

Student Code of Conduct



Chandler Park Academy School District

Chandler Park Academy delivers academic excellence, character development and leadership for the urban child who would benefit from a culturally and academically enriched PreK-12 college and career preparatory education.

Our Mission

Chandler Park Academy delivers academic excellence, character development and leadership for the urban child who would benefit from a culturally and academically enriched PreK-12 college and career preparatory education.

Our Vision

We strive to provide the tools students need to become productive, responsible citizens capable of successfully operating in the 21st Century and beyond. This includes:

- Teaching students to gather, organize and analyze information
- Encouraging higher-order thinking, leading students to solve multi-step problems
- Providing access to modern technology and teaching students to effectively use it
- Guiding students to express themselves through written and oral communication and the arts
- Cultivating the ability to work well and collaborate with others
- Engendering an appreciation of the contributions and worth of other cultures and the acceptance of individual differences
- Helping students realize they are part of a society and that they must work within society's rules and structures for the good of all dedicated to transforming your child's future.

Our Curriculum

Our curriculum covers the core competencies of English Language Arts, Mathematics, Science, Social studies, and World Languages. Also included are Visual, Performing & Applied Arts, Physical Education, Health, and Career and Technology. The Michigan Curriculum Framework and GLCE's are the driving force behind our core curriculum for our middle school program. The Michigan Merit Curriculum provides rigorous standards our high school students need to prepare them for college, post high school training or the work force. College readiness standards are strongly emphasized

Dear Members of the CPA Family,

We are pleased to present to you our newly revised Code of Student Conduct. The document consists of four parts that details the rights rules and responsibilities for all of our CPA students. The entire document is consistent with and pursuant to Michigan law governing public academies.

Part 1 is a statement of student rights and responsibilities. It strikes a balance between students' rights to fairness and transparency in the discipline process.

Part 2 explains the detailed list of prohibited behavior at three levels, from the least to the most harmful. It also explains the procedures that will be followed in every case, including the consequences that may be applied at each level.

Part 3 explains the District's policies and procedures in regards to attendance. It defines *excused and unexcused absences* as well as *tardiness* and the consequences for them in progressive steps.

Part 4 contains two attachments. **(A)** states the District's policies regarding cellular telephones and other electronic devices. **(B)** explains in detail the District's dress code policy.

CPA's Code of Conduct is designed in every detail to create and maintain the healthiest and safest conditions possible in which our mission of educating students and leading them to achieve at the fullest extent of their abilities can become a reality. We urge you visit our website, or your school's office to examine a copy.

Sincerely,



Diane Fisher

C. E. O. Scholastic Solutions LLC

FOR THE STUDENT:

- Read and follow the rules and regulations outlined in the Student Code of Conduct.
- Do not engage in bullying; report bullying when you see it.
- Do not bring a weapon or anything that may endanger others to school or to a school event.
- Notify school staff if you see a weapon or dangerous situation in school or at a school event.
- Seek school staff assistance when conflicts arise involving you or your peers.

FOR THE PARENT/GUARDIAN:

- Read the rules and regulations outlined in the Student Code of Conduct.
- Teach and encourage your children to follow school guidelines.
- Respect school staff and adhere to school policies and procedures.
- Notify school officials when conflicts arise involving students.

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PART I

STUDENT RIGHTS AND RESPONSIBILITIES

I. STUDENT RIGHTS

Students in the Chandler Park Academy Schools are guaranteed the right to a public education under the Michigan Constitution. While in school, students retain the rights and responsibilities common to all citizens with some limitations. These include the right to due process, fair administration of discipline, freedom from discrimination, freedom to partake of educational opportunities free from interference, and freedom from unreasonable search and seizure.

A. Freedom From Discrimination, Harassment, And Bullying The Right To Due Process

Consistent with federal and state law, students shall not be discriminated against, denied benefits or excluded from participation in any programs, activities or employment on the basis of race, gender, color, national origin, creed, religion, disability or any other basis prohibited by law. Students also have a right to be free from bullying, cyber-bullying, and harassment of any kind. Students shall be free to exercise these rights without fear of retaliation.

B. The Right To Due Process

Due process safeguards must apply in instances in which the behavior or rights of students are being evaluated. Students must be treated with fairness and in light of the total circumstances. Students have the right to be fully informed of any alleged breach of the behavioral code and be provided an opportunity to respond to such charges. Any unsubstantiated charges must be expunged. The Student Code of Conduct (the "Code") sets forth the procedural rules for student discipline in Chandler Park Academy Schools

C. Use Of Unlawful Corporal Punishment

Students are protected under Michigan law (MCL §380.1312) from the use of unlawful corporal punishment by staff. Under specific circumstances, reasonable physical force may be used as necessary to maintain order and control in a school.

D. Freedom From Unreasonable Searches And Seizures

Chandler Park Academy follows a detailed process for student searches and seizures. Important search and seizure directives include:

- Individualized searches are to be no more intrusive than necessary, and should always be conducted by a school official of the same sex as the student being searched.
- Individualized student searches shall be conducted only by CPA Security contractors or agents, school officials, or school staff.
- CPA reserves the right to conduct random searches of desks and lockers. However, a student's personal items (such as purses, book bags, coats, etc.) may not be searched without reasonable suspicion that: 1) there has been a crime or violation of a school policy or rule governing student behavior; 2) the individual who is the subject of the search participated in the crime or violation, and 3) evidence of the crime or violation, or the proceeds there from, is in the possession of the student in the location to be searched.

Principals are authorized to permit police officers and identified representatives from a court to interview pupils on official business. When considered appropriate, such interviews shall be conducted in the presence of the principal or a designee. The principal or his/her designee shall inform parents of this request prior to allowing questioning, and make efforts to obtain parental consent. Whenever possible, parents may be present.

II. STUDENT RESPONSIBILITIES

A. Student Participation

Students have the responsibility of participating fully in the learning process. Students must report to school and to all scheduled classes on time with appropriate supplies, and come prepared to work. Students are expected to pay attention to instruction, complete assignments to the best of their ability, and request help when needed.

B. Student Behavior

Students have the responsibility to reasonably avoid any behavior that is detrimental to achieving their own or other students' educational goals. Students must cooperate in taking reasonable care of books, other instructional materials, and technology, and encourage a climate in which learning is cherished. Most particularly, students must refrain from engaging in behavior that violates the provisions of the Code. Illegal activity conducted on school property may result in removal from school or criminal prosecution.

C. Respect For Staff

Students have the responsibility of showing respect for the knowledge and the authority of school staff. Students must obey reasonable directions, use only acceptable and courteous language, avoid actions that show contempt, and appeal decisions through the channels described in this Code. Assaults on school staff will not be tolerated. Bullying, harassment, and/or cyber-bullying toward school staff are equally prohibited.

D. Respect For Students

Students have the responsibility of showing respect for the rights and human dignity of fellow students. For example, students must not engage in name calling, fighting, harassment, bullying, belittling, or deliberate attempts to embarrass or harm another student.

E. Student Identification

All students must identify themselves upon request of school staff. All students in grades 6 – 12 are required to wear student ID badges on campus and also on school field study experiences. The ID badge must be clearly displayed on the front of the student.

STUDENT CODE OF CONDUCT

PART II

Under Michigan law, every school district is required to adopt a student code of conduct. The Chandler Park Academy Student Code of Conduct was established to ensure that every student in every school will be provided with a safe and secure environment in which to pursue the excellent educational opportunities available in the Chandler Park Academy School District.

This Student Code of Conduct governs student behavior at all CPA schools and programs. School administrators and staff are responsible for addressing student behavior and administering the Code at their locations. Disciplinary action taken at a student's school extends to all other CPA programs.

Jurisdiction: The jurisdiction of the Student Code of Conduct covers offenses that occur on school grounds, during school-sponsored field trips connected with school-related events and activities, and when students are en route to or from school. Specific consideration will be given, for example, when the incident involves the student's proximity to the school, the length of time elapsed since the student was on school premises, whether there is a connection to an on premise altercation or confrontation, whether there is a disruption to the school environment or orderly operations of the school, whether the student stopped at a restaurant or store on the way home, and whether the student has returned to the custody of his/her parents.

All staff employed by CPA are required to function in accordance with this Code. Thus, whenever an employee discovers a student engaging in unacceptable conduct, the employee is required to take prompt action in accordance with District policies and this Code. Prompt action may include directly addressing and correcting the student, intervening to stop the behavior, seeking the assistance of other staff persons and/or reporting the incident to an administrator.

I. STUDENT CODE OFFENSES

Student misconduct is classified into three levels based on the severity of the misconduct, Levels 1, 2 and 3. Levels 1 and 2 offenses are the least severe and normally result in short-term suspensions. High school students are subject to long-term suspension for Level 2 and a combination of Level 1 and Level 2 offenses. Level 3 offenses are the most serious violations and may result in expulsion from the District. State law requires that certain offenses occurring at school or during school-related activities must be reported to local law enforcement agencies. 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.

A. Level 1 Offenses

Disciplinary action for a level-1 offense may result in detention and/or a short term suspension for the following violations:

A01 Insubordination

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test, or perform any other class- or school-related activity not listed herein, refusing to leave a hallway or any other school area, or running away from school staff when told to stop all constitute insubordination.

A02 Refusal To Identify Self

Refusing to show or wear an identification card and/or give your correct name when requested by school personnel, or using another person's name or identity.

A03 Student Demonstrations

Any form of protest or demonstration that disrupts the normal educational process or that is conducted in a manner that violates legal restraints is a violation.

A04 Use Of Electronic Communication Devices ("ECD"): Smart Phones, Cellular Phones Or Other Devices That Cause Disruption While On School Property

Use of these devices is prohibited until after dismissal for the day unless permission is granted by a school administrator or designee. Permission may be granted for use of ECDs for instructional purposes in class or for school emergencies. Devices will be confiscated if carried in a visible manner or turned on, without permission, during the school day. Devices may be searched if there is reasonable suspicion that the search will uncover evidence of further violations of District policies or law or injury to a student. (New Jersey v TLO, 469 U.S. §325. 105 S.Ct.733.) Confiscated smart phones, cell phones, personal communication

devices or other ECDs will be returned to the parent/guardian. It is the responsibility of the parent/guardian to make arrangements with the Dean of Students/Academic Liaison to immediately retrieve the item within five (5) school days. The District is not responsible for the loss or theft of, or damage or vandalism to student cell phones or ECDs or any other student property.

A05 Improper Or Unauthorized Use Of School Materials/Equipment

Using any school equipment, technology, or materials without obtaining prior approval of an administrator or teacher or improper use of any school equipment, technology or materials is a violation.

A06 Cheating/Academic Misconduct

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials.

A07 Disorderly Conduct

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

A08 Inappropriate Displays Of Affection

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

A09 Loitering/Trespassing

A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

A10 Objectionable Conduct

A student will not orally, in writing, electronically, or with photographs or drawings direct profanity, insulting, obscene or other objectionable gestures toward any other person. Conduct under this offense is not of a sufficient nature to rise to the level of harassment.

A11 Violations Of Attendance Policy

Acts, not specifically listed, which constitute a violation of the District's attendance policy.

A12 Dress Code Violation **See dress code attachment based on grade level/applicable school**

A13 Truancy

An absence is considered a truancy whenever, in the judgment of the Principal or designee, the student intentionally and deliberately failed to report to an assigned class(es) or school without reasonable cause and documentation of the absence or tardiness. Any intentional, unjustified, unauthorized or illegal absence from school or class by a student is truancy.

A14 Selling Unapproved Items on School Grounds

Students are not allowed to sell foods or other goods on school grounds for personal gain. Any item or good sold on school grounds must receive proper administrative approval prior to the selling of items.

B. Level 2 Offenses

Disciplinary action for a level-2 offense may result in short-term suspension or long-term suspension (grades 9-12 only) for the following violations:

B01 Threats Of Violence/Intimidation

Written, verbal or physical conduct, or electronic communication, less than bullying, that is intended to place one or more persons in fear of harm. Refer to Cl6 - Bullying to describe conduct of a serious, severe, or substantial, nature.

B02 Possession Of Dangerous Objects

Dangerous objects are objects other than firearms, guns or knives that include but are not limited to explosives, firecrackers, clubs, mace, pepper spray and other irritant sprays.

Possession is defined to include:

- Carrying the item;
- Storing the item in a space used by or assigned to a student such as a locker or a desk;
- Having the item under one's control, such as hiding a weapon in the building or on school grounds;
- Voluntarily permitting another person to store the item in an assigned school space without reporting it to staff members.

B03 Theft Or Receipt Of Stolen Property

Talking or conspiring to take without permission of the owner or custodian, or receiving or possessing property known to be stolen, valued at less than \$100.00.

B04 Extortion, Coercion Or Blackmail

Obtaining money or property (something of value) from an unwilling person or forcing an individual to act by either physical force or intimidation (threat)*

B05 Defacement Of Property

A student will not willfully cause defacement of or damage to property belonging to the school or belonging to school personnel or persons in attendance at the school. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, or spray-painting surfaces are acts of defacement.

B06 Interference With Or Intimidation Of School Personnel

Preventing or attempting to prevent school personnel from engaging in their lawful duties through threats of violence, harassment or intimidation.

B07 Interference With The Movement Of Pupils In and out of Schools, Between Schools, or between home and an assigned school

Any action that prevents or delays scheduled transportation of pupils to and from an assigned school that prevents pupils from entering or leaving schools at scheduled hours, or that causes fear or jeopardy to students while walking to and from a school.

B08 Harassment

Written, verbal, or physical conduct that is persistent or pervasive that causes emotional distress or does any of the following to one or more students directly or indirectly:

- Substantially interferes with educational opportunities
- Adversely affects the ability of students to participate in or benefit from school programs
- Causes a substantial disruption to the orderly operation of schools.

B09 Gambling

Participating in games of chance or skill for money or profit is prohibited.

B10 Admittance Of Unauthorized Individuals Into School Buildings

The act of knowingly and intentionally admitting or allowing unauthorized person(s) into any school building, without expressed permission from any authorized person, through any unopened door or unmonitored point of entry in a manner that breaches any method of established security.

B11 Verbal Abuse

Name-calling, racial or ethnic slurs or derogatory statements directed at, and offensive to, another person.

B12 Forgery/Giving False Information Or Identification

Intentionally misrepresenting information to school district personnel, such as giving false information, false identification, or signing another person's name to a document

B13 Abuse Of Technology

The act of tampering with or unauthorized use of computer hardware or software, including loading unauthorized software, making unauthorized copies of software, tampering with the hard drive, infection of computers with viruses, unauthorized internet access, unauthorized access to another's files, computers, or computer systems, and computer network hacking. The use of the internet or Chandler Park Academy Schools technology, equipment or materials, including networks and servers, to commit any offense is a violation under the Student Code of Conduct

B14 Fighting

A physical confrontation between one or more students that does not cause serious injury is an offense.

B15 Hazing

Any intentional, knowing, or reckless activity which endangers the physical safety or causes mental distress, embarrassment, humiliation or ridicule of a student done for the purpose of being initiated into, affiliated with, participating in or becoming a member of any organization, team, group, club, school activity, regardless of whether the activity is done with or without the consent of the person(s) being hazed.

B16 Other Prohibited Conduct

Any school-related conduct that violates rules, policies or school decorum.

B17 Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which:

- Substantially interferes with the student's educational opportunities; or
- Creates an intimidating, hostile or offensive educational environment; or
- Otherwise adversely affects a student's educational opportunities.

C. Level 3 Offenses

Pending an expulsion review hearing, if found guilty, disciplinary action for a level 3 offense can result in expulsion for the following violations:

C01 Possession Of A Firearm

Firearm means A) any weapon, including a pistol, rifle, starter gun, gun, zip gun, pellet gun, BB gun or any other type of gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; B) the frame or receiver of any such weapon; C) any firearm muffler or firearm silencer; or D) any destructive device, such as any explosive, incendiary device, bomb, grenade, poison gas or rocket. Students found guilty of this offense are subject to mandatory expulsion.

C02 Possession Of A Knife

Knives are defined to include any knife regardless of blade length or total size, straight razor, box cutter with blade, or any instrument which has been altered to be used as a weapon in a manner similar to a knife such as a letter opener or file. A student found with a 3-inch blade or greater is subject to mandatory expulsion.

C03 Possession Of Other Dangerous Weapons

Possession of weapons and objects, other than guns or knives, such as brass knuckles, which have the capacity to cause serious injury or death.

C04 Use Of A Weapon Or An Object As A Weapon

Use of a weapon or dangerous object is defined to include:

- Using a weapon or dangerous object in a physical altercation with staff or other students;
- Having a weapon in one's possession during a physical altercation;
- Threatening a person with a weapon or dangerous object;
- Using a weapon or dangerous object while committing robbery;
- Extorting or coercing through threat or use of a weapon or dangerous object;
- Discharging of a firearm.

C05 Physical Assault Of An Employee, Volunteer Or Contractor

Intentionally causing, or attempting to cause, physical harm to an employee, volunteer or contractor through force or violence.

C06 Destruction Of Property

Acts that result in a substantial threat of destruction or destruction of property of \$100.00 or more which significantly necessitates altering a school's operation and activities. Specifically included are acts which result in:

- Significant damage to the physical plant or property
- Conditions that require the evacuation of students

- The inability of a school to perform its functions

C07 Theft Or Receipt Of Stolen Property

Taking or conspiring to take without permission of the owner or custodian or receiving or possessing property known to be stolen valued at \$100.00 or more which does not belong to the student.

C08 Arson

The willful and malicious burning or attempt to burn any part of property that belongs to, or is under contract with the school district, or property of persons employed by the District or on school property or the setting of fires on school property. Students found guilty of this offense are subject to mandatory expulsion.

C09 Sale/Distribution Of Controlled Substances Or Illegal Materials

To attempt, conspire to sell, sell or distribute any illegal or controlled substance or a substance represented to another person as illegal or controlled. Students will be charged under this violation if they are in possession of a substantial quantity of an illegal or controlled substance that is packaged for sale.

C10 Physical Assault Of Another Student

Intentionally causing or attempting to cause physical harm to a student through force or violence. Acts that result in serious bodily injury or participating in gang, gang-like activity or group violence are also punishable under this provision.

Gang or gang-like activity includes an ongoing organization, association or group of three or more individuals who display one or more of the following:

- Wear or display common clothing, jewelry, insignia, signs that intentionally identify the student as a member of the group; or
- Have a high rate of interaction among themselves to the exclusion of others; or
- Are frequently involved in anti-social, delinquent or criminal activity.

C11 Criminal Sexual Conduct

This is a violation as set forth in the Michigan Penal Code. (MCL §750.520b to MCL §750.520g). It includes sexual penetration or sexual contact that occurs:

- with another person under 13 years of age; or
- with another person at least 13 but less than 16 years of age under certain circumstances;
- when the actor knows the victim is mentally or physically incapable or is aided and abetted by 1 or more person(s);
- when a weapon is used or an item is fashioned into a weapon;
- when concealment or the element of surprise is used to overcome the victim;
- when force is used to accomplish the sexual penetration or contact, or the actor causes personal injury and force or coercion is used.

It is sexual contact with another person at least 13 but less than 16 years of age and the other person is 5 or more years older.

Sexual contact is the intentional touching of the intimate parts of the body of another person for a sexual purpose, for revenge, to inflict humiliation or because of anger.

When disciplining students age seven (7) or younger, consider the student's age, ability, intelligence and experience and whether the student conducted himself/herself as would be reasonably expected of a child of such age, ability, intelligence and experience and whether the student should be held criminally responsible.

If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the student shall be expelled.

C12 Sexual Misconduct

A student shall not engage in intimate sexual contact with another person, including, but not limited to: consensual sexual intercourse, oral sex, or intentional touching of the other person's genitals, groin, inner thigh, buttock or breast or the clothing covering those areas; other inappropriate behavior of a sexual nature, including displays of sexual parts.

C13 Forgery/Fraud

Signing the name of another person for the purpose of defrauding school personnel of CPA or causing or deceiving another by false or misleading information in order to obtain anything of value.

C14 Terroristic Activity

Communicating terroristic threats, including bomb threats, or committing terroristic acts directed at any student, employee, volunteer, contractor, physical plant or property.

C15 False Alarm

Activating a fire alarm system in any school building on school property and/or reporting a fire or bomb when none exists.

C16 Other Illegal Conduct

Other acts, not specifically listed, which constitute an offense under state or federal laws.

C17 Bullying

Written, verbal, or physical conduct or any electronic communication that is intended to place one or more students or other persons in fear of harm or cause substantial emotional distress by directly or indirectly doing the following:

- Substantially interfering with educational opportunities;
- Adversely affecting the ability of a student(s) to participate in or benefit from school programs;

- Having a substantial detrimental effect on a student’s physical or mental health;
- Causing substantial disruption of the orderly operation of school.

The use of any electronic communication (*i.e.*, internet, personal digital assistant (PDA), smart phone, or wireless hand held device), network, or technology, including social media (*e.g.*, Facebook, Twitter, Tumblr, Instagram, *etc.*), to bully is cyber-bullying. Bullying and cyber-bullying are prohibited by all students, educators, employees, parent/guardians, contractors, agents, or volunteers.

C18 Sexting

Forwarding, sending, using, sharing, viewing or possessing a sexually explicit image via text message, email, social networking websites and/or other electronic means using school property (computers, devices, networks, or servers) on school grounds or at school-sponsored activities/events. Acts that occur off school grounds, outside of school-sponsored activities or on student owned devices that result in disruption to the orderly operation of the school environment are punishable under this provision.

C19 Use Or Possession Of Illegal Or Controlled Substances Or Materials

Illegal or controlled substances include tobacco, alcohol, narcotics, drugs prohibited by law, over-the-counter medicines and prescription medications not prescribed for use by the student in possession of them. Students found guilty of the second offense of B03 within the same school and in the same school year will be charged with a C19. In the event that intervention is provided to a student, CPA will not be prevented from suspending or expelling the student.

II. INTERVENTIONS AND DISCIPLINARY ACTIONS

A. School Disciplinary Actions

Teachers and school administrators have the authority to utilize various interventions and behavior management techniques to encourage positive student behavior within the classroom. Parent/guardian assistance, other educational support services and/or other community agencies may also be engaged.

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

- Administrator and student conference, warning or reprimand
- Administrator and teacher/parent/guardian conference
- Counseling, social work or other agency referral
- Referral and request for disciplinary action
- Daily/weekly progress reports
- Behavioral contracts/plans
- Change in student schedule
- No-contact directive

- Lunch/recess or in-school, after-school detention, or Saturday detention
- Confiscation of appropriate item(s)
- Restitution/restoration/community service
- Denial of participation in extra-curricular activities.
- Suspension (short-term, long-term)
- Recommendation for expulsion

B. Assigning Interventions And Administering Discipline

When intervention or disciplinary action is appropriate, it shall at all times:

- Depend upon the substantiation of the allegations or charges
- Involve a reasonable and logical relationship between the seriousness of the act and the severity of the discipline
- Be constructive in intent
- Take into account such factors as age, stature, and intent of the student and his/her past records
- Take into account the use of positive support strategies and the use of the school's student support resources.

When intervention strategies or disciplinary actions are used, teachers and administrators must follow appropriate procedures, including providing written documentation or statements in support of the action taken as soon as possible. Parents must be notified immediately of Code violations and disciplinary action. Teachers shall be available to confer with the principal, assistant principal, administrator or counselor regarding actions taken.

C. Due Process In Disciplinary Proceedings

When alleged misconduct has occurred and disciplinary action is considered, due process safeguards must apply in all instances in which the behavior or rights of students are being evaluated. The student has the right to be fully informed about the alleged breach of behavior and must be provided with an opportunity to respond to such charges. Unsubstantiated charges must be expunged. If the student's discipline is changed, modified, or set aside, the record(s) will be updated.

Required due process procedures vary depending on the nature of the *misconduct* and the seriousness of the disciplinary action that may be imposed on a student as a result of the hearing. Thus, separate sets of procedures apply depending on whether a student faces possible Short-Term Suspension, Administrative Transfer, Long-Term Suspension or Expulsion.

D. Disciplinary Procedures

1. Investigation

Before it is determined that a student should be disciplined, an investigation must be conducted. The investigation will be conducted by the school administrator or designee; however, in certain instances, the seriousness of the offense requires the immediate removal of the student from a class or building. The school administrator will inform the student of the allegations against him/her including the basis (evidence) for such charges. The student will be given an opportunity to respond to such allegations. It is preferable that a written statement be given by the student. However, a verbal statement is acceptable. Following the investigation, if the allegations are substantiated, an attempt will be made to notify the parent by telephone. A suspension letter must be sent by first class mail within one (1) school day stating that the student is being removed from school and the reason(s) for the removal, including the resulting charge.

If necessary, the letter will include the time and place for parents to attend a hearing. A hearing is not required for all disciplinary removals.

2. Hearings

Parent/guardian (or authorized designee) and student are expected to attend all disciplinary hearings. The school administrator or designee must hold a hearing even though a parent/guardian is unable to, or chooses not to, attend. The school administrator must document all attempts to reach the parent/guardian. Parents may be represented by an advisor of their choice, who may or may not be an attorney. Parental authorization for an advisor to appear on behalf of the student must be on file in writing with the principal or at or before the time of the hearing. Only the parent/guardian or the advisor may speak for the child at the hearing. The selected speaker will be determined before the hearing starts.

The staff person(s) making the allegation of misbehavior shall be present at the hearing as requested by the principal. While parents do not have the right to question student witnesses, they may request that their questions be asked of school representatives or witnesses.

IF THE SCHOOL ADMINISTRATOR OR DESIGNEE IS THE TARGET OF THE ALLEGED BEHAVIOR, ANOTHER ADMINISTRATOR WILL CONDUCT THE HEARING, ADVISE THE STUDENT OF THE CHARGES AND MAKE THE DISCIPLINARY DECISION.

At the hearing, the student and the parents must first be fully informed about the alleged breach in behavior and then be afforded the opportunity to present their side of the case.

At the conclusion of the hearing, student and parent should be given a copy of the Rights of Students and Parents in Disciplinary Hearings. If allegations of unacceptable behavior are

substantiated, the school administrator or designee will determine the disciplinary action to administer.

At the conclusion of the hearing, the administrator or designee will inform the parent and student of the charge and the disciplinary action to be taken.

E. Forms Of Discipline

1. Short-Term Suspension

The temporary removal of a student from the building and all school-sponsored activities. A student in grades K – 5 may be suspended for one (1) to three (3) school days. A student in grades 6 – 12 may be suspended for one (1) to five (5) school days.

Short-term suspensions should only be applied after the considerations of all other alternatives available to correct the student’s behavior have been exhausted.

Before a suspended student may return to school, he/she may be required to attend a readmission hearing with the parent/guardian to discuss the behavioral problem(s). In the event that the administrator is unable to arrange the hearing by the date set for readmission, the administrator may, at the request of the parent, authorize an alternative method of achieving the hearing or may waive the requirement of the hearing.

2. Long-Term Suspension

The temporary removal of students of students for more than five (5) school days and up to twenty (20) school days. Long- term suspensions are allowed only at the high school level and should only be applied for Level-3 offenses. Long-term suspensions may be reduced pending investigation with Administrative approval.

Guidelines for Expulsion/Long-Term Suspension

Consequences for violating the Student Code of Conduct are in place to deter students from breaking rules and to encourage them to act productively and responsibly. When a student engages in numerous incidents of misconduct which result in multiple violations of the Student Code of Conduct, at the same school, during an academic school year, the consequences escalate as the number of incidents of misconduct increase.

Any of the intervention strategies or disciplinary actions presented previously may be used, as appropriate, to address persistent student misbehavior. However, school officials may also recommend the following actions in an effort to address the ongoing disruption to the school:

Five (5) Level-1 offenses, in the same school, in the same school year, may result in a long-term Suspension.

Two (2) Level-2 offenses in the same school in the same school year may result in a long-term Suspension.

Three (3) Level 1 offenses and one (1) Level 2 offense in the same school, in the same school year, may result in a Long-Term Suspension or an expulsion.

3. Expulsion Review And Hearings

The Expulsion Review Panel will review the case for the purposes of rescinding the suspension and referring the case back to the principal, or confirming the suspension and referring the case for an Expulsion Hearing.

Expulsion Hearings are conducted by the C. E. O. or designee. Parent/guardian (or authorized designee) and student are expected to attend. The C. E. O. must hold a hearing even though a parent/guardian is unable to, or chooses not to, attend. The C. E. O. will document all attempts to reach the parent/guardian. Parents may be represented by an advisor of their choice, who may or may not be an attorney. Parental authorization for an advisor to appear on behalf of the student must be on file in writing at the Scholastic Solutions Office at or before the time of the hearing. Only the parent/guardian or the advisor may speak for the student, unless a selected speaker is designated.

At the hearing, the students and parents/guardians are fully informed of the charges and recommendation of the Expulsion Review Panel. The student is afforded the opportunity to present their side of the case. At the conclusion of the hearing, the C. E. O. will advise the student and parents of their decision. The decision of the C. E. O. or designee at the Expulsion Hearing is final.

A student who commits a Level-3 offense will be suspended and may be recommended for Expulsion Review.

4. Permanent Expulsion (Mcl §380.1311)

Michigan law requires the permanent expulsion of a student, subject to possible future reinstatement, for certain acts. These include possession of a dangerous weapon, commission of arson or criminal sexual conduct in a school building or on school grounds; and, for students in grade 6 and above, commission of physical assault at school against an employee, volunteer, or contractor.

5. Make-Up Work

Students removed from school as a result of a short-term suspension, long-term suspension or expulsion review are entitled to make-up work pending the disciplinary action.

Make-up work will be provided to parents by the principal or designee. However, parents must request the work through the person identified in the letter sent to parents with notification of the hearing. Make-up work will be provided within two school days of the student's removal from school. Parents are responsible for picking

up the assignments and returning the completed work for grading. Assignments must be completed and returned before new assignments are issued.

A student will be given the opportunity to make up missed academic course work assignments during a short-term suspension. A student who remains out of school past the 1-5 days of short-term suspension WILL NOT be allowed to make up work beyond the suspension dates. All make-up work must be completed within five (5) school days of the student's readmission to school. A student charged with an offense that may result in a long-term suspension is entitled to make-up work until the Scholastic Solutions Office approves the long-term suspension.

A student charged with an expulsion offense is entitled to make-up work until a final decision is made by the C. E. O. Students are entitled to take required examinations at a location specified and approved by the principal when an incident that requires disciplinary action occurs. Students who are suspended will not be counted as absent for the purposes of determining truancy.

F. Appeals

Parents may appeal the decision of a short-term suspension, or long-term suspension to the Scholastic Solutions Office. A parent may not appeal a decision to suspend a student pending an expulsion review.

1. First Step: Filing An Appeal

Parents must inform the Student Code of Conduct Office within three (3) school days that they wish to appeal the principal's decision by calling the office followed by a written request.

2. Second Step: Hearing Panel Review

Upon receipt of the appeal request, the Scholastic Solutions Office will appoint a hearing panel. Hearing panel members shall not be involved in the incident.

An appeal hearing will be scheduled to take place within five (5) school days after receipt of the appeal request. The student's parents and an advisor, who may or may not be an attorney, may be present at the hearing and additional evidence may be presented. The student and the parents will be notified by first class mail of the decision.

G. Re-Admission

Although expulsion is permanent, the State of Michigan and CPA have established conditions under which the student/parent/guardian or student eighteen (18) years of age or above may petition for readmission.

1. Re-Admission Guidelines

A petition requesting readmission must be sent to the Scholastic Solutions Office. A readmission review panel shall review the petition for readmission when a student has

been expelled for a non-mandatory-expulsion offense. The student must meet criteria set by the State and/or CPA before readmission will be considered and/or approved.

2. Re-Admission Hearing

A readmission hearing will be held during which time the Hearing Officer (C. E. O.'s Designee) will review the evidence presented by the readmission review panel and make a decision. If the decision is to readmit the student, a contractual agreement regarding expected behavior, attendance, and academic progress may be required to be signed by the student, parent/guardian, and the hearing officer.

H. Reinstatement Process

A student who commits a Level-3 Offense requiring mandatory expulsion must attend a reinstatement hearing in order to return to CPA.

A petition requesting reinstatement must be completed by the parent and sent to the Scholastic Solutions Office. The petition will be submitted for review to the reinstatement review panel. The student, parent and/or guardian will have an opportunity to appear and address the panel.

The reinstatement panel may recommend unconditional or conditional reinstatement, or against reinstatement. If the recommendation is for conditional reinstatement, it must include any recommended conditions. The panel's written recommendation must be submitted to the full Board at its next scheduled regular Board meeting.

III. DISCIPLINE OF STUDENTS WITH DISABILITIES

The standards of conduct contained within this Student Code of Conduct apply to all students, including those students identified as special education or Section 504 and those suspected of having a disability. However, due to the unique needs of students with disabilities, appropriate disciplinary action and implementation of the Student Code of Conduct will vary in accordance with applicable local, state and federal laws.

A. Students With A Disability And Section 504 Students

1. Students With A Disability

“Student with a disability” means a person who is determined by an individualized education program team (IEPT), or a hearing officer to have one (1) or more of the impairments that necessitate special education or related services, or both, who is not more than 25 years of age as of September 1 of the school year of enrollment, who has not completed a normal course of study, and who has not graduated from high school. A student who reaches the age of 26 years after September 1 is a “student with a disability”

and entitled to continue a special education program or service until the end of that school year.²

These students are commonly referred to by local, state, federal and education agencies as students who are included in the Individuals with Disabilities Education Act, or IDEA students.

2. Section 504 Students

This designation refers to section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of handicap in any program or activity receiving federal financial assistance. Under federal law, a “handicapped person” is defined as one who has a physical or mental impairment which substantially limits one

¹ Michigan Administrative Rules for Special Education, Rule 340.1702.

PART III

I. ATTENDANCE

Michigan school laws and the CPA Attendance Policy are very strict in regard to the 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”. Regular attendance in class is of vital importance if a student is to succeed in school. **All students are expected to be in school every day and on time for each class.** All students are expected to be in a designated area within the school building or in their scheduled classroom before the tardy bell rings.

Responsibility for regular student attendance lies with each student and his/her parent/guardian. Staff persons have the responsibility to assist parents/guardians and students in achieving the goal of good attendance. Teachers should counsel with any student immediately if it appears that a poor attendance pattern is being formed. Attendance agents will investigate the referral of chronic attendance problems, and, when necessary, refer to juvenile court for prosecution.

Students are not to loiter around school property. Students are able to enter the school no more than fifteen (15) minutes before their program begins and are to leave within ten (10) minutes after the end of their program, unless they show legitimate cause (athletic activities, school clubs, band, *etc.*) for arriving earlier or remaining longer. Students are not to leave the school building during the day except when necessary and must check out at the main office of the school. Students must follow their complete schedule. Any exceptions to this rule must be approved by school staff. Students will also need proper authorization to re-enter the school building. Staff is required to take appropriate action whenever an unexcused absence or tardiness occurs.

A. Admittance To The Building

All students must enter the building through designated doors. Students must enter with a valid photo ID card that must be in their possession and clearly displayed on their person during the entire school day. Cards must be scanned when appropriate.

B. Absent/Tardy Excuses

An unexcused absence is an absence without notice by a parent/guardian and the reason for the absence is not in the definition of “excused” reasons listed in the District’s attendance policy for student illness, medical procedure or appointment, bereavement, religious holiday, school-related activities, approved and verified educational opportunities, or other situation beyond the control of the student, as determined by the principal.

C. Make-Up Work For Excused Absences And Tardiness

Only students who have established a valid reason for absence or tardiness will be eligible for make-up work.

For students absent fewer than 3 consecutive days: on the first day back to class, parents and/or students are responsible for requesting make-up assignments. In the case of students in grades K – 5, it is the responsibility of the parent to request before the date(s) of absence.

If a student is aware of an upcoming absence: it is the responsibility of the student to ask each teacher for make-up assignments before the date(s) of absence. In the case of students in grades K – 5, it is the responsibility of the parent to request before the date(s) of absence.

Students who are absent from school three (3) consecutive days or longer: parents may request homework with proper documentation for excused absences. Requests should be made within 24 hours of the third (3rd) day of absence. The requested make-up work should be picked up from the attendance officer or counselor at the agreed-upon time. If make-up work is not picked up after the first request, students will not be allowed to request work again.

Students will have the opportunity to complete the work in a period of time equal to the number of days absent, unless other arrangements have been mutually agreed upon by the student and the teacher.

Failure to complete make-up work in the time allowed may place students at risk of not earning class credits.

Teachers may need 24 hours from the time of the request to compile assignments.

D. Supportive Services

Support services will be provided to students in an effort to address absenteeism and prevent truancy. Services include one or more of the following:

- Conference with the teacher

- Referral to the attendance office for investigation or intervention
- Conference with parent/guardian
- Referral to school counselor, social worker or psychological services
- Referral to an outside agency
- Referral to Wayne County Prosecutor's Office

E. Attendance Policy and Procedures

1. Definitions

- a)** Absent: The student is not present in class or leaves class early without an excuse and/or consent.
- b)** Educational Neglect: Parent/guardian does not ensure the legal requirement of regular school attendance until the student reaches the appropriate age.
- c)** Excused Absence: Parent/guardian has notified the school as to the reason and length of time the student will not be attending for one or more of the following reasons:
- Student Illness
 - Medical procedure or doctor/dentist appointment.
 - Bereavement (death in the immediate family)
 - Religious holiday
 - School related activities
 - Educational opportunities including college visits approved and verified.
 - Other situations beyond the control of the student, as determined by the principal.
- d)** Tardy: Student arrives in class after the specified start time without an excuse and/or a pass. Three instances of tardiness without an excuse shall be the equivalent of one unexcused absence.
- e)** Truancy: Student intentionally and deliberately failed to report to an assigned class(es) or school without reasonable cause and documentation of the absence or tardiness Any intentional, unjustified, unauthorized or illegal absence from school or class. Commonly referred to as skipping.
- f)** Unexcused Absence: Student is absent without notice by parent/guardian and the reason for the absence(s) is not listed in the definitions of "excused" reasons listed above.

- g) McKinney-Vento (MV) Eligible Students: Students who lack a fixed, regular, and adequate nighttime residence. The term includes:
- Children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons.
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
 - Living in emergency or transitional shelters;
 - Abandoned in hospitals; or
 - Awaiting foster care placement;
 - Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
 - Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - Migratory children who qualify as homeless because they are living in circumstances described above.

2. Attendance Policy

It is the policy of the District that every student should be in school on time each day unless such tardiness or absence is excused in accordance with this policy.

Except as otherwise noted herein, under no such circumstances should any CPA student have more than ten (10) consecutive unlawful or unexcused absences per school year. Upon the occurrence of the tenth (10th) consecutive unexcused absence, or when all reasonable efforts to prevent truancy have been exhausted, as determined by the circumstances of each individual case, the investigating Attendance Officer shall process the case and forward it to the Wayne County Prosecutor's Office.

After 10 consecutive days of unlawful or unexcused absences, the Attendance Officer shall report the absence to the principal and withdraw the student from membership effective the day following the last day of attendance.

Grades K – 5

Attendance for grades K – 5 will be taken during the first ten minutes of homeroom class, and tardiness will be noted. Students who are not present when attendance is taken but arrive at any time during the day will be marked tardy provided they have reported to the main office of the school building and received consent to report to class.

Grades 6 – 12

Attendance for grades 6 – 12 will be taken at the beginning of every class and tardiness will be noted. Students in grades 6 – 12 will be marked absent for each and every class for which they are absent without excuse and consent to report to class. Students more than 10 minutes tardy to class will receive consequences. Consequences may include, but are not limited to, detention, out-of-school suspension, behavior contract, or other restorative discipline measures.

F. Late Arrival, Early Departure, and Departure for Illnesses Procedures

1. Check-In Procedures

Students arriving to school after the start of the school day are required to check in at the main office of the school building/facility with their parent/guardian and to obtain a pass in order to be admitted into class. If a student consistently arrives late for any reason during the school day, the student will face disciplinary action ranging from detention to suspension to the student jeopardizing their status as a student at Chandler Park Academy. Consequences may also include not receiving credit for work assigned, done, or due during the time the student was absent from class. Based on the frequency, the student and/or parent will be referred to the Truant Net or Erase Truancy program appropriate.

2. Check-Out Procedures

- a)** Students are only allowed to leave the building with an authorized adult 21 years of age or older with photo identification whose name appears on the student's emergency card and must sign the student out of the main office. If a student leaves school property without permission at any time for any reason during the school day, the student will face disciplinary action ranging from detention to suspension to jeopardizing their status as a student at Chandler Park Academy. Consequences may also include not receiving credit for work assigned, done, or due during the time the student was absent from class. Based on the frequency, the student and/or parent will be referred to the Truant Net or Erase Truancy program as appropriate.
- b)** For High School students who drive, parents/guardians are required to come into the appropriate school office to check out their student. Parents should arrive at least ten minutes before they need to leave the school to allow the student to be called from class and go to their locker.
- c)** Three (3) early departures without an excuse of more than fifteen (15) minutes prior to the end of the school day shall be the equivalent of one

unexcused absence. Excessive departures from school may affect a student's academic standing and may jeopardize the child's status as a student at Chandler Park Academy.

G. Illnesses

If a student becomes ill at school, the student should report to the counseling office or the nurse's office at school. If necessary, the student will be excused from class to go home after a parent/guardian or an authorized person named on the student's emergency contact form arrives to school to check out the student from the main office.

H. Excessive Tardiness

Students with excessive tardiness will be subject to disciplinary consequences including detention and suspension. Excessive tardiness may jeopardize a child's status as a student at Chandler Park Academy

I. Academic Penalties/Loss of Credit

K – 8 students who accrue ten (10) or more absences within the school year risk not being promoted to the next grade.

High school students should expect to not earn academic credit in any course once they accrue twenty-five (25) or more absences within the semester. Both excused and unexcused absences will be counted in determining loss of credit. In the case of a senior, if a loss of credit jeopardizes the fulfillment of graduation requirements, a school administrator will make the final decision.

J. Distribution of the policy

At the beginning of the school year, this policy will be distributed to the parents/guardians and students. Parents must return a signed acknowledgement stating that they have read and acknowledged the attendance policy. In addition, this policy, as it may be amended from time to time, shall be posted on District's website.

ATTACHMENT A

Possession of Cellular Phones/Devices of Electronic Communication

Students may be in possession of a cellular telephone, pager/beeper, or other electronic communications device subject to the Administrative Rules and the terms contained herein. Cellular telephones and other electronic communications devices shall be turned off upon entering campus at the start of the school day and may not be turned back on until after the student completes his/her last class in the afternoon. Such devices shall not be used on any school property. Further, students are prohibited from displaying and/or having the aforementioned devices visible during instructional time (unless administrative permission has been requested and granted) or in the passing time between classes.

- The District is not responsible for lost or stolen cellular phones and/or electronic communications devices and recommends that parents provide insurance for same.
- Students violating this policy shall be subject to disciplinary action, *i.e.*, detention, suspension and/or expulsion.

ATTACHMENT B

Student Dress Code

The District is committed to maintaining a safe, respectful, and positive learning environment. Students and parents share the responsibility for helping achieve that mission.

One key element in the creation of such a positive learning environment is dress and appearance. Students and parents need to be aware of the importance of good grooming and its effect upon the learning environment. Since the home provides the funds, guidance, and upkeep of the student's clothing worn in school, it is the responsibility of parents to see that grooming reflects the modesty and good taste expected in school. It is further the responsibility of students to use good judgment, to respect themselves and others, and to demonstrate modesty in selecting school attire. Good taste includes knowing where and when to wear the appropriate clothing and accessories.

Research has demonstrated that behavior, achievement, self-perception, and perception of a school district's total climate and culture are affected by the appearance of all the members of that district. In school settings, as in the public and private sectors, dress and appearance are considered central to the establishment of an effective and professional work environment. Data from other districts that have instituted dress codes reveal a decline in student suspensions, fighting, theft, and vandalism. To foster an appropriate work environment in the District, behaviors which are distracting or disruptive to the core mission of high levels of teaching and learning are not permitted.

A school district can legally establish and enforce a student dress code, and Chandler Park Academy District has adopted the following dress code that must be adhered to by all students enrolled:

- CPA logo polo shirt or CPA oxford shirt, grade-level color specific
- Navy skirt (knee length or below) **females only**
- Navy Jumpers **females only**
- Navy pants sized to fit
- Solid black or navy belt, worn at all times.
- Black or dark navy shoes, low heels only
- Navy cardigan sweater with CPA logo **worn with the CPA uniform shirt.**
- Earrings (½ inch hoops or smaller) for **females only**