

**HENRY FORD ACADEMY
“NAVIGATORS”**

Preparing Students for College, Career & Community



STUDENT

HANDBOOK

2007-2008

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This handbook belongs to:

Name _____ **Grade** _____

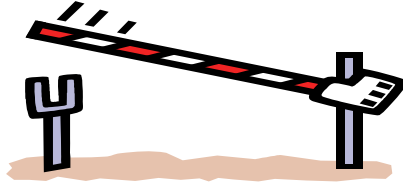
Learn to Love – Love to Learn

**SCHOOL MASCOT
NAVIGATORS**

**HENRY FORD ACADEMY
STUDENT HANDBOOK
2007-2008
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Blue & Silver**

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**H.F.A.
STUDENT ENTRANCE/EXIT
VILLAGE ROAD GATE SCHEDULE**

<u>Schedule A & B (Most Days of the School Year)</u>	
8:00– 9:15	Beginning of School Day
10:00 – 10:30	Change of Campus – End of 1 st Block
2:00 – 2:30	Change of Campus – End of 3 rd Block
3:30 – 4:15	End of School Day

<u>Schedule C Town Hall Mtg.</u>	<u>Schedule D Half-Day Schedule</u>
9:30 – 10:00 End of THM	8:00– 9:15 Begin of School Day
10:45 – 11:15 End of 1 st Block	10:00 – 10:30 End of 1 st Block
2:00 – 2:30 End of 3 rd Block	11:15 – 12:00 End of 2 nd Block
3:30 – 4:15 End of Day	

**During the Months of January, February, and March
Additional Gate Times Are
12:00 p.m. – 12:40p.m (noon)**

06-07 SCHOOL CALENDAR – SEMESTER 1

Monday, August 14 Monday, August 21	Admin/Support Staff Report Team Leaders and New Staff In-Service Teachers Report
Tuesday, August 22 Tuesday, September 5	First Quarter Begins <i>All Students Report</i> <i>1/2 Day for Students</i> Open House Staff Development <i>1/2 Days for Students</i>
Thursday, September 21 Friday, September 22	Parent Teacher Conf Parent Teacher Conf <i>1/2 Days for Students</i>
Tuesday, October 17 Thursday, October 19	Teacher Release Time <i>1/2 Day for Students</i> Staff Development <i>1/2 Days for Students</i>
Friday, October 20	Mid-Term/Finals <i>1/2 Days for Students</i>
Tuesday, October 31	
Thursday, November 9 and Friday, November 10	Second Quarter Begins Thanksgiving Recess
Monday, November 13 Wednesday, November 22 through Friday, November 24 Thursday, November 30	Parent Teacher Conf <i>1/2 Days for Students</i> Staff Development <i>1/2 Days for Students</i> Winter Holiday Recess
Friday, December 1	<i>M.L.King, Jr.Holiday</i> <i>No School</i> Staff Development No School
Friday, December 22 Through Tuesday, January 2 Monday, January 15	Finals <i>1/2 Day for Students</i>
Tuesday, January 23	
Thursday, January 25 and Friday, January 26	

REGULAR SCHED "A" (Mon, Most Wed, Fri)		ACADEMIC COACHING SCHED "B" (Tues, Thurs)	
Block 1	8:45 – 10:15	Block 1	8:45 – 10:05
Block 2 (with lunch)	10:20 – 12:20	<i>Acad Coach/Forum</i>	<i>10:10 -10:50</i>
Block 3 (w/o lunch)	12:25 – 1:55	Block 2 (with lunch)	10:55 – 12:45
Block 2 (w/o lunch)	10:20 – 11:50	Block 3 (w/o lunch)	12:50 – 2:10
Block 3 (with lunch)	11:55 – 1:55	Block 2 (w/o lunch)	10:55 – 12:15
Block 4	2:00 – 3:30	Block 3 (with lunch)	12:20 – 2:10
		Block 4	2:15 – 3:30

Monday, January 29

Tuesday, January 30
Monday, February 19
through Friday, February 23
Tuesday, March 13
Thursday, March 15

Friday, March 16

Monday, March 26

Wednesday, April 4
and Thursday, April 5
Friday, April 6 through
Friday, April 13

Monday, April 16

Thursday, May 10

Friday, May 11

Monday, May 28

Monday, June 11

Monday, June 18 and
Tuesday, June 19

Third Quarter Begins

Staff Development
No School for Students
All Students Report
Mid-Winter Break
No School
Parent Teacher Conf
Parent Teacher Conf
1/2 Days for Students
Teacher Release Time
1/2 Days for Students
Staff Development
1/2 Days for Students
Mid-Term/Finals
1/2 Days for Students
Spring Break
No School

Fourth Quarter Begins

Parent Teacher Conf
1/2 Days for Students
Staff Development
1/2 Days for Students
Memorial Day
No School
Commencement
1/2 Day for Students
Finals
1/2 Days for Students
Last Day for Students

HENRY FORD ACADEMY TOWN HALL SCHEDULE “C”		HENRY FORD ACADEMY HALF-DAY SCHEDULE “D”	
Town Hall Mtg.	8:45 – 9:30	Block 1	8:45 – 10:05
Block 1	9:35 – 10:55	Block 2	10:10 – 11:30
Block 2 (with lunch)	11:00 – 12:50	<i>Listen to the announcements for which blocks meet on half-days.</i>	
Block 3 (w/o lunch)	12:55 – 2:15		
Block 2 (w/o lunch)	11:00 – 12:20		
Block 3 (with lunch)	12:25 – 2:15		
Block 4	2:20 – 3:30		

**HENRY FORD ACADEMY
STUDENT HANDBOOK
2006-2007**

Learn to Love – Love to Learn

VISION

Henry Ford Academy will be the national model in public education for innovative teaching, active learning, and responsible global citizenship.

MISSION

Henry Ford Academy provides a rigorous, relevant, and unique educational experience to a diverse student body. The Academy community develops critical thinkers, life-long learners, and responsible citizens prepared for college, career, and the global society.

GENERAL

The Henry Ford Academy may modify any provision of the handbook at any time. All matters pertinent to the interpretation of the Student Handbook rest exclusively with the Academy. Any disputes will be brought to the attention of the Administration.

For the purpose of this Student Handbook, the “**Academy Site**” refers to the Henry Ford Academy administrative and learning sites and The Henry Ford adjacent property or parking lots. All rules and guidelines governing student behavior also apply during any Academy-related function or activity, at any time or in any setting.

Students attending the Academy are expected to rise to a higher standard of behavior out of respect for the special environment in which their school resides. Students should understand the importance of showing respect for themselves, for other students, staff, patrons, and guests of the Academy and The Henry Ford and model their behavior accordingly.

FIVE DEVELOPMENTAL AREAS

Graduates of Henry Ford Academy will be proficient in the five developmental areas listed below.

Academic Content

Students will demonstrate an understanding of academic content (mathematics, science, language arts, and social studies) by applying skills and knowledge in real-life situations. They also will be expected to demonstrate and understand an appreciation of fine arts, career opportunities, health/physical education, and world languages and cultures.

Technology

Students will use technology as an integral part of their approach to learning and solving problems throughout life. They will evaluate the various technologies that are available for a specific purpose and select a technology that is most appropriate.

Communication

Students will demonstrate a variety of communication skills that include reading, writing, speaking, listening, persuasion, negotiation, and conflict resolution. They will also be expected to evaluate the validity of information that they receive and the effectiveness of communication strategies that they choose.

Thinking and Learning

Students will demonstrate critical thinking skills that enable them to identify problems correctly, gather and analyze needed information, and select effective solutions. They will develop cognitive strategies such as logical thinking, systems thinking, global thinking, reflective thinking, and creative thinking.

Personal Development

Students will demonstrate responsible citizenship, which includes respect for self, others, and the environment. They will also demonstrate personal characteristics such as confidence, reliability, flexibility, resourcefulness, and an openness to change. As an ongoing part of their development, students will understand the importance of continuous learning and set goals that reflect a commitment to the values required to live in a diverse and democratic society.

GRADING SCALE/G.P.A. EQUIVALENTS

The grading scale for Henry Ford Academy is as follows:

100+	A+	73 – 76	C
93 – 100	A	70 – 72	C-
90 – 92	A-	67 – 69	D+
87 – 89	B+	63 – 66	D
83 – 86	B	60 – 62	D-
80 – 82	B-	59 – 0	F
77 – 79	C+		

The G. P.A. equivalents for grades are as follows:

A+	4.25	C	2.0
A	4.0	C-	1.75
A-	3.75	D+	1.25
B+	3.25	D	1.0
B	3.0	D-	0.75
B-	2.75	F	0.0
C+	2.25		

GRADUATION REQUIREMENTS

18 (22*) Core Credits

Math	3 (4*)
Science	3
English	4
Social Studies	3
Foreign Language	2
Physical Ed/Health	1
Career Preparation	1.5 (2*)
Arts	(1*)
Technology	(1*)
Academic Coach/Forum	0.5 (1*)

12 (8*) Non-Core Credits

Elective Offerings	
Selective Offerings	
Dual Enrollment	

Outside Credits

HFA will accept up to **five (5)** credits from the following outside sources with prior approval from counselor.

- Summer School,
- Night School
- Virtual High School

Total credits required for graduation - 30

Total Credits Possible – 33

Beginning with the Class of 2010

Complete 40 Hours of Community Service

Complete the Michigan Merit Exam

Obtain Acceptance to a College/University

SCHOOL DAY

Regular school hours are **8:45 a.m. to 3:30 p.m.** Please arrange to have your child dropped off and picked up at those times. As a convenience to parents/guardians, however, the school doors will open at 7:00 a.m. for early drop-off, and close at 5:00 p.m. daily for late pick-up. Students driving themselves or taking public transportation should not arrive at the Academy more than thirty (30) minutes before the start of classes and should leave the facility within thirty (30) minutes after classes conclude, unless they are participating in an approved before/after-school activity. You are expected to adhere to the Academy hours for the safety and security of your child.

MAKE-UP WORK POLICY

Students are expected to come to school everyday and to stay current with their assignments. Students are also expected to network with their classmates to get the assignments when they are absent (excused or unexcused) or suspended from school or to get them immediately upon their return to school. In the case of extended absences or suspensions (*four days or more*) parents may contact the student's counselor to arrange for make-up work. Check the teacher's grading policy in their course syllabus for information regarding penalties for work turned in after the due date.

PASS/FAIL OPTION

Students will normally receive a letter grade for all classes including Independent Study and Service Assistant. Pass/Fail option must be approved by the counselor **prior** to taking the class.

RETENTION

Students may be retained in their current grade if they do not earn enough credits to advance. Students failing core classes are expected to attend summer school.

STUDENT SUPPORT SERVICES

Henry Ford Academy has a Child Study Team that meets weekly to identify students who may require special services such as tutoring, counseling, social work, or special education services.

ATTENDANCE PHILOSOPHY

Henry Ford Academy expects regular attendance in every class. Due to the project-based curriculum and other research-based instructional strategies such as: cooperative learning, Socratic seminars, and literary circles, students who are absent from class may miss work that cannot be made up. In this highly interactive curriculum, we must have cooperation between parents/guardians, students and Academy staff to ensure that students attend every class, every day, on time. ***EXCESSIVE ABSENCES AND TARDIES WILL ADVERSELY AFFECT A STUDENT'S GRADES.***

ATTENDANCE REPORTING PROCEDURE

Absenteeism

Absences adversely affect student success. If a student must be absent from school the parent should call the school attendance line by 9:00 a.m. the morning of the absence.

Attendance Reporting Process:

- Dial 313-982-6200
- Press 3
- Press 1 (Steven K Hamp Campus) or 2 (Village Campus)
- Leave the Date, Student's Name, Parent/Guardian's name and daytime phone number for verification

Attendance Notification:

The automated dialing machine is programmed to call parents (of students whose absence was not reported) the day the absence occurred. On random days, as staff permits, parents will be contacted regarding daily absences.

Parent Connect:

Parents may view their child's attendance online via the internet. "Parent Connect" has a window for parents to view attendance as well as grades. If you need help with the "Parent Connect" feature, call the assistant principal at 313-982-6191.

Tardiness

Excessive tardiness is considered a discipline problem and will be processed as such.

Early Dismissal Requests

Students who need to leave early for (doctor/dentist appointments, etc.) must present a note signed by the parent/guardian to the Office Manager for verification. Parents should sign out students in the Steven K. Hamp Campus office when picking them up early.

Students over 18 years old may only excuse themselves if there is a signed parent/guardian consent letter on file in the office granting that privilege to the student.

TRANSPORTATION

Many Academy students travel to school on public transportation, (both SMART and DOT bus systems), by parents and parent car-pools, and personal transportation. The Academy does not provide any form of transportation to or from its facilities.

Public Transportation

The Academy understands that students who travel by SMART and DOT may be limited in their bus schedules. If a conflict arises with bus schedules and school start time, a student can request a “**Late Bus Pass Application**” and submit it to the Assistant Principal who will approve or disapprove, depending on individual circumstances.

Parent and Parent Car-Pools

Many parents provide transportation for their children and often car-pool with other parents from the same locale. A sign up list will be made available in the office for use in setting up carpools.

Personal Transportation

Students that use their personal transportation to get to and from the Academy must register each vehicle with the Assistant Principal.

Student Parking

Students are allowed to park in front of the Henry Ford Academy site at the Steven K. Hamp Campus facing Oakwood Boulevard or in the far-east end of the angled parking lot along Village Road near the Academy’s Village entrance/exit gate. Students parking in any other adjacent Museum or Village locations will be subject to disciplinary action. The Academy does not assume any responsibility for cars or its contents while parked in THF’s lots.

EMERGENCY SCHOOL CLOSINGS AND SNOW DAYS

The Academy will have an individual listing on TV/radio stations. They will announce that HENRY FORD ACADEMY-DEARBORN will not be in session. All students should check television stations WDIV, WXYZ, and Fox 2 as well as WWJ and WJR radio stations.

ACCESS TO THE HENRY FORD ATTRACTIONS DURING SCHOOL HOURS

Students must be accompanied by an Academy staff member during school hours to visit exhibits, ride the train or boat, see an IMAX movie or any other attractions of The Henry Ford.

STUDENT IDENTIFICATION (I.D. BADGES) AND SECURITY

Academy students will be issued an official Henry Ford Academy identification badge. The identification badge must be visible at all times and worn every day. Badges must be worn on a lanyard with the front side forward. Students must present identification when requested by Academy or The Henry Ford staff. Students cannot alter or deface their identification badges in any way. Identification badges cannot be loaned or transferred to any other person or student.

Temporary identification badges will be issued for \$1.00 to students arriving at the Academy without their official badge. A five-dollar (\$5.00) fee will be charged for all replacement badges, a \$1.25 fee for replacement lanyards and \$.50 for replacement clear badge protective sleeve.

Students may use their ID badges to gain entry into the Museum and Village during the weekends and summer. When they present their badges to staff at the Museum and Village entrances, students may bring up to four guests with them into the Museum and Village **EXCEPT during regular school hours.** The student must stay with their guests at all times.

Property Screening

Students and staff are subject to having their school bags screened by The Henry Ford security staff as they move between the Museum facility and the Village site. Students may not refuse to have their bags screened by the security staff.

VISITATION POLICIES

Classroom Visits - Parents/Guardians

Henry Ford Academy faculty and staff are always happy to have parents/guardians visit the classrooms. However, all visits are subject to the approval of the administration and parents/guardians must notify the administration at least 24 hours in advance of the desired visit.

Classroom Visits - Student Guests

Due to the number of requests, students will not be allowed to bring a guest to visit classes.

Dances – Student Guest Policy

Students may bring one outside guest to school dances if a ticket is purchased in advance and the guest's name is pre-registered. Guests must be listed on the approved list and show their tickets along with their school ID card to be admitted.

GRADE REVIEWS/APPEALS

As a first step, parents/guardians should meet with the instructor if there is a question regarding a grade. A "Grade Review" may be requested through the Assistant Principal's Office. A "Grade Appeal" may be requested through the Principal's Office. Grade appeals must be made within one school year of the grade received.

RELEASE OF DIRECTORY INFORMATION

Student Directory information includes the students' names, addresses and telephone numbers. Schools are required to give that information to military recruiters unless a parent requests in writing that their child's directory information be withheld. Forms are available in the Academy offices.

ATHLETICS PAY TO PARTICIPATE FEE

The Academy will assess all athletes (except golf) a fee to participate in sports which will be used to subsidize transportation costs for "away" games.

Fee Structure:

- \$ 65.00 for first sport
- \$ 55.00 for second sport
- \$ 45.00 third sport

DISTRIBUTION OF LITERATURE ON SCHOOL PROPERTY

Students may distribute literature before and after school, during lunch periods and between classes in the following HFA non-instructional areas:

- Village Student Center
- Museum Student Center
- Village Cafeteria

Students wishing to distribute literature must get prior approval from the Administration.

STUDENT SPEECHES

Administration reserves the right to review and approve student speeches/presentations prior to delivery

ELECTRONIC DEVICES

Use of electronic devices such as cell phones, headphones, handheld games, cameras and music devices during the school day is not permitted. Electronic devices will be confiscated and **held for three days or returned to the parent**, whichever comes first. HFA is **NOT** responsible for property once it is confiscated.

LUNCHROOM PROCEDURES

Students are expected to follow proper etiquette during lunch times as they do during regular class times. Excessive noise, horseplay, and rudeness will not be tolerated in the cafeteria or towards the cafeteria staff.

School Lunch Program

The Academy is a participant in the federal Free and Reduced Price Lunch Program. Students may either bring their lunches or purchase them. The student price for lunch is \$2.75, which includes the main entrée, fruit, milk or juice. In compliance with Federal nutritional guidelines, students using a free or reduced lunch ticket must have the complete meal. Our school lunch program is designed to encourage all students to take the full meal.

School Lunch Sites

Academy students will eat in the cafeteria designated for their group. Freshmen eat in the Henry Ford's Employee Dining Room in Benson Ford Research Center. Upper classmen (grades 10-12) eat in the designated school cafeteria in the Village Campus. Students may not switch campuses during lunch or go off-site during lunch.

TESTING OUT/DUAL ENROLLMENT

“Testing Out” is a program established by Public Act 335, Section 1279e, which allows accelerated students the opportunity to show mastery of a subject prior to taking the course. Students who wish to “test out” of a subject for the upcoming school year must submit an application to their counselor by May 1st of the current school year.

Post-secondary Enrollment Act (Dual Enrollment) provides students with the opportunity to take college courses while enrolled in high school. To be eligible, students must be in grades 11 or 12 and have achieved state endorsement in the subject area of the MEAP High School Test. Students taking approved dual enrollment courses are not subject to the “outside” credit limit. More information is available from the Academy Counselor.

HENRY FORD ACADEMY DRESS CODE

Purpose

The purpose of the Henry Ford Academy dress code is to promote a positive, healthy and safe learning environment and to prepare students for the world of work. The dress code is a part of the overall Academy philosophy that focuses on student achievement and not on dress styles and fads.

Dress Code

Students are expected to be in “**Academy Dress Code**” Monday through Thursday of each week. Friday and all half-days are “**Casual Days.**” The Academy staff reserves the right to modify the dress code policies in whole or in part during special activities, Academy events or field trips. The Academy staff also reserves the right to modify, amend or revise the Dress Code, as it considers appropriate. Students cannot alter or deface their uniforms in any way or they will be considered to be in violation of the dress code.

Dress code will be enforced in compliance with the *Student Code of Conduct*. Dress Code is in effect on the extended Academy campus including the grounds and the parking lots of The Henry Ford.

Exceptions

Students may be required to wear alternate clothing such as “Dress Up” or “Team Uniform” with prior approval from the instructor for presentations or Athletic Director on game days.

ACADEMY DRESS CODE

In effect Monday, Tuesday, Wednesday, Thursday

Academy Logo Shirts and Approved Outerwear

Blue Polo, Blue Fleece, Blue Dress Shirt, White Dress Shirt, Gray Hooded Sweatshirt

Slacks/Skirts/Shorts (Solid colors: Blue, Black, Tan or Gray)

Slacks are pants such as Dockers or Chinos. *No work-style pants.*

Belt must be of a solid appropriate color for visible belt loops

I.D. Badge on lanyard hanging around the neck and visible outside clothing at all times

NO JEANS (OF ANY COLOR), NO JOGGING SUITS, NO NYLON OR SWEAT PANTS!

NO LOW-RIDER, BAGGY PANTS! (Pants must be up around waist)

NO UNDERWEAR EXPOSED!

NO HATS OR HEADGEAR!

NO HALTER-TOPS OR THIN STRAPS, NO MIDRIFF SHOWING!

NO FLIP-FLOPS, BEACH WEAR, PAJAMAS OR SLIPPERS

- **Only white shirts** are to be worn under the Academy shirt
- Shirts worn under Academy shirt must not hang below Academy shirt hemline
- Academy hooded gray sweatshirt can only be worn over an Academy logo shirt; hood may not be worn inside
- Academy badge must be visible at all times – hanging around student’s neck
- Academy shirt must not be covered by non-Academy outerwear
- Shorts/skirts must pass the “finger tip” test, i.e. the length must be at least to the tip of the fingers with arm fully extended down to the side

CASUAL DRESS CODE

In effect on Fridays and on all Half-Days

On Fridays and half-days, students are allowed to wear articles of clothing of his or her own choosing, as long as the following guidelines are followed:

- ◆ Clothing must cover mid-section
- ◆ No “see-through” apparel
- ◆ No inappropriate language or symbols on clothing
- ◆ No tank tops or “spaghetti-strap” types of shirts
- ◆ Jeans must not be torn, frayed, or have holes in it
- ◆ No jogging/sweat pants. Only matching jogging suits are permissible
- ◆ Skirts/shorts must pass the “finger tip” test

I.D. badge on lanyard hanging around the neck and visible outside clothing at all times

NO LOW-RIDER, BAGGY PANTS! (Pants must be up around waist)

NO UNDERWEAR EXPOSED!

NO HATS OR HEADGEAR!

NO HALTER-TOPS OR THIN STRAPS, NO MIDRIFF SHOWING!

NO FLIP-FLOPS, BEACHWEAR, PAJAMAS OR SLIPPERS

Other Dress Code Guidelines

- **Headcoverings** - Headcoverings (hats, caps, scarves, “doo-rags”) are not permitted to be worn within the Academy site or the Henry Ford by male or female students. This does not include any coverings required by bona fide religious observances.
- **Sunglasses** - Sunglasses will not be allowed inside the Academy site.
- **Jewelry** - All jewelry worn must be appropriate to a business setting and not disrupt the teaching/learning process or cause undue attention to an individual student. Earrings are allowed in earlobes only. Other body piercing may not be visible. Safety concerns will dictate appropriate jewelry and be at the discretion of the Academy staff.
- **Hair** - Hairstyles and colors must be appropriate to a professional business setting and not disrupt the teaching/learning process or cause undue attention to an individual student. Hair colors that do not naturally occur on humans (magenta, blue, green, dyed white, etc.) are unacceptable. “Eccentric” hairstyles such as Mohawks, Spikes, uncombed Afros, and uncombed hair are not allowed.
- **Body Piercing/Tattoos** - Visible tattoos and body piercing, including tongue piercing, are not permitted.
- **Other Clothing** – Administration reserves the right to dispute items that interfere or disrupts the learning process of other students

These guidelines are to be followed while on the Academy sites, which include Henry Ford Academy administrative and learning sites, The Henry Ford, adjacent property or parking lots. All rules and guidelines governing student behavior also apply during any Academy-related function or activity, at any time or in any setting

Physical Education Classes

Physical Education Attire Approved clothing is Blue tops – Gray bottoms
During physical education classes, students may wear gray shorts or gray jogging pants, blue T- shirts* or blue sweatshirts, and athletic shoes appropriate to the type of activity and weather. Athletic jogging suits are permitted during physical education only.

* Academy T-Shirts are available for purchase from the Athletic Director.

ACADEMIC CODE OF CONDUCT/ETHICS

Students demonstrate integrity and pride by doing their own work and contributing to a group project. Cheating and plagiarism are serious offenses. Students caught cheating or plagiarizing their work will receive a “zero” on the assignment.

TECHNOLOGY CODE OF CONDUCT

Students and parents will sign a Technology Code of Conduct Contract in order to utilize the many modes of technology available to Henry Ford Academy students. The use of technology is a privilege extended to Academy students to enhance learning and exchange information. Parents and students should understand and agree to abide by the Technology Code of Conduct, and further understand that Henry Ford Academy assumes no responsibility for the student’s communications while using such technology. In addition, financial restitution will be required for loss, theft, damage and/or unauthorized use.



STUDENT CODE OF CONDUCT

Personal Development

Henry Ford Academy students are expected to demonstrate appropriate behavior at all times. It is very important that student behavior does not interfere with the rights of The Henry Ford patrons, staff, other Academy students, and Academy staff.

While some of the following rules are specific to the Academy or to The Henry Ford, other rules are required by state or federal law. All rules governing student behavior apply before, during and after school hours, while the students are **on the property of the Academy, The Henry Ford, the adjacent property or parking lots**. All rules governing student behavior also apply during any Academy-related function or activity, at any time or in any setting.

Student Behavior

Responsible behavior includes:

- Getting to each class every day and on time
- Following Academy and classroom procedures and rules
- Communicating appropriately with Academy and The Henry Ford staff, students, and patrons
- Demonstrating respect for self, others, and property
- Demonstrating appropriate behavior within the Academy, Museum and Village

DISCIPLINE PHILOSOPHY

The Academy's discipline policy strives to **change behavior** by setting high expectations, clear consequences, and recognition for positive behavior. **Discipline is a progressive process**. Consequences are reflective of the type of infraction and the number of infractions accumulated.

Conflict Resolution

Peer Mediation is available to students who wish to resolve conflict with other students. Students may sign up for Peer Mediation in the office.

Public Displays of Affection

Students must refrain from inappropriate displays of affection while on campus. This includes, but is not limited to, kissing, caressing, fondling, necking, etc.

DISCIPLINARY CONSEQUENCES

Referrals

Inappropriate behavior will result in a written referral from any staff member of the academy. The student will be notified when a referral is written and a copy will be sent to the grade level discipline file.

Out-of-School Suspension (Short-Term)

Student may be removed from school by HFA Administration or their designee from one to ten school days. Students suspended from the Academy are not allowed on any Academy or The Henry Ford property and are not admitted to any Academy function. A copy of the suspension notice will be given to the student and/or the parent will be notified of the suspension.

Out-of-School Suspension (Long-Term)

With Board notification, a student may be removed from school by HFA Administration for up to 30 school days. Students suspended from the Academy are not allowed on any Academy or The Henry Ford property and are not admitted to any Academy function. A copy of the suspension notice will be given to the student and/or the parent will be notified of the suspension.

Expulsion

Expulsion is the permanent removal of a student from the Academy. A student may be expelled upon the recommendation of the Principal. The HFA Board of Directors makes the final decision to expel. Students will remain on suspension until a determination has been made by the Board to expel, and they are not allowed on any Academy or The Henry Ford property and are not admitted to any Academy function.

Student Conduct

Inappropriate behaviors distracting to the educational process or endangering the health and safety of others will not be tolerated. Any activity that causes concern or discomfort should be reported immediately to an Academy administrator or classroom teacher.

The following lists are examples of such unacceptable behaviors. While comprehensive, they are not all inclusive, and the Academy Administration reserves the right to interpret and determine further action depending on the individual circumstances and/or the severity of the presenting problem.

Referable Behaviors

The following breaches of conduct may result in a disciplinary referral or suspension:

1. Insubordination (Failure to follow a staff's directive)
2. Excessive talking in class
3. Loud talking and/or boisterous behavior in the Museum or Village
4. Running in Museum
5. Horseplay on campus
6. Use of headphones during the school day
7. Purchasing items from another student
8. Excessive tardiness
9. Minor dress code offenses (i.e shirts, slacks hanging too low)
10. Loitering in unassigned areas before/during/after school
11. Making unauthorized food purchases during the school day
12. Littering
13. Throwing objects on campus (snowballs, baseballs, etc.)
14. Possession or use of skateboards or roller blades

Prohibited Behavior

The following breaches of conduct may result in immediate suspension from school, long term suspension, or expulsion:

1. Insubordination (failure to follow a staff's directive)
2. Fighting
3. Near Fight
4. Harassment, intimidation, or threats of violence
5. Sexual harassment
6. Disruptive behavior
7. Major dress code offenses (i.e. not in uniform, jeans, etc)
8. Destruction of property
9. Theft
10. Technology Code of Conduct violation
11. Truancy
12. Disrespectful behavior toward staff, employees, or guests
13. Use of profanity
14. Inciting a fight
15. Interference with staff in the performance of their duties
16. Smoking, chewing, or possession of tobacco
17. Possession or use of alcohol

18. Possession of drug paraphernalia (lighters, pipes, cigarette paper, clips, etc.)
19. Production/distribution of defaming materials
20. Tampering with the fire alarms or extinguishers or security systems
21. Possession or use of gang-related clothing, paraphernalia, verbal or non-verbal gestures
22. Overt physical familiarity and/or public display of affection
23. Gambling
24. Extortion, blackmail, coercion
25. Possession of non-exploding devices
26. Forgery
27. Loitering on Academy or The Henry Ford property
28. Parking in unauthorized areas
29. Leaving class/school without authorization
30. Selling items without authorization
31. Repeated referable offenses

Illegal Behavior

The following breaches of conduct may result in recommendation of expulsion from the Academy:

1. Possession or use of illegal drugs, controlled substances, or substances represented as a drug or intoxicant
2. Possession or use of a weapon or look-alike weapon. A weapon will also include an object or instrument, which is not in and of itself a weapon as defined, but where the possession or use of the object is coupled with the intent to inflict bodily harm
3. Physical assaults on teachers, administrators, or other school personnel
4. Physical assault fights where (i) victim sustains severe injury, (ii) an injury requires medical attention, or (iii) a weapon was used
5. Bomb threat
6. Explosion
7. Arson
8. Sexual Assault
9. Repeated “prohibited behavior” offenses

HFA SCHOOL SAFETY POLICY

Michigan Public Act 102 of 1999, Section 1308

In compliance with the requirements of the Michigan School Safety Policy and of MCL 380.11a(3)(b), the Henry Ford Academy will share information with and provide reports to the appropriate law enforcement agency when any of the following incidents occur on the Academy site, on Academy-sponsored transportation or at an Academy-sponsored activity:

1. Armed student or hostage
2. Suspected armed student or hostage
3. Weapon on school property
4. Death or homicide
5. Drive-by shootings
6. Physical assault fights where (i) victim alleges injury, (ii) an injury requires medical attention, or (iii) a weapon was used
- 6a. All assaults on teachers, administrators or school personnel
7. Bomb threat-telephone, e-mail, fax or written notice
8. Explosion
9. Arson
10. Sexual Assault
11. Robbery or extortion
12. Unauthorized removal of a student
13. Threat of suicide
14. Suicide attempt
15. Larceny theft of items of value of \$100.00 or more
16. Intruders
17. Drug use or overdose
18. Drug possession or sale
19. Vandalism or destruction of property of value over \$100.00
20. Bus incidents involving any of the above
21. Bus accident

Optional, Reportable Incidents

1. Assault incidents, i.e. ethnic intimidation, stalking or assaults without injuries requiring medical treatment
2. Theft crimes involving less than \$100.00
3. Vandalism involving less than \$100.00
4. Alcohol crimes
5. Tobacco crimes
6. Truancy

These reports will not be placed in a student's educational record and parents will be advised when notification is sent to a law enforcement agency.

HARASSMENT/BULLYING POLICY

Henry Ford Academy is committed to protecting students and staff from harassment or bullying and to maintain a safe and secure environment. Unwelcome verbal, written, or physical conduct that offends, denigrates, or belittles an individual is **harassment** and may result in suspension and/or expulsion from the Academy.

Types of Harassment/Examples

- Verbal Harassment
Examples: Name calling, profanity, put-downs, racial/sexual slurs
- Sexual Harassment
Examples: Unwanted/unsolicited displays of affection, touching, sexual jokes/conversation
- Physical Harassment
Examples: Bullying, pushing, hitting

Students who feel they are being harassed or bullied should report it to the Counselor, Assistant Principal, or Principal.

DUE PROCESS

The constitutional rights of individuals assure the protection of due process of law. Therefore, the following constitutional and legally sound procedures have been adopted for the Academy.

According to Academy policy and school law, the Principal, or his/her designee, is delegated the authority to temporarily separate or suspend a student from the Academy. In such actions, the following procedures will be followed:

1. A student will be fully informed of the charges brought against him/her including the rationale for the action and the conditions of time and termination. Student will be given the opportunity to explain his or her version of the incident to the staff member suggesting suspension.
2. The parent/guardian will be notified by letter, telephone or by personal contact if the student is to be suspended from the Academy. Written notation of the suspension will be logged in the student's discipline file.
3. Appeal procedures available to parent/guardians include:
 - a. As a first step, parent/guardians should request a conference with the Administrator/Counselor who issued the suspension. The

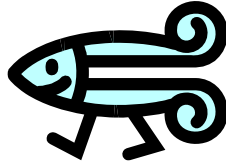
Administrator/Counselor will affirm or modify the terms of the discipline within two school days of the conference.

- b. Within five school days from the Administrator's decision, the parent/guardian may appeal the decision to the Principal of the Henry Ford Academy. The Academy Principal will affirm or modify the decision within two school days from hearing the appeal.
4. The final decision in the appeal process for short-term suspension lies with the Principal.
5. Appeals for long-term suspension and expulsion should be directed to the Henry Ford Academy Board of Directors.

Learn To Love - Love To Learn

DON'T FORGET TO *FISH!*

**BE THERE! MAKE THEIR DAY! PLAY!
CHOOSE YOUR ATTITUDE!**



Keep The Main Thing....The Main Thing!

ALWAYS BE THINKING!

HFA COMMUNITY SERVICE VERIFICATION

Student Name: _____ Grade: _____

Please complete this verification form and submit it to your counselor. Attach one of your supervisor's business cards and complete the form below neatly and accurately. You must complete a separate verification sheet and time-log for each new community service activity.

Organization Served _____

Address & Phone # _____

Date(s) of Service _____

Total Hours Worked _____

Description of Duties/Responsibilities

To Be Completed by Community Service Supervisor

Supervisor's Name _____

Phone Number _____ Date _____

E-mail _____

I verify that the student has completed _____ hours of service.

Signature _____