FAXON ACADEMY

STUDENT HANDBOOK

2023 - 2024

ON THE CAMPUS OF HOPE UMC
26275 NORTHWESTERN HWY
SOUTHFIELD, MI 48076

GPS SOLUTIONS

www.gpssolutions.us

Mission and Vision Statement

WE, THE FAXON ACADEMY COMMUNITY,

will provide students exploration, experiences and engagement through a globally-themed curriculum. Through a Global Mindset program, Faxon students will possess the academic, cultural and social emotional skills necessary to navigate and prosper as citizens in an ever-changing world.

At the Faxon Academy we …

educate our global scholars to be curious- to ask questions and seek to understand before being understood.

We educate global scholars to be flexible to different things and respect differences- to appreciate diversity and not to work against it.

We educate global scholars to forge relationships and assert themselves in positive and beneficial ways. We develop global scholars intellectually through a rigorous academic experience.

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Board of Directors 2023-2024

DENISE WHEELER - PRESIDENT

WYATT JONES III - SECRETARY

DESIREE FULLER - TREASURER

THERESA HOLMES - MEMBER

Our board of directors is a committed, dynamic group of people who volunteer their time and expertise to helping Faxon grow. Meetings are posted at the school and are open to the public. We encourage your attendance at one of our regularly scheduled board meetings.

*Contact us at board@faxonacademy.org

AUTHORIZED BY

SVSU SAGINAW VALLEY STATE UNIVERSITY.

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Languages

At Faxon, learning a second language is more than an academic pursuit; it is a daily practice that transforms the way students see and think about the world. Through multiple languages in these rich and stimulating environments, and with the support of world-class faculty, students learn languages as tools of daily communication that will be useful for the rest of their lives. Knowing multiple languages opens untold cultural, intellectual, and professional pathways through the world. It also literally opens a child's mind: multilingual education activates and expands parts of the brain untapped by monolingual study. Research shows that those who speak multiple languages benefit from increased creativity, improved executive functioning, stronger memory, sharper problem-solving skills, and more flexible thinking. Learning a second language is a rigorous workout for the brain at any age.

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FAXON ACADEMY | 2023-2024 CALENDAR

AUGUST '23

S	M	T	W	Th	F	S
		X	X	X	X	5
6	X	X	X	X	X	12
13	X	X	X	X	X	19
20	21	22	23	24	25	26
27	28	29	30	31		

21-31 Staff Professional Development

SEPTEMBER '23

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 **No School**
4 Labor Day
1st Quarter Begins
5 **First Day of School**

19 Days

OCTOBER '23

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

06 1st Qr Progress Report
11 **Count Day**

22 Days
41Total

NOVEMBER '23

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 1st Quarter Ends
6 2nd Quarter Begins
9 ½ Day – P-T Conference
2-6 pm – **Report Cards**
22-24 Thanksgiving Break
27 Classes Resume

DECEMBER '23

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 **2nd Q Progress Report**
22 No School – Staff PD
25-29 Holiday Break

15 Days
75 Total

JANUARY '24

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-5 Holiday Break
8 **Classes Resume**
15 M.L. King Day – No School
19 **2nd Quarter Ends**
22 **3rd Quarter Begins**
26 2nd Quarter Report Cards

17 Days
92 Total

FEBRUARY '24

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

14 **Count Day**
16-20 **Winter Break – No School**

18 Days
110 Total

MARCH '24

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 **3rd Quarter Report Cards**
25-29 **Spring Break**

16 Days
126 Total

APRIL '24

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5 **3rd Quarter Ends**
8 **4th Quarter Begins**
11 – ½ Day – P-T Conf. – 2-6 p.m.
Report Cards

21 Full Days
1 – Half Day
148 Total

MAY '24

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10 **4th Q. Progress Reports**
27 Memorial Day

22 Days
170 Total

JUNE '24

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	X	X	X	X	22
23	X	X	X	X	X	29
30						

14 4th Quarter Ends
Last Day of School
4th Quarter Report Cards
17 **Staff Work Day**

10 Days
180 Total

JULY '24

S	M	T	W	Th	F	S
	X	X	X	X	X	6
7	X	X	X	X	X	13
14	X	X	X	X	X	20
21	X	X	X	X	X	27
28	X	X	X			

Key:
Green – First/Last Day of School
Gold – Staff PD Days
Red – No School
Orange – ½ Day – P-T Conference
Blue – Count Day

School Hours Of Operation

Office & School Hours

The Main office is open Monday through Friday, 7:30a.m. – 4:00p.m.
Students enter through the main entrance. Latchkey is available beginning at 7:00 a.m.
Each Monday, the school day begins at 9:00 a.m. and dismissal is at 3:25p.m. The abbreviated late start provides our Faxon team of educator's time to collaborate with student achievement data through Professional Learning Communities.
Tuesday through Friday, the school day begins at 8:00a.m. and dismissal is at 3:25 p.m.

Daily Arrival & Dismissal

When dropping your child/children off or picking up your child/children from school, please pull around the circle drive to wait for your child to enter or exit the building. Please drive slowly and carefully. If you plan to be in the building beyond a drop off or pick up you will need to park your car in the parking lot, not in the circle drive. Students are expected to be picked up promptly at dismissal time, unless they are involved in an afterschool activity or enrolled in an afterschool care program. Any student not picked up by 3:40p.m. will be sent to the Latch Key room and parents will be expected to pay for the afterschool care. No child may remain in the building or outside without adult supervision.

Inclement Weather

Faxon Academy makes its own decisions regarding school closing due to bad weather. The decision is based on the safety and welfare of our students, teachers and families. Local radio and television stations announce decisions about school closings. You will also receive communication through our school messenger system and the local news station.

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Attendance

The goal of Faxon Academy is to help students become socially and academically prepared. Regular school attendance is basic to the success students attain from their school programs.

Michigan school laws are very strict in regard to compulsory attendance of children 6 - 18 years of age and hold parents/guardians responsible for their child/children's regular attendance in a manner which is "continuous and consecutive for the school year." (MCL 380.1561).

If attempts by the administration to improve a student's attendance fail, it may be necessary to petition the juvenile court or other public agencies for assistance. Students are expected to be in school and on time to each class every day.

If your child is too ill to attend class, please notify the school as soon as possible. Every effort should be made to schedule routine appointments after school hours. Family vacations should be planned during holidays as outlined by the school calendar.

ATTENDANCE POLICY AND PROCEDURES

Excused Absences

An absence will be considered an "excused absence" and may include, but is not limited to the following:

- Medical/Dental appointment
- Legal appointment
- Funeral
- Verifiable chronic illness - Statement signed by physician
- A short-term family trip or vacation with prior notification of the absence being provided to the school Principal.

Please note that long-term absenteeism may lead to failure, the possibility of retention, and/or the filing of a truancy petition with Oakland County.

Exempt Absences

Exempt absences are absences which are not considered when counting excessive absences:

- School activities
- Legally documented court subpoena
- Suspension from school
- Religious holidays
- Medically verified long-term or chronic illness

Unexcused Absences

Unexcused absences are defined as an absence for any other reason other than those listed excused or exempt. They include, but are not limited to:

- Skipping school (truancy)
- Leaving the school or a designated area within the school without permission
- Leaving a designated or assigned area without permission of the teacher
- Leaving school without permission from a parent/guardian
- Leaving school and a parent/guardian calls in after the fact
- Failing to attend class(es) and a parent/guardian has not called the office.

Tardiness

A student is tardy if he/she is not in the classroom at the designated time the class period or school day is scheduled to begin. All students are expected to be in the classroom and ready to begin class at 9:00 a.m. on Mondays and 8:00 a.m. Tuesday-Friday. A tardy will be recorded by 9:10 a.m. on Monday and 8:10 a.m. Tuesday -Friday. All students must report directly to the office with a parent when arriving late.

When students are not in class on time, there should be no expectation that a teacher will make up the work missed by the student who is late. Cooperation by parents/guardians is necessary to minimize student tardiness. Oversleeping and/or leaving the house late are not valid reasons to be tardy to school. Please note that excessive tardiness can lead to the possibility of retention and/or the filing of a truancy petition with Oakland County.

Consequences of Excessive Absences including Unexcused/Excused Absences

Excessive absences, whether excused or unexcused, is a violation of the Student Code of Conduct and will result in a school response. This includes full and partial day absences. Whenever absenteeism becomes excessive, it is the expectation that the parent/guardian will provide documentation to the school to document the medical rationale to support the absenteeism.

Written communication, notifying parents/guardians of an increase in absences will be made beginning when a student accrues three (3) absences. Ultimately, if excessive absences continue, despite multiple interventions, educational neglect or truancy charges may be filed through the Oakland County Truancy Program or as a petition to the court.

When an attendance concern arises that will likely lead to a truancy issue, an initial letter of concern will be sent home. This intervention will generally take place no later than when the student's absenteeism reaches a total of 10 days.

Make-Up Work

All students will be expected to make-up all work missed during the time he/she was absent from school with an excused absence. We need 24-hour notice to collect work from the teachers for students who are ill.

Uniforms

Dress Code

All students are expected to be in school uniforms every day. Students should present themselves each day as though they were going to work in a professional capacity. Clothing is to be a proper fit for the child and must be properly worn (i.e. regular floor length pants, worn at waist level and not excessively baggy). Clothing should be clean, without holes, and in good repair. Students are to be neat and well-groomed for school. Shoes must be worn at all times. Advertisements, buttons, patches, pins, or other accessories that are considered offensive and disruptive (inappropriate, profane, obscene, tobacco or alcohol advertisements, etc.) are not permitted. Sunglasses, hats, coats, and jackets may be worn outdoors only. Children need to be properly dressed for inclement or cold weather. Students do not go outdoors if the temperature is extremely cold.

Boys

- Black or khaki dress pants only
- White, black or cardinal red shirt with collar, dress shirt, polo shirt, or turtleneck (no logos)
- Black sweater
- Black shoes or gym shoes - no wheels or lights
- Black or khaki Bermuda-style shorts may be worn when the weather is warm (early fall or spring)

Girls

- Black or khaki skirt, skort, jumper or pants
- White, black or cardinal red shirt or blouse, polo shirt, or turtleneck (no logos)
- Black sweater
- Black shoes or gym shoes - no wheels or lights
- Black or khaki Bermuda-style shorts may be worn when the weather is warm (early fall or spring)

The following items are prohibited:

- Hats, bandanas, head scarves (except for religious reasons) and headbands that are distracting to the learning environment.
- Sandals, open toe, heeled shoes, and crocs
- Sweatpants or sweatshirt, yoga pants, leggings and jeggings (unless worn under a skirt)

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Student Code Of Conduct

The Faxon Academy is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

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

When and Where the Student Code of Conduct Applies:

The Code of Student Conduct applies before, during, and after school:

- When a student is at school. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held at the Academy or other school premises;
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff; and
- When a student is using school telecommunications networks, accounts, or other district services.

Violations of the Student Code of Conduct:

Student misconduct is classified into three levels. The definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action. School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for Level I and Level II violations. The staff will refer Level III violations directly to school administrator, because of the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a social worker or counselor, in conjunction with or in lieu of other disciplinary procedures.

The Academy will first consider implementing restorative practices to address behaviors involving interpersonal conflicts, bullying, cyberbullying, harassment, verbal and physical conflicts, theft, damage to property, and class disruption. Restorative practices are practices that emphasize repairing the harm to the victim and the school community caused by the pupil's misconduct.

The Academy may implement victim-offender conferences to provide an opportunity for the offender to accept responsibility for the harm caused to those affected by the misconduct and to participate in setting consequences to repair the harm. Such a conference will occur only if initiated by the victim and approved by the victim's parent/guardian. Possible attendees comprising the restorative practice team may include the victim, a victim advocate, the offender, members of the school community, supporters of the victim, and supporters of the offender. The team may require the student to do one or more of the following:

- Apologize
- Participate in community service, restoration or counseling
- Pay restitution

Selected consequences will be incorporated into an agreement that sets time limits for completion and is signed by all participants.

Short-Term Suspension:

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

Long-Term Suspension:

A long-term suspension is when a student is suspended for more than ten (10) school days but less than sixty (60) days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

Expulsion:

An expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extracurricular activities for sixty (60) or more days. An expulsion is for an indefinite time, unless otherwise specified by the Academy board or state law. The parent/guardian of the student may petition the Academy board to request the student's reinstatement to Academy, as permitted by state law.

Levels I, II, and III Violations

Depending on severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.

LEVEL I VIOLATIONS:

1. Cheating/Academic Misconduct
2. Defacement of Property
3. Disorderly Conduct
4. Inappropriate Displays of Affection
5. Inappropriate Dress and Grooming
6. Insubordination/Unruly Conduct
7. Leaving School Without Permission
8. Negligent or Improper Operation of a Motor Vehicle
9. Possession of Inappropriate Personal Property
10. Profanity and/or Obscenity Toward Students
11. Sexual Harassment (Level I)
12. Smoking
13. Tardiness
14. Technology Abuse

School Responses To Level I Violations:

School administrators and staff may use appropriate intervention strategies, as determined by local district policies including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention or other restorative practices. Any of the following intervention strategies and disciplinary actions may be used:

- Administrator/student conference or reprimand;
- Administrator and teacher-parent/guardian conferences;
- Referrals and conferences involving various support staff or agencies;Daily/weekly
- Progress reports;
- Behavioral contracts;
- Change in student's class schedule;
- School service assignment;
- Confiscation of inappropriate item;
- Restitution/restoration;
- Before- and/or after-school detention;
- Denial of participation in class and/or school activities;
- Other intervention strategies, as needed;
- Out-of-school suspension (short-term) from one (1) school day up to and including ten (10) school days;
- Law enforcement agency notification.

LEVEL II VIOLATIONS:

Depending upon severity or repetition, a Level II violation may be reclassified as a Level III violation.

1. Bullying/Harassment/Intimidation
2. Destruction of Property
3. Failure to Serve Assigned Detention or complete a Behavior Contract
4. False Identification
5. Fighting
6. Forgery
7. Fraud
8. Gambling
9. Gang Activity
10. Hazing
12. Loitering
13. Profanity and/or Obscenity toward Staff
14. Sexual Harassment (Level II)
15. Theft or Possession of Stolen Property
16. Threat/Coercion
17. Trespassing

School Responses to Level II Violations:

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any or all of the following intervention strategies and disciplinary actions may be used:

- Any school response to a Level I violation, listed above;
- Out-of-school suspension (short-term) for one (1) school day, up to and including ten (10) school days.
  - NOTE: Fighting poses an immediate threat to student safety. In most cases, out-of-school suspension is imposed even for a first offense. The length of suspension will depend on severity or repetition.
- Recommendation to the school district board of education or its designees for long-term suspension or expulsion;
- Law enforcement agency notification;

LEVEL III VIOLATIONS:

Depending on severity or repetition, a Level I or Level II violation may be reclassified as a Level III.

1. Alcohol and Drugs
2. Arson (Starting a Fire)
3. Extortion
4. False Fire Alarm or Bomb Report; Tampering with Fire Alarm System
5. Felony
6. Fireworks
7. Interference with School Authorities
8. Physical Assault ("Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence)
9. Robbery
10. Sexual Assault
11. Theft or Possession of Stolen Property
12. Verbal Assault against an Employee
13. Weapons: Dangerous Instruments
14. Weapons: Dangerous Weapons

There is a rebuttable presumption that permanent expulsion is not justified for a dangerous weapon other than a firearm if both of the following are met:

- The Board determines in writing that at least 1 of the factors listed above has been established in a clear and convincing manner; and
- The student has no history of suspension or expulsion.

School Responses to Level III Violations:

Any or all of the following intervention strategies or disciplinary actions may be used:

- Any school response to a Levels I or II violation, listed above;
- Recommendation to the Board of Education or its designee for long-term suspension or expulsion.
- In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, criminal sexual conduct in a school building or on school grounds or for conviction of criminal sexual conduct against another student at the Academy, the school board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county legal authority, the DHS or county community mental health agency (MCL 380.1311[4]
- Request an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation. The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be from a source approved by the administration.

Staff Authority

The authority of any member of the school staff extends to all students while on school premises, enroute to or from school, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

School Activities

A student who is suspended from school for any reason will not be allowed to participate in, or attend any school activity, regardless of location, during the suspension (including events held by other school districts on weekdays, weekends and/or holidays).

Maintaining Class Progress

When appropriate in the judgment of the director, a suspended student may maintain academic progress under the terms and conditions set forth by the teacher.

DUE PROCESS PROCEDURES

Short-Term Suspension

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student's school. If a short-term suspension is contemplated, the principal shall provide the student with oral or written notice of the charge(s) or allegations, and an explanation of the evidence or basis for the charges. The student shall be given the opportunity to present an explanation or a differing statement of the facts.

If the misconduct is found, the principal may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions. Students whose presence pose a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical. The student and parent/guardian shall be notified of the circumstances and action taken.

The Academy will consider restorative practices to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying before imposing a suspension under this section.

Long-Term Suspension or Expulsion (including Permanent Expulsions)

Prior to expelling a student or suspending the student for more than ten (10) school days, the School Board shall provide the student with the following due process:

1. **Written notice.** If a student is charged with a violation of the Student Code of Conduct carrying the potential consequence of a long-term suspension or expulsion, the student and his parent shall be notified of such by registered mail, as well as the student's due process rights. The written notice of violation shall state the nature of the violation, the proposed consequence, and the student's and parent's right to a due process hearing at a specified time and place to determine (i) whether a violation occurred, (ii) whether an exception applies to preclude permanent expulsion (if applicable), or (iii) whether consideration of the following specific factors weigh against the recommended discipline:
   a. the student's age;
   b. the student's disciplinary history;
   c. Whether the student has a disability;
   d. The seriousness of the violation or behavior;
   e. Whether the violation or behavior threatened the safety of any pupil or staff member;
   f. Whether restorative practices will be used to address the violation or behavior;
   g. Whether a lesser intervention would properly address the violation or behavior.

2. **Written Record.** After the hearing, the board of education or its designee shall issue a written decision, including a determination of disciplinary action. Within a reasonable time following the hearing, the parent will receive a written record of the decision. This document will inform the parent if there is any right to an appeal. If the student is permanently expelled from the school, the written record shall inform the parent of the minimum length of the expulsion and the date upon which the parent may petition for reinstatement. Upon the parent's request, the school shall provide the parent with the petition for reinstatement form.

   - "Permanent expulsion" means that the student may not enroll in any public school in the State of Michigan. The parent shall be responsible for making arrangements for alternative education for the child until s/he is reinstated in a public school.

3. **Appeal.** If the decision is made by the board of education, it is final. If it is made by a designee, then the parent/guardian has fourteen (14) days to file a written appeal to the board of education. The board of education will hear appeals at the next regularly scheduled meeting after receipt of the appeal.

Interviews of Students by Police or Other Public Agencies

The Academy endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the director that an interview has taken place.

Notification to Law Enforcement Agencies

State law requires each school board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

- Armed Student or Hostage
- Arson
- Bomb Threat
- Death or Homicide
- Drive-By Shooting
- Explosion
- Illegal Drug Use/Overdose
- Illegal Drug Possession/Sale
- Intruders
- Larceny
- Minor in Possession of Alcohol/Tobacco Products
- Physical Assault (Fights)
- Robbery or Extortion
- Sexual Assault (CSC)
- Suicide Attempt
- Suspected Armed Student
- Threat of Suicide
- Unauthorized Removal of Students
- Vandalism/Destruction of Property
- Weapons on School Property

Search and Seizure

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. No strip searches will be conducted by any Academy staff but may be conducted by law enforcement officials, if deemed necessary. Anything that is found in the course of a search that may be evidence of a violation of school rules, or the law may be taken and held or turned over to the police. The Academy reserves the right not to return items which have been confiscated.

General Information

Our educators and faculty are driven by personal relationships with students and their parents or caregivers. The teachers and administration will use a developmental lens to view every child's personality, confidence level, family circumstance and learning style to best serve the individual learner. These relationships also help us to know when we as a community can come alongside the families that need or want our support. Our physical building is offered to the community as a safe and welcoming environment. We will continue to be a warm home not only to our children, but also to their parents, grandparents, and neighbors. Faxon Academy enjoys a cooperative spirit between families, caregivers and school staff.

Visitors

All parents or visitors must report to the office upon entering the school grounds. A daily sign-in sheet will be available for the use of parents and pre-approved visitors to visit in the school. You are to stop in the office, sign-in, and tell the school secretary whom you wish to visit. Sign-in and approval procedures are necessary for the safe protection of our children and to avoid disruption of classes. Visitors will be required to secure permission of the administration to be on school grounds. Visitors who are not known by the school secretary or administration will be required to present a form of official identification, for example, driver's license, to have their request to visit in the school or to be on school grounds approved. No one is to bypass the office and go directly to the classroom or to the playground area. The staff must provide safe, secure supervision of all children. Parents are always welcome to visit in classrooms and are requested to make advanced arrangements with the teacher for in-class visitation. Children who are not students at the school are not permitted to visit classrooms during school hours unless pre-authorized by the classroom teacher.

Messages to Students and Staff

Messages to students and or staff must be dropped off or called into the school office. Messages will not be delivered when it will disrupt classroom activities. Parents are encouraged to communicate the message as early as possible to ensure timely delivery to the proper person. All staff members have email accounts that parents can communicate through. Safe, secure classrooms and disruption-free instruction require us to seek cooperation of parents in not going directly to the classroom to deliver messages.

Medications/Immunizations

Students are not allowed to keep any type of medication in their possession during school hours unless a medical plan has been developed by the administration, parents and family physician. All prescription medication must be sent to the school in a container labeled by the pharmacist. A written, signed, and dated directive from the physician and written, signed and dated permission from a parent must accompany any medication to be administered at school. This includes over-the-counter medications such as Tylenol, Ibuprofen, lotions, creams, aspirin, cough drops, etc. The school is only authorized to dispense Band-Aids and water without a physician's written directive.

All students are required to meet the state of Michigan regulations on school age immunizations. Those families wishing to waive this requirement must comply with the state of Michigan's policy on Immunization Waivers. Michigan Department of Education policy states that the 2012 rules were amended. Note that the amended rules:

- Require the local health department certifies education for the parent/guardian at the time a nonmedical waiver is signed and the waiver is certified by the local health department
- Require the use of the State of Michigan Immunization Waiver Form when a waiver is signed

The new rules allow the parent/guardian the opportunity to have their concerns and questions about immunizations addressed. Further clarification and information can be found at the following link under the heading "Local Health Departments":

>> Click Here <<

Questions may be directed to your local health department.

Student Accidents, Illness or Injury

In the event a student is injured or becomes ill while in school, he/she will be taken to the office and the parent/guardian shall be notified immediately. Treatment, other than ice, band aids, soap and water, is the responsibility of the parent/guardian in a non-emergency situation. Emergency cards will be on file to assist office staff to expedite necessary treatment in case of serious/severe illness or injury.

In the event of a serious accident or injury, the following steps will occur:

- First aid will be applied by trained staff
- Staff will notify the office
- The office will call/notify the following individuals: Emergency 911 (if necessary)
  - Parent / guardian
  - School administrator
  - Poison control – 1-800-764-7661 (if necessary)
- Accident report will be completed

Guidelines for Medications

Administration of medications

- The student's parent/guardian will give the Academy written permission and request to administer any medication(s) to their student.
- For prescription medications written instructions from a physician, which include the name of the student, name of medication, dosage of the medication, route of administration, and time the medication is to be administered to the student shall accompany the request and be kept on record by the Academy.
- Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the student's parent/guardian immediately.
- Any errors made in the administration of medications shall be reported to the Academy administrator immediately. The error will also be immediately reported to the student's parent/guardian.
- When it is necessary for a student to have medication administered while on a school-sponsored field trip or off- site activity, the individual designated to administer medication must carry the medication, not the student (with the exception of inhalers).

Storage and Access to Medications

- All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the student's name, the name of the medication, dosage, and the frequency of administration.
- Medications shall be stored in a school location that is kept locked with the exception of a student who requires the use of an inhaler for relief or prevention of asthma symptoms. These students will be allowed to carry and use the inhaler (as described in the Michigan Revised School Code, Section 380.1179). An administrator may discontinue a student's right to self-administer and self-possession if there is misuse by the student. The parent/guardian will be notified of the denial.
- Emergency medications may be stored in an area readily accessible to the individual designated to administer them.
- The Academy shall possess at least 2 epi-pens for use with students who have undiagnosed severe allergies. Staff will be trained in the use of epi-pens.
- All controlled-substance medications will be counted and recorded upon receipt from the parent/guardian. The medication shall be recounted on a regular basis and this count reconciled with the medication administration log/record.
- It is recommended that medications be brought to school by the student's parent/guardian.
- No changes to prescription medication dosage or time of administration will be made except by instruction from a physician.
- Parental or guardian request/permission and a physician's instructions for administration of medications shall be renewed every school year.
- Expiration dates on prescription medication, epi-pens, and inhalers shall be checked at least twice each school year.
- Medication left over at the end of the school year, or after a student has left the Academy, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

Record Keeping

- A log of medication administration shall be kept in the Academy office.
- The individual student log shall be kept until the end of the school year.
- The medications log shall include the student's name and the name and dosage of the medication. The individual giving the medication shall record the date and time of administration of the medication.
- If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log.

Communicable Diseases

The Academy will work cooperatively with local, county, and state agencies to enforce and adhere to the State Health codes for prevention, control, and containment of communicable diseases in our school. The principal, or designee, may exclude a child who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers, and exclusions including the necessary Immunization Assessment Program forms to provide for preventable communicable disease control. The principal, or designee, may exclude students and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to such may pose a threat to the well-being of that individual.

All reportable communicable diseases will be referred to the local health authorities by the principal or designee. Such diseases are of serious concern within our community. An afflicted individual may be asked to submit information to appropriate consultants.

Illness

The school does not have facilities to care for the children when they are sick. If your child becomes ill while at school, you will be notified using the information you provided on your Child Information Card. Please have a plan so that you, or your emergency person, will be able to pick your child up promptly if necessary. Children need to be fever free for 24 hours without medication before returning to school. Children should not attend school when any of the following conditions are present:

- Temperature above 100 degrees.
- Unusual drowsiness, excessive sleep or the child appears ill.
- Vomiting two or more times in a 24-hour period.
- Three or more loose or watery bowel movements in a 24-hour period.
- Body rash with fever.
- Severe cough or difficulty breathing.
- Red swollen eyes or pus draining from eyes.
- Open areas on the skin.
- Ringworm, lice or pinworm.

Personal Property

The Academy will work with parents to protect personal property. The following guidelines will contribute to our success.

School Materials

Students are responsible for taking care of school owned materials and are expected to pay replacement or damage costs if applicable.

Clothing

The Academy recognizes that all clothing should be cared for. Proper care includes labeling articles that the child will most likely remove upon arrival at school. Items such as coats/jackets, hats, gloves, and boots should be labeled. The Academy does not assume responsibility for lost articles of clothing.

Money

Parents are encouraged to be sure their child has properly secured any money brought to school. If a large sum of money is required, parents are encouraged to see the teacher before or after school and make payment or the teacher will collect money upon the child's arrival at school. Parents are encouraged to place money sent to school in an envelope with a note stating the reason the money is being sent. The child's name and teacher's name should be clearly written on the outside of the envelope. Parents are encouraged not to allow children to bring large amounts of money to school.

Electronic Equipment

Cellular phones or other non-school-related electronic devices shall not be turned on at any time during school hours. “School hours” is defined as any time that children are in the care of school staff. This includes: arrival time, dismissal time, enrichment, as well as any activities sponsored before, during or after school. If these devices are found powered on or in view, they will be confiscated until the end of the day when a parent arrives for pick up. Second offense will necessitate a parent meeting to retrieve the device.

Progress Reports/Report Cards/Conferences

Parents will have an opportunity to meet with their child’s teacher to receive a progress report on the child’s social emotional and academic progress. Parents are encouraged to discuss the information on the progress report with their child and to encourage excellence in achievement and behavior. The purpose of report cards is to communicate to parents and students the child’s progress on the knowledge and skills the student is working on in class and to provide insight into the child’s social, emotional and academic progress.

Field Trips

Written parental or legal guardian permission is required for a student to go on any field trip off school grounds. Parents may sign a blanket permission slip for local (walking distance) field trips. For trips involving travel, teachers will inform parents of such details as destination, lunches, spending money, departure and arrival times, and any special rules. A permission slip will be sent home before each field trip involving travel. Teachers schedule field trips that are relevant to the school curriculum. Students who disobey school rules and/or defy teacher authority may be denied the right to participate in field trips. The school Principal in consultation with the teacher(s) conducting the field trip will make the decision. The Code of Student Conduct applies to students at school and on school related trips/activities away from school.

Confidentiality

The Academy will comply with all applicable laws regarding confidentiality of personally identifiable information within education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The School Principal, or the School Principal’s designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator’s parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publically disclosed. As required by state statute, the Academy shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department.

Snacks

Children will have the opportunity for a nutritional snack every day during the morning. For some classrooms, parents may be asked to contribute to the classroom snack needs as notified. In other classes, students may bring an additional snack in their lunches. Check with your child’s teacher for information. If your child must be restricted to certain food and/or is on a special diet, please inform the staff and indicate so on the Child Information Card. For your child’s safety, please provide your child’s daily snack.

Lunch

Scholars will receive free breakfast and lunch daily. A food calendar will be provided for families to see what meals will be served each month. Families still have the option to bring lunch from home if they choose to.

Nutrition is taught in each class and we believe it should be reinforced in the child's home environment. Children should be encouraged to help pack their own meals using food from the four major food groups, thus learning the importance of nutrition in their daily diet. Please pack items your child likes. This is not the time to introduce new foods. Always keep in mind how big your child's appetite really is and pack accordingly.

Good nutrition is an important aspect of mental and physical wellbeing.

Your child's name should appear on the inside and outside of their meal bag and thermos. All containers and utensils should be included and labeled. A cold pack should be put in the bag to keep items cold and healthy until eating time. All rules are to benefit your child's health and safety, ensuring an enjoyable dining experience for everyone.

Birthday Snacks

Sometimes families like to provide a special treat on a child's birthday. We welcome the opportunity to celebrate. Please speak to your child's teacher about birthday treats that are consistent with our school nutrition policy. All treats must be store bought and peanut free. No homemade items are allowed.

Pesticide Use

If the administration finds that it is necessary to use pesticides at the Academy, parents will be notified in advance of the pesticide to be used and of their rights under the Michigan Natural Resources and Environmental Protection Act. Inquiries concerning pesticide use should be directed to the school Principal.

Academy Newsletter

The Academy will distribute a newsletter on a regular schedule. The newsletter contains information about school activities and programs as well as an updated calendar for the month. For the good of the environment, we will send newsletters through email unless a paper copy is specifically requested.

Student Records

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the Academy reasonably believes knows the identity of the student to whom the education record relates.

The Board of Directors is responsible for maintaining records of all students attending schools in this Academy. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the Academy or specifically permitted by this Board will be compiled by the Academy.

Individuals have the right to file a complaint with the United States Department of Education if they believe the Academy has violated FERPA or the Protection of Pupil Rights Amendment. Parents and/or eligible student who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Review of Instructional Materials

Parents have the right to review any instructional materials being used at the Academy, particularly those dealing with instruction in health and sex/reproductive health education. Parents of students receiving reproductive health education will receive advance notification of instruction. Any parent who wishes to review materials should contact the principal at 248-301-9909 prior to coming to the Academy.

McKinney-Vento Homeless Education Assistance Act

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the Academy. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless.

- Continue in the school you attended before you became homeless or the school you last attended, if that is your choice and is feasible.
- Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
- Attend a school and participate in school programs with students who are not homeless.
- Enroll in school without giving a permanent address.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive assistance to school and to school programs.

Parent and Family Engagement Policy

The Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school to educate all students effectively, the school and parents must work together. To ensure that the interests of parents and the educational needs of students are identified and served, the school must develop collaborative relationships between home and school. When teachers and parents communicate and share similar high and realistic expectations for student achievement and behavior, students can be expected to learn more and perform better in school.

To this end, the Board supports the development, implementation, and regular evaluation of a parent and family engagement program. The program will be comprehensive and coordinated in nature, and it will be appropriate to the interests of its families and the needs of its students. It will include, but not be limited to, the following components:

- Communication between home and school is regular, two-way and meaningful.
- Responsible parenting is promoted and supported.
- Parents play an integral role in assisting student learning.
- Parents are welcome in the school, and their support and assistance are sought.
- Parents are full partners in the decisions that affect children and families.
- Community resources are made available to strengthen school programs, family practices, and student learning.

The Board supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The Board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. Additionally, it is recommended that the programs be responsive to the needs of families, and that they link parents and families with services in the community that provide support for student success.

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Global Mindset

AT THE FAXON ACADEMY...

We educate our global scholars to be curious -- to ask questions and seek to understand before being understood.

We educate global scholars to be flexible to different things and respect differences -- to appreciate diversity and not to work against it.

We educate global scholars to forge relationships and assert themselves in positive and beneficial ways.

We develop global scholars intellectually through a rigorous academic experience.

NOTICE OF NON-DISCRIMINATION

It is the policy of Faxon Academy that no person shall be discriminated against based on race, color, religion, national origin or ancestry, sexual orientation, gender, age, disability, height, weight, or marital status in any of its programs, services, activities or employment.

STAY CONNECTED WITH US ON FACEBOOK AND INSTAGRAM!

Faxon Academy

@faxon.academy

Nondiscrimination Policy

Faxon Academy (the Academy) does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry or genetic information in its educational programs or activities and will not permit discrimination in any of these categories from its School Administration. Equal educational opportunities shall be available to all students, without regard to the protected classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the Academy, or social or economic background. Educational programs shall be designed to meet the varying needs of all students.

Sexual Harassment

The Academy prohibits all acts of sexual harassment by school staff members, board members and pupils directed toward other staff or pupils. Sexual harassment includes all harassment, including sexual assault, based on gender, gender identity, or sexual orientation. Sexual harassment includes all of the following conduct on the basis of sex:

- A school staff member conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (quid pro quo)
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking

The Academy shall promptly respond to all reports of sexual harassment with an investigation and grievance process, ensuring that every complainant receives appropriate support and no respondent is treated as responsible until after receiving due process and fundamental fairness. The Academy shall offer free supportive measures to every alleged victim of sexual harassment, even if a complainant does not wish to initiate or participate in a grievance process. Academy officials shall serve impartially and without bias for or against any party. If the alleged conduct does not fall under Title IX, the Academy may address the allegations under other provisions of this Student Code of Conduct.

Investigation

The Title IX Coordinator shall assign an impartial investigator to conduct a prompt, thorough, and complete investigation of each alleged incident.

Penalties for Violation

Violation of this policy by students may result in supportive measures, restorative practices and/or discipline procedures. Violations by school staff members may result in restorative practices, disciplinary procedures or termination of employment. Violations by board members may result in restorative practices or removal from the Board.

TITLE IX

The Academy certifies compliance with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C 1681 et seq. (Title IX), and its implementing regulation, at 34 C.F.R. Part 106, which prohibits sexual harassment as defined under Title IX and discrimination based on sex. The Academy, as a recipient of federal financial assistance from the United States Department of Education, is subject to Title IX and does not discriminate based on sex, sexual orientation, gender, gender identity and expression, or pregnancy in employment or any educational program or activity it operates. This requirement applies to employment as well. Inquiries about the application of Title IX and its regulations to the school may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

If students, their parents/guardians, or anyone else on their behalf believe they have been subjected to harassment, including but not limited to harassment related to the students' sex, sexual orientation, gender, gender identity and expression, or pregnancy by school board members, staff, students, vendors, contractors, or other persons doing business with the Academy, it should be immediately reported to the Title IX Coordinator of the school and should provide specific details regarding the event, the date of the event, and the parties involved. The complaint will be considered confidential and will be expeditiously investigated by an impartial investigator, pursuant to the school's Title IX Grievance Procedures, with the assistance of legal counsel as necessary and appropriate. The Title IX Coordinator, Farrah Hatoum, may be contacted in person, by mail, by telephone or by email. The contact information is:

Farrah Hatoum
29777 Telegraph Road || Suite 2120 || Southfield, MI 48034 || 248 849 0730
F.Hatoum@gpssolutions.us

Bullying and Harassment

The Academy prohibits any and all acts of harassment, bullying and intimidation (including cyber-bullying) of students at school. Bullying is equally prohibited without regard to its subject matter or motivating animus. The Academy also prohibits retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying. Bullying means any written, verbal, or physical act, or any electronic communication 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:

1. substantially interfering with educational opportunities, benefits, or programs of one or more students; or
2. adversely affecting the ability of a student to participate in or benefit from the school's educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress; or
3. having an actual and substantial detrimental effect on a student's physical or mental health; or
4. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs on or off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school.

Procedures:

1. Any staff member who has witnessed or has reliable information that a student has been subject to any act of bullying or harassing behavior shall report the incident to the principal. A student, volunteer, or visitor who has witnessed or has reliable information that a student has been subject to any act of bullying or harassing behavior are encouraged to report the incident to a teacher, other staff member or the principal.
2. A report of bullying or harassing behavior should be done in written form, providing as much information as possible. The report may be done anonymously.
3. Any staff member who receives a report of bullying or harassing behavior shall immediately forward the report to the principal who will ensure that a prompt investigation is completed. The investigation is to be complete within three (3) school days after a report or complaint is made.
4. Within two (2) days of receiving a report of a prohibited act of bullying, the principal or his/her designee shall notify the parent of the alleged victim of bullying and the parent of the alleged perpetrator of bullying. Upon completion of the investigation report, the principal or his/her designee shall notify the parent of both the victim and perpetrator of the result of the investigation.
5. There will be no reprisal or retaliation against any person who reports an act of bullying or harassment. Such reprisal or retaliation by a student is a violation of the Student Code of Conduct and will result in disciplinary action pursuant to the Student Code of Conduct.
6. Any student who is found to have falsely accused another of bullying or harassment is subject to remedial action in accordance with the Student Code of Conduct. Bullying or harassing behavior is a violation of the Student Code of Conduct and will result in disciplinary action pursuant to the Student Code of Conduct.

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