessments for Universal Screening, Diagnostics & Progress Monitoring according to the RtI Plan/MTSS.

Teacher(s) will . . .

- Provide classroom family engagement opportunities to allow families to be engaged and involved in the instructional process.
- Participate in PLC activities to ensure they have the necessary skills and competencies to plan, differentiate and accommodate instruction to meet the needs of ALL students.
- Use screening/benchmark data during grade level meetings to ensure instruction is properly aligned with student need.
- Provide strategies to students and parents for monitoring and assessment skills related to student achievement.

- Use the RTI Plan/MTSS to provide Tier 1 High Quality Instruction & Assessments for ALL Students and provide recommendations for Tier 2 and Tier 3 interventions.
- Participate in PLC activities and use skills learned to have a structured, systematic problem-solving model to identify student learning needs, analyze learning problems and use of analyses to guide instructional decisions.
- Implement Research-Based scientifically validated interventions/instruction aligned with MI State Standards and/or Common Core State Standards with fidelity.
- Use data to monitor student progress and to inform instruction including use of assessments for Universal Screening, Diagnostics & Progress Monitoring according to the MTSS Plan.

Student(s) will . . .

- Communicate to and encourage parent(s)/guardian(s) to be engaged and involved in the instructional process.
- Engage in activities to help their teachers plan, differentiate and accommodate instruction to meet their academic needs.
- Know their screening/benchmark data so they can plan to complete activities to be able to assess proficiently on end of unit/summative assessments.
- Actively participate in class activities that are Research-Based scientifically validated interventions/instruction with their teacher(s) and/or adult service provider(s) to complete all work necessary to assess proficiently on end of unit/summative assessments.
- Children will maintain open communication with parents and teachers, by providing feedback on progress at school.

Parent/Guardian(s) will . . .

- Be engaged and involved in the instructional process.
- Know their child's screening/benchmark data so they can encourage and ensure their child completes work necessary to assess proficiently on end of unit/summative assessments.
- Parents will support students' progress at school through positive interactions and incentives
- Parents will continue to use Power School Parent Portal to manage student data.
- Parents will participate in planning and implementing parental involvement activities that pertain to their child's academic success.
- Parents will comply with Parental Involvement Policies by playing an active role in their child's education through activities such as volunteering.

_____/_____
Printed Name of School Teacher / Date

_____/_____
Signature of School Teacher / Date

_____/_____
Signature of School Representative / Date

_____/_____
Printed Name of Parent/Guardian(s) / Date

_____/_____
Signature of Parent/Guardian(s) / Date

_____/_____
Printed Name of Student / Grade Group

_____/_____
Signature of Student / Date

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AUTHORIZATION FOR RELEASE OF VIDEO(S)/PICTURES

Release for Students and Parents/Guardians Who Opted Out of FERPA

Hamadeh Educational Services (HES) and the Academy (the "School") from time to time photographs and/or videos School events and its students for School publication, informational and promotional purposes, in print and internet mediums. In the event you would prefer that your child's or that your photograph or likeness not be published, you must submit your request, in writing, to the School before commencement of the school year. Failure to do so will mean that you have granted permission for such publication at any time of any photograph or video depiction of your child or of you taken during that School year. Even a timely request will not, however, guaranty that your child's or that your likeness will not be published as the School can only attempt to screen photographs and video in an effort to comply with such a request but may overlook a likeness despite such effort. By enrolling in the School, you are agreeing to this possibility. By enrolling after the commencement of the School year, you are agreeing to publication for the remainder of that year.

The School may also allow the press access to the School from time to time and the School's landlord, _____, may also access the School from time to time to interview, photograph or video students while School or School events are in progress and the School cannot control any publication of a likeness that may result from such access. The academy will not be held liable for any disclosure that may result from such interview, photograph or video taken. By enrolling in the School you are agreeing that a timely request submitted in accordance with this provision will not apply to such access.

I understand, acknowledge and agree, on behalf of the student listed below and on behalf myself, to the foregoing:

☐ I wish to appear in pictures and/or videos as indicated above.

☐ I do not wish to appear in pictures and/or videos as indicated above.

Print Student's Name:_____ Grade: _____

Print Parent or Guardian's Name: _____

Parent or Guardian's Signature:_____ Date: _____

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FERPA

PLEASE NOTE: THIS FORM HAS TWO (2) SECTIONS

PART A: JRB-R-4 (FERPA) PUBLIC USE-DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act requires that the School System give public notice to parents about student information it considers "directory information". Directory information, which the school system may choose to release (but is not required to release), may include the following: student name, address, telephone number, picture, parent of guardian, date, place of birth, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports, dates of school attendance or grade placement, honors and awards received, and the most recent educational agency or school attended by the student. (Please note: the school system itself may access home telephone numbers for rapid contact in case of emergency school closing, but this use does not constitute public distribution.) More information about the Family Educational Rights and Privacy Act is available at http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Note: Individual schools and/or parent groups typically publish names and addresses in an annual directory of school families. These public school directories are NOT part of the FERPA law. Individual schools will request separate permission for this information.

Periodically, Hamadeh Educational Services (HES) and The Academy releases directory information to outside agencies that include, but are not limited to, school PTC, Josten's Class Rings, Life Touch Pictures and branches of the military. If you do not want to have FERPA directory information made available, you may have it excluded from release by checking the appropriate box.

☐ **I DO NOT want any FERPA** directory information about my child disclosed. (This also includes denial of access of information to any branch of the US Military.)

PART B: PERMISSION FOR PUBLISHING ON THE ACADEMY WEB PAGES

As of September, 2006, the district requires that children and parents of minors grant permission – through a signed release-for the school or district to display students' first names (only), photos, or work on district web sites.

What CAN be published when permission is granted:

- Student's first name without picture on the same Web page.
- Student's picture without first name on the same Web page.
- Student's work with first name (no picture) on the same Web page.

☐ **I DO NOT GIVE HES and the Academy** permission to use my child's first name, photograph, and/or work on a district Web page.

☐ **I give HES and the Academy** permission to use my child's first name, photograph and/or work on a district Web page. The material will be used only for school-related activities. First names and photographs will not be used together on the same page.

Student's Printed Name: _____Grade: _____ Parent's Printed Name: _____

Parent's Signature: _____ Date: _____

Parent/Guardian Signature Required if student is under 18.

Office Use Only – Restricted Information Data

1 – No Directory Only 2 – No Web Only 3 – No Directory & No Web

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STUDENT LOCKER AUTHORIZATION CONTRACT

Dear Parents:

We are excited about starting a new school year. All students in grades 1st through 12th will be issued a locker. Please note "only" **combination locks can be used for the lockers**. All students are responsible to return the locker contract signed by a parent and purchase their own combination lock and give the combination number to their homeroom teacher. Students are responsible for writing the combination of their lock and keeping it in a safe place in case he/she forgets the combination. Students may not tape or place objects, pictures or any items in the lockers. It is the responsibility of each student to double check his/her locker after each use to make sure it is properly closed. **Any problem with your locker or suspected theft should be reported to school officials.**

The school Superintendent, Principal and Dean of Students reserves the right to enter the lockers in event of any emergency/reasonable situation and remove a student's lock in any way that is deemed necessary. No reimbursement to the student for the cost of the lock will be made if the school has to enter the locker in cases that the locker usage policies have been broken and or reasonable doubt exists. The school will not be responsible for any personal lost or damaged items. **A search of a student's locker by a school official my take place where there are reasonable grounds for suspecting that the search will turn up evidence the student has violated either the law or the rules of the school.**

Each child will be asked to comply with our locker usage policies. Receiving a locker is a privilege. These include the following:

1. Lockers can only be used at the teachers' discretion and at the times that are designated by the Administration.
2. Students will use the lockers to keep their books, backpacks, shoes, coats, or school items ONLY.
3. Students are expected to keep their lock combination to themselves and will not share with others.
4. Students are restricted to using only their lockers and no one else's.
5. Students are not permitted to bang at the lockers or slam the doors to closer them.
6. Students will not keep any harmful or unlawful objects in their lockers.
7. Students will not keep food or drinks in their lockers.
8. Students will report to the homeroom teacher any changes in the locks or combinations.

Parents please review the above rules with your child and return the form to your child's homeroom teacher

LOCKER RECORD

Student's Name: _____ Grade: ____ Locker#: _____ Locker Combination_____

Parents and Students:

I have read and discussed the attached rules and instructions and I agree to the terms set forth for using the lockers. I further understand, if I do not follow the above rules, I may lose my right to use the locker and do agree to hereby to follow the above and school policies and Guidelines in the Parent/Student Handbook.

Student's Signature: _____ Date: _____

Parent's Name: _____ Parent's Signature: _____ Date: _____

ACADEMY:

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- ☐ **Noor International Academy**

Student's Name **(Please print):** _____ Homeroom: _____

STUDENT NETWORK/INTERNET ACCEPTABLE USE & SAFETY AGREEMENT SOCIAL MEDIA & NETWORKING GUIDELINES AGREEMENT & STUDENT EMAIL ADDRESS AGREEMENT

The use of the School District's network, Internet and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents or legal guardian must sign and submit a Student Network and Internet Acceptable Use and Safety Form annually.

The District uses a technology protection measure that block or filters Internet access to some Internet sites that are not in accordance with the District policy. It must protect against access by adults and minors to visual depictions that are obscene, pornographic material, child pornography, "harmful to minors". This technology protection measure may be disabled by a District staff member for bona fide research and lawful purposes by an adult. The District staff members may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access. The District staff will monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy. Filtering must be applied to all computers/devices that are either owned by the academy or used at the academy. The Academy will educate all students about appropriate online behavior, including, but not limited to, interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response annually

Student Expectations in Use of the District Network, Internet and Technology:

a. Students shall not access material that is obscene, pornographic material, child pornography, "harmful to minors", inappropriate text files, or files dangerous to the integrity of the network from entering the District via the Internet, flash/thumb drive, or diskette or otherwise inappropriate for educational uses.
b. Students shall use school e-mail services and Internet access only when authorized and supervised.
c. Students shall not use District resources to engage in "hacking and other unlawful activities" or attempts to otherwise compromise system security, including bypassing the District's e-mail and/or Internet filtering systems and features.
d. Students shall not engage in any illegal activities on the Internet including plagiarizing work or violating copyright or trademark laws.
e. Students shall only use electronic mail, education portal and communication tools, social media, chat rooms, and other forms of direct electronic communications for District-related and educational purposes.
f. Students shall not disclose, use or disseminate personal information regarding minors, such as name, District, Academy, address, and telephone number outside of the District's network.
g. Students accept the responsibility to avoid malicious use of the network to develop or use programs that harass other users or infiltrate a computer or computing system and / or damage the software components of a computer or computing system.
h. Students accept the responsibility of adhering to all copyright guidelines in the uses of hardware, software, and the transmission or copying of text or files on the Internet from other resources.
i. Students' responsibility to do their best to keep viruses off any District equipment. Students will be held accountable for any deliberate attempts to install and or run a computer virus.
j. Students' responsibility to use the computer equipment appropriately by not making any modifications to existing software or hardware by abusing, damaging, destroying, removing, relocating, or making any other changes to the equipment.
k. Students are responsible for appropriate language in all documents on the computer. The use of abusive or otherwise objectionable language in either public or private messages, via the Internet (chats, social media, newsgroups, or others) is considered a violation of these guidelines.
l. Students agree not to use the network for commercial, political or for-profit purposes.
m. Students and their parents are required to sign the Internet Use Policy.

Violations and Discipline

Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. Any violation of these responsibilities described above will be dealt with seriously in accordance with the District and Academy disciplinary policy and/or including any of the following consequences:

a. Student will be barred from access to the Internet, Network, and use of technology equipment and/or software from a minimum of one day, up to the entire academic school-year.
b. Student will be Suspended or Expelled, according to the Student Code of Conduct and when and where applicable, law enforcement agencies may be involved.
c. Student will be required to make full financial restitution.

Social Media

HES & the Academy understand the importance of teachers, students and parents engaging, collaborating, learning, and sharing in digital environments. To this aim, HES and the Academy have developed the following guidelines for students and parents when participating in online social media activities. Whether or not a student or parent chooses to participate in a blog, email, wiki, online social network or any other form of online publishing or discussion it is his or her own decision, however, information produced by HES and the Academy students and parents is a reflection on the entire district and is subject to the district's Acceptable Use Policy. By accessing, creating or contributing to any blogs, email, wikis, podcasts or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before posting or commenting on any blog or creating any classroom blog, wiki and/or podcast.

Student Guidelines

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students of the Academy must adhere to:

a. Be aware of what you post online and send by email. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, or a future employer to see.
b. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
c. Be safe online. Never give out personal information including but not limited to last names, phone numbers, addresses, exact birthdates, videos and pictures. Do not share your password with anyone besides your teachers and parents.
d. Students are not to interact with faculty/staff via email, chat, IM, Facebook, Instagram, Twitter, SnapChat, TikTok, WhatsApp, Kik, Slack or any other social networking program, site or other modality without the written consent of the parent(s) or legal guardian.
e. Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
f. Be aware that pictures may also be protected under copy write laws. Verify you have permission to use the image or it is under Creative Commons attribution.
g. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
h. Blog, emails and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
i. If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
j. Students who do not abide by these terms and conditions may face disciplinary action as detailed in the Student Network / Internet Acceptable Use & Safety Agreement.

Parent Guidelines

Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. HES and its Academies encourage parents to manage, view and participate in their child's online activities.

Parents are required to adhere to the following guidelines:

- Parents should expect communication from teachers prior to their child's involvement in any project using online social media applications, i.e., blogs, emails, wikis, podcast, etc.
- Parents may be asked to sign a release form for students when teachers set up social media activities for classroom use. Staff must have parent's written permission before child can communicate with staff using email, chat, IM, Facebook, Instagram, Twitter, SnapChat, TikTok, WhatsApp, Kik, Slack or any other social networking program, site or other modality of digital or electronic communication that is not provided for by the Academy.
- Parents will not attempt to destroy or harm any information online.
- Parents will not use classroom social media sites for any illegal activity, including violation of data privacy laws.

- Parents are highly encouraged to read and/or participate in social media projects.
- Parents may not distribute any information that might be deemed personal about other students participating in the social media project.
- Parents may not upload or include any information that does not also meet the student guidelines.

Online Classroom/Blogging Safety Policy for Students

- A student will only participate in classroom associated blogging/social media with written parental consent.
- A student will not post his/her full name or any other identifying information such as address, e- mail address, or telephone number.
- When participating in blogging or social media activities, a student may not violate the HES and/or Academy code of conduct policy by plagiarizing, cheating, forging, or using copyrighted material without written permission.
- A student may not publish links to inappropriate websites.
- A student will use appropriate language. Offensive language will not be accepted.
- A student will not use a blog, email, social media activities/sites or other online classroom tools to attack or bully others in any way.
- He/she must respect the privacy of peers at all times.
- A student must understand that there will be consequences for misuse of the online classroom, online blogs, emails and social media sites.

Parental Agreement for Student Email Address (Grades 6-12)

I understand that my child will be given an email account by the Academy. This account is provided by Gaggle (www.gaggle.net) and supports the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA). Benefits from this service:

a. Free to all students in Grades 6-12 at the Academy
b. Peace of mind that students are using technology in a filtered, safe & controlled environment
c. Safe Filtering for inappropriate language, images & files
d. Virus-free online file storage accessible from home and school
e. Improved communication with teachers and students
f. Collaboration with peers
g. Turn assignments in electronically

- I understand that all email messages and postings will be automatically filtered for inappropriate words and images, and that any messages determined to be questionable will be diverted to my student's email administrator for review.

- Consequences for misuse of email will be determined by the district, and may include restrictions, loss of privileges, or other disciplinary action as indicated in the Parent/Student Handbook's network and internet acceptable use and safety agreement.

- I further understand that my student's administrator can view my student's email account and digital locker at any time. While Gaggle and the Academy use a variety of measures to protect its users, no system will stop 100% of inappropriate content. Gaggle and the Academy accept no responsibility for harm caused directly or indirectly by its use.

Parent's Name: _____ Parent's Signature: _____ Date: _____

Student's Name: _____ Student's Signature: _____ Grade: ____ Date: _____

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- ☐ **Universal Learning Academy**
- ☐ **Noor International Academy**

Student's Name **(Please print):** _____ Homeroom: _____

Student Network / Internet Acceptable Use & Safety Agreement, Social Media & Networking Guidelines Agreement, and Student Email Address (Grades 6) Agreement

Student Agreement:

I acknowledge that I have read and understand the terms and conditions of this Agreement and hereby agree to abide by and comply with all of the said terms and conditions.

Student's Signature: _____ **Date**: _____

Parent/Legal Guardian Agreement:

As the parent/legal guardian of this student, I have read and understood the terms and conditions set forth in this Agreement and hereby grant my permission for this student to use the School District's computers, networks, e-mail services, Education Portal and Communication Tools, and Internet access.

I give my son/daughter permission to register for computer/tablet use in The Academy:

(PLEASE CHECK ONE)

☐ With access to the Internet

☐ With **No** access to the Internet

Parent/Legal Guardian's Signature: _____ **Date:** _____

Parent/Legal Guardian's Name (Please Print): _____

Please detach and return this page to the Academy

ACADEMY:

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SCHOOLS ANTI-BULLYING PLEDGE CONTRACT

Parent/Guardian Anti-Bullying Pledge

As parents, we agree to join together with Hamadeh Educational Services Schools to uphold Statement of Non-Discrimination and the State of Michigan Safe Schools Act in order to stamp out bullying at our school. By signing this pledge, we agree to:

- Keep ourselves and our children informed and aware of school bullying policies and behaviors that are considered bullying and harassment.
- Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
- Discuss regularly with our children their feelings about schoolwork, friendships and relationships.
- Inform teachers of changes in our children's behavior or circumstances at home that may change a child's behavior at school.
- Alert Administration if any bullying has occurred.

Parent Name: _____

Parent/Guardians Signature: _____ Date: _____

Student Anti-Bullying Pledge

I agree to join together with the School community to uphold the HES Statement of Non-Discrimination and the State of Michigan Safe Schools Act in order to stamp out bullying at our school. By signing this pledge, I agree to:

- Value student differences and treat others with respect.
- Not become involved in bullying incidents or be a bully.
- Be aware of school's policies and support system with regard to bullying.
- Report honestly and immediately all incidents of bullying to a faculty member.
- Be alert in places around the school where there is less adult supervision such as bathrooms, hallways, and stairwells.
- Support students who have been or are subjected to bullying.
- Talk to counselors, teachers and parents about concerns and issues regarding bullying.
- Work with other students and faculty to help the school deal with bullying effectively.
- Encourage teachers to discuss bullying in the classroom.
- Provide a good role model for younger students and support them if bullying occurs.

I also acknowledge that whether I am being a bully or see someone being bullied, I have a responsibility to do something.

Student Name: _____ Grade: _____

Students Signature: _____Date: _____

Staff Anti-Bullying Pledge

As a member of the staff of Hamadeh Educational Services School District, I agree to join together with the Schools community to uphold the Schools Statement of Non-Discrimination and the State of Michigan Safe Schools Act in order to stamp out bullying at our school.

By signing this pledge, I agree to:

- Support school's enforcement of the District Statement of Non-Discrimination in order to eliminate bullying in our school.
- Become trained in appropriately handling incidents.
- Educate students about bullying, including less obvious forms of bullying like gossiping and exclusion.
- Encourage pro-active anti-bullying measures.
- Assist students involved in bullying incidents to connect with available support systems such as peer counseling and mediation including counseling of students who bully.
- Inform and support parents when incidents of bullying occur.
- Ensure an atmosphere where students feel safe reporting incidents of bullying and confident they will be dealt with and not ignored.
- Report all incidents of bullying immediately to the appropriate person.
- Provide all students involved in an incident the opportunity to give their version.
- Enforce School sanctions for bullying such as verbal warnings, removal from a classroom, a verbal or written apology to the victim, and meeting with parents.
- Monitor cases of persistent bullying and follow up on them as necessary.

Staff Name: _____

Staff Signature: _____ Date: _____

ACADEMY:

- ☐ **Star International Academy**
- ☐ **Universal Academy**
- ☐ **Universal Learning Academy**
- ☐ **Noor International Academy**

ALLERGY MANAGEMENT POLICY

The Academy is committed to providing a safe and nurturing environment for students. The Academy understands the increasing prevalence of life threatening allergies among school populations. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, The Academy is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

The goals for allergy management include:

1. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening allergies across all transitions (PreK-5).
2. To maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
3. To ensure that interventions and individual health care plans for students with life threatening allergies are based on medically accurate information and evidence-based practices.

In accordance with applicable law, it is the policy of the district to provide all students, through necessary accommodations where required, the opportunity to participate in all school programs and activities. Accordingly, the superintendent shall direct building administrators and staff, to act affirmatively and work closely with parents to assure that the needs of children with documented allergies are taken into consideration in planning for programs. The management plan is reviewed and updated annually by school administration.

LIFE-THREATENING ALLERGY GUIDELINES

BACKGROUND

Allergic food reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergies response occurs. When a physician assesses that a child's food allergy will result in anaphylaxis, the child's condition meets the definition of "disability" and is covered under the Federal Americans with Disability Act (ADA), Section 504 of the Rehabilitation Act of 1973, if the allergy management affects the student's ability to make educational progress.

Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure. Foods that most commonly cause anaphylaxis, a life threatening allergic reaction, are peanuts, tree nuts, shellfish, milk, wheat, soy, fish, and eggs. These severe allergic reactions can occur within minutes of ingestion or a reaction can be delayed for up to two hours. Some reactions are "biphasic" in nature with an initial period of symptoms, a symptom free period of 2-3 hours followed by severe shock-like symptoms. At present, there is no cure for food allergies and strict avoidance is the key to preventing reactions. Exposure may occur by eating the food or food contact.

MEDICATIONS

The most commonly prescribed medications for the treatment of anaphylaxis are:
Epinephrine – Brand names include, but are not limited to EpiPen®, EpiPen Jr®, and Twinject® auto injectors. Parents usually bring epinephrine to school in the form of an EpiPen® (0.3 mg), EpiPen Jr® (0.15 mg) or Twinject® (0.3 mg or 0.15 mg) auto injectors.

Note: The EpiPen® is a single dose auto-injector, while the Twinject® contains two doses of epinephrine – the first dose in an auto-injector and the second dose in the form of a traditional injection.

CARE PLAN CONSIDERATIONS/OPTIONS

Emergency Health Plan and Medical/Contact Information

A plan completed by the student's licensed physician or physician's designated licensed extender, i.e., a Nurse Practitioner or Physician's Assistant and parent or guardian, and school personnel that is designed for use by both nursing and school personnel. It outlines the care that a student could need in an emergency situation and used as a guide to respond to a student who is experiencing a potentially critical situation.

Medical Statements MDE

A document developed by the Michigan Department of Education to accommodate students with special dietary needs, with or without a disability to be completed by the students licensed physician or physician's designated licensed extender, i.e., a Nurse Practitioner or Physician's Assistant that is designed for use by both nursing and school personnel.

PowerSchool Medical Alert

A field in PowerSchool containing information on all medical issues including Life-Threatening Allergies.

RESPONSIBILITES OF THE PARENT/GUARDIAN OF AN ANAPHYLACTIC STUDENT

Each parent/guardian of their child with a life-threatening allergy shall have the following expectations:

1. Teach your child to:
   a. Recognize the first symptoms of a food allergic/anaphylactic reaction.
   b. Communicate with school staff as soon as he/she feels a reaction is starting.
   c. Not share snacks, lunches, drinks or utensils.
   d. Understand the importance of hand washing before and after eating.
   e. Report teasing and/or bullying that may relate to the child's disability.
2. Take responsibility for his/her own safety. As children get older, teach them to:
   a. Encourage self-advocacy of the seriousness of the allergy to adults and peers.
   b. Communicate symptoms as soon as they appear to the school nurse and teacher.
   c. Encourage education on label reading and ingredient safety.
   d. Administer his/her own epinephrine auto-injector with a doctor-approved note stating such.
   e. Develop awareness of their environments, including allergy-controlled zones and to practice age appropriate behavior regarding health and safety.
3. Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after diagnosis). **All food allergies must be verified by documentation from physician or physician's designated licensed extender (Nurse Practitioner (NP) or Physician Assistant (PA).**
4. Complete and submit all required medication forms to the school's main office.
5. A physician signature is required on a self-administration plan.
6. Provide the school with current cell phone, pager, etc. and maintain updated emergency contact numbers and medical information.
7. Provide the school nurse with up-to-date emergency medications (including Epinephrine) so they can be placed in all required locations for the current school year. Medications will comply with the school's medication policy of proper labeling and expiration.
8. Provide Epinephrine on field trips.
9. To go on your student's field trips if possible and if requested.
10. To provide "safe snacks for your student's classroom so there is always something your child can choose from during an unplanned special event.
11. Encourage child to wash hands before and after handling food. Encourage child to identify the allergy-controlled zone when eating and to utilize easy access to soap in or near classrooms.
12. Inform the school of any changes in the child's Life-threatening Food Allergy status.
13. Provide the school with the physician's statement if the student no longer has food allergies.

EXPECTATIONS OF STUDENT

Each student with a Life-threatening allergy shall be expected for the following:

1. To develop a relationship with the school nurse and/or another trusted adult in the school to assist in identifying issues related to the management of the food allergy in the school.
   (Trusted adults are people who respect your feelings will listen and help work out a solution to any problem you may have. Trusted adults will provide guidance and support).
2. Use proper hand washing before and after eating and throughout the school day.
3. To avoid sharing or trading of foods or eating utensils with others. Take responsibility for avoiding food allergens.

4. To not eat anything with unknown ingredients or known to contain any allergen.
5. To sit in designated "allergen" free zones (table) in the cafeteria during lunch.
6. To avoid putting anything in mouth such as writing utensils, fingers, or other foreign object.
7. To be proactive in the care and management of their food allergies and reactions based on their developmental level. Learn to recognize personal symptoms.
8. To notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
9. To notify an adult if they are being picked on or threatened by other students as it relates to their food allergy.
10. To keep emergency epinephrine with the student, in the nurse's office or in the classroom. If the student is authorized to carry the emergency medication with them at all times, he/she will need a physician statement stating so.
11. To develop an awareness of their environment and their allergy-controlled zones.
12. To develop greater independence to keep themselves safe from anaphylactic reactions.

RESPONSIBILITIES OF SCHOOL ADMINISTRATORS

School Administrators shall ensure the following:

1. Follow all applicable federal laws, including ADA, Section 504, and FERPA, as well as all state laws and school policies/guidelines that may apply.
2. To have available the appropriate forms for the parent and explain that the required forms must be returned prior to the child attending school.
3. Enrollment officer shall update any new allergy notifications in PowerSchool, the school's data management system.
4. Meet with parents and listen to their needs and concerns.
5. Establish a core team comprised of Parent, Principal, Teacher, Student, Nurse, Food Service Manager, and other personnel deemed necessary to make decisions about food allergies. **
6. Create an emergency action plan for addressing life-threatening food based allergic reactions with consulting the school nurse, student's parent(s)/guardian(s), and physician.
7. Ensure school-wide mandatory in-service training and education on reducing life-threatening allergy risks, recognizing food allergy symptoms, and emergency procedures for appropriate staff to include, but not limited to the following topics: **
   a. A description/definition of severe allergies and a discussion of the most common foods causing allergic reactions
   b. The signs and symptoms of anaphylaxis.
   c. The correct use of an Epinephrine.
   d. Specific steps to follow in the event of an emergency.
8. Reinforce a no-food and no-utensil trading /sharing best practice will be encouraged. A sign in each school shall be posted informing students that they are expected to neither trade nor share food or utensils. **
9. Establish allergy safe zones as needed in the school cafeteria. These zones will be designated with signage noting allergen free zone. These zones will be cleaned and sanitized using a separate pail and disposable cleaning cloth.
10. When appropriate, encourage students to carry their Epinephrine on them, as allowed by the student's physician.
11. Ensure that information is in an organized, prominent and accessible format for a substitute teacher. A bright colored label will be on the outside of sub folders (MEDICAL ALERT :). The medical issue will be filled in the blank specific to the student. *Main office staff to order and provide labels for consistency. **
12. When appropriate, familiarize teachers with the Emergency Health Plan of their students and any other staff member who has contact with student on a need-to-know basis.
13. Instruct and reinforce with facilities personnel to develop cleaning protocol to ensure that the threat of allergens is minimized.
14. Teachers will send letters to all parents of children assigned to a classroom where one of the students has been identified as having a Life-threatening allergy (K-5) and school wide for secondary students. This will be carried out in accordance with patient confidentiality regulations.
15. The school's emergency protocol on Life-Threatening Allergies will be posted in appropriate locations, i.e. nurse office, main office and other areas as designated by the Building Principal. **
16. Notify staff that the Epinephrine is located in the Nurse's office.
17. **A contingency plan will be in place using designated building staff and understood by all staff and students in the event the nurse is not in the office or in the building. Staff will call 911 in all instances of Epinephrine administration.

CLEANING:

The Academy ensures that all frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.

The Academy ensures that the school library, computer labs, art rooms, music rooms, and other hands on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.

The Academy ensures that student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.

The Academy ensures that the playground structures will continue to undergo normal routine cleaning.

The Academy ensures a safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.

The Academy ensures staff wear gloves, surgical mask, and face shield when performing all cleaning activities.

RESPONSIBILITIES OF SCHOOL HEALTH PROFESSIONALS

The school nurse is the primary coordinator of each student's life-threatening allergy plan.
The school nurse will have the following responsibilities:

1. Meet with parent/guardian(s) of a student with a Life-threatening allergy to develop a plan for accommodations for the student.
2. Maintain updated Emergency Health plans in the nurse's office, in the classroom when appropriate, and with Epinephrine's that are carried by identified students. The emergency action plans will also travel with the Epinephrine's on school sponsored field trips.
3. Enter and update all student information in PowerSchool yearly and as needed.
4. Inform office staff, students teacher ('s), food services, principal, administrators and other staff as or if needed of students' food allergy via e-mail.
5. Provide information about students with Life-Threatening Allergies to staff where there is a need-to-know basis.
6. In conjunction with the principal, provide yearly in-service training and education for staff regarding Life-Threatening Allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epinephrine. **The school nurse shall retain documentation of those personnel who have received training on a yearly basis.**
7. Familiarize teachers/substitutes with the Emergency Health Plan / Medical Alert of their students and any other staff member who has contact with student on need-to-know basis.
8. Nurses are responsible for following the regulations that permit registration of non-licensed personnel to be trained and to administer emergency medications such as Epinephrine.
9. Educate with parents the appropriate locations for storing the Epinephrine and the possibility of receiving more than one Epinephrine as necessary. Locations for storage will follow the manufacturer's guidelines for avoidance of light and extreme temperatures.
10. Inform the school principal and parent/guardian if any student experiences an allergic reaction that has not been previously diagnosed.
11. Contingency plan will be in place in the event the nurse is not in the building utilizing trained and identified back-up personnel.

Student & Staff Responding to Positive Case:

The Academy, in collaboration with the Wayne County Health Department have worked to implement proper protocols for screening students and staff. The Academy will cooperate with the local health department if a confirmed case of COVID-19 is identified, and in particular, collet the contact information for any close contacts of the affected individuals from two days before the student/staff show symptoms to the time when they were last present in school.

The Academy principal or identified personnel within the building will call the Wayne County Disease Control at (734) 727-7078 to notify of a confirmed COVID-19 case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

As mentioned earlier the Academy has the following guidelines set in place for screening students and staff:

1. Upon entering the school, staff and students will be temperature checked by a non-contact temperature reading system
   a. A school administrator will be present at each of the non-contact temperature reading system to ensure no staff or student has a fever.
   b. In the event a student and or staff members has a fever they will be asked to leave the building
2. In the event that a student and or staff member gets ill and have a fever, the nurse aid will bring the student/staff to the nurse aid office to get checked.

a. A quarantine room has been identified within the nurse aid office to hold all students and staff who become ill and have COVID-19 symptoms.
b. Staff/students in the quarantine room will be asked to wear a mask
c. Students/staff will be asked to call home/significant other to come pick them up from the school to go home and get checked at their local doctor's office for COVID-19. If no one is available to pick them up, an emergency contact and or ambulance maybe called to come get the staff/student.
d. Staff/students who have COVID-19 will be asked to stay for a minimum of 14 days for quarantine, per the CDC guidelines. Staff/students will need medical clearance to come back to work/school.

RESPONSIBLITIES OF TEACHERS

Each teacher shall have the following responsibilities:

1. Knowledge of the signs and symptoms of severe allergic reaction as provided in the student's health care plan, and be aware of and implement the emergency plan if a reaction is suspected.
2. Review the Emergency Health Plan/ Medical Alert in PowerSchool
3. Participate in in-service training about students with life-threatening allergies including demonstration on how to use the Epinephrine. **
4. In collaboration with the nurse and parent(s)/guardian(s) of the allergic child, will set a classroom protocol regarding the management of food in the classroom. This protocol will be communicated by the teacher to the students and parent(s)/guardian(s) of the affected class.
5. Reinforce appropriate classroom hygiene practices/hand washing before and after eating.
6. Respond immediately to reports of students being teased or bullied about their food allergies.
7. Follow Emergency Health Plan and call school nurse / building Principal when a suspected life-threatening allergy related symptoms occur. If the student needs immediate medical attention, call 911 and follow up with building Principal.

RESPONSIBILITIES OF FOOD SERVICES

The food services department shall:

1. Provide in-service to nutritional service employees regarding safe food handling practices to avoid cross contamination with potential food allergens.
2. Food service employees will wear non-latex gloves. Gloved hands will be washed or changed during extended use to avoid cross contamination with potential food allergens.
3. Maintain a list of students with food allergies within the food service area with a photo of the student wherever possible. (Not for public viewing)
4. Maintain knowledge of which food products contain allergens.
5. Provide allergen-safe zones at schools where students with applicable food allergies are identified with universal symbol.
6. Participate in in-service training for students with life-threatening allergies including demonstration of Epinephrine use.
7. Respond appropriately to all complaints/concerns from any student with a life-threatening allergy, including allowing student to see school nurse if complaining of any potential symptoms. A response to complaints/concerns would also include any type of inappropriate behavior on the part of other students.

RESPONSIBILITIES OF CUSTODIAL SERVICES

The custodial service department shall under the direction of the Building Principal:

1. Use a separate wash bucket and cloth with district-approved cleaning agents solely for the cleaning of allergen–safe zones. This will include disinfecting solution and PH7 all-purpose soap as effective cleaning solutions.
2. Participate in in-service training for students with life-threatening allergies including demonstration of Epinephrine use. **

RESPONSIBILITIES OF THE TRANSPORTATION DEPARTMENT

All school bus drivers shall be informed when he/she is transporting a child with a Life-Threatening Allergy. The school bus drivers shall:

1. Have functioning emergency communication devices (e.g., cell phones, two-way radios, etc.) on each bus.
2. Maintain and reinforce policy of no food eating on the bus except for those medically documented needs, i.e., diabetics. In cases of medically documented needs, those students must bring allergen safe foods for eating on the bus.

3. Students with life-threatening allergies should sit immediately behind and to the right side of the bus driver when transporting to/from school.
4. Bus drivers will not hand out food treats even on special occasions.
5. Participate in in-service training for students with life-threatening allergies including demonstration of how to use the Epinephrine. **

RESPONSIBILITIES OF PERSONS IN CHARGE OF CONDUCTING AFTER-SCHOOL ACTIVITIES

Person(s) in charge of extracurricular programs shall have the following responsibilities:

1. The Emergency Health Plan will be available for parents to copy and give to others who assume responsibility for their child. Personnel may include:
    a. Before or after school activity instructors
    b. Coaches
    c. Clubs, programs, or sports will maintain a list of students with severe life-threatening allergies. These individual programs will be responsible for obtaining this information from parent(s)/guardian(s), and or in PowerSchool Medical Alert.

2. District employees will participate in in-service training about students with life-threatening allergies including demonstration of Epinephrine use at least annually. The training will be documented and kept on file. **

RESPONSIBILITIES DURING RECESS AND PHYSICAL EDUCATION CLASSES

During recess and physical education classes for a student with a Life-threatening allergy, the school shall have the following responsibilities:

1. Children will be under the supervision of at least one adult. Epinephrine Packet will be taken outside if specified in the child's Emergency Health Plan. The epinephrine will be carried by a designated district employee or by the student if authorized by the physician.

RESPONSIBILITIES ON FIELD TRIPS

The school shall have the following responsibilities when a student with Life-Threatening Food Allergy attends field trips:

1. On field trips consideration given for avoiding food allergen exposure and parental attendance is encouraged.
2. Meals of children with food allergies should be stored separately to minimize cross contamination. **
3. An in-serviced trained district employee such as the classroom teacher will accompany the class on the field trip and will maintain each applicable student's Epinephrine and will follow the child's Emergency Health Plan. **
4. Copies of student's Emergency Health Plan will be carried on all field trips for Life- Threatening allergies. **
5. Staff will call 911 in all instances of Epinephrine use. Parent(s)/Legal Guardian(s) will be Notified as well as building Principal.

KEY POINTS FOR PARENTS, STUDENTS AND STAFF

- **You are never alone.** It takes a team to ensure the best for our students. Help is usually a phone call away.
- **Educate, Educate, Educate.** This is an ongoing process that changes with the students' needs and as the staff changes. Food bans do not work because it creates a false sense of security. Today, processed foods contain trace amounts of food items that are not always identified on the food label. The best plan is to educate our school community about the issues that face students with life threatening allergies.
- **Special events/Non-routine days.** The greatest risk for a life threatening allergic reaction exists when the normal routine is broken. Examples are classroom parties, field trips, a substitute teacher, and after school events.
- **Be Prepared.** Always have the Emergency Health Plan available and think ahead to prevent possible exposures to a food allergen.
- **Symptoms vary greatly. Call 911** when uncontrolled anaphylactic symptoms occur or if ingestion is strongly suspected. Use emergency medication (i.e. Epinephrine) if needed and follow the Emergency Health Plan
- **Be safe, not sorry!** Take all complaints from children with food allergies very, very seriously. It is important to respect the needs and rights of each student.
- A child with a life threatening food allergy should **NEVER eat unexamined food**.
- In the event a student has an allergic reaction at school, **call 911 and administer emergency medication** (i.e. antihistamine and Epinephrine) as ordered by the student's physician. Key staff members should be trained to use emergency medications and know the location of those medications at school and on any special function.

If epinephrine (Epinephrine) is used, the student should be taken to the hospital for evaluation even if the allergic reaction symptoms subside. The school principal, nurse and parent/guardian should be notified as soon as feasible. 911 should be called for all suspected food allergy reactions. No one can predict how a reaction will progress. A mild reaction can blossom into a full-blown

anaphylactic reaction very quickly or over several hours. A reaction can also appear to subside or even appear to be under control and can blossom again into a more severe reaction.

- **Cross contamination.** It only takes a trace amount of the food protein to cause an allergic reaction. To prevent exposure to an allergen, **hand washing** and **washing of surfaces** (tables, chairs, mixing bowls, etc.) where an allergen has been used is necessary. Soap and warm water are most effective for cleaning surfaces.

Be prepared! Know your plan!

RESOURCES

- **The Food Allergy and Anaphylaxis Network (FAAN).** FAN is a great resource for current research, informational newsletter, support groups, and information of food products. Their phone number is 800-929-4040, and the Web address is: www.foodallergy.org
- **American Academy of Allergy, Asthma and Immunology. (AAAAI)**. http://www.aaaai.org
- **National Association of School Nurses.** http://www.nasn.org
- **Asthma & Allergy Foundation of America Food & Drug Administration. (AAFA)** http://www.aafa.org
- **Allergy, Asthma Information Association of Canada (AAIA)**
- **Food Anaphylaxis Education's Website**

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EMERGENCY HEALTH PLAN AND MEDICAL CONTACT INFORMATION

Student Name _____Date of Birth_____ Grade/Class ____

Address _____ City _____ Zip Code _____

Student's Home Phone _____

Parent/ Guardian 1_____Parent/ Guardian 1 Cell Phone_____

Parent/ Guardian 2_____Parent/ Guardian 2 Cell Phone_____

Physician Name _____Physician Phone Number _____

Dentist Name _____ Dentist Phone Number_____

Emergency Contact Name _____ Relationship _____ Phone _____

Medical Information

___ Medicine Allergy _____	___ Diabetes Type _____	___ Other Medical Condition(s):
___ Food Allergies _____	___ Heart Condition _____	_____
___ Other Allergies _____	___ Seizure Disorder _____	_____
___ Asthma _____	___ Kidney Disease _____	Current Medications: _____
___ Eye Glasses or Contact Lenses	___ Hearing Impairment	_____
___ **Dietary Restrictions** (with or without disability):_____		

Please complete the following table for all items checked above:

	Conditions	Symptoms/How Often	What Aggravates	How to Treat	Current Treatment(s)
1					
2					
3					

Medication Authorization (to be completed by licensed prescriber)

	Medication	Condition	Dose (MG)	Time to be Given	Form/Route	Side Effects
1						
2						
3						

Routes include: Oral (swallow, chew, liquid), Inhaled, Topical, Otic (Ear), Ophthalmic (eye), Injection

OVER THE COUNTER TREATMENT

(check those that you approve the school to administer to your child only if needed)*

	OVER THE COUNTER (OTC) MEDICATIONS		
	Any over the counter (OTC) medication as needed **(IF CHECKED DO NOT CHECK ANY OTHER CHOICE BELOW)**		
	Acetaminophen (Tylenol)		Pain Reliever/Fever Reducer
	Ibuprofen (Motrin)		Muscle Gel/Ben Gay
	Antibiotic/Pain Relieving Ointment (Neosporin) for cuts or open blisters		Oral Analgesic (Orajel or Anbesol) for mouth/tooth pain
	Antacid tablet (Tums)		Rash/Anti-Itch Cream
	Benadryl Anti-Itch Gel		1% Cortisone Cream
	Caladryl		Eye Drops for minor irritations
	For nausea or stomach aches		Herbal Tea
	Children's Allergy Liquid (Diphenhydramine/Benadryl) for allergic reactions at school		Cough Drops or Throat Drops for sore throats or coughing (may contain menthol)
	Any over the counter medication EXCEPT:		

***Parents will be contacted if a child's temperature exceeds 100 degrees F, a serious accident or illness occurs.**
Parents may also be contacted for medically related questions or clarification.
After the 2nd use, parents are expected to provide all over the counter medications for the child.

Comments, concerns, limitations or special instructions (add a separate sheet if needed):

_____

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To be Completed by Parent or Guardian

I have reviewed and approve the above Emergency Health Plan. I request and give permission for my child to receive the above medication/treatment at school or away from school (for official school events) according to standard school district policy and for the physician and/or staff to share information needed to assist my child's medication needs.

I also give permission to the academy to release of information on this form for confidential use in meeting my child's health and educational needs at school.

Parent/Guardian's Printed Name: _____ Phone:_____

Email: _____

Parent/Guardian's Signature: _____ Date: _____

To be Completed by Physician

I have reviewed and approve the above Emergency Health Plan.

Physician's Printed Name: _____ Phone: _____

Physician's Signature: _____ Date: _____

To be Completed by School

Training for the above procedures will be provided by:

_____

Staff members that are trained/approved to implement the plan:

_____

I have reviewed and approve the above Emergency Health Plan.

School Nurse/Aid Signature: _____ Date: _____

School Principal Signature: _____ Date: _____

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STUDENT ACTIVITIES/TRANSPORTATION WAIVER FORM

ACTIVITY DESCRIPTION: Any and All School Activities, Field Trips, and/or Athletic/sports Games

LOCATION/ADDRESS: On school site, off school site, and transportation **Date:**

While participating in school activities onsite or offsite and/or using the school transportation service for any reason related to school activities that the student has been authorized to participate in including field trips or any other activity, neither the Hamadeh Educational Services, Inc. (HES) nor its affiliated academies are responsible for any and all personal injury, illness, property loss or damage, or wrongful death suffered by any person for any reason whatsoever, including negligence on the part of the academy or HES, its supervisors, employees, volunteers and representatives.

In consideration of the student's participation in any activities and/or use of transportation services offered by HES or its affiliated academies, I hereby waive and release the HES, its affiliated academies, their supervisors, employees, volunteers, and representatives from any and all liabilities, present and future claims, actions, and/or demands resulting in any and all personal injury, illness, property loss or damage, or wrongful death wherever, whenever, or however they may occur, arising from (i) participation in any school event, activity, and/or transportation, (ii) negligence on the part of HES or its affiliated academies or others whether directly connected to these activities or not, and however caused or (iii) the condition of the premises where this event occurs. I hereby voluntarily indemnify and hold harmless, waive any and all claims, actions, and/or demands against HES, its affiliated academies, their supervisors, employees, volunteers and representatives resulting from any reason including negligence, both present and future, that may be made by myself, my relatives, assignees, heirs, distributee, spouse and legal representatives.

I have read this waiver and release of liability agreement, fully understand its terms, I understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without inducement. This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and give permission for my child to participate in the school activities and/or the use of the school transportation service for school related activities.

Furthermore, I hereby authorize the supervising teacher, sponsor in attendance, or any of the HES or Academy representative(s) to select and secure medical attention and release health information as may be necessary for (over 18 – for me) my child as a result of injuries or other events requiring emergency care while I/we (Parent/Guardian) are not in attendance at such event, activity or service.

Student's Name: _____ Grade: _____ Date: _____

Student's Signature If 18 Years of Age or Over: _____

Parent/Guardian Name: _____ Relationship to Minor: _____

Signature of Parent/Guardian: _____ Date: _____

ACADEMY:

- ☐ **Star International Academy**
- ☐ **Universal Academy**
- ☐ **Universal Learning Academy**
- ☐ **Noor International Academy**

LIBRARY MATERIALS CIRCULATIONS AGREEMENT (STUDENTS)

Student Name: _____ **Grade/Section: _____**

Statement of Collections

Please note: while every effort has been made to ensure that quality ideas and appropriate content are represented in the materials made available for our students, we recognize that there may be differences in opinion as to what parents regard as suitable for their children. *As our most significant partners in the educational process*, parents' opinions, concerns and suggestions are very important. If you have any questions, concerns or comments about Library materials, please bring them to the attention of the ***Director of Libraries and Instructional Resources.*** We have established a process to further review materials when members of our learning community express a concern. Our Learning Materials Collection Development Policy (guidelines used by the Academy to select and acquire library materials) is available upon request.

I _____ (name) parent of _____ (child's name) in class _____, would like my child to have the Academy Library borrowing privileges. By signing this agreement, I understand and agree:

1) I am responsible for any monies arising from fines, loss, damage or replacement charges incurred by my child(ren) when borrowing library materials
2) I agree to assist the Academy keep and maintain a high quality book collection by ensuring materials are cared for responsibly
3) I accept that the staff of the Academy has determined the books in the Library are suitable for our students and meet the requirements mandated as a Public School Academy. In the event that I disagree with material content, I agree to share my concerns with the appropriate Academy staff.

_____ _____ _____

Parent Name Parent Signature Date

Students will not be allowed to check out library materials without a signed agreement.

Please return this signed form to your students' home room teacher as soon as possible. Thank you!

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LENDING AGREEMENT/PERMISSION FOR ACADEMY DEVICES ("Lending Agreement")

Student Name, Grade & Section: _____ Date: _____

Overview

The Academy will be distributing Chromebooks, headphones, and accessories to students to facilitate the continuation of her/his education. The Academy has purchased and owns the devices/accessories. As long as the student follows the expectations of the program, they will be allowed to take home the device(s)/accessories.

This permission form is an agreement that Families have reviewed the documented materials outlining the Expectations and Financial Responsibilities to participate in the program.

Cost of Devices and Accessories

Families are responsible for the care of the devices during and after school hours. Damage and loss or theft can occur at any time and students and families are responsible for the repair and replacement of the devices and accessories regardless of when the damage, loss or theft. The following outlines the Student/Parent/Guardian financial responsibility for the device(s)/accessories.

Damage /Loss

- All damage and loss will be reported to your teacher.
- The Student/Parent/Guardian is responsible to pay costs of repairing or replacing devices to the Academy.
- The Academy reserves the right to suspend use of the device(s)/accessories if the damage is deemed (by the Academy) egregious in nature or in the event of loss or theft.
- The Student/Parent/Guardian/Student may ***NOT*** seek repair or service of the device(s) outside of this agreement.
- The Academy is self-insuring these device(s)/accessories and the repair/replacement fees offset these costs.
- The Academy may use "Device Detective" application which collects geolocation data in order to aid in the recovery of lost or stolen devices.

Device Permission

Prior to a student being allowed to take the Chromebook device from school, this agreement must be signed by the student age 18 or older and ALL parents/guardians, responsible for this child in any household. The student will return the Chromebook, charger and headphone by no later than the last day of school, on June 12, 2026 or last day of attendance whichever is sooner.

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Parent, Guardian and Student Agreement –

As the student, parent or legal guardian of the above minor, I have read, understand and agree that the student shall comply with the terms of the Academy's Lending Agreement, and the Academy policies and procedures of the Parent/Student Handbook ("Policies and Procedures"). I understand that the Chromebooks are a privilege and can be revoked if misused. I understand that if the Academy's Chromebook is damaged, lost, or stolen that the student and/or I will be responsible to reimburse the school for the cost of the repair or replacement.

I agree that should the student commit any violation or in any way misuse the Chromebook, I understand and agree that the student access privilege may be revoked and school disciplinary action may be taken against the student/or Parent/Guardian. I understand that the student is to treat this Chromebook no different than any other school-owned piece of equipment. The student will not alter any Chromebook, or use Academy's Chromebooks in a manner that is not aligned with the Academy Lending Agreement and Policies and Procedures.

I am signing this Policy and agree to indemnify and hold harmless the Academy that provides a Chromebook to the student, against all claims, damages, losses and costs, of whatever kind, that may result from my and/or child's use of the Chromebook or violation of the Lending Agreement and Policies and Procedures. I understand that there are no rights of confidentiality on the Chromebook and that the contents, email, information regarding Internet usage and network communications can be reviewed at any time at the discretion of the school administration. Further, I accept full responsibility for supervision of my and or student's use of the Chromebook. I hereby give permission for the student to use a Chromebook authorized by the Academy and the student and I agree to the above terms and policies and procedures. I understand that once a Chromebook has been issued to a student, it is the student and family's responsibility to fulfill payment in full. This includes damage that is not covered under the warranty.

I acknowledge receipt of, and agreement to abide by the terms of this Lending Agreement. I, on my behalf and/or behalf of my son or daughter, as the student and/or the parent/guardian hereby assume any financial responsibility for damages, loss or theft of the device/accessories outlined herein. I understand that by doing so, I am responsible for monitoring its use, monitoring safe internet usage at home, as well as my and/or my son/daughter's compliance with the Academy's acceptable use policy. I agree that the Academy may use "Device Detective" which collects geolocation data in order to aid in the recovery of lost or stolen devices and Teachers may assist her/his student by viewing the student's screen and browsing activity. I also hereby indemnify and hold harmless the Academy against any loss arising out of my and/or my son/daughter's use of the device/accessories, which indemnity shall cover any actual damages suffered by the Academy and actual attorney's fees and court costs. This indemnification shall survive the life of this Agreement.

Student Signature (18 years and over): _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature:_____ Date: _____

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THE MCKINNEY VENTO HOMELESS ASSISTANCE ACT

The Act mandates all state educational agencies to develop and distribute a process for a quick resolution of disputes concerning the placement of homeless students. The purpose of the Act is to ensure that students who are homeless may continue their education with as little disruption as possible. Homeless children and youths should have access to the education and other services that children and youths with a home have and to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held. Noor International Academy has assigned a staff member as the Homeless Liaison at the school in order to assist students with this need and is committed to assist these children in meeting the State Standards.

Noor International Academy does not discriminate on the basis of race, color, and national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), or age (Age Discrimination Act of 1975) in its programs or activities. The following person(s) have been designated to handle inquiries regarding the nondiscrimination policies

School Social Worker – Homeless Liaison
37412 Dequindre Road, Sterling Heights, MI 48310
Phone: (586) 365-5000, Email: info@niapsa.org

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VOLUNTEER/CHAPERONE AGREEMENT

Dear Volunteer/Chaperone/Visitor,

The school Administration welcomes you to the school and its Volunteer Program. We want you to take pride in being a volunteer member of HES and its Public School Academies. We have built a reputation for quality education, and we are committed to maintaining this reputation, by striving to enhance our services and to create a positive environment.

We strongly value our volunteers and all individuals who participate in activities that enhance our programs and services. We believe that each volunteer contributes directly to the growth and success of the Academies. As a parent, family member, intern, and/ or community volunteer, we would like you to join us in achieving this goal and to feel that your association with us is a mutually beneficial and pleasant one.

All volunteers, chaperones, and visitors with no exception must undergo a criminal background check through the use of Internet Criminal History Access Tool (ICHAT) with the Michigan State Police on an annual basis and/or as may be requested by the administration. HES and/or the Academy reserve the right to request additional further background checks and finger printing for State and Federal criminal and background investigation at the volunteer's expense. As a volunteer and/or intern, before beginning hours, provided that you will be assigned regularly and/or routinely, you will be required to schedule and take your fingerprinting in coordination with the Human Resources Office at your own expense to obtain a Michigan and FBI criminal background check in accordance with the new Safety Legislation, and submit a copy of your Driver License to the Human Resources Office.

Additionally, the following rules and policies are intended to be as a guideline while volunteering your services with us. The rules and policies have been designed to help our volunteers/chaperones/visitors become familiar with the schools' policies. If anything is unclear, feel free to discuss the matter with the Supervisor, Teacher, or the Principal at your convenience. The school reserves the right to revise, change, or up-date the information attached as it sees necessary. The volunteers will be notified of any revisions should any changes take place.

We hope that you will find this information helpful as you join us with your services. Thank you for joining us and for volunteering your time and services.

Sincerely,

Administration

SCHOOL RULES & POLICIES

Thank you for your interest in volunteering, chaperoning, and/or visiting at Hamadeh Educational Services' Public School Academies. The following rules and policies have been designed to help you become familiar with our policies and to be used as a guide as you volunteer your services with us. The school Administration strongly values its volunteers, chaperones, and visitors and expects them to be role models and a positive influence on our students and staff. To ensure a clear understanding between the Administration and volunteers/chaperones/visitors, we kindly ask you to comply with the following rules and policies:

VOLUNTEERS/CHAPERONES/VISIRS MUST:

1. Have a completed Volunteer/Chaperone/Visitor Packet on file
2. Volunteer/chaperone must be a parent/guardian or in case of emergency someone else approved by the parents/guardian and principal
3. Be at least 18 years old
4. Adhere to the school's code of conduct at all times
5. Keep confidential and not disclose, or make any use of, except for the HES or Schools' benefit, at any time, either during or subsequent to this Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the Company relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the Company's business, or any of its clients, customers, students, student parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during /while engaged pursuant to this Agreement ("Proprietary Information").
6. Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or school activities. In order to maintain compliance, unauthorized photography and use of photographs, including posting on social media, and violation of Family Educational Rights and Privacy Act (FERPA) are prohibited.
7. All volunteers, chaperones, and visitors with no exception must undergo a criminal background check through the use of Internet Criminal History Access Tool (ICHAT) with the Michigan State Police on an annual basis and/or as may be requested by the HR Department.
8. Observe the school's dress code while on school property
9. Be assigned and authorized to volunteer by the Principal NOT teachers
10. Comply with the assigned time schedule. Be prompt in arriving and leaving
11. Changes in the Volunteer/Chaperone/Visitor's schedule will be reported to the school with enough notice
12. Sign in and out in the volunteer/visitor log at the receptionist area every time
13. Act, speak and work professionally:
14. Recognize that the teacher is the main authority in the classroom
15. Have a positive attitude toward the school, staff, students & parents
16. Address concerns constructively to the party involved and the Principal
17. Deposit any written suggestions in the Principal's or Superintendent's mail Box in the reception area
18. Observe confidentiality of information about students, staff, parents & school
19. Follow assignment and instructions given by the teacher or administrator
20. Be positive with students - correct in a non-critical, non-threatening way
21. Be fair in dealing with students & treat them with respect
22. Address special concerns about a student in a confidential way by leaving a note to the teacher or by speaking with her privately at a non- instruction time
23. Refrain from destructive & negative remarks, criticism and gossip
24. Do not use volunteer/instruction time to discuss own child's or other children's progress or concerns
25. Do not give directions to entire class -- whisper to individuals concerned
26. Do not talk while teachers are giving instruction
27. Let the children use their responsibility independently
28. Be familiar and consistent with the classroom and school rules
29. Address serious discipline problems to the teacher in charge
30. Services are not compensated by any monitory form
31. Keep in mind that the volunteer services are intended for a good cause
32. Services are primarily aimed at improving the child's educational experience
33. Volunteer Chaperones may ride on the school bus with the class. If Volunteer Chaperones desire to bring along their children that do not attend then school on the field trip, they must use their own transportation to & from the field trip. Children that do not attend the academy may not ride the academy's school bus
34. Volunteers must provide their own transportation
35. Smoking, drinking alcohol, possessing drugs and weapons while on school property or attending at school events are totally prohibited

By signing this School Rules and Policies form, the Volunteer/Chaperone/Visitor understands and agrees to follow the rules, policies, and procedures described above. It is mutually agreed that these services are voluntary and shall not be compensated for at any time. Thank you!

Signature: _____ Date:_____

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STUDENT DISCRIMINATION/HARASSMENT COMPLAINT FORM

General Statement of Policy Prohibiting Discrimination, Religious, Racial, or Sexual Harassment

The Academy maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial, or sexual harassment or discrimination by any pupil, student, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances and disciplinary action will be taken.

Complainant_____ School_____ Grade_____

Home Address_____

Home Phone_____ Work Phone_____

Date of Alleged Incident(s) _____

✓Check the appropriate words describing discrimination/harassment:

❑ Sexual ❑ Racial ❑ Religious ❑ Bullying ❑ Other

Name of person you believe harassed, discriminated against or who acted in a violent manner toward you or another person

---

If the alleged harassment, discrimination or violence was directed toward another person, identify that person

---

Describe the incident(s) as clearly as possible, including such things as what force, if any, were used, any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved, etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur? _____

List any witnesses who were present

This complaint is filed based on my honest belief that_____ has harassed, discriminated against me or another person or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant Signature_____ Date_____

Received by_____ Date_____

Return this form to your school Principal, the Dean of Student Affairs ("DSA"), or Superintendent at the Academy location or address.