

# I. CHANDLER PARK ACADEMY

## PARENTS/GUARDIANS, OUR CUSTOMERS

### 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. STUDENTS' RIGHTS AND RESPONSIBILITIES

1. **Education:**

Each student has a right to a free, appropriate education, but must not interfere with the education of others.

2. **Respect for Staff:**

Students must follow directions given by any staff member, and demonstrate respect at all times.

3. **Respect for other Students:**

Students must demonstrate respect for themselves and other students at all times.

### B. ATTENDANCE POLICY

#### **Responsibilities of the Parents and Guardians:**

Ensure the child's attendance every day school is in session.

Cooperate fully with school and law enforcement officials in addressing any truancy problems.

Guarantee that the child has a **valid/lawful\*** excuse when absent.

Parents of a student who is hospitalized or has an illness serious enough to keep him/her home for an extended period of time should call the school office daily and arrange for assignments to be sent home. Parents/guardians are asked to ensure that the school has the correct address and telephone number of their student.

a. The student's attendance may affect the student's grades.

b. The responsibility for work missed during an excused absence rests solely with the student and parent.

#### **\*Valid/Lawful Absence Excuses:**

- Sickness
- Doctor appointments
- Religious holidays
- Extreme family emergency

#### **\*Invalid/Unlawful Absence Excuses:**

- Staying home to baby-sit
- Too tired

- Travel
- Needed at home
- Weather
- Missed bus or kicked off bus
- Child is not immunized
- Oversleeping

**\*Tardiness:**

Tardiness is defined as not being in the assigned area at the ringing of the bell. Tardiness limits a student's learning time and is disruptive to others in the class. Excessive or chronic tardiness will result in parent notification, or other disciplinary action. Students who are late to school must pick up a tardy slip at the office to be admitted to class. Classroom tardiness will be handled by the individual teacher.

**\*Early Dismissal:**

If it becomes necessary for you to have your child leave the building during the school day, please conform to the following:

- At the designated time, the parent/guardian or other person designated on the child's emergency card must come to the office to sign the child out of school and be prepared to show photo ID;
- Your child will be called out of class upon your or your emergency card designee's arrival.

Please do not schedule appointments during standardized assessments, such as MEAP testing, unless absolutely necessary. Schools will notify parents in advance of such assessments.

## **C. PROGRESS REPORTS/FAILURE WARNING**

Progress reports are distributed to parent's midway through each marking period.

## **D. 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 contact the teacher immediately or check Edline for confirmation.

## **E. 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, parent or the school's Principal.

## F. REPORT CARDS

Parent/guardians will receive a report card each quarter during Parent Teacher Conference.

### GRADES 9th - 12th

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. MEAP-Michigan Educational Assessment Program.
2. MME- Michigan Merit Examination (11th – 12th grades)
3. ACT
4. Plan/Explore (ACT preparation tests)
5. 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

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.

## J. GRADUATION 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.

### High School Graduation Requirements

4 – Credits – English Language Arts

4 – Credits – Mathematics: Geometry, Algebra 1, Algebra 2, Pre-Calculus, College Algebra

4 – Credits – Science: Biology, Chemistry, Physics, Astronomy, Forensic Science, Physical Science, Anatomy

4 – Credits – Social Studies: World History & Geography, U.S. History & Geography, (.5) Credits in both Civics, Economics, African American History, Anthropology, Basic Law

.5 – Credits – Physical Education

.5 – Credits – Health

1 – Credit – Visual, Performing and Applied Arts (2 classes)

2 – Credits – Language other than English

32 – Credits – Electives (64 classes)

An Online Learning Experience with Any Subject

Advance Placement and Honors courses will be available.

9<sup>th</sup> grade = 0 - 5.9

10<sup>th</sup> grade = 6.0 – 11.9

11<sup>th</sup> grade = 12.0 – 17.9

12<sup>th</sup> grade = 18.0 – 24.0

1 – Credit: Service Learning Project + 200 Community Service hours + final Essay

Total 24 Credits for Graduation

## 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. RELEASE OF STUDENTS:**

- 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 in the Office.

**C. 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.

**D. FIELD TRIPS:** Field trips 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. The ratio of students to chaperones on school trips shall be 5:1. However, in emergency situations, the school administrator may increase the ratio up to 7:1.

**E. 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. Students who have, or have had, behavior problems will not be allowed to attend any out-of-state trips unless a parent/guardian/adult 21 years or older accompanies the student, at that adult's expense. The chaperone ratio for out-of-state trips will be 5:1, and an administrator or appointed leader must accompany the students.

**F. 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.

**G. USE OF TELEPHONES:** Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Use of phones is not permitted when class is in session.

**H. 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.

**I. PICKING STUDENTS UP FROM SCHOOL:** Parents are expected to pick up students at the school dismissal time. For grades K – 5th, once students have been dismissed and their ride has not come, students will be escorted back inside of the building as a safety precaution. Parents who arrive late to pick up their child(ren) will have to come inside to pick up their child(ren). Any parent who is late picking up their child more than twice will be issued a warning.

**J. 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.

## Chandler Park Academy School Safety Drills and Information

Chandler Park Academy conducts the required number of drills according to state law.

We conduct,

- 6 Fire Drills with one conducted in the first 10 days of school.
- One fall and one spring Tornado Drills.
- Two Lockdown Drills with assistance and cooperation of local law enforcement.
- Monthly playground equipment checks as required by the authorizer, Saginaw Valley State University.
- Our kitchen is inspected by the Wayne County Health Department.

In the event of an actual Lockdown or Emergency Notification, a parent notification will be sent via phone call and e-mail. A notification will also post via [www.chandlerparkacademy.net](http://www.chandlerparkacademy.net).

**K. 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.**

**L. 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.

**M. HEALTH AND SICKNESS:** If a child is ill, please keep him/her home from school. Children unable to participate in school activities such as gym must have a dated doctor's note specifying the reason and length of time the child is to be excused from specific activities. These will be kept by Physical Education personnel. If a child becomes ill or injured at school and needs to be sent home, office personnel will call the parent/guardian. ***In the event the parent/guardian cannot be reached, persons listed on the emergency information card will be notified.*** 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.

**N. MEDICATION:** No staff member is allowed to administer any medication, including aspirin, to any student. If a student has a special medication need, he/she must leave a written copy of the doctor's prescription with the office of the respective school. The prescribed medication should be taken to the office with written instructions on how

and when it should be administered. It is the responsibility of the student to go to the office at the required time to receive the medication. No school personnel may administer any medication that is taken by injection.

**O. 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.**

**P. POSTERS AND DISPLAYS:** The School Principal or designee approves posters, announcements, decorations and advertisements which are displayed in the building.

**Q. CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES:** A student may possess a cell phone or other electronic communication devices (ECD) in the Academy, on Academy property, at after-school activities and at Academy related functions, provided that the cell phone or other ECD remains off during school hours and on Academy vehicles. Also, during Academy activities, when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored out of sight. The use of cell phones and other ECDs in locker rooms is prohibited. Possession of a cell phone or other ECD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student. Such disciplinary action may result in confiscation of the cell phone or ECD. **A student who possesses a cell phone or ECD shall assume responsibility for its care. At no time shall the Academy be responsible for preventing theft, loss, or damage to cell phones or ECDs brought onto its property.**

**Consequences:**

- a. **1<sup>st</sup> Offense** – Confiscation of phone (parent must come pick up phone) and an automatic after-school detention.
- b. **2<sup>nd</sup> Offense** – Confiscation of phone (parent must come pick up phone) and an automatic one-day suspension.
- c. **3<sup>rd</sup> Offense** – Confiscation of phone (parent must come pick up phone); student is no longer allowed to have cell phone on school property; and, an automatic two-day suspension.
- d. **4<sup>th</sup> Offense** – Referral to Principal for possible expulsion.

**If the use of the cell phone leads to or constitutes a violation of the Student Code of Conduct, this will lead to more severe consequences, and possibly to expulsion.**

**R. 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.

**S. 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, ipads, 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.**

**T. 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.

**U. WEATHER CLOSINGS:** Should it be necessary to close school due to extreme cold, dangerous road conditions, or excessive snow, the media will be notified via the Michigan State Police. **We will notify the TV stations (Fox2, WDIV, WXYZ) and radio station 950 a.m. They will begin to make announcements by 6:15 a.m.**

**V. PARKING:** All student and staff vehicles that are parked on the Chandler Park Academy campus must be registered with the office of the respective school (elementary, middle, or high).

### III. STUDENT CODE OF CONDUCT

The Student Code of Conduct at Chandler Park Academy is designed to support a positive learning environment. Any violation of rules and regulations harmful to the rights and privileges of others will not be tolerated.

This Code applies to all students while in the school building, on school grounds, and at any school-sponsored function, or whose conduct at any time or place negatively affects order and discipline in the schools or welfare of the students and staff.

The administration reserves the right to determine and exercise the action level based upon the student's age and previous violations. These consequences and sanctions are cumulative.

#### A. VIOLATIONS

Depending upon particular circumstances, the penalties indicated below may be reduced or exceeded. In addition, violations of state or local law will be reported to the appropriate law enforcement authorities. The school reserves the right to expel students with repeated offenses. Repeated infractions will result in more serious penalties.

A student will receive an out-of-school suspension for behavior that disrupts the school community, or for receiving a total of three or more consecutive referrals. For the purposes of this policy, the term "disruptive conduct" includes any unlawful student assemblage; group acts of violence, disruption, vandalism or building seizure; or interference with the functioning of Academy personnel, any student, or group of students. The school Principal, or designee, will inform students of in-school infractions that may result in out-of-school suspensions.

**The student who is placed on out-of-school suspension will be the responsibility of the parents or guardians during the course of the suspension.**

\* The principal or designee refer incident to school police liaison.

\*\* The principal or designee must refer incident to local and state enforcement agencies.

#### 1. Attendance and Punctuality

- a. Truancy \* (including repeated absences from any class)
- b. Loitering \*
- c. Trespassing/off limits \*

#### 2. Inappropriate Learning Environment

- a. Insubordination/open defiance/willful disobedience
- b. Indecent/obscene/profane language and gestures



- c. Academic dishonesty (e. g., cheating, plagiarism)
  - d. Interference with school personnel
  - e. Inappropriate dress
  - f. Disruptive conduct
  - g. Forgery or Plagiarism
  - h. Inappropriate locker/other displays/images
  - i. Gambling \*
  - j. Gang activity, graffiti, colors, etc. \*
  - k. Disrespect toward staff
3. **Controlled Substances**
- a. Use and /or possession of tobacco products and/or smoking paraphernalia \*
  - b. Use and/or possession of alcohol and/or any unauthorized medicines, inhalants, drugs or narcotics \*\*
  - c. Sale or distribution of alcohol and/or any unauthorized medicines, inhalants, drugs or narcotics \*\* - In accordance with Federal and State law, the Board has established a “**Drug-Free School Zone**”. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on Academy property, within the Drug-Free School Zone, or at any Academy-related event.
4. **Technology**
- a. Inappropriate use of password
  - b. Unauthorized access to files
  - c. Inappropriate use of the Internet (Web) and e-mail
  - d. Inappropriate and/or illegal use of software
  - e. Unauthorized and inappropriate use of district technology
5. **Protection of Property**
- a. Theft \*
  - b. Possession of stolen property \*
  - c. Vandalism/ malicious destruction \*\*
  - d. Deliberate misuse of property
  - e. False fire alarms \*\*(the student may be required to pay \$500.00 fine charged to the school)
  - f. Burglary \*\*
  - g. Search and Seizure: The Board acknowledges the need for in-school storage of students’ possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such purposes, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy to prevent examination by an Academy official. The Board directs the Educational Service Provider/School Leader to conduct a routine inspection, at least annually, of all such storage places. In the course of any search, students’ privacy rights will be respected only regarding items that are not against school policy.
6. **Protection of Physical Safety and Mental Well-Being**
- a. Verbal Assault /Intimidating Acts \*
  - b. Possession of dangerous weapons\*\*
  - c. Possession of other weapons\*\*: The term *weapon* means any object capable of inflicting serious bodily harm or property damage, endangering the health and safety of persons. Such weapons include, but are not limited to the following: firearms; guns of any type (including air and gas-powered guns, loaded or unloaded); knives; razors; clubs; electric weapons; metallic knuckles; martial arts weapons; ammunition; and explosives.

- d. Possession or use of firecrackers or explosives
- e. Threats with a weapon and/or dangerous instrument \*\*
- f. Use of a weapon \*\*
- g. Threat or use of a legitimate tool as a weapon \*\*
- h. Fighting \*
- i. Physical Assault (on any person) \*\*
- j. Criminal sexual conduct \*\*
- k. Consensual sexual misconduct \*\*
- l. Unwanted and/or unwelcome physical contact of a sexual nature.
- m. Extortion \*\*
- n. Bullying/Intimidation - The Board of Directors is committed to providing a safe, positive, productive, and personal educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between all members of the school community. Aggressive behavior toward a student, by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse such as bullying and hazing. The Board will not tolerate any gestures, comments, threats, or actions to a student that cause (or threaten to cause) bodily harm, reasonable fear for personal safety, or personal degradation. If an investigation finds harassment has occurred, prompt and appropriate remedial action will result that may include up to expulsion for students; up to discharge for staff members; exclusion for parents, guests, volunteers and contractors; removal from any officer position; and/or resignation for Board Members. Individuals may also be referred to law enforcement officials. **Bullying** is defined as willful and repeated exercise of power or control over another with hostile or malicious intent (i.e. repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three.  
**Some examples of bullying are as follows:**
  - **Physical:** hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
  - **Verbal:** taunting, malicious teasing, insulting, name calling, making threats.
  - **Psychological:** spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- o. Robbery \*\*
- p. Reckless Vehicle use \*\*
- q. False Bomb threat or similar threat \*\* (any action which creates a fire hazard, or misuse of fire-fighting or fire detection equipment)
- r. Attempted arson/burning/arson \*\*
- s. Violation of harassment policy \*
- t. Inciting others to violence or disobedience

## B. OUT-OF-SCHOOL SUSPENSIONS

- a. A suspended student will not be allowed to participate in or attend any school-sponsored activities. Participation in sports activities is also forbidden.
- b. Teachers will be notified of the suspension by the school office so that the teachers can provide missed assignments for the suspended student. While a student is on out-of-school suspension, he/she is still responsible for making up class work. It is the responsibility of a parent or adult to pick up the work for the student who has been suspended. The suspended student is not allowed to come onto campus to pick up his/her work.

- c. To complete the suspension, the student must complete all assigned work.
- d. Parents will be notified of the out-of-school suspension as soon as possible.
- e. Suspensions will be served the school day the infraction occurred or the school day following the infraction depending upon parental notification.
- f. Once a student has been suspended, he/she is not allowed on campus until the suspension has been completed and/or the student has met with the Principal and faculty.

### C. ZERO TOLERANCE POLICY ON FIGHTING

Any student who participates in the act of physical violence or instigates a fight will be suspended.

### D. SUBSTANCE ABUSE POLICY

#### 1. ZERO DRUG AND ALCOHOL TOLERANCE POLICY

Chandler Park Academy is a **Drug Free School Zone**. Possession of illegal narcotics or alcoholic beverages by a student is a gross misdemeanor \*\* and undermines the standard of excellence in education the Academy seeks to maintain. Accordingly, any student who is found to be in possession or use of any illegal substances will be recommended for expulsion to the Chandler Park Academy School Board. Students found in violation of the **Zero-Tolerance Drug Policy** will be suspended, and an expulsion hearing will be scheduled with the Board.

#### 2. SMOKING POLICY

**Michigan law makes it illegal for students to smoke.**

Youth Tobacco Act:

*“Minors are prohibited from: possessing or smoking cigarettes or cigars, chewing, sucking or inhaling tobacco snuff; or possession or using tobacco in any form on a public highway, street, alley, part or lands used for public place of business or amusement.”*

### E. CONFLICT RESOLUTION: Start at the level of the problem.

#### 1. A school problem

- a. Begin at the level of the problem. Speak to your teacher, coach, dean of students, counselor, or assistant principal.
- b. If a problem remains unresolved, ask to meet with the Principal.
- c. If not resolved to your satisfaction, call Scholastic Solutions LLC at (248) 905-5030.

#### 2. Appeal of a detention and suspension

- a. See the staff member who issued the detention or suspension.
- b. If it still cannot be resolved, ask to meet with the Principal.
- c. If not resolved to the parent’s satisfaction, please call Scholastic Solutions LLC at (248) 905-5030. Ask to speak with Mrs. D. Fisher.

#### 3. A Parental Problem

- a. If a parent is unhappy with a member of the faculty, he/she should speak to that staff member and try to reach a resolution. The parties should speak again in a few weeks to see if anything else needs to be discussed.
- b. If the parent is dissatisfied with the response of the staff member, the parent should ask to meet with the Principal or the Principal’s administrative designee.
- c. Like the staff, parents are expected to model appropriate behavior for the students. We expect the staff and parents to speak respectfully to each other at all times. Adults who do not adhere to this policy may be required to leave the school and/or be escorted from the premises.
- d. If the problem is not resolved by the Principal, contact Scholastic Solutions LLC at (248) 905-5030.

## **F. SEXUAL HARASSMENT – Policy for Students of Chandler Park Academy:**

It is the policy of the Chandler Park Academy to make the effort to provide an educational environment free from all forms of harassment. All Chandler Park Academy students will attend a workshop to make them aware of the meaning of sexual harassment and its implications. The students will sign a contract agreeing not to participate in sexual-harassment activities that demean or belittle students.

Chandler Park Academy will neither tolerate sexual harassment nor tolerate reprisals against any employee, student, or other persons, including each other. Accordingly, sexually inappropriate behavior toward faculty, staff, or a fellow student will not be tolerated. Such behavior will result in disciplinary action. The student will attend a workshop on Sexual Harassment as a preventive measure. The student will sign a contract stating that he/she will not participate in physical or verbal sexual harassment.

### **a. Definition – Sexual Harassment:**

Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of all. Harassment can be either conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures, and language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile, or offensive educational and working environment for Chandler Park Academy personnel.

Examples of Sexual Harassment:

- Jokes of a sexual nature
- Sexual propositions
- Sexually suggestive pictures or cartoons
- Foul and obscene language, jokes, or gestures
- Unwanted and unnecessary physical contact
- Unwelcome comments about appearance
- Displays of affection

### **b. Reporting Sexual Harassment**

Students and personnel may report incidents of sexual harassment to the School Principal using the form provided by Chandler Park Academy. Any student who feels that he or she, or any other person, has been a victim of sexual or other forms of illegal harassment should bring the matter to the immediate attention of the teacher, the School Principal, or Scholastic Solutions LLC at (248) 905-5030.

The school will investigate all complaints of harassment in a prompt and confidential manner, and will take appropriate corrective action when warranted. Any student who is determined to have engaged in harassment in violation of this policy will be subject to the following actions:

- The Principal will conduct an investigation that will be presented to the School Board.
- All relevant information will be given to the Board, who will make the final decision on expulsion.
- When the decision has been made by the school that expulsion is warranted, the student's parents will receive notice of expulsion pending Board action.
- If it is a personnel issue, the matter will be referred to Scholastic Solutions LLC after it is investigated.

## **G. SEXUAL HARASSMENT REPORTING PROCESS**

This policy applies to students and also to all adults at Chandler Park Academy.

Students will obtain a form from the school Principal. Submit the completed form to the school Principal. After a review, the school Principal will meet with all involved. The Principal will make a recommendation. If expulsion is warranted, the Board will make the final decision.

Should the person making the report be unable to consult with the Principal, the matter may be brought to the attention of Scholastic Solutions LLC at (248) 905-5030.

### **State and Federal Remedies**

In addition to the above, 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:

**Detroit District Office**  
477 Michigan Avenue  
Room 865  
Detroit, Michigan 48226  
(313) 226-7636

Office of Civil Rights (OCR), U.S. Department of Education

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

Office for Civil Rights  
U.S. Department of Health & 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

## **H. MICHIGAN'S MANDATORY EXPULSION LAW**

Michigan statute requires local school boards to expel students who bring dangerous weapons to school, or who commit arson or rape on school property. Dangerous weapons are defined as guns, daggers, dirks, stilettos, knives, pocket knives opened by a mechanical device, iron bars and brass knuckles.

Students accused of any of the above offenses will be given a due-process hearing before the Chandler Park Academy's School Board. If found guilty, they will be expelled for a minimum period of time as mandated by the new state law (180 school days, students in grades 6-12).

Parents may petition the Chandler Park Academy's School Board to readmit their students upon expiration of the mandated expulsion period.

Students may also be expelled for committing other serious offenses to be listed herein within the Code of Conduct sections, if the extent of the infraction is deemed to be of a very serious nature.

## **I. EXPULSION POLICY**

### **1. SHORT-TERM SUSPENSION**

An administrator or designee may suspend a student for a short-term suspension of up to 10 school days. The administrator may suspend a student for more than 10 days. A suspension or expulsion may be appealed to the Board of Directors. Special rules and procedures apply if the student is a special needs student or should have been identified as a special needs student.

No short-term suspension shall be imposed upon a student without giving the student notice of the charges and affording the student a hearing with the building administrator or designee. The notice may be oral or written and the hearing may be held immediately. The hearing may be conducted informally, but shall include the following general procedures: (a) the right of the student to be present at the hearing; (b) the right of the student to be informed of the charges; (c) the right of the student to make statements in defense of the charges or accusations. See Student Code of Conduct.

### **2. LONG-TERM SUSPENSION AND EXPULSION**

A written notice of any recommendation for a long-term suspension or expulsion, and the charges upon which the disciplinary action is based, shall be given to the student if he/she has reached the age of majority, and to the parents or guardian if the student is a minor.

### **3. HEARING PROCEDURE: SUSPENSION AND/OR EXPULSION**

An appeal hearing provided by the CHANDLER PARK ACADEMY'S Board shall be conducted in accordance with the following procedures:

- a. The right of the student's parents or guardians to be present at the hearing if the student has not attained the age of majority;
- b. The right of the student and parent/guardian to hear a report of testimony;
- c. The right of the student to confront and question the charging party (usually the administrator);
- d. The right of the student to present his/her own witnesses; and
- e. The right of the student to testify in his/her own behalf and give reasons for his/her conduct.

### **4. MANIFESTATION HEARING**

If the behavior alleged to have been committed by the student could possibly be the result of a disability, there must be a manifestation hearing within 10 (ten) days.

## **J. PROCESS FOR INVESTIGATING AND RECOMMENDING EXPULSION**

- a. The Principal and teachers involved initiate the process and are responsible for all paper work.
- b. The Principal conducts an investigation.
- c. The Principal receives all relevant information and prepares a summary.
- d. The Principal reviews the investigations and makes a recommendation to the School Board.
- e. The Principal presents the issues and documentation to the School Board. The School Board makes the final decision.

## **K. RULES FOR INDEPENDENT STUDIES (HOMEBOUND STUDENTS)**

While the student is serving an out-of-school suspension, the following applies:

- a.** Homework will be picked up at Chandler Park Academy by the student's parent/guardian every Monday by 3:35 p.m. Vacation time is excluded.
- b.** Homework is to be delivered to Chandler Park Academy, completed, in a manila folder every Monday by 3:35 p.m. in the school office.
- c.** Students are not to enter the building until Chandler Park Academy gives further instructions.
- d.** Teachers will provide input on students' work, to be picked up by parent/guardian every Monday.
- e.** If the Board decides on expulsion, the student is separated from Chandler Park Academy. The student may not attend another school, public or private, for term of expulsion.

## IV. CHANDLER PARK ACADEMY DRESS CODE

The purpose of the Chandler Park Academy Dress Code is to establish a professional business climate to achieve our goal of preparing students for college.

Tops					
<ul style="list-style-type: none"> <li>• CPA Polo shirt —short sleeved or long sleeved</li> <li>• CPA Button Down Dress Shirt</li> </ul>					
<b>Grade</b>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	All (optional
<b>Color</b>	Gold <i>(New Color)</i>	Navy	Gray	Maroon	White (Button Down ONLY)
<p><i>All tops must be purchased from Burkes Sport Haven. See enclosed flyer for more information.</i></p>					
<p style="text-align: center;"><b><u>Shoes</u></b></p> <ul style="list-style-type: none"> <li>• All <b>solid</b> Black or Navy Blue ONLY (including sole)</li> <li>• <b>All leather</b> Dress Shoe or Dress Loafer</li> <li>• <b>NO BOOTS, GYM SHOES, (i.e. Addis, Nike, and etc), TENNIS SHOES or MOCASSINS</b></li> </ul>			<p style="text-align: center;"><b><u>Bottoms</u></b></p> <ul style="list-style-type: none"> <li>• Navy Blue Pants</li> <li>• <b>NO BLACK PANTS</b></li> <li>• No capris, stretch pants, leggings, or yoga pants</li> </ul>		
<p style="text-align: center;"><b><u>Jewelry</u></b></p> <ul style="list-style-type: none"> <li>• Should be modest</li> <li>• <b>Gentlemen:</b> No Earrings</li> <li>• <b>Ladies:</b> Earrings no larger than 2 inches</li> <li>• Ear piercings are the <b>ONLY</b> piercing allowed. Lip, nose, eyebrow, chin, etc. are not allowed</li> </ul>			<p style="text-align: center;"><b><u>Sweaters</u></b></p> <ul style="list-style-type: none"> <li>• <b>CPA Cardigans ONLY</b></li> <li>• <b>NO HOODIES</b>, sweatshirts or sweaters other than the CPA Cardigan</li> </ul>		

Please note the following:

- Students **MUST** wear their student ID on a lanyard around their neck at all times.
- All **tattoos MUST be covered.**
- 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 must be picked up by a parent/guardian after school. Parents of students that are not in uniform will be contacted and students will be sent home.

Mr. L.R. Nero,  
Dean of Students



## **A. UNIFORM POLICY**

- Shirts must be tucked in and a belt worn at all times (all males and females)
- Students must appear in a clean uniform daily.
- Not acceptable: piercings of any sort including but not limited to nose, tongue, lip, eyebrow and/or chin.
- Parents of students not in uniform will be contacted and 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.

## **B. IDENTIFICATION CARDS**

All middle and high school students are required to have a student identification card (ID). Student ID's are to be worn and visible at all times. If ID's are lost or damaged, student will be required to purchase a replacement card at a minimal fee.

## V. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

TO: Parents/Guardians of children enrolled in Chandler Park Academy  
FROM: Mrs. Dorothy Covington, Compliance Officer  
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. D. Covington, (313) 499-3010.

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**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Directory information to be published or disclosed by **Chandler Park Academy**

**Must be returned to your school office or information will be disclosed**

Information which is checked off will **NOT** be disclosed. Leave Form blank if you have no objection to disclosure.

- 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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If you have no objection to the disclosure of the pieces of information indicated above, you need not complete this form.

**VI. RECEIPT OF PARENT/STUDENT HANDBOOK**  
**Please sign and Return to Office**

Date: \_\_\_\_\_

I have received Chandler Park Academy's Parent/Student Handbook. My child and I will abide by the contents of this handbook in order to promote success in my student's education.

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Parent's Name** (please print)

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Chandler Park Academy Personnel**