



# STARR DETROIT ACADEMY

FAMILY/STUDENT HANDBOOK

2014-2015

*Starr Detroit Academy is dedicated to preparing students for academic mastery, college, work, and life.*

# Starr Detroit Academy Family Handbook



Welcome

September 2, 2014

Dear Starr Detroit Academy Families,

We are excited to enter into the 2014-2015 school year with you as partners in education. The mission of Starr Detroit Academy is to create a positive environment where students flourish academically and socially. The Starr Detroit team along with Starr Educational Services are honored to service your sons, daughters and families.

At Starr Detroit Academy we are committed to providing your child(ren) with the best possible education in order to prepare them for their future endeavors. Our students will graduate with the skills and knowledge necessary to succeed in higher learning institutions and have the capability to make a positive contribution to society. In order to achieve our mission, it is necessary to provide a set of academic standards that align with the Michigan Department of Education as well as expectations of Starr Detroit Academy and our charter authorizer, Central Michigan University.

This handbook is provided as a guideline for your reference throughout the school year regarding school policies and procedures. We believe in service and transparency, therefore we are here to serve you. Please feel free to stop by anytime to discuss any issues or concerns.

Thank you and we look forward to having an outstanding school year!

Sincerely,

The Starr Detroit Academy Leadership Team

**QUICK REFERENCE GUIDE**

<b>Starr Detroit Academy Contact Information</b>			
<i>School Address</i>	<i>Office Phone</i>	<i>Fax Number</i>	<i>Website</i>
19360 Harper Avenue Harper Woods, MI 48225	(313) 649-2200	(313) 924-5490	www.starracademy.org
<b>Hours of Operations</b>			
<i>Office Hours</i>	7:30 a.m. - 5:00 p.m. (Monday-Friday)		
<i>Latch Key</i>	6:30 a.m. – 7:45 a.m. (Monday- Friday) 3:45 p.m. – 6:00 p.m.		
<i>Student Start Time</i>	7:45 a.m. (Monday-Friday)		
<i>Student Dismissal Time</i>	3:45 p.m. (Monday- Friday)		
<i>Bussing Concerns</i>	Vanessa Carter (313)212-3565		
<b>School Director/ 4-7 Principal – Mr. Phillip Price</b>			
<b>K-3 Principal – Mrs. Kimberley Pressley</b>			
<b>K-1 Academic Dean - LaTacha Banks</b>			
<b>2-3 Academic Dean – Donell James</b>			
<b>4-7 Academic Dean – Margina Parker</b>			

# Table of Contents

---

Quick Reference Guide .....	3
Mission .....	6
Vision.....	6
Values.....	6
Starr EDUCATIONAL SERVICES .....	6
The Children’s Home of Detroit .....	7
Curriculum.....	10
Assessments.....	11
GRADES .....	12
Promotion Policy.....	12
Honor Roll .....	13
School Wide Expectations.....	13
Classroom Expectations .....	13
Attendance.....	14
Inclement Weather .....	15
Arrival and Dismissal.....	15
Bus Transportation.....	16
Student Dress Code.....	17
School Food Policy .....	18
Birthday Celebrations .....	19
Starr Detroit Academy Parent Involvement .....	20
Classroom Visits .....	20
Parent Conduct .....	20
School Communication .....	21
Starr Detroit Academy Policies .....	22
AHERA Asbestos Management Plan .....	22

# Starr Detroit Academy Family Handbook



Anti-Bullying Policy .....	22
Computer / Internet Use Policy .....	22
Directory Information Policy.....	23
Electronic Devices Policy.....	23
Equal Rights Policy .....	24
Harassment Policy.....	24
Homeless Students .....	24
Medicine Disbursement Policy .....	25
Lost, Stolen, or Damaged Items Policy .....	25
Parents Right to Know Policy .....	25
Student Records and Privacy Policy.....	25
Family / School Contract 2014-2015.....	26
Appendix .....	28
Anti-Bullying Policy .....	28
Starr Detroit Academy Computer / Internet Use Policy .....	31
Parent and Student Statement of Receipt.....	35

**\*\*\*NOTE: Starr Detroit Academy Student Code of Conduct directly follows the Family/Student Handbook.**

## MISSION

To create prepare students for academic mastery, college, work and life.

## VISION

The vision for SDA is that all students, who complete their education at the Academy, attain the skills, confidence, and desire required to successfully pursue their education to such a degree that they are prepared for college. The vision includes a dedicated team of staff working side by side with students and parents to create and sustain a climate where everyone believes that each child can attain their fullest potential.

## VALUES

**BELONGING-** “I am cared about and loved”

**MASTERY-** “I can succeed”

**INDEPENDENCE-** “I have the power to make wise decisions”

**GENEROSITY-** “I have a purpose in my life”

**EXCELLENCE-** We strive to always do our best and focus on accomplishing our goals

**RESPECT-** We treat other people like we want to be treated. We take care of our environment so that others will do the same

**RESPONSIBILITY-** We recognized our strengths, learn from our mistakes and assume ownership for our actions.

**PERSEVERANCE-** We work hard and never give up, even when the work is challenging, we will succeed

**CARING-** We take care of each other. We help each other and we do not hurt each other physically or emotionally.

## STARR EDUCATIONAL SERVICES

In 1913, a young man named Floyd Starr purchased a small barn and 40 scrub-covered acres in Albion, Michigan, and began what would eventually become one of the nation’s most respected child and family charities. Floyd Starr founded Starr Commonwealth as a refuge for "homeless, dependent, neglected and delinquent boys." Today, Starr Commonwealth operates dozens of programs for troubled youth and their families in Michigan and Ohio.

“Uncle Floyd,” as he was affectionately known, would undoubtedly be amazed at just how far his original vision has come, but he certainly wouldn’t be surprised at the reasons why. Starr still believes, as did its founder, that when you treat a child with dignity and respect, you change a child’s heart. And that, in the end, is what changes a child’s life.

## **THE CHILDREN’S HOME OF DETROIT**

In 2009, Starr Commonwealth acquired the Children’s Home of Detroit (CHD) and agreed to continue the Children’s Home’s 172-year history of serving children and families. The acquisition made it possible for the CHD’s mission to live on while allowing Starr to expand its presence in southeastern Michigan. The acquisition of CHD provided the support necessary to launch Starr Detroit Academy. Education is one of many needs in this underserved metropolitan area, and Starr looks forward to providing opportunities for safe and secure learning environments for children.

Starr has nearly 100 years of experience in improving the lives of children, including providing both public and private education through its residential treatment programs. Starr’s goal is to assist students with the development and academic skills necessary for obtaining a college education.

# Starr Detroit Academy Family Handbook



JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
<b>Starr Detroit Academy</b>							<b>2014-2015 School Calendar</b>						
<b>July 2014</b>							<b>August 2014</b>						
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24/31	25	26	27	28	29	30
<b>SEPTEMBER</b>							<b>OCTOBER</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	
<b>NOVEMBER</b>							<b>DECEMBER</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23/30	24	25	26	27	28	29	28	29	30	31			
<b>JANUARY</b>							<b>FEBRUARY</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31							
<b>MARCH</b>							<b>APRIL</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		
<b>MAY</b>							<b>JUNE</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24/31	25	26	27	28	29	30	28	29	30				
<b>LEGEND</b>							<b>INSTRUCTIONAL DAYS</b>						
◇ First Day of School ○ End of Quarter △ Last Day of School □ No School							Total 1-7 Students                      180 Total K Students                              176						
<b>NOTES</b>													
School Starts 7:45 AM - Tardy 8:00 AM - Dismissal 3:45 PM													



## **School Hours**

### **Latchkey Services**

6:30 a.m. (Doors Open) – 7:45 a.m. (School begins)

3:45 p.m. - 6:00 p.m.

SDA is not responsible for students who are dropped off before 6:30 a.m. **Parents/guardians are expected to wait with their children until the school doors are opened; students will not be supervised until the posted school hours. Students should never be left unsupervised on school property. Also, students must be picked up prior to 6:00 p.m. for evening latchkey services.**

Latchkey is available for families from 6:30 a.m. – 7:45 a.m. & 4:00 p.m. – 6:00 p.m. Families must enroll students in latchkey prior to their first day of school. Latchkey is free for parents that meet the SDA qualifications and submit the required documents.

## **School Instructional Hours**

### **Monday - Friday**

7:45 a.m. - *Arrival for students*

7:45 a.m. – *Students are to transition to class*

8:00 a.m. – *School day begins*

8:01 a.m. - *Students are considered tardy*

3:45 p.m. - *Dismissal*

## Curriculum

<b>English Language Arts</b>	<p>Text: Reading Mastery (K-7) &amp; Corrective Reading (3-7); Common Core Standards; Making Meaning (K-7); Being A Writer (K-7)</p> <p>Online: Reading Eggs (K-2); iReady (K-7); Raz Kids (K-7)</p>
<b>Math</b>	<p>Text: Eureka Math (K-7) aligned with the Common Core Standards</p> <p>Online: <i>Additional Software</i> – SDA is constantly reviewing new and innovative programs. A few of the programs used are iReady and ST Math.</p>
<b>Science</b>	<p>Curriculum Crafter; Delta Science Kits (K-7); Michigan State Standards</p>
<b>Social Studies</b>	<p>MC3 (Michigan Citizen Curriculum) (K-7)</p>

## Assessments

### Standardized Assessments

All students at SDA will participate in the Northwest Evaluation Association’s (NWEA) Measures of Academic Progress (MAP) assessment. Students in grades 1 – 7 will take the exam three times a year in September, January, and May, while our Kindergarten students will take the exam twice in January and May. The administration of this assessment will allow the school to have an accurate snapshot of each student’s developmental level within the test area, to identify the student’s areas of growth year-to-year in basic skills, and to assess the strengths and weaknesses of the student.

Students will participate in all required Michigan’s state exams (MEAP). These tests will provide data from year to year that will allow teachers and administrators at SDA to tailor instruction to the needs of SDA students and continually improve curriculum.

### Informal Assessments

All students will participate in ongoing, informal assessment to guide instruction and curriculum. SDA uses the Achievement Network (ANet) and Discovery Learning for our internal interim assessment system. The exams are given throughout the year to monitor progress. Formative and summative classroom assessments are given by teachers throughout the school year. In addition, teachers will administer a minimum of four (4) assessments per card marking, which could either be a paper and pencil assessment or a performance task.

### Report Card & Progress Report Dates

#### ***1<sup>st</sup> Quarter***

September 30<sup>th</sup> – Progress Reports  
November 17<sup>th</sup> – Parent-Teacher Conferences (report cards issued)  
November 18<sup>th</sup> – Parent-Teacher Conferences (report cards issued)  
December 12<sup>th</sup> – Progress Reports

#### ***2<sup>nd</sup> Quarter***

February 9<sup>th</sup> - Parent-Teacher Conferences (report cards issued)  
February 10<sup>th</sup> - Parent-Teacher Conferences (report cards issued)  
March 6<sup>th</sup> – Progress Reports

#### ***3<sup>rd</sup> Quarter***

April 1<sup>st</sup> – Report Cards (issued to students)  
May 8<sup>th</sup> – Progress Reports

#### ***4<sup>th</sup> Quarter***

June 19<sup>th</sup> - Report Cards (issued to students)

## GRADES

### Grading

Starr Detroit Academy uses a Report Card based on a traditional letter/percentage system. The purpose of this is to provide a snapshot of student progress toward mastery of learning goals. Grades are tools to guide discussions as students and parents partner with the school for students' success. Families receive student grades for academic performance in the core subjects, elective courses, and behavior for learning grades.

### Student Grades

A – 90% - 100%

B – 80% - 89%

C – 70% - 79%

D – 60% - 69%

F – 59% - 0% Fails to Master Learning Objectives

### Make-Up Window

In the event that a student is absent, the student will be allowed the same amount of days to make up any missing assignments as the length of their absences. For example, if a student has been absent for four (4) days, he or she will have four (4) days from the date of their return to school to submit those assignments. A zero (0) will be placed in the assignment value until the missing assignments have been completed and submitted to the respective teacher. Zeros will stand and become final grades beyond the make-up window if work is not completed and turned in.

### Promotion Policy

In order to be promoted, students must demonstrate mastery of essential knowledge and skills for their grade level. Promotion decisions will be based on the following criteria:

1. Student performance on classroom assessments and assignments
2. Student performance on standardized assessments (i.e. MEAP grades 3-7; K-7 NWEA)
3. Student attendance

Parents will be informed about any early academic concerns at parent teacher conferences on **November 17 or 18, 2014**. If academic concerns continue, a parent meeting will be scheduled for the week of **December 12, 2014**. Parents will be informed, via letter and/or

phone call about the possibility of retention on **January 30, 2014**. We will inform parents during the spring if we feel your child may need to repeat the current grade. **Parents wanting to appeal retention decisions must submit a request in writing to the Principal by the last day of school.**

*\*Refer to Appendix for NWEA and MEAP scoring guidelines provided in the Appendix*

## Honor Roll

Honor Roll Assemblies will be conducted quarterly and at the end of the year during morning assembly. Parents will be notified via a written invitation sent home a week prior to the ceremony.

### Honor Roll Criteria

Principal's Honor Roll – 3.8 – 4.0 GPA

Dean's List – 3.5 – 3.7 GPA

Honor Roll – 3.0 – 3.4 GPA

Perfect Attendance – Zero (0) absences for the quarter/year

\*A+ Attitude Award – Students exhibiting a positive attitude and effort (awarded at teacher's discretion)

***Additional awards will be distributed to students displaying Circle of Courage attributes and actions. Students who are working within a modified curriculum will be acknowledged for progress made.***

*\*awarded for grades K-3 only*

## School Wide Expectations

We at Starr Detroit Academy take great pride in our students as well as our institution. For this reason, we must instill as well as enforce appropriate behavior to ensure the best quality of education that will benefit our students. Therefore, we ask that you carefully review the **Student Code of Conduct**.

### Classroom Expectations

The Classroom Procedures stated below are expected to be followed in every classroom:

- Quietly enter the classroom and begin your Bell Work (Do Now).
- Listen and follow directions the *first time* they are given.
- Raise your hand and wait to be called upon before speaking.
- Keep your hands, feet, and all other body parts and objects to yourself.
- Remain in your seat unless otherwise directed by your teacher.

## STARR DETROIT ACADEMY GENERAL POLICIES & INFORMATION

### **Attendance**

Regular attendance is necessary if students are to reach their full academic and social potential. Under Michigan Law, attendance for school-aged children is compulsory. (MCL 380.1571-380.1599). Starr Detroit Academy requires students to be present each day school is in session. The administration of Starr Detroit Academy will comply with Michigan Law in regards to student attendance.

Cases of nonattendance will be pursued, and unless the child is not required to attend a public school (MCL 380.1561), parents/guardians will be notified by registered mail requiring the child to appear on the next school day following receipt of notice and to continue in regular and consecutive attendance in school. If the parent/guardian fails to comply with the notice, a complaint will be filed in the proper court for refusal or neglect to send the child to school. (MCL 380.1571-380.1599)

Students absent for ten (10) consecutive days without parent notification or contact with the school will be dropped from the school enrollment roster and the parent will be notified immediately.

### **Excused Absence**

A student's absence will be excused when:

1. Written notification from a parent or guardian is provided indicating that the student was sick. Student absences greater than three (3) days require a written notification from a medical professional to be considered excused.
2. Death within the student's family.
3. Religious holiday occurs and advance notice is given to school staff (in writing).
4. Required for a court appearance (written documentation provided).
5. Student is sent home by school administration.

### **Habitual Absences/Tardiness**

The following process will be implemented when students are habitually absent/ tardy.

- **Four Absences or Eight Tardies in a Quarter:** The parent/guardian will be called to meet with a member of the leadership team. During the meeting, an attendance plan will be developed.

- **Ten Absences and/or Twenty Tardies in a Year:** The school administration will file a written complaint with the Wayne County Prosecutor's Office. If the student is considered habitually truant, he/she may be retained and/or may have to participate in summer school. The family will meet with a member of the leadership team to discuss next steps.

## **Participation in Extracurricular Activities**

Scholars are not permitted to participate in any athletic events, extracurricular activities, field trips, evening programs or any other school events unless they were present for a minimum of 50% of the school day. This includes participation as a spectator at events. Exempt absences do not apply to this policy with the exception of suspensions and/or expulsions. For other types of absences, a scholar's ability to participate may be appealed to the School Principal before the event begins.

***Student-athletes ability to participate in enrichment programs will be determined based upon appropriate behavior and academic achievement.***

## **Inclement Weather**

Inclement weather may require us to cancel classes for the day. These announcements will be made via our automatic calling system, the local news and radio stations. Please be sure to check these resources in the event of inclement weather.

## **Arrival and Dismissal**

### **Arrival**

The doors will open at 6:30 a.m. each morning for latchkey services. Students will not be supervised or allowed into the building before that time.

At 7:35 a.m., students will be escorted into the building from the bus and car rider entrances. Staff will be at the car-riders entrance so that parents do not have to spend time parking and entering the building. The car rider entrance will close promptly at 8:00 a.m. All students arriving after 8:01 a.m. must be escorted by a parent or authorized adult to the entrance in the front of the building and check-in at the reception. Students will receive a tardy slip, which must be given to their teacher upon entering the classroom.

### **Dismissal**

End of the day dismissal will begin at 3:45 p.m. Busses will depart the school at 4:00 p.m. Car riders that have not been picked up by 4:00 p.m. and afterschool latchkey students will be escorted to the cafeteria at 4:00 p.m. Walkers will be dismissed along with bus riders.

## **Early Dismissal**

Early dismissals are any time before 3:30 p.m., Monday - Friday. Please try to refrain from picking your child up early unless there is an emergency. **Early dismissals should be completed prior to 2:00 p.m.** All early dismissals must be signed out at the receptionist desk. As with regular dismissals, students will not be released to anyone who is not on the parent-authorized pick-up list.

## **Bus Transportation**

### **Bus Rules**

We want our students to be safe for the entire bus ride. All school expectations remain in effect while students are on the bus. The following expectations are put into place to ensure student safety:

- Students may only stand when they are entering and exiting the bus and while it is at a complete stop.
- Students may not eat or drink on the bus.
- Fighting is never tolerated on the bus.
- Inappropriate touching will not be tolerated.
- Inappropriate language will not be tolerated.

If a student violates any of the bus rules, he or she will receive a bus referral. The appropriate administrator will call the parent of the student after investigating the referral. The student will be given consequences for his or her behavior on the bus, and the bus transportation may be suspended for a specified number of days. Repeated misbehaviors will result in permanent loss of transportation services.

### **Bus Drop Off**

For students in grades K-2, parents, guardians, or an older sibling must meet the bus at the bus stop to pick up the student. When there is no one at the stop, students will be returned to school. Multiple incidents of students being returned to school based on not being picked up will result in families losing bus privileges.

### **Bus Change Request**

Students will not be allowed to ride any bus other than their assigned bus. Permanent changes in bus transportation must be made in writing at least two (2) days before the required change.



Temporary change in bus transportation, (i.e., student will not ride the bus on a certain day) must be submitted in writing to the school by 9 a.m. on the day of the scheduled change.

## **Bus Contact**

If you have concerns about student or driver behavior on the bus, please contact our Transportation Coordinator – Mrs. Vanessa Carter – 313-212-3565.

## **Student Dress Code**

### **All Students**

Students should wear solid, dark-colored shoes or sneakers with no embellishments. No boots, sandals, or flip-flops should be worn during the school day. Winter boots may be worn to and from school and during recess during the winter. Students have the option to wear a solid, plain dark colored belt. (No oversized/non-standard buckles, holes, studs, slogans, writing or markings allowed.)

### **Young Men**

**Pants:** Standard solid khaki uniform pants or knee length shorts. The pants need to fit correctly (i.e., no baggy style and no sagging).

**Acceptable Shirts:** A short sleeved Starr Detroit Academy polo shirt or long-sleeve Starr Detroit Academy shirt or sweatshirt. Polo shirts must be worn tucked in. (An optional white long sleeved shirt may be worn under the polo.) A Starr Detroit Academy light blue or white oxford long sleeve or short sleeve shirt). Starr Detroit Academy sweatshirts may be worn over the oxford shirt.

### **Young Women**

**All Young Women:** Standard solid khaki uniform pants, knee length shorts, skirts, skorts and jumpers (K-4), knee length skirt (5-7). All clothing needs to fit correctly (i.e., no baggy or tight fitting clothing). Students are required to wear shorts under all skirts.

**Acceptable Shirts:** A short sleeved Starr Detroit Academy polo shirt or long-sleeve Starr Detroit Academy shirt or sweatshirt. Polo shirts must be worn tucked-in. (An optional white long sleeved shirt may be worn under the polo.) A light blue or white long sleeve or short sleeve blouse. All shirts and blouses must be worn tucked-in. Starr Detroit Academy sweatshirts may be worn over the oxford shirt.

## **Change of Clothing – Kindergarten & First Grade**

Kindergarten and first grade students often have accidents which result in the need to change clothes. We request families send a change of clothes (pants, t-shirt, underwear, and socks) in a Ziploc bag. The Ziploc bag should have your child's name written in permanent marker.

Purchasing an extra uniform to keep in the bag is acceptable, though not required. In the event that a student must change into the extra set of clothes, parents must send in a clean set of clothing the next day. If your child is prone to accidents, we recommend keeping more than one change of clothing at school.

## **Hairstyles**

Students' hair should be neatly groomed and professional at all times. Boys and girls cannot wear any headwear in the school such as scarves and hats unless it is for religious purposes. **Girls** are not allowed to wear permanent or temporarily colored hair, colored braids or colored extensions that are not natural colors (i.e. no red, blue, green, yellow, bright highlights, etc).

## **Jewelry**

Students may only wear one watch (**no sound effects or games**). Bracelets, rings, necklaces and other forms of jewelry are assumed valuable and should be left at home as well. Starr Detroit Academy is not responsible for any lost or stolen jewelry.

**Girls** are allowed to wear one pair of small (dime-sized) stud earrings. Boys are allowed to wear one small stud earring. However, for the up-coming school year 2015-16, this policy will change which means that boys will no longer be allowed to wear earrings period. All other jewelry will be taken from the student to be picked up by the parent or guardian.

## **School Food Policy**

As a National School Lunch Program Community Eligibility Option (CEO) school, all students at Starr Detroit Academy are eligible for a free breakfast and lunch each day. Students participating in afterschool programs or tutoring are eligible to receive free snacks.

## **Outside Food or Beverages**

Students are allowed to bring healthy lunches and snacks to eat during lunch and snack time (kindergarten). Students not allowed to bring soda, energy drinks, chips, candy or other sweets to school. Any outside snacks, gum or beverages will be confiscated.

## **Special Dietary Needs**

Students who are allergic to certain foods or need to maintain a particular diet must provide the school with physician-issued documentation indicating all restrictions. Food service will prepare a specific lunch for all students with dietary restrictions.

## Birthday Celebrations

The staff at SDA recognizes the importance of birthdays in a child's life and will do their best to make each student birthday special. In that regard, the class will honor all student birthdays during their morning assembly.

If a parent wishes to distribute birthday party invitations at school, the invitations must be distributed to all students in the class. The only exception is for gender-specific parties. Parents may not distribute invitations at school to a select group of students in the class.

If a parent wishes to celebrate his/her child's birthday at school, the following protocol must be followed:

- Parent must give the teacher and school at least one week's notice.
- Birthday treats will only be served at the end of the day, and will be limited to 10 minutes of celebration time.
- All birthday treats must be store-bought and sealed prior to being brought to school. No homemade birthday treats will be passed out to students.
- Parents are expected to help clean up the rooms after the celebration.
- Parents must bring enough treats for the entire class.

If we find that birthday celebrations are impacting the academic program, we may limit or prohibit birthday celebrations at school.

## STARR DETROIT ACADEMY PARENT INVOLVEMENT

At Starr Detroit Academy we encourage and welcome parents into our schools. There are many ways that parents can be involved in their student's education at Starr Detroit Academy:

- Attend Parent Teacher Conferences and take advantage of other opportunities to meet with your child's teacher(s).
- Chaperone field trips, volunteer in the classroom, mentors, etc.,.
- Work on committees to improve the school.

All parents/guardians will be required to have a background check on file in the Main Office.

### Classroom Visits

Visitors, especially parents/guardians, are a vital part of the Starr Detroit Academy community. We welcome you as observers and partners in your child's education. In order to maximize our learning time and minimize distractions in our classrooms, we ask that you do the following:

- To arrange a visit to your child's classroom, please make arrangements with your child's teacher(s) at least 24 hours prior to the visit.
- Upon arriving, sign in with the Receptionist and put on a Visitor's Pass.
- Turn off your cell phone prior to entering the classroom.
- Teachers will have a designated seat for parents in the classroom so that they are able to observe the class without disruption.
- Classroom visits are limited to 30 minutes per class.
- If you would like to speak with the teacher after your visit, please contact them by phone or call the school to set up a follow-up meeting. Teachers will be unable to meet or talk with you during their instructional time.

### Parent Conduct

We understand that your child is the most important person in your life and as their parent, his/her education and well-being is your top priority. It is also imperative that we maintain respect, order and safety in our school. We ask our parents to work with us to achieve this goal. If you find yourself in a situation with a teacher, staff person, student, another parent, administrator or even your own child, please be mindful of your surroundings and remain calm and respectful at all times while on school premises or at a school related event. SDA will not tolerate displays of inappropriate, disruptive, disrespectful, violent, or verbally abusive conduct. Such behavior will result one or more of the following consequences, including but not limited to:

- Restricting the parent's access to school premises.

- Terminating the parent's access to school premises.
- Taking legal action against the parent.
- Other action as deemed necessary.

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

## **School Communication**

### **Automated Phone Calls**

Pre-recorded messages will be sent out regarding attendance, enrollment, activities, report cards, conferences or other important school information.

### **Phone Number/Address**

Often times, parents change cell, home and/or work phone numbers during the school year or they may move. Vital information is often mailed home (report cards, letters, notices, etc.) so please make sure your information remains current with the main office as necessary.

### **SDA Newsletter**

Our school newsletter is sent out monthly and is designed to inform parents on the school's academics and community events. Additional correspondence according to grade level may be sent home.

### **Email**

Whenever Starr Detroit Academy has activities, parent meetings, conferences or volunteer opportunities, all parents enrolled on our e-mail blast list will be contacted. Please email [parents@starracademy.org](mailto:parents@starracademy.org) with your name and email address to be added to the list.

### **Parent Concerns**

If you have questions about a school policy, academic grade, discipline decision, etc., please contact an administrator.

## STARR DETROIT ACADEMY POLICIES

### AHERA Asbestos Management Plan

As required by AHERA (Asbestos Hazard Emergency Response Act) all schools are required to complete stringent inspections for asbestos and to develop a management plan to deal with any asbestos containing building materials. All buildings owned by or leased to the Academy have been inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the Academy prepared and the state approved a comprehensive management plan for handling asbestos located within its buildings safely and responsibly. A copy of the Asbestos Management Plan is available for review at the Main Office.

### Anti-Bullying Policy

It is the policy of Starr Detroit Academy to protect the rights of all students and groups to establish a safe and secure learning environment. Therefore, the Academy Board of Directors prohibits any and all acts of bullying, harassment, and other forms of aggression and violence. Bullying and harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are not expected to tolerate bullying or harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (especially when redirecting) in order to provide positive examples for student behavior. See the SDA board adopted Anti-Bullying Policy on page 33 for complete outline of policy.

### Computer / Internet Use Policy

Computers are used to support learning and enhance instruction. Students will use computers frequently in their regular classrooms. However, computer privileges are dependent on a student's ability to use the technology in a responsible, efficient, ethical, and legal manner. A student may not:

- Use the Internet for any illegal purpose;
- Use any social networking site (Facebook, Kik, Instagram, Twitter, etc.)
- Use profane, obscene, impolite or abusive language;
- Change computer files that do not belong to the user;
- Violate someone else's privacy;
- Share his/her password with anyone except adults at the school.

Unacceptable use of the Internet will result in immediate revocation of access privileges. Students and families are acknowledging these policies when signing receipt of the Parent & Family Handbook.

## **Safety and Acceptable Use of the Internet by Students, Staff, and Educators Policy**

As the use of telecommunication networks by students and educators increase, there is a need to clarify acceptable use and safety of those networks and to include federal regulations from the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA). Please refer to page 37 in this handbook for more information on these policies.

## **Directory Information Policy**

Parents and students are advised that pursuant to Federal law, certain “directory information” concerning students must be made available upon request. The academy has designated the following as directory information:

- a student’s name
- participation in officially recognized activities and sports
- dates of attendance
- date of graduation
- awards received
- telephone numbers and addresses only for inclusion in school or PTO directories

Parents and adult students may refuse to allow the disclosure of any or all the above directory information by providing written notification to the academy within (10) days of receipt of this public notice. If you have questions concerning this Public Notice, please contact the Supervisor of Compliance.

## **Electronic Devices Policy**

### **Cell Phones & Other Electronic Devices**

iPods, iPads, CD players, game boys, play cards, PSPs, cameras, games or any other electronic devices **including cell phones** used for recreational purposes are strictly prohibited during school hours. These gadgets are a disruption to the educational process and pose a safety concern. If brought to school, these items will be confiscated immediately. The student’s parent or guardian will be required to come to the office to pick up the device. Starr Detroit Academy is not responsible for lost or stolen electronic devices.

## Equal Rights Policy

It is the policy of Starr Detroit Academy that students, parents, and employees shall not be discriminated against because of race, sex, creed, color, national origin, handicap or religion in any educational program, activity or employment practice.

## Harassment Policy

“Harassment” is conduct directed toward a victim that includes, but is not limited to, repeated or continuing unwanted contact that would cause a reasonable individual to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment can include, but is not limited to, the following examples of unacceptable behavior:

### Verbal Harassment

- Sexual innuendos, comments and suggestive remarks
- Suggestive or insulting sounds
- Personally offensive humor or jokes about sex
- Implied or overt threats
- Written comments
- Unwelcome sexual advances
- Requests for sexual favors

### Physical Harassment

- Petting, pinching or any other inappropriate touching
- Obscene gestures
- Deliberate brushing against the body
- Attempted or actual kissing or fondling
- Sexual assault

Please report any incident of harassment immediately to any school administrator. You will not be penalized in any way for reporting a harassment problem.

## Homeless Students

Homeless students have equal access to the same free, appropriate public education and comparable services. Parents/Guardians of homeless students are requested to contact the Student and Family Services Coordinator. The Student and Family Services Coordinator along with the Academy’s Homeless Children and Youth Liaison will work with homeless students and their families to ensure their educational needs are met.



## Medicine Disbursement Policy

Medications that must be taken at school must be stored in the school office and must be in their original container/package. Parents/guardians must have their child's physician complete a Medical Administration Form (MAF) in order for any medications to be administered at school. All over-the-counter medications such as Tylenol, cough drops, aspirin or nasal decongestants are included in this policy as Michigan law prohibits students from taking any medications at school without the proper authorization.

## Lost, Stolen, or Damaged Items Policy

Starr Detroit Academy is not responsible for any lost, stolen, or damaged items. The Academy staff will do its best to retrieve any lost or stolen items, but will not make any financial reimbursements to families or students. **Students should leave all valuable items at home.**

## Parents Right to Know Policy

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

- Whether the teacher(s) is certified for the grade level and subjects they are teaching.
- Whether the teacher(s) is working under an emergency or provisional/temporary permit.
- The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- The qualifications of any paraprofessionals providing services to your child.

The Academy will provide a notice to parents or guardians if their child is assigned to a teacher who is not "highly qualified" under State and Federal law, or if their child is assigned to a non-highly qualified teacher for more than four (4) weeks.

## Student Records and Privacy Policy

Accurate and complete student academic and discipline records shall be maintained electronically and in paper format for each student enrolled in SDA. Confidentiality of student records shall be preserved in compliance with the Family Educational Rights and Privacy Act. Access to education records is provided to parents, eligible students (those eighteen years of age or older, or those enrolled in postsecondary educational institutions); to professional educators with legitimate educational interests.

## **FAMILY / SCHOOL CONTRACT 2014-2015**

As a Starr Detroit Academy parent/caregiver, I/We \_\_\_\_\_  
agree to: Parent(s)/Guardian(s) Names(s)

### Provide Home Academic Support:

- Provide my child with a quiet space for homework and ensure that he/she has all necessary materials.
- Monitor and support the completion of homework assignments.
- Ensure that my child is reading every night.
- Frequently discuss school work and activities with my child.
- Ensure that my child has a library card and provide opportunities to routinely visit library.

### Provide School Support:

- Support and adhere to the school discipline policy.
- Promptly respond to messages from my child's school.
- Follow through with school recommended actions.
- Ensure that every day my child comes to school rested.
- Ensure my child eats breakfast every day at home or at the school breakfast program.
- Ensure my child only brings nutritious/healthy foods to school.
- Review this agreement with my child.
- Ensure my child follows the SDA electronic devices policy.
- Ensure my child is in SDA uniform daily.

### Participate:

- Actively collaborate and communicate with teachers to meet my child's learning needs. This includes reading communications sent by the teacher and the school.
- Ensure that I/we fill out school surveys which help Starr Academy obtain more funds from grants and outside agencies.
- Attend all report card conferences with classroom teachers.
- Make positive contributions of my time, resources, or skills to the school community.

### School staff has the responsibility to:

- Provide scholars high quality curriculum and instruction in a supportive and effective learning environment that enables scholars to meet and exceed Michigan's achievement standards.
- Create a safe place to learn where the rules apply to everyone equally.
- Treat scholars with respect and help them grow and learn.
- Provide regular and frequent progress reports, report cards, and three Parent-Teacher conferences throughout the school year to review the parent compact and inform parents of their scholars' progress.

- Inform parents of how scholars are doing and help work out any problems with them or with scholars.
- Enforce rules fairly, keep the school safe, and listen to and help scholars, parents and teachers.

Scholars have the right to:

- Have this code uniformly applied to all scholars.
- Form and hold personal ideas and beliefs, without fear of punishment, embarrassment or having his or her grade lowered, as long as sharing ideas/beliefs do not harm others and is done in the appropriate manner.
- Express personal opinions, either in spoken or written words.
- Attend school without being harassed or bullied by others.
- Be free from unreasonable search and seizure of their property.
- Have their parents present, whenever possible, during questioning by police at SDA.
- Receive make-up work if they are removed from school/class as a result of disciplinary action.

Parents have the right to:

- Visit, observe, and volunteer in their child(ren)'s classroom.
- Receive consistent communication from the school staff regarding their child(ren).
- View their child's educational records.
- Schedule meetings with their child(ren)'s teachers and other appropriate school staff.
- Participate, as appropriate, in decisions relating to the education of their child(ren) and positive use of extracurricular time.

My signature represents my understanding and full commitment to the above agreements for the 2014-2015 school year.

## APPENDIX

### Anti-Bullying Policy

It is the policy of Starr Detroit Academy to protect the rights of all students and groups to establish a safe and secure learning environment. The Academy recognizes that a school that is physically and emotionally safe for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. Therefore, the Academy Board of Directors prohibits any and all acts of bullying, harassment, and other forms of aggression and violence. Bullying and harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are not expected to tolerate bullying or harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (especially when redirecting) in order to provide positive examples for student behavior. See the SDA board adopted Anti-Bullying Policy for a complete outline of policy.

#### **Definition**

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

Specifically, "bullying" is conduct 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:

- dehumanizing, intimidating, humiliating, threatening, or otherwise evoking fear of physical harm or emotional distress;
- having an actual and substantial detrimental effect on a student's physical or mental health;
- substantially interfering with educational opportunities, benefits or programs;
- substantially interfering with the educational opportunities, benefits, or programs of one or more pupils;

- adversely affecting the ability of a pupil to participate in or benefit from the school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress.

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

## **Disciplinary Measures to Combat Bullying**

SDA believes that the best discipline for aggressive behavior is designed to (1) support students in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and solve problems that motivated the aggressive behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline and make better choices in the future.

Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion of the student depending on severity; or suspension or termination of the staff member. School employees will also be held accountable for bullying or harassing conduct directed toward school employees, volunteers, parents, or students.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Academy's Scholar Code of Conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

- Admonishment
- Participation in a guided reflection process designed to teach alternative behavior
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Expulsion or Termination
- Out of School Suspension
- Legal Action

## **Notification and Reporting Procedures**

All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student handbook.

The school principals shall be responsible for establishing procedures for the effective implementation of this policy.

Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to a teacher or administrator. Any complaints against the school principal should be filed directly with the education service provider, Starr Commonwealth Educational Services. Each complaint of bullying will be investigated by the school principal in a prompt, thorough and impartial manner.

The school principal shall report the occurrence of a bullying incident to the parents or legal guardians 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 parent notifications shall be consistent with student privacy rights under FERPA regulations.

The Academy shall maintain documentation of investigations regarding bullying incidents including discipline and referrals. The Academy shall report all verified incidents of bullying, and resulting consequences, to the Academy Board on an annual basis. The highest level of confidentiality shall be maintained when submitting reports of bullying incidents.

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.

## Starr Detroit Academy Computer / Internet Use Policy

### **Safety and Acceptable Use of the Internet by Students, Staff, and Educators Policy**

As the use of telecommunication networks by students and educators increase, there is a need to clarify acceptable use and safety of those networks and to include federal regulations from the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA).

#### **Contents**

This policy includes regulations for the safety and use of the Internet. It addresses acceptable use, privileges, accountability and responsibility, network etiquette, security, safety, and vandalism.

#### **Purpose**

This policy includes the new federal regulations regarding issues of child safety and acceptable use of the Internet and is in compliance with Universal Service Fund for Schools and Libraries (E-rate) guidelines.

This policy establishes criteria for the safety and acceptable use of the Internet by students, educators, school personnel at SDA.

#### **1. Scope**

The Internet is an electronic highway connecting millions of computers all over the world and millions of individual subscribers. Access to the Internet will provide students and educators with electronic mail, information access and sharing. With connections to computers and people all over the world also comes the availability of material that may not be considered to be appropriate or have educational value. On a global network, it is impossible to restrict access to all controversial materials. It is the responsibility of the student, parent, teacher and administrator to ensure that access to telecommunication networks, computers and the Internet provided by the school is not abused.

#### **2. Acceptable Use**

2.1. Access to the Internet for SDA schools is provided for the sole purpose of academic achievement. The use of the Internet must be in support of education and consistent with the educational objectives of SDA.

2.2. Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets. Illegal activities and privacy and safety

violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.

### **3. Privileges**

3.1. The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate or unauthorized use or safety violations could result in revocation or suspension of that privilege. Each student who will access the Internet will be provided acceptable use training and shall have an acceptable use form, signed by a parent or legal guardian, on file. The system administrators and/or local teachers may deny user access at any time. Additionally, SDA may pursue legal action to recover damages as a result of inappropriate use or safety violations of the network.

3.2. SDA administrative information systems are to be used exclusively for the business of the organization. SDA reserves the right to enter an employee's information system files whenever there is a business need to do so.

### **4. Accountability and Responsibility**

The use of telecommunications and/or access to the Internet is an extension of the educator's responsibility in his/her classroom. Therefore, it is the educator's responsibility to ensure classroom activities that utilize Internet-related technologies focus on appropriate and specific learning goals and objectives. All student use of Internet related applications must be authorized by the educator. Specific examples of unauthorized use include, but are not limited to:

- Creating, storing, sending, or viewing pornographic material.
- Downloading, uploading and/or executing viruses.
- Corrupting, destroying, deleting, or manipulating system data with malicious intent.
- Hacking" or any other unlawful online activities.
- Disclosing, using, or disseminating personal information regarding minors.

### **5. Content**

5.1. Content should be appropriate, in good taste, and not harmful to any individual or group.

5.2. Student pictures and names can be published on the school web site at the discretion of the school. Parental permission should be obtained. Internet guidelines stress the importance of not publishing the last names of students. Nicknames may be used in place of the given name. Personal information, such as home address, home telephone, credit card information, mother's maiden name, and other personal information should not be published

5.3. Pages should comply with SDA policies and regulations.



5.4. Information such as an e-mail address of the responsible contact person, copyright, and the last date updated should be included.

## **6. Etiquette**

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal the personal home address or phone number of students or colleagues. -- Note that electronic mail (e-mail) is not guaranteed to be private. Messages related to or in support of illegal activities may be reported to the authorities.

## **7. Security**

Users who identify a security problem on the system must notify a system administrator. Users must not use another individual's account or give their passwords to others.

## **8. Vandalism**

Vandalism will result in revocation of user privileges. Vandalism is defined as any attempt to harm or destroy data or any connections that are part of the Internet. This includes, but is not limited to, uploading, downloading or creating computer viruses.

## **9. Safety**

Safety measures must be enforced to carry out policies at the school to implement the intent of CIPA, COPPA and E-rate guidelines.

9.1. SDA will organize technical protection through the use of filtering, measures to guard against visual depictions that are (1) obscene; (2) child pornography; or (3) other materials deemed to be "inappropriate for minors."

9.2. SDA will enforce the use of the filtering or electronic technical protection measures during any use of the computers to access the Internet.

9.3. Safety includes monitoring the online activities of minors.

## **10. Implementation**

10.1. SDA Board of Directors will support SDA to ensure implementation of this policy in a method that promotes proper use of the Internet.

**STARR DETROIT ACADEMY**

**19360 Harper Ave, Harper Woods, MI 48225 ♦ (313) 649-2200**

[www.starracademy.org](http://www.starracademy.org)

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**PARENT AND STUDENT STATEMENT OF RECEIPT**

We, the undersigned, join the Starr Detroit Academy Staff’s efforts to successfully educate all of our students in a safe, secure, clean and healthy environment and consider this our personal duty.

We, the undersigned, understand in order to help each child have a meaningful and productive educational experience, it is essential that there be a close working relationship between home and school.

**We, the undersigned, parents and students, have read and understand and will adhere to the policies and expectations written in the Family Student Handbook which includes the School Code of Conduct and School-Family Compact.**

<b>Print Student Name/Grade</b>	<b>Student Signature</b>	<b>Date</b>
<b>Print Student Name/Grade</b>	<b>Student Signature</b>	<b>Date</b>
<b>Print Student Name/Grade</b>	<b>Student Signature</b>	<b>Date</b>
<b>Print Student Name/Grade</b>	<b>Student Signature</b>	<b>Date</b>
<b>Print Parent/Guardian Name</b>	<b>Parent Signature</b>	<b>Date</b>
<b>Print Parent/Guardian Name</b>	<b>Parent Signature</b>	<b>Date</b>