

## WELCOME TO CHANDLER PARK ACADEMY!

Chandler Park Academy, a Public School Academy, is a family of educators, students, and parents dedicated to the education and character formation of its students.

Your student is very special to us. If a misunderstanding occurs, we must resolve it amicably. Students will learn from us how to resolve conflicts. While working together, we can provide your child with a safe learning environment and a high quality educational program.

### A. DISTRICT CALENDAR

Please refer to the school calendar at the end of this document for parent teacher conferences, early dismissals, no school days, etc.

### B. PROGRESS REPORTS/FAILURE WARNING

Progress reports are distributed to parent's midway through each marking period. Refer to Parent Teacher Conference dates on School Calendar.

### C. HOMEWORK

Generally, students will bring homework home on a regular basis. If your child begins to tell you that they do not have homework, please check Portal Plus. Refer to school Reference Guide for additional information.

### D. INTERVENTIONS

If a student is doing poorly in several classes, or if there seems to be a sudden change in academic performance or behavior, a meeting to discuss corrective measures may be requested by a teacher, counselor, parent or the school administrator.

### E. REPORT CARDS

Report cards will be mailed to the home. Please refer to the School Calendar for mailing dates.

### F. GRADING SYSTEM

#### GRADES K - 2<sup>nd</sup>

Report Card Assessment and Grading Code				
SECURE (S)	DEVELOPING (D)	BEGINNING (B)	NOT YET (N)	SHADED BOX ( )
The student can apply the skill, concept, or strategy independently.	The student shows some understanding. However, errors or misconceptions still occur. Reminders, hints, and suggestions are used to support learning.	The student is beginning to understand the skill, concept, or strategy. Significant support is necessary.	The student has not yet begun to demonstrate understanding.	Skill, concept, or strategy not assessed at this time.

## GRADES 3<sup>rd</sup> - 12<sup>th</sup>

Grading System		
Percentage Score	Decimal Equivalent	Letter Grade
100-90	4.0	A
89-80	3.0	B
79-70	2.0	C
69-60	1.0	D
59 and below	0	F

### G. ASSESSMENT

To enable the student to set and achieve goals compatible with state and national standards, the school administers a testing program. This program, at a minimum, includes the following:

1. M Step (Michigan Student Test of Educational Progress - Grades 3-8 & 11)
2. MAP/NWEA Measurement of Academic Progress (Grades 1-12)
3. PSAT (Pre SAT Grades 9 & 10)
4. SAT/Work Keys (Grade 11)
5. DIBELS (Dynamic Indicators of Basic Early Learning Skills Grades K-3)
6. School-wide common assessment

### H. HONOR ROLL/SCHOOL PRINCIPAL'S LIST

- PRINCIPAL'S ACADEMIC LIST FOR TOP HONORS: Students achieving a grade point average of 3.8 and above.
- HONOR ROLL LIST: Students achieving a grade point average of 3.0 to 3.79.

### I. ACADEMIC PROBATION / MONITORING

All students enrolled in Chandler Park Academy are expected to maintain a minimum C average (2.4) in core subjects. Students who do not have a C (2.4) average in their core classes will be offered after-school tutoring and summer enrichment programs. Any student whose cumulative grade point average drops below 2.0 (C) will be placed on academic probation. The terms of academic probation are tailored to the specific needs of each individual student. Please reference each school's Reference Information page for additional information.

## **J. GRADUATION / PROMOTIONAL REQUIREMENTS**

It is the policy of the Board of Directors to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of Academy goals and objectives and personal proficiency, by awarding a diploma at graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this Academy who meets the requirements of graduation established by this Board, as provided by State law.

Please refer to each school's Reference Guide page for additional information on graduation and promotional requirements.

## II. GENERAL INFORMATION

**A. ADDRESS AND PHONE CHANGE:** It is the parent/guardian and student's responsibility to notify the office immediately of any change in address or home phone number, and parent's work number. If an emergency occurs, we must be able to reach the parent at any time. The school's Office Manager can maintain an up-to-date and accurate student information list ONLY if correct information is provided. Please call the office at the respective school to provide information on changes (see page i).

**B. SCHOOL VISITS:** Chandler Park Academy welcomes visits to the school by parents/guardians and other citizens. In order to properly monitor the safety of students and staff, each visitor must report to the main (central) office upon entering the building to obtain a pass. Any visitor found in the building without a pass will be reported to the School Principal and will be asked to obtain a pass or to leave. This is for the sake of student safety. If a person wishes to meet with a member of the staff, he/she should call for an appointment before coming to the Academy.

**C. FIELD STUDIES:** Field studies sponsored by Chandler Park Academy are designed to promote the educational growth and benefit of the students within the school. Students must have written permission from their parent/guardian to attend off school campus field trips. A student whose behavior has been a problem and/or has the potential to disrupt the trip will be required to have his/her parent/guardian or an adult of at least 21 years or older accompany the student on the trip.

**D. OUT-OF-STATE TRIP POLICY:** Any out-of-state trip sponsored in the name of Chandler Park Academy must have board approval before the trip. The purpose of the trip must be for educational growth and the academic enrichment of the students. The school or academy must have written parent/guardian consent to take the child out of state.

**E. TRIPS SPONSORED BY PARENTS:** The school will not be responsible for any trip sponsored or initiated by parents. Nor will the school fund raise or collect monies, or make the school available to hold meetings, for the purpose of raising funds for field trips.

**F. USE OF TELEPHONES:** Office telephones are to be used for emergency calls only. Students will not be called to the office to receive a personal telephone call.

**G. WALKING TO SCHOOL:** Heavy traffic in school areas creates a need for school walkers to carefully observe general safety rules. Walking students should cross only at intersections. When parents/guardians feel they must drive their children to school, please drop off or pick up children in the designated safe area. All motorists in the parking area are expected to obey traffic flow signs and all driving laws.

**H. FIRE AND SEVERE WEATHER DRILLS:** Upon sounding the alarm, all students are to immediately follow the direction of the teacher to the places designated on signs posted in the classroom. There is to be no talking in case directions need to be given. Drills are to be treated seriously by everyone. Students are to return to class promptly when recalled.

**I. LOST AND FOUND:** It is the moral obligation of all students to turn in items found around the school. Found items are to be turned in and lost items are to be claimed at the lost and found. **The school will dispose of unclaimed items.**

**J. LUNCH/CAFETERIA:** NO STUDENT SHOULD BE OFF CAMPUS FOR LUNCH. While eating, students should use good table manners. When finished, students should place their chair back in its proper position. All trash

must be emptied into the waste container. Cleanliness and thoughtfulness are important so that all may enjoy their meals. Violators will be subject to disciplinary action.

**K. HEALTH AND SICKNESS:** If a child is ill, please keep him/her home from school. Students returning to school with restrictions and limitations must have a dated and signed doctor's not specifying the reason and length of time the student is being excused. The doctor's note should also include restrictions. This information is to be given to the school nurse or designee before the student can return to class. The school assumes no liabilities if, due to incorrect information from the parent/guardian, or neglect to inform the school of phone number changes, the school is unable to reach parent/guardian.

**L. MEDICATION:** According to the Michigan School Code, Section #1178, dispensing of medications in the school can only be done by a licensed professional, or an employee designated by the school administrator in the presence of another person and only with written authorization of the parent/guardian and physician. This includes all medications (prescriptions and over-the-counter such as Motrin, Tylenol, etc.) Students are prohibited from carry medications of any kind. Exception: Asthma Inhalers and Epi-Pens (only if the a consent form is on file, which is good only for one school year)

**M. NON-CUSTODIAL PARENT:** In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. **If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.**

**N. SECURITY/SAFETY:** For the safety of everyone, please do not open any door for any stranger. Everyone **MUST** enter through the school's main entrance, and all visitors must report to the central office.

**O. LOCKERS:** Each student will be assigned a locker. Elementary students' lockers must remain unlocked. Middle and high school students will be given a personal combination number. Lockers are the sole property of the school, and the Principal reserves the right to check student lockers at any given time.

Random locker checks will prevent any illegal substances, guns or weapons from being housed in the student's locker. It is the responsibility of the school Principal to check lockers. The school Principal may be assisted by the police from time to time when conducting locker checks. **Chandler Park Academy is not responsible for any items that are stolen out of the student's locker.** Students should never bring valuable coats, jackets, jewelry, shoes, ipods, mp3 players, purses, etc. to school. **Students are not allowed to house another student's belongings in their locker. Identified lockers will be searched if the Principal or any staff member has any reason to believe that there may be any unauthorized, illegal, or stolen material in the locker.**

**P. CLOSED CAMPUS:** Chandler Park Academy's students are not allowed to be off campus. Once the students arrive in the morning for school, they must stay on campus until dismissal. Any student caught leaving campus after they have come to school will be suspended.

**Q. WEATHER CLOSINGS:** Should it be necessary to close school due to extreme cold, dangerous road conditions, or excessive snow, parents will receive notification via robo call. We will also post via Portal Plus. We will also notify the local media. **Please tune in to TV stations (Fox, NBC and WXYZ) as well as Radio 950 AM.** Every effort will be made to post notifications by 6:15 a.m.

## R. SEXUAL HARASSMENT REPORTING PROCESS

### State and Federal Remedies

In addition to the information supplied in the Student Code of Conduct, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit your filing a complaint with these agencies. Each of the agencies has short time periods for filing a claim (EEOC and OCR – 180 days)

The United States Equal Employment Opportunity Commission (EEOC)

*To contact your local field office (for employment case), call 1-800-669-4000, or use the information below:*

<p><b>Detroit District Office</b> 477 Michigan Avenue Room 865 Detroit, Michigan 48226 (313) 226-7636</p>
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Office of Civil Rights (OCR), U.S. Department of Education

*To contact your local field office (for student cases), use the information below:*

<p>Office for Civil Rights U.S. Department of Health &amp; Human Services 233 N. Michigan Ave. - Suite 240 Chicago, IL 60601 (312) 886-2359; (312) 353-5693 (TDD) (312) 886-1807 FAX Toll free 1-800-368-1019</p>
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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

TO: Parents/Guardians of children enrolled in Chandler Park Academy  
FROM: Mrs. Dorothy Covington, District Office Manager  
RE: Disclosing Student Directory Information

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Directory Information is personal information about a student that can legally be made public, including a student's name, address, telephone number, date of birth, and other information typically found in a school yearbook, directory or programs for athletic events.

The school, and the school's management company, may disclose Directory Information, as is permitted under the Family Educational Rights and Privacy Act (FERPA)(34CFR99.31). Parents/guardians of students may request that a school refrain from disclosing directory information regarding the student. The primary reason for disclosing this information is to allow for better communication with individual parents through direct mail, either from the school or from its management company. Directory information of one student is not shared with any other students or any other families without prior permission.

If you object to the disclosure of some or all of this information, please use the attached form to indicate your objection. For those items that you object to being published, please put a checkmark in the space to the right of those items, and then return the form to the school office. Please be sure to also fill out the information at the bottom of the attached form, including signing the attached form.

Thank you for your attention to this matter. If you have any questions, please contact our District Compliance Officer, Mrs. Covington, at (313) 499-3010.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Directory information to be published or disclosed by Chandler Park Academy  
If you have no objection to the disclosure of the pieces of information indicated above, you need not complete this form.

*Note: If this form is not returned to school office, information will be disclosed*

Information which is checked off will **NOT** be disclosed.

- Student's Name
- Student's Date of Birth
- Student's Address
- Student's Telephone Number
- Student's Current Grade Level
- Previous school(s) Attended by Student
- Dates of attendance at Current School

Student's Name:

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Print Parent/Guardian Name:

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Signature of Parent/Guardian or Adult Student:

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Today's Date:

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20200 Kelly Road  
Harper Woods, MI. 48225  
(313) 884-8830

# **ELEMENTARY REFERENCE GUIDE**

## **2017 - 2018**

## MESSAGE FROM THE PRINCIPAL

It is my pleasure to welcome you to Chandler Park Academy-Elementary (CPA-E)! Our primary goal in elementary school is to help each child achieve his/her personal best both academically and socially. As we begin a new academic year it is important to establish how we begin our year. The attitudes we develop and the effort we make, can determine our progress and success for the duration of the school year.

At CPA-E we create a school environment where daily respect and cooperation is the expected norm. Teachers use preventative and supportive classroom strategies to foster a positive and healthy learning environment. Some of the expected norms that you can support us in establishing are detailed in the document.

## ELEMENTARY DRESS CODE

### K-5

- CPA logo polo shirts – **Maroon**
- Navy Skirt (knee length or below). \*\*
- Navy Jumpers\*\*
- Navy pants sized to fit – no sagging. (**No Jeans**)
- Navy knee-length uniform shorts if weather permits.
- Solid black or navy belt – worn at all times.
- Solid Black shoes – low heels only\*\*
- Navy cardigan sweater worn with the CPA uniform shirt.
- Earrings \*\* (½ inch hoops or smaller) – No earrings for males students.
- All uniform attire **must** be cleaned and properly ironed. No visible undergarments (thermals, pajamas, etc.).
- Winter Boots must be stored in lockers and not worn throughout the school day.

\*\*Female Students Only

### **Gym Uniforms: Grades 4<sup>th</sup> – 5<sup>th</sup> Only**

CPA T-shirt

CPA Shorts

Gym Shoes

### **Special Note**

- Students must appear in clean uniform every day.
- Parents of students not in uniform will be contacted and the student will be sent home.
- Students must wear uniform for all school functions, which include outings, field trips, and special assemblies, unless otherwise notified by school Administration.

### **Consequences for uniform violations are as follows:**

- 1<sup>st</sup> Offense: **Phone Call from Teacher**
- 2<sup>nd</sup> Offense: **Phone Call/Letter from School Counselor**
- 3<sup>rd</sup> Offense: **Student receives one day after school detention.**
- 4<sup>th</sup> Offense: **Student receives one day suspension.**

## **Vendor Information**

In an effort to make sure that your child (ren) are in compliance with the dress code policy we suggest that you order the uniforms from the following vendor.

**Vendor**  
Burke's Sports Haven  
21529 Kelly Road  
Eastpointe, MI 48021  
(586) 776-3590

## **DAILY SCHEDULE AND DOOR ASSIGNMENTS**

School Full Day	8:00 - 3:15
School Half Day	8:00 - 11:30
School Early Release Day	8:00 - 2:00
Office Hours	7:30 - 4:00

## **ADULTS AND VISITORS ON CAMPUS**

Your child's safety is our number one concern. With that in mind, any non-staff adult on campus must sign in at the office and wear a volunteer badge or a visitor badge. Whether you are coming to volunteer for several hours or are just dropping off a lunch, you must come to the office first, after stopping at the security desk. The volunteer and visitor badges serves as a visual ID that lets any staff member know immediately who is authorized to be in the school and it also reinforces our monitoring of people on our campus. All visitors must adhere to these rules, even during regular arrival. You will not be permitted to enter the building during regular school hours via other entrance besides main entrance (Door 1- Kelly Rd.).

When requesting entrance at the main entrance, please identify yourself by name and the reason for your visit. Once you have gained access, you must check in at the security desk and/or the main office for assistance. As always thank you for your understanding and cooperation.

During school hours parents'/guardians' visits must be pre-scheduled with your child's homeroom/subject teacher. Additionally, parents/guardians are no longer allowed to walk down to the cafeteria during student lunch periods. Students will be sent up to the main office.

## **ARRIVAL, DISMISSAL AND EARLY DISMISSAL**

**ARRIVAL:** The school day begins promptly at 8:00 for all students. Students should NOT arrive before 7:50 am (unless eating breakfast, which begins at 7:30 am), as no adult supervision is provided on the grounds.

Students are NOT permitted in the building before the beginning of school, as teachers are busy preparing the day's lesson. Doors open at 7:50 a.m. and close at 8:10 p.m. Students arriving past 8:10 a.m. must report to main entrance for a tardy pass. Door assignments are listed below

## DOOR ASSIGNMENTS

Kindergarten	Enters Door 2/Dismisses from Door 6 @ 3:15
(Kindergarten parents please pick your child up in the school's cafeteria entering through door 6 at 3:15)	
1 <sup>st</sup> Grade	Enters Door 9/Dismisses from Door 7 @ 3:15
(1 <sup>st</sup> grade parents please pick your child up in the school's gym entering through door 7 at 3:15)	
2 <sup>nd</sup> Grade	Enters and exits Door 9 @ 3:15
3 <sup>rd</sup> Grade	Enters and exits Door 8 @ 3:15
4 <sup>th</sup> Grade	Enters and exits Door 4 @ 3:15
5 <sup>th</sup> Grade	Enters and exits Door 5 @ 3:15

Students are expected to arrive at school between 7:50 and 8:00 a.m. Late arrival is an interruption to those already engaged in learning activities and results in a loss of instruction time for the tardy student. Students arriving after 8:10 can only gain entrance via the front door. At the main entrance students should **have a note from a parent explaining the reason for the tardiness** and will obtain a tardy pass. **Parents need to walk their child into the building if arriving after 8:10 am to ensure the student's safe passage into the building.** Please note that (3) tardies become an absence. Attendance is part of a child's permanent record file.

**DISMISSAL:** Please follow the door assignment listed above. Dismissal occurs outside on the sidewalk at the assigned doors indicated above. Due to traffic congestion, the teachers and students wait outside their assigned doors until 3:30.

**Repeated violation of the dismissal and arrival procedures will subject one to student disciplinary actions, monetary fees, and/or jeopardized student enrollment.**

**EARLY DISMISSAL:** Please wait for 3:15. CPA Administration would like to ask for your cooperation at refraining from picking up students early. For us to maximize your child's success in the classroom we must minimize interruptions. We would like to ask for your help to reduce classroom interruptions, and reduce traffic at the front office during peak times.

When the front office is asked to make avoidable intercom pages into your child's classroom it is disruptive to quality learning time and instruction. We kindly request the following:

1. Please do not pick up your children early from school unless necessary. Please wait until dismissal.
2. Cut-off time for early pick-up is 2:45. If you will be picking up before 2:45, we will call the student down from class when you have arrived in the office. Teachers have been instructed to wait for your arrival and a call from the office, before sending students to the office. Please allow extra time when planning early dismissals. Remember, a valid photo ID is required, no exceptions. A student will not be released to anyone who is not on the emergency card or to anyone under 21 years of age, unless the school's office has been notified in writing by the parent.

**Also**, if a parent is restricted from having contact with his/her child, the school must have court documentation that specifically eliminates contact with that child. If a parent has visitation rights, that parent can have full access to his/her child at school and participate in all school related functions. Therefore, it is very important to notify the office of any additions and deletions to the authorized persons listed on the emergency card, and to supply the office with court documentation prohibiting a parent's contact with his/her child. **All parents or their designees must sign the sign-out sheet when leaving school.** The safety of our students is of primary importance!

3. Additionally, please communicate with your children before school about their dismissal routines if it happens to change regularly (e.g. varying between latchkey, parent pickup, going home with a friend, etc.).

### **PARKING, STUDENT DROP-OFF/PICK-UP**

Please use our parking lot in the rear of the building. Students must be dropped off and picked-up from school in a safe manner. Please follow the designated entrances and exits, flow of traffic, crosswalks, security, and school personnel. Do not leave your car unattended along the perimeter of the school. The perimeter of the school is a fire/emergency zone. If leaving your car please make sure it is in a designated parking spot. Students are not permitted to walk to cars in parking lot without a parent or guardian. Teachers also do not have the capacity to cross students and monitor their other students. As pedestrians please use the designated crosswalk areas only. Cars will not be permitted to enter the area directly in front of the main school entrance during the start and close of the school day. Please follow the directions of the security staff on duty. Do not drop off or pick-up on Kelly Road. Harper Woods Police Department occasionally visits the school during high-volume times and will issue tickets for moving and parking violations.

### **STUDENT PLANNERS**

Academic planners are used by students to record their daily assignments including homework. Students are responsible for writing down their assignments, taking their planner home and returning it to school daily. We ask parents/guardians to sign their student(s)' planners daily acknowledging the work was completed. The planner has a spot for parent/teacher communications. The initial planner is free; however, there is a \$5 fee for a replacement.

### **STUDENT SAFETY**

Students are expected to use all school equipment in a safe manner. Playground equipment, although fun, may be dangerous if not used properly. Parents are greatly urged to reinforce safety expectations with their child.

Students will follow the directions of crossing guards and other supervisory personnel including paraprofessionals, security, lunch aides, teachers, principals, and others who have the responsibility to maintain a safe and orderly school. Failure to cooperate with safety rules and/or supervisory personnel will result in the enforcement of the student discipline code.

In addition, the State of Michigan has a law called the Dangerous Weapons Act. Any elementary, middle, or high school student determined guilty of being in possession of a weapon in school buildings or on school property, shall be expelled from the school district and from "all public schools in this state." Knives, guns, including toy guns, fireworks (of any kind), laser lights, and sharp objects are strictly prohibited on school grounds. Expulsion for elementary students is 90 school days; such situations may result in expulsion from the district. Parents are strongly encouraged to talk with their children about this law. It is crucial that parents and students check very carefully what is brought to school every day. **DO NOT BRING THESE ITEMS TO SCHOOL.**

## **POSITIVE BEHAVIOR SUPPORT SYSTEM**

To maintain a positive school culture in which students feel safe, we have several school-wide expectations for students in our common areas and playground. In addition, throughout the school year we provide various activities, events, programs, and opportunities to celebrate positive behavior. Please review the following expectations and procedures with your child. Our school policy is reinforced throughout the entire school year.

### **SCHOOL-WIDE EXPECTATIONS**

1. Follow directions the first time given.
2. Keep hands, feet, and objects to yourself at all times.
3. Teasing, harassment, mean words, and foul language are unacceptable.
4. Follow all school-wide and classroom procedures.
5. Use a controlled indoor voice (soft voice) when appropriate.

## SCHOOL-WIDE PROCEDURES

<b>Hallway</b>	<b>Hallway &amp; Lining Up</b> S.O.A.R.	<b>Direct Instruction</b> S.L.A.N.T.	<b>Quieting Hand Signal</b> Give me <b>FIVE</b>
<b>Direct Instruction</b>	<u>S</u> tand on Second Square on Right side	<u>S</u> it Up/Sit in Front	<b>1.</b> Eyes on the speaker.
<b>Quieting Hand Signal</b>	<u>O</u> ne Student behind the Other	<u>L</u> ean Forward & Listen	<b>2.</b> Lips closed.
	<u>A</u> rms Folded	<u>A</u> sk Questions & Answer Questions	<b>3.</b> Ears listening
	<u>R</u> eally Quiet Voices	<u>N</u> od your Head	<b>4.</b> Sit up straight.
		<u>T</u> rack the Speaker	<b>5.</b> Hands and feet quiet.
<b>Auditorium</b>	<ol style="list-style-type: none"> <li>1. Enter and exit in an orderly manner.</li> <li>2. Sit quietly and listen attentively—absolutely no put downs.</li> <li>3. Stay in your seats, unless otherwise directed.</li> <li>4. No rudeness or disrespect towards presenter(s).</li> <li>5. Follow all school-wide expectations.</li> </ol>		
<b>Cafeteria</b>	<ol style="list-style-type: none"> <li>1. Enter and exit the cafeteria quietly and in an orderly manner.</li> <li>2. Raise hand to get permission to leave your seat.</li> <li>3. Keep all food in the cafeteria.</li> <li>4. Use good manners; “Please, Thank you, and/or Excuse me.”</li> <li>5. Follow all school-wide expectations.</li> </ol>		
<b>Playground</b>	<ol style="list-style-type: none"> <li>1. No contact sports, wrestling, or horseplay.</li> <li>2. Play in the designated areas only.</li> <li>3. Use playground equipment properly.</li> <li>4. Enter and exit in orderly lines.</li> <li>5. Follow all school-wide expectations.</li> </ol>		
<b>Restroom</b>	<ol style="list-style-type: none"> <li>1. No defacing doors, walls, and other items in the bathroom; report graffiti and damage immediately.</li> <li>2. Trash must be put in the trash can; only toilet paper may be put in the toilet.</li> <li>3. Wash your hands and check your uniform.</li> <li>4. Follow all school-wide expectations.</li> </ol>		
<b>Locker Room</b>	<ol style="list-style-type: none"> <li>1. Enter the locker room in an orderly manner; be courteous of those around you.</li> <li>2. Do not touch items that do not belong to you.</li> <li>3. No eating in the locker room.</li> <li>4. Dispose of trash properly.</li> <li>5. Follow all school-wide expectations.</li> </ol>		
<b>Arrival/ Departure</b>	<ol style="list-style-type: none"> <li>1. Remove hats and hoods upon arrival.</li> <li>2. Walk to the right of the hallway.</li> <li>3. Go directly to your destination.</li> <li>4. Cross the parking lot at designated areas only.</li> <li>5. Stay on the sidewalk; Walk—Don’t Run!</li> <li>6. Follow all school-wide expectations.</li> </ol>		

## CHARACTER EDUCATION

### CHARACTER COUNTS

Character Counts is used at our school to reinforce positive behavior. Chandler Park Academy understands that bullying is unacceptable and this program provides character traits that are clearly taught to engage students in positive social skills towards one another. Teachers are provided reinforcement throughout the school year in the way of assemblies, classroom demonstration, student recognition, and professional development.

#### Trustworthiness

Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

#### Respect

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

#### Responsibility

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

#### Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

#### Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

#### Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer



## **PARENT/GUARDIAN RESPONSIBILITIES FOR CPA-E**

The staff at the CPA-E has high expectations of themselves and of the students we serve. In an effort to provide the highest quality instructional program to the students and to show how the school and family are working together to educate the students at the CPA-E, parents must agree to:

- Ensure that their student attends school every day and is on time.
- Discuss with their student the importance of school attendance and learning standards.
- Know the grade level standards their student is expected to learn.
- Contact their students' teacher/s when concerned about their students' progress or have questions regarding the standards or assignments.
- Set aside a specific time and provide a quiet place to do homework.
- Look over homework and check for understanding.
- Sign and return all papers that require a parent signature by the due date.
- Volunteer and/or become involved in CPA-E, Eagle Pride Parents and other activities when possible.
- Participate in scheduled parent-teacher conferences.
- Schedule appointments with the teacher to observe their student's classroom when appropriate or necessary.
- Know of the accessibility to my child's grades and attendance through the Parent Portal available at <https://>
- Frequently check status of student progress on the Parent Portal.

## PROGRESS REPORTS & REPORT CARDS

Student progress reports must be picked up at Parent Teacher Conference or at a scheduled time with your child's homeroom/subject teacher. Progress reports will NO LONGER be mailed.

Parents/guardians will receive a report card each quarter. Please reference the grading scales below:

### K – 2 Grading Scale

**Secure (S)** = the student can apply the skill  
**Developing (DV)** = the student shows some understanding of the skill  
**Beginning (BG)** = the student is beginning to understand the skill  
**Not Yet (N)** = the student has not yet begun to demonstrate understanding of the skill

#### Effort/Motivation and Behavior/Attitude

Consistently (1)  
Usually (2)  
Sometimes (3)  
Seldom (4)

### 3 – 5 Grading Scale

Percentage Score	Decimal Equivalent	Letter Grade
100 - 90%	4.0	A
89 - 80%	3.0	B
79 - 70%	2.0	C
69 - 60%	1.0	D
59 - 0%	0	F

## CPA-ELEMENTARY PROMOTION AND RETENTION POLICY

Promotion and retention decisions may be difficult. People often disagree about policies and criteria, and research may not provide definitive answers to the question of whether to promote or retain. However, the *Revised School Code*, sections 380.11a and 380.1282, provides a board of education “general powers” to exercise a power incidental or appropriate to the performance of any function related to the operation of the school district in the interests of public elementary and secondary education in the school district.” [MCL 380.11and 380.1282]. Moreover, the courts have confirmed that a school board has the authority to retain pupils on the basis of their failure to achieve at the appropriate level.

*Regarding the rights of a parent(s) on this issue*, the law recognizes parents as the director of care, teaching and education of their children. This authority does not give a parent the ability to determine at what grade level their child shall be placed. The ultimate decision is based on the school.

**Therefore be advised that the school makes the final decision on promotion and retention of students.**

According to Chandler Park Academy-Elementary Promotion Policy, students must minimally meet the following criteria to be considered for promoted to the next grade level:

1. Report Card grades in core subjects (**Reading, Mathematics, Science, Social Studies**) at/or above:
  - **Grades Kindergarten – Second**
    - Developing (DV)
  - **Grades Third – Fifth**
    - C = 70%

Attendance with **90 percent** or better, or students missing no more than 10 school days.

## **BIRTHDAY SNACKS**

To minimize interruptions to classroom instructional time, we will no longer allow birthday snacks (cupcakes, candy, pizza, etc.) on school grounds.

## **HEALTHY SNACKS**

Here at CPA-E, we like to emphasize healthy eating for our students. Again, this year we will participate in the state funded Fresh Fruit and Vegetable Program, which aims to expose students to healthy fresh fruit and vegetable snack alternatives. The program is not funded for a daily sampling. Therefore, most classrooms offer students the opportunity to bring an additional healthy snack to school to enjoy. We ask that you carefully select snacks that you send and make sure they are healthy. Here are some suggestions:

<b>Fruit/Vegetables</b>	<b>Baked Crackers</b>	<b>Pita Chips</b>
<b>Granola Bars</b>	<b>Pretzels</b>	<b>Cheese</b>
<b>Whole Grain Cereal</b>	<b>Flavored Water</b>	<b>Veggie Chips/Sticks</b>
<b>Yogurt</b>	<b>Fruit Juice</b>	<b>Bottled Water</b>

Lastly, snacks should not require preparation, cutting, or the use of utensils.

Thank you in advance for your support and cooperation. Again, we look forward to establishing a long and rewarding relationship with you and your family. Please remember my door is always open to you and that I welcome your questions, concerns, and input.

However, the instructional program is very important and the administrative team spends most the day observing and providing support to teaching staff and students. Therefore, it is best to call the office at 884-8830 to schedule an appointment so that a time can be set to address your concerns.

Sincerely,  
*Marian Flaggs*  
Marian Flaggs  
Elementary Principal

# **MIDDLE SCHOOL**

## **Parent Student Handbook REFERENCE GUIDE**

### **Dress Code Violation Consequences**

1<sup>st</sup> Violation – Warning

3<sup>rd</sup> Violation – After School Detention

5<sup>th</sup> Violation – Out of School Suspension

### **Tardy Consequences**

5 Tardies – After School Detention

10 Tardies – 1 Day Out of School Suspension

15 Tardies – 3 Days Out of School Suspension

### **Hallsweep**

1<sup>st</sup> Violation – After School Detention

Subsequent Violations – Out of School Suspension

### **Homework Policy**

Students who do not turn homework in complete and on time will be issued an after school detention.

### **Late Assignments**

Late assignments are subject to point value deduction.

## **THE DRESS CODE FOR CHANDLER PARK ACADEMY MIDDLE SCHOOL**

- CPA logo polo shirts (short sleeved or long sleeved)
  - 6th grade blue, 7th grade green and 8th grade orange
- No long sleeved shirts under the short sleeved uniform shirts
- Male & Female shirts should be tucked in at all times
- **Navy Skirt** (knee length or below)\*\*
- **Navy Uniform pants** sized to fit-no sagging (No Jeans)
- **SOLID BLACK OR NAVY BELT – WORN AT ALL TIMES**
- Black dress shoes – (One Color) **NO GYM SHOES!!! (No White or Colored Soles)**
- CPA logo Navy cardigan sweater worn during the winter months
- Black, navy or white socks
- Black, navy or white tights\*\*
- Earrings\*\* (1/2 inch hoops or smaller) – No earrings for males students
- Females may carry **small** purses only (**No bigger than 8 x 11 sheet of paper**)
- All students must wear their school I.D. around their neck – **DAILY!**
- **BOOTS – WORN DURING SNOW MONTHS (MUST BE REMOVED WHEN THE STUDENT ENTERS THE BUILDING)**
- All uniform attire must be cleaned and properly ironed

Students must bring their proper shoes to change into during the inclement weather. Parents will be contacted and asked to bring the proper shoes for our dress code policy.

Please adhere to the dress code policy and procedures implemented by the Administration. Failure to comply with the aforementioned rules will result in disciplinary action.

# CHANDLER PARK ACADEMY HIGH SCHOOL

## Parent Student Handbook Reference Guide

### **LATE ARRIVALS & EARLY DISMISSALS**

Students arriving after 8:10am are to enter the building through the main entrance and check-in with campus safety. Students arriving after 9:00am must have a note from a parent/guardian to be permitted to go to class.

Students will not be signed out for early dismissal 15 minutes prior to the end of the school day.

### **HOMEWORK & STUDYING**

Homework is assigned regularly for all CPA High School students. Homework assignments may include the completion of written assignments, view a provided video, read and take notes, or other ways to allow students to interact with the course material independently.

**All** homework assignments should be completed and ready to be submitted for grading upon request from the classroom teacher. *Failure to complete and submit homework assignments in a timely fashion will negatively impact a student's grade.* Teachers are only required to accept and grade homework assignments that are submitted after the provided due date in the following situations: a preapproved school function/event, an excused absence from the parent/guardian, or a school-issued suspension. Studying involves the devotion of time and attention to review resources and notes that were previously taught in class. Students are encouraged to study daily. Below are a few educational and helpful websites to enhance independent learning:

- Khan Academy ([www.khanacademy.org](http://www.khanacademy.org))
- Carnegie ([www.carnegielearning.com](http://www.carnegielearning.com))
- YouTube ([www.youtube.com](http://www.youtube.com))

### **ALUMNI VISITATION**

The Chandler Park Academy School District has an open door policy for our alumni. We encourage our past students to come back and share their experiences; however, we do not want to disturb the learning experience for current students.

*Alumni will be permitted to visit during the school day under scheduled supervised visits with a specific staff member.* All alumni must sign in at the front security desk and must remain under the supervision of the staff they are scheduled to see. Alumni that are not scheduled to meet with a specific staff member, will not be allowed through the building until after 2:40pm.

Additionally, former student athletes desiring to visit their coaches and former team must do so at the close of the school day. These former CPA student athletes must stay under the supervision of their coach for the duration of their visit.

## HIGH SCHOOL GRADUATION CREDIT REQUIREMENTS

<b>Michigan Merit Curriculum (MMC) Graduation Requirements (Effective April 2015)</b>	<b>Chandler Park Academy High School Graduation Requirements</b>
<b>English Language Arts – 4 Credits</b> English Language Arts 9    English Language Arts 11 English Language Arts 10    English Language Arts 12	<b>English Language Arts – 4 Credits</b> English Language Arts 9    English Language Arts 11 English Language Arts 10    English Language Arts 12
<b>Mathematics – 4 credits</b> Geometry, Algebra I, Algebra II, one math or math-related course in final year of high school	<b>Mathematics – 4 credits</b> Geometry, Algebra I, Algebra II, one math or math-related course in final year of high school
<b>Science – 3 Credits</b> Biology, Chemistry or Physics, one additional Science credit	<b>Science – 4 Credits</b> Physical Science, Biology, Chemistry and one additional Science credit e.g. Physics, Zoology, Anatomy/Physiology
<b>Social Science – 3 credits</b> World History & Geography, U.S. History & Geography, .5 credits in both Civics and Economics	<b>Social Science – 4 credits</b> U.S. History, World History, .5 credits in both Govt. and Economics and Social Science Elective e.g. African American History
<b>World Language – 2 credits</b> A student may partially or fully substitute one world language credit with a MDE- approved CTE program or by completing an additional visual or performing arts course.	<b>World Language – 2 credits</b> A student may partially or fully substitute one world language credit with a MDE- approved CTE program or by completing an additional visual or performing arts course.
<b>Health and Physical Education – 1 credit</b> Includes both health and physical education or ½ credit in health, plus ½ credit for district approved participation in extracurricular athletics or activities involving physical activity	<b>Health and Physical Education – 1 credit</b> Includes both health and physical education or ½ credit in health, plus ½ credit for district approved participation in extracurricular athletics or activities involving physical activity or <b>2 years of JROTC program as well as 3 years in the Marching Band afterschool program</b>
<b>Visual, Performing and Applied Arts – 1 credit</b>	<b>Visual, Performing and Applied Arts – 1 credit</b>
<b>Online Learning Requirement</b> – A separate online course or learning experience or integrated online experience throughout each MMC course	<b>Online Learning Requirement</b> – A separate online course or learning experience or integrated online experience throughout each MMC course
	<b>Academic Electives – 3</b> Including Career and Technical Education courses
	<b>200 Community Service Hours and Service Learning Project – 1 Credit</b>
<b>TOTAL CREDITS: 18 CREDITS REQUIRED GRADUATION</b>	<b>TOTAL CREDITS 24 REQUIRED FOR GRADUATION</b>



**CHANDLER PARK ACADEMY HIGH SCHOOL**  
**DRESS CODE for 2017-2018**



**Shirts/Tops**

- All tops must be CPA polo and/or CPA button down shirts. Shirts must be purchased from **Burkes Sports Haven**. (see enclosed flyer for more information)

**9<sup>th</sup> Graders (Gold Shirts)    10<sup>th</sup> Graders (Navy Shirts)    11<sup>th</sup> Graders (Gray Shirts)**

**12<sup>th</sup> Graders (Maroon Shirts)** \*All grades can wear white shirts (Button down only)

**Shoes**

- All solid Black shoes(including soles)
- Dress shoes or Dress loafers(**NO** boots, gym shoes or tennis shoes)

**Pants/Bottoms**

- Navy Blue Pants only(**NO** BLACK PANTS, CAPRIS, STRETCH PANTS, LEGGINGS, OR YOGA PANTS)

**Sweaters**

- CPA Cardigans **Only**(**No** Hoodies, sweatshirts or sweaters)

**Jewelry**

- Gentlemen: **No Earrings**
- Ladies: Earrings no larger than 50 cent piece(**No** piercings of the lip, nose, eyebrow, chin, etc. are allowed for both **boys and girls**)

Please note the following:

- Students **MUST** wear their **student ID** on a **lanyard** around **their neck** at **all** times.
- All **tattoos MUST be covered by purchasing as long sleeve polo or button collar dress shirt.**
- Pants **must** be worn at the waist at all times. Shirts **must** be tucked in.
- **Large purses are NOT allowed.** Purses should be no larger than this sheet of paper.
- **Belts** must be on at all times. **NO** big buckles.
- **All book bags must be kept inside the students' lockers.**

Confiscated items (**any electronic devices**) must be picked up by a parent/guardian that is on the emergency card after school. Parents of students that are not in uniform will be contacted and students will be sent home.

Mr. Courtney Lots  
Dean of Students