

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 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 education program.

A. STUDENT'S 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 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.

***Valid/Lawful School Absences:**

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

***Invalid/Unlawful Excuses:**

- Staying home to baby-sit
- Too tired
- Travel
- Needed at home
- Weather
- Missed bus or kicked off bus

- Child is not immunized
- Overslept

***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 testing assessments, such as MEAP or Stanford testing, unless absolutely necessary. Schools will notify parents in advance of such assessments.

C. PROGRESS REPORTS/FAILURE WARNING

Progress reports are distributed to parents 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 for confirmation.

E. INTERVENTIONS

If a student is doing poorly in several classes or 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. **If these are not received after a reasonable time, parents/guardians should call the school to verify.** Parents/guardians are asked to ensure that the school has the correct address and the telephone number of their student.

GRADES K-2nd

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

GRADES 3rd - 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. GRADE EXPECTATIONS

All students enrolled in Chandler Park Academy are expected to maintain a minimum C average (2.0) in core subjects. Students, who do not have a C (2.0) average in their core classes will be offered an after school tutoring and an enrichment summer program.

H. 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 Education Assessment Program.
2. Stanford Nine – The Stanford Achievement Test (Primary Grades Only)
3. MME- Michigan Merit Examination
4. Brigance –Kindergarten Assessment

I. 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 FOR HONORS: Students achieving a grade point average of 3.0 to 3.79.

J. ACADEMIC PROBATION

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

K. 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.

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 will maintain an up to date and accurate student information list 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:

- a. Students are only allowed to leave the building with an authorized adult with photo identification whose name appears on the emergency card and must sign the student out in the Office.
- b. The student's attendance will affect the student's grades.
- c. The responsibility for work missed during an excused absence rests solely with the student and parent.

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 prior to 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 of disrupting 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 prior to 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. 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, 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 general driving laws.

I. PICKING STUDENTS UP FROM SCHOOL: Parents are expected to pick up students at the school dismissal time. For grades K – 12th, once students have been dismissed and their ride has not come, students will be escorted back inside of the building for safety precautions. Parents who arrive late to pickup 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.

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. **We 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 the 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 the phone number changes and 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 instruction 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 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.**

R. SECURITY/SAFETY: For the safety of everyone, please do not open any door for any stranger. Everyone should enter the door located by the parking lot. All visitors must report to office.

S. LOCKERS: Each student will be assigned a locker and 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, purses, etc. to school. **Students are not allowed to house in their locker another student's belongings. 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. **Keep your radios tuned to 950 A.M. We will notify the TV stations (Channels 2, 4 and 7) and radio station 950 A.M. They will begin to make announcements by 6:15 a.m.**

III. STUDENT CODE OF CONDUCT

The 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 affects order and discipline in the schools or welfare of the students and staff.

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

A. STUDENT CONDUCT

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 offences. 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 *
- d. Attendance and punctuality

2. Inappropriate Learning Environment

- a. Insubordination/open defiance/willful disobedience
- b. Indecent/obscene/profane language and gestures
- c. Academic dishonesty (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 towards 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 asked 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 places, 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, student’s privacy rights will be respected 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 after-school or evening 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.
- 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.
- g. It is the responsibility of a parent or adult to pick up the work for the student who has been suspended. The student suspended is not allowed to come onto campus to pick up his/her work.

C. ZERO TOLERANCE POLICY ON FIGHTING

Any student who participates in the act of physical violence or instigates a fight

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. As such, 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 "**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, and Assistant Principal.
- b. If a problem remains unsolved, ask to meet with the Principal.
- c. If not resolved to your satisfaction, call Varner and Associates at 284-905-5030.

2. Appeal of a detention and suspension.

- a. See the staff member that 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 Varner and Associates at 248-905-5030. Ask to speak with the Dr. Wilhelmina Hall.

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.
- 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 escorted from the premises.
- d. If the problem is not resolved by the Principal, contact Varner and Associates at 248-905-5030.

F. SEXUAL HARASSMENT

1. 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 activities that demean or belittle students.

Chandler Park Academy will neither tolerate sexual harassment nor will it 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 method. 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 Varner and Associates 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 Varner and Associates after it is investigated.

G. SEXUAL HARASSMENT REPORTING PROCESS

This policy applies to students as well as 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 Varner and Associates 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 you filing a complaint with these agencies. Each of the agencies has short time periods for filing a claim (EEOC and OCR – 180 days)

The United States Equal Employment Opportunity Commission (“EEOC”)

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

<p>Detroit District Office 477 Michigan Avenue Room 865 Detroit, Michigan 48226 (313) 226-7636</p>

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

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

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

H. MICHIGAN’S MANDATORY EXPULSION LAW

Michigan statute requires local school boards to expel students who bring dangerous weapons to school, 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, and 90 days for those in grades K-5).

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 a very serious nature.

I. EXPULSION POLICY

1. SHORT-TERM SUSPENSION

An administrator or designee may suspend, 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 School 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 "out-of-school suspension" status, 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

K-7	8-11
<ul style="list-style-type: none"> • CPA logo polo shirts – light blue (K-5) • CPA logo polo shirts – royal blue (6 & 7) • Navy Skirt (knee length or below). ** • Navy Jumpers (Sizes 4-14: primary grade students) ** • Navy pants sized to fit – no sagging. (No Jeans) • Solid black or navy belt – worn at all times. • Black or dark navy dress shoes – low heels only. <u>NO GYM SHOES!!!</u> • Navy cardigan sweater <u>worn with the CPA blue polo shirt.</u> • Black, navy or white socks. • Black, navy or white tights. ** • Earrings ** (½ inch hoops or smaller) – <u>No earrings for males students.</u> • Navy <u>knee-length</u> uniform shorts – worn during summer months. (June, & September) • Black boots – worn during the snow months (must be removed when the student enters the building). • All uniform attire <u>must</u> be cleaned and properly ironed. <p>**Female Students Only</p>	<ul style="list-style-type: none"> • CPA logo polo shirts-light blue (8th) • CPA logo polo shirts-maize (9th) • CPA logo polo shirts-navy blue (10th) • CPA logo polo shirts-gray (11th) • Navy Skirt {knee or below}. ** • Navy pants sized to fit – no sagging. (no jeans) • Solid black belt – worn at all times. • Black or dress shoes – low heels only. <u>NO GYM SHOES!!!</u> • Navy sweater <u>worn with the CPA blue polo shirt.</u> • Solid Black or navy trouser socks. • Solid Black, navy or white tights/stockings. ** • Earrings (½ inch hoops or smaller)** • Black boots – worn during the snow months (must be removed when the student enters the building). • All uniform attire <u>must</u> be clean and properly ironed. • Clear backpacks only • No earrings for male students including dress down days • No shorts or capri pants • Tattoos should not be visible <p>**Female Students Only</p>

A. UNIFORM POLICY

- Students must appear in a clean uniform every day.
- 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
DATE: October 29, 2009
RE: Disclosing Student Directory Information

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. Or 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 no later than **Friday, November 13, 2009**. 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. Dorothy Covington at (313) 839-9886.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

Must Be Returned to School by November 14, 2009 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:

Print Parent/Guardian Name:

Signature of Parent/Guardian or Adult Student:

Today's Date:

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 and 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

Student's Signature

Chandler Park Academy Personnel