

Student Code of Conduct



Mission

To provide an opportunity for all students to learn in a safe atmosphere of academic excellence.

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Introduction

Mission: To provide an opportunity for all students to learn in a safe atmosphere of academic excellence.

Motto: ¡Si Se Puede! Yes we can!

Belief Statements

- We believe every child is entitled to a safe and orderly learning environment.
- We believe all children will grow academically, socially, and physically.
- We believe that the involvement of the family in the educational process is integral to their child's success.
- We believe in meeting the diverse needs of our students.
- We believe all students will be prepared to become positive, productive members of the community.
- We believe that creativity in teaching is essential to the learning process.

Values and Expectations

1. Dress for Success
 - Come to school dressed and groomed everyday
2. Are honest, reliable and hard workers
 - Are on time to class everyday
3. Learn and improve everyday
 - Put forth their best effort
4. Respect self and other people's feelings, space and things
 - Language will always be appropriate and respectful
 - Never accept "bullying" and intimidation
 - Do not tolerate physical or verbal confrontation
 - Keep our building and ground clean, "litter free" and "graffiti free"
5. Create great options and choices for their lives
 - Make good decisions
 - Plan, prepare and pursue

Behavior Code Information

Our school has high expectations of all students. In order for students to reach their potential, classrooms and schools must be free of disruptive behavior.

Maintaining good discipline within the schools is also a community responsibility. Parents must be familiar with and supportive of school standards and work closely with staff.

Whenever possible, a teacher will ask parents for help in correcting a problem. If the situation continues or is serious, the teacher will seek assistance from the school leader or his/her designee or a local community agency for professional intervention services.

CCA does not discriminate on the basis of race, gender, economic status, handicapping condition, sexual orientation or national origin in regard to disciplinary actions against students.

Rules and regulations apply to students on school grounds and premises before, during and after school hours; during school events or functions off of school grounds; when traveling to and from school or to a school activity, function or event; at bus stops or at any time or place which may affect an educational function or be identified with CCA.

Examples of most rules are provided. Each rule is accompanied by the range of consequences to be incurred upon the violation of that rule. The school administrator will determine the level of the consequence based on such factors as the age of student and the severity of the offense.

CCA does not permit employees to use corporal punishment (the physical striking of a student as a disciplinary measure) in disciplining a student. It is recognized that reasonable use of physical force and restraint may be necessary to stop a disturbance that threatens physical injury to others to obtain possession of dangerous objects from students; for the purpose of self-defense; or for the protection of persons or property.

The teacher and/or administrator may use various means in an attempt to change student behavior including, but not limited to: Counseling students; assigning detentions; conferences with parents; assigning extra responsibilities. Additional options assigning a community service project. Referral to an intervention team; or removing the child from class for a day, pending review of the situation. The school leader/designee and teachers may cooperatively remove student from a classroom for more than one (1) day if this consequence would be beneficial in solving the problem. A school administrator may use any of these and up to ten (10) days of suspension, and in some cases, a school leader may recommend a student be placed in an alternative program or expelled.

School leaders may also establish rules and regulations, as long as they are consistent with the Behavior Code, the policies set by the CCA School Board, or other rules and regulations established by The Leona Group, LLC.

Discipline Procedures for Special Education Students

Special education students are subject to disciplinary procedures, which promote positive behavioral change and/or ensure the well-being of others. The goal is to have all students function successfully in their educational and social environments and to protect fellow students, school staff members, and public property.

Disciplinary procedures affecting students identified as needing special education services will be administered in compliance with federal and state laws. A conference will be scheduled if disciplinary charges recommending expulsion are filed. A copy of the suspension/expulsion procedures for special education students is available in at all campuses.

Students Rights and Responsibilities

The following statements summarize student rights and responsibilities per state and local laws to help explain the relationship between and among students. In exercising their rights, students shall not disrupt the educational process or force upon, endanger or deny others their rights.

Education



Right- Students have the right to a public education unimpaired because of gender, race, religion, national origin, pregnancy, disability, parenthood, marital status, economic status or any reason not related to their individual capabilities.

Responsibility- Students have the responsibility to avoid actions or activities, individually or cooperatively, which shall interfere with the right of any person to public education.

Expression

Right- Students have the right to express themselves in speech, writing or symbolism within boundaries of law and policies of the school system.

Responsibility- Students have the responsibility to ensure that such expression does not disrupt the educational process, present health or safety hazards, damage public property, infringe on the rights of others, or violate the law or the requirements for the *Student Rights and Responsibilities & Behavior Code* and other CCA Board policies.

Learning Environment

Right- Students have the right to an orderly school and classroom environment that will promote learning for all students.

Responsibility- Students have the responsibility to ensure that their actions do not disrupt the classroom environment or school activities.

Possession and Distribution of Literature

Right- Students have the right to possess and distribute literature, including but not limited to, newspapers, magazines, leaflets and pamphlets within the law and Board policies.



Responsibility- Students must ensure that distribution (or possession) of literature will not conflict with or infringe upon school activities, the rights of others, or contain religious, racial or ethnic slurs. The school leader will review and shall determine the time, place and manner of distribution.

Religion

Right- Students have the right to their own religious beliefs.

Responsibility- Students have the responsibility to ensure that in exercising their own religious freedom, they do not violate other students' constitutional right to religious freedom.

Peaceful Assembly

Right- Students have the right to peaceful assembly.

Responsibility- Students have the responsibility to secure approval for using school facilities for assembly, to discuss with an administrator the appropriateness of the facility for the functions, and to ensure that such assembly does not disrupt the educational process. Non-availability of adequate supervision shall constitute grounds for disapproval of such assembly.

Privacy



Right- Students have the right to protection from unlawful searches and seizures of their personal possession(s) or their person without reasonable cause. Any reasonable suspicion is cause for a lawful search and seizure.

Responsibility- Students have the responsibility not to endanger themselves, other students, school personnel, or the general public by possessing material or objects which are potential hazardous and/or prohibited by federal, state, or local law, or the requirements of the CCA Behavior Code.

Transportation

Right- Transportation is a privilege in the State of Michigan. Students have the right to safe and orderly transportation to and from school or a school activity when such transportation is provided within the *Transportation Guidelines*. Students who violate any guidelines will be prohibited from using transportation provided by CCA. Transportation that is provided is a privilege, not a right.

Responsibility- Students have the responsibility to ensure that their conduct contributes to safe and orderly atmosphere while being transported, to refrain from conduct which will create a hazard to themselves, their fellow students, or the general public, and to refrain from violating federal, state or local law, or the requirements of the *Transportation Guidelines*.

Transportation Violations/Consequences

Misconduct of any kind on a school bus is deemed to jeopardize the safety of all occupants. Therefore, discipline for misbehavior on a bus shall be swift and firm. The following list of infractions, which is not intended to be exclusive, describes behavior which shall not be tolerated:

1. swearing, use of foul or abusive language, obscene or threatening gestures.
2. throwing objects of any kind or size
3. fighting
4. intimidating or threatening others
5. possession of obscene material
6. using school bus emergency door other than for an emergency
7. vandalism
8. theft
9. possession, use or sale of tobacco products
10. possession, use or sale of alcohol, drugs or drug paraphernalia
11. lighting of matches/lighter or setting objects on fire
12. use or possession of weapons or weapon facsimiles, explosives or fireworks
13. assault and/or battery
14. sexual harassment, misconduct or assault

Automobiles

Student parking is a privilege at CCA, limited by available space, and is extended to students in good standing who meet parking permit application criteria. Students who qualify for a permit may park at CCA only if they remain students in good standing, complying with the following conditions. Students with parking permits who fail to abide by state, local, or school standards for behavior and/or vehicular operation shall face consequences including, but not limited to, revocation of the parking permit and/or privilege. No refunds shall be given to students who lose their permits due to parking and driving conduct.

School administrators, teachers and the CCA campus officer shall monitor and report adherence to student parking requirements and/or violations.

Search and Seizure

To maintain order and discipline in the schools and protect the safety and welfare of students and school personnel, authorized school personnel may conduct a search of a student's locker, book bag, his/her possessions/belongings or automobile if there is reasonable suspicion for a search. A certified dog and the handler may be used to initiate a search. Reasonable suspicion for a search means there are circumstances which would cause a reasonable person to believe the search of particular person, place, or thing will lead to the discovery of:

A student's failure to comply with searches and seizures as outlined in this policy will be considered grounds for disciplinary action

1. Evidence of a violation of this code or Michigan Law; or
2. Anything which represents a danger of physical harm or illness to students, teachers, assistants or others at school, a school-sponsored or school-supervised event or otherwise.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots, canine searches, and other inspections of the exteriors of student automobiles on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Interiors of registered vehicles will be searched in the presence of the student or whenever possible and only if a school authority has reasonable suspicion. Anything found in the course of a search, which is evidence of a violation of the **CCA Behavior Code**, may be:

1. seized and admitted as evidence in any disciplinary suspension/expulsion proceeding;
2. destroyed if it has no significant value;
3. turned over to the parent of the student from whom it was seized; or
4. turned over to law enforcement officer.

Dress Code

The following code is designed to help foster a professional environment in the school and to prepare the students for the professional world. **THE DRESS CODE POLICY IS IN EFFECT EVERY SCHOOL DAY.** School Leaders or his/her designee may determine if a particular attire distracts from the school's professional and learning environment. The dress code may be altered for special event. Students will be notified of these days in advance.

Uniform and Dress Code for Students

The César Chávez Academy dress code is intended to create a safe educational setting for all students. César Chávez Academy School District adheres to a strict daily dress code policy.

1. Khaki pants worn at the waist/skirts (knee length with stockings or nylons for girls).
2. Collar navy blue polo shirt with or without the CCA logo, must be tucked in. Students are permitted to wear a **long sleeve navy blue** or **white shirt** underneath their uniform shirt. No other colors are permitted.
3. **SOLID BLACK dress shoes** which cover the heel, no high heel shoes will be permitted or shoes with light colored soles. Grades (8-12)
4. Brown or black belt. (if necessary)
5. White or navy blue cardigan style (button down) sweaters are permissible.
6. High school students will have a different color polo based on grade level.

Students in all grades will be prohibited from wearing:

1. Jeans (casual dress day only), polyester spandex or lycra pants/skirts, skorts/shorts, and culottes, are prohibited.
2. Jackets or hooded sweatshirts may **NOT** be worn during the school day.
3. Clothing and accessories that promote alcohol, tobacco, or drug usage or which display weapons or violence and which cause or are likely to cause a disruption within the school environment.
4. Clothing and accessories that contain vulgar, derogatory or suggestive diagrams, pictures, slogans or words that may be interpreted as racially, religiously, ethnically, or sexually offensive and which cause or are likely to cause a disruption within the school environment.
5. Clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination which cause or are likely to cause a disruption within the school environment.
6. Head coverings of any kind in the building (except for religious or medical reasons). Bandanas are prohibited.
7. Tank tops, tub tops, mesh tops, sheer tops, sleeveless tops, halter, or bare midriff tops. Shirts cannot have necklines that are lower than the straight line from top of underarm across to opposite underarm. Shirts must cover shoulders, must have sleeves, and must extend past the top of the pants. Display of cleavages not permitted. Tops may not expose midriff, and clothing must cover undergarments at all times.
8. Pajamas, loungewear, and dorm pants are prohibited.
9. Leggings or tight fitting spandex type pants, pants with side slits or holes above the knees,

see-through pants, tights, or leotards worn as outer garments. "Skinny" jeans are also prohibited.

10. Sagging pants, pants worn low on the hip so as to reveal underwear or skin. Pants must be worn with both legs down (not one leg rolled up), and pants legs may not extend past the sole of the shoe. Clothing must cover undergarments at all times.
11. Bedroom slippers, roller sneakers, and high heeled shoes are prohibited. Shoes must be worn at all times. Athletic shoes may be worn for Physical Education only. Flip flops, sandals, open-toed and open-heeled shoes are prohibited.

Hair, Jewelry and Make-Up

1. No distractive style haircuts or glitter. No hair colors that detract from the learning environment or symbolic of gang representation. Administration reserves the right to determine inappropriate hair styles and/or colors.
2. Males must have an appropriate and professional haircut.
3. Males who have facial hair must be neatly groomed (beard, mustache etc.).
4. Females must wear appropriate and professional hairstyles.
5. Make-up is not allowed. Lotions are not to be used in the classrooms. (K-8)
6. Jewelry is allowed, ONLY when in moderate use.
 - a. Collars and chains/necklaces are to be worn inside the shirt or blouse.
 - b. Females are not to wear hoop earrings larger than the size of a quarter. Females are not allowed to wear earrings that 'dangle' longer than ½ inch.
 - c. Rings are allowed, one (1) per hand.
 - d. Males are allowed to wear "post" earrings.
 - e. Any visible piercing other than ear piercing are prohibited. (eye, lip, nose, etc.)

7. Tattoos of any nature must be covered.

If the procedure outlined above is not possible, the student will be requested to contact his/her parent or guardian in order to obtain suitable clothing before returning to class.

Violations will be documented and reported to parents.

In addition to the above, repeated offenses of the Dress Code regulations will result in disciplinary action. Administration reserves the right to determine inappropriate clothing, hairstyles, make-up etc.

Lice Policy

Lice and their eggs (nits) can become a major challenge anywhere where large numbers of people gather in social settings such as schools, churches, and businesses. At César Chávez Academy (CCA), the goal of our school community is an environment that is clean, safe, and healthy. Unfortunately, lice can become an impediment to a clean school if they are permitted to thrive. CCA cannot monitor the origination of the lice however, it is a serious health issue and must be resolved. It is the responsibility of the parent and/or guardians to ensure the issue is resolved.

CCA will enforce the following guidelines:

- All children (and staff) will be checked to determine if lice or their eggs (nits) exist.
- Thorough lice checks will be completed in periodically every school year, and that periodic checks will occur on an as-needed basis.

- Children (staff) will be prohibited from classes at CCA until all lice and eggs (nits) are removed completely. No excuses.
- No child (staff) will be re-admitted until he/she has been checked by a designated CCA staff person. Any days absent after the initial day will **NOT** be excused.
- CCA is prohibited from dispensing lice-egg remover to any parent, guardian or child. Referrals may be made to a city clinic (i.e CHASS Clinic at 313.849.3920).
- Children affected by head lice are required to make-up school homework related to school hours lost.
- Parents, as their child's first teacher, are responsible for communicating with the teacher of their child about when and how delinquent school work will be made-up.

The children and staff at CCA deserve the very best educational environment possible. CCA's Lice Policy is designed to make the school community an effective conduit for high student achievement and parent collaboration.

Technology

César Chavez Academy has a strict computer lab policy. Failure to comply with the following policy will bring immediate dismissal from the CCA class and or future use privileges of school computers. Detailed acceptable use policy can also be obtained by requesting in writing a copy of the CCA Board approved policy.

Take care of the personal computer (PC) or laptop that has been assigned to you. The course will not be enjoyable for you if your computer is not working.

- No food and drink are allowed while using computers.
- DO NOT write on the PC or laptop screen with any marking instrument (pencil, pen, markers, sharp objects, etc).
- DO NOT pull anything off of PC/laptop (hardware, stickers, etc).
- NEVER delete or add any software.
- DO NOT let other students change any settings on your computer and NO GAMES ARE ALLOWED on any PC/laptop.
- Report to the instructor immediately if the PC/laptop malfunctions. NEVER swap computers without asking the instructor's permission.
- Print only pertinent materials or lab assignments for this class specifically. Please do not waste paper.
- Follow the CCA Internet Use Policy after a signed the agreement is completed.
- Parents can be held responsible for any damages to a PC/laptop incurred by the student.

Students visiting inappropriate or illicit sites in violation of this policy will lose her/his privileges, up to and including short-term suspension.

Student Internet Use Agreement

Internet resources can be valuable for a students education. CCA Lab Internet access is a privilege which may be authorized as well as withdrawn. Students are expected to be aware of and abide by the following:

1. Your Personal Safety

Personal contact information may not be entered onto the Internet. Cyber-bullying is never permitted.

2. Internet Use

Students may use CCA Lab Internet access only for teacher-directed educational activities. Students may use CCA Lab internet access only when authorized, Students may use CCA Lab Internet access only when supervised.

3. Prohibited Internet Uses

Students may not access or create files or materials without authorization (offensive, profane, or pornographic files or materials are strictly prohibited). Students may not use Internet games, multi-user domains (MUDs), or web chats. This would include social sites, such as YouTube, MySpace, etc. unless otherwise directed by the teacher. Students may not plagiarize works or violate copyrights or trademarks.

4. Expectation of Privacy

Students do not have an expectation of privacy in files, disks, documents that have been used or created with CCA equipment .

5. Disciplinary Actions

Disciplinary actions will be taken to meet the specific concerns related to violations of this agreement (e.g. loss of access to computers, and/or contact parents/guardians.)

Electronic Devices Policy K-8

Effective August 2004, César Chávez Academy put into effect a policy which prohibits the **Possession and Use of Cellular Phones and Other Electronic Devices** on school campus for grades K-8.

We have experienced many situations that have created problems related to cell phone usage. These include the following examples to name a few:

- Student use of cell phones in class and school activities for non-emergency purposes.
- Cell phones being activated during class time so that they disturb the educational process.
- Students using cell phones to contact other students or friend both on and off campus concerning fights and other campus disruptions.
- Students using "cellular walkie talkie" features on phones that disturb the school environment.
- Students abuse/misuse of cell phones photographic and video features.

Students will only be allowed to use their cell phones before and after school. All cell phones must be turned into the Main Office at the start of each school day. Cell Phones will be returned to the student at the end of each school day. Cell phones that are turned on during the instructional day may be confiscated. Any need for **emergency** phone contact will require that the student use school phones.

Cell phones that are used during school time will be confiscated by school personnel. **Only parents will be allowed to retrieve the cell phones once they are confiscated.**

CONSEQUENCES FOR CELL PHONE VIOLATIONS

| Offense | Confiscation | Consequences |
|---------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 1st | Hold cell phone until next school day. Parent must come to school to get phone. | Parent conference |
| 2nd | Hold cell phone until next school day. Parent must come to school to get phone. | Detention or internal suspension one class period or one hour. |
| 3rd | Hold cell phone until next school day. Parent must come to school to get phone. | Detention or internal suspension one to two days. No longer allowed to bring cell phone to school for rest of school year. |
| 4th | Hold cell phone until next school day. Parent must come to school to get phone. | External suspension one to three days. No longer allowed to bring cell phone to school for rest of school year. |

The César Chávez Academy staff feels that this policy will maintain the integrity of the school, support the safety of students, and promote the educational process.

Electronic Devices Policy 9-12

The following is the high school policy regarding electronic devices:

As used in this policy the term “electronic communication device” or “ECDs” shall include, but not limited to cellular telephones, pocket pagers, and/or other personal communication devices and “electronic storage devices” or “ESDs” shall include, but not limited to , mp3 players, iPods, and flash drives not issued by the School for instructional purposes.

A student may possess an ECD/ESD in the School, on school property, at after-school activities and school-related functions provide that the ECD/ESD in the school, on school property, at after-school activities and at school-related functions provided that the ECD/ESD remains off during instructional hours and while in school vehicles.

Also, during school activities ECD/ESDs shall be turned off and stored out of sight unless authorized.

The use of ECD/ESDs in locker rooms and rest rooms are prohibited.

Possession of an ECD/ESD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student. Such disciplinary action may result in the confiscation of the ECD/ESD.

A student who possesses an ECD/ESD shall assume responsibility for its care. At no time shall the school be responsible for preventing theft. Loss or damage to the ECDs/ESDs brought onto its property.

Attendance

Good attendance is essential if students are to reach their potential. Each day is an important opportunity to learn. Additionally, children age 6 through 16 are required by state law to attend school with few exceptions. Parents are required to ensure their son/daughter maintains good attendance. Parents will also provide current emergency phone numbers.

It is the parent’s responsibility to call the school by 9 AM the day the student is absent. If a parent does not call, the school will call the parent that day to verify the absence.

After three (3) consecutive absences or a total of ten (10) absences is during the school year, a student must have a note from a medical doctor or any further absences will be counted as unexcused. However, a period of extended illness (such as for the chicken pox) may be considered a single absence for this requirement.

A parent who has a child with a chronic illness will be given a form to be completed by a medical doctor; the form must be filed at the school. After review by school personnel, this form may exempt the parent/student from securing a doctor’s statement each time the student has an absence related to this illness for the school year.

Consequences for unexcused absences are as follows:

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| Elementary | After three (3) consecutive absences doctor’s not must be provided. Parents are contacted by school administration or a social worker. <u>After ten (10) unexcused absences, the Wayne County Prosecutor will be contacted for educational neglect.</u> Any combination of unexcused absences and tardies totaling ten (10) may be considered as a reason for retention and must go in front of the CCA Board of Directors for consideration to continue attending CCA. |
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Middle
High School

After three (3) consecutive absences a doctor's note must be provided. Unexcused absences may result in loss of credit in a class. Loss of credit may result in retention. Students may be considered tardy to class if they arrive after the bell rings or after the designated starting time if there is no tardy bell. In the high school, credit may be lost after eight (8) unexcused absences.

Tardy

It is an essential part of the educational experience for students to be on time to class. Students who are chronically tardy cause a disruption to the educational experience. Therefore the following policy will be in effect for all students.

- 10 tardies will result in contacting a parent or guardian.
- 20 tardies will result in a letter being sent to the parent or guardian from the superintendent and the Wayne County Prosecutor's office to file charges for educational neglect.
- 30 tardies will result in charges be filed and the parent/guardian must go before the CCA Board of Directors for a more serious action.

Michigan school laws are very strict in regard to the compulsory attendance of children 6-15 years of age, and hold parents/guardians responsible for their child/children's regular attendance in a manner which is "continuous and consecutive for the school year" (MCL 380.156 (1)). If attempts by the administration to improve a student's attendance fail, it may be necessary to petition the juvenile court or other public agencies for assistance. The prosecuting attorney has the option of filing criminal charges against parents/guardians, filing delinquency charges against the student in family court filing educational neglect charges against parents/guardians in family court, or any combination of these alternatives.

The Wayne County Prosecutor's will be notified after ten (10) unexcused absences. A student who is not at school and/or in class without parent knowledge will be considered truant and parent will be notified.

The student is entitled to a hearing prior to being reported as a habitual truant. A student who is identified as a habitual truant is entitled to a review once every school year.

Absences Counted as present

1. Serving as a page in the General Assembly
2. Serving at the polls on Election Day (grades 6-12)
3. Court appearances documented by the probation officer or officer of the court
4. Religious observances or instruction
5. Homebound instruction
6. Placement in a hospital or other juvenile facility providing instruction
7. Doctor or dental appointment not exceeding two (2) hours, verified by a physician or dentist
8. Shadowing an adult on the job (with prior approval from the school leader)
9. Field trips with approval of the school leader

Excused Absences

1. Personal illness (the school leader will require a note from a dentist or doctor after three (3) consecutive days)
2. Serious illness of a member of the immediate family (those living in the home)

3. Death in family
4. Head lice (first day only)
5. Lack of proper immunizations (one day only)

Unexcused Absences

1. Head lice or a lack of proper immunizations after the first day
2. Leaving school premises without permission
3. Absence due to loss of bus privilege or lack of transportation
4. Accruing three (3) or more absences without a doctor's note
5. Vacation during instructional time
6. Arriving at school at or after 10 AM without a doctor's note. (Elementary)
7. Accruing three (3) days of leaving school at or before 1 PM which will equal one (1) absence
8. Out-of-school suspensions (a student who is suspended is absent without excuse but counted for reporting purposes)

Make-up Work

Students with an excused absence are responsible to pick up assignments and if possible to make up any other work upon their return. Students who are absent, without excuse, will be permitted to make up work at the discretion of the teacher. The time frame for completing make-up work upon return to school varies according to the age of the student.

Notification to parents

1. Parents/guardians must notify the school of any absences within 24 hours of the student's absence. Parents/guardians must notify the school of the nature of the absence, i.e., illness, family emergency, etc. Every effort should be made to schedule routine appointments after school hours. Family vacations should be planned during holidays as outlined in the school calendar. Parents/guardians should discuss the importance of good attendance with their student to avoid loss of credit due to violations of the Attendance Policy. Parents have three (3) days to bring in a doctor's note to the office.
2. A parent conference will be held within five (5) school days after a total of ten(10) days absent.
3. Parents will be notified if additional consequences for absenteeism are being considered.
4. A home visit by the school truancy officer or social worker may be made if parents do not come to the parent conference.
5. A loss of credit and enrollment will result due to too many student absences.
6. Retention of student may be considered if absences and tardies total sixteen (16) or more.

Morning Tardiness

When a student is late to school in the morning, that student must report to the office to receive a late pass. Parents will be notified about unexcused tardiness on the fourth (4th) tardy. Parents must understand that students will not get credit for activities that take place before a student arrives and that tardiness may affect their grades.

It is possible for multiple tardies to affect a child's grade to the point where he/she may fail. In addition, if a student is tardy equal to 3 times it will equal one unexcused absence.

Early Drop-offs/Late Pick-ups

The Wayne County Prosecutor's office may be notified by administration for abandonment charges when children are left at school fifteen (15) or more minutes prior to the start time or picked up fifteen (15) or more minutes after dismissal. The school doors will be kept locked until fifteen (15) minutes prior to the start time. The school is not responsible for children until they are admitted into the building. The school administrator or designee may leave abandoned children in the custody of the Detroit Police Department. Child Protective Services may also be notified.

Elementary school students not picked up by 3:30 PM will be sent to Surround Care and the parent will be responsible for those charges.

Disciplinary Consequences

Minimum and maximum levels of disciplinary consequences are listed. It is intended that discipline be progressive in nature and move to a more serious consequence with each violation. In the case of more serious offenses, the consequences may not be progressive in nature but reflect the seriousness of the situation.

Students who break rules are subject to disciplinary consequences by teachers, administrators or other school personnel. There are twelve (12) steps of consequences for offenses. Examples provided do not constitute a complete list of the infractions for which students may be found in violation of rules.

Positive Behavior Intervention Support (PBIS)

CCA has put into action an effective positive behavior intervention support (PBIS) program. It is a proactive, positive, skill building approach to teaching and learning of successful student behavior. Positive behavior support systems ensure effective strategies that promote pro-social behavior and respectful learning environments. The PBIS program is designed to accommodate the needs of each individual school building and grade level.

Consequences for Elementary Students

It is recognized that violations of certain rules and the resulting consequences for students in elementary school may be different than the consequences for older students. When no distinction has been made in this document, the School Leaders may choose to utilize the lower range of consequences for elementary age students, whenever appropriate, if the consequence resolves the offense.

Suspensions

If an out-of-school suspension is being considered, the student will have an opportunity to hear the charges against him/her and to present his/her side of the story. Parents will be offered the opportunity to meet to discuss the suspension. The reason(s) for the suspension will be provided to the parents and student. If the intent of the school leader is to file written charges for an expulsion, parents will be notified in writing within two (2) school days.

Alternative Consequences

If in the judgment of the school leader/designee, based on the age of the student and/or nature of the offense, an alternative consequence is satisfactory to resolve the offense, the school leader/designee has the authority to develop an appropriate alternate disciplinary consequence under a written contract with the parent, student and the teacher, as appropriate. This written contract will be retained in the administrative office.

Law Violations

If the student violates the law, the police department may be involved depending on the severity of the offense. Parents will also be contacted.

First Level Administration Interventions

Coordinated by assistant school leader or designee (social worker, master teacher, in-school suspension coordinator, etc.).

Second Level Administration Interventions

Administered by the school leader and/or assistant school leader. Student must be removed from class until picked-up by parent or released at the end of the day. Suspended students may not participate in after-school activities or special events.

Board and Administration Interventions

Expulsion hearing; student may be expelled upon recommendation of the Board of Directors; notification of Wayne County Probate Court and the Michigan Department of Education upon expulsion.

Zero-Tolerance Policies

These behaviors will be reported to the appropriate law enforcement agency and will be subjected to disciplinary action up to and including expulsion as deemed appropriate by administration.

- Possession of a weapon
- Arson
- Criminal sexual conduct (sexual penetration or touching a person's intimate body parts if done for a sexual purpose or in a sexual manner for revenge, humiliation or out of anger; (it can be criminal in nature whether with or without consent.)
- Possession of drugs or alcohol with intent to distribute.
- Possession of drugs or alcohol
- Physical assault/battery resulting in injury (determined by administration and/or law enforcement)
- Homicide
- Conspiracy to break the law
- Gang activity

Harassment/Bullying Policy:

Bullying is a pattern of behavior that makes people feel uncomfortable or threatened. Bullying includes, but is not limited to the following:

- Verbal: name calling, teasing, insulting, writing unkind notes and threatening harm
- Physical: hitting, kicking, punching, taking/hiding belongings, damaging property
- Emotional: being unfriendly, excluding, tormenting, spreading rumors, giving looks, gesturing
- Racial: racial taunts, graffiti, gestures
- Sexual Harassment
- Technology: any of the above behaviors carried out through internet or text messaging, etc.

Sexual Harassment Policy

Sexual harassment may take different forms, including but not limited to the following:

- Verbal: the making of written or spoken sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member or other person associated with the school.
- Nonverbal: possession and/or display of sexually suggestive objects, pictures or graphic commentaries including text messaging and e-mail in the school environment or the making of sexually suggestive or insulting gestures, sound leering, whistling, and the like to a fellow student, staff member or other person associated with the school.
- Physical contact: threatening or causing unwanted touching, contact or attempts at the same, including but not limited to, patting, pinching, pushing the body, kissing or other sexual contact with a fellow student, staff member or other person associated with the school.

Gang Policy

Gang involvement includes but is not limited to gang related coercion, intimidation, display of gang colors, beads, bandanas or other paraphernalia, gang signs or graffiti.

Student/Parent Appeal

If a student or parent believes the student is being improperly punished or subjected to an illegal rule or standard, he/she should follow these steps:

1. Discuss the situation with the student's teacher. If either party is not satisfied, a conference with the teacher, student and school leader may be requested.
2. Communication and discussion with the school leader
3. Communication and discussion with the superintendent.
4. Communication and discussion with the CCA Board of Directors to resolve the issue. If not resolved, then repeat step #3.

César Chávez Academy reserves the right to modify this behavior code at any time when deemed appropriate. Reasonable effort will be made to notify parents and students of changes.

| Infraction | Minimum | Maximum |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------|
| Rule 1 Attendance: Good attendance is essential if students are to achieve and reach their potential. With a few exceptions, children age 6 through 16 are required by state law to attend school. | | |
| Truancy or Cutting Class: Failure to report to school or class without prior permission, knowledge or excuse by the school or the parent. | Parent/guardian contacted | 180 days long-term expulsion |
| Rule 2 Student Dress: Students and parents are expected to display good judgment in making sure students' clothing is neat, clean and appropriate for the classroom. Students are expected to wear shoes. Hats, sunglasses and coats or jackets may not be worn inside the school. All students are required to wear their CCA uniform Monday through Friday. Individual schools will provide more specific uniform guidelines. | Parent/guardian contacted | 180 days long-term expulsion |
| Rule 3 Personal Property: A student will not bring or possess any object that has no educational purpose and may distract from teaching and learning. Examples include but are not limited to: | Parent/guardian contacted | 180 days long-term expulsion |
| Toys: Possession of any toys, games, etc., without permission of the administration (toy weapons may result in more severe consequences). | Parent/guardian contacted | 180 days long-term expulsion |
| Radio or any listening and recording devices: possession of radio, Walkman, CD, MP3, iPod players electronic devices, etc., without permission of the administration. | Parent/guardian contacted | 180 days long-term expulsion |
| Cellular Telephones: possession of a telephone, pager or similar device on school property will be permitted in cars only when registered with an authorized parking permit. | Parent/guardian contacted | 180 days long-term expulsion |
| Other: possession of any object that could disrupt the normal order of school to include, but not limited to, personal security alarms look-alike beepers or other electronic devices. | Parent/guardian contacted | 180 days long-term expulsion |
| Items will be confiscated and may be returned to parents at the discretion of the school leader/designee. | Loss of Property | Loss of Property |
| Rule 4 Misrepresentation: a student will not lie or cheat. Examples include but are not limited to; | Parent/guardian contacted | 180 days long-term expulsion |
| Altering report cards or notes: Tampering with report cards, official passes, changing grades or forging names. | | |
| False Information: Making false statements, written or verbal, to anyone in authority. | | |
| Cheating: violating rules of honesty such as copying another student's test, assignment, etc. | | |
| Plagiarism: using the work of others or published work without citation. (May cause student to fail course) | | |
| Rule 5 Insubordination: a student will obey the lawful direction of any staff member or adult in authority during the time the student is in school or participating in a school activity. Examples of insubordination include, but are not limited to: | Parent/guardian contacted | 180 days long-term expulsion |
| Disrespect:: A student will not behave in a disrespectful manner towards staff or an adult in authority. Examples of disrespectful behavior include, but are not limited to: | | |

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------|
| <ul style="list-style-type: none"> ➤ Walking away: leaving while a staff member or adult in authority is talking to the student ➤ Talking back: responding verbally in a rude manner to a staff member or adult in authority. ➤ Inappropriate gestures and/or actions that can be viewed as obscene or rude. | | |
| <p>Failure to comply with direction or instruction of staff member or adult in authority: Failure to follow any reasonable direction given by a staff member or adult in authority.</p> | Parent/guardian contacted | 180 days long-term expulsion |
| <p>Refusal to work in class: failing to do assigned work in Class.</p> | | |
| <p>Refusal to serve detention: failure to serve detention as directed.</p> | | |
| <p>Refusal to participate in In-school alternatives: failure to report to in-school alternatives as directed by a staff member.</p> | | |
| <p>Refusal to report to office/opportunity room: Failure to report to the administrative office as directed by a staff member</p> | | |
| <p>Refusal or failure to identify oneself: failure to identify oneself when requested by a staff member or adult in charge.</p> | | |
| <p>Rule 6 Profanity and Obscenity: a student will not use profane or obscene language or make obscene gestures. Examples include, but are not limited to;</p> | Parent/guardian contacted | 180 days long-term expulsion |
| <p>Swearing: saying anything that conveys an offensive, obscene, or sexually suggestive message or is in poor taste for a school setting</p> | | |
| <p>Obscene gestures: making any sign that conveys an offensive, obscene or sexually-suggestive message.</p> | | |
| <p>Derogatory written materials: having any written material or pictures that convey an offensive, obscene, threatening, demeaning or sexually suggestive message.</p> | | |
| <p>Directed at staff member: writing, saying or making gestures that convey an offensive, obscene or sexually suggestive message toward a staff member.</p> | | |
| <p>Inappropriate Sexual Behavior : public displays of affection, kissing, touching, hand holding, or any other display that is deemed inappropriate by administration.</p> | | |
| <p>Rule 7 Disruption: no student may disrupt class, school or school -sponsored event. Examples include, but are not limited to;</p> | Parent/guardian contacted | 180 days long-term expulsion |
| <p>Chronic talking: repeated talking in the classroom without permission.</p> | | |
| <p>Horse playing: rough or noisy play or pranks.</p> | | |
| <p>Harassing/Teasing: pestering or tormenting or texting.</p> | | |
| <p>Refusing to remain seated: getting out of seat or moving seat without permission.</p> | | |
| <p>Rude noises: making any unnecessary noise.</p> | | |
| <p>Leaving without permission: leaving the classroom, building or assigned area without obtaining approval of the teacher and/or administrator.</p> | | |
| <p>Chronic lack of supplies: repeatedly reporting to class without necessary materials.</p> | | |
| <p>Disobeying bus rules: See transportation guidelines set forth in individual bus contracts. May result in loss of bus privileges or more severe.</p> | | |
| <p>Other: any other action that disrupts or interferes with educational activities.</p> | | |

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------|
| Disobeying bus rules: See transportation guidelines set forth in individual bus contracts. May result in loss of bus privileges or more severe. | | |
| Other: any other action that disrupts or interferes with educational activities. | | |
| Rule 8 Threatening: A student will not threaten another student or staff member or other person. Examples of prohibited actions include, but are not limited to, written, verbal-nonverbal (ex. drawings or gestures and texting or e-mails.) | Parent/guardian contacted | 180 days long-term expulsion |
| Against a staff member: threatening to strike, attack or harm any staff member. | | |
| Against a student or other person: threatening to strike, attack or harm any student or other person. | | |
| Rule 9 Injury to others: a student will not cause or attempt to cause physical injury to other students, staff members, animals or others. | Parent/guardian contacted | 180 days long-term expulsion |
| Rule 10 Improper use of school technology: a student will not engage in the improper use of technology. Examples include, but are not limited to: Damaging or disrupting hardware or software. Entering or retrieving pornographic material, inappropriate text/files (including files that may religious slogans or symbols or files carrying viruses or contain derogatory or inflammatory racial, ethnic or accessing school records or another person's information or files without permission. Harassment: Texting or e-mail derogatory or bullying e-mails or texts. | Parent/guardian contacted | 180 days long-term expulsion |
| Rule 11 Destruction of Property: damaging or defacing any school property or property belonging to students, staff members or others. | Parent/guardian contacted | 180 days long-term expulsion |
| LAW VIOLATIONS | | |
| Infraction | | |
| Rule 12 Trespassing | Parent/guardian contacted | 180 days long-term expulsion |
| Rule 13 Gambling | | |
| Rule 14 Possession or use of fireworks | | |
| Rule 15 Vandalism/Graffiti | | |
| Rule 16 Possession of stolen property | | |
| Rule 17 Possession of tobacco products | | |
| Rule 18 Misdemeanor theft/larceny | | |
| Rule 19 Electronic related crimes | | |
| Rule 20 Inappropriate sexual behavior | | |
| Rule 21 False alarms/bomb threats | | |
| Rule 22 Disorderly conduct | | |
| Rule 23 Theft | | |
| Rule 24 Threats and intimidation | | |
| Rule 25 Gang activity | | |
| Rule 26 Sexual misconduct | | |

High School Graduation Requirements

In addition to state requirements, students are also required to fill additional credit hours throughout their high school career. Students are required to fulfill a full credit hour for community service. This credit hour is earned through one hundred hours of community service. Students are also required to take other electives that are relevant to their development as students. This includes up to 8 additional credit hours. Students also have the requirements of having up to 4 credit hours in career preparation classes which include junior and senior project.

César Chávez Academy follows the college & career readiness standards to prepare students with the knowledge and skills needed pursue post secondary education.

The Michigan Merit Curriculum High School Graduation Requirements are as follows:

Mathematics-4 credits

| | |
|------------|----------------------------------------------|
| Algebra I | Geometry |
| Algebra II | One math course in final year of high school |

English Language Arts- 4 credits

| | |
|--------------------------|--------------------------|
| English Language Arts 9 | English Language Arts 11 |
| English Language Arts 10 | English Language Arts 12 |

Science- 3 credits

| | |
|----------------------|-------------------------------|
| Biology | One additional science credit |
| Physics or Chemistry | |

Social Studies- 3 credits

| | |
|----------------------------|-----------------------------|
| .5 credit in Civics | .5 credit in Economics |
| U.S. History and Geography | World History and Geography |

Physical Education & Health- 1 credit

Visual, Performing and Applied Arts- 1 credit

Online Learning Experience

Course, learning or integrated Learning Experience

Language other than English-2 credits

In grade s9-12; or an equivalent learning experience in grades K-12 for students entering third grade in 2006 (Class of 2016)

Additional requirements:

| | |
|--------------------------------------------------------------------|----------------|
| Community Service (100 hours) | 1 credit hour |
| Career classes up to (including junior & senior project) | 4 credit hours |
| Electives up to | 8 credit hours |

Honors

César Chávez Academy (8-12) is proud to honor students who have achieved academic excellence.

At the end of every card marking CCA, will determine whether a student has achieved academic excellence based on their cumulative GPA.

In order to qualify for the Principal's List a student must achieve a GPA of 3.50 or better. To qualify for Honor Roll a student must achieve a GPA of 3.49 to 3.00 and cannot have any letter grade lower than a C in any subject.

Selection of Valedictorian and Salutatorian

The valedictorian designation for middle school will be determined for all eighth (8) grade graduating students. In order to qualify for valedictorian or salutatorian at the Middle School level, the student must have been at CCA Middle for the last eight (8) card markings.

The valedictorian designation for the high school shall be the student who has the highest cumulative GPA in his/her 12th grade year. (To qualify a student must have earned their final eleven (11) credits and a minimum of one (1) year at CCA High School, both required and elective, shall count in determining final average.)

Parent/Student Compact Acknowledgment

Parental Agreement

It is important for my child to reach his/her full academic potential. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Encourage my child to do his/her best.
- Stay aware of what my child is learning.
- Check my child's homework daily.
- Attend Parent-Teacher Conferences.
- Have on-going communication with my child's teachers and the school.
- Ensure that my child is dressed appropriately every day.
- Encourage my child to read on a daily basis.

Student Agreement

It is important that I do the best that I can. Therefore, I will do the following:

- Come to school and be in class on time
- Have my homework completed and turned in on time.
- Have the supplies I need and come prepared to each class.
- Always try to work to the best of my ability.
- Utilize my agenda/planner on daily basis to maintain organization.
- Show respect for myself, my school/staff, and other students.
- Follow the rules at my school.
- Do my part in keeping my school clean and safe.
- Practice kindness, safety and responsibility.
- Believe in myself that I can learn and will learn.
- Respect the differences of other students and staff.
- Be in uniform on a daily basic

Parent Signature

Date

CÉSAR CHÁVEZ ACADEMY

PARENT/STUDENT ACKNOWLEDGEMENT AND AGREEMENT

_____ School Location _____
Student's Name (Please Print)

By signing below, we acknowledge that we have received and are responsible for adhering to the terms of this Student Code of Conduct. We further agree that use of Network and Internet access will, at all times, comply with the District's Technology Access and Acceptable Use Policy, as summarized in this Code.

I have read and acknowledge receipt of the following policies at César Chávez Academy:

- Student Code of Conduct
- Dress Code Policy
- Discipline Policy
- Acceptable Computer Usage Policy
- Attendance Policy
- Cell Phone Policy
- Parent/Student Compact Agreement

Student Signature

Date

Parent Signature

Date

ANTI-HARASSMENT

Reference: Titles VI and VII of the Civil Rights Act of 1964, 42 USC 2000d et seq.
29 USC 621 et seq.
42 USC 2000e et seq.
42 USC 1983
42 USC 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
Title IX of the Educational Amendments of 1972, 20 USC 1681 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 USC 794
The Americans with Disabilities Act of 1990, 42 USC 12101 et seq.
The Handicappers' Civil Rights Act, MCL 37.1101 et seq.
The Elliott-Larsen Civil Rights Act, MCL 37.2101, et seq.
Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006
National School Boards Association Inquiry and Analysis – May 2008

General Policy Statement

It is the policy of the Board of Directors to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on school property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School community at school-related events/activities (whether on or off school property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

**BOARD OF DIRECTORS
CESAR CHAVEZ ACADEMY**STUDENTS
5517/page 2 of 31DefinitionsSexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

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

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.

- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a employee or other adult member of the School community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

[NOTE: Sexual conduct/relationships with students by school employees or any other adult member of the School community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to school employees or other adult members of the School community.]

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with

one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Members of the School community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School community or third parties who believe they have been unlawfully harassed by another member of the School community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually in the parent and staff handbooks.

The School Leader shall establish administrative guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This policy and the administrative guidelines will be readily available to all members of the School community and posted in appropriate places throughout the School.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Privacy/Confidentiality

The School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include as a requirement the prerequisite that the informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process. Those members of the School community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a Academy employee or any other adult member of the School community against a student will be formally investigated.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the School community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the administrative guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the administrative guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the School Leader a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the School Leader will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of School Leader's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

The decision of the School Leader shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the School Leader shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School community, all subsequent sanctions imposed by the Board and/or School Leader shall be reasonably calculated to eliminate such conduct in the future.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The School Leader or designee shall provide appropriate training to all members of the School community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general, will be age and content appropriate.

Revised 6/15/09

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

Reference: MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

It is the policy of the School 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 School, including activities on school property, in a school vehicle, 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 school's control, or where an employee is engaged in school 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 School 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, will be maintained during the investigation process. However, a proper investigation **confidentiality** 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 School Leader is responsible to implement this policy, and may develop further guidelines, 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 School 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 Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the School Leader 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 Principal (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 School Leader. The School Leader 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.

Prevention/Training

The School Leader shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

The School shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The School shall provide and all parents or legal guardians shall be offered the opportunity to undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

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 School.

"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 School'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 School.

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 School business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

Adopted 6/15/09

Revised 2/9/12

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