



CHARYL STOCKWELL
ACADEMY
MIDDLE SCHOOL

Family Handbook

2025/2026

1021 Karl Greimel Drive
Brighton, MI 48116

(810) 225-9943

Website: 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 Preparatory 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 member of our school community.

This ***CSAMS 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 Academy Middle School. Please take some time to read through the entire handbook. Even if you are a returning family to CSAMS 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 CSAMS.

At CSAMS 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 CSAMS Family Handbook, each year you will be provided with a comprehensive packet containing information about your child's classroom, and handbooks from the CSA Parent Council and Student Enrichment Program (SEP).

As the Principal of the Charyl Stockwell Academy, Middle School 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 Academy Middle School

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.

CHARYL STOCKWELL ACADEMY

Board of Directors

1021 Karl Greimel Drive, Brighton, MI 48116

Phone: (810) 225-9943

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.

Prior to 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. Prior to 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 CSAMS 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.

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 CSAMS Homeless Liaison is Director of Education Services, 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. Prior to 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 8:40 and 8:55 a.m. Students arriving prior to 8:40 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. Refer to the Student Enrichment Program handbook 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 CSAMS 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, who 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. There are many learning experiences that 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 8:55 a.m.** if their student will be absent from school. Middle school: 810-225-9943; The parent should state the student's full name and the reason for absence.

When a student is absent, CSAMS requires a satisfactory explanation from the parent/guardian. Excused absences must be reported to the school office within a 24 hour period from the date of the absence, or that absence will be considered unexcused. 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 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 8:55 a.m. Students must also arrive on time for each individual 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.**

Students will be held **accountable for all work missed** during any absence. Excessive absences will 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.

The teacher will notify the School Administrator of any student who has been:

- Absent for three days in a class in one term; or
- Tardy three times to a class in one term

The Academy will excuse any tardiness or absence related to a homeless student's living situation when applying any school policy regarding tardiness or absences.

Absences/Tardies Intervention

In order to be proactive, when students are experiencing above-average absences or tardiness, individualized action plans will be developed. The goals of these plans are to assist students in achieving expected competencies in core academic skills. Action plans will be developed when a student exceeds 5 total tardies or 7 days absent in a semester. Plans will include but are not limited

to, attendance mediation meetings and recuperated class time during designated Friday mornings (8:00-9:00 am). Continued excessive absences/tardiness will result in a truancy referral.

Truancy Referrals

Truancy Referrals will occur when the following absences or tardiness 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 absent 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 a decision regarding disciplinary actions.

Early Dismissal

All early dismissals from school require a parent or authorized adult (18 or older) to sign the child out at the CSAMS office. Requests for early dismissal of students prior to 3:30 p.m. are allowed; however, unless there is an emergency, CSAMS will not release students between 3:30 and 4:05 p.m. The early release of students disrupts classroom instruction and results in a decrease of 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 prior to release of the student.

Closed Campus

The safety and security of students and staff are a primary concern. To assist in providing such conditions, CSAMS 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

Carpool Procedure

MORNING CARPOOL

Enter the CSAMS driveway off of Karl Greimel Drive and proceed around the back of the building to the front of the building (“the loop”). Drop off at the MS entrance. Staff will direct vehicles in an effort to ensure carpool moves consistently and smoothly. Students must exit curbside.

Please stay 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 and exit *RIGHT TURN ONLY* on Karl Greimel.

Please Note:

- Never leave your vehicle unattended at the curb.
- Please remain in your vehicle and have your students ready to exit curbside when you arrive.

AFTERNOON CAR POOL

Enter the CSAMS driveway off of Karl Greimel Drive and proceed around the back of the building to the front of the building (“the loop”). Please form two lanes in the back of the building. Please stop at the cones.

Carpool tags should be hanging in any vehicle that will be picking up students. Extra tags are available in the 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. Carpool staff will call for your student. Remember your student’s advisory teacher, as it helps staff locate your student more quickly.

Once students are in their vehicles, the carpool staff will release cars to exit. Cars in the south and east sides of the buildings will exit via *RIGHT TURN ONLY* onto Karl Greimel. Cars on the west and north sides of the building will exit via *LEFT TURN ONLY* onto Orndorf.

Once students are in their vehicles, 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 their last name. Again, please hang your carpool tag from the rearview mirror or display it in the front windshield, easily visible.

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

Please observe and follow the traffic flow and the directions of the carpool staff.

SHUTTLE BUS RIDERS/SIBLINGS OF STUDENT DRIVERS

All CSAMS students will travel to/from CSPA with adult supervision for morning and afternoon carpool. Please wait at the Northwest corner of the CSPA building in the morning and at the crosswalk on the corner of Karl Greimel Drive and Orndorf until the adult supervisor(s) walk you across the street.

Pets

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

Release Authorization for Walkers

Parents/guardians may sign a Release Authorization form if they want to authorize their student the option to walk to an off-site location after school hours. This location should be predetermined by the parent/guardian and the student prior to the end of any particular school day. 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 Appointments). Forms are available in the Middle School Office.

This authorization implies that at the end of a school day, the student who is exercising this option to walk to a predetermined location will do so under the approval and knowledge of their parent/guardian. Once verified, CSAMS will allow the student 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 the carpool area.

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

Administration reserves the right to revoke permission to walk at any time for loitering on the 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. Middle School athletics is a member of the MMIAA (Mid-Michigan Independent Athletic Association). CSAMS sports currently include volleyball, soccer, cross country, equestrian, basketball, cheer, skiing, track & field, and football. Athletics is a pay-to-participate program.

Campus Shuttle

The campus shuttle is a service administered by the Student Enrichment Program for CSA and CSAMS 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 Middle School Students

Middle School students riding the Campus Shuttle to CSAMS, 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 Study Session until the Shuttle departs CSA or until carpool begins at CSAMS. 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 is published for families on an ongoing basis on our website: 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.

Transfer out of CSAMS

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 CSAMS Middle 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 CSAMS 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, lock-down 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(children). 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 CSAMS'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. at 810-225-9943. 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 the manner in which 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.

Prior to 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 in accordance with 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 in accordance with State law. Specific instructions on how to proceed will be provided to students

by their teachers, who will be responsible for the 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, and on 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(s) on our website www.csaschool.org in order to receive this newsletter, which is full of timely school information.

The CSA District website is www.csaschool.org

CSA maintains a website that includes a family login. Parents are required to register as a user in order to have easy access to the *Family Handbook*, *Tuesday Times*, forms, and the parent message board.

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 comprehensive student reviews per year. These conferences are scheduled on an individual basis with each family at a mutually agreed-upon day and time. CSAMS believes that a strong partnership between home and school is critical to the optimal education of all students. CSAMS staff welcomes the opportunity to confer 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 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.

In the event that 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.

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 prior to any book being checked out. **This can be found and completed when registering online through PowerSchool.** 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. CSAMS students will be responsible for safekeeping their library cards. No replacement cards will be made.

CSAMS 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 CSAMS student may check out technology equipment as needed. 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 to carry 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 CSAMS 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 CSAMS 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 to 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 own 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.

If students are having lunch delivered by a food service provider, the food must be paid for in advance and arrive in time for the student's lunch. There is a cart at the entryway of the school for delivered meals to be placed on.

Videos and Digital Recordings

Staff members in CSAMS classrooms and in the Student Enrichment Program may present videotapes (rated G or PG). 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 prior to 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.

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.

Citizenship

The student who demonstrates citizenship understands the importance of civic involvement, has a high regard for freedom, justice, and democracy, and demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

National Junior Honor Society

NJHS serves to honor middle school students who have demonstrated excellence in the areas of scholarship, leadership, service, citizenship, and character, and challenges them to develop further through enthusiastic involvement in school activities and community service. Some examples of events that NJHS members attended in the past include: Michigan Humane Society, Doggie Dash, School Beautification, Pet Drive (collecting and creating pet supplies), Warm Clothing Drive, Adopt-a-Family, Book Bingo, and assisting CSA Elementary School classrooms.

Members for the 2024 - 2025 school year have already been selected. To be considered for new membership to the CSAMS chapter of NJHS for the 2024-2025 school year, current first and second-year students must demonstrate outstanding scholarship by maintaining all A's in each content area on this school year's Term 1 and 2 report cards. Invitations for the next school year's membership are sent out in the spring.

Student Government

The mission of the CSAMS 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 CSAMS Student Government is to assist the CSA community (that is, 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 Student Government is to forge meaningful peer relationships at CSAMS.

Elections for Student Government officers and class representatives occur in September.

SECTION II: Student Conduct

Student Compact

I, as a CSAMS student, pledge to do the following:

- I will arrive at school on time every day, prepared to learn.
- I will wear the approved CSAMS uniform.
- I will become knowledgeable of and adhere to all CSA/CSAMS 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.

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 students (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 CSAMS 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 CSAMS 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 (**including playful aggression**) is behavior that causes or threatens 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 CSAMS 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 against 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 did 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, sex characteristics 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 in nature, 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 the purpose of 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 lead 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 in an inappropriate manner, create alterations 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 is in violation of 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 the Academy's 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 refusal 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 was 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 was 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 provide assistance to 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 serious offense. Academic dishonesty (cheating and plagiarism) is willingly and knowingly copying or using the work of others to represent it as one's own/or an 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: The advisory teacher will utilize the incident as a teachable moment. They will meet with the student to discuss the seriousness of academic dishonesty. The advisory teacher will contact the student's parents about the infraction, and the student will be instructed to redo the assignment or assessment.

2nd Offense: The teacher will notify the student's advisory teacher and parents. The student will be required to redo the assignment or assessment, and this will be communicated as the final interaction regarding academic dishonesty before administration becomes involved.

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.

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 the 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), Executive Director, 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)

Academic Integrity

In order to foster a healthy and appropriate atmosphere for learning, CSAMS strives for its students to maintain certain standards of academic integrity. At CSAMS, we strive for students to understand that they are in control of their own actions and behavior. In order to be effective students and lifelong learners, it is imperative to hold high standards for success and academic honesty. Students should use their own 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 CSAMS student. Steps toward this type of activity will result in academic consequences. CSAMS has adopted the CSPA academic integrity guidelines for more comprehensive guidance.

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 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
 - 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
 - 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

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.

** Visit the Smart Character Choices website: www.smartcharacterchoices.com **

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 their age group of students.

School-Wide Procedures

1. Traveling through the building
2. Attention in large groups
3. Restroom
4. Taking care of the classroom and school
5. Proper care and use of lockers

Student Valuables

Students should not bring items of value to school. CSAMS 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, CD players, MP3 players, iPads, 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, pagers, etc.) ***while on Academy property or in an Academy vehicle.*** 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, personal digital assistants (PDAs), e-readers (e.g., Kindles, Nooks, etc.), iPads, Smartphones, Wi-Fi-enabled devices, video broadcasting devices, tablets, laptops, and smart watches.

Cell phone use is not permitted between drop-off and dismissal at the end of the school day. ***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 another 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 him/her 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.

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

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).

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 at 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 piracy;
- 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.

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 a jail sentence.

All computers, local and wireless networks, Internet connection, 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 in nature 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. The uniform link can also be found on the family log-in section of our website:

<http://www.csaschool.org>.

Purchasing uniform items from these vendors will ensure compliance with our dress code/uniform policies.

School Uniform

All clothes should be neat, clean, and have no visible holes, patches and/or frayed edges. In order to achieve uniform consistency, CSA District recommends uniform purchases through 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, light blue, or navy blue. 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, light blue, or navy blue)
- Polos (white, light blue, or navy AND must have a CSAMS logo on the upper left)

Ties

Students may wear the CSA Middle School tie available from Schoolbelles and Lands' End. If a middle school student chooses to wear a tie, it may only be worn with the button down uniform shirt in the traditional way that is covering the top (buttoned) button of the shirt.

Sweaters/Quarter-zip Pullover

All sweaters or quarter-zips must be neat and appropriately sized. They may have the CSAMS logo on the upper left side and will be long-sleeve, white, light blue, or navy blue.

- Crew or v-neck sweaters
- Cardigan sweaters
- Twin sweater sets
- Quarter-zip pullovers

Vests

Vests are intended to go over their uniform shirts. All vests must be neat and appropriately sized. They may have the CSAMS logo on the upper left side and will be navy blue.

- V-neck sweater vest or fleece vest

CSAMS Sentry Crewneck Sweatshirt

Navy blue crewneck sweatshirts with the Sentry logo are available for purchase through the middle school office. This is the only uniform sweatshirt option.

Blazers

Students may choose to wear a classic style solid navy blazer. The blazer must be neat and fit appropriately.

Pants

Classic-style navy blue or Khaki 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, Skorts and Jumpers

Skirts must be navy blue or Khaki and **come no more than three inches above the knee.** These need to be neat and appropriately sized. If belt loops are present, a belt must be worn. Types acceptable are from Schoolbelles and Land's End.

- A-line skirt
- Pleated jumper
- Skort

We recognize that many students are opting for the **Urban Coco** navy skirt from Amazon. The style of this skirt is in alignment with our dress code with the exception of length. **If you choose to order this skirt, please keep the length requirement in mind.** Fortunately, these skirts are available in a mini and midi style. **Please order the midi style in order to ensure your student's skirt is in alignment with the length requirement outlined above.**

Shorts

Students may wear classic style navy or khaki shorts. The shorts must be no shorter **than the top of the knee.** No undergarments of any kind should be visible. Shorts must fit at the waist and be properly hemmed or cuffed. No cargo, zippered, or cell phone pockets. Types acceptable are from Schoolbelles and Lands' End.

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 black logo is acceptable.

Socks/Tights/Nylons

Socks or tights must be worn with shoes. They must be solid white, solid navy, or solid khaki (no designs or patterns). Nylons are also acceptable. Socks need to be crew or knee high. **Leggings or footless tights are not permitted.**

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. Shoe laces must match the main color of the shoe.

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 of verbiage.** Examples include but are not limited to: backpacks, coats, folders, etc.
- Uniform shirts must remain buttoned up to an appropriate level. When wearing a navy sweater or vest, it is expected that a uniform shirt will be under it. There is no layering of shirt over shirt. (This applies to layering of uniform tops as well.) Hats, hoods and bandanas are not to be worn in the building (unless it is for religious reasons and approved by the administration or expressly 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 foot-wear not expressly described in the dress code/uniform policy are not allowed.**
- Clothing or belts must not have attached studs, chains, or designs, etc.
- Hair that is bizarre or **unnatural in color** is not allowed. Extreme haircuts (i.e., **Mohawks, spikes, asymmetrical**) are not allowed. No students' hair will come below the eyebrows or hang in their face, and facial hair is not acceptable.

- No tattoos may be visible.
- Writing on self or clothing is not permissible.
- Body piercing of any kind is discouraged. **Jewelry worn in body piercings is not permitted**, with the exception of earrings in their ears. (Up to 2 piercings in each ear is allowed).
- No excessive jewelry is permitted.
- Hair accessories need to be modest in size and one of the following colors only; red, light blue, navy blue, white, brown, black. No feathers

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 and uniform shoes. These times will include:

- CSAMS teams or groups may have days to wear their specific uniform top. These are determined by the Athletic board, 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 CSAMS/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, the teacher 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 CSA District 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.

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 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, sex characteristics 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 are 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.

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.

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, or at 9758 Highland Rd., Howell, MI 48843. Mr. Stewart may be reached at (810) 225-9940, via email at 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.

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 educational 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 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, the 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 positively 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 of 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 prior to volunteer assignments as established by the Leadership Team. Volunteers will be notified prior to 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 a Student's Person and Academy Property

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 the 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.

Individuals with Disabilities

The Americans with Disabilities Act (ADA) 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 CSAMS Dean of Students 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 CSA Homeless Liaison is the Director of Education Services, Deborah Skolnik.

The Academy is committed to ensuring that there is no barrier to enrollment 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 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 in order 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 prior to 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

- The Academy assigned 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; 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.

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 who 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 prior to 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 use of pesticides.

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 antimicrobial 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 call the Academy office at (810) 225-9943.

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 Mathew Stewart at (810) 225-9940 or by email at mstewart@csaschool.org.

Mandated Reporter

Academy administrators, teachers, counselors, and social workers are required by law to immediately report 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 the 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, they 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.

What if This is Happening to Someone I

- **Know?** 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

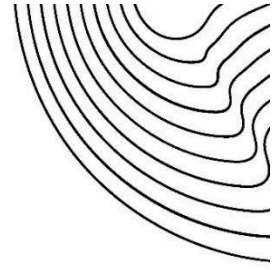
- **BELIEVE LISTEN SUPPORT.** Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this, and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault, and 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



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.



Resources



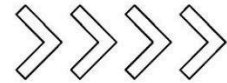
There is Help.

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.

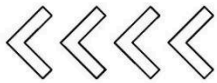
Michigan's Sexual Assault Hotline (VOICES4)

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

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



Michigan's Domestic/Dating Violence Hotline (VOICEDV)

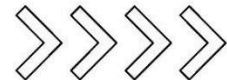


Text: 877-861-0222 **Call:** 866-864-2338

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).