



CHARYL STOCKWELL  
PREPARATORY ACADEMY

# High School

# Family Handbook

## 2025/2026

1032 Karl Greimel Drive  
Brighton, MI 48116

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Website: [www.csaschool.org](http://www.csaschool.org)

# Mission Statements

## **CSA District Mission**

The mission of the Charyl Stockwell Academy District is to provide a safe and enriching place for children to grow from early childhood through adolescence, while providing those children with specific learning activities that allow each of them to meet and exceed academic requirements in preparation for success in college, career, and life.

## **CSA Elementary Mission**

The mission of the Charyl Stockwell Academy Elementary School is to provide a safe and enriching place for children to grow, develop, and achieve, while providing learning activities that are developmentally appropriate and innovative in a wholesome setting that promotes intellectual development and moral excellence.

## **CSPA Middle School Mission**

The mission of the Charyl Stockwell Academy Middle School is to provide a safe and enriching place for early adolescent students to grow, develop, and achieve, while providing those students with an integrated, exploratory, and rigorous college preparatory education in a wholesome setting that promotes intellectual development and moral excellence.

## **CSPA High School Mission**

The mission of the Charyl Stockwell Preparatory Academy High School is to provide a safe and enriching place for adolescent students to grow, develop, and achieve, while providing those students with a rigorous and demanding college preparatory education in a wholesome setting that promotes intellectual development, moral excellence, and international mindedness to create a peaceful world through intercultural understanding and respect.

Dear CSA Families,

Welcome to Charyl Stockwell Academy (CSA) . . . we are pleased to have you as members of our school community.

This ***CSPA Family Handbook*** was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains information that you should know about the Charyl Stockwell Preparatory Academy. Please take some time to read through the entire handbook. Even if you are a returning family to CSPA, it is still important for you to review the handbook. We update the handbook on an annual basis to provide a clear and accurate resource for you. If you have any questions that are not addressed in this handbook, we encourage you to talk with one of the administrators at CSPA.

At CSPA, we strive to be proactive and comprehensive in our communications with you. It is easier to feel comfortable in an organization if you are knowledgeable about how it operates on a day-to-day basis. In addition to this CSPA Family Handbook, each year you will be provided with a comprehensive packet containing information about your child's individual classroom, and handbooks from the CSA Parent Council and Student Enrichment Program (SEP).

As the Principal of the Charyl Stockwell Preparatory Academy, I am available and happy to talk with you about any matter concerning your child's education at our school. Should you have any questions, please do not hesitate to contact me through our front office. I enjoy my conversations with parents and students, and it is my priority to be open and responsive to the needs of our school community.

In partnership with you,

Matthew Stewart  
Principal, Charyl Stockwell Preparatory Academy

This handbook is not an irrevocable, contractual commitment to the student, but only reflects the current status of the Board's policies and the Academy's policies and procedures as of July 30, 2025. If any referenced policies, procedures, or administrative guidelines are revised after July 30, 2025, the language in the most current policy, procedure or administrative guideline prevails.

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# CHARYL STOCKWELL ACADEMY

## Board of Directors

1032 Karl Greimel Drive, Brighton, MI 48116

Phone: (810) 225-9940

## 2025-2026 Board Meeting Calendar

|                    |           |                                        |
|--------------------|-----------|----------------------------------------|
| July 10, 2025      | 3:30 p.m. | Board Meeting                          |
| August 14, 2025    | 3:30 p.m. | Board Meeting & Organizational Meeting |
| September 11, 2025 | 3:30 p.m. | Board Meeting                          |
| October 9, 2025    | 3:30 p.m. | Board Meeting                          |
| November 13, 2025  | 3:30 p.m. | Board Meeting                          |
| December 11, 2025  | 3:30 p.m. | Board Meeting                          |
| January 8, 2026    | 3:30 p.m. | Board Meeting                          |
| February 12, 2026  | 3:30 p.m. | Board Meeting                          |
| March 12, 2026     | 3:30 p.m. | Board Meeting                          |
| April 9, 2026      | 3:30 p.m. | Board Meeting                          |
| May 14, 2026       | 3:30 p.m. | Board Meeting                          |
| June 11, 2026      | 3:30 p.m. | Board Meeting & Budget Hearing         |

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# SECTION I: General Information

## Enrolling in the CSA District

The CSA District has a designated time period for open enrollment. New families must enroll their child(ren) on or before the last day of the annual open enrollment period to ensure their child's placement in the Academy – OR – to ensure their child's placement on the waiting list if there are more students that want to enroll in the Academy than there are available seats.

Before the open enrollment period each year, all current students must re-enroll to attend the Academy the next year. A form will be sent home with the student mid-year to that effect. During this period, siblings of current students not previously enrolled are allowed to enroll when and where space/seats permit.

The open enrollment period is announced to the public. For more information about the annual open enrollment procedures at the CSA District, please contact the Admissions Office, which is located at the CSA Elementary Campus.

New students under the age of eighteen years old must be enrolled by their parents or legal guardian. Before enrolling, parents are welcome to participate in a guided tour of the Academy to obtain detailed information and ask questions. Upon acceptance, parents/guardians must provide copies of the following:

- A. completed Enrollment form
- B. completed Release of Records Form
- C. completed Record of Discipline
- D. a birth certificate or other reliable proof of identity within 30 days of notification
- E. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- F. a current Health Appraisal form
- G. a copy of the driver's license of the person enrolling the student

Final enrollment at CSPA is contingent upon receipt and confirmation of the accuracy of the information submitted. A student's enrollment cannot be confirmed until all records have been received and reviewed.

Once a student has enrolled in the Academy at the high school level, they will have access to courses that prepare them to engage in the IB curriculum. As a Junior, high school students will have the option to pursue an IB Diploma in addition to the Michigan Merit Diploma. A student may transfer into our high school during their Junior or Senior years if they are transferring from another IB program. A student may transfer into our high school during their Junior or Senior

years from a school that does not offer IB, with the understanding that they most likely will be unable to achieve an IB Diploma.

Homeless students who meet the Federal definition of homeless may enroll in the Academy. Such students will be under the direction of the Academy's Liaison for Homeless Children with regard to enrollment procedures. The CSA District Homeless Liaison is Deborah Skolnik.

A student who has been suspended or expelled by a previous school may be denied admission to the Academy pending a review of the records. Before denying admission, the CSA Superintendent or designee will facilitate a thorough review, including an opportunity for a discussion between the student and /or parents and the Superintendent or designee regarding the circumstances of the suspension or expulsion and any other factors the Superintendent or designee determines to be relevant.

No applicant for admission shall, on the basis of, race, color, ethnicity, national origin, immigration status, sex, (including sexual orientation or transgender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry or genetic information be discriminated against.

## **School Hours**

Students should arrive at school between 8:00 and 8:55 a.m. Students arriving before 8:30 am must report to the SEP Study Session (all Student Enrichment Program fees apply). Carpool pick up is from 4:05 to 4:15 p.m. Please contact the Student Enrichment office for more information.

## **Visiting the Academy**

In order to ensure the safety and security of Academy students and staff, only visitors who have a legitimate purpose will be permitted on Academy grounds. The School Leader has the authority to prohibit the entry of any person to the Academy or expel any person where there is reason to believe the presence of such person would be detrimental to the good order of the Academy or a disruption to the academic environment.

All visitors, including volunteers, parents, and other family members, must register at the CSPA High School Office and wear a visible "visitor" sticker at all times.

Children accompanying visiting parents must be directly supervised at all times inside the school building, in the parking lot, and on walkways. This applies to CSA district-enrolled children before school and after school, and to non-CSA district-enrolled children at all times.

The Academy strictly prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Academy for the purpose of school

activities. These settings include Academy-sponsored events (both on and off Academy property and traveling to and from such events), Academy premises (leased, owned, or used by the Academy), Academy vehicles, and at any activity authorized or approved by the Academy. Any person who violates the policy will be referred to law enforcement.

Rowdy visitors, commit a verbal assault on the premises or who are otherwise disorderly will be asked to leave the premises; this type of behavior is unacceptable.

### **Sex Offenders**

Visitors, including parents, who are registered sex offenders, are required to notify the Academy administration before they visit the Academy and to strictly comply with all applicable school safety legislation. The Academy administrator may impose conditions on the presence of registered sex offenders on Academy premises, or at Academy functions, as he or she deems reasonable and appropriate.

Parents/Guardians, who are registered sex offenders, must safely and expeditiously drop off their children and pick them up during the prescribed times for drop off and pick up, and then promptly and safely exit the Academy premises. The Academy administration may allow additional access for registered sex offenders who are parents/guardians of a registered student to school grounds under the following conditions:

- Prior permission from the Academy administration is required.
- The offender must check in at the school office immediately upon arrival.
- May not observe or visit a classroom when students are present except for specified family events. During these family events, the offender must stay in view of a staff member at all times.
- If a staff escort is assigned to them, the offender must stay with that escort during their entire stay.
- The offender must leave school grounds immediately upon conclusion of their business.
- The offender must leave school grounds immediately if requested to do so by an Academy administrator or his/her designee.

## **Attendance**

It is very important that students arrive on time as well as attend school on a daily basis in order to fully maximize their learning and mastery of the core curriculum. Many learning experiences are provided in the school setting that cannot be replaced through independent study. *In other words, school attendance is critical to successful school performance.* Also, attendance is important in developing a high-quality work ethic, which is a significant factor in a student's success with future employers. Developing habits of on-time, consistent attendance at school and work are important life lessons for our students.

Parents must call the attendance phone line **before 9:00 a.m.** if their student will be absent from school. High school: 810-225-9940, ext. 432; The parent should state the student's full name and the reason for absence.

When a student is absent, CSPA requires an acceptable explanation from the parent/guardian. Excused absences must be reported to the school office within 24 hours from the date of the absence, or that absence will be considered unexcused. An unexcused absence is defined as an absence that is not authorized by the school. A physician's verification of illness may be required when it is deemed necessary to confirm the reason for repeated or prolonged absence.

If any student is absent for more than two days and notification has not been received, the parent/guardian will be contacted at home or at work to verify the student's whereabouts.

Students must arrive at class no later than 9:00 a.m. Students must also arrive on time for each class. This is an important work and life skill that will enable our students to be successful at school and in the future. **A tardy is defined as arriving after the start time of the scheduled class. Any student arriving during the last 45 minutes of the scheduled class will be considered absent for that period.**

Students will be held **accountable for all work missed** during any absence. Excessive absences may prevent students from receiving credit in their classes for that term. If a student is absent on the due date of an assignment, the student must submit that assignment on the date that they return. Any work missed while absent must be submitted within the number of days the student was absent. A student has the same number of days to make up an assignment as they have been absent. For example, if a student is absent on Monday when an assignment is given. The student will receive the assignment when they return on Tuesday and must submit the completed assignment by Wednesday.

Although we strongly encourage families to take their family vacations during designated vacation breaks on the school calendar, we recognize that opportunities arise that necessitate a family trip during school time. In those situations, we ask parents to notify the school and teacher(s) of the trip at least one week in advance of departure so that arrangements can be made to provide the student with suggestions and materials that are educational in content to extend the learning of the student, and to complete missed work, during their absence from school.

When students are experiencing above-average absences or tardies, staff will work with them to develop an action plan.

#### Truancy Referrals

Truancy Referrals will occur when the following absences or tardies occur.

- During either semester of school, the student has a record equivalent of 10% or 10 or more **full days absent**.

- During one school year, the student has a record equivalent of 10% or 20 or more **full days absent**.
- During either semester, the student has a record equivalent to 10% or 10 or more **tardies**.
- During the school year, the student has a record of 10% or 20 **tardies**.

*Note:*

*Timely and specific communication by the parent to school personnel regarding their child's absences from school is very important and will be taken into consideration when a decision regarding referral to the county truancy office is considered. This action may take place after all district efforts and 20 days of absences have been recorded.*

*The Academy will excuse any tardiness or absences related to a homeless student's living situation, documented medical or mental health issues, when applying any school policy regarding tardiness or absences. A student of an active military member, by federal definition, may have leniency regarding attendance. Such students will be under the direction of the Dean of Students regarding attendance guidelines.*

*Prearranged absences DO count towards the accumulation of missed days. However, timely and specific communication by the parent to school personnel regarding the student's absences from school is very important and will be taken into consideration in regard to a decision regarding disciplinary action.*

## Early Dismissal

All early dismissals from school require a parent or authorized adult (18 or older) to sign the child out at the Student / Family office. Requests for early dismissal of students before 3:30 p.m. are allowed; however, unless there is an emergency, CSPA does not advise the release of students between 3:30 and 4:05 p.m. The early release of students disrupts classroom instruction and results in a decrease in instructional hours for all children at school. If an arrangement is needed for a child to be released to someone other than the parent/guardian or someone listed on the child's emergency card as acceptable for the child to be released to, a signed note of permission must be submitted before release of the student.

## Closed Campus

The safety and security of students and staff are a primary concern. To assist in providing such conditions, CSPA will operate as a closed campus. Students shall remain on the school grounds from their time of arrival until classes are dismissed at the end of the school day. A student who leaves the school grounds without authorized permission shall be considered truant.

Students are to remain on campus throughout the school day with the following exceptions:

- A parent or guardian has provided permission for a student to leave school for a specific need (i.e., doctor appointment, bereavement) and this request has been approved by the Principal;
- A student is signed out by their parent or guardian;
- A student has a school-approved work release privilege; or
- A student is participating in an authorized dual enrollment program.

## **Carpool Procedure**

### **General Carpool Safety**

Vehicles will enter the campus from the west entrance on Orndorf Drive and exit the campus on Karl Greimel Drive. During carpool, traffic entering will make an immediate left turn, creating two lanes.

You can help ensure the safety and smooth flow of carpool by always displaying your carpool tag.

### **Morning Carpool**

During carpool, traffic entering will make an immediate left turn, creating two lanes behind the yellow safety line. Staff will direct vehicles into two carpool drop-off lines. It moves consistently and smoothly. For the lane closest to the building, students must exit curbside and approach the appropriate door. For the outside lane, students must exit away from the building and walk to the nearest crosswalk, safely cross the carpool lanes, and approach the appropriate door.

Please stay in a single line and as close as possible to the vehicle in front of you. Once students are out, please remain in position until the vehicles ahead of you move, then proceed in a single line.

### **Please Note:**

- Never leave your vehicle unattended at the curb.
- When parking in the lot at any time, please use the crosswalks. This is a safety issue, and your assistance in teaching this procedure to our students is appreciated.
- Please remain in your vehicle and have your students ready to exit curbside when you arrive.
- Never let your student walk in between cars.

### **Pets**

Due to allergy and health considerations, pets are not permitted in the school building or on the school campus/playground. Pets that are in a vehicle during carpool or in a parked vehicle must remain in the vehicle while on Academy property. Registered service dogs are allowed in the building.

### **Afternoon Carpool**

When arriving at school for carpool, please make an immediate left as you enter and form two lanes behind the yellow safety line. CSPA staff will direct drivers to pull in front of the building in two lanes.

**No students are to be dropped off or picked up in front of the yellow safety line at any time. This maintains the highest level of safety conditions for all students.**

**Please display carpool tags in any vehicles that will be picking up your students.** Extra tags are available in the High School Office.

When the staff has directed all vehicles in place and the cars have completely stopped, a safety horn will blow. Students may then enter their vehicles. If you need help locating your student, alert the carpool staff to assist you.

Once students are in their vehicles, the safety horn will blow twice. The crosswalks will close, and foot traffic will be stopped. The staff will then direct vehicles to exit. **Do not exit until directed to do so.**

If you do not have your student, you will be directed to park. **Please do not park in the reserved parking spots.**

In case of inclement weather, students will be called by last name. Again, please hang your carpool tag from the rearview mirror or display it in the front windshield, easily visible. **Please observe and follow the traffic flow and the directions of the carpool staff.**

### **Release Authorization for Walkers**

Parents/guardians may sign a High School Release Authorization form if they want to authorize their High School student the option to walk to Meijer after school hours with their siblings. This release option is for the ***official end of the scheduled school day only***. Parents/Guardians will still be required to sign out and pick up students for any early dismissal (i.e., Doctor's Appointments). Forms are available in the High School Office.

This authorization implies that at the end of a school day, the student who is exercising this option to walk to Meijer will do so under the approval and knowledge of their parent/guardian. Once verified, CSPA will allow the student and their siblings to leave school at the appropriate time for dismissal of walking students. At dismissal, students must exit the Academy and leave the grounds immediately. Students are not allowed to loiter in the building or in the carpool area.

Please **discuss** and **agree** on an end-of-day plan, including location and times, with your student before the start of the school day.

Administration reserves the right to revoke permission to walk at any time for loitering on grounds after school, for problems that arise while walking to or from school, or for any other actions deemed inappropriate. Furthermore, Charyl Stockwell Academy District accepts no responsibility or liability for the student once the student has left school grounds.

## **The Student Enrichment Program (SEP)**

The Student Enrichment Program develops, supervises and administers all before and after-school programs for students attending the Charyl Stockwell Academy District. All families need to register in the Student Enrichment Program before they register in the individual programs below.

### **Programs include:**

- Athletics
- Enrichments
- Tutoring
- Study Session
- Campus Shuttle

### **Athletics**

CSA District Athletics is administered through the SEP department and overseen by the CSA District Athletics Department. High School Athletics is a member of the MHSAA (Michigan High School Athletic Association). CSPA sports currently include volleyball, soccer, cross country, equestrian, basketball, cheer, skiing, track & field, golf, and baseball. Athletics is a pay-to-participate program.

### **Campus Shuttle**

The campus shuttle is a service administered by the Student Enrichment Program for CSA and CSPA students who need to use the shuttle service from Hartland to Brighton or Brighton to Hartland. There is a yearly fee for use of the shuttle. All Campus Shuttle families need to be registered in the Student Enrichment Program and pay the SEP registration fee. **For students registered for our Campus Shuttle program, violating the Student Code of Conduct may result in removal from the Campus Shuttle program.**

### **Study Session for Secondary Students**

Secondary students riding the Campus Shuttle to CSPA, or with siblings riding the Shuttle to CSA each morning, are eligible to attend the Morning Study Session. This supervised study time allows families the option of drop off at either campus as early as 8:00 a.m., where students check in to the Study Session until the Shuttle departs CSA or until carpool begins at CSPA. Use of the Morning Study Session is dependent on registration with the Student Enrichment Program and paying the yearly SEP registration family fee.



*Information and registration for all Student Enrichment Programs are published for families on an ongoing basis on our website: [csasep.ce.eleyo.com](http://csasep.ce.eleyo.com). SEP office phone number: 810-632-4778.*

## **The Teacher Support Team Program**

The Teacher Support Team Program is a district-wide model for planning and providing individualized instruction and monitoring the progress of students with learning challenges. Our Teacher Support Team (TST) serves Kindergarten through High School students. All students are screened to identify those at risk for learning failure. Classroom teachers regularly consult with TST to gain the knowledge and skills to support their students through proactive, focused interventions.

TST Teachers trained in special education provide individual support to students identified through the Individual Education Plan (IEP) process. We follow all state and federal rules, regulations, and guidelines related to the delivery of special education.

For more information, please contact Deborah Skolnik, Director of Education Services, at [dskolnik@csaschool.org](mailto:dskolnik@csaschool.org).

## **Transfer out of CSPA**

Parents must notify the Principal (in writing, citing the reason for transferring out) about plans to transfer their child to another school. Transfer will be authorized only after the parent and/or student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact a staff member in the CSPA High School Office for specific details.

When transferring student records, school officials are required to transmit disciplinary records, including suspension and expulsion actions against the student.

Receipt of a request for records from another school is a statement from the parent/guardian confirming that their child is removed from the CSA District enrollment, and their child's seat is no longer reserved from that point forward.

## **Immunizations**

Students must be current with all immunizations required by law or have an Original (no photocopies) Immunization Waiver Form (with seal and Charyl Stockwell as the School). If a

student does not have the necessary shots or waiver, school leaders may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. A certified waiver will be provided to the parent/guardian by the local health department to provide to the Academy. Immunization waivers will not be accepted by the Academy unless signed and stamped by the local health department. Any questions about immunizations or waivers should be directed to a staff member in the CSPA office.

## **Student Well-Being and Emergency Information**

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

All families must complete their student(s)' online registration process through PowerSchool. The information you provide will allow us to have the most up-to-date information on your child(ren). A student may be excluded from school until this requirement has been fulfilled.

Please remember to update PowerSchool using your PowerSchool Family Access or notify the school office of any changes to this information throughout the school year. We need to be able to reach you as quickly as possible if an emergency occurs.

In the event of an emergency, the student should be taken to the nearest hospital to receive appropriate medical care, regardless of parental preference. Typically, the decision is made by emergency medical technicians or other first responders.

## **Injury and Illness**

All injuries must be reported to a teacher or the office. If a minor injury occurs, the student will be attended to and may return to class. If medical attention is required, the office will follow CSPA's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. The student's family will be contacted, and a decision will be made as to whether or not the student should be picked up. No student will be released from school without proper parental permission.

In the interest of your child's health and for the protection of other students, we will expect you to come and pick up your child if he or she has a fever, persistent cough, rash, head lice, pink eye, COVID-19 symptoms, or similar symptoms. The office needs to be notified if your child is absent with a communicable disease. In this case, please see the section *Control of Casual Contact Communicable Diseases and Pests*. If your child has been ill, be sure that he or she is fully recovered

before returning to school.

If your child is going to be absent from school, please call the attendance line before 8:55 a.m. High school: 810-225-9940, ext. 432. The office will call parents in the case of an unreported absence, so please let us know when your child will be absent.

### **When to keep your child home**

We want to work together to ensure that our children and their health are protected. Please keep your child home when they are sick. As a general guideline, a student should not return to school until they have been fever-free for 24 hours, not vomited or had diarrhea in 24 hours, and/or rashes have been addressed by the family's physician.

It is important to log into PowerSchool and fill out your child's emergency information very carefully, with home and work phone numbers, and to notify us of changes during the year. Also, be sure that the people listed as your emergency contacts are aware and willing to accept responsibility for your child if necessary. If your child becomes ill or is injured during school hours, we will make every effort to contact you first.

## **Medication and/or Treatment Policy**

The following is the definition of "medication" for use at the Academy: medication includes prescription and U.S. Food and Drug Administration (FDA) approved non-prescription medications, preparations, and/or remedies and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin. This policy also applies to any medically-prescribed "treatments". "Treatment" refers both to how a medication is administered and to health-care procedures that require special training.

Non-prescription (over-the-counter) medications are those that are sold directly to the consumer without a prescription from a physician or health care professional. Non-prescription medications may include, but are not limited to, acetaminophen, ibuprofen, cough syrups, cough drops, antihistamines, etc.

Any student who requires prescription medications must have written instructions (Medical Action Plan) from a physician, which include the name of the student, name of the medication, dosage of the medication, route and timing of administration, for any prescription medication and/or treatment, along with the parent/guardian's written permission.

Before over-the-counter medications are administered to any student during Academy hours, the Academy requires that the student's parent/guardian give the Academy written, signed permission and a request to administer the medication.

Students may self-administer non-prescription medication with parental approval. All non-prescription medications shall be in the original manufacturers' containers and must be stored with the medication in the Academy Office.

Parental or guardian request/permission and a physician's instructions for administration and/or treatment must be renewed every school year.

Before the beginning of the school year, parents/guardians are responsible for informing the Academy in writing of any medical issues that may require intervention during the school year. Examples of medical issues may include, but are not limited to, life-threatening allergies (i.e., the need for an epinephrine injector, Epi-Pen®), diabetes, epilepsy, seizures, asthma, or any condition of a serious nature affecting the health of the student. The Academy, parents/guardians, and the student's physician will participate in developing a medical action plan.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent the onset of asthma symptoms, while at the Academy, on Academy-sponsored transportation, or at any Academy-sponsored activity, if the following conditions are met:

- There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler; and
- The School Leader or his/her designee has received a copy of the written approvals from the physician and the parent/guardian.

These students should be instructed by their parents/guardians to notify their teacher each and every time they use their inhaler so that frequent use can be communicated to the parents/guardians. It is recommended that an extra inhaler be kept in the Academy Office.

Students with a need for emergency medication may also be allowed to possess and self-administer such medication, provided that they meet the conditions established in the medical action plan.

Students may use a U.S. Food and Drug Administration (FDA) approved over-the-counter topical substance at school, such as sunscreen, if both of the following conditions are met:

1. If the student is a minor, the student has written approval to possess and use the FDA substance from his or her parent or legal guardian.
2. The School Leader has received a copy of the written approval.

The Academy, parents/guardians, and the student's physician will participate in developing a medical action plan.

Students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan are included under the policy and procedures that govern the administration of medications. Note: The policy and procedures do not violate either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

### **Epinephrine Auto-Injectors**

Michigan Law allows the Academy to maintain a supply of emergency epinephrine auto-injectors to be used during emergencies where a student, not previously diagnosed with known allergies, may suffer a life-threatening allergic reaction or anaphylaxis. Academy staff members are properly trained in the use of epinephrine auto-injectors in case of an emergency.

## **Control of Casual Contact Communicable Diseases and Pests**

Because a school 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 highly transient pest such as lice.

Specific communicable diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, pink eye, measles, rubella, COVID-19, and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period per the guidance of the Health Department.

Parents/guardians are asked to notify the office if their child has contracted a communicable disease, e.g., mumps, rubella, pink eye, COVID-19, etc., or a highly transient pest such as lice. The Academy is obligated to communicate to other families and students the possibility that they may have been exposed to a communicable disease.

## **Safety Drills**

The school complies with all safety laws and will conduct fire, tornado, and lockdown drills per 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.

During some practice drills, as well as real situations, entering and exiting the buildings will be restricted for approximately 15 minutes.

During an actual situation, a sign will be posted on the doors, and parents, guardians, and visitors must return to their vehicles. Updates and information will only be available on our website [www.csaschool.org](http://www.csaschool.org) and the Academy voicemail. Situations may include external concerns such as hazardous material spills, police situations, etc.

# Communication: School and Home

## **Tuesday Times**

The *Tuesday Times* is a weekly school-wide newsletter that is sent home via email to your work, home, or both. Parents/guardians will be required to register their email address(es) on our website [www.csaschool.org](http://www.csaschool.org) in order to receive this newsletter, which is full of timely school information.

## **The CSA District website is [www.csaschool.org](http://www.csaschool.org)**

CSA maintains a website that includes a wealth of information about our school and district.

## **PowerSchool**

Parents/guardians and students will be given a username and password to access their own student's information within the district's student database. This will allow families and students the ability to monitor attendance, demographic information, and individual student progress, as well as provide communication with the teaching staff.

## **Parent/Teacher Comprehensive Student Reviews**

Classroom teachers are required to initiate and schedule at least two parent/teacher conferences per year. These conferences are scheduled on an individual basis with each family at a mutually agreed-upon day and time. CSPA believes that a strong partnership between home and school is critical to the optimal education of all students. CSPA staff welcomes the opportunity to conference with parents as the need may arise. Parents are encouraged to access this open and proactive line of communication.

# School Closing

The CSA District will close for inclement weather when the Hartland School District closes its schools.

The decision to close school will be made by 6:30 a.m. and will be posted on the school website, [www.csaschool.org](http://www.csaschool.org), as well as broadcast on the following radio and television stations after that time:

WHMI (93.5 FM), WDIV (channel 4) out of Detroit, WILX (channel 10) out of Lansing, Fox 2 Detroit, WJR, WWJTV

The main voicemail greeting at the school and the website will change by 6:30 a.m. to indicate that the school is closed.

If school needs to be closed after students are on the premises, parents will be notified via email and phone.

## Fines, Fees, & Other Charges

The Academy will assess a fine when Academy equipment, property, or supplies are damaged, lost, or not returned by a student. The fee will be reasonable and charged to compensate for the loss or damage incurred.

Unsettled accounts, such as, but not limited to, lost books, library fines, unpaid SEP charges, unpaid assessment charges, and unreturned items that are the property of the Academy, are due at the end of the school year. Failure to pay fines, fees, or other charges may result in the withholding of official transcripts, diplomas, caps and gowns, parking passes, dance tickets, or other privileges, up to and including participating in commencement ceremonies.

Unresolved obligations can be appealed to the Principal or designee.

## Library Guidelines

### Circulation Procedure

A “*Library & Technology Equipment Contract*” must be signed by both the student and parent before any book is checked out. If a contract has not been signed, the student is still allowed to read and/or do research in the library. Only after a contract has been signed, will a student then be able to leave the library with a book or technology equipment such as a laptop, Kindle, any e-book device, iPads, Chromebooks, or TI-84 Calculators, etc.

Library cards are issued when fall pictures have been processed. Until library cards arrive, or if a card becomes lost, books can still be checked out. CSPA students will be responsible for safekeeping their library cards. No replacement cards will be made.

CSPA students may check out up to five books for a period of two weeks. The book(s) may be renewed for another two weeks if there is no reserve/hold on the book(s). With teacher approval, a CSPA student may check out technology equipment for one class period at a time. After that class, the equipment must be returned to the library. Kindles may be borrowed for a longer period of time.

Students will also be able to hold or reserve books not currently available in the library. Once the book becomes available, a librarian will contact the student and let them know that the book is available for checkout.

Reference books and magazines are not available for check-out and can only be used inside the library.

### **Overdue Book Notices**

If a book is not returned on time, the student's account will be restricted until such time that the overdue material(s) have been returned. After the end-of-year inventory, past due notices will be sent to the home of the student. Included in this notice will be the replacement cost of the "lost" book. All checks should be made payable to CSA with "Library" on the memo line. The amount charged will be based on how much it will cost to replace the book from our library supplier (usually Perma-bound). No other materials may be checked out until the overdue item has been paid for or returned. If an item is paid for and later found, a full refund of the amount paid will be issued.

Students are expected to take care of the materials that they borrow from the library. We will also consider a book to be "lost" if a book has been damaged. Such damage includes pages torn, colored in or written on; damage by pets or siblings, etc.

Some suggestions on how to protect library books:

- Put books in book bags for carrying them to and from school in order to protect them from the weather.
- At home, keep library books in a safe place out of reach of younger siblings and pets.
- Keep library books in the same place in the house, preferably away from other books, so that the library book is less likely to become lost.
- Keep food or drink away from library books to avoid spills. Use clean hands when handling books.
- Do not lend library books to someone else.

### **Young Adult (YA) Books**

Publishers of books provide a variety of information within the library catalog, including book level, reading level, and interest level of each book. *Book* levels are a quantitative measure of the difficulty of a text, and *reading* levels indicate the level of text a student can read with comprehension. Neither of these levels relates to the quality or appropriateness of the content in a book. Therefore, most books are also assigned an *interest* level based on publisher recommendations about the grade level appropriateness of the content. Because books with the same reading or book level can have different interest levels, these interest levels are useful in helping students find books with appropriate content.

Books in the CSPA Library marked "Young Adult" refer to books that have a higher interest level. These books address problems, issues, and life circumstances of interest to young readers aged *approximately* 12-21. In these books, the overall difficulty of the text is the same, but the sophistication of the themes and concepts is more appropriate for older students. Within these higher-level interest books, there are a variety of books and reading levels available.

### **Interlibrary Loan (ILL) of Books**



Interlibrary Loan (ILL) allows students to request books from any library in the CSA District. A student can make this request through the librarian in the CSPA Library.

### **General Library Procedures for Students**

- No food or drink is allowed in the library.
- Walk quietly and slowly; do not run in the library.
- Keep voices at a soft level so those students who are reading or studying are not disturbed.
- Listen and follow the directions of the librarians.
- Always treat books gently.
- When looking at books in the library, always return them to their proper places on the shelves or place them in the book cart for re-shelving by librarians.
- While at the circulation desk, wait quietly in line to check out your book or to ask your questions.
- Individuals attending the library without a teacher must have a hall pass.
- No games are allowed on the computers.
- Students should only use their library account.

## **Breakfast and Lunch**

The CSA District offers FREE breakfast and lunch to all students, Kindergarten through High School. We have hired a company called K-12 to prepare and serve breakfast and lunch at all three campuses. The meals, which follow the USDA nutrition guidelines, are offered free of charge to **all** students in the district. This is funded through the Michigan School Meals program. Parents are still welcome to send snacks and lunch to school with their children as usual if they prefer. Menus can be found through a link in the Tuesday Times.

## **Videos and Digital Recordings**

Staff members in CSA classrooms and the Student Enrichment Program may present videos and other digital recordings, given the following conditions:

High School – Rated G, PG, or PG-13

It is generally not appropriate or necessary to show a commercial video in its entirety. Segments of videos are more often than not sufficient to support instructional material.

## **Photograph and Publicity Release Form**

At the beginning of each school year, families are required to complete a *Photograph and Publicity Release Form* for their family to grant or deny consent to the Academy to use the student's name, likeness, image, voice, and/or appearance as may be embodied in pictures, photos, video recordings, audiotapes, digital images, etc.

## Video Surveillance on Campus

Academy buildings and grounds are equipped with electronic surveillance, which may include video and audio recording, for the safety of students, staff, and visitors. Your actions may be recorded and preserved. The content of the video surveillance may be used in student disciplinary proceedings.

## Publications

An individual or organization wishing to submit information for publication in the *Tuesday Times* or for distribution to students must submit the information to the Academy Administration for review at least one week before the publication due date. The Academy reserves the right to review and determine content for school-sponsored publications. The Academy does not solicit business for non-school-related functions and/or organizations.

## National Honor Society

The Charyl Stockwell Preparatory Academy's (CSPA) National Honor Society (NHS) was established in 2010. NHS is one of the oldest and largest recognition programs for high school students in grades 10-12 in the United States. NHS honors those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. The National Honor Society was founded in 1921 by the National Association of Secondary School Principals.

Membership in the NHS is a selective process. The NHS constitution affords each local NHS chapter the discretion to establish guidelines for selection that are based upon a student's performance in the areas of scholarship (cumulative GPA 3.8), service, leadership, and character. Specific standards for these four criteria are not the same in every school. Such variations are accepted as long as they do not fall outside the parameters set by the National Council of the NHS. By definition, the areas evaluated for selection into the NHS include the following:

### Scholarship

Scholarship is more than a report card; it represents a dedicated commitment to lifelong learning. It's about optimizing the educational opportunities offered and pursuing knowledge within and beyond academic confines. Scholarship necessitates a consistent effort, with an aspiration to contribute positively to the world through one's knowledge, skills, and experiences.

### Service

This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Scheduled service events and activities may be partial-day events or full-day service projects or extend to a multiple-day service initiative resulting in a tangible benefit to the recipient.

## **Leadership**

Leadership is defined as the specific office or position of a leader, the act or instance of leading. Student leaders are those who “make things happen” by being involved, resourceful, good problem solvers, public promoters, and active in school events and activities. Student leaders are those who support the values of a healthy school and community. Student leaders are idea contributors, dependable (deliver on commitments), and people who are “public” with their positive attitudes about community, life, and school. Leadership experiences can be drawn from school or community activities while working with or for others.

## **Character**

The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy and concern for others, and generally maintains a good and clean lifestyle. Good character is reflective of the SMART Character Choices: Responsibility, Respect, Optimism, Getting Along, Kindness, and Work Ethic. Good character is present among one’s peer group, in the school setting, and the community at large.

Invitations for membership are extended in the month of June, with letters of acceptance into the CSPA’s NHS are mailed in June. The NHS Induction Ceremony is scheduled in September.

## **Student Government**

The mission of the CSPA Student Government is “to provide a safe and enriching place for children to grow and learn.” In the most practical sense, the purpose of the CSPA Student Government is to assist the CSA community (parents, students, school staff and faculty, stakeholders) in crafting a school culture that compels their peers to want to come to school and learn. Student Government aims to increase the individual level of student commitment to their school and thereby increase active participation in all school events. Essentially, the central role of the Student Government is to forge meaningful peer relationships at CSPA.

Elections for Student Government officers occur in the month of May, and the election of class representatives occurs in September.

## **Student Clubs**

The CSPA High student activities program seeks to establish skills students will utilize throughout their lives, as they will:

1. Develop respect for the worth and dignity of each individual.

2. Grow socially through interactions with peers and adults.
3. Become aware of the positive relationship between accumulating life-long hobbies and activities, and living a happy, healthy, successful life.
4. Learn to strive for excellence in all endeavors.
5. Identify their individual and group strengths and weaknesses through healthy interaction and competition.
6. Develop leadership skills.
7. Make group decisions using the process of parliamentary procedure.
8. Engage in the Embedded Curriculum: Know Yourself, Like Yourself, Be Yourself; Getting Along with Others; Working Together to Solve Problems.

### **Philosophy**

CSPA believes that student organizations can have an important impact on students' lives. Besides extending and reinforcing the instructional program, such groups can give students practice in democratic self-governance and civil social discourse, as well as provide social, intellectual, and recreational opportunities. CSPA allows both school-sponsored and non-school-sponsored clubs.

### **Administrative Discretion**

The principal or school leader may take such actions as may be necessary to maintain order and discipline on Academy Premises and to protect the safety and well-being of students and staff members.

To apply to start/renew a club, submit in writing to the building administration a completed CSPA High School Application by the end of the first quarter.

### **School-Sponsored Clubs**

- Gives students practice in democratic self-government
- Extends and reinforces the instructional program
- Honors outstanding student achievement
- Provides opportunities for community service
- Has a certificated staff member act as a participatory advisor
- Has a minimum of 5 participants at all times (including all regular meetings)

### **Non-School Sponsored Clubs**

- Must be student-initiated and student-led
- Student attendance is voluntary
- Must meet during non-instructional time
- May have guest speakers, but may not have regular attendance by non-school persons.
- Must have a certificated staff member act in a non-participatory, custodial capacity
- May not materially and substantially interfere with the orderly conduct of educational activities within the school.

# SECTION II: Student Conduct

## Student Compact

**I, as a CSPA student, pledge to do the following:**

- I will arrive in my classroom when class begins, prepared to learn.
- I will wear the approved CSPA uniform.
- I will become knowledgeable of and adhere to all CSA/CSPA policies and procedures. I understand that these school policies protect the safety, interests, and rights of all individuals.
- I will complete all assignments on time and in a manner that represents the best of my ability for my initial submission.
- I will ask for help if I do not understand something. I will make myself available to my teachers and parents about any concerns they might have.
- I will be responsible for my actions and be truthful at all times.
- I will model good citizenship and always be respectful of staff members, visitors, fellow students, and school property.
- I will deliver all notices from the school to my parents/guardians promptly.
- I will demonstrate hard work and effort in all that I do.
- I will bring all required materials to class and come to class focused and ready to learn.
- I will use my time wisely and for constructive purposes.
- I will be an active participant in the classroom, listen carefully, and take part in class discussions.
- I will approach learning with enthusiasm and a positive attitude.
- I will strive to use higher-level thinking skills such as inquiry, problem solving, reflection, self-evaluation, and goal setting.
- I will strive to resolve problems by carefully choosing the best solution.
- I will strive to demonstrate the six character traits of respect, kindness, responsibility, getting along, work ethic, and optimism.
- I will strive to demonstrate both the Habits of Mind and the IB Learner Profile.

# Safe Schools Student Discipline

As a Michigan public school, we are required to follow laws relating to safe schools. The Board of Directors at Charyl Stockwell Academy endeavors to ensure that the CSA District is a safe place for teaching, learning, and working. Physical and/or verbal assaults committed by a student against school personnel and/or other student(s) are not tolerated. Student possession of any dangerous weapons or use of any object as a weapon is not tolerated.

The Academy will take swift and appropriate disciplinary action for a violation of any of the infractions listed in the Family Handbook or inappropriate behavior where notice has been provided. All Academy rules will be enforced while on Academy property, in an Academy vehicle, at all school activities, and at any other Academy-sponsored activity or event, whether or not it is held on Academy premises (including but not limited to Short-Watch and SEP). Additionally, the Academy reserves the right to discipline students for off-campus behavior that has a nexus to and/or directly impacts the operation, order, discipline, or general welfare safety and welfare of the school.

Violations of any policies referenced in this handbook, including violations of the electronics and wireless communication devices, any network, Internet use, or technology policies, may result in an out-of-school suspension, long-term suspension, or expulsion, depending on the severity of the offense and the requirements of the law.

The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities.

## **Due Process Rights**

All students suspended and/or expelled will be provided notice and an opportunity to be heard in accordance with a student's due process rights under the law. Nothing in this Policy shall diminish or be in derogation of the due process rights accorded to students who have been determined to be eligible for special education services under federal and State laws.

## **Gross Misdemeanors or Persistent Disobedience**

Any student guilty of gross misdemeanors, persistent disobedience, or persistent disobedience of dress code policy may be suspended or expelled. Examples include but are not limited to aggressive behavior, inappropriate language, inappropriate gestures, inappropriate physical contact (including public displays of affection and sexual acts), insubordination, failure to cooperate with Academy staff, theft, academic dishonesty, disruption of educational environment, violation of school policies or procedures, etc.

### **Weapons, Arson or Criminal Sexual Conduct**

Any student in possession of a firearm on the Academy property, in an Academy vehicle, or at an Academy-sponsored event shall be permanently expelled from the Academy, subject to reinstatement under the law.

Any student in possession of a dangerous weapon (excluding firearms), as defined by law, or who commits arson or criminal sexual conduct on Academy property, in an Academy vehicle or at a school sponsored event or commits criminal sexual conduct against another student enrolled in the same school may be permanently expelled from the Academy subject to reinstatement under the law.

A student who pleads to or is convicted of or is adjudicated for criminal sexual conduct against another student enrolled in the same school shall be permanently expelled (after considering mitigating factors) from the Academy, subject to reinstatement under the law.

Dangerous weapons are defined as firearms\*, daggers, dirks, stilettos, knives with blades over 3 inches in length, pocket knives opened by a mechanical device, iron bars, and brass knuckles. The definition of "Firearm" is defined as: any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.

Possession, use, or threatening the use of any weapon (not included in the legal definition above) or any dangerous item may result in the student being suspended or expelled.

A dangerous item is any object capable of inflicting bodily harm as determined within the sole discretion of the authorized school district administrator (including but not limited to knives, bullets, fireworks, smoke bombs, any parts of a weapon, or toy weapons).

A student will not use a legitimate tool, instrument, or equipment as a weapon with the intent to harm another. These items include, but are not limited to, pens, pencils, compasses, or combs.

### **Physical Assaults Against School Personnel**

Under the Revised School Code, any CSPA student in grade 6 or above who commits a physical assault against an Academy employee or against a person engaged as a volunteer or contractor for the Academy on Academy property, in an Academy bus or vehicle, or at an Academy-sponsored activity or event may be permanently expelled, subject to reinstatement after 180 days.

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

### **Physical Assaults Against Students**

Under the Revised School Code, any CSPA student in grade 6 or above who commits a physical assault against another student on Academy property, in an Academy bus or vehicle, or at an

Academy-sponsored activity or event may be suspended or expelled for up to one hundred eighty (180) days.

Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

### **Physical Aggression**

Physical aggression is behavior causing or threatening physical harm to others, whether this causes a physical injury or not. It includes, but is not limited to, throwing or breaking items, intentionally shouldering another person, tackling another student, and knocking over furniture.

Under Academy guidelines, any student who commits physical aggression against another student on Academy property, on an Academy bus or vehicle, or at an Academy-sponsored activity or event may be suspended or expelled depending on the severity of the circumstances.

### **Verbal Assaults**

Under Academy guidelines, any CSPA student in grade 6 or above who commits a verbal assault on Academy property, in an Academy bus or vehicle, or at an Academy-sponsored activity or event against an Academy employee or a person engaged as a volunteer or contractor for the Academy, or another student may be suspended or expelled.

“Verbal assault” means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person (example: excessive taunting or teasing, bullying or other verbal harassment); a bomb threat (or similar threat) directed at a school building, other school property, or a school event. For purposes of this policy, the definition of assault also includes written threats.

### **Bullying Prohibition**

It is the policy of the Academy to provide a safe educational environment for all of its students in compliance with the law. Bullying is strictly prohibited.

All students are protected under this policy while on Academy property, in an Academy bus or vehicle, at any Academy-sponsored event, or while using an Academy-owned and/or operated telecommunications service provider or Academy-owned and/or operated telecommunications access device.

Under state law, bullying is defined as any written, verbal, or physical act or electronic communication, including but not limited to cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs.



- 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.
- Having an actual and substantial detrimental effect on a student's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the Academy.

Bullying is equally prohibited without regard to its subject matter or motivating animus.

The School Leader is responsible for establishing procedures for the effective implementation of this policy.

Any student who believes he/she has been or is the victim of bullying shall immediately report the situation to the School Leader. The student may also report the situation to a teacher or counselor who will be responsible for notifying the School Leader. Any complaints against the School Leader should be filed directly with CS Partners. All complaints are to follow established complaint reporting procedures.

Each complaint of bullying will be investigated by the School Leader in a prompt, thorough, and impartial manner. The School Leader will look at the totality of the circumstances and evaluate facts, including but not limited to:

- Description of the incident- nature of the behavior and the context of the alleged incident
- How often does the conduct occur
- Nature and severity of behavior
- Any past incidents or continuing pattern of behavior
- The relationship between the parties
- Characteristics of the parties involved, i.e., age, grade, etc.
- Does the student who is perpetuating the bullying behavior have a plan that identifies problem behaviors and how to address them?
- The bullying definition

Restorative Practices will be considered in the correction of bullying behavior. Restorative practices mean practices that emphasize repairing the harm to the victim and the school community caused by the student's misconduct.

The School Leader will report the occurrence of a bullying incident to the parents or legal guardians of all students involved.

The Academy prohibits retaliation or false accusations against a target of bullying, a witness, or another person with reliable information regarding an act of bullying. The highest level of confidentiality shall be maintained for an individual who reports an act of bullying.

### **Harassment**

The Academy prohibits any type of harassment. Harassment includes, but is not limited to, any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against an individual that places an individual in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or a staff member's work performance, or has the effect of substantially disrupting the orderly operation of the Academy.

Harassment may be based on an individual's race, color, ethnicity, national origin, sex (including sexual orientation and gender identity or expression), pregnancy, mental or physical disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information that are protected by Federal and State civil rights laws.

Harassing conduct is not limited to in-person activity; it may include the use of cell phones or the Internet. Such behavior may take many forms, including, but not limited to, stalking, name-calling, taunting, cyberbullying, and other disruptive behaviors.

Harassment does not have to include an intent to harm, be directed at a specific target, or involve repeated incidents. Harassment based on race, color, or national origin creates a hostile environment when the conduct is so severe or pervasive that it limits or denies a student's ability to participate in or benefit from the services, activities, or opportunities offered by the Academy.

All administrators, staff, parents, volunteers, and students are expected not to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil.

Complaints alleging discrimination or harassment based on a student's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination, bullying, or harassment complaints.

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. Such active and passive support can result in disciplinary action.

### **Sexual Harassment**

Sexual harassment is defined as:

1. An employee conditioning the provision of an aid, benefit, or service of the public school academy on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment); or

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person's equal access to the Academy's education program or activity; or
3. Any incident of sexual assault, dating violence, domestic violence, and stalking as defined under federal law.

Sexual harassment includes, but is not limited to, the following:

- Physical assaults (e.g., intentional physical conduct that is sexual, such as touching, pinching, or brushing against another individual's body);
- Unwelcome sexual advances, comments, requests for sex, sexual activities concerning one's employment or advancement, regardless of whether they are accompanied by promises or threats concerning one's grades, safety, job, or performance of duties;
- Sexual displays or publications such as calendars, screen savers, sexual jokes, posters, cartoons, verbal or written harassment or abuse, or graffiti; and
- Other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

No staff member or student in the Academy shall be subjected to any form of harassment, including sexual harassment, on Academy premises, on an Academy bus or vehicle, or at any Academy-sponsored event or activity. Students who engage in harassment, including sexual harassment, will be subject to disciplinary action.

Factors for determining consequences may include, but are not limited to:

- age, development, and maturity levels of the parties involved
- degree of harm
- surrounding circumstances
- nature and severity of the behavior(s)
- incidences of past or continuing pattern(s) of behavior
- relationship between the parties involved and
- context in which the alleged incident(s) occurred

The Academy prohibits intentionally making a false report of alleged sexual harassment, submitting a false formal complaint, or making or submitting false statements or information during the Title IX grievance process. Violation of this prohibition will result in disciplinary action.

## **Hazing**

Hazing is defined as an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition. The term “organization” includes, but is not limited to, a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.

## **Prohibition of Smoking**

Charyl Stockwell Academy prohibits the possession and/or use of any tobacco or nicotine product on Academy property, in an Academy bus or vehicle, or at any Academy-sponsored event. In addition, any tobacco or nicotine advertising or promotion is strictly prohibited. Student violation of this policy will result in a long-term suspension for a first offense. A second offense will result in a long-term suspension, and may proceed to an expulsion hearing.

This prohibition includes tobacco products, tobacco-related devices, imitation tobacco products, lighters, vaporizers (including any substance used in vaporizers), electronic cigarettes, electronic nicotine delivery systems or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

## **Prohibition against Alcohol and Drugs**

In line with the Safe and Drug Free School Policy, the Academy administration believes that drug and alcohol abuse in any school is a threat to the safety and health of students, staff, and the school community as a whole. It is the policy of the Academy to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents violating this policy. Disciplinary action includes, but is not limited to, substance abuse assessment, participation in a substance abuse rehabilitation program, drug and alcohol prevention activities, suspension, and/or expulsion.

When handling violations of this policy, the School Leader will take into account all of the circumstances surrounding the incident, including but not limited to:

- nature, severity, and frequency of the misconduct;
- type of substance;
- the context in which the alleged incident occurred;
- past incident or continuing pattern of behavior

The Academy prohibits the use, possession, concealment, sale, delivery, or distribution of alcohol, drugs (including marijuana), and/or any mind-altering substances and/or related paraphernalia on Academy property, in any Academy bus or vehicle, or at any Academy-sponsored event.

Students under the influence of such substances on Academy property, in any Academy bus or

vehicle, or at any Academy-sponsored event will be subject to this policy regardless of the amount taken.

Possession includes any substances as described below, including, but not limited to, bath salts, K-2, etc., and/or related paraphernalia found on the student's person, purse, backpack, locker, vehicle, etc. Any searches will be conducted as outlined in the Search and Seizure section in the Student Handbook.

The term "drugs" includes:

- Controlled substances as so designated by state and federal law;
- All chemicals that release toxic vapors;
- Mind-altering substances and any otherwise legal substances which, when used or consumed inappropriately, create alteration in perception, mood, consciousness, cognition, or behavior. Mind-altering substances are not intended to include caffeine and like substances when consumed in moderation. Any prescription or patent drug, except those for which permission to use at the Academy has been granted pursuant to Academy policies and procedures;
- Marijuana;
- "look-alikes";
- Performance-enhancing drugs, as determined annually by the Department of Community Health, and
- Any other illegal substance so designated and prohibited by law.

Also, if a student is found using or possessing a non-prescribed medication without parent/guardian authorization, he/she will be brought to the school office, and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized violates the school's drug policy and will be disciplined in accordance with the drug-use provision below.

### **Medical Marijuana & Prescription Drug Policy**

The Academy prohibits the abuse, possession, sale, or distribution of prescription drugs and medical marijuana. If a student disobeys this prohibition, the student will be subject to disciplinary action in line with Academy disciplinary policies and procedures.

The Michigan Medical Marijuana Act states that a person shall not sell or possess marijuana or otherwise engage in the use of marijuana, even if for medical use, in a school vehicle or on the grounds of any preschool or primary or secondary school.

### **Reasonable Suspicion Drug Testing**

The Administration will require a student to submit to drug testing if the Administration has a “reasonable suspicion” that the student is using or is under the influence of any illegal drug, alcohol, or any mind-altering substance (whether illegal or not). Reasonable suspicion may arise from the following:

1. A student’s behavior, along with physical appearance, action, and/or odor, indicates that the student has used an illegal drug, alcohol, or any mind-altering substance (whether illegal or not);
2. The student’s possession of an illegal drug, alcohol, or any mind-altering substance (whether illegal or not) and/or related paraphernalia; or
3. Information communicated to an Academy Administrator by a teacher, parent, law enforcement, or a student that indicates a student is using, possessing, or under the influence of an illegal drug, alcohol, or any mind-altering drug (whether illegal or not). Any such report will be investigated by the Academy Administration and will be substantiated by other physical indicators of physical appearance, if deemed necessary.

The Academy Administrator will look at the totality of the circumstances when determining “reasonable suspicion”.

After reasonable suspicion has been established and if the student denies using drugs, the student will be asked to take a drug test administered by an Academy staff member. The student is suspended pending the drug test results. The Academy Administration will contact the student’s parents/guardians as soon as practicable. The cost of the test will be paid by the Academy and will be used for disciplinary action.

The student is expected to cooperate fully with this policy and the direction of staff in the administration of the drug test. If the student refuses to take the test, the student will be advised that such a denial will be considered insubordination under the student code of conduct, with the same consequences listed below. The student will then be given a second opportunity to take the test.

If the results of the drug test are positive:

1. First Offense – Up to ten (10) days suspension, with the possibility of long-term suspension or expulsion, depending on the severity of the circumstances. Law enforcement contacted.
2. Second Offense - If a student violates the drug policy a second time, the student will be given a long-term suspension or permanently expelled from the Academy. Law enforcement contacted.

Drug test results are considered confidential, but may be discussed with the student's guidance counselor and any other Academy staff members if it is deemed necessary by the Administration in order to assist the student or for use in disciplinary action.

During a suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle, or to participate in or attend any before or after-school activities (including, but not limited to, the student's attendance as a spectator, participation in sports activities, or weekend activities occurring during the suspension/expulsion)

It is the policy of the Academy that a student's eligibility for participation in interscholastic athletics will be affected by the use of any performance-enhancing substance as provided by statute, including but not limited to those performance enhancing substances banned in bylaw 31.2.3.4 of the bylaws of the National Collegiate Athletic Association, identified on any list developed by the Michigan Department of Community Health and any other substances within the discretion of the State Board of Education.

### **Selling Items at School**

Students are not permitted to bring in items to sell at school unless approved by the Academy administration. Violations will result in the items being taken from the student.

### **Damage to Property**

Vandalism and disregard for school property will not be tolerated. Actions include, but are not limited to, writing in textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, damaging Academy equipment, spray painting surfaces (graffiti is considered vandalism), and tampering with or otherwise interfering with video and/or monitoring equipment. Violations could result in physical or financial restitution, suspension, or expulsion.

### **Profanity and/or Obscenity**

A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or obscene language and obscene gestures toward students, staff working at the Academy, volunteers, and visitors.

### **Academic Dishonesty**

Academic dishonesty is considered a grave offense. Academic dishonesty (cheating and plagiarism) is willingly and knowingly copying or using the work of others to represent it as one's own, and/or the act of using books, notes, or other materials on an assessment without the knowledge or approval of the instructor. It is also considered cheating when one obtains a copy of an assessment and/or assessment answers prior to taking an assessment with the intention or anticipation of using the information obtained on the assessment. Academic dishonesty includes tampering with educational materials and assessments, including State assessments. In addition, a student's unauthorized use of artificial intelligence and language processing tools (e.g., Chat GPT) to create work as the student's own is considered a form of plagiarism.

**1st Offense:** Teacher will notify advisory teacher and parents. The student will be required to redo the assignment or assessment

**2nd Offense:** The student will receive a zero and will not have the opportunity to recover credit for that assignment/assessment

**3rd Offense and beyond:** A meeting with parents and school administration will be held. This will be considered persistent disobedience and may result in further disciplinary action.

### **Improper, Negligent, or Reckless Operation of a Motor Vehicle**

A student will not intentionally or recklessly operate a motor vehicle to endanger the safety, health, or welfare of others on Academy property.

### **Leaving the Academy without Permission**

Students shall remain on Academy grounds from their time of arrival until classes are dismissed at the end of the school day. A student shall not leave Academy premises without permission from authorized Academy staff.

### **Contraband**

In addition to illegal items under state and federal law, contraband items that are not to be brought to school or affixed to an item brought to school include, but are not limited to, water pistols, toys, wireless communication devices (WCDs) as required under Electronics and Wireless Communication Devices (Cell Phones) policy, lighters, matches, smoke bombs or stink bombs and other items deemed to disrupt the instructional environment. The administration may add to this list at any time. Items confiscated by the Administration pursuant to this policy will be returned to the parent/guardian.

### **Insubordination**

A student will not willfully ignore or refuse to comply with directions or instructions given by Academy staff. A student may not interfere with school administrators, teachers, or other school personnel by threat of force or violence.

### **Sexting**

Students may not send, receive, or possess sexually explicit or otherwise inappropriate pictures or images via cell phone, computer, or other digital device.

### **False Fire Alarm**

Unless an emergency exists, a student may not intentionally sound a fire alarm or cause a fire alarm to be sounded. A student may not destroy, damage, or otherwise tamper with a fire alarm system in an Academy building or at an Academy-sponsored event. Violations could result in financial restitution if the Academy is billed for a false fire alarm.

### **Theft or Possession of Stolen Property**

A student may not, without permission of the owner or custodian of the property, take property or have in their possession property that does not belong to the student.



### **Forgery**

Students will not fraudulently write the name of another person or falsify times, dates, grades, addresses, or other data.

### **Disorderly Conduct**

A student will not behave in a manner that causes a disruption or obstruction to the educational process.

### **Other Illegal Conduct**

Students shall not engage in any activity that constitutes a violation under city, state, or federal law on Academy premises, on an Academy bus or vehicle, at any Academy-sponsored events, or in the online classroom.

### **Application to Students with Disabilities**

This policy shall be applied in a manner consistent with the rights secured under Federal and State law to students who are determined to be eligible for special education programs and services. The Academy will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education or Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. However, the Academy can decide unilaterally to remove a student from his/her educational placement to an interim alternative educational setting, even when the student's behavior was found to be a manifestation of the student's disability, in the following circumstances as defined by federal law:

- The student carries a weapon to or possesses a weapon at the Academy or at an Academy function.
- The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at the Academy or at an Academy function.
- The student has inflicted serious bodily injury upon another person while at the Academy or at an Academy function.

### **Exclusion during Suspension/Expulsion**

During a suspension or expulsion, a student is not allowed on Academy property, in an Academy vehicle, or to participate in or attend any before or after-school activities (including attendance as a spectator or weekend activities occurring during the suspension/expulsion). Violation of this policy may result in additional suspension or expulsion. For further information, please review the administrative guidelines for suspension and expulsion.

## **Progressive Discipline**

The Academy uses progressive discipline to determine the severity of the consequence for the student. Progressive discipline involves increasing the severity of the penalty each time the student displays inappropriate conduct. This process is intended to correct the behavior of the student, not to punish the student. The investigator will take into account all of the circumstances surrounding the incident, including, but not limited to: the nature, severity and frequency of the misconduct; the student's age; the student's disciplinary record, whether student has a disability; development and maturity of the students involved; whether the violation or behavior threatened the safety of any other student or staff; whether a lesser intervention would address the violation or behavior; whether restorative practices will be used, development and maturity of the students involved; and the context in which the alleged incident(s) occurred. Restorative practices shall be considered as an alternative or in addition to suspension or expulsion.

## **Implementation**

The Academy shall develop administrative guidelines for dealing with the discipline of students authorized by this policy. The regulations shall include procedures for reporting violations of this policy to the student's parents(s)/guardian(s), Superintendent, and Board, procedures for referring permanently expelled students to appropriate Family Independence Agencies or County Community Health Agencies, specifics of the appeals process, and the process for the reinstatement of students. Please see the Principal for a copy of those guidelines.

## **Annual Review**

As part of its oversight function, the Board will revisit this policy annually and review the effectiveness of the policy and, if necessary, consider any policy or procedural changes that may increase the policy's efficacy.

*LEGAL REF: MCL 380.1311; 750.82; 759.235.891 (Weapons Free School Law). MCL 380.1309 (Teacher Suspensions); MCL 380.1311a (Physical and Verbal Assaults Against School Personnel); MCL 380.1310 (Physical Assaults against Students)*

## **Behavioral Threat Assessment and Management Description**

Behavioral Threat Assessment and Management (BTAM) is a fact-based, systematic process designed to identify, assess, and manage potentially dangerous or violent situations. The primary goal of the BTAM process is to prevent the immediate risk of harm to others and engage resources and support for the individual of concern.

CSA District's behavioral threat policy and procedure is based on the U.S. Secret Service model. The Secret Service model is seen as the "gold standard" and is based on years of research to support the effectiveness of its implementations.

BTAM is designed to identify situations/subjects of concern, inquire and gather information, assess the situation, and manage the situation, thereby mitigating the risk. When there is a probable risk of harm to students, staff, or school property, a behavior threat assessment will be

initiated by the Building's Risk Assessment Team.

### **The Risk Assessment Team**

CSA District has a Risk Assessment Team (RAT) for each building as well as a District Risk Assessment Team. Each Building Risk Assessment Team will include a Team Leader, Principal, and/or Designee, and a School Social Worker and/or School Counselor. Other school professionals may serve on the team as designated by the Principal and/or Team Leader, including but not limited to School Resource Officers or Campus Police liaisons. The Team Leader or Principal is responsible for leading the Risk Assessment Team.

Team members will communicate and work collaboratively with each other, with other school staff, and (as appropriate) with community resources to support the purposes of the team and the safety of the school, students, and staff.

The Risk Assessment Teams' Responsibilities include, but are not limited to;

- Providing guidance to staff and students regarding the recognition of threatening behavior that may represent a threat
- Identifying members of the school community to whom threatening behavior should be reported
- Assessing and intervening in situations where the individual's behavior poses (or may pose) a threat to the safety of the school, staff, or students. Where appropriate, this may include referrals to health care providers for evaluation or treatment.

The Principal or designee will document the Risk Assessment and responses. Documentation is maintained in accordance with District Policy.

### **Reporting Mechanisms for Staff, Students, and Parents**

All threats to the safety of school staff or students made by any individual will be immediately reported to the Principal or Designated Administrator on Duty. Reporting will remain confidential to the best of the administration's ability. Based on the school building, stakeholders are encouraged to utilize the following reporting mechanisms:

- Elementary risk/threat reporting mechanism
  - Report to a trusted adult (classroom teacher, school leader, staff member)
  - Trusted adult reports to Principal or Designated Administrator on Duty
    - Mrs. Winters (810-632-2200)
  - Call 911 if necessary
- Middle School risk/threat reporting mechanisms
  - Report to a trusted adult (advisory/classroom teacher, school leader, staff member)
  - Trusted adult reports to Principal or Designated Administrator on Duty

- Mr. Stewart (810-225-9943)
  - Send reporting email to sentriesspeak[@csaschool.org](mailto:sentriesspeak@csaschool.org)
    - Email is monitored between 8:00 a.m. - 5:00 p.m. Monday - Friday
    - Email is monitored by Mrs. Woodruff, Ms. Barnaby, and Mr. Stewart
  - Call 911 if necessary
- High School risk/threat reporting mechanisms
  - Report to a trusted adult (advisory/classroom teacher, school leader, staff member)
  - Trusted adult reports to Principal or Designated Administrator on Duty
    - Mr. Stewart (810-225-9940)
  - Send reporting email to sentinelsspeak[@csaschool.org](mailto:sentinelsspeak@csaschool.org)
    - Email is monitored between 8:00 a.m.- 5:00 p.m. Monday - Friday
    - Email is monitored by Mrs. Holland, Mr. Swain, and Mr. Stewart
  - OK2SAY
  - Call 911 if necessary

### **Educating Students, Staff, and Parents to Identify and Report Risk Behaviors**

District staff will educate students, staff, and parents on how to identify and report potential risks or threats, as well as the importance of reporting. This will occur a minimum of three times per year. Stakeholder communication will occur before the discussion with students.

### **Prohibited or Concerning Behaviors**

Anyone who is aware of any of prohibited or concerning behaviors should notify the Principal or Designated Administrator on Duty immediately.

- Prohibited Behaviors, those that may warrant **immediate** intervention
  - Threatening violence
    - To self or others
  - Engaging in violence
    - To self or others
  - Bringing a weapon to school
  - Bullying or harassing others
  - Criminal behaviors, including drug/alcohol possession or usage on campus
- Concerning Behaviors, those that warrant some type of intervention
  - Marked decline in performance
  - Increased absenteeism
  - Withdrawal or isolation
  - Sudden or dramatic changes in behavior or appearance
  - Drug or alcohol use
  - Erratic

- Depressive
- Other emotional or mental health symptoms
- Other behaviors worth mentioning about this student

## **Academic Integrity**

In order to foster a healthy and appropriate atmosphere for learning, CSPA strives for its students to maintain certain standards of academic integrity. At CSPA, we strive for students to understand that they are in control of their actions and behavior. In order to be effective students and life-long learners, it is imperative to hold high standards for success and academic honesty. Students should use their abilities to complete assignments and projects, unless instructed to work collaboratively with classmates or outside individuals. Plagiarism, cheating, and dishonest behavior are not characteristic of a CSPA student. Steps toward this type of activity will result in academic consequences (as reflected under Academic Dishonesty in the Safe School Student Discipline section of this handbook). CSPA has adopted the current academic integrity policy from the International Baccalaureate Organization with specific orientation to Appendix 3 (Plagiarism) and Appendix 6 (Artificial Intelligence guidance).

## **Smart Character Choices**

### **Respect**

Acting in a way that shows I am valuable, you are valuable, and we as a group are valuable.

### **Kindness**

Thinking and acting in ways that show you care.

### **Responsibility**

Choosing to act in a way that takes care of oneself and contributes to the common good.

### **Getting Along**

Contributing to and gaining from positive relationships.

### **Work Ethic**

Working hard and sustaining effort leads to feeling good about a job well done.

### **Optimism**

Expecting good things today and in the future.

## **IB Learner Profile**

Inquirer, Knowledgeable, Thinker, Communicator, Principled, Open-Minded, Caring, Risk-Taker, Balanced, Reflective

# Habits of Mind

1. Persisting

2. Managing Impulsivity

3. Listening with understanding and empathy

4. Thinking Flexibly

5. Thinking about your thinking

6. Striving for accuracy

7. Questioning and problem posing

8. Applying past knowledge to new situations
9. Thinking and communicating with clarity

10. Gathering data through all senses

11. Creating, imagining, and innovating

12. Responding with wonderment and awe

13. Taking responsible risks

14. Finding humor

15. Thinking interdependently

16. Remaining open to continuous learning

# Working on Relationships

| The Seven Habits that Build Relationships | The Seven Habits that Hurt Relationships |
|-------------------------------------------|------------------------------------------|
| Negotiating Differences                   | Criticizing                              |
| Listening                                 | Blaming                                  |
| Accepting                                 | Punishing                                |
| Respecting                                | Complaining                              |
| Supporting                                | Rewarding to Control                     |
| Trusting                                  | Threatening                              |
| Encouraging                               | Nagging                                  |

# Social Protocols

Each Advisory unit has a list of the social protocols that will be taught to its age group of students.

## School-Wide Procedures

- Arrive on time, be prepared
- Come in uniform, stay in uniform
- Hall Passes: students must have a pass to leave the classroom
- Use of laptops and tablets is at the teacher's discretion.
- Listening to music is at the teacher's discretion. The source of music cannot be your phone.
- Use of cell phones is only permitted at the High School office or the Dean of Student's office.

Expectations for students being respectful:

- Please respect each teacher's workspace (do not sit at their desk or use their chair)
- Respect teacher and student belongings (ask for permission to borrow something)
- Address all adults as Mr./Mrs./Ms.
- Engage in learning and daily routine (warm up, lecture, note taking, group and independent work)
- Clean up the room at the end of each hour/the end of the day
  - Push in chairs
  - Pick up paper debris
  - Push vacuums if necessary

## Student Valuables

Students should not bring items of value to school. CSA cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Examples of valuable items include, but are not limited to, cash, wireless communication devices (MP3 players, iPads, handheld games, etc.), trading cards, jewelry, expensive clothing, etc.

## Electronics and Wireless Communication Devices (Cell Phones)

During school hours, iPads, iPods, tablets, and other music devices must be turned off and stowed. If these items are visible or audible, the item will be confiscated, and the parent will be notified. The equipment will be returned to the parent only.

Students may not use wireless communication devices (including cell phones) from arrival in the building to the end of the school day. A “wireless communication device” includes any device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. WCDs include, but are not limited to, cellular phones, e-readers (e.g., Kindles, Nooks, etc.), iPods, Smartphones, Wi-Fi-enabled devices, video broadcasting devices, tablets, laptops, and smart watches.

If a personal WCD is used on Academy property, in an Academy vehicle, or at any Academy–sponsored event, students must only use the Academy’s filtered Network for data access (either wirelessly or through a direct connection).

***Cell phone use on campus is only permitted after school hours. If cell phones are visible or heard during the normal school day, the item will be confiscated, and the parent/guardian will be notified.*** The equipment will be returned to the parent/guardian or to the student as determined by school leadership.

**Cameras are only allowed with the prior approval of the classroom teacher or school administrator.** Cameras, cell phones, iPads, laptops or other WCDs may not be used to take pictures or videos without the expressed permission of a CSA District teacher or administrator. WCDs, cameras, video cameras, iPads, laptops, or any other type of equipment that has video and/or camera capability may not be activated or used at any time in any academy situation where a reasonable expectation of privacy exists. Pictures or videos taken in locker rooms or restrooms are strictly forbidden. Students may not use a camera, cell phone, iPad, laptop, or any other type of WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. Additionally, if any prohibited pictures or videos are taken without appropriate permission and subsequently shared with others and/or posted to the internet or an application, it will be considered an additional infraction. Any violation of the above-mentioned camera usage expectations will garner discipline under the Safe Schools Discipline Code of Conduct, not limited to suspension or expulsion. Further, any complaint involving possible criminal activity will result in notifying the appropriate local or state law authorities.

The Academy prohibits any electronic item from containing inappropriate material (as determined by the Administration), including offensive or inappropriate language, pictures or images; language that would promote violence or hatred; and sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”

Students are prohibited from using WCDs to transmit test information or any other information in a manner constituting fraud, theft, academic dishonesty, or violating the student expectations as outlined in the Family/Student Handbook.

A student’s possession of any electronic item on Academy grounds, in an Academy vehicle, or at an Academy-sponsored activity or event constitutes consent to the search of that electronic item.



Students should also understand that any student who possesses a cell phone, WCD, or other electronic items shall assume responsibility for their care.

The Academy assumes no responsibility for theft, loss, or damage of a personal wireless communication device brought to Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event, or the unauthorized use of such devices. Students bring these devices at their own risk. If a theft occurs, the user should contact a school administrator to make them aware of the situation, so it will be handled the same way as any other theft. Damage or theft is the sole responsibility of the owner.

Any equipment found in violation of this policy will be confiscated and returned to a parent or legal guardian only; permission to use the network possibly permanently revoked; may result in student discipline action (including suspension and/or expulsion); and possible referral of the matter to law enforcement if there is a suspicion of illegal activity (e.g., child pornography).

Possession or usage of a cell phone or WCD by a student is a privilege after school, which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Students refusing to relinquish their electronic device immediately upon request of a staff member will be considered insubordinate and will be disciplined according to handbook guidelines.

These prohibitions are in effect any time on Academy property, in an Academy vehicle, or at any Academy-sponsored activity or event.

Students may use telephones located in the classrooms and office for emergency reasons with the permission and supervision of a teacher or office personnel.

## Network and Internet Acceptable Use

The Academy is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Academy operations. It also recognizes that safeguards have to be established to ensure that the Academy's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

For anyone to use the local and wireless network, Internet connection, and/or data and exchange servers, he/she must read these guidelines and sign the Network and Internet Acceptable Use Agreement. **The contract must also be signed by a parent or guardian.**

Until the acceptable use agreement is signed, network use will not be allowed. The use of the Internet is a privilege, not a right. **Inappropriate behavior or violation of the acceptable use**

**agreement may lead to penalties, including the revocation of a user's account, disciplinary action (including suspension and/or expulsion), and/or legal action.**

Inappropriate Internet and network use is not limited to the following:

- using offensive or inappropriate language or language that would promote violence or hatred;
- revealing one's (or others') personal address, phone number, credit card, or personal information;
- harassing anyone by sending uninvited communication;
- sending or accessing electronic information from accounts that do not belong to you without the owner's authorization, including allowing other individuals to use your account;
- accessing unauthorized or inappropriate areas of the network and changing or interfering with information found on the network, including accessing areas blocked by the Academy's firewall without authorization;
- e-mailing is restricted to topics related to instruction and school activities;
- soliciting or distributing email for non-educational or non-business purposes;
- misrepresenting oneself or others;
- making unauthorized copies of software or information, such as software pirating;
- printing of materials excessively;
- downloading and/or installing unauthorized software, including games, on Academy computers without specific permission from Administration;
- accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, or threatening material or other materials harmful to minors;
- violating federal copyright laws or otherwise using the property of another individual or organization without permission (plagiarism). All work must be original. Copy and pasted material may only be used as a resource when properly cited.
- unauthorized use of artificial intelligence and natural language processing tools (e.g., Chat GPT);
- violating any local, state, or federal statute; and
- accessing personal social networking sites, such as but not limited to TikTok, Discord, Reddit, Facebook, Twitter, MySpace, YouTube, Google+, Instagram, SnapChat, Tumblr, Pinterest, Vine, Yik Yak, VK, LinkedIn, and Flickr, etc., without specific permission from the Administration.
- Accessing any digital game that highlights the realistic usage of weapons of any kind (guns, knives, swords, etc) is prohibited.

The assignment of a password does not guarantee confidentiality, and the Academy reserves the right to monitor and review all data stored in the machines and/or network (including e-mail, Internet files, web pages, and usage logs) to make sure that all users are in compliance with these regulations. Any flash drive used at the Academy must also be free of any inappropriate content.

System users should have no expectation of privacy in the contents of their files and records while on the equipment/network. This includes, but is not limited to, directories, files, e-mail, and/or messages. The Academy reserves the right to monitor, review, and inspect any laptop, computer, tablet, or electronic device on Academy grounds.

The Academy monitors the online activity of all users in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors.

The Academy strongly condemns the illegal distribution of software, otherwise known as pirating. Software piracy is a Federal offense punishable by fine or imprisonment.

Students are prohibited from participating in the transfer of inappropriate or illegal materials or material that may be considered treasonous or subversive through the Network and Internet connection. In some cases, the transfer of such material could result in legal action against a student.

Students who happen to find materials that may be deemed inappropriate shall refrain from downloading this material, immediately leave the Internet site, shall not identify or share the location of this material, and will immediately report it to a teacher or the Administration. The transfer of certain kinds of materials is illegal and punishable by a fine or jail sentence.

All computers, local and wireless networks, Internet connections, and/or data and exchange servers are the Academy's property and shall only be used for educational and business purposes. The computer hardware (monitors, terminals, keyboards, mice, etc.) is Academy property, and any mistreatment or damage will be considered destruction of property or vandalism.

The Academy makes no guarantees, implied or otherwise, regarding the reliability of the data connection. The Academy and any of the sponsoring organizations shall not be liable for any loss or corruption of data resulting from using the Internet connection.

Through the use of the Internet, any actions taken by students reflect upon the Academy system as a whole. As such, all students are required to behave in an ethical and legal manner.

Users must release, defend, indemnify and hold harmless CS Partners, the Academy, and all other sponsoring organizations of all financial and legal liabilities that may result from the use of the Academy's Network and Internet connection, including all claims, demands, suits, damages, liability, costs, and expenses (including reasonable attorney fees) incurred as a consequence either directly or indirectly of the granting of this privilege. Students will not be held responsible for computer problems resulting from regular school-related use; however, students/parents may be held personally responsible for any problems caused by abuse or negligence, as deemed by school administration. All risks of loss for personal items brought onto school grounds are the

parent's/student's responsibility, and any costs of repair or replacement due to equipment being lost, stolen, or damaged shall be the responsibility of the parent/student.

The privilege to use the internet, personal laptops, computers, tablets, the Academy's data systems, and other electronic equipment may be revoked, suspended, or limited at any time for any violation of the acceptable use agreement, or any other violation of the Academy's policies or federal, state, or local laws. The Academy will be the sole arbiter of what constitutes a violation. Any inappropriate use of the computer networks or violation of these guidelines by students may not only result in the loss of the privilege to use technology on Academy grounds, but also can include possible disciplinary action, including suspension and/or expulsion, and/or legal action.

The Academy administration reserves the right to change these rules at any time, but will provide notice of any changes to students/parents.

## **Public Displays of Affection**

Demonstration of one's affection toward another person has an appropriate time and place. Public displays of affection should be limited to those types of displays that are deemed appropriate by staff as proper decorum in a school setting. Displays of affection such as hand holding, kissing, extensive embracing, sitting on someone's lap, or any contact that may be considered sexual will not be allowed on Academy grounds, in Academy vehicles, or at any Academy-sponsored event/activity. Excessive displays of affection may result in suspension from school or possibly expulsion.

## **Dress Code/Uniform Policy**

Educators have long recognized the relationship between dress, grooming, and the learning environment within the school. Uniform policies make a statement about the standards and expectations of the school. The intent of the dress code/uniform policy at Charyl Stockwell Academy is to promote optimum learning opportunities throughout the school day and to help ensure a safe environment for all. Our School Board empowers the administration to make decisions and interpretations concerning the dress code/uniform policy and enforcement thereof.

### **Purchasing School Uniforms**

Uniforms are available for purchase online from Schoolbelles at <https://www.schoolbelles.com>. Our school code for High School uniforms is: s2422. All of the items on the website meet our uniform guidelines and can be purchased from the comfort of your home and shipped directly to you.

High School uniform items are also available at Lands' End; uniform items must be listed under [CSPA's uniform link](#), which includes only items that are in alignment with the CSA District general uniform Dress Code. The online code for CSPA: CSPA-900141326. Purchasing listed uniform items from these vendors will ensure compliance with our dress code/uniform policies.

### **High School Uniform Policy**

All clothes should be neat, clean, and have no visible holes, patches,/or frayed edges.

In order to achieve uniform consistency, CSA District recommends uniform purchases at Schoolbelles and Lands' End. Students need to arrive at school in uniform and depart in uniform.

### **Shirts**

Shirts will be the following solid colors: white, black, or maroon. Shirts must be tucked into pants at all times. Only solid white plain short-sleeve undershirts can be worn under uniform shirts. Shirt styles acceptable are from Schoolbelles and Lands' End:

- Oxfords, long or short sleeve (white, black, or maroon)
- Polos (black or maroon AND must have a CSPA logo on the upper left side)

### **Ties**

Students may wear the CSPA high school ties available from Schoolbelles and Lands' End. If a high school student chooses to wear a tie, it may only be worn with the button-down uniform shirt in the traditional way that covers the top (buttoned) button of the shirt.

- Tie or bow tie (silver & burgundy stripe)

### **Sweaters/Quarter-zip Pullover/Track Jacket**

All sweaters or quarter-zips must be neat and appropriately sized. They may have the CSPA logo on the upper left side and will be long-sleeve, solid black or maroon.

- Crew or V-neck sweaters
- Cardigan sweaters
- Twin sweater sets
- Quarter-zip pullovers
- Full-zip track jacket with CSPA logo (available for purchase through the high school office)

### **Vests**

Vests are intended to go over their uniform shirts. All vests must be neat and appropriately sized. They may have the CSPA logo on the upper left side and will be solid black or maroon.

- V-neck sweater vest or fleece vest

### **CSPA Crewneck Sweatshirt**

Black or Maroon Sentinel crewneck sweatshirts are available for purchase through the high school office. *This is the only uniform sweatshirt option.*

### **Pants**

Classic-style black or gray pants that are neat and appropriately sized must be worn. Pants must fit at the waist and be properly hemmed or cuffed. *No undergarments of any kind should be visible. No cargo, zipper, or cell phone pockets. Black denim jeans, sweatpants, athletic pants, and yoga pants are not permitted.*

### **Skirts**

Skirts must be black or gray and **come no more than three inches above the knee.** These need to be neat and appropriately sized.

- A-line skirt
- Pleated skirt

We recognize that many families choose to order from vendors such as Amazon. **Please order the midi style to ensure your student's skirt is in alignment with the length requirement outlined above.**

### **Belts**

A solid black or brown belt must be worn at all times. Belts must contain a belt buckle that is gold or silver. Designs or decorations on the belt or belt buckle are not allowed.

### **Shoes**

Solid black or brown leather dress shoes are to be worn. Dress shoes can be slip-ons, loafers, flats, pumps, or have closures that are tied or buckled. Shoes need to cover the heel and toe and be no more than 1 ½ in high in the heel. Shoe laces must match the shoe. A primarily solid, black or white athletic shoe (with black or white accents) may also be worn. *For example, an all white shoe with a black logo is acceptable.*

### **Socks/Tights/Nylons**

Socks or tights must be worn with shoes. They must be white, solid gray, or solid black. Socks need to be crew or knee-high. Nylons (neutral, tan, gray, or black) are also acceptable. *Fishnet or designed nylons or tights are not permitted. Thigh highs are not permitted.*

## **Gym Shirts and Shorts**

Students taking gym classes must have school-appropriate gym shirts and gym shorts. A white CSPA logo t-shirt is also acceptable.

## **Gym Shoes**

All students taking gym classes are required to have a pair of non-marking gym shoes. Gym shoes must not have been previously worn outside. Light colored soles are preferred.

## **Regalia Day Attire**

On designated days for Regalia attire, students will be required to adhere to the CSPA Uniform Dress Code with the addition of their CSPA blazer and tie. Regalia attire is to be worn every Monday, on field trips, when a speaker or visitor is scheduled to address the student body, and/or at the request of the School Administration.

## **Blazers**

Students must wear a black blazer. The blazer must be neat and fit appropriately, and display the CSPA High School Crest.

## **Tie**

The CSPA striped tie or bow tie or the CSPA striped waterfall bow tie, must be worn. Ties need to be tied (single or double Windsor knot) and worn traditionally, covering the top (buttoned) button of the shirt.

## **Shirts**

Students must wear long or short-sleeved white Oxford shirts only. Shirts must be tucked into pants at all times. Only solid white short-sleeve undershirts can be worn under uniform shirts.

## **Pants**

Classic-style gray or black pants that are neat and appropriately sized must be worn. Pants must fit at the waist and be properly hemmed or cuffed. *No undergarments of any kind should be visible. No cargo, zipper, or cell phone pockets. Black denim jeans, sweatpants, athletic pants, and yoga pants are not permitted.*

## **Belts**

A solid black or brown belt must be worn at all times. Belts must contain a belt buckle that is gold or silver. Designs or decorations on the belt or belt buckle are not allowed.

## Skirts

Skirts must be black or gray and **come no more than three inches above the knee.** These need to be neat and appropriately sized.

- A-line skirt
- Pleated skirt

We recognize that many families choose to order from vendors such as Amazon. **Please order the midi style to ensure your student's skirt is in alignment with the length requirement outlined above.**

## Shoes

Solid black or dark brown leather dress shoes are to be worn. Dress shoes can be slip-ons, loafers, flats, pumps, or have closures that are tied or buckled. Shoes need to cover the heel and toe and be no more than 1 ½ in high in the heel. Shoe laces must match the shoe. A primarily solid, black or white athletic shoe (with black or white accents) may also be worn. *For example, an all white shoe with a black logo is acceptable.*

## Socks/Tights/Nylons

Socks or tights must be worn with shoes. They must be white, solid gray, or solid black. Socks need to be crew or knee-high. Nylons (neutral, tan, gray, or black) are also acceptable. *Fishnet or designed nylons or tights are not permitted. Thigh highs are not permitted.*

## **Uniform Guidelines for All Students' Clothing and Accessories**

All clothes should be neat, clean, and have no visible holes, patches, or frayed edges. The general expectation is that all clothing and accessories are school and age-appropriate. The following is a list of clarifications as well as items of clothing and accessories that are **not** permissible during the school day:

- Short-sleeved, plain white t-shirts may be worn as an undergarment, but must not be visible at the sleeve or have any writing or graphics.
- Students may not wear or bring to school any items that contain violent or non-school-appropriate pictures or verbiage. Examples include but are not limited to: backpacks, coats, folders, etc.
- Uniform shirts must remain buttoned up to an appropriate level.
- Navy and gray are not uniform shirt color options.
- Hats, hoods, and bandanas are not to be worn in the building (unless it is for religious reasons and approved by the administration or allowed for a special event or Spirit Day).



- Flip-flops, sandals, hunting boots, steel-toed boots, hiking boots, shoes/boots with roller wheels, boots above the ankle, or other footwear not expressly described in the dress code/uniform policy are not allowed.
- Hair that is bizarre or unnatural in color is not allowed. For example, a natural red hair color is auburn, not bright red or purple.
- Extreme haircuts (i.e., Mohawks, spikes, asymmetrical, skunk hair (black and white or two unnatural colors)) are not allowed.
- No student's hair will hang in their face.
- Hair accessories need to be modest in size and one of the following colors only: maroon, gold, white, brown, black, or gray.
- Facial hair must be presented in a manner appropriate for a professional setting.
- Clothing, belts, and jewelry must not have attached studs, chains, or designs etc.
- No excessive jewelry is permitted.
- No tattoos may be visible.
- Writing on oneself or clothing is not permissible.
- Jewelry worn in the body and facial piercings are not permitted, except for an appropriate number of earrings in their ears. Gauges of any size are not permitted.
- Makeup must be used to enhance one's natural beauty. Face paint or costume makeup is not permitted.

If your child has special dress code needs, please meet with a member of the Leadership team.

### **Special Events**

From time to time, students will be able to wear items other than those specified in the dress code/uniform policy. During these days, the guidelines for all students are still expected. In addition, students will be expected to wear uniform bottoms. These times will include:

- CSA district teams or groups may have days to wear their specific uniform top. These are determined by the Leadership team, and guidelines and dates are given to each team.
- Spirit Days (i.e., slipper day, favorite hat day, favorite sports team day, etc.) The expectation is that these items will be school-appropriate. Students may wear CSA/CSPA School Spirit wear on those days.

### **Policy Compliance**

If a student's attire for the school day or school-related activity is found to be unacceptable according to the dress code/uniform policy standards, a staff member will notify the parent and ask them to bring the appropriate item of clothing to school and/or aid in resolving the

problem. Accepting the premise that compliance with the CSPA dress code/uniform policy begins at home, the school encourages parents to have a contingency plan for times they may not be able to bring a clothing item to school. This contingency plan, similar to the one you would follow if your daughter/son becomes sick during the school day, might involve a relative or neighbor who would act on your behalf. Repeated violation of the dress code/uniform policy will be viewed as insubordination and persistent disobedience and handled appropriately by the terms of the CSPA Family Handbook.

The Academy recognizes the importance of individually held religious beliefs. The Academy will try to reasonably accommodate students' sincerely-held religious beliefs that are in conflict with this Dress Code Policy unless the reasonable accommodation would be detrimental to the educational process or cause any issues to the safety or welfare of others. Students requesting such reasonable accommodations should contact the School Leader. Any other students requesting reasonable accommodations to the Dress Code Policy should also contact the School Leader.

# SECTION III: High School Specifics

## CSPA High School Graduation Requirements

The Michigan Merit Curriculum will be met and exceeded by completing the CSPA High School requirements. CSPA requires students to earn 30 academic credits and to complete at least 50 hours of community service.

| Department  | Credits | Clarification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English     | 4.0     | Students take four courses of English, even if the student is advanced. Students in their Junior and Senior years will have the option to choose IB Language and Literature at either the Standard Level (SL) or Higher Level (HL). These courses include instruction and guidance for their Extended Essay.                                                                                                                                                                                                                                                                                         |
| Mathematics | 4.0     | Students must take four courses of math, Algebra I, Geometry, Algebra II, and one other math course. One of those must be taken senior year, even if the student is advanced. Career Technical Education (CTE) programs that incorporate Algebra II benchmarks may fulfill Algebra II requirements. Algebra II can be taken over two years as an “A” and “B” course to fulfill the requirement. Physics may be used for a math requirement (but not also a science requirement). Students in their Junior and Senior years will have the option to choose IB Mathematics at the Standard Level (SL). |
| Science     | 3.0     | Biology and either Physics or Chemistry, or Agricultural Science for second science credit, and a third science credit, which may be fulfilled with Computer Science or Career Technical Education (CTE). Students in their Junior and Senior years will have the option to choose from either IB Chemistry at either the Standard Level (SL) or Higher Level (HL), or IB Biology                                                                                                                                                                                                                    |

|                           |        |                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           |        | at the Standard Level (SL) or Higher Level (HL).                                                                                                                                                                                                                                                                                                 |
| Social Studies            | 3.0    | Students must take World History and Geography, and U.S. History and Geography. Students in their Junior and Senior years may complete IB History at either the Standard Level (SL) or Higher Level (HL). Civics and Economics are also graduation requirements.                                                                                 |
| Spanish/Foreign Language  | 2.0    | Two years of the same foreign language are required. Colleges recommend at least two years. Courses taken during K-12 fulfill this requirement. Students in their Junior and Senior years may complete IB Spanish at the Standard Level (SL) or Higher Level (HL) or IB German.                                                                  |
| Visual/Performing Arts    | 1.0    | At least one year of visual arts, choir, or band. Students in their Junior and Senior years will have the option to complete IB Music at the Standard Level (SL) or IB Theater at the Standard Level (SL), or IB Visual Arts at the Standard Level (SL).                                                                                         |
| Physical Education/Health | 1.0    | 0.5 credit for each is required; extracurricular activities in organized athletics or training may be used to fulfill the 0.5 credit for Physical Education                                                                                                                                                                                      |
| Personal Finance          | .5     | Beginning 2023-24. The .5 credit of personal finance must fulfill .5 credit of mathematics, visual/performing arts, or a language other than English. This credit may be fulfilled by a formal career and technical educational program. (The .5 credit in economics cannot be fulfilled by the completion of the .5 credit in personal finance) |
| Electives                 | Varies | Examples of electives: Astronomy, Forensics, Journalism, etc.                                                                                                                                                                                                                                                                                    |
| Online Learning           |        | Throughout the High School required course of study, students must use technology as part of a course, as the primary means, or as an integrated learning experience.                                                                                                                                                                            |
| Extended Essay            | 0.5    | Each student will create and present an Extended Essay during their senior year. The                                                                                                                                                                                                                                                             |

|  |  |                                                                                                                                                                                                                                                                                     |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | content of the Extended Essay will vary and relate to coursework across multiple areas of content, depending on the focus of the Extended Essay. Students will begin work on their Extended Essay during their Junior year and complete it in the fall/winter of their Senior year. |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The CSPA high school graduation requirements and IB course content expectations have been designed with the school's mission of college preparation as a guide. Successful completion of these graduation requirements is necessary to earn a diploma from CSPA High School. Students with disabilities are assisted in meeting these graduation requirements as appropriate and as specified in their Individualized Education Program ("IEP"). Students may also choose to pursue an IB Diploma. To achieve an IB Diploma, students must complete 3 courses at the Standard Level (SL), three courses at the Higher Level (HL), complete their Extended Essay to IB standards and submit it for review by the IB, and complete the requirements for CAS (Creativity, Activity and Service) and TOK (Theory of Knowledge). Students must also complete exams at a satisfactory level as defined by the IB for all six courses completed.

Students who are unable to meet these graduation requirements, or for whom these requirements are deemed inappropriate, may request a personal curriculum.

## Course Sequence

Courses at CSPA High School have been designed in two multi-age year cycles. The first cycle is the freshman and sophomore cycle and reflects the foundational work that students need in order to be prepared for the more rigorous work of their junior and senior years. It allows for the integrated curriculum that we practice at CSPA High School. By cycling freshman and sophomores, and then juniors and seniors, the content and the methodology are more appropriately aligned with both the student's academic and developmental needs.

## Credit Accrual and Semesters

CSPA uses a pure block schedule in a semester calendar. Block scheduling supports the type of teaching we employ at CSPA; teaching that encourages students to collaborate, discuss, plan, and reflect upon their learning. Each semester course earns a student a .5 credit toward their graduation requirements.

## College Admission Requirements

CSPA recommends that applicants to competitive colleges complete the following high school program:

- \* 4 years of English
- \* 4 years of Mathematics
- \* 4 years of History
- \* 4 years of Science
- \* 4 years of Foreign Language

## College Readiness Exams

The Academy requires all freshmen to take the PSAT 8/9 test and all sophomores to take the PSAT 10 test. All juniors will take the PSAT in October of their Junior year. All juniors will take the SAT in April as part of the Michigan Merit Examination. Students working toward an IB Diploma will take exams for each of the 6 courses they have completed during their Junior and Senior years. The IB exams will take place in May of their Senior year. There is an examination fee for each exam completed.

### Opportunities to Earn College/University Credits while Attending High School

## Advanced Placement and International Baccalaureate Diploma Programme

At CSPA, our students are provided with opportunities to earn college/university credits while attending high school. One way for students to earn college credits is by taking ***Advanced Placement Courses*** that are offered as a component of the CSPA college preparatory course of study. Students may also receive college credit based on their completion of IB coursework and/or the successful achievement of an IB Diploma. There are many clear advantages for students in choosing these paths for earning college credits:

- The majority of four-year colleges and universities award college credit to those students who have completed AP courses and/or IB courses and passed the exams (note - score acceptance varies with each institution of higher education). This not only allows the student to enter college with credits already earned, it provides a significant financial benefit.

- While taking AP courses and/or IB courses to earn college credits, students have the added advantage of continuing their full-time study at CSPA, where they experience a curriculum that is rigorous, integrated, cross-disciplinary, and facilitated within a delivery model where intellectual habits of mind and character traits are cultivated and developed with increased depth and application.
- The strong relationships that have been established between the students and their CSPA teachers provide a stable anchor for students as they navigate the rigors of college-level coursework with trusted guides who know students and share an active partnership with their parents.
- Another important advantage of the AP and IB path is the opportunity for CSPA students to enjoy school activities with their classmates and friends, which are a unique part of the high school experience, especially during their senior year when so many celebrations of high school achievement and completion take place.

Courses in the Advanced Placement (“AP”) Program as well as the IB Diploma Programme are college-level studies. As such, the homework requirements for these courses exceed those of non-AP/IB courses. To ensure success in college-level studies, students may have prerequisite course requirements before being allowed to enroll in these studies. Students who register for these classes are encouraged to take the AP or IB examinations in May. The scores are used as a measurement for placement in college courses with the possibility of receiving college credit. There is an examination fee.

## **Dual Enrollment**

Students who have met the requirements of the Michigan Merit Curriculum and the Academy’s graduation requirements and/or who have exhausted all the academic elective options at the school may choose to dual enroll at a community college, college, or university.

Students will need to meet admissions requirements established by the receiving institution and the State of Michigan, including cut scores in each area of the PLAN, ACT, PSAT, SAT, or MME tests.

Students are responsible for transportation, scheduling, and books (if not included in the course fees). Students interested in dual enrollment should seek the advice of the credit-granting institution. The student is required to designate whether the course is for high school or

postsecondary credit or both at the time of enrollment, and the student is required to notify the Academy of their decision. Students taking more than one postsecondary course may make different credit designations for different courses. Students interested in dual enrollment must notify the Academy when scheduling classes for the following school year.

The Academy will document credit for courses under dual enrollment on the student's transcript in most cases, but will not apply the grade to the student's GPA calculation. The credit will be identified as a transfer credit on the student's transcript if applicable.

If the student does not complete the eligible course or (including dual enrollment and CTE classes), if the student enrolls in the eligible course for postsecondary credit only and the student does not successfully complete the eligible course (including dual enrollment and CTE classes), and if the Academy has paid money for the course on behalf of the student, the eligible student shall repay to the Academy any funds that were expended by the Academy for the course that are not refunded by the postsecondary institution to the school. If the eligible student does not refund the money, the school may impose sanctions against the eligible student, such as those outlined in the "Fines, Fees, and Other Charges" section of this handbook.

OR

Students may choose to retake a course after failing to receive a satisfactory grade and are responsible for the total cost of the course.

*These are the significant and essential dual enrollment eligibility requirements. If you should have questions or an interest in further information, please contact the CSPA Dean of Students, Elizabeth Holland [ebolland@csaschool.org](mailto:ebolland@csaschool.org).*

## **CTE (Career Technical Education)**

The student must inform the Dean of Students or Dean of Academic Affairs and Operations of their interest by March 1st of the current school year. After informing the school administration, the student will be placed on a list for consideration in their program of interest.

A sampling of the LESA offerings includes:

Fire Academy

EMT

Aviation

Auto Tech

\*Please note that if a student drops a CTE course or does not pass a CTE course, the family is responsible for the total cost of the course.



# Honors

At the end of the first semester, underclassmen are invited to participate in Honors based on high achievement in their courses and teacher recommendation. Students must possess a minimum 3.8 cumulative GPA to be considered for acceptance into the Honors Program. Attendance may also play a role in the decision to accept a student to Honors. Teacher recommendations are based on the characteristics of a successful CSPA Honors student:

- A. Writing skills that exhibit organization, clarity, and a broad vocabulary free of mechanical errors.
- B. Motivated to read challenging material and complete assignments on time.
- C. Demonstrates organization skills and the ability to plan.
- D. Self-directed time management skills.

The Honors Program is an opportunity for students to extend their learning in two subject areas in which they excel by completing alternative assessments of their design. These assessments consist of three parts: a research paper, a presentation, and a question and answer session by their peers and adults. The Honors Program is self-directed and requires a self-disciplined learner. Students propose, organize, and implement a project with the help of the content area teachers and the Honors advisor. To complete a successful Honors Project, the honors student must place themselves in the role of teacher—just as the teacher studies a subject area so they can inspire and teach others, the honors student researches and informs an audience about a passion of their own.

Those who complete and earn credit for an Honors Project will have one or two courses designated “Honors” on their transcript. That designation indicates to colleges and universities that the student took advantage of opportunities to challenge themselves. The Honors designation will also earn students an additional 0.5 quality points toward their GPA in one or two subject areas.

# Test Out

CSPA High School will grant high school credit to any student who can demonstrate mastery of the subject area content expectations or guidelines. Teachers will establish the assessment process that measures a student’s understanding of the subject area content expectations for these courses. To all students who wish to test out of these courses, teachers will provide all the learning objectives for that course, a summary of the course syllabus, and a sample written examination, or a description of the final assessment required to establish mastery. The teacher will ensure that the assessment used to determine mastery is comparable to that required of students taking the actual course for credit.

The Teacher will determine whether sufficient mastery has been achieved to grant credit. Mastery can be achieved in the following manner:

- Achievement of attaining a grade of not less than 80% on a final exam in the course.
- Exhibiting mastery through the basic assessment of that course, which may include a speech, a portfolio, a performance, a paper, a project, or a presentation.
- The standards must be comparable to the standards used for the regular course.

The School Administrator is responsible for notifying the student and their parents/guardians of the student's performance and whether credit will be issued. Credit earned under this policy shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this policy may be counted towards graduation, fulfillment of a requirement for a subject area course, and fulfillment of a requirement as to course sequence. Once credit is earned under this policy, a student may not receive credit thereafter for a course lower in the course sequence concerning the same subject area. If a student wishes to test out of a particular class, please see the Dean of Curriculum and Instruction for additional information regarding how to get materials for review over the summer. Specific test dates will be determined on an annual basis. Students picking up materials for testing out will be contacted at the beginning of August with a specific test administration date. This date will be sometime during the two weeks prior to the beginning of the next school year. School leadership will facilitate arrangements for the exam and which staff member will oversee the exam.

## Online Courses

Students who choose this option must still meet CSPA's graduation requirements and all requirements of the Michigan Merit Curriculum (<http://www.mivhs.org/>). CSPA only recognizes online courses from Michigan Virtual High School for credit while the student is enrolled full-time at CSPA. Students must enroll in online courses when scheduling classes for the following school year. If interested in taking an online course, please see a school leader for further details. There may be costs associated with choosing this option.

Students may take courses online through MI Virtual High School. CSPA may reduce the student's schedule to accommodate online classes.

CSPA has the right to deny an online class as an option for a student for the following approved specific reasons for denial, including: 1) the student has previously gained the credits provided from the completion of the online course; 2) the online course is not capable of generating academic credit; 3) the online course is inconsistent with the remaining graduation requirements or career interests of the student; 4) the student has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content; 5) the student has failed a previous virtual course in the same subject during the two

most recent academic years; 6) the online course is of insufficient quality or rigor. If CSPA denies a student enrollment because the online course is of insufficient quality or rigor, the district shall make a reasonable effort to assist the student to find an alternative online course in the same or similar subject that is of acceptable rigor and quality; 7) the cost of the virtual course exceeds the amount allocated to a course unless the pupil or the pupil's parent or legal guardian agrees to pay the cost that exceeds that amount; 8) the course enrollment request doesn't occur within the same timelines established by the district for enrollment and schedule changes for regular courses; 9) the request for a virtual course enrollment was not made in the academic term, semester, or summer preceding the enrollment. *This does not apply to a request made by a student who is newly enrolled at CSPA;* (10) The course has reached capacity and the district has restricted enrollment to resident applicants; (11) The district does not support the enrollment in more than two (2) virtual courses in an academic term, semester, or trimester.

If an online class has met the approval requirements, then the costs for the online class will be paid by CSPA. If the cost of the classes exceeds the maximum amount CSPA is required to pay, the parents /guardians shall pay the extra cost.

Upon successful completion of an online class, students must provide CSPA with a certificate of completion stating the final overall grade as well as the name of the Michigan-certified instructor. Students who receive lower than an 80% grade in the online class may not receive credit for the online class. The credit for the online class will show up on the student's transcript as a transfer credit (TC) without an actual grade and will not be calculated into the overall grade point average.

## Personal Curriculum

The personal curriculum option, as defined by state law, provides a process to modify some of the specific requirements of the Michigan Merit Curriculum based on the individual needs of a student.

If the request for a personal curriculum is made by the pupil's parent or legal guardian or, if the pupil is at least age 18 or is an emancipated minor, the school academy shall develop a personal curriculum for the pupil. A second meeting with the student, at least one parent/guardian, and a teacher or advisor, and TST will take place to develop the personal curriculum. The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Curriculum; shall establish measurable goals; shall provide a method to evaluate these goals; and shall be aligned with the student's educational development plan. Once the personal curriculum is agreed upon by the parent or legal guardian and the Academy administration, it will take effect and will be reviewed quarterly. If a student is not making adequate progress under the personal curriculum, it may be revoked, and the student and parent/guardian will be advised that the student may not earn a high school diploma.

A student can be placed on an enhanced personal curriculum to satisfy the graduation requirement of physical education or health. To be placed on an enhanced personal curriculum, a student must have taken more than the graduation-required credits in the academic areas of mathematics, foreign language, science, or social studies.

## Community Service

It is a graduation requirement for CSPA high school students to complete at least 50 hours of community service throughout their four years of high school. Students may get a form to document their service from the wall files near the office, or they can ask the office for a form. Community service hours need to be earned between the first day of freshman year and the end of the second semester of the student's senior year.

Community service credit will be given for voluntary activities that help others or are beneficial to the community. Students earn credit for hours spent participating in the actual activity, not for meeting and planning time. Please note that participation in athletics, band, and drama are not eligible for community service credit.

Students are responsible for getting each supervisor of the activity to sign and date the Community Service Sponsor form for each activity. The supervisor will determine the number of hours earned by the student for that activity and must sign the form documenting the student's participation. The signer may not be the student's parent or relative. Students are responsible for keeping their Community Service forms current. These forms must be turned in to the student's advisory teacher, who will keep track of their total hours.

The following are examples of activities suitable for community service credit:  
School-related groups that may have a community service component:

Tutoring (Volunteer)  
Community Related Activities:  
Children's Centers Church  
Recreation Centers Libraries  
Local Government Voter Registration  
Hospital or Clinic Red Cross  
Senior Citizen Center Visits  
Big Brother/Big Sisters Summer Day Camps  
Junior Fireman Recreation Sports (Coaching, Officiating)  
Special Needs Programs (e.g., Special Olympics)  
Community Mental Health Programs  
Community Club Activities (Lions Club, Women's Club)  
S & S Boosters  
SEP Intramural Coaches

Etc...

This is not a complete list; other activities may be eligible. Ineligible community service forms will be returned to the student. Credit is available for volunteer work only; it will not be given for activities where payment or school credit is earned. Questionable activities should receive prior approval from the Principal.

Students will not be excused from school to fulfill Community Service obligations.

## **Professional Internship**

The Professional Internship is 32 hours of intensive study that can be done any time throughout the end of the school-year where students explore topics and issues related to career and college within a project-based learning framework. The exploration of career and college are done in a multidisciplinary fashion with the opportunity to interface with professionals in the field as well as a number of guest speakers. The Professional Internship also incorporates a number of field experiences and multimedia presentations to enhance the learning experience.

Professional Internships will be open to sophomores, juniors, and seniors. Once juniors have completed SAT testing and AP testing, if relevant, special consideration will be made to excuse juniors from their regular course of study if they would like to complete a concentrated Professional Internship and complete all 32 hours of their internship during the regular school day. The reflective journal, professional presentation, and written paper must be completed by June 1 for juniors taking the more concentrated Professional internship option.

Students may also choose a community sponsor to study with to complete the Professional Internship. Students who select this option must provide the following information: contact information for the community sponsor, a summary of goals for what they would like to achieve, as well as an interview with the community sponsor, which describes the career, the preparation required and the expectations the student should have if they decide to pursue the career.

Students will present their learning through a reflective journal and a final presentation using a rubric that includes a professional presentation that shows their intellectual journey and a written paper to their advisory and school administration, along with guests from the community, upon completion of their experience. Internship hours and the final project must be completed before June 1 of each school year.

Students are assessed on a pass-fail basis and awarded a 0.5 credit. The Professional Internship is not a graduation requirement, but an opportunity for students to gain experience in their fields of interest. Students may only choose to do one Professional Internship experience per school year.

## Credit Recovery

If a student does not earn credit in any course as a result of not achieving 80% mastery of that course's content, they will receive an N as a letter grade, and a zero will be calculated into their GPA. If the course is required for graduation from CSPA, the student must retake the course. Upon achieving mastery, their grade and GPA points will be replaced. If the class is not a graduation requirement, the student has the option to replace their GPA points for that class by re-taking that class and achieving mastery of the course material. Students also have the option of re-taking a course that they did not receive mastery in through Michigan Virtual High School's online courses at their expense and transferring the credit to CSPA. In this case, the credit will be granted and the previous attempt will be removed from the student's transcript, eliminating the zero from the GPA calculation.

## Grading System

CSPA does not award letter grades, but awards points based on the grade point average (GPA) system, where the percentile earned in the class equates to GPA points. Students who complete Honors work or take an AP class earn an additional 0.5 points. For each IB Standard Level (SL) course a student completes, they will receive 0.5 points per semester. For each IB Higher Level (HL) course a student completes, they will receive 1.0 points per semester. GPA will be calculated to the second decimal place within PowerSchool. If no credit is earned for a class, students have the option to replace their GPA points for that class by re-taking that class and achieving mastery of the course material.

The following classes will not be figured into a student's GPA calculation, though credit may be awarded:

- Online classes (regardless of whether they are taken during school hours)
- Transfer credits
- Test Out credits
- High School credits earned in Middle School
- Dual enrollment

## Grade Point Average (GPA)

A student's grade point average (GPA) is calculated using the scale below. The grade reflected on the report card is A, B, or N, but the quality points that are used for the GPA calculation are awarded based on the percentage earned in the class, divided by the number of classes taken. This calculation reflects a more typical grade point average calculation and also provides a

distinction between the student who earns 90 percent in a class vs. 97 percent. This also means that a student, who may not have yet earned credit in the course, is nevertheless earning quality points based on the percentage of completion or mastery to date. GPA is a cumulative computation from year to year. AP and Honors classes will also earn students an additional weighting of 0.5 quality points towards the student's GPA. Only classes that have been taken at CSPA are figured into the GPA calculation, though credit may be awarded.

| <b>Percentile Earned</b> | <b>Quality Points</b>  |
|--------------------------|------------------------|
| 93-100                   | 4                      |
| 90-92                    | 3.7                    |
| 87-89                    | 3.3                    |
| 83-86                    | 3                      |
| 80-82                    | 2.7                    |
| 0-79                     | 0.00 (no credit given) |

\*Please see Athletic handbook for compliance with NCAA eligibility requirements.

## **Graduation Honors**

CSPA has chosen not to rank students. As a small, college preparatory high school, CSPA requires all students to master the concepts and the curriculum in each course at an 80% or higher level. The preparatory school is also building toward the goal of 100% college acceptance at four-year Universities. With this high expectation, CSPA believes that statistical class rank would represent an inaccurate assessment of a student's abilities and potential for collegiate success. All graduation honors will be determined after the student's seventh semester of their high school career.

### **Cum Laude Status**

To qualify for Cum Laude status and recognition, graduating students must have attended CSPA for a minimum of 2 years and have earned the following cumulative grade point averages:

Summa cum laude: 4.00+

Magna cum laude: 3.90-3.99

Cum laude: 3.80-3.89

### **Valedictorian and Salutatorian**

The School Leader will identify Valedictorians and Salutatorians for each graduating class. In order to be eligible, the graduating student must have attended CSPA for all 4 years (or for all 3

years if graduating early after 3 years). The Valedictorians shall be the students with the highest GPAs (4.0+). The Salutatorians shall be the students with GPAs from 3.90-3.99.

Such a selection does not guarantee that those students will address the graduating class. The choice of graduation speaker shall be made at the discretion of the School Leader using established criteria.

## Transcripts

Parents and students may request a copy of their transcript by going to the [Parchment Website](#). Once the Parchment site opens, follow the “Order Your Transcript” link on the right. If a student has not already created an account, they must complete the registration process before ordering a transcript. Then follow the instructions and complete the information as requested on the website. Transcripts are available 2 weeks after the end of a grading period. Any questions or concerns can be directed to the High School Office.

## Recommendations

Students seeking faculty recommendations for college applications, scholarships, or letters of reference should be proactive in communicating with those individuals well in advance. We request a minimum of 2 weeks' notification for all requests.

## Special Event Guidelines

All school policies and procedures apply to Special Events. **Students must be in attendance on the day of the special event or the Friday before the special event if it is scheduled on the weekend.** Students will be given information before each event on the expectations of dress, behavior, etc.

All dance styles must comply with standards of modesty and safety. The staff and chaperones in attendance will be the final judge of the appropriateness of style. Public displays of affection should be limited to those types of displays that are deemed appropriate by staff and chaperones as proper decorum in a school setting. The staff and chaperones in attendance will be the final judge of the appropriateness.

Some events will be for CSPA students only. When guests are welcome, the following guidelines must be met:

- \* A CSPA student must accompany any guest.
- \* Only one guest per CSPA student is allowed.



- \* Guests must be full-time high school students. A Guest Permission Form must be submitted to the School Administrator at least 36 hours before the event. The completed form must be signed by the School Administrator and must be brought by CSPA staff to the dance for check-in at the door.
- \* All guests must also present their current school ID or driver's license for admittance.
- \* The guest must leave when the CSPA student leaves.

All students and guests who plan to attend the event must arrive during the first 45 minutes of the beginning of the event. No one will be permitted to enter the event after the close of admittance without special advance permission from the School Administrator. Students must check coats, bags, etc., upon arrival. After arrival at the event, students may not leave before one hour before the stated ending time. If a student leaves the special event area without permission, the student will not be allowed to reenter the event and must leave the grounds immediately. Violators are subject to arrest for loitering or trespassing. No refunds will be given if a student does not attend or leaves the event early.

Any students suspected of illegal activities, including, but not limited to, drug or alcohol use or possession, will be removed from the event; their parent/guardian called; and the appropriate law enforcement agency contacted.

All attendees must wear appropriate clothing. School administration reserves the right to refuse admission to anyone inappropriately dressed.

Special events are a privilege, not a right. Students that do not follow the CSPA Special Event Guidelines, the specifics of the CSA handbook, CSPA addendum and/or the directions of the chaperones and staff in attendance may be asked to leave the dance; not be permitted to attend the next school function; and/or possible suspension or expulsion depending on the severity of the infraction.

## **Prom**

The CSPA Junior/Senior Prom traditionally serves as the capstone social event for graduating seniors in the final days of their high school experience. This is a very meaningful event for them. Our aim in planning is to craft an event that will be memorable, safe, wholesome, and fun. We believe this event will be extremely special to our seniors. In our planning process, we thought it was necessary to establish Prom specific dress guidelines. These guidelines reflect the high expectations we have for our students as well as our desire for a wholesome event. As with all of our dress code guidelines, they have been carefully aligned with our core mission as well as with our philosophies. All ticket holders to the Prom must know and understand these guidelines as well as select evening wear that aligns with them.

# Dress Code

The prom is traditionally an opportunity for students to dress in formal attire. Young men typically dress in tuxedos or dress suits with ties. Young women typically wear evening gowns or formal dresses. At the CSPA prom, students are allowed some creative freedom to express their personal style in their attire; however, there are a few basic attire guidelines to which all ticket holders must adhere to in order to attend the CSPA prom.

## Female Students Prom Attire:

Backless dresses are acceptable as long as it does not dip below the small of the back. Strapless dresses are acceptable as long as they are worn with the appropriate undergarments. Slits (side, front, and back) may be no higher than three inches above the knee. The length of skirts or dresses should provide appropriate modesty when dancing. Female skirts or dresses must be loose enough so as not to ride up to the lower curve of the hip when dancing. Female dress/top bodices should appropriately cover the breast area.

The following is not allowed:

- Midriff-baring cutouts
- See-through dresses
- Spandex style dresses
- Low-cut cleavage tops
- Bustier style tops

## Male Students' Prom Attire:

Male students should wear a tuxedo ensemble or dress slacks and dress shirts with sleeves. Ties, jackets, and dress shoes need to be worn.

The following is not allowed:

- Shorts
- Jeans
- Athletic Attire

Any student who has a concern about arranging appropriate attire to adhere to these dress code guidelines must speak with a CSPA school administrator before the week of the prom. NO dress code conversations will be held at the door.

Students are required to acknowledge their understanding of the designated prom attire guidelines before purchasing their ticket(s). Only those students and guests who arrive in attire that is in compliance with the guidelines will be admitted into the CSPA prom. Tickets are non-refundable for students and guests who are not admitted to the prom due to non-compliance with the prom attire guidelines.

# Parking Permit Policies

All students wishing to drive and/or park at the CSA/CSPA campus must have an approved parking application and must display a current parking permit. Parking permits can be obtained in the school office. Parking permits cost \$70. All fines/fees (including athletic participation fees) must be paid in full before a parking permit can be purchased. All parking permit applications must be signed by a parent or legal guardian. There is a limited number of student parking spots available.

The student must hold a valid driver's license and have consistent access to a vehicle; any vehicle driven on Academy property must remain properly licensed and insured to operate under the laws of the State of Michigan; and the student must agree to comply with these parking/driving policies. The parking permit must be visible at all times.

Students are only allowed to drive on the CSA campus after 4:30 p.m. Monday through Thursday and after 12:30 p.m. on Fridays on days when school is in session. Students may also drive on the CSA/CSPA campus any day when school is not in session if the student has a justifiable reason for being on campus, such as an athletic event or school-sponsored event.

This permit is valid for driving and/or parking on the CSA/CSPA campus when students have a justifiable purpose for being there. Students must enter/exit their vehicles promptly. No loitering is allowed at any time.

All vehicles should be kept locked at all times. Students should understand that CSA/CSPA cannot be responsible for the safekeeping of items located in the vehicle and will not be liable for loss or damage to any personal valuables.

Students are not allowed to keep any materials in their car that are prohibited under CSA/CSPA policies and procedures. Items in plain view that violate CSA policies and procedures, and/or if there is a reasonable suspicion of illegal items within that vehicle, those vehicles are subject to search by school administration and local police. Parking permits require the student to consent to the unlocking, opening, and inspecting of the automobile and of all the portions thereof, including the trunk and engine area, while on school premises.

Students are responsible for their vehicles at all times. This includes any inappropriate material represented on the outside of the vehicle. Students driving to/from CSA/CSPA must safely operate their vehicles. Students who are speeding, driving recklessly or carelessly, or other improper driving will lose their privilege to drive and/or park on campus.

Parking permits are non-transferable to other students. Parking permits are valid for one year only and must be renewed annually.

Driving a vehicle to school is a privilege. It should be clearly understood that the privilege of driving or parking on school property may be revoked at any time if the vehicle is used during a violation of school rules (including these parking permit policies) or operated in an unsafe manner on school property. Unregistered vehicles may be towed from the premises, and the driver will assume the costs of such removal. Violation of this policy may also result in disciplinary action, up to and including expulsion. Permit fees are non-refundable.

## **Work Permits**

Paperwork necessary for work permits can be obtained and submitted at the high school office.

## **Age of Majority Declaration**

A person who attains the age of majority gains the legal status of an adult. All Academy policies and procedures apply to all students regardless of their attainment of the age of majority as recognized by state law. A student who wishes to assert these rights must notify the Academy office in writing by completing an Age of Majority Declaration Form.

## **Selective Service Registration**

Male students aged eighteen or older are required by law to register for the Selective Service.

# **SECTION IV: Required Legal Notices**

## **Equal Education Opportunity/Civil Rights Designee**

It is the policy of the Charyl Stockwell Academy District to provide an equal education opportunity for all students.

Any person who believes that they have been discriminated against on the basis of race, color, ethnicity, national origin, sex, (including sexual orientation or gender identity or expression), pregnancy, mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, while at the Academy, or an Academy activity, should immediately contact the Superintendent or designee listed below. “Race” is inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. For purposes of this definition, “protective hairstyles” include, but is not limited to, such hairstyles as braids, locks, and twists.

Complaints will be investigated in accordance with the administration guidelines established by the CSA Leadership Team. Any student making a complaint or participating in an academy investigation will be protected from any threat or retaliation. The Superintendent or designee can provide additional information concerning equal access to educational opportunity.

Parents or students who wish to file a complaint or believe any of their Federal or State rights have been violated (including nondiscrimination under Title II, Title IV, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Americans with Disability Act, and Section 504 of the Rehabilitation Act of 1973) should contact:

Civil Rights Representative/Compliance Officers: Matthew Stewart and Jessica Mocerì

Website Accessibility Coordinator: Garrett VanEngen, 9758 E. Highland Road, Howell, MI 48843, (810) 632-2200, [gvanengen@csaschool.org](mailto:gvanengen@csaschool.org).

Or the Office for Civil Rights, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov).

## **Title IX Notice of Nondiscrimination**

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. Title IX protects students, staff members, applicants for admission and employment, and other persons from all forms of sexual harassment, sexual violence, and sex discrimination.

The Academy does not discriminate on the basis of sex in its education programs or activities, and is required by Title IX and its implementing regulations not to discriminate. This requirement extends to admission and employment at the Academy.

The Academy's Title IX Coordinators for the district are Jessica Mocerri and Matthew Stewart. Mrs. Mocerri may be reached at (810)632-2200, via email at [jmocerri@csaschool.org](mailto:jmocerri@csaschool.org), or at 9758 Highland Rd, Howell, MI 48843. Mr. Stewart may be reached at (810) 225-9940, via email at [mstewart@csaschool.org](mailto:mstewart@csaschool.org) or at 1032 Karl Greimel Drive, Brighton, MI 48116.

Any questions related to the application of Title IX and its implementing regulations to the Academy may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Academy's grievance procedures provide for the prompt and equitable resolution of complaints alleging any action that is prohibited by Title IX and its implementing regulations. These procedures address how to report or file a complaint of sex discrimination, how to report or file a formal complaint, and how the Academy will respond..

These grievance procedures are posted on the Academy's website and are available here- <https://www.csaschool.org/>

## **Student Assessments**

It is the policy of the Academy to monitor individual student academic growth in each subject area at least twice during the Academic year using a competency-based online assessment. The results of the assessment shall be communicated to the students and parents/guardians.

The Michigan Student Test of Educational Progress (M-Step) is also administered each spring. This required test is administered to all public school students in the State. Parents may review test information for their child upon request.

The Michigan Merit Exam (MME) assesses students in grade 11. This required test is administered to all public school students in the state. Parents may review test information for their child upon request.

## **Student Rights and Responsibilities**

The rules and procedures of the Charyl Stockwell Academy District 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 and to fair treatment as long as they respect those rights

for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all CSA District rules, procedures, and code of conduct.

Parents have the right to know how their child is succeeding in the 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 deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. 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 education goals.

## **Parent/Family Involvement Policy**

A strong partnership between school and home is critical to the individual success of each student in school. CSA has established programs and practices that enhance parent involvement and reflect the specific needs of our students and their families. These include:

- An active Parent Council that meets monthly.
- A family handbook that is distributed to all parents.
- A weekly parent newsletter that details current happenings and information on how to be involved and how to support their students and their school.
- A special parent section of the school website that provides detailed information, specifically for parents.
- Access to the district's student database so that parents can monitor attendance, demographic information, and individual student progress.
- Parent/teacher conferences are available at a mutually agreed-upon day and time.
- Comprehensive student review meetings are scheduled on an individual basis with each family at a mutually agreed-upon day and time, twice per year.
- Volunteer opportunities in classrooms, the school library, publishing center, and other groups that help to support the day-to-day activities of the school.
- College-bound resource area available to students and parents at CSPA.
- CSA's annual report which is available in the fall of each year
- A school improvement team that includes a parent as one of its members.
- A responsive school board that includes at least one parent of an enrolled student or alumnus.
- Publications and presentations by the administrative leaders related to the philosophies and methods utilized at CSA.
- Many other school events and activities are planned each year that involve students, parents, and families.

The Charyl Stockwell Academy District also supports professional development opportunities for staff members to enhance their understanding of effective parent involvement strategies.

The administrative leadership also helps to set expectations and create a climate conducive to parental participation.

The CSA District believes that parent/family participation is essential to improved student achievement. To this end, the CSA District fosters and supports active parent involvement.

Charyl Stockwell Academy District will ensure that all information related to the Academy and parental activities is in a language all parents can understand.

## **Protocol for Volunteers**

At CSA School District we welcome and encourage parents to volunteer. The teachers appreciate this adult assistance and have prepared in advance specific tasks that can be readily assigned to their classroom volunteers.

The role of the parent volunteer in the classroom is to assist the teacher(s) in facilitating the learning activities that occur throughout the day. To provide such assistance will require the full attention of the classroom volunteer and a willingness to work cooperatively with the classroom teacher(s) on behalf of the students in the classroom.

The following guidelines serve as a framework for volunteers in the classroom; we expect that all volunteers will abide by these important guidelines:

1. It is preferred that classroom volunteers make advance arrangements with the teacher(s) regarding date(s), time, and length of service in the classroom whenever possible.
2. To optimize the assistance provided to the teacher and students, parents are not permitted to bring younger siblings/children during their volunteer time.
3. The classroom volunteer must be willing and prepared to:
  - Engage with and assist any student or group of students as directed by the classroom teacher(s).
  - Learn and support classroom procedures, social protocols, and routines.
  - Engage in a positive manner with all students, and refer all incidents of injury and/or medical issues to the classroom teacher, as well as any incidents of disruption, non-compliance, or concerning student behavior (i.e., do not engage in disciplinary action with students).
  - If there is more than one parent volunteer in the classroom at the same time, their full attention must be given to assisting the teacher and supporting the students. If the volunteers wish to chat with each other, they must do so outside of the classroom.
  - Do not use cell phones and other electronic devices in the classroom.



- Photographs and video recordings (including cell phone recordings) taken on academy property, in an academy vehicle, or at any academy-sponsored activity or event shall not be published without the expressed prior consent by a member of the CSA Leadership team.
- 4. Confidentiality is of the utmost importance, especially when parents volunteer in the classroom and school. Communication of personal and educational information regarding students, parents, staff or administration must be regarded as confidential and safeguarded.
- 5. Volunteers must not be privy to student personal and educational information in the course of the duties assigned to them (i.e. copying move-up certificates, helping with report cards, transferring assessment data of any kind, etc....)

The purpose of these guidelines is to ensure that the learning environment is optimized for students. We appreciate the cooperation of parents in following these important guidelines, and we are very appreciative of those parents who are able and willing to dedicate their time to supporting the education of all students.

All volunteers working with students must be in a location that is visible to teachers and staff (i.e., not alone in a room or office with no visibility).

The Principal may also establish guidelines that require background checks for volunteers in order to protect the safety of students, staff, and visitors.

## **Background Checks**

In order to provide a safe environment for all Academy students, volunteers (including parents) may be screened through internet sites, such as the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) or other similar sites for background checks before volunteer assignments as established by the Leadership Team. Volunteers will be notified before their assignment if a criminal background check will be required. If a criminal background check is required for that particular volunteer activity, volunteers must submit a form and a copy of their driver's license. All volunteers participating in field trips are required to have a satisfactory criminal background check. The School Leader may impose conditions on the presence of volunteers, as he or she deems reasonable and appropriate. Any decisions made by the Academy are final and are subject to the Academy's sole discretion. The Principal may be contacted for any questions or further information.

# **Search and Seizure of Student's Person, Academy Property, and Motor Vehicles**

All lockers, cubbies, and other storage places assigned to students are the property of the Academy. At no time does the Academy relinquish its exclusive control of these storage places. Students have no expectation of privacy in lockers, cubbies, desks, other school-supplied storage areas, computers, tablets, iPads, or other electronic and digital equipment owned, leased, or provided by the Academy to the student. Students are prohibited from placing locks on any locker. Principal or his/her designee may search lockers, locker contents, cubbies, desks, computers, tablets, iPads or other electronic and digital equipment owned, leased, or provided by the Academy, or other school-supplied storage areas at any time and for any reason, without notice and without parental/guardianship or student consent.

The Academy assigns lockers, cubbies, and other storage places to its students for the students' convenience and temporary use. Students are to use these storage areas exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use these storage areas for any other purpose, unless specifically authorized by Academy board policy or the School Leader or his/her designee, in advance of students bringing the items to the Academy. Students are solely responsible for the contents of their lockers, cubbies, and other storage places and must not share these storage areas with other students, nor divulge locker combinations to other students, unless authorized by the School Leader or his/her designee. The locations at which searches of students and student property may be conducted are not limited to the Academy building or at Academy property, but may be conducted wherever the student is involved in a school-sponsored function.

The School Leader or his/her designee may search a student and/or a student's personal items in the student's possession (such as but not limited to purses, backpacks, lunch boxes, book bags, etc.) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated, is violating, or is about to violate either state law, Board policies or Academy rules. A student's failure to permit searches and seizures as provided in this policy will be considered insubordinate and will be disciplined under the gross misdemeanors section of the Safe Schools Discipline Code of Conduct. Reasonable suspicion shall not be required for the use of canines to search a student's possessions as part of a random drug sweep.

The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive, given the student's age, gender, and the nature of the infraction. If a pat-down search of a student's person is conducted, it will be conducted in private by an Academy official of the same sex and with an adult witness of the same sex present. Strip searches are prohibited.

The School Leader or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a search. The School Leader or his/her designee shall supervise the search. In the course of a search, the School Leader or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against Academy policy and rules.

When conducting searches, the School Leader or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the School Leader or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property.

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the School Leader or his/her designee will be seized and held by Academy officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen years of age or older, shall be notified by the School Leader or his/her designee of items removed from the storage area.

## **Motorized Vehicles**

Student use of a motorized vehicle on Academy property is a privilege. Motorized vehicles brought onto Academy property by students are subject to search by the School Leader or designee, without notice or consent. In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search.

Students who refuse to cooperate in allowing a search of a vehicle brought by them onto Academy property may be subject to disciplinary action.

## **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 on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the School/Academy's programs and facilities.

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. Contact the CSA District Director of Teacher Support Team (TST) at 810-632-2200 to inquire about evaluation procedures and programs. The CSPA Dean of Students, Elizabeth Holland is the Section 504 Coordinator.

## **Children and Youth in Transition**

It is the policy of the Academy to ensure that students who meet the Federal definition of children and youth in transition have equal access to the same free, appropriate public education as provided to other students. In addition, these students are given meaningful opportunities to succeed at the Academy. The Board annually appoints a McKinney-Vento Homeless Liaison to perform all duties as legally required. The Academy's Homeless Liaison is the Director of Education Services, Deborah Skolnik.

The Academy is committed to ensuring that there is no barrier to enrollment, attendance, or the success of children and youth in transition. In addition, children and youth in transition will not be discriminated against, stigmatized, or segregated on the basis of their status.

The Academy's Homeless Liaison collaborates and coordinates with state coordinators, community service providers, and school personnel responsible for the provision of education and related services to homeless children and youth. Anyone seeking additional information regarding homeless students should contact the Director of Education Services, Deborah Skolnik at (810) 632-2200.

## **English Learner**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of an academy. It is, therefore, the policy of the CSA District that those students identified as English Learners 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. Parents should contact the CSA District Director of Education Services, Deborah Skolnik at 810-632-2200 to inquire about procedures and programs offered by the Academy.

## **Access to Student Records**

The CSA District maintains many student records, including both directory information and confidential information. Educational records of students at Charyl Stockwell Academy are safeguarded by policies under the federal legislation entitled Family Educational Rights and Privacy Act of 1974 (FERPA) and Michigan law. Parents/guardians and/or students (eighteen years of age or older) may inspect and review their student's records, request amendment or changes to their student's file, may prevent disclosure to third parties (certain limited exceptions) and may file a complaint concerning alleged failure of the Academy to comply with FERPA. The Academy is not required to provide copies of student records, unless, for reasons such as great distance, it is impossible for the parent/guardian to review the records. The Academy may charge a fee for copies of the student's records.

If the Academy receives a record request from another school, the Academy will send, without consent, personally identifiable student information to that other school. FERPA authorizes the release of personally identifiable information from the student's education records to school officials with legitimate educational interests. The term "school official" includes Academy administrators, staff, teachers, supervisors, Board members, support staff or contractors to whom the Academy has outsourced institutional services or functions. A school official has a "legitimate educational interest" if the official needs to review an education record to fulfill his or her professional responsibility.

If requesting student records, please contact the CSPA High School office to begin this process and allow up to 45 days for the school to comply with your request.

Parents or eligible students who wish to amend a student record should contact the School Leader or designee, clearly identify the part of the record they want to amend, and specify why it needs to be amended. If the Academy wishes not to amend the student record as requested, the Academy will notify the parent or eligible student of their decision and of their right to an appeal regarding the decision.

Any complaints regarding FERPA should be directed to:

Family Policy and Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202 -5920

## Directory Information

The Family Education Rights and Privacy Act ("FERPA") requires that the Academy, with certain exceptions, obtain the written consent of the parent or guardian of a student before the disclosure of personally identifiable information from their child's education records. However, the Academy may disclose appropriately designated "directory information" without written consent, unless you have submitted a signed opt-out form to the Academy. The primary purpose of directory information is to allow the Academy to include this type of information from your student's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Individual or group recognition of achievement and /or accomplishments
- Graduation programs
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want the Academy to disclose directory information from your child's education records, you must submit a signed opt-out form to the Academy. The Academy has designated the following information as directory information:

- student's name
- participation in officially recognized activities and sports
- address (except for students participating in the Address Confidentiality Program Act)
- telephone numbers (e.g., home, cell, etc.)
- weight and height of members of athletic teams
- Academy assigned an electronic mail address
- photograph/video/DVD/electronic image
- honor roll and awards received
- date and place of birth
- dates of attendance
- grade level and/or classroom assignment

*Legal Ref.: Section 9528 of the ESEA (20 USC §7908), as amended by the Every Student Succeeds Act of 2015; the Education Bill; 10 USC §503, as amended by §554; the National Defense Authorization Act for Fiscal Year 2002 (PL 107-107); Family Education Rights and Privacy Act of 1974, 20 USC §1232g.*

## **Information Provided to the Military**

Two federal laws require that the Academy provide military recruiters, upon request, with three directory information categories – names, addresses (except for students participating in the address Confidentiality Program Act) and telephone listings. If you do not want the Academy to disclose this directory information from your child's education records without your prior written consent, you must submit a signed opt-out form to the Academy.

## **Teacher Qualifications**

All staff are appropriately credentialed for their position. Teachers either hold a valid Michigan teaching certificate or have the appropriate Permit while progressing through an approved Michigan Teacher Certification Preparation Program. The CSA teachers are all considered highly qualified. Any parent that wants to know the particular teacher qualifications of his/her child's teacher(s) can contact the Principal at any time.

## Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school and to observe instruction in their child's classroom. Any parent who wishes to review materials or observe instruction must contact the Building Principal before coming to the Academy. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## Preparedness for Toxic and Asbestos Hazards

The CSA District 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 school officials or from the presence of asbestos materials used in previous construction. A copy of the CSA District *Preparedness for Toxic Hazard and Hazard Policy* and asbestos management plan will be available for inspection at the high school office upon request.

## Pesticide Notice

State of Michigan law requires that schools that may apply pesticides on school property must provide an annual notification to parents or guardians of students attending the facility.

Please be advised that the Charyl Stockwell Academy District utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, the school will provide advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school buildings or grounds. Advance notice will be provided, even during periods when not in session. Advance notice is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without advance notice to prevent injury to students, but the school will provide notice following any such application.

Advance notice of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods by which advance notice of the applications of a pesticide will be given at least

48 hours before the application. The first method will be by posting at the main entrance to the school. The second method will be posting in the Tuesday Times.

Please be advised that parents or guardians of children attending the school are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please contact the school office by calling (810) 225-9940.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request. Contact Matthew Stewart at (810) 225-9940 or by email at [mstewart@csaschool.org](mailto:mstewart@csaschool.org).

## **Mandated Reporter**

Academy administrators, teachers, counselors, and social workers are required by law to immediately report any and all suspected cases of child abuse or neglect to Children's Protective Services at the Department of Human Services.

## **Concussions**

Before a student may participate in an athletic activity (physical education classes, organized practices, and competitions) operated by the Academy, student athletes and parents/guardians must review the educational materials found below.

The acknowledgement receipt found at the bottom of the education materials must be signed by both the student and parent/legal guardian and subsequently turned into the School Office.

If a student is suspected of having sustained a concussion, the student must provide the Academy with written clearance from an appropriate health professional before the student can return to physical activity. The health professional must be licensed or authorized to engage in a health profession whose scope of practice includes the recognition, treatment, or management of concussions. Schools will closely scrutinize any written medical slips submitted by students to make sure that an appropriate health professional has authorized their release.



# Sexual Harassment and Sexual Assault Information Guide

The Michigan Department of Education requires schools with grades 6-12 to disseminate the Sexual Harassment and Sexual Assault Information Guide found in this student handbook.

## What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

### Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love



### Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose



### Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")



### Sexual Harassment can make someone feel many emotions.

- You may feel scared, uncomfortable, upset, embarrassed or angry.
- When it comes to sexual harassment, what matters is how the action makes a person think or feel—not the intention of the person who did it.
- Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.





# What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent)
- Unwanted behavior or touch over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

**Sexually assaulting another person is wrong and it is against the law. In Michigan statute, this is called “Criminal Sexual Conduct”.**

## About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said “yes” before, does not mean “yes” now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

**If someone doesn't consent to sexual acts it is sexual assault.**

## What if This is Happening to Me?

IT IS NOT YOUR FAULT. YOU ARE NOT ALONE.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you will be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, then you may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who ...")
- If the person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However, YOU respond to trauma is OK and is normal.

## What if This is Happening to Someone I Know?

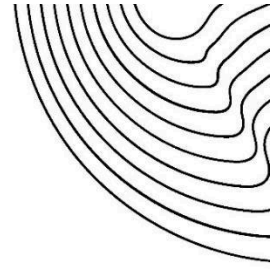
### BELIEVE. LISTEN. SUPPORT.



- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.



# Resources



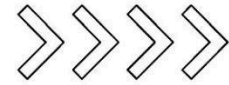
## There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

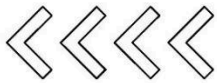
### Michigan's Sexual Assault Hotline (VOICES4)

**Text:** 866-238-1454 **Call:** 855-864-2374

**Chat:** <https://mcedsv.org/sexual-violence-hotline-chat/>



### Michigan's Domestic/Dating Violence Hotline (VOICEDV)

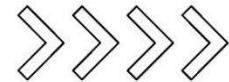


**Text:** 877-861-0222 **Call:** 866-864-2338

**Chat:** <https://mcedsv.org/hotline-domestic-violence/>

### Youth Resources Web Page

<https://mcedsv.org/resources>



### School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).