

**STUDENT/PARENT HANDBOOK**

**Grades K-12**

**1350 N. St. Helen Rd.**

**St. Helen, MI 48656**

**Phone: 989-632-3390**

**Fax: 989-632-3393**

[**www.charltonhestonacademy.com**](http://www.charltonhestonacademy.com)

**Authorized by Lake Superior State University**

**Revised August 2018**

**FOREWORD**

This handbook was developed to answer many of the commonly asked questions that students and parents may have during the year and to provide specific information about certain Charlton Heston Academy Board of Directors policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your child. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your child’s teacher, or the Superintendent or any other administrator.

This handbook summarizes many of the official policies and administrative guidelines of the Charlton Heston Academy Board of Directors. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the status of the Charlton Heston Academy Board of Director’s policies and Charlton Heston Academy’s rules and expectations. If any of the policies or administrative guidelines referenced herein is ever revised, the language in the most current policy or administrative guideline prevails.

**CHARLTON HESTON ACADEMY LEADERSHIP**

**Academy Board of Directors**

Mrs. Jennifer Jarosz

Mr. Dave Fultz

Mr. Gary Buddenborg

Mr. Mike Hodnett

Mrs. Veronica Bridson

Mr. David Patterson, Superintendent

**MISSION, VISION AND VALUES**

***We promise families a school with a challenging academic program and a culture that values integrity, academic excellence, civic responsibility and accountability that centers on college and career readiness.***

***The Charlton Heston Academy envisions a Pre K-12 school that is highly regarded for its academic excellence and for its critical contribution to the community in which it operates.***

The Charlton Heston Academy school community has established the following values in pursuit of its stated mission and vision for students. These values were carefully selected by the school’s founders and Board of Directors after considering the school’s history, mission and vision for its students. School values are intended to create a common language for staff and students in establishing and reinforcing expectations of each other, all in order to create a positive school climate where all students thrive and succeed.

* *Community*
* *Excellence*
* *Love*
* *Teamwork*
* *Grit*

The CHA values are posted in each classroom and school common areas. They are taught to students across all grades. Parents should become familiar with the CHA values, their meaning and how they impact activities and operations at the school. By reinforcing these values beyond the confined of the school building and at home, CHA families demonstrate a commitment to them and strengthen their power in shaping the lives of CHA students.

**SECTION I - GENERAL INFORMATION**

**ENROLLMENT**

All students interested in attending Charlton Heston Academy must follow the enrollment policy and applicable law. New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

* Birth certificate;
* Court papers allocating parental /custodial rights and responsibilities (if appropriate);
* Proof of residency;
* Proof of immunization;
* Health appraisal form (Pre-K, Kindergarten and 6th grade);
* Social security card; and
* Lunch application/survey

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of “homeless” may enroll and will be under the direction of the Charlton Heston Academy Liaison for Homeless Children with regard to enrollment procedures only.

A student who has been suspended or expelled by another public school or Academy in Michigan may be temporarily denied admission to Charlton Heston Academy during the period of suspension or expulsion; even if that student would otherwise be entitled to attend in the local district.

Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the Academy during the period of expulsion or removal until its expiration. The Academy reserves the right to uphold an expulsion/suspension rendered from another school district in or out of state.

Prior to denying admission, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension orexpulsion and any other factors determined to be relevant.

**ATTENDANCE**

**LATE ARRIVAL, EARLY DISMISSAL and LATE PICK-UP**

It is necessary that a student be in regular attendance throughout the school day in order to benefit fully from the educational program at Charlton Heston Academy. As the Academy employs an innovative year-round school calendar, students are expected to be in attendance throughout the school year, including days in which school is in session in the months of July and August. The Academy has observed a direct relationship between attendance rates and the academic achievement of students, a conclusion supported by an array of educational research. Parents should avoid circumstances that prevent their children from being absent from school whenever possible. The Academy expects that parents will notify the main office of the school by telephone call whenever it is necessary for their child to be absent from school **no later than 8:30 a.m.** on the day of the absence.

**The Academy begins school promptly at 8:00 a.m. each day for all students and dismisses students at 4:00 p.m. each day.**

Parents are expected to provide written documentation when it is necessary for their child to be absent from school due to illness and other medical conditions. Absences will be documented as “Excused” when such documentation is provided. All other absences will be documented as “Unexcused.” The Academy’s Attendance Clerk will regularly make telephone calls when this notification is not made to ensure documentation of the absence and the safety of the student.

Students will always be provided ample time to make up any assignments that are given when they are absent. Each teacher will work directly with students and parents to establish expectations for the completion of assignments on a case-by-case

basis. When pre-arranged absences are necessary, it is the parent’s responsibility to notify the school so that assignments can be provided to the students in a proactive manner whenever possible.

Due to the significant importance of regular attendance and timely arrival to school, the following procedure will be followed:

* The Academy’s Attendance Clerk will contact parents via telephone call when the school is not contacted in the event of an absence.
* A letter from the Academy will be sent to parents when a student accumulates ten (10) cumulative absences from school providing an update on the attendance of the student and reminder of the importance of regular attendance. The Academy may also contact the parents if a student reaches four (4) absences within a quarter.
* Students who are chronically tardy may be required to attend a conference with his/her parents and the administration after every five (5) late arrivals (tardy). Ongoing tardiness may result in a referral to local Truancy Officer. Students are required to serve a lunch detention after three (3) tardies in the same quarter, and are required to serve a detention outside of school hours (before/after/Saturday) after five (5) tardies in the same quarter.
* The Academy may make a referral to the local Truancy Officer when a student accumulates fifteen (15) cumulative absences.
* The Academy does reserve the right to make arrangements on a case-by-case-basis.

Parents are encouraged not to take their child out of school for vacations other than those scheduled during the school year. When a family vacation must be scheduled during the year, parents should discuss the matter with the student’s teacher(s). Making arrangements in advance may make it possible for the student to receive certain assignments to be completed during the vacation.

Absences due to suspension shall be considered authorized/excused absences. A suspended student will be responsible for making up work. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return. Assignments may be obtained from their teachers beginning with the first day of a suspension. It is the responsibility of the parent/guardian to make arrangements with the teacher(s) to retrieve any and all assignments issued during suspensions. Make-up or missed tests may be scheduled when the student returns to the Academy. The student will be given credit for properly completed assignments and a grade on any made up tests. Teachers will work with students to determine an appropriate amount of time for the completion of missed assignments and will hold students accountable accordingly for the completion of such work.

Due to the level of disruption to instruction, parents are discouraged from picking up their children for early dismissal unless it absolutely cannot be avoided. **Early dismissal ends at 3:45 p.m. each day**. The Academy reserves the right to contact the proper authorities if parents are chronically negligent in picking their children up from school at or shortly after dismissal.

**TRANSFER OUT OF THE ACADEMY**

Parents must notify the main office staff about plans to transfer their child to another school. Transfers will be authorized only after the parent has completed the necessary arrangements, returned all materials, and paid any fees or fines that are due. Records may not be released if the transfer is not properly completed. Parents are encouraged to contact main office staff for specific details.

It should be noted that when transferring student records, officials are required to transmit disciplinary records including suspension and expulsion actions against the student.

**WITHDRAWAL FROM THE ACADEMY**

No student under the age of eighteen (18) will be allowed to withdraw without the written consent of his or her parents or guardian. The Academy reserves the right to withdraw a student who has three consecutive unexcused absences without notification from the parent/guardian.

**EQUAL EDUCATION OPPORTUNITY**

It is the policy of Charlton Heston Academy to provide an equal education opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of race, color, disability, religion, gender, or national origin

while at Charlton Heston Academy or an activity should immediately contact the Superintendent, Mr. David Patterson in writing at:

1350 N. St. Helen Rd.

St. Helen, MI

48656

989-632-3390

All complaints are investigated in accordance with the procedures as described in the respective Charlton Heston Academy Board of Directors Policy. Any student making a complaint or participating in an Academy investigation will be protected from any threat or retaliation. The Superintendent can provide additional information concerning equal access to educational opportunity upon request.

**STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the Academy are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association to be honored and to fair treatment as long as they respect those rights for their fellow students and school staff. Students will be expected to follow teachers' directions and to obey all Academy rules. Disciplinary procedures are designed to ensure due process before a student is removed because of his/her behavior.

Parents have the right to know how their child is performing, academically and behaviorally, at Charlton Heston Academy and will be provided information on a regular basis and as needed when concerns arise. Many times, it will be the student’s responsibility to relay that information from the teacher in a variety of ways. If necessary, the mail, hand delivery or electronic mail may be used to ensure direct contact with parents. Parents are encouraged to build a two-way link with their child’s teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive on time, be prepared to learn, and participate in the educational program. If there are challenges in this regard, the Academy will work closely with students and family to ensure the success of all students.

# PARENT INVOLVEMENT IN THE SCHOOL

The Parent Involvement Plan may be a written or unwritten plan designed to guide the Academy in implementing strategies to involve parents in partnership with the Academy in ongoing, institutionalized, two-way communication about the programs offered at the Academy and the personalized education of each child. Every parent is encouraged to participate as a volunteer for any of the following: field trips, classroom activities, workshops, parent/teacher conferences, and the Parent Teacher Organization. Parents must seek approval to serve as a volunteer, including a criminal background check conducted by the Academy. While parents are welcome to observe the classroom environment and instruction provided to their child for limited durations of time, they must not distract from the learning environment. In addition, parents must provide a minimum of 24 hour notice when requesting such an observation.

# STUDENT WELL-BEING

Student safety is a primary responsibility of the Academy. All staff members are familiar with emergency procedures, such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the main office. A student may be prohibited from attending the Academy until this requirement has been fulfilled.

Parents who have children with specific health care needs should provide written notice about such needs, along with proper documentation, by a physician to the main office. All such information, as well as other student information, is kept strictly confidential by the school.

**INJURY AND ILLNESS**

All injuries must be reported to a teacher, nearest staff member, or the main office. The student will be treated and may return to class. If medical attention is required, the main office will follow the Academy's emergency procedures.

A student who becomes ill during the day should request permission to go to the main office. An appropriate adult in the office will contact his/her parent to determine whether the student should remain in school or return home. No student will be released from school without proper parental permission. Further, students will only be released to individuals whose name appears on the emergency form or if other arrangements are made by the parent or guardian. Proper identification (picture I.D.) must be presented.

**SCHEDULING AND ASSIGNMENT**

**Elementary Level (Grades K-6)**

Administration will assign students according to class enrollment figures during the enrollment process. The Superintendent, Instructional Dean or other designated staff member may assist in assigning each student to the appropriate classroom and program. However, questions or concerns about the assignment should be discussed with the Instructional Dean for the respective grade level.

**Secondary Level (Grades 7-8)**

Schedules are provided to each student at the beginning of the year or upon enrollment. Schedules are based on student needs, available programs and staffing levels and may change from year to year. Any changes in a student's schedule should be handled through the Instructional Dean or Superintendent. Students may be denied course enrollment due to lack of available space or the need to pass prerequisites and/or address skill deficiencies. Students are expected to follow their schedules. Any variation should be approved by the Superintendent or the Instructional Dean through a formal schedule change which is then reflected in the Academy’s Student Information System.

**IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver. If a student does not have the necessary immunizations or waivers, the Superintendent or the Instructional Dean may remove the student from the Academy or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the main office.

**EMERGENCY MEDICAL AUTHORIZATION**

The Charlton Heston Academy Board of Directors has established a policy that every student must have an updated “Emergency Medical Authorization Form” completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator sports, athletics, extra-curricular activities, and co-curricular activities.

The “Emergency Medical Authorization Form” is provided at the time of enrollment for new students and at the beginning of each school year for returning students.

# USE OF MEDICATIONS

**Prescribed Medications**

In those circumstances where a student must take prescribed medication during the day, the following guidelines are to be followed:

* Parents should, with their physician's counsel, determine if the medication schedule could be adjusted to avoid administering medication during school hours.
* Medication Request and Authorization (forms 5330 F1, F1a, and F1b) must be filed with the respective main office personnel before the student will be allowed to begin taking any medication during school hours.
* All medications must be registered with the main office.
* Medication that is brought to the office will be properly secured. A two to four (2-4) week supply of medication is recommended. Medication may be brought to the student directly by the parent during the school day but should be arranged in advance.
* Any unused or unclaimed medication will be destroyed by office personnel when a prescription is no longer to be administered to a student and/or a parent has not arranged for pick-up or at the end of a school year.
* Parents shall have sole responsibility to instruct their child to take the medication at the scheduled time and the child has the responsibility for presenting himself/herself on time to take the prescribed medication. This request must be submitted in writing by a parent and physician.
* A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained in a binder located in the main office along with the physician's written instructions and the parent's written permission release.

**Asthma Inhalers**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

## Non-Prescribed (Over-the-Counter) Medications

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

A physician does not have to authorize such medication, but all of the other conditions described above under “Prescribed Medications” will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a main office staff member. No other exceptions will be made to these requirements. Under no circumstances are students permitted to carry or maintain OTC medication on their person or within their personal belongings.

**CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because the Academy has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or transient pest, such as lice.

Specific communicable diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state Health Departments. Any removal will be for the contagious period only as specified in the schools administrative guidelines.

**CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact communicable diseases, the Academy still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The Academy will seek to keep students and staff persons unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases such as AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human‑immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the Charlton Heston Board of Directors and/or the Department of Health.

As required by federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

**INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against based on a disability. This protection applies not just to the student, but also to all individuals who have access to Charlton Heston Academy’s programs and facilities.

**SPECIAL EDUCATION SERVICES**

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State law. Parents may contact the Superintendent between the hours of 8:00 am - 4:00 pm, at (989) 632-3390 to inquire about evaluation procedures and programs.

**LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the Academy. It is, therefore, the policy of this Academy that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the Academy. For further information parents should contact the Superintendent at (989) 632-3390 to inquire about evaluation procedures and programs offered by the Academy.

**STUDENT RECORDS**

The Academy maintains many student records including both directory information and confidential information.

Directory information can be provided upon request to any individual, other than a for‑profit organization, even without the written consent of a parent. Parents may refuse to allow the Academy to disclose any or all directory information upon written notification. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board of Directors’ annual *Family Education Rights and Privacy Act* (FERPA) notice.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the Academy is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, as well as those individuals who have articulated and entered a postsecondary educational institution at any age.

Confidential records includetest scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to our main office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing, and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the Academy has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the program or the Academy’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor); or, if a minor by his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

* Political affiliations or beliefs of the student or his/her parents;
* Mental or psychological problems of the student or his/her family;
* Sexual behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior;
* Critical appraisals of other individuals with whom respondents have close family relationships
* Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and administrators;
* Religious practices, affiliations, or beliefs of the student or his/her parents;
* Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Charlton Heston Academy Board of Directors policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon written request; a survey or evaluation created by a third party before the survey or evaluation is administered or distributed to the student. The parent will have access to the survey or evaluation within a reasonable period after the request is received by the Superintendent.

The Superintendent will provide notice directly to parents of students enrolled in the Academy of the substantive content of this policy at least annually at the beginning of the year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent will notify parents of students in the Academy, at least annually at the beginning of the year, regarding specific or approximate dates during the year when the following activities are scheduled or expected to be scheduled:

* Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing, selling that information or otherwise providing that information to others for that purpose; and
* The administration of any survey by a third party that contains one or more of the items described above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW 20202-4605

Washington, D.C.

www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov

[PPRA@ED.Gov](mailto:PPRA@ED.Gov)

**STUDENT FEES, FINES, AND CHARGES**

Charlton Heston Academy sometimes but rarely charges specific fees for the curricular and non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to property. The students’ and staff do not make a profit.

Activity fees may be waived in situations where there is financial hardship.

Students using property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly.

**STUDENT FUNDRAISING**

Students participating in sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with guidelines. The following general rules will apply to all fundraising activities:

* Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds;
* Students may not engage in house-to-house canvassing for any fundraising activity;
* Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm; and
* Students may not participate in a fundraising activity conducted by a parent group, booster club or community organization on school property without the approval of the Superintendent.

**STUDENT VALUABLES**

Students are encouraged not to bring items of value to the Academy. Items such as jewelry, expensive clothing, and electronic equipment (including cell phones and electronic games) are tempting targets for theft and extortion. The Academy cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

**REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the classroom. They may also observe instruction in any class, particularly instruction pertaining to health and sex education. Any parent who wishes to review materials or observe instruction must contact the Superintendent or the Instructional Dean prior to coming to the Academy. Parents’ rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

**MEAL AND FOOD SERVICE**

Charlton Heston Academy offers a school meal program with menus meeting the meal patterns and nutrition standards established by the United States Department of Agriculture (USDA). The Academy shall encourage students to make food choices based on the most current Dietary Guidelines for Americans. Food and beverages that compete with the District’s policy of promoting a healthy school environment shall be discouraged.

All students at the Academy are provided a breakfast (8:00 - 8:15 a.m.), lunch and afternoon snack (times vary depending on grade level schedules) free of charge. While students are welcome to bring their own lunch from home, they are not allowed to bring snacks into the classroom.

Students are permitted to have water with them in classrooms and during common times. However, other liquids are not permitted. Students who bring their lunch must also comply with Academy lunch guidelines. A healthy lunch consist of healthy snacks that are low in sugar and sodium, milk or 100% juice beverages or a fruit drink that provides 100% vitamin C.

Students are not allowed to receive food deliveries during the instructional day. These deliveries cause chaos in the main offices areas and have distracted the instructional process when students are called to receive food before and after lunch times. On the other hand, parents are allowed to drop off food to their children and this food will remain in the main office until the respective lunch period.

**FIRE, TORNADO, AND EMERGENCY PREPARDNESS DRILLS**

The Academy complies with all fire safety laws and will conduct emergency drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season, using the procedures provided by the State of Michigan.

**EMERGENCY CLOSINGS AND DELAYS**

If the Academy must be closed or the opening delayed because of inclement weather or other conditions, the Academy will notify the following television stations and other outlets in addition to an automated dialer to all parents:

Charlton Heston Academy Facebook Page

TV9/10

School Reach Automated Telephone Calls

Parents and students are responsible for knowing about emergency closings and delays.

**PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The Academy is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of officials or from the presence of asbestos materials used in previous construction. A copy of the Academy’s “Preparedness for Toxic Hazard and Asbestos Hazard Policy” plans will be made available for inspection in the Main Office upon request.

**VISITORS**

Visitors, particularly parents, are welcome at Charlton Heston Academy. To properly monitor the safety of students and staff, each visitor must report to the Main Office upon entering the building to obtain a pass. Any visitor found in the building without a pass shall be reported to the Superintendent. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the Academy.

Students may not bring visitors to the Academy without prior written permission from the Superintendent.

# USE OF THE LIBRARY

The Academy has scheduled routine visits to the Richfield Township Library. All Academy and classroom rules apply. All students will complete a library card application during their initial class visit to the Richfield Township Library. The Academy has a book return receptacle on-site where students can drop books. Late fees may apply.

**USE OF EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Superintendent or the Instructional Dean to use any other equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

**STUDENT SALES**

No student is permitted to sell any item or service without the approval of the Superintendent. Violation may lead to disciplinary action.

**STUDENT USE OF OFFICE TELEPHONES AND CELL PHONES/PERSONAL ELECTRONIC DEVICES**

School telephones are not to be used for personal calls. Students will not be called to the office to receive a telephone call unless there is an emergency. Students are not permitted to use their personal cell phone, other personal electronic devices or classroom telephone during instructional time. Students in grades 6-12 can use their cell phones/personal electronic device only during lunch**. Personal cell phones and electronic devices that are possessed and/or used during instructional time will be confiscated and parents may be required to retrieve them from the appropriate staff member. Students must keep their personal electronic devices and/or cell phones in their locker, or in their vehicle at all times (with the exception of grades 6-12 during lunch times). In addition all calls regarding student illness are to be handled by main office staff only.**

The Academy is not liable for any of the aforementioned items lost or confiscated from students.

**ADVERTISING OUTSIDE ACTIVITIES**

Announcements and/or advertisements for external activities may not be posted without receiving prior approval from the Superintendent, who will make every attempt to respond to all written requests within twenty-four (24) hours of their receipt. The Academy has central bulletin boards located within the building, which may be used for posting notices after receiving permission.

**SECTION II - ACADEMICS**

**COURSE OFFERINGS**

The Academy offers a range of curricular programs which may vary from grade to grade and from year to year. Core academic programs are offered in literacy (reading, writing and speaking), mathematics, social studies and science. Additional courses are offered in physical education, visual arts, music, world languages, health and technology. Some curricular offerings may be integrated into other subject areas and within the self-contained classroom.

**FIELD TRIPS**

Co-curricular and extra-curricular field trips are academic activities that are held off Academy grounds. The Academy conducts a range of these activities as extensions to the learning process. No student may participate in any sponsored trip without written parental consent. Regular attendance rules apply to all field trips.

**GRADES**

The Academy has a standard grading procedure, as well as additional notations that may indicate work in progress. The purpose of a grade is to indicate the extent to which the student has acquired necessary learning. In general, students are assigned grades based upon assessment results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student or parent is not sure how a grade will be determined, he/she should ask the teacher.

Standards-based reporting is generally utilized in Grades K-2. Classroom teachers will utilize the following grading scale in reporting on the extent to which a student has mastered grade level appropriate learning standards. This will be conducted at the conclusion of each marking period. Not all learning standards may be assessed each marking period depending on the pace of instruction. Teachers delivering instruction in additional subject areas (i.e. physical education, music, visual arts) will provide an overall assessment of student learning for the course using the same marks.

O =Outstanding

S = Satisfactory

I = Improvement Needed

U = Unsatisfactory

Teachers will also provide an overall narrative for each students that provides a summary of strengths, concerns and opportunities for improvement.

The Academy uses the following grading system for each subject area offered in Grades 3-12:

A = Excellent achievement

A-

B+

B = Good achievement

B-

C+

C = Satisfactory achievement

C-

D+

D = Poor Achievement

D-

E = Failure

O =Outstanding

S = Satisfactory

I = Improvement Needed

U = Unsatisfactory

Questions or concerns regarding student grades should first be addressed to the appropriate teacher. Students or parents should address concerns to the respective Instructional Dean if they believe that their questions or concerns were not sufficiently answered by the classroom teacher.

**GRADING PERIODS**

Students shall receive a report card at the end of each marking period indicating their grades for each course of study for that portion of the academic term using the marks outlined above. The dates of these marking periods are provided in the Academy’s Annual Calendar. Teachers are also expected to provide regular progress reports, individual messages and communication between report cards in order to keep parents abreast of the progress of their child.

When a student appears to be at risk of failure, notification will be provided to the parents so they can discuss with the teacher what actions can be taken to improve poor grades.

**PROMOTION, PLACEMENT, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:

* Current level of achievement as evidenced by appropriate assessments and student grades;
* Potential for success at the next grade level;
* Emotional, physical, and/or social maturity; and

**RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academic achievement on local and standardized assessments, classroom projects and assignments that demonstrate excellent achievement, athletics, performing arts, citizenship, and community service. Recognition for such activities is initiated and coordinated by the staff.

#### ATHLETIC AWARDS

The Physical Education Teacher develops requirements for athletic awards. These requirements will be reviewed with interested students by the appropriate Physical Education Teacher and sometimes with a respective athletic coach.

**SPECIAL AWARDS**

Attendance, citizenship, and honor roll are given throughout the school year.

**HOMEWORK**

The assignment of homework may be expected at times. Student grades will reflect, among other things, the completion of all work, including outside assignments. Homework will not be used for disciplinary reasons but only to enhance the student's learning. Nonetheless, homework is expected to be minimal as most work can be completed during each school day due to the extended day model.

**COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the Academy’s computer network and Internet systems he/she and their parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student’s computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the Academy’s *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed by the homeroom teacher, or in the initial application to the Academy.

**STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with state standards and Academy policy. Unless exempted, each student will be expected to participate in and demonstrate learning in the appropriate state required test.

Michigan Student Test of Educational Progress (M-STEP) administered in the spring of each year for Grades 3-8 as mandated

by the Michigan Department of Education (MDE).

Additional student assessments may include the Northwest Evaluation Association’s Measure of Academic Progress (NWEA - 3 times annually in reading and mathematics), Diagnostic Reading Assessment (DRA), EveryDay Mathematics benchmark assessments, internal interim assessments, student writing assessed with structured rubrics, teacher-created formative assessments and cumulative tests in some grades/subject areas. These assessments are given to students to monitor progress and determine educational mastery levels and are used to help the staff determine instructional needs. Parents should expect to receive the results of any standardized assessments on a regular basis and as results are available, particularly the M-STEP and NWEA.

Classroom tests will be used to assess student progress and assign grades. These tests are selected or prepared by teachers to assess how well the students have achieved specific grade level and subject area objectives.

Students will not be required, as part of the Academy’s program or curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with the Charlton Heston Academy Board of Directors policy and federal guidelines.

**SECTION III - STUDENT ACTIVITIES**

**SPONSORED CLUBS AND ACTIVITIES/ATHLETICS**

The Academy provides students the opportunity to broaden their learning through extra-curricular and enrichment activities.

Extra-curricular and enrichment activities may in part reflect the curriculum, but may also be made available to students to allow them to pursue additional worthwhile activities and to expose them to a different areas that may become personal interests of theirs. All students are permitted to participate in the activities of their choice, as long as they meet the eligibility requirements. The Charlton Heston Academy Board of Directors authorizes many student groups that are sponsored by a staff member. Authorized groups may include but are not limited to: Music-Choir and Band, Drama Club, Art Club, male and female mentoring, Student Council, Robotics Club, Technology Club, spelling bee, cheer/dance, basketball, football, bowling, archery,

volleyball, track and field, cross country, and more. The Academy will also partner will community sports organizations to provide additional activities. It is important to note that the list above is not exhaustive and is subject to change at any time depending on student and family interests, Academy staffing trends and needs and budgetary restraints.

**NON- SPONSORED CLUBS AND ACTIVITIES**

Membership in any fraternity, sorority, or any other secret society as described by law is not permitted. All groups must comply with Academy rules and must provide equal opportunity to all who participate. The use of the Academy or its mascot is prohibited by non-Academy sponsored organizations.

**SECTION IV - STUDENT CONDUCT**

**STUDENT ATTENDANCE AT EVENTS**

The Academy encourages students to attend as many events held after school as possible, without interfering with their work and home activities. Enthusiastic spectators help to build spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. The Academy is not liable nor will it be responsible for students who arrive without adult supervision.

The Academy will continue to provide adequate supervision for all students who are participants in a school sponsored activity. Students must comply with the “Code of Conduct” at events, regardless of the location.

**CODE OF CONDUCT**

A major component of the educational program at Charlton Heston Academy is to prepare students to become responsible students and citizens by learning how to conduct themselves properly and in accordance with established behavioral standards. The Academy’s values of *Community, Excellence, Love, Teamwork and Grit* are the foundation for behavioral expectations.

**Expected Behaviors**

Each student shall be expected to:

* Abide by national, state, and local laws as well as the rules of the Academy;
* Respect the civil rights of others;
* Act courteously to adults and peers;
* Arrive to class promptly;
* Be attentive in class;
* Work cooperatively with others when involved in accomplishing a common goal, regardless of the other students’ ability, gender, race, religion, height, weight, disability, or ethnic background;
* Complete assigned tasks on time and as directed;
* Help maintain an environment that is safe, friendly, and productive; and
* Act at all times in a manner that reflects pride in self, family, and in the Academy.

**DRESS AND GROOMING**

While fashion changes the reason for being in proper uniform does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Students must appear in a clean uniform each day of school; no student will be permitted in school if they are out of uniform.  Upon an infraction, the parents will be contacted and the student sent home unless a satisfactory solution is found.  Students who willfully fail to adhere to the dress code are subject to further disciplinary action. Small earrings are acceptable, large hoops and large studs are not acceptable.

**CHARLTON HESTON ACADEMY UNIFORM AND DRESS AND GROOMING POLICY**

While fashion constantly transforms the reason for being in proper uniform does not.  Students are in school to learn and are expected to be *Ready to Learn* when in school.  Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.  Personal expression is permitted within these general guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The Charlton Heston Academy Board of Directors has approved the uniform policy as outlined below:

* All students must wear **khaki colored** pants, skirts, shorts or jumpers. Clothing must be clean and with no large holes visible. Shorts should not be overly short (fingertip length or longer is recommended).
* All students must wear **polo-styled shirts** (short or long sleeve), solid color only corresponding to the following grade levels. While the “Charlton Heston Academy” logo may be embroidered on shirts, it is not required. Shirts should remain tucked in and students are not permitted to wear long sleeve under-shirts.
  + Child Care and Pre-K (Optional): **Blue**
  + K - 2nd Grades: **Blue**
  + 3rd - 5th Grades: **Red**
  + 6th - 8th Grades: **White**
* Students are permitted to wear **cardigan or V-neck style sweaters**, short or long sleeved, in any of the following solid colors: red, white, blue or black. “Hoodies,” other sweatshirts and jackets are not permitted during the school day. The permitted cardigan or V-neck style sweaters cannot have a zipper. Logos other than CHA are not permitted.
* **Closed toe and closed heal** shoes are required. Flip flops, sandals and other footwear that leave toes and/or heels open are not permitted.
* Students are permitted to bring additional and/or different clothing for **physical education** class beginning in Grade 7, but such clothing must be appropriate for school and in good taste.
* Students who are representing the Academy at an official function or public event may be required to follow specific dress requirements.  Usually, this applies to athletic teams, student activities beyond the confines of the school facility, cheerleaders, bands, and other such groups.
* During designated spirit days students will be allowed to wear Charlton Heston Academy Patriot apparel such as sweatpants, t-shirts, and sweatshirts. In addition, during ceremonial events, and as an incentive/reward for students alternative dress will be offered. These days will be identified throughout the school year.

Students that are not in compliance with the Academy dress code may be subject to disciplinary referral. In addition, they may also be prohibited from attending class until the violation can be resolved, including requiring parents to bring them appropriate clothing if necessary.

**VIOLATION OF THE CODE OF CONDUCT**

Students will know and understand the rules and procedures that construct the classroom, hallways and school environment. Failure to comply with the Parent/Student Handbook and classroom rules will result in disciplinary actions. Disciplinary actions are issued based on the surrounding circumstances.

Violation Type 1 (V1) - Students can be subject to the following disciplinary actions, as well as others:

* Warning;
* Detention;
* 1-3 day Suspension and/or

Violation Type 2 (V2) - Students can be subject to the following disciplinary action, as well as others:

* Detention;
* 1-5 day Suspension;
* Parent/Teacher Conference.

Violation Type 3 (V3) - Students can be subject to the following disciplinary action, as well as others:

* 5-10 day Suspension;
* Expulsion; and/or
* Criminal charges if appropriate.

Under the Charlton Heston Academy code of conduct, students are bound by a standard that promotes a safe environment. Students, who exhibit in behavior that creates harm/danger, promotes a dangerous climate, or demonstrates repeated violation to the code of conduct, can be subject to expulsion from the Academy. Students who participate in behavior which violates the code of conduct may be placed on a probationary behavior contract. The Academy is charged with the duty to protect the welfare of the student population and promote a positive and safe learning environment; each student possesses a pivotal role in the creation of the secure environment.

**STUDENT DISCIPLINE CODE**

The Charlton Heston Academy Board of Directors has adopted a Student Discipline Code. The code includes the types of misconduct that will receive respective disciplinary action.

It is the responsibility of Charlton Heston Academy to provide a safe and orderly learning environment for its students. Due process ensures that disciplinary action is imposed only after review of the facts and special circumstances of the situation.

Each of the behaviors described below may subject the student to disciplinary action including suspension or expulsion:

**Gangs (V3)**

The Academy prohibits gangs of any kind. Gangs that initiate, advocate or promote activities that threaten the safety or well‑being of any student, visitor, or staff member, or that are disruptive to the environment are not tolerated.

Incidents involving initiations, hazing, intimidations, or related activities that are likely to cause harm or personal degradation are prohibited.

Students will be disciplined if they wear, carry or display gang paraphernalia, exhibit behaviors or gestures that symbolize gang membership, or cause and/or participate in activities designed to intimidate another student. Prohibited gang paraphernalia will be specifically identified and posted by the Instructional Dean. Any student involved with gang activity will be recommended for immediate expulsion.

#### Care of Property (V1)

Students are responsible for the care of their own personal property. The Academy will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to the Academy and will be confiscated and returned to the parent or legal guardian.

Damage to or loss of equipment and facilities wastes money and undermines the program. Therefore, if a student does damage to or loses property, the student or his/her parents will be required to pay for its replacement or damage. If the damage or loss was intentional, the student will also be subject to disciplinary action.

**Use of drugs (V3)**

The Academy has a "Drug Free" zone that extends 1000 feet beyond the boundaries as well as to any activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student may be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

**Use of tobacco (V3)**

Smoking and other tobacco use is a danger to a student's health and to the health of others. The Academy prohibits the sale, distribution, use, or possession of any form of tobacco during school hours or at any activity. This prohibition also applies when going to and from and at bus stops. Violations of this rule could result in suspension or expulsion.

**Student disorder/demonstration (V2)**

Students will not be denied their rights to freedom of expression, however, the expression may not infringe on the rights of others. Disruption of any activity will not be allowed. If a student(s) feels there is need to organize some form of demonstration, he/she is encouraged to contact the Instructional Dean to discuss the proper way to plan such an activity. Students who disrupt the Academy may be subject to suspension or expulsion.

**Possession of a weapon (V3)**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on Academy property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanentlyexpelled from the Academy***,*** subject to a petition for possible reinstatement if he/she brings onto or has in his/her possession on Academy property or at a -related activity any of the following:

* Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item;
* Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle;
* Any similar objects that is intended to invoke bodily harm or fear of bodily harm (e.g., air gun, blowgun, toy gun, etc.).

The Academy Board of Directors of Directors prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of Charlton Heston Academy Board of Directors for the purpose of activities approved and authorized by the Charlton Heston Academy Board of Directors including, but not limited to, property leased, owned, or contracted for by the Charlton Heston Academy Board of Directors, or a sponsored event. A parent or legal

guardian of a student of the Academy, who is properly licensed to carry a concealed weapon, may carry a concealed pistol while in a vehicle on property, if he/she is dropping the student off at the curb.

**Use of an object as a weapon (V3)**

Any object that is used to threaten, harm, or harass another person may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may result in expulsion.

**Knowledge of dangerous weapons or threats of violence (V2, V3)**

Because the Academy Board of Directors believes that students, staff members, and visitors are entitled to function in a safe environment, students are required to report knowledge of dangerous weapons or threats of violence to the a staff member. Failure to report such knowledge may subject the student to discipline.

**Purposely setting a fire (V3)**

Anything, such as fire, that endangers Academy property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion.

Physically assaulting a staff member/student/person associated with the Academy (V3)

Physical assault against an Academy employee, volunteer, or contractor which may or may not cause injury may result in charges being filed, resulting in the expulsion of the student. Physical assault is defined as “intentionally” causing or attempting to cause physical harm to another through force or violence.”

**Verbally threatening a staff member/student/person associated with the Academy (V2, V3)**

Verbal assault against an Academy employee, volunteer, or contractor or making bomb threats or similar threats directed at a building, property, or a related activity will be considered verbal assault. Verbal threats or assaultmay result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with an intent and ability to act on the threat.

**Extortion (V2)**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

**Gambling (V2)**

Gambling includes casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

**Falsification of work, identification, forgery (V1, V2)**

Forgery of hall or bus passes; excuses for absence, as well as possessing false identification are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

**False alarms, false reports, and bomb threats (V3)**

A false emergency alarm***,*** report, or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

**Explosives (V3)**

Explosives, fireworks, and chemical reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

**Trespassing (V2)**

Although charter schools are public facilities, the law does allow the Academy to restrict access on property. If a student has been removed, suspended, or expelled, the student is not allowed on property without authorization of the Superintendent. In addition, students may not trespass onto property at unauthorized times or into areas of the Academy determined to be inappropriate. Violations of this rule could result in suspension or expulsion or contacting law enforcement officials.

**Theft (V2, V3)**

If a student is caught stealing the Academy’s or someone's property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning without prior authorization from the Superintendent. The Academy is not responsible for personal property. Theft may result in suspension or expulsion.

**Disobedience (V1)**

Academy staff members are expected to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

**Damage of property (V2, V3)**

Vandalism and disregard for Academy property will not be tolerated. Violations could result in suspension or expulsion. In addition, the student may also be held responsible for repayment of damage.

**Persistent absence or tardiness (V2)**

Attendance laws require students to be in attendance all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the workplace. Excessive absences could lead to suspension, expulsion, and/or notification to the proper authorities.

**Unauthorized use of Academy private property (V2, V3)**

Students are expected to obtain permission to use any private property located on the premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in any manner not sanctioned by policy and administrative guidelines. Violation of this rule could result in suspension or expulsion. Social networking used to make threats or speak ill of others is strictly prohibited.

**Refusing to accept discipline (V2)**

The Academy may use informal discipline to prevent the student from being removed from being suspended or expelled. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

**Aiding or abetting violation of rules (V2)**

If a student assists another student in violating any rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

**Displays of affection (V1)**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension or possibly expulsion.

**Possession of electronic equipment, use of camera or cellular telephones (V1)**

Most electronic equipment is supplied by the Academy. Students are not allowed to bring radios, "boom-boxes", portable TV's, electronic toys, pagers, cellular telephones, or laser pens into class. The property will be confiscated and disciplinary action will be taken. Violation of this rule could result in suspension or expulsion**.** The Academy is not liable for property that is confiscated from a student. A parent must make arrangements to retrieve confiscated property. Under no circumstances will the item(s) be returned to the student.

**Student cellular telephone policy (V1)**

The student who possesses a cellular telephone shall assume responsibility for its care. At no time shall the Academy be responsible for preventing theft, loss or damage to cell phones brought onto its property. Cellular telephones will be confiscated if used during instructional time and may require to be returned to a parent or guardian.

**Use of video devices (V2)**

The Academy prohibits the use of any video device in any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a 10 day suspension, loss of privileges, and may be recommended for expulsion.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, he/she will fail the exam and receive an alternate assignment or be suspended. He/she also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

**Violation of individual classroom rules (V1, V2, V3)**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the Academy. Persistent violations of rules could result in suspension or expulsion.

**Disruption of the educational process (V1)**

Any action~~s~~ or manner of dress that interferes with Academy activities or disrupts the educational process is unacceptable. Such disruptions include the delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

**Harassment (V2)**

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by students as well as any other person in the environment, including employees, the Academy Board of Director, parents, guests, contractors, vendors and volunteers. It is the policy of the Academy to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities whether on or off Academy property.

Harassment is defined as inappropriate conduct that is repeated enough or is serious enough to negatively influence a student’s educational, physical, or emotional well-being. This would include harassment based on any of the legally protected characteristics such as sex, race, color, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively affect students. This would include such activities as stalking, bullying, name calling, taunting, hazing, and other disruptive behaviors.

Any student that believes he/she has been or is the victim of harassment should immediately report the situation to the teacher, or any other staff member or administrator. Complaints will be investigated in accordance with Board policy.

Every student should, and every staff member must report any situation they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors.

Retaliation against any person for complaining about harassment or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentional false harassment reports are also prohibited. Retaliation and intentional false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, he/she should report it and allow administration to determine the appropriate course of action.

* Submission to un-welcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the Academy;
* Submission to, or rejection of, the un-welcomed conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in the terms, conditions, or privileges of the Academy;
* Un-welcomed conduct or communication interferes with the student’s education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student’s educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment**,** may include, but is not limited to:

* Verbal harassment or abuse;
* Pressure for sexual activity;
* Repeated remarks with sexual or demeaning implications;
* Un-welcomed touching;
* Sexual jokes, posters, etc.;
* Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, safety, job, or performance of public duties.

**Hazing (V3)**

The Academy Board of Directors believe that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in facilities, on property, and at any Academy sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing is defined as any type of initiation procedure for any related activity, which involves conduct such as but not limited to:

* Illegal activity, such as drinking or drugs;
* Physical punishment or infliction of pain;
* Intentional humiliation or embarrassment;
* Dangerous activity;
* Activity likely to cause mental or psychological stress;
* Forced detention or kidnapping;
* Undressing or otherwise exposing initiates.

**Bullying (V2)**

The Academy’s Board of Directors will not tolerate any gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the Academy, including activities occurring on property and those occurring off property if the student or employee is at any sponsored, approved or related activity or function, such as field trips or athletic events where students are under the Academy’s control, or where an employee is engaged in business.

Bullying is defined asintimidation of others by acts, such as (but not limited to) the following:

* Threatened or actual physical harm;
* Un-welcomed physical contact;
* Threatening or taunting verbal, written or electronic communications;
* Taking or extorting money or property;
* Damaging or destroying property;
* Blocking or impeding student movement.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively affect a student’s educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes he/she has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to any staff member.

**Confidentiality**

Every reasonable effort will be made to maintain confidentiality during the investigative process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

**Possession of a firearm, arson, and criminal sexual conduct (V3)**

In compliance with law and the Charlton Heston Academy Board Policy, the Academy shall permanently expel any student who possesses a dangerous weapon in a weapon-free zone or commits either arson or criminal sexual conduct in an Academy building or on Academy property, including buses and other transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under Individuals with Disabilities Education Act (I.D.E.A.), or Section 504 shall be expelled only in accordance with Charlton Heston Academy Board Policy and federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the Superintendent’s office.

##### Criminal acts (V3)

Any student engaging in criminal acts will be reported to law enforcement officials as well as disciplined by the Academy. Students should be aware that state law requires officials, teachers, and appropriate law enforcement officials be notified when a student of the Academy is involved in crimes occurring on Academy grounds, as well as the community, related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, and property crimes including but not limited to, theft and vandalism.

**Safety concerns for personal transportation devices (V1)**

Students should not use in-line skates (roller blades), bicycles, skate boards, scooters, or any other form of personal transportation device in hallways or Academy pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

**Profanity (V2)**

Any behavior or language, which in the judgment of the Academy staff or administration, is considered to be obscene, disrespectful, vulgar, profane, and/or violates community held standards of good taste will be subject to disciplinary action.

**PROCEDURES FOR STUDENT DISCIPLINE**

It is important to remember that the Academy’s rules apply going to and from, at or on school property, at sponsored events, and on transportation vehicles.

Ultimately, it is the Superintendent’s responsibility to keep things orderly. In all cases, the Academy shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible: informal and formal.

#### Informal Discipline

Informal discipline takes place within the Academy and may include:

* Change of seating or location;
* Lunch-time detention; or
* Before/after school/Saturday detentions;

**Formal Discipline**

Formal discipline removes the student from the Academy. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) days, and expulsion from the Academy. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) day may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension in writing to The Charlton Heston Academy Board of Directors, and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Academy Board of Directors. Written notice of the hearing will be given to the parents; who are expected to attend.

The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Charlton Heston Academy Board of Directors. This decision may also be appealed. Parents may request an open or closed session when formally appealing a suspension. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion can be made up only if the decision to expel is overturned.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the Academy rules.

If a student commits a crime while at a related event, he/she may be subject to disciplinary action as well as to action by the community's legal system.

The Academy will provide a student’s parent a (1) one day notice for all non-lunch detentions. Transportation is the responsibility of the parent.

#### Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

**Due Process Rights**

Before a student may be suspended or expelled from the Academy, there are specific procedures that must be followed.

**Suspension from the Academy**

When a student is being considered for a suspension of ten (10) days or less, the designated school administrator will notify the student of the charges. The student will then be given an opportunity to explain his/her account of the charges, and the administrator will then provide the student supporting evidence. After that informal hearing, the administrator will make a decision whether or not to suspend. If a student is suspended he/she and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

**During the Appeal Process**

The appeal shall be conducted with the Academy Board of Directors, Superintendent and all administrative persons involved. The student and parents may also be represented. If the appeal is heard by the Charlton Heston Academy Board of Directors, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request a hearing in closed session.

When a student is suspended, he/she may make-up missed class assignments. Any learning that cannot be made up such as labs, field trips, and skill-practices may be mad up during the enrichment block.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below:

**Long-term Suspension**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain:

* The charge and related evidence;
* The time and place of the Academy Board of Directors meeting (if applicable);
* The length of the recommended suspension or expulsion;
* A brief description of the hearing procedure;
* A statement that the student may bring parents, guardians, and counsel;
* A statement that the student may give testimony, present evidence, and were party to the action or accused the student of the infraction;
* A statement that the student may request attendance of personnel who either were party to the action or accused the student of the infraction;

Students being considered for long-term suspension or expulsion may or may not be immediately removed from the Academy. A formal hearing is scheduled with the Academy Board of Directors during which the student may be represented.

Within 2 days after notification of long-term suspension or expulsion, the long‑term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will be heard in an open session unless the student’s parent or guardian requests a closed session. Again, the right to representation is available.

The Academy makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. Should a student or parent have questions regarding the propriety of an in- house disciplinary action, they should contact the Superintendent.

**Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

**SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Superintendent and the Charlton Heston Academy Board of Directors if there is a reasonable suspicion that the student is in violation of law or rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the Academy and may be searched at any time if there is reasonable suspicion that a student has violated the law or rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock’s combination or key to their teacher.

Anything that is found in the course of a search that may be evidence of a violation of rules or the law may be taken and held or turned over to the police. The Academy reserves the right not to return items which have been confiscated. In the course of any search, students’ privacy rights will be respected regarding any items that are not illegal or against policy. All computers located in classrooms, labs, and offices are the Academy's property and are to be used by students, where appropriate, solely for educational purposes. The Academy retains the right to access and review all electronic computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Academy's computer system and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Academy with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the Academy retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student’s refusal to permit such access may be grounds for disciplinary action.

**STUDENT RIGHTS OF EXPRESSION**

The Academy recognizes the right of students to express themselves, however, with the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions, buttons, badges, clothing, insignia, banners, audio and video materials. All items must meet the following guidelines:

Material cannot be displayed if it:

* Is obscene to minors, libelous, indecent, or vulgar;
* Advertises any product or service not permitted to minors by law;
* Intends to be insulting or harassing;
* Intends to incite fighting or presents a likelihood of disrupting or an event;
* Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes, or is likely to cause, a material and substantial disruption of activities, a violation of regulations, or the commission of an unlawful act.

Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during and after lunch periods and in designated locations, as long as exits are not blocked and there is proper access to the building.

Students who are unsure whether or not materials they wish to display meet the Academy’s guidelines may present them to the Superintendent twenty-four (24) hours prior to display.

**STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The Academy is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the Academy, he/she should feel free to offer them. Written suggestions may be presented directly to the Instructional Dean, the Superintendent, or to the officers of the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, written concerns and grievances may be directed to the Superintendent.

A student may have the right to a hearing if the student believes he/she has been improperly denied participation in an activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

**SECTION V – TRANSPORTATION**

#### Bus Transportation To and From School

Parents can contact the Charlton Heston Academy Main Office in order to register for pupil transportation (989-632-3390).

Students are assigned daily pick up and drop off spots. A student who requires variance from these scheduled stops must have their parent/guardian request a bus pass from the main office for specified days.

All students riding the bus are responsible for following all rules in this handbook. In addition, basic bus rules include: sitting in the seat at all times, keeping voices low, all music is to be by way of personal headphones, using trash receptacles for all garbage, keeping the aisle way clear at all times, and respecting peers at all times. In addition, to the discipline measures outlined, those students who violate bus rules are subject to short term and long term suspension from the bus.

#### Bus Transportation for Field Trips

It is the responsibility of the main office or Transportation Director to inform the bus driver when a child will not be riding a Charlton Heston Academy’s authorized transportation during a field trip. Drivers will not wait for students who are not at their designated stops on time. Parents will be notified by the teacher if a student is not at the designated area for bus pick-up.

Each student shall remain seated while the transportation vehicle is in motion.

Each student shall be alert to a possible danger signal from the driver. The driver will not discharge students at places other than their regular stop at the Academy.

**Self-Transportation to the Academy**

All pre-k students must be picked up from the classroom by a parent, guardian or other authorized person.

All students arriving late must arrive at the main entrance to check in at the main office. Parents must sign in students who are late.

**SECTION VI - PARENTAL CONCERNS**

It is part of our mission at Charlton Heston Academy to provide quality support to our students, for that reason it is always disappointing to learn that any of our parents may be dissatisfied with an action taken by the Academy.

As a result, to accommodate your needs and/or concerns the following procedure for filing a complaint is provided:

* First Level - Parents should address the issue with the staff most immediate involved staff member
* Second Level - If the matter is not resolved at the first level, parents may address the matter with the immediate supervisor of the staff member.
* Third Level - If a satisfactory solution is not achieved; a written request for a conference shall be submitted to the Superintendent. Your request must list the steps you have taken to resolve your concern(s).
* Fourth Level - If the matter is not resolved after meeting with the Superintendent, a written request for a meeting with the Charlton Heston Academy Board of Directors may be requested. Every attempt will be made to address your concerns at the next scheduled meeting.

**SECTION VII – PRE-K PROGRAM**

All volunteers in the preschool will have no unsupervised contact with the children until the volunteer provides Charlton Heston Academy with documentation from the Department of Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect, this includes parents of children enrolled in the program.

Charlton Heston Academy will keep all records on file four years after the dismissal of all students from the Preschool program.

No child will be dismissed from the classroom unless proper I.D. is shown and that person is list on the child’s Emergency Card (DHS OCAL-3731)

**Health Care Policy**

Children and staff shall wash their hands with soap and running warm water after contact with any potential germs including but not exclusive to after toileting, before eating, after being in contact with any bodily fluid and/or after being outside.

Staff with aide children in removal of any soiled clothing. Children will be given toilet paper and paper towels in order to clean themselves after any soiling accident. Staff will be gloved when in contact with any soiled clothing and clothing will be placed in a leak proof plastic bag and sent home for laundering. No staff will wash out soiled clothing.

All mouthed or otherwise soiled toys or equipment will be immediately placed in a bin with is clearly labeled “Dirty toys.” This bin will be placed in each classroom. Any items in the bin will be washed with a disinfectant before returning for child use. All toys and surfaces in the preschool classroom will be washed weekly with disinfectant.

All universal precautions will be followed as stated in the Employee Handbook. CHA Academy will notify parents in writing when a communicable disease has been contracted by a child in their child’s classroom. Parents are asked to contact CHA Academy when their child has been diagnosed with any communicable disease. The child will be kept out of the classroom in accordance with the State of Michigan Health Departments regulations for control of the spread of communicable diseases. Any child having a temperature of 100o or higher will be removed from the classroom and may return after fever free for 24 hours.

**Attendance Policy**

The Pre-K program students adhere to the same attendance policy as approved by Charlton Heston Academy and The Charlton Heston Academy Board of Directors.

MMj02544360000[1] **STUDENT HANDBOOK CERTIFICATION**

We have received the Charlton Heston Academy Parent/Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the Academy.

Signature of student(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Print Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature of parent(s)/guardian

At the discretion of the teacher(s) students may receive extra credit if this form is completed and returned.

**CHARLTON HESTON ACADEMY**

**PARENTCOMPACT**

As a parent of Charlton Heston Academy, I will support my child’s learning in the following ways:

* Participate in as many parental involvement activities as is feasible particularly the PTO, Parent-Teacher conferences and other parent involvement meetings as scheduled
* Support the provision of opportunities to visit colleges and professional workplaces that align with the vision and mission of the CHA program
* Reinforce the CHA character expectations, and CHA vision and mission with my child.
* Support a commitment to the regular and punctual attendance of my child
* Show commitment to the school uniform policy by sending my student in complete uniform each day
* Work positively with staff to solve conflicts or problems as they occur
* Communicate on a regular basis with my child’s teachers
* Encourage my child to practice reading and math activities at home
* Show respect and support for my child, the teachers and the school

*Parent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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

At the discretion of the teacher(s) students may receive extra credit if this form is completed and returned.

**CHA Student Dress Code**

* All students must wear **khaki colored** pants, skirts, shorts or jumpers. Clothing must be clean and with no large holes visible. Shorts should not be overly short (fingertip length or longer is recommended).
* All students must wear **polo-styled shirts** (short or long sleeve), solid color only corresponding to the following grade levels. While the “Charlton Heston Academy” logo may be embroidered on shirts, it is not required. No other logos are allowed on shirts. Shirts should remain tucked in and students are not permitted to wear long sleeve under-shirts of any color.
  + Child Care and Pre-K (Optional): **Blue**
  + K - 2nd Grades: **Blue**
  + 3rd - 5th Grades: **Red**
  + 6th - 8th Grades: **White**
  + 9th - 12th Grades: **Black**
* Students are permitted to wear short or long sleeved **cardigan or V-neck style sweaters**, in any of the following solid colors: red, white, blue or black. “Hoodies,” other sweatshirts, half zip fleece pullovers and jackets are not permitted during the school day.
* **Closed toe and closed heal** shoes are required. Flip flops, sandals and other footwear that leave toes and/or heels open are not permitted.
* Students are **not permitted to draw on their skin** with ink or other materials.
* Students are permitted to bring additional and/or different clothing for **physical education** class starting in 7th grade, but such clothing must be appropriate for school and in good taste.
* Student are required to wear their school uniforms to and from school when riding the school buses.

**CHA Phone/Electronic Device Policy**

* School telephones are not to be used for personal calls. Students will not be called to the office to receive a telephone call unless there is an emergency.
* Students are not permitted to use their personal cell phone, other personal electronic devices or classroom telephone during instructional time. Students in grades 6-12 can use their cell phones/personal electronic device only during lunch.
* **Personal cell phones and electronic devices that are possessed and/or used during instructional time will be confiscated and parents may be required to retrieve them from the appropriate staff member. Students must keep their personal electronic devices and/or cell phones in their locker, or in their vehicle at all times (with the exception of grades 6-12 during lunch times). In addition all calls regarding student illness are to be handled by main office staff only.**

The Academy is not liable for any of the aforementioned items lost or confiscated from students.

# BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD

# STUDENTS

It is the policy of the Academy to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the Academy, including activities on school property, in school provided transportation, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the Academy’s control, or where an employee is engaged in Academy business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

**Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the Academy and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

**Implementation**

The Superintendent is responsible to implement this policy, and may develop further procedures, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the Academy reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

**Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Superintendent or assistant Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator, Educational Service Provider or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Academy Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Superintendent (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

**Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

**Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

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

**"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

|  |  |  |
| --- | --- | --- |
|  | A. | substantially interfering with educational opportunities, benefits, or programs of one (1) or more students; |
|  |  | |
|  | B. | adversely affecting the ability of a student to participate in or benefit from the Academy’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; |
|  |  | |
|  | C. | having an actual and substantial detrimental effect on a student's physical or mental health; and/or |
|  |  | |
|  | D. | causing substantial disruption in, or substantial interference with, the orderly operation of the Academy. |

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

|  |  |  |
| --- | --- | --- |
|  | A. | Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact. |
|  |  | |
|  | B. | Verbal – taunting, malicious teasing, insulting, name calling, making threats. |
|  |  | |
|  | C. | Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti. |

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in Academy business, and others not directly subject to Academy control at inter-district or intra-district athletic competitions or other Academy events.

CHA High School Credit Requirements

**Credits Needed for Graduation: 24**

**Courses**

**Math (4 Credits Required)**

Freshman Year: Pre-Algebra or Algebra I

Sophomore Year: Algebra I or Geometry

Junior Year: Geometry or Algebra II

Senior Year: Algebra II, Trigonometry and Statistics or Other Senior Level Math

**English (4 Credits Required)**

Freshman Year: English 9

Sophomore Year: English 10

Junior Year: English 11

Senior Year: English 12

**Science (3 Credits Required)**

Freshman Year: Biology

Sophomore Year: Earth Science/Physical Science or Chemistry

Junior/Senior Years: Chemistry, Physics and/or Anatomy & Physiology

**Social Studies (3 Credits Required)**

Freshman Year: United States History

Sophomore Year: World History

Junior/Senior Years: Economics and Government (half credit of each)

**Senior Seminar (1 Credit Required)**

Each student is required one full credit

**Foreign Language (2 Credits Required)**

Year One: Foreign Language credit 1

Year Two: Foreign Language credit 2

**Arts (1 Credit Required)**

Each student is required one full credit in the arts (Art, Choir, Advanced Art or Drama)

**Physical Education and Health (1.0 Credits Required)**

Each student is required one half credit of physical education and one half credit of health

**Elective Credits (5 Credits Required)**

Physical Education II Anatomy and Physiology

Strength and Conditioning Art History

Art Academic Skill Builder

Advanced Art Lifetime Fitness and Outdoor Rec

Drama Varsity Sports

Choir Study Skills

Practical Law Peer to Peer Mentoring

Physics

\*Not all electives are offered each semester, and additional electives may be added

Notes