



# **Oakland International Academy**

## **Student/Parent Handbook**

### **Elementary Building (K-1)**

6111 Miller  
Detroit, Michigan 48211  
313-347-0246

### **Intermediate Building (2-4)**

4001 Miller  
Detroit, Michigan 48211  
313-923-0790

### **Middle School (5-8)**

8228 Conant  
Detroit, Michigan 48211  
313-925-1000

### **High School (9-12)**

2619 Florian Street  
Hamtramck, Michigan 48212  
313-285-8990



## TABLE OF CONTENTS

NON-DISCRIMINATION POLICY.....	P. 4
GOOD FAITH POLICY.....	P. 4
MISSION: STATE OF MICHIGAN.....	P. 4
MISSION: OAKLAND INTERNATIONAL ACADEMY.....	P. 5
EDUCATIONAL GOALS AND OBJECTIVES.....	P. 5
EXPECTATIONS FOR STUDENTS.....	P. 5
EXPECTATION FOR PARENTS.....	P. 6
SCHOOL ATTENDANCE POLICY.....	P. 6-8
DRESS CODE.....	P. 8-9
PERSONAL HYGIENE.....	P. 9
RULES AND REGULATIONS OF CONDUCT.....	P. 10
▪ Level I Violations	
▪ Level II Violations	
▪ Level III Violations	
SCHOOL-WIDE DISCIPLINARY ACTIONS.....	P. 15
▪ School-wide and classroom discipline	
▪ Level I	
▪ Level II	
▪ Level III	
EMERGENCY INFORMATION AND PROCEDURES.....	P. 17
▪ Contact information	
▪ Emergency Drills	
▪ Emergency Closure information	
MEDICINE AND ILLNESS.....	P. 19
▪ Immunization requirements	
▪ Illness	
▪ Medication	
LOST AND FOUND.....	P. 19
HOMEWORK AND MAKE-UP WORK POLICY.....	P. 19
▪ Late assignments	
▪ Student planner	
PROMOTION POLICY.....	P. 20
STUDENT EVALUATION/GRADING SCALE.....	P. 20
STUDENT RECORDS.....	P. 21
PARENT-TEACHER CONFERENCE.....	P. 21
TELEPHONE USAGE.....	P. 21
SCHOOL BOOKS AND SUPPLIES.....	P. 21
▪ Textbook information	
▪ Suggested school supplies	
VISITORS.....	P. 22
STUDENT SALES.....	P. 22
CELL PHONES & ELECTRONIC COMMUNICATION DEVICES.....	P. 23
VALUABLE BELONGINGS.....	P. 23
TRANSPORTATION.....	P. 23
FIELD TRIPS.....	P. 23
PARENT/STUDENT CONTRACT.....	P.25
▪ <b>Must be signed, returned to the school, and placed in student file.</b>	



## **NON - DISCRIMINATION POLICY**

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

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

## **GOOD FAITH POLICY**

Acting in good faith, Oakland International Academy will accept students from other schools based on information given to us during parent and student interviews with the School's administration. However, if this information turns out to be false or misleading, the child may be subject to dismissal. **Any student who has been expelled (or whose expulsion is pending) from another public or private school will not be accepted for enrollment. An exception to this rule may only be made by the Board of Directors upon the recommendation of the school principal.**

## **MISSION: STATE OF MICHIGAN**

We, the Michigan State Board of Education, united in vision and philosophy, empowered by our Constitution to respond with leadership, humbly serve to enable, promote, and inspire a new spirit of birth and freedom, self government, excellence and accountability in our local communities for all who are there involved in the lifelong education of students. In working to achieve this mission, we recognize that a quality education is first the responsibility of the parents and students, then of teachers, administrators, school boards and others in the local community; we support public education; we support school choices for parents; we encourage the development, support and recognition of quality teachers; we support local accountability that enhances excellence in education; we advocate for the removal of barriers that constrain efforts to open, sustain, and/or expand quality schools and other quality educational opportunities in the marketplace of a free society; and we pray for wisdom in all decisions that impact the lives of the students we serve.

### **MISSION: OAKLAND INTERNATIONAL ACADEMY**

Students of all backgrounds will achieve academic growth and proficiency both at grade level and beyond to prepare them for their college and career goals

The community of Oakland International Academy stakeholders is committed to student achievement, at grade level and beyond, as measured by state and national standards. Our system of comprehensive support provides the foundation for academic success for students of diverse backgrounds.

### **EDUCATIONAL GOALS AND OBJECTIVES**

1. To provide an innovative educational opportunity for Kindergarten through twelfth grade students.
2. To use different strategies of curriculum to help all youngsters achieve grade-level education in core academic subjects and to meet grade-level expectations on standardized educational tests.
3. To prepare students to be academically successful and productive members of society.
4. To facilitate students in recognizing examples of quality, ethics, and teamwork in life and to prepare a plan for life.
5. To assist students in recognizing that career/job choice relates to academic preparation and planning, personal interest skills, knowledge of job responsibilities and worthy citizenship.

### **METHOD**

1. Present basic educational concepts in order to demonstrate how they apply to daily living.
2. Utilize state-of-the-art technology for teaching methods as well as student enrichment.
3. Employ certified, highly qualified teachers who use innovative, applicable and resourceful techniques.

### **EXPECTATIONS FOR STUDENTS**

Appropriate behavior is expected at all times in the classrooms, in the school building and at off-school sites at all times. Students will be accountable for their behaviors. Restorative practices and disciplinary actions will be used to re-direct correct misbehavior. Personal accountability is demonstrated when the student:

1. Regularly ~~and punctually~~ attends all classes;
2. Comes to class prepared with necessary books and supplies;
3. Participates in class activities and completes all assignments;
4. Reflects a positive and responsible attitude toward learning;

5. Exhibits age-appropriate choices, behavior and actions that lead to solutions rather than problems.
6. Challenges himself/herself to attain exemplary education goals;
7. Demonstrates respect for himself/herself and others;
8. Demonstrates respect for the property of himself/herself and others;
9. Follows rules set by the school and the classroom teacher;
10. Accepts responsibility for his/her own belongings.
11. Conforms to the dress code.

### **EXPECTATION FOR PARENTS**

Parents/guardians of Oakland International Academy are encouraged to attend school functions in the school as a condition of their child's enrollment and subsequent graduation. A calendar will be provided to parents/guardians stating the available times and dates that one may volunteer. Parents are encouraged to volunteer for special activities. A parent/guardian may chaperone on field trips, supervise during special activities, assist teachers with their daily routines, monitor halls and/or lunchtime, stuff envelopes for mailing letters, etc. All parent/guardian volunteers must complete a "Volunteer" form before participating in school related activities.

### **SCHOOL ATTENDANCE POLICY**

#### **RATIONALE:**

Regular attendance is one of the many factors that contributes to each student's ability to learn and is therefore required. Regular attendance in classes is of vital importance if the student is to succeed in school. Absences interfere with learning and must be avoided. A missed class session cannot be recreated. Therefore, it follows that "an absence is an absence" whether it is excused or unexcused. If a high school student incurs 5 or more absences (excused or unexcused) in 3 or more classes per marking period, he/she will be put on an attendance contract. Ten or more absences in a marking period will result in the loss of credit and/or failing grade in the subject. In addition, students may be dropped from school. Educational neglect charges may be filed in appropriate situations. **Any absence that is not reported to the office in advance will be considered an unexcused absence.**

#### **DEFINITIONS:**

##### **Absence from School:**

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

<b>Excused absence:</b>	Excused absences include illness, religious holidays, death in the family, doctor's appointments, prearranged absences and school activities. Absence must be reported by 9:00 am. Documentation, when available, must be sent with the student when they return to school.
<b>Unexcused Absence:</b>	All absences are considered unexcused unless the student has a note or a phone call from a parent or guardian, a pass from a staff member, a statement from a doctor, a copy of documents from court appearances, etc.
<b>Truancy:</b>	Chronic unexcused absence from school or from one or more scheduled classes without the authorization of school staff.
<b>Tardiness:</b>	A student is tardy when he/she is not present at the beginning of any class period, including Homeroom.
<b>Unexcused Tardiness:</b>	Tardiness to class is unexcused unless the student has a pass from a staff member or office personnel. Three (3) unexcused tardies may result in disciplinary action and possible suspension.

#### **REGULATIONS:**

- **Elementary k-5:** 8:15am-3:40pm Monday through Friday; Early release days are scheduled 8:15am -11:45am.
- **Middle School Hours (6-8):** 8:15am-3:40pm Monday through Friday, Early release days are scheduled 8:15am -11:45am.
- **High School Hours (9-12):** 7:30am-2:45pm Monday through Thursday, 7:30-11:30 Friday Early release days are scheduled 7:30am-11:40am.

In the event of an absence, parents must notify school personnel in the main office by 9:00 AM on the day the student misses classes.

Students arriving late must report directly to the office. The school does not excuse any absence or tardiness without valid documentation.

The parent/guardian will be notified when the student reaches three (3) absences to arrange a conference to determine an appropriate course of



action. Absences in excess of 10 days per marking period may result in the initiation of truancy procedures and contact to the local authorities.

The staff shall take appropriate action when an unexcused absence or tardiness occurs. The action taken will be designed to correct any attendance problems posed by individual students.

#### **At the middle/high school level:**

- Students are required to complete all homework assignments missed due to any excused absence. One (1) day is allowed for makeup work for each day missed. It is the returning student's responsibility to contact his/her teachers to arrange make-ups. Makeup work for an unexcused absence will not be accepted.
- Ten or more absences in a marking period ~~will~~ result in the loss of credit and/or a failing grade in the subject. Students may be expelled from the school for excessive absenteeism.

#### **Unexcused Absences--Consequences**

**First unexcused absence:**—Student will receive a verbal warning from classroom teacher.

**Second unexcused absence:**—Student will receive a written warning and a meeting with the principal or designee.

**Third unexcused absence:**—A meeting with the parents/guardians will be scheduled with the principal or designee.

**~~Additional unexcused absences:~~**—Student is put on a behavioral improvement plan and assigned a community liaison who will monitor attendance daily.

**Closed Campus:** Students are not permitted to leave the campus during school hours without written parental consent.

#### **UNIFORM VERSION-Light Blue Top- Navy/Black/Khaki Bottom Girls**

- ☐ Navy blue, black or khaki pants or skirts (full length) solid light blue top/blouse with sleeve to shoulder point or longer. (No spaghetti straps).
- ☐ Light blue dress to the knee; top portion of the dress to the shoulder or longer
- ☐ Light blue / navy blue/black polo collared shirt or button down dress shirt. Dress shirt must be tucked in.

☐ Closed-toe shoes only

☐ Black or navy blue cultural/religious gown (abaya) and head covering (hijab) for girls may be worn without additional non-school colors, Hijab has to be solid colors without any decorations, beads or accessories.

### **Boys**

☐ Solid light blue/ navy blue polo or dress shirts must have sleeves to mid-biceps or longer

☐ Navy blue, black or khaki dress pants

☐ All shirts must be tucked in.

☐ Closed-toe shoes only

☐ Boys may wear long light blue cultural/religious shirt (thaub) no longer than the knees

### **Both Genders**

☐ Neither gender may wear dangling earrings or bracelets

☐ Solid light blue sweater vest or cardigan style sweater with or without a hood may be worn over proper uniform shirt/blouse/dress. Knit sweater material only.

☐ No t-shirts, sweat shirts, or jogging suit style clothing or jeans may be worn nor may they be worn under or over uniform clothes during academic day.

☐ No outer wear of any kind may be worn during the academic day.

☐ No hats other than religious cap-style head covering (kufi) male (hijab) female during the academic day

☐ Dress code is in force at all school activities unless otherwise noted

**Students may change into proper gym attire for gym class but must return to proper uniform prior to the next class period.**

## **PERSONAL HYGIENE**

All students are required to practice good personal hygiene. Hair should always be clean and well groomed. Although many of today's hairstyles are extremely diverse and eccentric, these are a distraction and inappropriate for school.

## **RULES AND REGULATIONS OF CONDUCT**

### **INTRODUCTION**

All students who attend Oakland International Academy will be expected to follow all the rules and regulations. The purpose of these rules and regulations is to provide an atmosphere that is conducive to learning and to prevent behavior which interferes with the academic progress of the students. Rules violation will result in sanctions according to the nature and number of violations. The violations are divided into three distinct levels. Each level has specific disciplinary interventions that may be utilized when appropriate.

In general, students are expected to behave in a reasonable and safe manner at all times. Appropriate conduct is expected in the classroom, hallways, lavatories, offices, busses and cafeteria. OIA believes in creating an environment where all students are welcome and restorative practices and peer mediation can be used to assist in re-directing and correcting behaviors. Additional supports including school social workers and psychologists may be used for the benefit of students. Violations and disciplinary responses are divided into three levels, with Level III violations being the most serious.

## **Level I Violations**

Each student is expected to respect the rights and property of others, including the property of OIA. Disrespectful behavior and/or attitude towards others will not be tolerated, such as consistent and willful disruption of class.

1. Disruptive behavior violates school policy and is defined as disregarding school rules, policies, or behaving in a way that disrupts or interferes with the educational process, including bullying, teasing, taunting or harassing. Especially for grades K-3, this would include hitting or pushing another student in school, biting or scratching a student or staff member, spitting, name calling or use of profane language.
2. No object may be thrown unless it is a part of a supervised program conducted by a staff member.
3. The use of personal electronic devices, electronic games and toys is not permitted on school property during school time.
4. During scheduled class times, students may not be in the halls or lavatory **without a pass**.
5. Students, once arrived to school grounds, may not leave the school without permission.
6. The opening and closing of windows/blinds and sitting on window sills are prohibited. If a window is open, students are prohibited from throwing anything out of classroom or lavatory windows.

7. Skipping or leaving a class during the school day is not permitted. Students engaging in such activities will be considered truant.
8. No glass containers are allowed in the building without prior permission from a staff member.
9. All consumption of food and beverages is limited to the lunchtime unless otherwise approved by a staff member.
10. Chewing gum is prohibited.
11. Sunglasses, Hats and Hoodies are not to be worn in school.
12. Any form of student protest that disrupts the educational process is prohibited.
13. Inappropriate displays of affection are prohibited, which includes kissing, embracing or engaging in affectionate activity during school or school related activities.
14. Oakland International Academy reserves the right to handle all cases not covered by these guidelines at the discretion of the principal, his/her designates or staff as delegated.

## **Level II Violations**

1. Gambling in any form is prohibited.
2. Smoking, in any form is prohibited This includes VAPES
3. Possession of drug paraphernalia is prohibited. This includes VAPES.
4. Possession of obscene material or pornographic literature in any form is strictly prohibited.
5. Verbal abuse, profanity, name-calling, and gestures designed to create a disruption or incite violence is prohibited, including oral or written intimidation related to, but not limited to a person's race, color, religion, gender or ethnicity.
6. Failure to follow the directions of administrators, school staff, and parent volunteers will not be tolerated.

7. Insolence—Displaying verbal or nonverbal disrespect towards school personnel or volunteers is not allowed.
8. Personal threat or intimidation—Threatening or intending to do bodily harm to another individual is a violation of state regulation.
9. Profanity—Writing, gesturing or speaking in a way that transmits an offensive or sexually suggestive meaning is prohibited.
10. Vandalism—Intentional damage or destruction of school property or the property of others is prohibited and may result in a police report as well as other sanctions.
11. Academic Misconduct – Plagiarism, cheating or tampering with educational records or materials is not allowed. Such infractions will result in a failing grade for the assignment, in addition to further disciplinary actions.
- 1<sup>st</sup> – Zero on assignment
  - 2<sup>nd</sup> – Zero on assignment and parent conference
  - 3<sup>rd</sup> – Zero on assignment and suspension (loss of leadership opportunities, extra curricular)
12. Abuse of Technology—Unauthorized use of hardware, software or Internet access is prohibited. Failure to follow procedures outlined by the lab instructor and posted rules is a violation of school policy.

## Level III Violations

The following serious violations will result in student suspension and/or expulsion.

### 1. Weapons

i. **Possession of a gun**--Possession of any gun -- loaded or unloaded -- including but not limited to handguns, shotguns, starter pistol, air gun, pellet guns, BB guns, or toy guns is prohibited and will result in immediate suspension and may cause for an expulsion hearing to be conducted. In addition, law enforcement may be notified. (Note: All expulsions are brought before the Board of Directors for an expulsion hearing.)

ii. **Possession of a knife**--A knife is defined to include any knife regardless of the blade length or total size including straight razors, box cutter with a razor or any instrument which has been altered in a manner to simulate a knife (i.e., letter openers, fingernail file, etc.) Possession of knives will result in immediate suspension and may cause for an expulsion hearing to be conducted. . In addition,

law enforcement may be notified. (Note: All expulsions are brought before the Board of Directors for an expulsion hearing.)

**iii. Possession of a lethal weapon**--Possession of a weapon other than a knife or a gun which has the capacity to cause serious injury or death is prohibited and will cause an immediate expulsion. Weapons include the following: karate sticks, throwing stars, iron bars, daggers, dirks, brass knuckles, stilettos, blunt instruments, chemical repellents, aerosols, smoke bombs, fireworks, etc. . In addition, law enforcement shall be notified.

**iv Possession of weapons or dangerous objects:** Use of weapons, ammunition or dangerous objects is prohibited. "Use" is defined as:

- a) Using a weapon/dangerous object in a physical altercation with a staff member(s) or student(s).
- b) Having a weapon/dangerous object in one's possession during a physical altercation.
- c) Threatening a person with a weapon or dangerous object.
- d) Robbery with a weapon or dangerous object.
- e) Extortion or coercion through threats or actual use of a weapon or dangerous object.
- f) Discharge of a firearm.

**2. Fighting-** Fighting is unacceptable and will result in immediate suspension and or expulsion. The length of suspension will be determined by the Principal and based on the frequency of such behavior as well as the student's overall school behavior.

**3. Assault and Battery-** Assault and battery, defined as any attack upon a student or staff member resulting in:

- i. Serious injury.
- ii. The victim attempts to avoid the altercation but is nevertheless attacked.

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

Assault and battery will result in an immediate suspension and may call for an expulsion hearing before the Board of Directors. The student will not be allowed back into school until the Board meets and determines the student's final disposition.

4. **Theft/Possession Of Stolen Property**--Involvement in any way with the theft of goods or the possession of stolen properties in the school building, on school grounds, at off-campus sites or at any school functions is prohibited.

5. **Forgery/Falsification of Documents**--Forgery is defined as the unauthorized usage or writing of another person's name or identity on school forms or on other school-related correspondence. Falsifying documents also means changing any school communication (i.e., letters to parents, progress reports, report cards, etc.). These are prohibited acts.

6. **Violation of City, State or Federal Laws**--Any student who is found guilty of an act that would be considered a violation of any criminal law may be subject to expulsion.

- 7.. **Chronic Violation of Discipline Code**--Students who, after receiving prescriptive measures, demonstrate that they are persistent or unwilling to conform to the school regulations and who have proven to be a distracting or corrupting influence may lead to long term suspension and be subject to expulsion.

8. **Interference with or Intimidation of School Personnel**--Any person who prevents or attempts to prevent school personnel from engaging in their lawful duties through the use of threats, violence or harassment will be subject to suspension/ expulsion.

9. **False Alarms**--Any person who knowingly and intentionally activates a fire alarm when a fire is not present will be subject to expulsion

10. **Sexual Misconduct**--Any verbal or physical sexual misconduct including but not limited to **rape** and **sexual harassment** is illegal and will cause an immediate expulsion. Examples include sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

11. **Hate crimes** as defined by Michigan statute committed on school premises directed at school staff members, students, or other building tenants and their property.

12. Gang membership and/or **gang related activities** (including, but not limited to clothing, signing, graffiti and property damage/demarcation.)

## **SCHOOL-WIDE / CLASSROOM DISCIPLINE**

### **Level I**

A teacher or staff member will use the proper disciplinary action/s to correct a student's misbehavior. If the student responds in a positive manner, no further action will be taken. The 2nd and 3rd Level I infractions during a school day will result in a disciplinary consequence at the classroom level. If a 4<sup>th</sup> infraction occurs during the day, the student behavior is raised to a Level II infraction and remanded to the Principal's office. Students who repeatedly violate the rules and regulations of conduct may be subject to an out of school suspension for 1-3 days as determined by the Principal. Notice will be provided to the parents/guardians. Students who are suspended will not be eligible to participate in school activities including extra-curricular events. Students will be responsible for all assignments along with additional academic work that may be assigned by the teacher.

Any of the following strategies may be utilized:

1. Parent/Teacher/Administrator conference
2. Administrator/Parent/Guardian conference
3. Phone call to parent
4. Lunch detention
5. Behavioral contract
6. Denial of participation in class and/or school activities
7. Denial of participation in graduation/award ceremonies
8. Restitution/restoration
9. Action Plan and assignments
10. Confiscation of inappropriate object
11. School Community Service



12. Referral to support staff
13. Before/after school detention
14. In-school suspension—Up to 10 days
15. Out- of -school suspension—Up to 10 days
16. Other disciplinary strategies as needed.

## **Level II**

Violations at this level pose a serious disruption to the educational environment. Depending on the severity of the incident, the violation may be considered as a Level III violation. Law enforcement will be contacted as mandated by Michigan State Law.

Any of the following actions may be taken:

1. Level I actions
2. Recommendation to Board of Directors for long-term suspension or expulsion
3. Law enforcement notification
4. Referrals to support staff and agencies

## **Level III**

Violations at this level are unlawful and seriously disrupt the teaching and learning at school. In addition to the actions taken at Level II, the proper law enforcement authorities may be contacted. Drugs, weapons and physical/sexual assault will result in out-of-school suspension or expulsion on the first violation, in accordance to Michigan State Law.

**NOTE: All long-term suspensions (in excess of 10 days) and expulsions are recommended to the Board of Directors of Oakland International Academy which has final authority.**

## **EMERGENCY INFORMATION AND PROCEDURES**

### **CONTACT INFORMATION**

While school is generally a safe place, emergencies may occur. Therefore, it is **imperative** that the main office have on file necessary emergency information and phone numbers by which parents/guardians or friends may be reached at any time during the school day. The following information is to be provided:

1. The name(s) and address(es) of parent(s) or guardian(s).
2. A home phone number.
3. Work and/or pager numbers (if applicable).
4. Phone numbers of relatives and/or friends who have permission to transport the child in cases of emergency. No student may be transported without prior written consent of the parent or guardian.
5. The name of the child's doctor(s) and his/her phone number.
6. A list of persons authorized to pick up the child.
7. Medical Alert information.

**The school must be immediately notified when and if the above information changes.**

### **EMERGENCY DRILLS**

Students are expected to know and follow all emergency procedures as directed by school staff.

### **FIRE DRILLS**

- Students must leave the building silently and in a single-file line according to the floor plan posted in each classroom.
- Once outside, students must wait quietly in a designated area.

- Students must remain in line with their class and the teacher until an all-clear signal is given. Teachers will then allow the students to re-enter the building in an orderly fashion.

### **TORNADO DRILLS**

- Students will travel silently and in a single-file line to the designated area of the building via posted exits.
- Students must remain quietly in line with their class and teacher in the designated tornado area until an all-clear signal is given. Teacher will check attendance with roster. Teachers will then allow students to travel back to the classroom, in an **orderly** fashion, to resume classes.

### **LOCKDOWN DRILLS**

- There are procedures in place to address the threat of an intruder inside the school buildings, a threat outside the school buildings or a shelter in place in the event of a emergency situation in the area of the school buildings. Students should follow the direction of their classroom teacher and school administrators to comply with any of these emergency situations. Local Police and/or Local Fire will be involved in resolving any of these emergency situations.

### **ACTIVE SHOOTER DRILLS**

- There are procedures in place to address the threat of an armed intruder inside the school buildings. Students should follow the directions of staff, quietly exiting the building out of the nearest door or window when safe to do so.

**ALL drills will occur periodically  
throughout the year under the  
direction of local emergency reaction  
personnel.**

**EMERGENCY CLOSURES:** All emergency school closures will be announced on Fox 2 New Detroit, Channel 4 (WDIV), Channel 7 (WXYZ), and Radio Station WWJ 950 AM. Please check these media sources as needed. School closings due to building problems are also reported these channels. In addition, the school's answering machine will be updated with closure information.

### **MEDICINE AND ILLNESS**

## **IMMUNIZATION REQUIREMENTS**

State law requires that all students, K-12, be immunized against diphtheria, tetanus, whooping cough, measles, rubella, chicken pox, and polio. The child's grade upon enrollment in our school will determine whether the mumps immunization is required for admission.

- Parents must provide documented evidence of all immunizations no later than the first day of school.
- No child will be permitted to attend school unless he/she is fully immunized or has begun his/ immunization schedule.
- The only exception to these requirements is for children for whose immunizations are medically contra-indicated or children whose parents file each year a written objection based upon religious or philosophical objections.
- Consult the principal or office staff for any question.

## **ILLNESS**

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

## **MEDICATION**

Some students may need to take medication during school hours. To accommodate such cases, the parent/guardian must complete a Medical Action Plan signed by a Doctor along with a "Permission to Administer Medicine Form" to be kept in the student's file in the office. No student may take unauthorized medication during the school day. For all prescription medication, documentation from a physician must be in the office. Students may not carry their medication. All medication must be locked in the administrative office.

## **LOST AND FOUND**

Lost and Found items will be held in a Lost and Found designated area. Students are encouraged to claim all lost items in a timely manner in order to prevent build-up and overcrowding. Items not claimed within one month will be donated or discarded.

## **HOMEWORK AND MAKE-UP WORK POLICY**

The completion of assignments is at the discretion of individual teachers and supervised by the respective Building Principal. It is the expectation that all students will comply with the rules regarding the completion of assignments as indicated by their teacher. It is the student's and/or parent's responsibility to make arrangements for making up assignments on days in which student is absent.

### **PROMOTION POLICY**

A student will be recommended for promotion to the next grade level based on, but not limited to the following:

1. Evidence of successful completion (minimum 70%) of the course work for the academic year in all core subjects.
2. Teacher(s) narrative recommendation(s) when needed.

### **STUDENT EVALUATION**

#### **PROGRESS REPORTS**

Progress reports will be issued four (4) times per year in grades 1-12. Individual teachers may issue additional reports at their discretion.

#### **REPORT CARDS**

Report cards will be issued four (4) times per year. The final report card will be mailed home after the school year ends.

#### **GRADING SCALE**

All courses, except courses taken on a pass/fail basis, are figured into the grade point average. No distinction is made between academic courses and other courses, nor is any distinction made for the level of difficulty of the course work for the general education student population. No credit is given for a failing (F) grade.

##### **Grades: 7-12**

	A=4 grade points	A-=3.7 grade points
B+=3.3 grade points	B=3 grade points	B-=2.7 grade points
C+=2.3 grade points	C=2 grade points	C-= 1.7 points
D+=1.3 grade points	D=1 grade point	D-=.7 grade point
F=below .7 grade point		

##### **Grades: 4-6**

	A=93-100%	A-=90-92%
B+=88-89%	B=83-87%	B-=80-82%
C+=78-79%	C=73-77%	C-= 70-72%
D+=68-69%	D=63-67%	D-=60-62%
F=59% and below		

**Grades: K-3**

<b>O = Outstanding</b>
<b>P = Progressing Very well</b>
<b>S = Satisfactory</b>
<b>D = Developing</b>
<b>U = Unsatisfactory</b>

**STUDENT RECORDS**

The school records of all students will be kept confidential. The parents/guardians of students, who are under the age of eighteen, are entitled to review their child's school records upon a written request and in the presence of school staff. In situations where the parent of a student are divorced or separated, each parent, custodial and/or non-custodial, has an equal right to view the child's records unless a court order specifies otherwise.

**PARENT - TEACHER CONFERENCES**

Parent-teacher conferences will be scheduled throughout the school year (please refer to the school calendar for specific dates). In the event that a parent/guardian wishes to contact a teacher outside of these scheduled times, he/she may do so by contacting the office to set up a mutually convenient meeting time.

Parents must make an appointment to speak with a teacher about a child's progress instead of simply "dropping in." This policy is intended to ensure confidentiality and maintain scheduled educational services. Parents may not conference with teachers before or after school without a scheduled appointment.

**TELEPHONE USAGE**

Students are not allowed to use school telephones at any time without permission from a staff member or teacher. Permission should be granted for emergency use only, such as illness.

**SCHOOL BOOKS AND SUPPLIES****SCHOOL BOOKS**

Many teachers will issue student textbooks, trade books and/or other materials for the school year. These items are on loan to the student for that period of time. Books should be covered and kept clean. If the book (or item) is not returned at the end of the school year for which it was issued, the parent/guardian must pay for it. If the book (or item) is returned in poor condition (damaged), the parent/guardian must pay a damage fee.

Oakland International Academy values diversity and inclusion. However, we do not promote sexually explicit content in our books or resources. All our primary resource books are reviewed and approved by our curriculum committee

members. We are committed to continuous improvement and value any input you may have on the content of the books. Feel free to report any issues using the following email: [feedback.administration@emanschools.net](mailto:feedback.administration@emanschools.net).

Oakland International Academy recognizes the unique needs of the community and is committed to incorporating cultural sensitivity in all aspects of our student's school life. Our schools are safe places for ALL students from diverse backgrounds. However, we do not promote nor discriminate based on any sexual orientation or gender identity.

### **Suggested School Supplies**

Elementary and Intermediate School:

- Pencils
- Crayons
- Notebooks
- Paper

Middle/High School

- At least five (5) sharpened pencils
- At least two (2) ink pens
- 7-9 composition books
- A standard pocket dictionary
- Graphing Calculator

Other supplies may be requested at the discretion of each teacher. All supplies should be labeled with child's name.

All mandatory supplies for curricular activities will be provided by the school in accordance with the State regulations.

### **VISITORS**

No student may bring any visitor to Oakland International Academy without prior written approval from the principal's office. All parents and visitors to the school must sign in at the office and receive a nametag as a security measure. No individual will be allowed into a classroom without prior consent from the office.

### **STUDENT SALES**

Students may not sell any items at school or school functions unless they do so for school-sponsored fundraisers or with the written permission from the Principal or his/her designee.

## **CELL PHONE AND ELECTRONIC COMMUNICATION DEVICES**

A student may possess a cell phone or electronic communication device in school, on school property, at after school activities and at school-related functions provided that during school hours and on school vehicles the device is turned off. Possession of a cell phone by a student is a privileged and if the policy is violated, it may result in the confiscation of the device and/or disciplinary action.

- 1st violation- device will be turned over to teacher retrieved at the end of the day by student or parent/guardian
- 2nd violation- device **must** be retrieved by parent/guardian

The student who possesses any electronic device shall bear the responsibility for its care. The school is not responsible for lost, stolen or damaged electronic communication devices while on school property.

## **VALUABLE BELONGINGS**

Students must not bring valuable items to school, including but limited to MP3 players, portable video games, money, and jewelry. This will prevent the loss or theft of such items.

**Oakland International Academy WILL NOT BE HELD LIABLE FOR THE LOSS OF PERSONAL ITEMS.**

## **TRANSPORTATION**

The staff in the office needs a list of those persons who are authorized to transport each student. This authorization may allow the student to walk home or drive as age and ability permits. The student's parent(s)/guardian(s) need to update Oakland International Academy faculty and staff about any changes in transportation routines and/or authorization.

## **FIELD TRIPS**

Occasional field trips will occur throughout the year. For the purpose of obtaining parental permission for these trips, Oakland International Academy has classified field trips into (2) categories: Whole-class field trips and special trips. Parental permission for whole class trips and special trips will require separate slips, which will be distributed near the date of that specific event.

All field trips are curriculum related and sponsored by a staff member. No student will be permitted to participate without written permission from parent or guardian. Students with serious disciplinary infractions may not attend field trips. OIA administration reserves the right to offer educational alternatives for students that do not observe the school code of conduct.





## **PARENT / STUDENT CONTRACT**

**Parent Involvement:** Oakland International Academy is a charter school founded on the principle that parent commitment, involvement and participation is essential to the success of a child's educational process. During this process, each child will encounter different challenges and situations that will need the attention of the school administration staff and their parents/guardians. With this in mind, we are requiring, as a part of the admission process that parents and students subscribe to the goals and pledges as outlined in this Parent/Student contract.

**Good Faith Agreement:** Acting in good faith, Oakland International Academy will accept students from other schools based on information given to us during parent and student interview with the school's administration. However, if this information turns out to be false or misleading, the student may be subject to dismissal. **Any student who has been expelled (or whose expulsion is pending) from another public or private school will not be accepted for enrollment.**

### **Parent Goals and Pledges:**

1. To fully endorse and support the policies and educational goals as outlined in the student handbook;
2. To actively participate in school activities which may include the Parent Involvement Committee (PIC), special events held at the schools, associations and fundraisers;
3. To attend or send an adult representative to parent/teacher conferences;
4. To actively assist my student(s) with completion of homework assignments and provide an appropriate place at home where my student(s) can study and prepare school assignments;

### **Student Goals and Pledges:**

1. To behave in a way that shows respect for myself, teachers, peers and others, as well as school property;
2. To do my best academically, and behave in a manner that positively represents myself, my family and my school;
3. To attend school on time daily;
4. To complete and return homework on time;
5. To adhere to the school dress code;
6. To follow all the policies listed in the student/parent handbook;
7. To ask for help when needed and offer help when I can;

In return, Oakland International Academy pledges to provide each student with a quality education designed to ensure that the student achieves at his or her academic best.

After reviewing the handbook, each student and parent are required to sign the form below and return to the school where it will be placed in the student's file.

## Oakland International Academy

\*\*\*\*\*

I have read and discussed the contents of the student/ parent handbook with my child. I agree to abide by the rules and regulations in this handbook.

**X**

---

**Parent/ Guardian Signature**

I have read and discussed the contents of the student/ parent handbook with my parent/ guardian. I agree to abide by the rules and regulations in this handbook.

**X**

---

**Student Signature**