

# Clara B. Ford Academy

## **Student Handbook 2016-17**

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## About Clara B. Ford Academy

Clara B. Ford Academy (CBF) is an all-female school offering education to current and former residents of Vista Maria. A small number of the students live in the community and are part of the Continuing Student Program (CS).

### Mission

The mission of Clara B. Ford Academy is to engage our students in a safe, innovative learning environment within Southeast Michigan that will enable them to function as contributing adults.

Essential to our mission is a commitment to work side by side with key partners, including each student's family or guardians, the primary social serving agency, other educational and professional institutions, and the community at large. Clara B. Ford Academy will help each student acquire the education and skills needed for successful transition into adulthood.

### Vision

Our environment purposefully addresses the needs of the whole student while inspiring a passion for life-long learning that leads to the realization of dreams.

Goals The Clara B. Ford Academy has a variety of goals:

- To create a learning community that helps students put meaning into their learning so they can succeed in a career or continuing education, have a quality life, know themselves well, and build positive and satisfying relationships with others.
- To teach students how to participate in making decisions that use different methods including comparison, systems, patterns and analytical thinking strategies.
- To encourage outstanding academic performance for each of our students and recognize that academic success is only one factor shaping a well-rounded individual.
- To foster a strong work ethic through persistence and determination that is modeled and reinforced by adults.
- To assist in monitoring emotional regulation that is frequently a byproduct of trauma experience(s)
- To create and maintain a positive learning environment for all students. Teachers, administrators, Student Advocates and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful and responsible behavior fosters a positive climate for the learning community.

The Student Handbook sets forth student rights and responsibilities while at school and school-related activities. When determining the appropriate action to be taken as a consequence of student misconduct, School Leaders may use a variety of intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community; and any other relevant factors.

The Student Handbook will be administered uniformly and fairly, without partiality or discrimination. If you have any concerns or questions about the content of this Handbook, please contact the School Leaders.

**In this handbook the term *Student Advocate* refers to, parent, guardian, foster parent, DHS worker/therapist, and the like.**

## Academic Integrity

In order to foster a healthy and appropriate atmosphere for learning, the Clara B. Ford Academy strives for its students to maintain certain standards of academic integrity. Students should use their own abilities to complete assignments and projects, unless instructed to work collaboratively with classmates or outside individuals. Plagiarism, cheating, and dishonest behavior are not characteristic of a Clara B. Ford Academy student. These behaviors include willingly and knowingly copying or using the work of others to represent as one's own, and/or using books, notes, or other materials during an assessment without the knowledge or approval of the instructor. It is also considered dishonest behavior when one obtains copy of an assessment and/or assessment answers prior to

taking the assessment with the intention or anticipation of using the information as our own. Students found guilty of academic dishonesty will be subject to academic consequences, e.g., receipt of a zero grade on the assignment or assessment in question without the possibility of completing a make-up assignment or assessment.

### **Attendance/Absences/Tardy**

Attendance is important in developing a high quality work ethic—habits of being on time and consistent attendance are important life lessons. It is very important that students arrive on time as well as attend school on a daily basis in order to fully maximize their learning and mastery of the core curriculum. *School attendance is critical to successful school performance.* Classroom teachers will maintain daily attendance records for each of their assigned students.

#### **School begins promptly at 7:54 a.m.**

#### **Doors open at 7:30 a.m., if you arrive early be prepared to wait outside.**

- If a student will be absent, a Student Advocate (Student Advocate, guardian, and worker) **must** call the Clara B. Ford Academy office, (313-436-0020) on or before the day of the absence for the absence to be excused, **before 7:45 a.m.** (V.M staff must include this on daily sheet that arrives at CBF no later than 8:15 am.) When calling, please state the student's full name and the reason for absence. A physician's verification of illness may be required when it is deemed necessary to confirm the reason for repeated or prolonged absence. (*Note: calls made after day of absence will not be excused.*)
- Students must **arrive on time** to each individual class. **A tardy is defined as not being in the classroom within the first 5 minutes of class.** A pattern of absences or tardiness will be dealt with progressive consequences:
- Note: the Academy only used two designations for absences: Absence and Excused Absence. An **absence** is defined as one in which the Academy is not notified of the student's whereabouts. An **excused absence** includes all other absences.
- If a student is late (more than 10 minutes) or absent, the student advocate MAY receive an automated phone call from the School Messenger Program.(see School Messenger, page 23)
- Students will be held **accountable for all work missed** during any absence. Excessive absences may prevent students from receiving credit. Students are responsible for obtaining all missed work and assignments.
- Although we strongly encourage families to take their family vacations during designated vacation breaks on the school calendar, we recognize that opportunities arise that necessitate a family trip during school time. In those situations, we ask Student Advocates to notify the school and teacher(s) of the trip at least one week in advance.
- If an agreement is made concerning the student's attendance or tardiness with the School Leaders and the Student Advocate and/or student, then any violation of that agreement may result in disciplinary Appeal Process.

If the student or Student Advocate wishes to appeal this decision based on extenuating circumstances, the appeal must be submitted in writing to the School Leader within two days. Once received, the School Leader will arrange a meeting to discuss the attendance issue. If the student/Student Advocate is not satisfied with the School Leader's response, the student/Student Advocate has the right to appeal that decision by submitting a written appeal to the CS Partners within two days. The administration reserves the right to use discretion regarding this attendance policy. Every attempt will be made to ensure that this policy is applied fairly and consistently to all students.

### **Homebound Assistance**

A physician, hospital, or treatment facility must provide written documentation that a student will be home bound or hospitalized for a period longer than five (5) consecutive school days. Within three days of this notification, the Academy will assign a homebound teacher to the student. A general education student must receive two 45- minute periods of instructional service per week. A student with an individualized education programs

(IEP), shall receive a minimum of two (2) nonconsecutive hours of instruction per week. The two one-hour sessions for a special education student may be on the same day, but there must be an adequate break between the sessions.

The Academy is responsible for the content of the instruction, providing textbooks, and other materials related to the instruction, providing assignments and grading.

The student must make regular progress toward his/her credits during the term by the regular completion of assigned work. Any exception from the plan needs a written excuse from a medical professional. Failure to complete the homebound plan as agreed will result in the student losing credit and possibly being dropped from the Academy.

### **Power School Portal: for Student Advocate (parent, guardian, etc.)**

In an effort to keep Student Advocates informed of student's progress, the Academy administration has allowed Student Advocates access to sections of PowerSchool (the Academy's data collection system). Through this system, Student Advocates have access to attendance, grades, and log entries, as appropriate.

*NOTE: The Academy strongly encourages Student Advocates to access their student's attendance and grades through the PowerSchool Student Advocate portal. Please see Administrative Assistant for password and direction.*

## **Books**

All books distributed by Clara B. Ford Academy are the property of Clara B. Ford Academy. When students are assigned textbooks, they are responsible for the book's condition while in their possession. Destruction of school property is not acceptable and subject to consequences. Fines for damages and lost books are assessed based on replacement costs.

## **Cell Phones**

See section: Wireless Communication Devices. Note: **Cell phones and other wireless communication devices must be silenced and out of sight during the school day. Cell phones will be locked up during the course of the day—students will be able to retrieve at lunch time.**

## **Check-In and Check-Out Procedures**

All students (and visitors) are required to be checked-in before admittance into the buildings. The check-in procedure has been put in place to ensure the safety of all students and staff.

Check-In--(Students and Visitors as appropriate), must:

- have ID, as appropriate, to enter the campus (relates to students in Continuing Program).
- enter through the designated door and follow school personnel directions for screening.
- walk through the metal detector. If the metal detector is triggered, the student must step aside and cooperate with a second search.
- allow staff to check all bags and purses brought to campus.
- empty all pockets and may be required to take off shoes and momentarily loosen clothes upon request.
- stay in sight of school personnel until check-in procedure is complete.
- go directly to his/her assigned area once the check-in procedure is complete.
- **SILENCE Cell phones and other wireless communication devices during the course of the day. KEEP THEM OUT OF SIGHT OF OTHERS. Some students may have privilege of using cell phones or other wireless devices in lunch room during lunch period.**

Check-Out

- Once a student has recovered her valuables and/or items from locker, she will exit the building. Students may not loiter in the building or on the Vista Maria campus, including area in front of Shepherd Hall.

## **Student Abuse/Neglect Policy**

Academy administrators, teachers, counselors, and social workers are required by law to immediately report any and all suspected cases of student abuse or neglect to Child Protective Services at the Department of Human Services.

## **Students and Youth in Transition**

It is the policy of Clara B. Ford Academy (CBF) to ensure that students who meet the Federal definition of student and youth in transition have equal access to the same free, appropriate public education as provided to other students. These students are given meaningful opportunities to succeed at the Academy. The Board annually appoints a McKinney-Vento Homeless Liaison to perform all duties as legally required. The Academy's Homeless Liaison is the Academy Social Worker.

CBF is committed to ensuring that there is no barrier to enrollment, attendance or the success of students and youth in transition. In addition, students and youth in transition will not be discriminated, stigmatized, or segregated on the basis of their status.

CBF's Homeless Liaison collaborates and coordinates with state coordinators, community service providers and school personnel responsible for the provision of education and related services to students and youth in transition. If you notice any of the common signs of homelessness or have any other information that is pertinent to a student's living arrangement, please contact the Academy School Social Worker.

## **Classroom Assignment**

The School Counselor will assign each student to the appropriate classroom. Any questions or concerns about the assignment should be discussed with the School Counselor. Teachers are not allowed to re-assign students without administrative approval. Students must remain in their assigned classroom unless otherwise they have permission by Academy administration.

## **Closed Campus**

The safety and security of students and staff is a primary concern. To assist in providing such conditions, Clara B. Ford Academy will operate as a closed campus. Students shall remain on the school grounds from their time of arrival until classes are dismissed at the end of the school day, unless the Student Advocate has provided permission for a student to leave school for a specific need (e.g., doctor appointment, bereavement,) and this request has been approved by School Leader. A student who leaves the school grounds without authorized permission or enters others buildings on the campus shall be considered truant and behavior will be addressed by Administration.

## **Complaint Policy**

In order to preserve an environment based on courtesy, respect, and responsibility, any requests, suggestions, or complaints concerning staff, curriculum, or operations of the Academy should be filed according to the following procedure:

Anyone wishing to present a request, suggestion, or complaint shall discuss this matter with the instructor or staff member that has direct responsibility of the matter. If the discussion revolves around a particular incident, the complainant must initiate this process within seven (7) days of the incident. If the issue deals with a violation of laws or with Academy-wide policies, the School Leader is the appropriate staff member to be approached.

If the School Leader is the accused perpetrator of harassment or other violation of law, then the complaint should be sent directly to CS Partners. However, if CS Partners determines that the issues/complaint do not fall into that category, then the complainant will be required to first address their issues/complaint with the School Leader. This procedure requires that the School Leader have an opportunity to resolve any issues/complaint that are not considered harassment or are illegal in nature prior to the involvement of CS Partners.

If the aggrieved person is not adequately satisfied with the results of that discussion, that person has seven (7) days to submit their complaint in writing to the School Leader. The School Leader will conduct their own investigation of the incident by speaking to all relevant parties and try to resolve the issue through discussions with those people. After completion of that investigation, the School Leader will give a decision to the complainant and the reasons for that decision.

If the original discussion was with the School Leader, and the concern was not adequately resolved by the School Leader, then the complainant must submit their concern in writing to CS Partners' office using the CS Partners' complaint form no later than one month (30 days) after the School Leader's decision is given to the complainant.

Upon receiving the written complaint, CS Partners shall investigate the incident/conduct. In determining whether the alleged conduct violates any policy or procedure, the totality of the circumstances will be investigated and reviewed. Appropriate action will then be taken, and a response will be given to the complainant if requested. Only signed, written complaints are investigated. Anonymous complaints are not.

If the complainant is not satisfied with CS Partners' response, the complainant may present the concerns before the Board of Directors in accordance with the Public Participation procedures.

Student Advocates cannot request limited staff interaction when the situation warrants the staff member to be involved in his/her professional role. In order to complete a full and fair investigation, CS Partners cannot guarantee the confidentiality of a complainant.

Anyone utilizing this procedure will not suffer any form of reprisal. All claims of retaliation will be investigated. Any retaliatory activity may result in discipline, up to and including, discharge.

## Concussions

Before a student may participate in an athletic activity (physical education classes, organized practices and competitions) operated by the Academy, students and Student Advocates must review the parent athlete concussion information sheet.

The acknowledgement receipt found at the bottom of the education material must be signed by both the student and Student Advocate and subsequently turned into the School Office.

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a "ding", "getting your bell rung" or what seems to be a mild bump or blow to the head can be serious.

### What are the signs and symptoms of a concussion?

Signs and symptoms of a concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports one or more symptoms of a concussion listed below after a bump, blow, or jolt to the head or body, he/she should be kept out of play the day of the injury and until a health care professional, experienced in evaluation for concussion, says he/she is symptom-free and it's OK to return to play.

### Signs observed by coaching staff:

- |   |  |
|---|--|
| 1. Appears dazed or stunned                 | 6. Answers questions slowly                        |
| 2. Is confused about assignment or position | 7. Loses consciousness ( <i>even briefly</i> )     |
| 3. Forgets an instruction                   | 8. Shows mood, behavior, or personality changes    |
| 4. Is unsure of game, score, or opponent    | 9. Can't recall events <i>prior</i> to hit or fall |
| 5. Moves clumsily                           | 10. Can't recall events <i>after</i> hit or fall   |

### Concussion Danger Signs:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body he/she exhibits any of the following danger signs:

1. One pupil is larger than the other
2. Is drowsy or cannot be awakened; confusion
3. A headache and or "pressure" in head that not only does not diminish, but gets worse
4. Sensitivity to noise and light
5. Weakness, numbness or decreased coordination
6. Feeling sluggish, hazy, foggy or groggy
7. Balance problems or dizziness



8. Repeated vomiting or nausea
9. Slurred speech
10. Double or blurry vision
11. Convulsions or seizures
12. Cannot recognize people or places
13. Becomes increasingly confused, restless or agitated
14. Concentration or memory problems
15. Just not “feeling right” or “feeling down”
16. Had unusual behavior
17. Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

*Why should an athlete report their symptoms?*

If an athlete has a concussion, his/her brain needs time to heal. While an athlete’s brain is still healing, he/she is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

*What should you do if you think your athlete has a concussion?*

1. If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says he/she is symptom-free and it is OK to return to play.
2. Adequate rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.
3. Concussions affect people differently. While most athletes with a concussion recovery quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

*Did you know?*

Most concussions occur *without* loss of consciousness. Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults.

For more information on concussions, visit- [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)

## **Confidentiality**

Pursuant to both state and federal law, it is the policy of the Academy to protect the confidentiality of student information, such as but not limited to student records, social security numbers, and financial aid information. No person shall knowingly display, disclose, transfer, or unlawfully use confidential information.

This includes the preservation of privacy for these records in electronic form as well. Confidentiality of all student records should be restricted to personnel with a legitimate educational interest.

Due to the nature of our school and the confidentiality of student identities, all pictures unless taken or directed by staff, for CBF use, are strictly prohibited.

## **Directory Information**

The Family Education Rights and Privacy Act (“FERPA”) requires that Clara B. Ford Academy with certain exceptions, obtain the written consent of the Student Advocate prior to the disclosure of personally identifiable information from their student’s education records. However, Clara B. Ford Academy may disclose appropriately designated *directory information* without written consent, unless you have advised the school to the contrary in accordance with Clara B. Ford Academy procedures. (See below)

The primary purpose of information is to allow Clara B. Ford Academy to include this type of information from your student's education records in certain school publications. Examples include:

- Individual or group recognition of achievement and /or accomplishments
- Graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks

Clara B. Ford Academy has designated the following information as Directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph/video/DVD
- Honors, awards, and other recognitions
- Classroom or unit designation

**If you do not want Clara B. Ford Academy to disclose directory information from your student's education records without your prior written consent, you must notify Clara B. Ford Academy in writing by the end of the first week of the school year.** *Legal Ref.: Section 9528 of the ESEA (20 USC §7908), the Education Bill; 10 USC §503, as amended by §554; the National Defense Authorization Act for Fiscal Year 2002 (PL 107-107); Family Education Rights and Privacy Act of 1974, 20 USC §1232g.*

## Dress Code

Clara B. Ford Academy students distinguish themselves through positive achievement and conduct that contributes to the whole community. A school dress code also allows students to prepare for the professional world. The dress code shall be checked by the teaching staff. When a question regarding appropriateness of dress arises, the School Leader or Administrative Assistant will make final decision.

All students are expected to come to the Academy in the required dress code. It is important for students to be in class and not going back home to change clothes. The dress code is simple, inexpensive, and accessible: Under certain circumstances students may be able to obtain clothing through Vista Maria's donation center—Vista Boutique. A student will not dress in manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others. Persistent pattern will result in a meeting with Student Advocate to assess solution.

*Students who come inappropriately dressed will be expected to change their attire.*

1. *Student Advocate may bring change of clothing to academy.*
2. *Student will be given change of clothing by CBF staff that must be worn and returned at end of day.*
3. *If not willing to do above, will be sent home for the remainder of the day.*

### Acceptable Dress:

- Conservative in color and design. Pants/skirts must fit at the waist; dresses and skirts appropriate length.
- Polo tops or appropriate blouses
- Capri's (above ankle and below knee) and jeans
- Sweatpants or jogging suits that are not tight nor have writing on buttock area
- Tight pants are only acceptable ONLY if worn with a loose top that comes mid thigh.
- Sweaters, vests, hoodies, and sweatshirts. It is suggested that one of these items be kept in the student's locker for cold days.
- Appropriate footwear, sandals must be secure on foot, i.e., straps with heel support.
- Appropriate accessories, including jewelry; simple belts
- Purses shall be clear or no larger than 8inches x8inches (little larger than allowed at sports events.)
- Scarfs, tams are acceptable

### Unacceptable Dress:

- Clothing excessively distracting to the learning process
- Too tight, baggy, or sexually provocative
- Writing on garments: inappropriate symbols, pictures, wording
- Leggings, and yoga pants—*unless has top that comes mid-thigh*
- Holes or tears in garments mid-thigh and higher
- Spaghetti straps, tank tops, bared midribs, bare shoulders, or the like
- Hoods worn in the school building
- Brimmed hats (e.g., baseball hats)
- Flip flops, high heels (> 2 inches), or excessively fussy shoes
- Shorts (if approval by School Leader for certain school days, they must fulfill above requirements.)

## **Emergency Information**

It is a *Student Advocate's responsibility to ensure that their student has the most up to date emergency contact information, including a secondary contact person, completed and filed in the school office.* A student may be excluded from school until this requirement has been fulfilled. If your daytime phone number changes anytime during the school year, please promptly notify the office. *If an emergency occurs, we need current phone information to reach you as quickly as possible.* Please inform secondary contacts that you have listed them on the emergency card and confirm that they are willing to accept responsibility for your student if necessary. If your student becomes ill or is injured during school hours, we will make every effort to contact you first.

The Student Advocate must complete an emergency authorization form indicating their preference of hospital or doctor for emergency treatment. In the event of an emergency, the student should be taken to the nearest hospital to receive appropriate medical care, regardless of medical preference. Typically, the decision is made by emergency medical technicians or other first responder.

## **Enrollment Process**

As a strict discipline academy located in the campus of Vista Maria, Clara B. Ford Academy offers educational services to residents of Vista Maria. All students at Clara B. Ford Academy have been either placed in Vista Maria by the court system or have been discharged after going through the program at Vista Maria.

A limited number of placements are available to those students who have been discharged from Vista Maria and wish to continue their education at Clara B. Ford Academy in the Continuing Program. Prior to acceptance into this program, a completed application and initial meeting with CBF staff, student, and Student Advocate must be occur. Application packets are available through the VM therapist or CBF secretary.

Homeless students who meet the Federal definition of homeless may enroll in Clara B. Ford Academy. Such students will be under the direction of the school's liaison for Homeless Students (the social worker) with regard to enrollment procedures.

## **Food Policy**

- Supplied breakfast is to be eaten outside of the classroom. Students are expected to clean up after themselves.
- Students will be allowed to eat their only lunch in the cafeteria or other designated area approved by School Leader. No outside food, snacks, or drinks allowed in classrooms. *Except for water bottles filled in school,* no liquid is allowed in classrooms
- Due to destructive nature, no chewing gum, or glass containers are allowed in the school and are considered "contraband" and will be confiscated.
- At the discretion of classroom teachers, light, appropriate snacks may be served in classrooms.
- Food should not be stored overnight in lockers.
- Students may not go out for lunch or have food ordered into the academy.

## Grading Policy

### Grade Point Average

Each student's report card will indicate a grade point average for that term. Clara B. Ford Academy uses the 4-point grading system for all purposes. *A cumulative Grade Point Average (GPA) for each student is computed only at the end of each quarter.* GPA is formulated by adding up the total number of points received, based on the percentage score received in the class, divided by the number of classes taken. The following values have been assigned to each letter grade:

Letter Grade	Point	Percentage
A	4.00	93 – 100
A-	3.75	90 – 92
B+	3.25	87 – 89
B	3.00	83 – 86
B-	2.75	80 – 82
C+	2.25	77 – 79
C	2.00	72 – 76
C-	1.75	70 – 71
D	1.00	60 – 69
P	--	Pass
I	--	Incomplete
NC	--	No Credit
NE	--	Newly/Recently Enrolled

### Incomplete

When, in a teacher's opinion, illness or other valid reasons have interfered with the student's ability to meet class deadlines, an *Incomplete* may be assigned rather than a grade. In such cases, each student will have three weeks to complete the work. Failure to comply with this condition or make other administratively approved arrangements will result in a failing grade.

### No Credit

A grade of "NC" or "No Credit" is automatically assigned when students earn below 60%.

### New Enroll

A grade of "NE" is automatically assigned when a student has not been enrolled in the class long enough to earn credit.

### Quarterly Grades

For a student to receive a passing grade for the quarter, the student must demonstrate proficiency in at least 60% of the essential skills and core content identified in the course syllabus.

### Progress Reports

At the discretion of teacher or at the request of Student Advocate, progress reports will be given.

### Report Cards

The students will receive report cards within a week of the conclusion of each quarter.

**NOTE:** *The Academy strongly encourages Student Advocates to access their student's grades and attendance through the PowerSchool Student Advocate portal. (Please refer to Power School Portal section in this handbook.) It is the obligation and duty of every Student Advocate to make sure that the school has the proper home/ mailing address, telephone number, and email address, so that reports and correspondence is receive in a timely manner.*

## **Honor/Special Recognition**

Honor status requires academic accomplishments supported acceptable behavior in classes. Students who earn a *cumulative average of 3.0 points overall* (no grades less than a C-) will be listed on the honor roll. The following describes the types of honors and recognitions a student could receive:

- *Principal's Circle*—students who exhibit the following characteristics:
  - Models appropriate student behavior; e.g., follows rules, no suspensions, holds herself accountable
  - Displays a commitment to academics ; e.g., no missing assignments, no high number of absences
  - Demonstrates leadership qualities; e.g., follows instructions, respects for all, takes initiative.
- *High Honor Roll Award*—students achieving a grade point average of 3.5 or above.
- *Honor Roll*—students achieving a grade point average of 3.0 or above to 3.4
- *Valedictorian*--graduating senior who has obtained the highest GPA (over a 3.5).
- *Salutatorian*—graduating senior who has obtained the second highest GPA (over a 3.5).

## **Guidance and Counseling**

The mission of the Guidance and Counseling Department is to enhance the educational process by providing support services fostering academic achievement, social-emotional growth, and career development to ensure today's students become productive, contributors to society.

The School Counselor provides many services to the Academy and its students, including:

- Academic Counseling
- Career Counseling (including Educational Development Plan)
- College Planning
- College Testing information
- Transcripts Requests

**Student Scheduling/Withdrawal:** CBF has a “No Schedule Change Policy”. All scheduling changes must be approved by the student’s counselor and will only occur if there is a circumstance and/or conflict in the student’s schedule that revolves around graduation requirements or conflict in times. Schedule changes require a definite educational need and are dependent upon space available.

**Academic Counseling:** Students should request a meeting with the school counselor to discuss any concerns regarding grades, credits, or grade ranking.

**Testing out:** Under some circumstances, a student may request to test out of a class. The School Counselor will facilitate this process. (Refer to section Testing-Out Policy.)

**Career Counseling- Educational Development Plan Completion:** The Counseling Department has information on occupations to assist in career planning. Students, in the Continuing Program, will complete a High School Educational Development Plan (EDP) which primary focus is to develop a student’s statement of career goals and design a plan of action for reaching them. Through the EDP process, each student becomes more aware of the connection between a career goal and the requirements for attaining that goal.

**College Planning:** Catalogs and brochures are available for student review. Students are encouraged to visit the Guidance and Counseling Department regularly to stay abreast of their academic development.

**College Testing Information:** Testing information for major assessments (e.g., PTt9, PSAT10, SAT, ACT, MME, MI-ACCESS, WIDA, and WorkKeys) as needed.

**Transcript Requests:** Transcript request forms can be obtained from the Main office. Prior to processing a transcript request, a form must be completed in its entirety and signed by the Student Advocate. All official transcript requests will be mailed or faxed directly from Clara B. Ford Academy. Please allow a minimum of 72 hours upon receipt of request for processing.

## Hall Passes

Students must have appropriate hall pass when traveling in the halls during instructional time.

## Home/School/Community Communications

We believe a strong partnership between all stakeholders (home, school, and community) is critical to the academic success of our students. We will keep everyone abreast of school news, and events through various modes of communications, including web page ([www.cbfacademy.com](http://www.cbfacademy.com)), mailings, newsletters, flyers, and postings in the school.

## Homework Policy and Assignment Completion

The purpose of all class assignments and homework is to increase student learning. It is a direct link to increasing engagement in learning and improving student achievement.

- Teachers assign homework judiciously, deliberately, and moderately to build on student skills and knowledge.
- Homework results are used to influence instructional decisions.
- All assignments graded for completion will not receive credit after the due date unless an alternate agreement has been committed to in writing between the teacher and student.
- Incomplete work will become homework in the event that a student has not finished a project or assignment throughout the school day or has been absent from school.

All homework is due at the beginning of the class on the specified due date or it will not be accepted. It is the student's responsibility to request missed material and homework assignments for any excused absence; teacher's responsibility to provide this within 48 hours of request.

If a student or Student Advocate provides at least 24 hour notice of an upcoming absence, the teacher will provide material.

### Assignment Completion

To prepare our students for the rigors of college and the workforce and to meet the standards set forth by the state, we have structured the curriculum to best distribute the learning goals over the course of the year. Since course topics build upon each other, it is important for students to meet deadlines in order to stay on track for graduation. Students are expected to complete all assignments in a timely fashion. Students that frequently miss assignments or turn in incomplete work may be subject to academic intervention.

To increase student accountability and higher expectations, we will work towards helping students develop habits of persistence, management of impulsivity and internal motivation for accuracy. During this process, students will work on the development of study skills and attributes necessary to achieve this goal.

*Students are responsible for their own learning and for obtaining from their teachers and completing missed assignments and classroom work:*

- ***If the absence is not excused:*** *the teacher does not need to provide make up work.*
- ***In cases of suspension:*** *when the student returns, the student must request missed work and the teacher has 48 hours to respond. Assignments may be marked down.*

## Illness, Communicable Diseases, and Pests

A student who becomes ill during the school day should request permission to go to the school office. Every effort will be made to contact the Student Advocate first—*please keep office informed of updated emergency information*. The School Leader or designee may determine whether or not the student should remain in school or go home. No student will be released from school without proper Student Advocate permission. It is the responsibility of the Student Advocate to pick up the student.

In the interest of your student's health and for the protection of other students, we will expect you to pick up your student if he or she has a fever, persistent cough, rash, head lice, pink eye, or similar symptoms. The *school office needs to be notified if your student is absent with a communicable disease*. If your student has been ill, be sure that he or she is fully recovered before returning to school.

### When to keep your student home

We want to work together to ensure that students and their health are protected. Please keep your student home when they are sick. As a general guideline, a student should not return to school until they have been fever-free for 24 hours, not vomited in 24 hours, and/or rashes have been addressed by the family's physician.

***If your student is going to be absent from school, please call the attendance line at 313-236-0020 by 7:45 a.m.*** A call may be made to the Student Advocate in the case of unreported absence, so please let us know when your student will be absent. Note: Students will not be excused after the fact unless in emergency situations.

### Communicable Disease and Pests

Since 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 Academy's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease, or highly transient pest, such as lice.

Specific communicable diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, pink eye, measles, rubella, and other conditions indicated by the local and state health departments. Any student removal will be for only the contagious period with the guidance of the Health Department.

Student Advocates/guardians are asked to notify the Academy office if their student has contracted a communicable disease. The Academy is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease.

Any student who contracts a contagious illness or infection must have written notification from the doctor indicating the student is safe to return to the classroom. This written notification must be submitted to the school office before the student can be readmitted to class.

## **Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waiver, School Leader may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. A certified waiver will be provided to the parent/guardian by the local health department to provide to the Academy. Immunization waivers will not be accepted by the Academy unless signed and stamped by the local health department. Any questions about immunizations or waivers should be directed to the Administrative Assistant or School Leader.

A student, who has not been vaccinated, due to a waiver, is considered susceptible to the disease or diseases for which the vaccination offers protection. That student will be subject to exclusion from the Academy if an outbreak of a vaccine-preventable disease occurs according to guidelines set by the public health department.

## **Injury**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures including fire and tornado drills, lock-down procedures, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

All injuries must be reported to a teacher or the office staff. If a minor injury occurs, the student will be attended to and may return to class. If medical attention is required, the staff will follow the Clara B. Ford Academy's emergency procedures.

## **Internet and Network Acceptable Use**

The Academy is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Academy operations. It also recognizes that safeguards have to be established to ensure that the Academy's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

In order for students to use the local and wireless network, Internet connection and/or data and exchange servers, he/she must read these guidelines and sign this Agreement.

A user name and password will be issued to users upon receipt of this signed Agreement. Until then network use will not be allowed. The use of the Internet is a privilege, not a right.

**Inappropriate behavior or violation of the acceptable use agreement may lead to penalties including the revocation of a user's account, disciplinary action, including suspension and/or expulsion, and/or legal action. As such students may not be able to access online classes.**

Inappropriate Internet and network use is not limited to the following:

- using offensive or inappropriate language or language that would promote violence or hatred;
- revealing one's (or other's) personal address, phone number or credit card information;
- harassing anyone by sending uninvited communication;
- sending or accessing electronic information from accounts that do not belong to you without the owner's authorization;
- accessing unauthorized or inappropriate areas of the network and changing or interfering with information found in the network;
- accessing areas blocked by the Academy's firewall without authorization; accessing personal social networking sites, such as but not limited to Facebook, Twitter, MySpace, YouTube, Google+, Instagram, Snap Chat, Tumblr, Pinterest, Vine, Yik Yak, VK, LinkedIn, Flickr, etc. without specific permission from the Administration
- posting information about students or staff
- soliciting or distributing e-mail for non-educational or non-business purposes;
- misrepresenting oneself or others;
- making unauthorized copies of software or information, such as software pirating;
- printing of materials excessively;
- downloading and/or installing unauthorized software, including games, on Academy computers;
- accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, or threatening material or other materials harmful to minors or staff;
- violating federal copyright laws or otherwise using the property of another individual or organization without permission. All work must be original work. Copy and pasted material may only be used as a resource when properly cited;
- violating any local, state or federal statute; and

Students agree to comply with these Network and Internet Acceptable use guidelines as stated in this Agreement and the Academy Student/Family Handbook.

The Academy administration reserves the right to change these rules at any time.

The assignment of a password does not guarantee confidentiality. There is no expectation of privacy as to prevent examination or monitoring. The Academy reserves the right to examine all data stored in the machines and/or network (including e-mail) to make sure that all users are in compliance with these regulations. The Academy reserves the right to monitor or review Internet files, including web pages and usage logs. Any flash drive used at the Academy must also be free of any inappropriate content.

Student must not to participate in the transfer of inappropriate or illegal materials or material that may be considered treasonous or subversive through the Network and Internet connection. In some cases, the transfer of such material may result in legal action against me.

The Academy monitors the on-line activity of all users in an effort to restrict access to student pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors in accordance with the Children's Internet Protection Act (CIPA).

If a student finds materials that may be deemed inappropriate, the student shall refrain from downloading this material, immediately leave the Internet site, shall not identify or share the location of this material, and will immediately report it to a teacher or the Administration. Transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence.

All computers, local and wireless network, Internet connection and/or data and exchange servers are the Academy's property and shall only be used for educational and business purposes.



Computer hardware (monitors, terminals, keyboards, mice, etc.) are Academy's property and any mistreatment or damage will be considered destruction of property or vandalism.

The Academy makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The Academy and any of the sponsoring organizations shall not be liable for any loss or corruption of data resulting while using the Internet connection.

The Academy strongly condemns the illegal distribution of software otherwise known as pirating. Software piracy is a Federal offense punishable by fine or imprisonment.

Students will not to allow other individuals to use their account or use other individuals' accounts for Network and Internet activities.

Through the use of the Internet, students' actions will reflect upon the Academy system as a whole. As such, students shall behave in an ethical and legal manner.

Students agree to release and agree to hold the Academy, and all other sponsoring organizations related to the Internet connection, from any and all liability foreseeable or unforeseeable for damages or injury resulting directly or indirectly from the use of the Internet connection. Students also agree to defend, indemnify, and hold harmless the Academy, its Board members, staff and agents from and against any such claims, demands, suits, damages, liability, costs, and expenses (including reasonable attorney fees) incurred as a consequence either directly or indirectly of the granting of this agreement.

### **English Learner**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs at Clara B. Ford Academy. It is, therefore, our policy that students, identified as English Learners, be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular programs offered by the Clara B. Ford Academy. Student Advocates should contact the School Leader to inquire about procedures and programs offered by the Academy.

### **Locker Assignment**

Students are assigned locks and lockers for students' convenience and temporary use. Students are to use these storage areas exclusively to store school-related materials and authorized personal items such as outer garments, purses, footwear, grooming aids, or lunch. **The school is not responsible for lost or stolen items kept in the locker.**

Students are not allowed to share lockers or their locker combinations with other students, unless required by school personnel.

All lockers, coat hook areas, and other storage places, assigned to students, are the property of the Clara B. Ford Academy/CBF. At no time does Clara B. Ford Academy relinquish its exclusive control of these storage places. Students have no expectation of privacy in lockers, or other school-supplied storage areas. The School Leader or designee may search lockers, locker contents, or other school-supplied storage areas at any time, without notice and without Student Advocate or student consent.

The School Leader or designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing personal locks on any locker

All lockers are required to be emptied when the student leaves CBF or at the end of the school year. Any items left inside the lockers after that time will be disposed of at the discretion of the School Leader.

**Replacement locks are \$5.00.** All payments must be paid by cash or money order made payable to Clara B. Ford Academy before a new lock combination is assigned.

### **Medication and/or Treatment Policy**

The Clara B. Ford Academy has a plan for handling medical emergencies in the office. The following definition of *medication* is adopted for use at the Clara B. Ford Academy: medication includes prescription, non-prescription, and herbal medications, preparations, and/or remedies; and those that are taken by mouth, inhaler, injection, applied as drops to the eyes or nose or applied to the skin. This policy also applies to any medically-prescribed *treatments*, referring both to the manner in which a medication is administered and to health care procedures which require special training.

Clara B. Ford Academy's policy was adopted with your student's safety in mind. If you have any questions concerning this medication policy, please contact school personnel at 313-236-0020

The Academy does not support or encourage over the counter medication use during school hours. Should your student require **prescription or over-the-counter (OTC)** medication during school hours:

- All medications *must* be turned into the school office by the Student Advocate or responsible adult.
- No student will be permitted to carry or possess any type of medication on her person at any time (except inhalers).
- Student Advocates are responsible to inform the Academy in writing of any medical issue that involves a medical action plan. Examples of medical issues may include, but are not limited to, life-threatening allergies (requiring the need for an epinephrine auto injector, i.e., EpiPen®), diabetes, epilepsy, asthma, seizures or any condition of a serious nature affecting the health of the student. The Academy, the Student Advocate and student's physician will participate in developing a medical action plan.
- Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at the Academy, on Academy-sponsored transportation, or at any Academy-sponsored activity, if the following conditions are met:
- There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler; and
- The School Leader or his/her designee has received a copy of the written approvals from the physician and the parent/guardian.
- Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, providing that they meet the conditions established in the medical action plan.
- The Student Advocate must sign a *Medication Authorization Form* before any medication can be administered at school. (Contact Clara B. Ford Academy Administrative Assistant for form.)
- **Any prescription medication will require the physician/prescriber signature, as well as the Student Advocate, on the Medication Authorization Form AND copy of prescription.**
- All unused medications not picked up by the Student Advocate *by end of the school year* will be destroyed.
- Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plans are included under the policy and procedures that govern the administration of medications. (Note: The policy and procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.)

#### Epinephrine Auto-Injectors

Michigan Law allows the Academy to maintain a supply of emergency epinephrine auto-injectors to be used during emergency situations where a student, not previously diagnosed with known allergies, may suffer a life-threatening allergic reaction or anaphylaxis. A Staff members working at the Academy are properly trained in the use of epinephrine auto-injectors in case of an emergency.

### **Michigan Merit Curriculum (MMC)** High School Graduation Requirements

The Michigan Merit Curriculum (MMC) requires students to obtain a minimum of 18 credits for graduation, which could be met using alternative instructional delivery methods, such as alternative course work, humanities course sequences, career and technology courses, industrial technology, or vocational education courses, or through a combination of these programs. Below is a chart with specific credit requirements for each content area identified by the State of Michigan:

<b>Department</b>	<b>Credits</b>	<b>Clarification</b>
English	4.0	Students must take four years of English.
Mathematics	4.0	Students must take four years of math: Algebra I and II, Geometry, and one other math course; one must be taken senior year.
Science	3.0	Students must take three courses of science: one year of Biology, one year of Physics or Chemistry or Agricultural Science for second science credit and a third science credit which may be fulfilled with Computer Science or Career Technical Education (CTE)
Social Studies	3.0	Students must take 0.5 Credit for Civics, 0.5 credit for Economics, one year of World History and one year of Geography
Spanish/Foreign Language	2.0	Student must take two years of a foreign language for class of 2013 and beyond. Courses taken during K-12 fulfill this requirement. Students graduating in, 2017, 2018, 2019 and 2020 may OR one year of a foreign language AND one year of a CTE or ART class
Art	1.0	Students must take at least one year of art, music, or vocal music.
Physical Education/Health	1.0	Students must take 0.5 credit. Extracurricular activities in organized athletics or training may be used to fulfill the 0.5 for Physical Education
Online Learning		Student must use technology as part of a course, as the primary means, or as an integrated learning experience.

CBF requires all graduating students to complete the MMC requirements outlined above as well as 1.0 credit of electives (Total of 19 credits for graduation form CBF.). Successful completion of these graduation requirements is necessary to earn a diploma. And participate in the June graduation ceremony. Senior students who have not met graduation requirements at the end of their senior year will be required to participate in summer school and/or return the following school year. This will be determined after the School Leader and Counselor have reviewed each case independently. Students with disabilities are assisted in meeting these graduation requirements as appropriate and as specified in their Individualized Education Program (IEP).

### **Class Ranking**

Class ranking is based on the number of credits a student has earned within the Michigan Merit Curriculum (MMC). The number of credit hours earned (as listed below) by a student determines their eligibility for class standing and graduation. The average student is expected to obtain the following number of credits at the end of each high school year:

<b>Rank</b>	<b>Class of 2016-17</b>
Freshman	Fewer than 5.0 credits
Sophomore	5.0 to 9.0 credits
Junior	10.0 credits to 14.0 credits
Senior	15.0 credit and above
CBF Graduation Requirement	19.0 Credits

## **College Admission Requirements and Planning**

It is recommended that applicants to competitive colleges successfully complete the following high school program:

- 4 years of English
- 4 years of mathematics
- 4 years of history
- 4 years of science
- 2 years (minimum) of foreign language or classes as stated above

## **Assessments**

Students will complete mandatory state standardized assessments during the Spring months. All juniors will take the SAT, ACT WorkKeys, and the Michigan Student Test of Educational Progress (M-STEP). All 9<sup>th</sup> and 10<sup>th</sup> grade students will take the PSAT. All 5<sup>th</sup>-8<sup>th</sup> grade students will participate in the Michigan Student Test of Educational Progress (M-STEP).

## **Personal Curriculum**

The personal curriculum option, as defined by state law, provides a process to modify some of the specific requirements of the Michigan Merit Curriculum based on the individual needs of a student. If the request for a personal curriculum is made by the pupil's parent or legal guardian or, if the pupil is at least age 18 or is an emancipated minor, the school academy shall develop a personal curriculum for the pupil.

A meeting with the student, at least one parent/guardian and a teacher or advisor will take place to develop the personal curriculum. The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Curriculum; shall establish measurable goals; shall provide a method to evaluate these goals; and shall be aligned with the student's educational development plan. Once the personal curriculum is agreed upon by the parent or legal guardian and the Academy administration, it will take effect and will be reviewed quarterly. If a student is not making adequate progress under the personal curriculum, it may be revoked and the student and parent/guardian will be advised that the student may not earn a high school diploma.

## **Dual Enrollment**

Dual enrollment permits an eligible high school student to take a college class while still enrolled in high school. The college class may be taken for high school credit, college credit or both. The law that governs the dual enrollment program provides that a portion of the cost may be paid for by the Clara B. Ford Academy. It does not cover fees for books, transportation, parking costs, or activity fees.

Eligible classes at college are generally in academic areas where the student has exhausted the high school curriculum or the class is not offered by the high school. The School Leaders must approve all dual-enrollment courses before the student registers. The student must register through the college's admissions office.

Students will need to meet admissions requirements established by the receiving institution and the State of Michigan, including cut scores in each area of the PLAN, ACT, PSAT or MME tests. Students are responsible for transportation and scheduling, books and fees. Students interested in dual enrollment should seek the advice of the credit granting institution. The law requires a student to designate whether the course is for high school or postsecondary credit or both at the time of the enrollment and the student is required to notify the Academy of his/her decision. Students taking more than one postsecondary course may make different credit designations for different courses. The Academy will document credit for courses under dual enrollment on the student transcript in most cases, but will not apply the grade to the student's GPA calculation. The credit will be identified as a transfer credit on the student's transcript if applicable. If the student does not complete the eligible course or, if the student enrolls in the eligible course for postsecondary credit only and the student does not successfully complete the eligible course, and if the Academy has paid money for the course on behalf of the student, the following applies: the eligible student shall repay to the Academy any funds that were expended by the Academy for the course that are not refunded by the postsecondary institution to the school. If the eligible student does not refund the money, the school may impose sanctions against the eligible student such as those outlined in the "Fines, Fees, and Other Charges" section of this handbook.

For additional information, please see the School Counselor.

### **Credit Recovery Program and Policy**

Many of our students face challenges as they try to meet the demands from home, society, and the inherent rigor in the Michigan Merit Curriculum. Therefore, we offer our students free credit recovery for those who qualify.

Credit recovery classes are offered during the school day. Credit earned in this program may be counted towards graduation, fulfillment of a requirement for a subject area course, or fulfillment of a requirement as to a course sequence.

### **PLATO**

PLATO is the name of the online program used to offer credit recovery. Features include:

- web-based which means the student can login to the program on any computer that has Internet access
- automatically gives feedback on performance
- student can access more than one subject
- Student receives a grade and credit that is calculated into their GPA.

Program Eligibility Requirements

- Students must complete the courses with at least 70% mastery.
- Students must complete a single course within two quarters to receive a passing grade and credit unless given administrative extension.

### **On-line Courses**

Students may take courses online through MI Virtual High School (<http://www.mivhs.org/>). A student may take up to two classes on line per semester. If the student is successful, then make take more than two classes on line if the Academy and the parents/guardians feel it is in the student's best interest. The Academy may reduce the student's schedule to accommodate on line classes. Students who choose this option must still meet graduation requirements and all requirements of the Michigan Merit Curriculum. The Academy only recognizes online courses from Michigan Virtual High School for credit while the student is enrolled full time at the Academy. If interested in taking an online course, please see the School Leader or School Counselor for further details. There may be costs associated with choosing this option.

The Academy has the right to deny an online class as an option for a student for the five approved specific reasons for denial, including: 1) the student has previously gained the credits provided from the completion of the online course; 2) the online course is not capable of generating academic credit; 3) the online course is inconsistent with the remaining graduation requirements or career interests of the student; 4) the student does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject; and 5) the online course is of insufficient quality or rigor. If the Academy denies a student enrollment because the online course is of insufficient quality or rigor, the district shall make a reasonable effort to assist the student to find an alternative online course in the same or similar subject that is of acceptable rigor and quality.

If an online class has met the approval requirements, then the costs for the online class will be paid by the Academy. If the cost of the classes exceeds the maximum amount the Academy is required to pay, the Student Advocate shall pay the extra cost. Upon successful completion of an online class; students must provide the Academy with a certificate of completion stating the final overall grade as well as the name of the Michigan certified instructor. The Academy and Student Advocates can mutually decide whether the course will count as an actual grade and will be calculated into the overall grade point average.

### **Independent Study**

Students may earn credit through an independent study. In order to receive credit, independent study proposal must be preapproved by School Counselor and the School Leader. In addition, the student must achieve a grade of 70% or higher in the course or exhibit mastery through a basic assessment of that course, which may include a speech, a portfolio, performance, paper, project or presentation as determined by their classroom teacher.

Credit earned under this policy will be based on a pass/no pass grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this policy may be counted towards graduation, fulfillment of a requirement for a subject area course, and/or fulfillment of a requirement as to course sequence.

## **Military Recruiters**

Two Federal laws require that the Clara B. Ford Academy provide military recruiters, upon request, with three directory information categories—names addresses, and telephone listings. If you do not want the Clara B. Ford Academy to disclose this information from your student’s education records without your prior written consent, you must notify the Clara B. Ford Academy office staff in writing by the end of the first week of the school year.

## **Nondiscrimination**

The Clara B. Ford Academy does not discriminate on the basis of race, color, ethnicity, national origin (Title VI of the Civil Rights Act of 1964), pregnancy, sex (including sexual orientation or transgender identity or expression) (Title IX of the Education Amendments of 1972), mental or physical disability (Section 504 of the Rehabilitation Act of 1973), or age (Age Discrimination Act of 1975), religion, height, weight, marital or family status, military status, ancestry or genetic information(Genetic Information Nondiscrimination Act of 2008) in its programs or activities.

Complaints will be investigated in accordance with the administrations guidelines, established by the Academy. Any student making a complaint or participating in an academy investigation will be protected from any threat or retaliation The School Leader or designee can provide additional information concerning equal access to educational opportunity.

Parents or students who wish to file a complaint or believe any of their Federal or State rights have been violated (including nondiscrimination under Title II, Title IV, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Americans with Disability Act, and Section 504 of the Rehabilitation Act of 1973) should contact the School Leader or one of the designees below:

Civil Rights Representative/Compliance Officers: Michael Patterson and Dr Baroni

Title IX Coordinator: Dr Baroni, 20651 West Warren, Dearborn Heights, MI, 48127, (313) 436-0020, Beverly-baroni@cbfacademy.com.

or the Office for Civil Rights 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812 , 216-522-4970, Email: OCR.Cleveland@ed.gov.

## **Pesticide Notice**

Clara B. Ford Academy is required by Michigan Regulations 637, Rule 14, PA 171 to maintain an effective pest control program for our buildings. As part of an effective pest management program, school buildings and grounds may be treated as needed to control or eliminate pests. The least hazardous methods will always be incorporated to remove pests as per the Michigan Pesticide Control Act.

Under most circumstances chemical treatments will be a last resort. Only a licensed person or company shall be allowed to apply commercial grade pesticides or herbicides. Advance notice of the pesticide application will be given at least 48 hours before the application. Notices of the application will be posted at Academy entrances and on the Academy website. Additional applications may be necessary.

If you have any questions or wish to request prior notification of the application of pesticides or herbicides, please contact the Administrative Assistant. Student Advocates may request, in writing, to receive written notification at least three (3) days prior to the pesticide application. However, pesticides may be used in an emergency situation without advance notice. In such a case, every effort would be made to inform all affected parties.

## **Power School Portal**

Through Power School (a computer data system) you will be able to see important school information as it relates directly to your student. Daily, you can check on their attendance, grades, classroom assignments, and the like.

It is simple to use. You will need a login ID and password, which will be provided to you by the Administrative Assistant when your student enters CBF. To use this great communication tool, go to the PowerSchool Student Advocate Access Website: <https://ps.cbfacademy.com/public/>.

## **Release of Information**

Situations may arise when a Student Advocate is working with an outside agency to provide intervention services for their student (i.e., psychological testing, medical reviews, counseling services, etc.). These agencies often will request that CBF personnel (especially teachers) complete and submit various forms about the student. Prior to the completion and submittal of these forms, all such requests must be directed to the CBF social worker. This procedure also applies to other public or private schools that send specific forms for completion by teachers/staff.

Under The Uninterrupted Scholars Act (USA), educational agencies and institutions may now release a student's education records, under court order, without notifying the Student Advocate, if the Student Advocate is involved in a court proceeding regarding child abuse and neglect or child dependency, and the court order is issued as a result of those proceedings.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law

## **Review of Instructional Materials and Activities**

Student Advocates have the right to review any instructional materials being used in the school or observe instruction in any classroom. Student Advocate who wishes to review materials or observe instruction must contact the School Leader prior to coming to the school. Student Advocate's rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **Safety Drills-Procedures**

CBF complies with all fire safety laws and will conduct fire, tornado and lockdown drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt and orderly evacuation of the building. All students are expected to participate in all drills unless administrative approval is obtained. During practice lockdown drills, entering and exiting the buildings will be restricted for approximately 15 minutes. During an actual situation, visitors (including Student Advocates) will not be allowed entry on campus until it has been determined that the situation is under control. Situations may include external concerns such as hazardous material spills or police situations.

## **CLEARs**

A CLEAR is called after staff has tried various interventions to de-escalate student and when there is clear, eminent danger to self or other (student behaviorally acting out of control, physical violence, destruction of property, self-harm, significant disrespect). When a CLEAR is called, ALL students must follow adult instructions. Students should proceed to nearest classroom and await further instruction. Teachers should keep students quiet and

occupied. No student should be unattended, in bathrooms, or in hallways. Students should remain quiet. When “WE ARE OUT OF ATHE CLEAR” is announced, students may proceed to appropriate classroom.

### **School Closing**

If Clara B. Ford Academy is closed for inclement weather, the decision will be made by 6:00 a.m. If it becomes necessary to close school early, Student Advocates or person on emergency card will be notified

All school closings will be posted on the school website, accessed from [www.cbfacademy.com](http://www.cbfacademy.com), and broadcast on the following television stations after that time:

- School Messenger call may be made to the home number on record
- WWJ 950 AM
- WDIV (channel 4; 7) out of Detroit

### **School Hours**

*Classes begin promptly at 7:54 a.m.; doors open at 7:30 am –if you arrive early, be prepared to wait outside.  
School ends at 2:55 except on Wednesday, which is early release at 1:38.  
Students are expected to stay the entire day in order to earn credit.*

Clara B. Ford Academy is located on the secured campus shared with Vista Maria. Car Tags are required for entrance onto campus (these may be obtained through the main office.) Carpool drop off is at the traffic turnaround next to the gymnasium. Student Advocates should remain until their student has entered the Academy building. It is not permissible to drive through the campus to exit the grounds; you must use the turnaround and exit by the same route you entered. All CS students must enter the school through the center doors—all other doors will be locked and will only allow exit from the building. Students may not enter any other building on campus. Carpool pick up is from 2:50- 3:10 p.m. except Wednesday when it is 1:30-1:50. Students may not remain on campus before or after school hours unless they are participating in official school-sponsored activities or have permission to be on campus.

### **School Messenger (Voice Messaging System)**

In our effort to improve communication between Student Advocates and Clara B. Ford Academy, CBF implements a telephone broadcasting service, provided by School Messenger, a company specializing in school-to-Student Advocate communications. This system will enable school personnel to notify all student households by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used to communicate general announcements, reminders, and inform you of student’s absences.

Clara B. Ford Academy will continue to report school closings due to snow or weather on the local radio and TV stations and will use this system as an overlay to the public announcements.

When used, the service will call all phone numbers in CBF’s Student Advocate contact list, and will deliver a recorded message from a school administrator or designee. The service will deliver the message to both live and answering machines. No answers (phones ringing over 40 sec.) and busy signals will be automatically retried twice in fifteen minute intervals after the initial call.

PLEASE NOTE THE FOLLOWING:

- This requires NO registration by the Student Advocate on the School Messenger website.
- All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.

Here is some specific information you should know:

- Caller ID: It will display, 313-436-0020, Academy’s main number
- Live Answers: There is a short pause at the beginning of the message, usually a few seconds. Answer your phone as you normally would; “hello” and hold for the message to begin. Multiple “hellos” will delay the message. Inform all family members who may answer your phone of this process



- Answering Machines: The system will detect that your machine has answered and will play the recording to your machine. The phone will ring for up to 40 seconds. Make sure that your machine answers after four rings or you may miss the message.
- Message Repeat: At the end of the message you will be prompted to ‘press any key’ to hear the message again. This is very helpful when a student answers the phone and hands it to the adult, who can then ‘repeat’ the message in its entirety
- Attendance: When used for daily attendance, you will be notified each day the student misses a required number of classes. To minimize these calls, please make sure to inform the school of the student’s absence.

## **Search and Seizure**

All lockers, coat hook areas, and other storage places assigned to students are the property of the Clara B. Ford Academy. At no time does Clara B. Ford Academy relinquish its exclusive control of these storage places. Students have no expectation of privacy in lockers or other school-supplied storage areas. The School Leader or designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the School Leader or designee. The School Leader or designee may search lockers, locker contents, cubbies or other school-supplied storage areas, as well as open lockers for repairs, at any time, without notice and without the Student Advocate or student consent.

The School Leader or his/her designee may search a student and/or a student’s personal items in the student’s possession (such as but not limited to purses, backpacks, lunch boxes, book bags, etc.) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated, is violating, or is about to violate either state law, Board policies or Academy rules. A student’s failure to permit searches and seizures as provided in this policy will be considered insubordinate and will be disciplined under the gross misdemeanors section of the student code of conduct.

The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive given the student’s age, gender and the nature of the infraction. If a pat down search of a student’s person is conducted, it will be conducted in private by an Academy official of the same sex and with an adult witness of the same sex present. Strip searches are prohibited.

Academy computers, software and internet access are school property. Students are only authorized to use Academy computers and other similar educational technology consistent with the educational mission of the Academy. Academy officials may search school computers, software and internet access records at any time for any reason and without student consent.

The School Leader or designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a search. The School Leader or designee shall supervise the search. In the course of a search, the School Leader or designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against Clara B. Ford Academy policy and rules.

When conducting searches, the School Leader or designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the School Leader or designee to be a potential threat to the safety or security of others. Such items include, but are not limited to: firearms, explosives, dangerous weapons, flammable material, illegal 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 School Leader or designee shall be removed and held by Clara B. Ford Academy staff for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The Student Advocate of a minor pupil, or a student 18 years of age or older, shall be notified by the School Leader or designee of items removed from the storage area.

## **Student Advocate Involvement Plan**

Clara B. Ford Academy is based on the concept that Student Advocate commitment, involvement, and participation are critical to the success of a student's educational process. During this process, each student will

encounter different challenges and situations that will need the attention of the school administration, staff, and their Student Advocates.

CBF, in collaboration with Student Advocates, has established programs and practices that enhance Student Advocate involvement and reflect the specific needs of our students and their circumstances.

These include, but are not limited to the following:

- Responsive School Board that encourages Student Advocate participation,
- Academy that welcomes and encourages volunteers
- Classrooms open for pre-arranged visits, and
- An Annual Education Report (AER), if applicable, available each fall

Additionally, Clara B. Ford Academy

- Provides information regarding the Academy's means of academic achievement, student proficiency levels, and the interpretation of those levels.
- Ensures that all information related to the Academy is in a language that all can understand.
- Develops jointly a school-home compact outlining shared responsibility for improving student academic achievement. This compact will be discussed annually, preferably during Teacher Conferences.
- Supports professional development opportunities (PD) for staff members enhancing their understanding of effective Student Advocate involvement strategies. Leadership also sets expectations and creates climate conducive to Student Advocate participation.

Developing Responsible Behavior Clara B. Ford Academy's mission is to actively engage students in a safe, innovative learning environment that will enable them to function as contributing adults in our society. Working in conjunction with Vista Maria (VM), it strives to treat, heal, and educate its student. It focuses on developing a trauma informed, responsible behavior intervention system based upon intrinsic motivation. To be most effective in this endeavor, this system must intertwine student academic achievements with individual treatment goals and strategies. To this end, CBF is committed to employing treatment-focused interventions, as opposed to punishment, and actively involve all stakeholders (Students, Student Advocates, community members).

Clara B. Ford Academy's emphasis is on preventing discipline issues through integrating an effective Social-Emotional Learning component teaching students self-regulation skills and social skills that can help them control their emotions, make more responsible choices, and get along with others. It recognizes that we do not have the ability to change our student's daily challenges that they experience outside our walls. The ultimate goal of all discipline is to shape the student's behavior, allowing them to develop self-control and make appropriate decisions that ultimately will enhance success in the community. To this end, a "one size fits all" discipline system does not effectively address the depth and breadth of our student population.

The Academy will take appropriate disciplinary action for a violation of any of the infractions listed in the student handbook student code of conduct or inappropriate behavior where notice has been provided. All Academy rules will be enforced while on Academy property, in an Academy vehicle, at all school activities, and at any other Academy-sponsored activity or event, including, but not limited to, after school activities and those activities or events not held on Academy premises. Additionally, the Academy reserves the right to discipline students for off campus behavior that has a nexus to and/or directly impacts the operation, order, discipline or general safety and welfare of the school. Violations, including violations of the wireless communication devices and Internet use policies may result in computer restriction, out-of-school suspension, long-term suspension, or expulsion depending on the severity of the offense and the requirements of the law.

School wide non-negotiables are discussed with the students and posted in classrooms and on web sites. The expectation is that students adhere to these as they relate ultimately to the safety of all students.

1. *Cell phones* should be silenced and out of sight; clocked away.
2. *Hallway Passes* needed during class periods.
3. *Only Approved food or drink* consumed during school hours.
4. *Teacher's desk, chair, cell phone, laptop, and classroom phone* are off limits to students.

Events, including assemblies, are a privilege, not a right. Thus, students may be prohibited from attending events/assemblies. Students must follow the Clara B. Ford Academy's guidelines for the event, the specifics in School Handbook, and/or the directions of the chaperones and staff in attendance of the event.

### **Developing Responsible Behavior**

The Clara B. Ford Academy School Leaders use progressive discipline to determine the severity of the consequences for the student. This process is intended to correct the behavior of the student, not to punish the student. The investigator will take into account all of the circumstances surrounding the incident, including but not limited to:

- the nature, severity and frequency of the misconduct
- the age, development and maturity of the students involved
- the context in which the alleged incident(s) occurred

*Details of the procedures associated with each of these interventions will be discussed with the student and Student Advocate.*

### **Fighting (or Fight Promotion)**

A student shall not be involved in any physical contact that could result in injury to another person. Special consideration may be given to a student who does not "fight back"; however, students should use precaution when engaging in an altercation, as students involved in a fight (whether perceived self-defense or otherwise) may be subject to consequences at the discretion of the school administration. Bystanders who promote a fight or who film a fight with a cell phone or other recording device are subject to disciplinary action.

### **Monarch and Dream Catcher Room**

These intervention rooms have been established to support the education and treatment goals of students. They provide a safe environment for students to de-escalate, utilizing coping skills, problem solving skills, and sensory items. Students are re-focused, return to class, and ready to participate in learning. The rooms are facilitated by CBF staff skilled and trained in trauma informed techniques to help students who struggle with inappropriate behaviors. Trauma-informed techniques used are in alignment with Choice Theory, development of Intrinsic Motivation, and Behavior Intervention Support (BIST). (\*Note: The Monarch Room and Dream Catchers Room do NOT function as In-school suspension.)

*Dream Catcher Room* offers an extended time for students to de-escalate and is available upon request of Monarch Room staff

### **Safety of Self and Others**

As a Michigan public school academy, Clara B. Ford Academy is required to follow laws relating to safe schools. The Board of Directors at Clara B. Ford Academy endeavors to ensure that the Clara B. Ford Academy campus is a safe place for teaching, learning and working. Physical and/or verbal assaults committed by a student against school personnel and/or other student(s) are not tolerated. Student possession of any dangerous weapons or use of any object as a weapon is not tolerated. This includes actions occurring before or after school, in a Clara B. Ford Academy bus/vehicle, or at a Clara B. Ford Academy sponsored activity or event including but not limited to student enrichment programs.

### **Gross Misdemeanors or Persistent Disobedience**

Under the Revised School Code, a student guilty of gross misdemeanors or persistent disobedience may be suspended or expelled by the authorized School Leader or by the Discipline Committee. Examples include, but are not limited to, aggressive behavior, inappropriate language, inappropriate physical contact, insubordination, failure to cooperate with Academy staff, theft, academic dishonesty, disruption of educational environment, any violation of school policies or procedures, etc.

### **Weapons, Arson or Criminal Sexual Conduct**

Any student in possession of a dangerous weapon, as defined by law, or who commits arson or criminal sexual conduct on Clara B. Ford Academy property, in a school sponsored bus or other Clara B. Ford Academy vehicle, or at a Clara B. Ford Academy sponsored event shall be permanently expelled from Clara B. Ford Academy, subject to reinstatement under the law. Additionally, possession, use or threatening the use of any weapon (not included in

the legal definition above) or any dangerous item may be suspended by the School Leader or expelled by the Discipline Committee.

*Dangerous weapons* are defined as firearms\*, daggers, dirks, stilettos, knives with blades over 3 inches in length, pocket knives opened by a mechanical device, iron bars and brass knuckles.

The definition of “firearm” is any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.

Possession, use or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may be suspended by the authorized school district administrator or expelled by the Board.

A dangerous item is any object capable of inflicting bodily harm as determined within the sole discretion of the authorized school district administrator (including but not limited to knives, bullets, fireworks, smoke bombs, any parts of a weapon, or toy weapons).

A student will not use a legitimate tool, instrument, or equipment as a weapon with the intent to harm another. These items include, but are not limited to, pens, pencils, compasses, or combs.

### **Physical Assaults against Academy Personnel**

*Under the Revised School Code, Physical assault* is defined as intentionally causing or attempting to cause physical harm to another through force or violence. A student who commits a physical assault against an Academy employee, or against a person engaged as a volunteer, or contractor for the Academy on Academy property, on an Academy bus or other Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled.

### **Physical Assaults against Students**

*Under the Revised School Code, Physical assault* is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

A student who commits a physical assault against another student on Academy property, on an Academy bus or other Academy vehicle, or at an Academy-sponsored activity or event may be suspended or expelled.

### **Verbal/Written Assaults**

*Verbal assault* is a threat of an immediate harmful or offensive touching, coupled with an Student Advocate immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or the use of offensive language directed at a person, where such language is likely to provoke a reasonable person (example: excessive taunting or teasing, bullying or other verbal harassment); a bomb threat (or similar threat) directed at a Clara B. Ford Academy building, other Clara B. Ford Academy property, or an Clara B. Ford Academy event. For purposes of this policy, the definition of assault also includes written threats.

A student who commits a verbal assault on Academy property, on an Academy vehicle, or at an Academy sponsored activity or event against an Academy employee or against a person engaged as a volunteer or contractor for the Academy, or another student may be suspended or expelled.

### **Bullying**

Under state law, bullying is defined as any written, verbal or physical act or electronic communication, including cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Interfering substantially with educational opportunities, benefits or programs.
- Affecting, adversely, 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.
- Having an actual and substantial detrimental effect on a student’s physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

Bullying is equally prohibited without regard to its subject matter or motivating animus. It is the policy of the Academy to provide a safe educational environment for all of its students in compliance with the law. Bullying is strictly prohibited. All students are protected under this policy while on Academy property, in an Academy vehicle,

at any Academy–sponsored event, or while using an Academy owned and/or operated telecommunications service provider or Academy owned and/or operated telecommunication access devices.

The School Leader shall be responsible for establishing procedures for the effective implementation of the Board’s policy. Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to the VM School Supervisor or School Leader. (The student may also report the situation to a teacher or counselor who will be responsible for notifying the School Leader.) Any complaints against the School Leader should be filed directly with the CS Partners.

A report may be filed with the School Leader by the victim of bullying, a witness or anyone who has credible information about the incident. A written or oral report is considered an official means of reporting. An anonymous report can be filed and will be investigated, but formal disciplinary action will not be based solely on the basis of an anonymous report. A staff member, school volunteer, student, or student advocate who promptly reports in good faith an act of bullying to the School Leader and who makes that report in compliance with these procedures is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

The School Leader shall report the occurrence of a bullying incident to the Student Advocate of all students involved. The notification shall be via e-mail, telephone, personal conference and/or in writing and all notifications shall be documented. All Student Advocate notifications shall be done consistent with student privacy rights under FERPA regulations.

The School Leader is responsible for determining whether an alleged act constitutes a violation of the Board’s policy. Once a complaint has been received, the School Leader shall conduct a prompt, thorough, and impartial investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made, if at all possible.

Interviews with the alleged victim, perpetrator, and witnesses should be conducted privately and separately. All interviews should be documented and kept confidential. The School Leader will look at the totality of the circumstances and evaluate facts, including but not limited to:

- Description of the incident- nature of the behavior and the context of the alleged incident
- Frequency of alleged bullying behavior
- Description of past incidents or continuing pattern of behavior
- Relationship between the parties
- Characteristics of the parties involved, i.e., age, grade, etc.
- The bullying definition

The Academy prohibits retaliation or false accusations against a target of bullying, a witness, or another person with reliable information regarding an act of bullying. Retaliation and submitting an intentionally false report may result in disciplinary action ranging from positive behavioral interventions up to and including suspension or expulsion. The highest level of confidentiality shall be maintained for an individual who reports an act of bullying.

### **Harassment**

Clara B. Ford prohibits any type of harassment. Harassment includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an individual that places an individual in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or a staff member’s work performance, or has the effect of substantially disrupting the orderly operation of the Academy.

Harassment may be based on an individual’s race, color, ethnicity, national origin, sex (including sexual orientation and transgender identity or expression), pregnancy, mental and physical disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information that are protected by Federal civil rights laws. Harassing conduct is not limited to in-person activity; it may include the use of cell phones or the Internet. Such behavior may take many forms, including, but not limited to, stalking, name-calling, taunting, cyberbullying, and other disruptive behaviors.

Harassment does not have to include the intent to harm another individual, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent as to interfere with or limit a student’s ability to participate in or benefit from the services, activities or opportunities offered by the Academy.

All administrators, staff, parents, volunteers, and students are expected not to tolerate harassment and to demonstrate behavior that is respectful and civil towards all other individuals associated with the Academy.

Since bystander support of harassment can encourage these behaviors, the Academy prohibits both active and passive support for acts of harassment. Such active and passive support can result in disciplinary action.

### **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or advancement of a student's education or participation in school programs or activities, or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive educational or employment environment.

Sexual harassment includes, but is not limited to, the following:

- Physical assaults (e.g., intentional physical conduct that is sexual in nature, such as touching, pinching, or brushing against another individual's body);
- Unwelcome sexual advances, comments, requests for sex, sexual activities concerning one's employment or advancement, regardless of whether they are accompanied by promises or threats concerning one's grades, safety, job or performance of duties;
- Sexual displays or publications such as calendars, screen savers, sexual jokes, posters, cartoons, verbal or written harassment or abuse, or graffiti; and
- Other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

No staff member or student in the Academy shall be subjected to any form of harassment, including sexual harassment, on Academy premises, on an Academy vehicle or at any Academy sponsored event or activity. Students, who engage in harassment, including sexual harassment, will be subject to disciplinary action, including suspension or expulsion.

Any student who feels he or she is being harassed by another student or an Academy staff member shall report such incidents to a teacher, counselor, school psychologist, school social worker or school leader. Such reports shall be reported to and investigated by the school leader or designee. Any student or staff member who is determined to have committed harassment will be subject to disciplinary action.

#### **Factors for determining consequences may include, but are not limited to:**

- age, development, and maturity levels of the parties involved
- degree of harm
- surrounding circumstances
- nature and severity of the behavior(s)
- incidences of past or continuing pattern(s) of behavior
- relationship between the parties involved and
- context in which the alleged incident(s) occurred

If the Academy determines that harassment has occurred, it will take prompt and effective action to end the harassment, eliminate the hostile environment and prevent its recurrence.

## **Hazing**

Hazing is a violation of state criminal law and prohibited at all times. It is defined as 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. The term “organization” includes, but is not limited to, a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.

A student who commits hazing on Academy property, in an Academy bus or vehicle, or at an Academy sponsored event will be subject to disciplinary action, including suspension and expulsion, and legal action.

## **False Fire Alarm**

Students shall not cause a false fire alarm within a Clara B. Ford Academy building or vehicle. A student who engages in this conduct shall be reported to the police department. Student Advocates will be responsible for any fines/fees associated with the false fire alarm.

## **Prohibition of Tobacco (Student, visitors, staff)**

Clara B. Ford Academy prohibits the use, possession, and distribution of any tobacco product on Clara B. Ford Academy property, on a Clara B. Ford Academy bus or vehicle, or at any Clara B. Ford Academy sponsored event, before or after school. Any tobacco advertising or promotion is strictly prohibited. This prohibition includes the smoking of electronic, “vapor” or other substitute forms of cigarette, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

## **Prohibition against Alcohol and Drugs (students and visitors)**

In line with the Safe and Drug Free School Policy, it is the belief of the Academy administration that drug and alcohol abuse in any school is a threat to the safety and health of students, staff, and the school community as a whole. It is the policy of the Academy to take positive action through education, counseling, Student Advocate involvement, medical referral, and police referral in the handling of incidents violating this policy. Disciplinary action includes, but is not limited to substance abuse assessment, participation in a substance abuse rehabilitation program, drug and alcohol prevention activities, suspension, and/or expulsion.

CBF prohibits the use, possession, concealment, sale, delivery or distribution of alcohol, drugs, and/or any mind altering substances and/or related paraphernalia on CBF property, in any Academy bus or vehicle or at any Academy sponsored event. Students under the influence of such substances on Academy property, in any Academy bus or vehicle or at any Academy sponsored event will be subject to this policy regardless of amount taken.

Possession includes any substances as described below including, but not limited to bath salts, K-2, etc... and/or related paraphernalia found on the student’s person, purse, backpack, locker, vehicle, etc. Any searches will be conducted as outlined in the Search and Seizure section in the Student Handbook.

The term “drugs” includes:

- Controlled substances as so designated by state and federal law;
- All chemicals which release toxic vapors;
- Mind altering substances and any otherwise legal substances which, when used or consumed in an inappropriate manner, create alteration in perception, mood consciousness, cognition or behavior. Mind altering substances are not intended to include caffeine and like substances when consumed in moderation.
- Any prescription or patent drug, except those for which permission to use at the Academy has been granted pursuant to Academy policies and procedures;
- “look-alikes”;
- Performance-enhancing drugs as determined annually by the Department of Community Health; and
- Any other illegal substance so designated and prohibited by state and federal law.

### *Medical Marijuana & Prescription Drug Policy*

The Academy prohibits the abuse, possession, sale, or distribution of prescription drugs. If a student disobeys this prohibition, the student will be subject to disciplinary action in line with board policies and Academy disciplinary policies and procedures.

The Michigan Medical Marijuana Act states that a person shall not sell or possess marijuana or otherwise engage in the use of marijuana, even if for medical use, in a school vehicle or on the grounds of any preschool or primary or secondary school.

### *Reasonable Suspicion Drug Testing*

The Administration may require a student to submit to drug testing if the Administration has a *reasonable suspicion* that the student is using or is under the influence of alcohol, drugs, and/or any mind altering substance (whether illegal or not). Reasonable suspicion may arise from the following:

- A student's behavior, along with physical appearance, action and/or odor, indicating that the student has used alcohol, drugs, and/or any mind altering substance (whether illegal or not);
- The student's possession of alcohol, drugs, and/or any mind altering substance (whether illegal or not) and/or related paraphernalia; or
- Information communicated to an Academy Administrator by a teacher, Student Advocate, law enforcement, or student that indicates a student is using, possessing or under the influence of alcohol, drugs, and/or any mind altering drug (whether illegal or not). Any such report will be investigated by the Academy Administration and will be substantiated by other physical indicators or physical appearance, if deemed necessary

The Academy Administrator will look at the totality of the circumstances when determining reasonable suspicion. Drug test results are considered confidential, but may be discussed with the student's guidance counselor or other Academy staff member if it is deemed necessary by the Administration in order to provide assistance to the student when determining participation in substance abuse rehabilitation programs and drug and alcohol prevention activities or for use in disciplinary action.

### **Gang Activity**

Gang activity intended to commit illegal acts under state and federal law and/or intended to violate Academy policies and procedures, including under the Code of Conduct, is not tolerated and is prohibited at all times on Academy premises, on an Academy bus or vehicle or any Academy sponsored events.

"Gang" means an ongoing organization, association or group of students, other than a nonprofit organization, that identifies itself by all of the following:

- a unifying mark, manner, protocol, or method of expressing membership, including a common name, sign or symbol, means of recognition, geographical or territorial sites, or boundary or location
- an established leadership or command structure
- defined membership criteria

### **Gambling**

A student will not engage in any game of chance for money or profit or where other items of monetary value are awarded to the winner, except for those games and contests authorized by the Academy administration as official Academy functions.

### **Illegal Conduct**

Students shall not engage in any activity that constitutes a violation under city, state or federal law on Clara B. Ford Academy property, in a Clara B. Ford Academy vehicle, or at a Clara B. Ford Academy sponsored event.

### **Damage to Property**

Vandalism and disregard for Clara B. Ford Academy property will not be tolerated. Actions include, but are not limited to, writing in textbooks or library books, writing on desks or walls, carving into woodwork, desks or tables, damaging Academy equipment and spray painting surfaces. Graffiti is considered vandalism. Violations could result in physical or financial restitution, suspension or expulsion.



### **Profanity and/or Obscenity**

One of the core values at CBF is respect. Respect can be seen in the words we choose and the gestures we make. CBF staff expects students to be respectful towards classmates and any adult in the school building, including volunteers. Students should restrain from using profanity or obscene gestures, verbally, in writing, electronically, or with photographs or drawings.

### **Public Displays of Affection**

Demonstration of one's affection toward another person has an appropriate time and place. Public displays of affection should be limited to those types of displays that are deemed appropriate by staff as proper decorum in a school setting.

### **Contraband**

In addition to illegal items under state and federal law, contraband items that are not to be brought to school include, but are not limited to, water pistols, toys, chewing gum, lighters, matches, smoke bombs or stink bombs and other items deemed to disrupt the instructional environment. The administration may add to this list at any time. Items confiscated by the Administration pursuant to this policy will be returned to the parent/guardian.

### **Insubordination**

A student will not willfully ignore or refuse to comply with directions or instructions given by Academy staff.

### **Disorderly Conduct**

A student will not behave in a manner that causes a disruption or obstruction to the educational process.

### **Suspensions/Expulsions**

CBF provides supports students within the school to decrease the number of suspension or expulsions issued. It is our goal to use alternates to suspensions that keep students in school learning. The Academy staff recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the CBF's disciplinary procedures. All students suspended and/or expelled will be provided notice and an opportunity to be heard in accordance with a student's due process rights under the law. Except when emergency removal is warranted, a student will be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond will occur as soon as reasonably possible.

During a suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle, or to participate in or attend any before or after school Academy activities (including, but not limited to the student's attendance as a spectator, participation in sport activities, or weekend activity). Any student who is placed on out-of-school suspension will be the responsibility of the Student Advocate during the course of the suspension.

#### **Suspensions of 10 School Days or Less**

The student will be provided:

- Oral or written notice of the reason for the suspension
- Length of the suspension
- Opportunity to be heard
- Student Advocate notification

#### **Suspensions of more than 10 School Days and Expulsions**

The student will be provided:

- Oral and written notice of the reason for the suspension
- Length of the long-term suspension/expulsion
- Opportunity to be heard
- Student Advocate notification
- An opportunity for a hearing before the Discipline Committee

Where a recommendation is made for a long-term suspension or expulsion, a letter will be sent to the Student Advocate of the student informing them of the following:

- Alleged misconduct
- Recommended disciplinary action
- Length of proposed long-term suspension and/or expulsion
- Date, time and location of the disciplinary hearing (if known)
- Copy of the Academy Student Code of Conduct
- Copy of disciplinary hearing guidelines and appeal procedure
- Right to appeal to the Academy Board of Directors
- Attendance at the hearing is not required but the Discipline Committee will take action based on the information presented
- The rights afforded to the student if he/she attends: right to review the information supporting the charges and proposed penalty; right to dispute the information supporting the charges and proposed penalty; right to introduce information on the student's behalf; and the right to be represented by counsel.
- The fact that the hearing is not a legal proceeding
- The need for Student Advocate/student to notify the Academy within 48 hours if counsel is retained (specify date and time)
- Hearing may be conducted in closed session at the request of the Student Advocate (specify date and time when Student Advocate must notify the Academy)

Consistent with controlling law, all matters of student out-of-school disciplinary suspensions and expulsions shall be permanently maintained in a student's permanent educational record (CA 60), and shall be transferred to any other private or public elementary school in which the student may seek enrollment.

### **Application of Disciplinary Measures to Students with Disabilities**

This policy shall be applied in a manner consistent with the rights secured under Federal and State law to students who are determined to be eligible for special education programs and services. The Academy will comply with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities.

### **Implementation**

The CBF administration team shall develop guidelines for dealing with discipline of students authorized by this policy. The guidelines shall include procedures for reporting violations of this policy to the student's Student Advocate, School Leader and Board, procedures for referring permanently expelled students to appropriate family independence agencies or county community health agencies, specifics of the appeals process and the process for the reinstatement of students.

## **Student Drivers**

Students are not allowed to park a car on the Vista Maria campus. A student will not intentionally or recklessly operate a motor vehicle so as to endanger the safety, health, or welfare of others on Academy property.

## **Student Identification Cards/Car Tags**

**ID:** Students may be asked to display student ID when entering Vista Maria's campus. Replacement IDs are \$5.00 due at the time the student picture is taken.

**Car Tags:** Any Student Advocate, who drives their student to school, must have an issued Car Tag to pass through the security gate. **Car tags are available for \$10.00** in the office and are to be returned when the student withdraws from CBF (refunded at this time). All payments must be paid by cash or money order made payable to Clara B. Ford Academy.

## **Student Records**

The Academy maintains many student records including both directory information and confidential information. Educational records of students at the Academy are safeguarded by policies under the federal legislation entitled Family Educational Rights and Privacy Act of 1974 (FERPA) and Michigan law. Student Advocates and/or students (eighteen years of age or older) may inspect and review their student's records, request amendment or changes to their student's file, may prevent disclosure to third parties (certain limited exceptions) and may file a complaint concerning alleged failure of the Academy to comply with FERPA.

If the Academy receives a record request from another school the Academy will send, without consent, personally identifiable student information to that other school. FERPA authorizes the release of personally identifiable information from the student's education records to school officials with legitimate educational interests. The term "school official" includes Academy administrators, staff, teachers, supervisors, Board members, support staff or contractors to whom the Academy has outsourced institutional services or functions. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

If requesting student records, please contact the Academy office to begin this process and allow up to 45 days for the school to comply with your request.

Student Advocates or eligible students who wish to amend a student record should contact the School Leader or designee, clearly identify the part of the record they want to amend, and specify why it needs to be amended. If the Academy wishes not to amend the student record as requested, the Academy will notify the Student Advocate or eligible student of their decision and of their right to an appeal regarding the decision.

Any complaints regarding FERPA should be directed to:

Family Policy and Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202 -5920

## **Student Rights of Expression**

Clara B. Ford Academy recognizes the right of students for self-expression. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, with administrative permission, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A material may not be displayed if it:

- is obscene to minors, libelous, indecent, pervasive, or vulgar
- advertises any product or service not permitted to minors by law
- intends to be insulting or harassing
- intends to incite fighting or presents a likelihood of disrupting school or a school event
- presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or may cause a material and substantial disruption of school or school activities, a violation of school regulations or the commission of an unlawful act

Materials may not be displayed or distributed during class periods or during passing times. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the School Leader 24 hours prior to display.

## **Teacher Conferences**

The staff at Clara B Ford Academy wants to work with you to provide academic success for our students. We understand that many Student Advocates (parents, guardians, etc.) work full time, have responsibilities, or transportation issues that make it difficult to come to the school. We provide continuous opportunities for you to connect with the student's teacher (s). Please feel free any time to call and set up a phone, email, or face to face conversations. The teachers will also be contacting you once a quarter to update you on student progress.

## **Teacher Qualifications**

All Clara B. Ford Academy teachers are properly certified and are teaching in the content areas in which they are certified. Each teacher holds a minimum of a bachelor's degree and a valid State of Michigan Teaching Certificate. Clara B. Ford Academy teachers and paraprofessionals are considered highly qualified. Any Student Advocate that wants to know their student's particular teacher qualifications can contact the School Leaders at any time.

## **Testing Out Policy**

High school credit may be granted to any pupil who can demonstrate mastery in the subject area content expectations or guidelines for that credit. Teachers will establish the assessment process that will measure a student's understanding of the subject area content expectations or guidelines that apply for each credit. Teachers will provide all students that wish to test out of a course: the learning objectives for that course; a summary of the course or syllabus; a sample written examination; and/or a description of the final assessment required to establish mastery. The teacher will ensure that the assessment used to determine whether a student has mastered the subject area content expectations or guidelines is comparable to those required of students taking the actual course for credit.

If a student wishes to test out of a particular credit, students must register for testing out with the School Counselor. The testing out policy applies only to those classes needed to fulfill graduation requirements. Testing out policy is not applicable as an alternative credit option.

The teacher will determine whether sufficient mastery has been achieved to grant credit. Mastery can be achieved in the following manner:

- Achievement of attaining a grade of not less than 70% on a final exam in the course
- Exhibiting mastery through the basic assessment of that course, which may include a speech, a portfolio, performance, paper, project or presentation.
- The standards must be comparable to the standards used for the regular course.

The School Counselor is responsible for notifying the student and the Student Advocate of the student's performance and whether credit will be issued. Credit earned under this policy shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this policy may be counted towards graduation, fulfillment of a requirement for a subject area course and fulfillment of a requirement as to course sequence. Once credit is earned under this policy, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

If a student wishes to test out of a particular credit, please see the School Counselor for additional information.

## **Toxic and Asbestos Hazards**

Clara B. Ford Academy is concerned for the safety of students and attempts to comply with all Federal and State laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the Clara B. Ford Academy's *Preparedness for Toxic Hazard and Hazard Policy* and asbestos management plan will be available for inspection at the school office upon request.

## **Transferring Out Clara B. Ford Academy**

If for some reason, a decision is made to transfer a student to another school within or out of the state, the Student Advocate must notify the School Counselor or School Leader as soon as possible. Transfer will be authorized only after the Student Advocate and/or student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed.

Receipt of a request of records from another school is a statement from the Student Advocate confirming that their student is removed from Clara B. Ford Academy enrollment, and their student's seat is no longer reserved at Clara B. Ford Academy from that point forward.

## **Visitors, including Student Advocates**

A visitor is considered anyone who is not a student or staff at CBF, Vista Maria, Vista Meadows Academy, CS Partners.

All visitors including, Student Advocates, and other family members, must call the school before arriving on the Vista Maria campus so arrangements can be made to pass through Vista Maria security. Minors accompanying visiting adult must be directly supervised at all times inside the school building, in the parking lot, and on the walkways.

All visitors must enter through the center doors and go through security screening. Visitors may be required to walk through metal detectors. Searches of personal belongings, such as purses, will be conducted in line with the Search and Seizure policy. They then, must proceed directly to the Clara B. Ford Academy office (room 114), sign in with the administrative assistant, and receive a Visitor badge. This badge must be displayed prominently at all times, and returned upon exiting the building. Visitors will then be directed to the appropriate room. Before leaving school building, visitors must sign out and return badge to the CBF office manager.

All visitors, including Student Advocates, who are registered sex offenders, are required to notify the School Leaders before they visit the Clara B. Ford Academy and to strictly comply with all applicable school safety legislation. All registered sex offenders, including Student Advocates and guardians, must safely and expeditiously drop off their student and pick them up during the prescribed times for drop off and pick up and then promptly and safely exit the Academy premises. The School Leader or designee may be contacted for any questions or for further information.

The Academy strictly prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Academy for the purpose of school activities, except as permitted by law. These settings include Academy-sponsored events (both on and off Academy property and traveling to and from such events), Academy premises (leased, owned or used by the Academy), Academy vehicles, and at any activity authorized or approved by the Academy. Any person who violates the policy will be referred to law enforcement.

Visitors, who are rowdy, commit a verbal assault on the premises, or who are otherwise disorderly, will be asked to leave the premises; this type of behavior is unacceptable.

### **Visitors including Student Advocate/Conduct**

We understand that your student's education and well-being is your top priority. It is imperative that we maintain respect, order, safety on campus. We ask you to work with us to achieve this goal by remaining calm and respectful at all times while on school premises/at any school related event. If you find yourself in a situation with a teacher, staff person, student, another Student Advocate, administrator, or even your own student, please be mindful of your surroundings—we must model effective problem-solving skills to those around us.

Any display of inappropriate, disruptive, disrespectful, violent, verbally abusive conduct towards those mentioned above may lead to corrective action. This action may include, but is not limited to:

- imposing particular rules and procedures the adult must follow when interacting with school personnel and students,
- restricting or terminating access to campus or parts of Academy, and/or taking legal action against Student Advocate.

## **Wireless Communication Devices, including Cell Phones**

Wireless communication devices (WCDs) are devices that emit an audible signal, vibrate, display a message, or send or receive a communication to the possessor. WCDs include, but are not limited to the following: cellular phones, pagers/beepers, personal digital assistants (PDA's), e-readers (e.g., Kindles, Nooks, etc.), iPods, BlackBerry's/smart phones, Wi-Fi enabled access devices, video broadcasting devices, sound producing devices, tablets and laptops.

The use of WCD's creates a distraction, disruption or interferes with the educational environment of the Academy. The Academy prohibits students from the use of any WCD on Academy property, in an Academy vehicle, or at any Academy sponsored event. Possession of WCDs on Academy property, in an Academy vehicle, or at any Academy sponsored event shall be consent to the search of those devices. If a personal WCD is used on

Academy property, in an Academy vehicle or at any Academy sponsored event, students must only use the Academy's filtered network for data access (either wirelessly or through a direction connection).

Cell phones must be turned off from the time student enters building until they leave at the end of the day. It is suggested that they are locked away.

- a. ***For safety concerns, NO device should be shared at any time with a Vista Maria residential students.***
- b. *Cell phones will be locked up during the course of the day—out of site.* Under certain circumstances, students in the Continuing Program may have the privilege of using cell phones or other wireless devices in lunch room during lunch period
- c. If CS Students feel they must make a call or receive a call, they must go to the office—it is not acceptable to use phone in bathrooms or other areas of the school without administrator approval. (NOTE: Students may use telephones located in the classrooms and office for emergency reasons with the permission and supervision of a CBF staff member or office )

WCDs, cameras, video cameras, or any equipment that has video and/or camera capability may not be activated or used at any time in any Academy situation.

Students are prohibited from using WCDs to:

- Bully; in the mind of another person the impression of being threatened, humiliated, harassed, embarrassed, or intimidated.
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures, images or messages including “sexting” is prohibited.
- Transmit test information or any other information in a manner constituting fraud, theft, academic dishonesty, or violating the student code of conduct.
- Capture, record, or transmit audio and/or video of any staff member, students or other person on Academy property without express prior permission.

Pictures or videos taken in locker rooms or restrooms are strictly forbidden. Additionally, if any prohibited pictures or videos are taken and subsequently posted to the Internet, it will be considered an additional infraction. These students will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Safe Schools Discipline Code of Conduct.

The Academy prohibits any electronic item from containing inappropriate material (as determined by the Administration) including offensive or inappropriate language or language that would promote violence or hatred.

The Academy may choose to provide or allow students to use certain WCD's, such as but not limited to e-readers and laptops, as part of their course work. The user must sign appropriate Wireless Communication Devices (WCDs)/Cell Phone Acceptable Use Agreement and Network and Internet Acceptable Use Agreement. If the Academy chooses to allow WCDs, a permission slip should be completed and on file at the Academy office. A WCD policy shall be distributed to all students outlining the restrictions on the use of WCDs unless they have obtained specific permission from an administrator in advance.

Academy owned devices must be returned at the end of the classroom period. Student will be responsible for the replacement cost of any device damaged by the student.

If the Academy allows students to use privately owned laptops on Academy property, the user must sign the appropriate Network and Internet acceptable use agreements. Students are personally and solely responsible for the care and security of their WCDs.

The Academy assumes no responsibility for theft, loss, or damage of a personal wireless communication device brought to Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event, or the unauthorized use of such devices. Students bring these devices at their own risk. If a theft occurs, the user should contact a school administrator to make him/her aware of the situation so it will be handled the same way as any other theft. Damage or theft is the sole responsibility of the owner.

Possession of a WCD is a privilege, not a right. Violation of WCD Academy guidelines will result in disciplinary action and/or confiscation of the WCD. If the violation involves an illegal activity, the School Leader will refer the activity to law enforcement officials. Disciplinary action for a WCD violation can be imposed on an escalating scale ranging from warning to an expulsion based on the nature and circumstances surrounding the violation.

Consequences for violation of policy:

- a. Progressive discipline measure will be used taking into consideration circumstance, frequency, severity of offence, etc.
- b. In all cases it is expected that if the cellphone or other WCD is used during the school day they student, at the direction of an adult, will immediately shutoff phone/device and put out of sight of all.
- c. If student is asked to relinquish phone to adult, the student must immediately shut down the phone and turn it into the adult who will give to administrator for safe keeping until end of day. Further consequences may result of progressive disciplinary actions.
- d. Students who refuse to relinquish their electronic device immediately upon request of a staff member will receive consequences appropriate to the offense and Student Advocate will be contacted.

These prohibitions are in effect any time on Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event.

### **Web Page**

CBF's webpage ([www.cbfacademy.com](http://www.cbfacademy.com)) contains pertinent information regarding the school and its policies. Aon this site you will also find that teachers have individual web pages sharing information about grading, missing assignments, classroom expectations, etc. Additionally, on these teacher pages, there is a section where the teacher has provided information and additional resources for tutors helping students after school hours, or if the students are seeking supplemental resources.

### **Work Permits**

Any student wishing to obtain the necessary paperwork to receive a work permit should make that request to the School Counselor.

## ACKNOWLEDGEMENT

We have received and reviewed the 2016-17 Clara B. Ford Academy Student Handbook. We agree to abide by the policies and procedures contained in this handbook, including the Code of Student Conduct.

*Signed copy will be kept on file.*

Name of Student attending Clara B. Ford Academy:

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Student Advocate Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Student Advocate Signature

\_\_\_\_\_  
Date received by Administrative Assistant