

Charlevoix Academy

2022-2023

Student/Parent Handbook

The mission of Charlevoix Academy is to provide a personalized education that allows students to realize their full potential.



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Announcements

Announcements concerning school and district activities will be available on the school Facebook page. Additionally, the Principal will send regular communications to families regarding announcements, accomplishments, and events, via Remind. Please be sure that your

most recent and accurate contact information (phone number, email address) is on file with the school office to ensure you are receiving these important announcements.

Any student or organization wishing to make an announcement or to post materials on a bulletin board must gain approval from the school office. This requirement also applies to any posters or signs that a student or organization wishes to hang in the hallway.

School Closing

Listen to the following stations and channels for school closing announcements: (this event may or may not coincide with Charlevoix Public Schools)

- TV Stations: 9 & 10 News, 7 & 4 News.
- Radio Stations: 106, 96.3, 1340, 1270
- School Facebook page.
- School Remind.
- (In the event we have to close school early due to inclement weather, the school office will contact the parents/guardians to let you know so you can make arrangements to pick up your child/children.)

Dual Enrollment

Pursuant to the Postsecondary Enrollment Options Act Public Act 160 of 1996), Act 159 of the Public Acts of 1996 (MCL 380.1204a, as amended), and Act 161 of the Public Acts of 1960 (MCL 388.1621b and 388.1704a), eligible students will be permitted to enroll in eligible course(s) at a postsecondary institution for high school credit, postsecondary credit, or both. Students must meet with the student liaison (academic advisor) for eligibility status. If a dual enrolled student's college class does not meet on a specific day, he/she may not be wandering the halls at the school. Students may be in staff supervised areas, NOT the Arts building.

Health Services

If a student becomes ill or sustains an injury, a teacher must be notified. The teacher will then notify and send the student to the office. The administrator (or his/her designee) will determine the seriousness of the illness or injury and notify the parents or guardian.

Lost & Found

This service is maintained by the front door. If an item is found, it should be brought immediately to the office. Items not claimed within a reasonable amount of time will be donated to charity.

Grading Scale

A = 94-100%

A- = 90-93%

B+ = 87-89%

B = 83-86%

B- = 80-82%

C+ = 77-79%

C = 73-76%

C- = 70-72%

D+= 67-69%

D = 63-66%

D- = 60-62%

E = 0-59%

Health Education Opt-Out Provision

Parents have the right to review the materials and curriculum content used in health education classes. The teaching staff will provide prior notification of HIV/AIDS and human sexuality lessons. Parents may excuse their child from participating in that instruction by providing written notice to the principal.

Main Office

The main office will be open during regular school days 8:00 AM to 4:00 PM

The primary responsibility of the office staff is to preserve and promote a climate of teaching and learning. The care, welfare and academic success of students and staff is paramount. In order to protect the instructional time for students and staff, office staff will encourage minimal classroom interruptions. Office staff will be accorded the highest standard of respect by students and staff.

Telephone Numbers

Main Office (231)-547-9000

Website:cma.edu

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn, and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can also be obtained from the counseling office and online.

Testing Program

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

- NWEA - A computer based and nationally normed exam in the core areas of Language Arts and Math.
- MSTEP
- PSAT/SAT
- Work Keys

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing because the quality of the education that the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests.

Parents/Guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and to study throughout the year.
2. Ensure students get a good night's sleep the night before the exams.
3. Ensure students eat well the morning of the exam, particularly ensuring that they eat sufficient protein.
4. Remind and emphasize to students the importance of good performance on standardized testing.
5. Ensure that students are on time and prepared for tests with all appropriate materials.
6. Teach students the importance of honesty and ethics during the performance of these and other tests.

Athletics

Student participation in interscholastic or extracurricular athletics is a privilege, not a right.

Student-athletes are subject to the Student Code of Conduct at all times, as well as the additional disciplinary rules that govern participants who represent the School District as members of an athletic team. These rules are set forth in the sports handbook. Students that are active members of a Charlevoix Academy team, by virtue of their participation, agree to abide by the policies of the Athletic Department Handbook.

Eligibility Rules for Athletes

Eligibility rules governing transfers, grades, age, amateur status, etc. established by the Michigan High School Athletic Association and adopted by the Charlevoix Academy Board of Education can be found on the MHSAA web site at www.mhssa.com If you are uncertain or have any questions, please seek explanation or answers in the Athletic Handbook.

Eligibility for Participation in Extracurricular Activities

Eligibility rules apply to interscholastic athletics. Each student's academic performance (i.e. letter grade of A, B, C, D, E) will be cumulative for each marking period. At the beginning of each marking period, academic averaging for each student will start anew.

Physical Examination of Student Athletes

All student athletes participating in school-sponsored interscholastic and/or intramural athletic programs shall provide evidence to their school principal of successfully passing a physical examination conducted by a certified physician during the school year of participation. This examination must be conducted prior to the first practice session of the activity in which the student wishes to participate.

Attendance Policy

A. Required Attendance - Every person residing in the District who has legal or actual charge or control of a child who is of mandatory attendance age must ensure that the child regularly attends a public or private school or is receiving a home-school education unless the child has satisfied District graduation requirements or is otherwise exempt from Michigan's compulsory attendance requirements. An absence is defined as missing 10 minutes or more of any class period.

B. Mandatory Attendance Age - A child who is or will turn 5 years old before December 1 of the current school year and who has not turned 18 years old is of mandatory attendance age.

C. Exceptions - A parent/guardian of a child who is at least 16 years old may provide the District with written notice that the child has permission to stop attending school. Upon receipt of the written notice, the child will be exempt from this Policy.

D. Excused Absences - The following absences will be considered excused if they are confirmed by - communication to the school from the student's parent/guardian:

- the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness).
- severe weather.
- medical appointments for the student.
- death or serious illness of the student's family member.
- attendance at a funeral, wedding, or graduation.
- appearance at court or for other legal matters.
- observance of religious holidays of the student's own faith; ● college planning visits; and
- personal or family vacations.
 - A student who wishes to take a planned vacation will be excused if:
 - A request is made at least five school days before the trip.

- A trip slip is signed by all of the student's teachers.
- Permission form returned to the attendance office before leaving on the trip.

E. Excessive Absenteeism and Truancy - When a student has 6 absences excused or unexcused in any term or semester, the building principal or designee will provide written notice to the student's parent/guardian encouraging the student's regular daily attendance and explaining the truancy process.

F. When a student is absent more than 12 days per school year the building principal or designee may notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law.

G. If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse, is failing, or has behavior problems, and attempts to confer with the student's parent/guardian have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to send notice to the parent/guardian requiring the parent/guardian to meet with District personnel to discuss the matter. The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.

Tardiness

Students are allowed a two-minute passing period between classes. Tardiness to class impedes students' and teachers' ability to effectively begin a lesson and disrupts others' learning. Tardiness to school in the morning will be handled in the same fashion as tardiness to all other class hours. Excessive tardiness will be treated as insubordination and result in disciplinary measures.

Absence Procedures

Notify the attendance office when a student is absent from school, the parent should call the attendance office (231-547-9000) as soon as possible (preferably by 10:00 am on the day of the absence) but no later than the next school day after an absence occurs. When calling in a parent needs to state, their name, their child's name, and the reason for the absence. If no contact is made within 24 hours of the absence, the absence will be considered unexcused.

Checking in and out of school

Students that must leave the school or return to school during regularly scheduled hours of instruction must check in/out of the main office. This is to ensure that parents are aware that students have appropriate permission to be absent from classes. The school, acting *in loco parentis*, requires all students regardless of age unless living on their own, to obtain

parental/guardian permission before signing out of school. Emancipated minors must receive administrative approval before signing out of school.

Truancy

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine, or imprisonment, or both.

Co-Curricular Programs

- A. General Purpose - Extracurricular activities, while an important part of the total school experience, are secondary to the academic program. Participation in extracurricular activities is a privilege, not a right.
- B. Extracurricular activities do not include:
 - 1. co-curricular activities such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course; or
 - 2. student-initiated, non-curricular student groups, which are permitted to hold meetings and events on school premises. These groups are not school-sponsored and are governed by Board Policies.
- C. Governance - The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance. Students and sponsors are governed by all Policies, applicable codes of conduct, and any other applicable rules or behavioral expectations.
Extracurricular groups may use District facilities consistent with Board Policy.
- D. Student Eligibility - Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.
- E. Students who wish to participate in extracurricular activities must abide by Board Policy, applicable codes of conduct, and any other applicable rules or behavioral expectations. A student's failure to comply with Board Policy, applicable codes of conduct, and any other applicable rules or behavioral expectations may result in disciplinary action and exclusion from extracurricular activities.

Students who participate in interscholastic athletics may not use performance-enhancing substances. Performance-enhancing substances include any substance banned by the NCAA. Students who use performance-enhancing substances may be disciplined or excluded from the activity.

- F. Advisors and Coaches - Each extracurricular activity must have an advisor who is a District employee or a selected community member who is qualified by virtue of education, training, experience, or special interest to serve as the advisor, as determined by the Superintendent or designee.
- G. The Superintendent or designee will assign activity advisors. Advisors serve at the will of the Superintendent, who may remove an activity advisor in the Superintendent's sole discretion, absent contrary contractual provisions.
- H. Sponsors may be required to develop materials, activities, and a budget; promote membership and participation; communicate with the building principal or designee, staff, students, and parents/guardians; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make program recommendations; and submit a year-end report to the building principal or designee.
- I. Fundraising Activities - Student fundraising activities are subject to review and approval by the Superintendent or Designee. Fundraising activities must comply with Board Policy .Student fundraising activities are subject to review and approval by the Superintendent

Code of Conduct

Charlevoix Academy must balance the interests of students and the community in a safe and conducive educational environment with its duty to provide educational services to students who engage in misconduct or behaviors that interfere with the safety and the delivery of educational services. Board of Education policies addressing student misconduct and this Student Code of Conduct are intended to strike that balance. However, these documents do not limit the School District's lawful authority. All students and parents are expected to sign and return a copy of the attached Student Code of Conduct Acknowledgment of Receipt.

Introduction

This Student Code of Conduct balances the School District's obligation to maintain safety and a conducive educational environment with the School District's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior.

The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

Attendance and Tardiness Policies The Student Code of Conduct does not include the School District's attendance and tardiness policies, the School District's requirements for credit and graduation, or the School District's authority to regulate the participation of students in extracurricular and athletic activities.

Range of Discipline Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. The School District will also consider restorative practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant. For additional information, please refer to board.

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act which violates law may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student:

- Engages in a prohibited act on school property.
- Engages in a prohibited act in a motor vehicle, including one being used for a school-related purpose.
- Engages in a prohibited act at a school-related activity, function, or event.
- Engages in a prohibited act en route to or from school; Engages in a prohibited act involving another student who is en route to or from school.
- Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, and/or would substantially interfere with the proper functioning of the educational process; or
- Engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in the School District.

Police Investigations and Arrests

The School District cooperates with local police authorities in the interest of the welfare of all citizens and the school community, as is outlined in school board policies. Parents will be notified if police arrest or wish to question their student in school. The timing of parental notification will depend on the circumstances, taken as a whole. The School District will report the following crimes/events to local law enforcement:

- Armed student or hostage or suspected armed student.
- Arson.
- Bomb threat.
- Death or homicide.
- Drive-by shooting.
- Explosion.
- Illegal drug use, overdose, possession, or sale.
- Intruders.
- Larceny.
- Minor in possession of alcohol/tobacco products.
- Physical assault (i.e., fights).
- Robbery or extortion.
- Sexual assault.
- Weapons on School District property
- Vandalism/destruction of property
- Suicide attempt or threat of suicide.
- Unauthorized removal of Students.

Prohibited Acts

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on a number of factors, including: the severity of the conduct; the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws.

1. Alcohol, Marijuana, vape, and Chemical Substances: A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

2. Arson: A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property. This section is supplemental to, and does not limit or supersede, paragraphs 3, 12, 22, and 35. 3.

Arson Prohibited by Law: A student shall not commit an act of arson, prohibited by MCL

750.71 through MCL 750.80. This section is supplemental to, and does not limit or supersede, paragraphs 2, 12, 22, and 35.

4. Bullying and Hazing: Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. The Board of Education has adopted a policy on bullying as a part of Policy. A corresponding administrative regulation has been developed to implement the policy.

“Hazing,” for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

5. Coercion, Extortion, and Blackmail: A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

6. Copyrighted Material: A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

7. Criminal Acts: A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

8. Criminal Sexual Conduct Description: A student shall not commit criminal sexual conduct, as defined by MCL 750.520b-e and g. Penalty. Administrative intervention to permanent expulsion, in accordance with MCL 380.1311. This section is supplemental to, and does not limit, paragraphs 9, 10, 14, 24, 25, and 34.

9. Discriminatory Harassment: A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

10. Disruption of School: A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall the student engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use.
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal.

- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly.
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.

11. Damage of Property or Theft/Possession A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person. A student who damages/defaces school property will be required to make full monetary restitution. This is in accordance with the laws of the State of Michigan, which state that parents of a minor may be fined up to \$300 for the willful destruction of property by their children.

12. Dangerous Weapons A student shall not possess a dangerous weapon in a weapon free school zone. Weapons are defined in the Board Policy, which can be found at <https://meetings.boardbook.org/Public/Organization/1237>.

13. Dress A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process. See *DRESS CODE* below for a description of the expectations of appropriate dress.

14. Drugs, Narcotic Drugs, and Counterfeit Substances A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption.

A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose. A student shall not sell or represent a legal substance as an illegal or controlled substance or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

15. Electronic Communication Devices and Laser Pointers Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy. Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.

A .Students are expected to use good judgment when using or possessing active electronic communication devices in hallways during passing time, in the parking lot, cafeteria during lunch, and extracurricular activities. Students may not use or possess active electronic communication devices without explicit staff permission in class or on buses

16. Failure to Comply with Directions of School Personnel A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.
17. Failure to Cooperate A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.
18. False Alarms A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.
19. False Allegations A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.
20. Falsification of Records A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.
21. Fighting, Assault, and Battery on Another Person A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to a school employee, (including substitute and student teachers), student, volunteer, chaperone, or other person (e.g., fighting).
22. Fireworks, Explosives, and Chemical Substances A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.
23. Gang Insignia/Activity A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or nonverbal, in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - A. soliciting others for membership in any gang or gang related activity
 - B. requesting any person to pay protection or otherwise intimidating or threatening any person
 - C. Committing any other illegal act or violation of School District rules or policies,
 - D. inciting other students to act with physical violence on any person.

The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

24. Improper Communications A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.
25. Indecency A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.
26. Lookalike Weapons A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).
27. Misconduct Prior to Enrollment An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was:
 - A. a resident of another district.
 - B. Enrolled in another school
 - C. outside of school hours
 - D. off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.
28. Personal Protection Devices A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.
29. Trespassing, Loitering A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc. Being present in any area other than for its intended purpose is prohibited. (e.g., bathrooms, hallways, parking lot, common area, and unused offices and rooms, etc.). Students are not allowed in unoccupied classrooms, or other rooms at any time without staff supervision.
30. Scholastic Dishonesty A student shall not engage in academic cheating. Cheating includes but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student

shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work.

31. Smoking/Tobacco/Vaping A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in the student's possession or under the student's control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless of whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

32. Suspended Student on School Property or Attending School Activities A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator. A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

33. Violation of Acceptable Use Policy A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

34. Violations of Building's Rules and Regulations A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

35. Weapons and Dangerous Instruments A student shall not possess, handle or transmit a knife with a blade length of three (3) inches or less, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

36. Lighters, Matches or other Fire-Starting Devices: These devices may not be brought on to school property or to school events, or possessed on school property or at school events.

37. Public Display of Affection: PDA is not permitted on school property, in school vehicles or at school activities. Students engaging in PDA will first be given a warning. Subsequent offenses will result in detention, Saturday school and parent notification.

Anti-Bullying Policy

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct.

1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as any written, verbal, or physical act, or any electronic communication, 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:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students.
 - b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
 - c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
 - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. Retaliation/False Accusation. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

Presumption Against Long-Term Suspension or Expulsion and Consideration of Individual Factors

Rebuttable Presumption

Consistent with Michigan law, the School District adopts a rebuttable presumption that students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., 60 or more school days) unless the School District has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

- The student's age.
- The student's disciplinary history.
- Whether the student is disabled within the meaning of IDEA or ADA/Section 504.
- The seriousness of the student's misconduct or behavior.
- Whether the student's misconduct or behavior threatened the safety of any pupil or staff member.
- Whether restorative practices will be used to address the student's misconduct or behavior; and
- Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., 10 school days or fewer) or to a student who possesses a firearm in a weapons free school zone. However, with respect to all long-term suspensions and expulsions, the School District administrator implementing the discipline will consider and document consideration of the seven factors listed above

Restorative Practices

Consistent with Michigan law and in every case, the School District will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm of the victim and the School District community of a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in Section 1310c(2) of the Revised School Code or in a different manner, depending on the circumstances as a whole.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment, bullying, and cyberbullying.

Definitions of Discipline

Administrative Intervention Disciplinary action which does not result in an out-of-school suspension, and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, restitution, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

Snap Suspension If, during a class, subject, or activity, a teacher has good reason to believe: a student has engaged in conduct which unquestionably interferes with the education of that student or other students, or a student has engaged in conduct which poses a clear and present danger to that student or other students, the teacher may suspend the student from that class, subject, or activity for up to one full school day.

Suspension Exclusion of a student from school for fewer than 60 school days or exclusion from school which will terminate upon the fulfillment of a specific set of conditions.

Expulsion Exclusion of the student from the School District for 60 school days or more or permanent exclusion.

Due Process - Procedures for Discipline

Introduction These procedures govern the suspension, expulsion, or permanent expulsion of a student from the School District's regular educational program.

If a student charged with violation of this Student Code of Conduct has been returned to the regular school program pending a decision by a School District administrator, the reinstatement does not limit or prejudice the School District's right to suspend or expel the student following a decision by a superior administrator or the Board of Education.

The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator.

Short-Term Suspension (i.e., 10 School Days or Fewer)

As a general rule, prior to any out-of-school suspension, the building administrator will:

- Inform the student of the misconduct or behavior for which discipline is being considered and, if the student denies the misconduct or behavior, an explanation of the evidence the administrator possesses.
- Provide the student an opportunity to explain their version of the facts; and

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, and as soon thereafter as reasonable, provide the student with their due process rights as set forth above.

If, after following this procedure, the administrator determines that the student has engaged in a prohibited act under the Student Code of Conduct, the administrator may impose a disciplinary penalty of a suspension not to exceed ten (10) school days.

The principal or designee shall inform (in person or by phone) the student's parent of the suspension and of the reasons and conditions of the suspension and, thereafter, in writing. A building administrator's decision to impose a penalty of up to ten (10) school days is final and not subject to further review or appeal.

Long-Term Suspension

(i.e., 11 School Days or More), Expulsion (60 School Days or More), and Permanent Expulsion)

Step 1. If the building administrator decides that a suspension for eleven (11) or more school days or expulsion is warranted, the student and the parent shall be notified in writing of:

- The charges against the student.
- The recommended disciplinary action.
- The fact that a hearing will be held before the Superintendent; and
- The time, place, location, and procedures to be followed at the hearing.

The written notice will also document the building administrator's consideration of the individual factors listed on the rebuttable presumption of this Student Code of Conduct and consideration of restorative practices.

If the building administrator decides the student's presence in school would present a danger to the student, other students, school personnel, or the educational process, the student will be suspended pending the decision of the Superintendent. If the building administrator determines that the student would not present a danger as described above, the student may be returned to school pending the decision of the Superintendent. If the student is suspended pending a decision of the Superintendent or designee, the hearing will commence within ten (10) school days

following the initial suspension of the student. If the student is not suspended pending the decision of the Superintendent, then the Superintendent or designee will schedule the hearing to be held within fifteen (15) school days following the completion of the building principal's investigation of the charges. The timelines for commencement of the hearing may be enlarged upon the request of the administrator, student, or parent.

Step 2. A hearing before the Superintendent will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are found to be true, the consideration of the individual factors listed on pages 5-6 of this Student Code of Conduct, the consideration of restorative practices, and the appropriate disciplinary measures to be imposed.

The student and/or the student's parent may notify the School District that they waive their right to a hearing. In such cases, the principal's recommended disciplinary penalty will ordinarily be imposed, provided, however, that if the recommended penalty is expulsion or permanent expulsion, the Superintendent will nevertheless make the final decision.

The Superintendent may amend the principal's charges upon motion of the building administrator, student, or parent, or amend the charges upon the Superintendent's own motion to conform to the evidence presented at the hearing. Additionally, the Superintendent may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

Step 3. The Superintendent's decision shall be given orally to the student and parent not later than five (5) school days after the close of the hearing. A written decision will be mailed at that same time. These timelines, however, may be enlarged by the Superintendent due to extenuating circumstances.

Step 4. A decision by the Superintendent to permanently expel a student may be appealed to the Board of Education by filing a written notice with the Superintendent within five (5) school days of the decision. The appeal will be heard in open or closed session, as elected by the parent.

An appeal to the Board of Education will not involve further testimony or new evidence. During the appeal hearing, the Superintendent will share the results of the hearing at the Superintendent's level and make a recommendation to the Board of Education. The student, parent or a legal representative will have an opportunity to address the Board of Education. The Board of Education may ask questions of the Superintendent, the parent, or the student and will render a written decision on the appeal within fifteen (15) school days.

Inconsistency with Law, Board Policy, or Administrative Regulation

This Student Code of Conduct is intended to be consistent with Michigan law the Policies of the Board of Education and Administrative Regulations promulgated by the Superintendent. If there are any inconsistencies, they should be resolved with the understanding Michigan law supersedes

both the Policies of the Board of Education and Administrative Regulations, and Board Policy supersedes Administrative Regulations.

Progressive Discipline

It is not uncommon for a student to make a mistake or error in judgment that may result in a written incident report. However, if a student begins to accumulate incident reports or displays a pattern of unacceptable behavior, disciplinary measures will progress on a sequential basis. The vast majority of students never reach this stage; but to protect the rights of students who are able to display acceptable behavior, this disciplinary progression is necessary. **Additionally, receiving incident reports has an impact upon the student’s participation in grade-level activities, potentially removing the student from those activities.**

Discipline Progression	
Number of Reports Received	The consequence for this number of infractions.
1. Four (4) reports in one marking period	One (1) day in I.S.S.
2. Six (6) reports in one year	Two (2) days in I.S.S.
3. Eight (8) reports in one year	Three (3) days in I.S.S.
4. Ten (10) reports in one year	Three (3) days out of school suspension.
5. Twelve (12) reports in one year	Five (5) days out of school suspension & specific behavioral plan.
6. Fifteen (15) reports in one year	Ten (10) days out of school suspension & behavioral plan updates.
7. Twenty (20) reports in one year	A student exceeding twenty (20) incident reports for disciplinary action is subject to the filing of incorrigibility with probate court. Suspension can be up to the rest of the school year. Expulsion may be recommended to the board of education.

General Information

Allergies

Some students may be allergic to certain products, chemicals, and environmental allergens. Students are asked to inform the main office of any allergic condition. In order to maintain a safe environment, students should not bring items known to cause allergic reactions such as latex or spray products to school. Designated “peanut-free” areas are available in our cafeteria for students with this allergy.

Backpacks

We encourage the use of backpacks to transport books to and from school. However, they are not allowed to be carried into the classrooms. For security reasons, backpacks are not to be left in the hallway unattended and should be stored in the student’s locker.

Book Care

Students are responsible for proper care and maintenance of their books. Books typically cost \$50 - \$100 per text. It is an enormous burden on the district to replace damaged or missing books. Students will be held responsible for partial and/or full replacement costs of damaged or missing texts. All student privileges will be suspended until book fees are collected. Seniors must make full restitution for damaged and/or missing textbooks as part of their “Right to Walk” graduation privilege.

Lunch Rules

1. Positive, courteous, and safe behavior is expected.
2. You are responsible for your own area. Wipe your table, pick up paper, etc. The floor is to be as clean as you found it.
3. All food and drinks need to stay in the lunchroom.
4. All students must be in the cafeteria during lunch unless they have a pass from a staff member.

Cancellation of School

Occasionally, weather conditions or other circumstances may cause the postponement or cancellation of school. When this occurs, the public is notified immediately after the decision is made. Ordinarily, this will be done prior to 6:00 a.m., and announcements will be made by local radio and television stations, through the Remind system, through School Messenger, and on Charlevoix Academy’s Facebook page.

Cell Phones and Electronic Devices

After a lengthy review by staff of a growing body of research regarding the negative impacts of cell phones on student attention and learning, it has been determined that some additional restrictions need to be implemented to safeguard the learning environment. Students will continue to be allowed to have cellphones in school, however if they are brought in the building, it is expected that they will be locked in lockers or placed in cellphone classroom holder in each classroom. Otherwise keeping them locked in a vehicle in the parking lot during the day is a good idea. Cell phone usage will continue to be allowed before school begins, during lunches, during passing periods (as long as students are not tardy), and after school is dismissed for the day. Cell phones may not be possessed/used when classes are in session, and this includes in hallways and restrooms. Students found using/in possession of cell phones during learning time may have them confiscated and/or have assigned consequences. There is a dedicated student phone available in the office for students needing to contact parents for important/emergency reasons. Students are expected to follow the general school rules as noted in the handbook as well as specific instructor's rules as communicated in each classroom.

Teacher & Administrative Actions Required for Student Offenses:

First Offense = Verbal & Written Warning (Insubordination - logged in PowerSchool) by Teacher; Teacher turns phone into Office; Teacher communicates with parents; Student may pick up phone from office at the end of the day.

Second Offense = Verbal & Written Warning (Insubordination - logged in PowerSchool) by Teacher; Teacher turns phone into Office; Administrator Contacts Parents; Administrator meets with Student; Student Assigned In-School Suspension; Parents required to pick up the phone from office.

Third Offense = Progressive Discipline, Out of School Suspension, etc.

. Use of devices in a manner that would be considered inappropriate/unacceptable can include but are not limited to the following:

- Mobile phones should not be used to make calls, send SMS messages, access the internet, take photos, use social media, or use any other application during educational activities.
- Using mobile phones to bully or threaten other students is unacceptable. Cyber bullying will not be tolerated and is covered in the anti-bullying policy. In extreme cases it can constitute criminal behavior. If the use of technology humiliates, embarrasses or causes offence, it is unacceptable regardless of whether 'consent' was given.
- It is forbidden for students to join together to target any student, individual or member of staff; to use their mobile phone to take videos/images in order to denigrate and humiliate an individual. Sharing, sending or uploading images/videos to other students or individuals, or making them publicly available is strictly prohibited.

- This also includes using mobile phones to photograph or film any student, individual or member of staff without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- It is unacceptable to take a picture of a member of staff without their permission. In the event that this happens the student will be expected to delete those images when directed.
- Students found to be using any electronic communications device to, in any way, send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless it can be established by the building Principal that such a device is necessary.
- Under no circumstances should a cell phone be utilized to record, photograph, or otherwise capture images/videos/clips of any person within a restroom, locker room, changing area, or any location in which a reasonable expectation of privacy can be assumed.

Closed Campus

Charlevoix Academy is a closed campus. All students must remain on campus during school hours. The building principal or designee will release a student only after confirming with an authorized adult that the student has permission to leave campus. Students who leave campus without authorization are subject to disciplinary action. Nothing in this Policy prevents the school from sending a student home when the student is ill or for disciplinary purposes

Communicable Disease Control

The Superintendent or his or her designee has the authority to exclude a student or staff member from school when reliable information from a qualified source (e.g. medical professional, parent/guardian, or the infected student or staff member) confirms him/her of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health risk to the school.

The student may return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the disease. The student's parent or guardian is required to notify the school office if they suspect their child has a communicable disease. This includes the condition of head lice.

Conferences with Teachers

Individual conferences with students often help to solve problems and will improve the student-teacher relationship. These conferences can be arranged during the teacher's conference period and before or after school. To schedule a conference, please contact the teacher to arrange a meeting, in-person or virtually.

Dress Code

The style and manner in which a student dresses while attending school and school-related functions is largely the responsibility of the student and the student's parents. The School District, however, maintains the right to impose reasonable restrictions on dress and grooming, where the style of dress or grooming is reasonably considered disruptive or detrimental to the School District's mission and/or the health, safety, or welfare of the student or other students with whom the student attends school.

Minimum Requirements:

1. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal). Winter boots are to be worn outside and not inside the building.
2. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
3. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
4. Upon entering the school building, students must remove their hats and place them in their lockers until which time they exit the building. This includes bandannas, hoods, and hats that some may consider part of an outfit.
5. Students are required to wear school uniforms. The school uniforms consist of Navy-Blue polo shirt or Navy-Blue T-shirt with the school logo on it. Students may also wear a Navy-Blue plain polo shirt. Students may also wear approved Charlevoix Academy apparel.
6. Full-length pants in a solid color with no holes. No pajama pants, leggings, yoga pants, or sweatpants.
7. Shorts/skirts: Students may wear shorts and or skirts as long as shorts/skirts are at least knee length.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

School Uniforms

- School uniforms help build a sense of community, reduce distractions and increase safety.
- Both students and staff wear uniforms daily.
- School uniforms allow students and adults to focus on learning.
- Uniforms help eliminate student or staff judgment of each other because of brand names
- Behavior in school is improved.
- School uniforms ensure that inappropriate clothing will not be worn to school.
- Students can choose from Charlevoix Academy T-shirt, Charlevoix Academy Polo, or Navy-blue polo shirt.
- Full-length pants in a solid color with no holes. No pajama pants or sweatpants.
- Further determination of school uniform policy will be directed by School administration and the school board .

Uniform Compliance

If a student has not complied with these guidelines, he/she will be removed from class until the necessary adjustments to their apparel have been made. If necessary, parents will be called to make arrangements to correct the situation. Recurring violations may result in a one-day suspension. If the uniform violations continue, progressive suspension may result and possible expulsion.

Fire Drill, Tornado, & Bomb Threat Instructions

Fire drills and bomb threat drills are considered as emergency measures and should be regarded in this light. Teachers should emphasize the following procedure and students should accept responsibility to observe all necessary precautions.

Everyone should proceed directly to the proper exit in an orderly manner. There should be no loitering, pushing, running or stopping on the part of any person. One instance might endanger a life. Students are not to go to or stop at their lockers.

Teachers should take charge, directing students to the correct exit, seeing that they are clear of the building and in every way possible assisting in perfecting these drills.

Students should go 300 feet away from the building.

Students are not allowed to leave school premises unless authorized by school authorities.

All windows and doors must be closed, and lights turned off.

Teachers should review fire drill procedures with each class.

Please familiarize yourself with the exit plan for all of the rooms in which you have class or responsibilities.

Emergency Drills and Procedures

Safety drills will occur at times established by the building principal. Each school shall conduct five fire drills, two tornado drills, and three lockdown drills each year. At least four fire drills will occur before December 1, 2022. Drills will not be preceded in warning to the students. Students are expected during drills to practice as instructed and in a serious manner.

Tornado Information

In the event of a tornado warning, all students and staff should whenever possibly go to an interior hallway on the main floor. They should avoid auditoriums and gymnasiums or other structures with wide, free-span roofs. Students must **STAY AWAY FROM WINDOWS**. If they are outdoors, they should move away from the tornado's path at a right angle. If there is no time to escape, they should lie flat in the nearest depression or ravine. The tornado alert consists of an announcement via the public address (P.A.) system.

Safe and Secure Procedures

In the event of safe and secure mode, students should remain in their classrooms and instruction will continue. Safe and secure mode occurs when there is a threat outside the building or there is a non-threatening circumstance when people need to be kept away from areas. (e.g. medical emergency or disturbance) There will be no passing time or hallway traffic during a safe and secure mode procedure. Passing time will be announced via PA. Under no circumstances should anyone deviate from the safe and secure mode procedure until spoken to by administration and/or law enforcement.

Lock Down Procedures

In the event of a lock down, students should be away from doors, quiet, and out of sight. Students need to remain attentive throughout the lock down. Lock downs supersede all other alarms or announcements. Each room will be released from lock down by a school administrator and/or police officer. Under no circumstances should anyone deviate from the lock down procedure until spoken to personally from administration or law enforcement.

Enrollment

In order to enroll at Charlevoix Academy, a student must have on file a certified birth certificate, be up to date with immunizations and provide proof of residency. These are State of Michigan requirements.

Lost or Stolen Items

The school is not responsible for any lost or stolen items. Students are expected to use reasonable care for the safety of their possessions. The school will not provide reimbursement for the cost of lost or stolen items.

Fees, Charges & Fines

The school may establish fees and charges to cover the costs of certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects as well as transportation fees for admission and participation in field trips may be included. A fee shall not exceed the combined cost of the service(s) provided and materials used.

When school property, equipment, or supplies are damaged, lost or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The late return of borrowed books may be subject to appropriate fines. Failure to pay due fines will result in a loss of privileges and if a senior, suspension of their right to walk in graduation ceremonies.

Field Trips

Educational Field trips and excursions are important experiences for students that help to supplement and complement classroom instruction. Students participating in field trips must engage in behavior consistent with the School Code of Conduct. All such trips must be approved by the school principal. Those trips that require overnight accommodations for students must also be approved by the Superintendent of Schools or his/her designee. Requests for field trips or excursions outside the Continental United States must be made in accordance with administrative rules governing the same. Application for such trips must be filed at least six (6) months prior to the proposed trip. Students may not transport themselves to school field trips without the prior approval of the superintendent, as in accordance with school board policy.

Fund Raising

The sale of tickets, food, beverage or merchandise by student groups in school activities may occur only when all of the following conditions are fulfilled: Fundraising activities must comply with Board Policy.

- The sale or promotion will be under the control of a school-related organization and the school advisor.
- Profits are used to enhance school program(s) by providing money for expenditures not currently funded by the school.
- Approval is obtained from the Superintendent of Schools or his/her designee. All funds received as gifts and/or from solicitations must be immediately deposited with the school advisor or treasurer, and all expenditures from a class treasury must be approved by a school advisor.

- The Board of Education prohibits the use of lotteries and/or raffles for fundraising or other school purposes (i.e. curricular, extra-curricular, and/or co-curricular activities).

Gangs

Gangs may be defined as any group that may have unacceptable behavior, impact, or influence. Please be advised that gangs, non-sanctioned organizations and activities related to gangs and other non-sanctioned organizations are not allowed in Charlevoix Academy or on any school property, including school buses. This means anything that can be interpreted as gang related, (e.g. clothing, jewelry, grooming, signs, symbols, gestures, drawings, graffiti and colors) are not allowed.

Immunizations

In accordance with Michigan Public Health Code, Section 92 of Public Act 368 of 1978, all students enrolled at Charlevoix Academy must complete and present proof of the immunization requirements. Every student entering Charlevoix Academy must have fulfilled the immunization requirements for diphtheria, pertussis, tetanus, measles, mumps, rubella, polio, chicken pox and Hepatitis B, and meningococci. Failure to complete the basic immunization requirements within a reasonable length of time will result in the student's exclusion from school until proof of immunization is presented. Students excluded from school because of immunization deficiencies are to be reported to the local health department for follow-up inquiry.

A pupil will be exempted from the above requirements if a written waiver is on file with the school district and the waiver is consistent with the suggested guidelines of Public Act 368 regarding immunizations.

Lockers, Locks, and Desks

The lockers, lock and desks assigned to you belong to the school. You may decorate the inside of the locker within the limits of good taste. No suggestive pictures, alcohol, or drug related materials, etc. are allowed. Lockers are to be kept clean and neat. All inside decorations and personal items must be removed before the last day of the school year.

At various times throughout the school year, a drug-detecting dog may be brought in to sniff all lockers for drugs. You may not change lockers unless you have permission from the office. Students are held responsible for the contents of their assigned locker.

Students are held responsible for the contents of their assigned locker. The school is not responsible for the replacement of stolen or lost items from your hall locker or gym locker. Failure to follow locker rules can result in your locker being taken away from you, as well as other disciplinary action.

Medications

Medication includes prescription, non-prescription, and herbal medications, 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.

By law, school officials/staff may not administer any prescription medication without written instructions from a physician, which include the name of the student, name of the prescribed medication, dosage of the medication, route of administration, time medication is to be administered to the student, and written permission from the parent/guardian must accompany the request and be kept on record by the school. Non-prescription medication such as Tylenol, etc., may be administered with written consent from the parent or guardian and with a Medical Authorization Form on file in the office. District medical permission forms are available in the school office.

All medications to be given at school, including prescription and over the counter drugs, must be delivered by the parent(s)/guardian(s), in the container as prepared by a pharmacy, physician, or pharmaceutical company with information specifying: child's name, medication name, time to be administered, and physician's name. The parent must also pick up any medications that need to be sent home.

All medications, except properly prescribed inhalers, are to be kept in the main office. Students will be allowed to self-administer inhalers when written instructions signed by a parent/legal guardian and physician have been provided. A log of medication administration shall be kept in the main office.

Diabetic students and/or their parents should notify the school principal of their diabetic care plan. The school will assist in the management of diabetic care plans as directed by families, physicians and school law.

Medications must be claimed by parent(s)/guardian(s) at the end of the school year. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure will be witnessed and initiated by a second adult.

Motor Vehicles

Except under special circumstances with the principal's permission, motorized vehicles such as mopeds, motorbikes, etc. may not be driven during school hours.

Nondiscrimination Policy

Charlevoix Academy does not discriminate on the basis of race, color, national origin, gender / gender-based, age, disability, height, weight or marital status in its programs, services or activities.

Inquiries related to discrimination on the basis of disability should be directed to: Section 504 Coordinator, Charlevoix Academy, 115 W. Hurlburt Street. Charlevoix, Michigan 49720 231-547-9000.

Parent Messages

Unless a message to a student is an emergency, parents are asked to refrain from calling the staff to contact students with non-essential messages. Messages left for students after 2:30 p.m. are not guaranteed to be passed on to the student.

Pictures

Student pictures and identifying names will be printed in the school annual and school paper and will be given to the local news media on those occasions that warrant it. **However, any student, or the student's parent or guardian if the student is under the age of 18, may request that his/her picture not be published in the media or in the school yearbook.** Such requests are to be made in writing to the school office.

Publications

If financially affordable, the school district may provide the opportunity for students to plan and produce student publications (e.g. newspaper, yearbook) under the direction of a faculty advisor and the school principal. Students who edit, publish, post or distribute printed, handwritten or duplicated written material among their fellow students within the school are responsible for the content of such publications. Libel, obscenity, profanity, personal attacks and encouragement of the violation of laws are prohibited. All such publications must identify the author, and/or the editor, publisher. The determination of whether such material violates the aforementioned shall be left to the sole discretion of the administration. Material that meets the above requirements may be distributed as long as it does not interrupt regular school activities or intrude on the individual lives of students or staff. Internet or blog material must meet the same standards of creation and distribution.

All publications distributed in the building require administrative approval.

School Transportation

Students transported by Charlevoix Academy or transported to a District related event must abide by the driver's direction, the Student Code of Conduct, and, if applicable, the School District's Athletic Code of Conduct, Extracurricular Code of Conduct, or similar documents. Violators face the loss of transportation privileges and possible disciplinary action. Examples of misconduct that may lead to temporary or permanent suspension of transportation privileges or other possible disciplinary action include, but are not limited to: insubordination, smoking, fighting, profane or foul language, and destruction of property.

Substitute Teachers

Full cooperation is required of every student when a substitute teacher is present. Substitute teachers will be accorded the same respect as a regular classroom teacher.

Telephone

Students are encouraged to use the office telephone for school business. In the case of illness students are to come to the main office to call home and sign out. No classes will be interrupted for telephone calls or messages unless of an emergency nature. Students may not use their personal cell phones during class time.

Textbooks and School Equipment

Students are also responsible for school equipment they are issued or use. Misuse or loss of school equipment will result in the loss of privileges. Fines for damaged or lost books will be assessed

Valuables

Students are encouraged to leave all valuables at home. Personal property is the responsibility of students and should be stored on their person or in a locked location. The school is not responsible for valuables brought to school and lost or stolen. The school will assist with locating missing valuables whenever possible.

Visitors to the Schools

Visitors and parents entering the school should report to the main office to sign in and have a stated purpose for their visit approved by administration. Visitors must wear proper identification while in the building. Visitors and parents will be under the jurisdiction of the building principal and be expected to adhere to building policies. Videotaping and/or audiotaping classroom or student activities are strictly prohibited unless authorized beforehand by the building principal.

The building principal has the authority to request aid from any law enforcement agency if any visitor or parent to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this Board policy and administrative rules established pursuant to this policy will be subject to trespass laws.

Volunteers

All volunteers must complete volunteer information forms and be approved by the school principal before assisting the school. Volunteers must follow the same procedures as visitors to the school.

Work Permits

Students under 18 years old are required to have a work permit for employment. It may be obtained from the office. It is to be understood that both employer and employee must abide by the rules set up by the State of Michigan concerning student employment.

Legal Notices

Assaults

Physical Assaults Against Other Students

The Board shall expel a student in grade 9 or above for up to 180 days if the student commits a physical assault against another student as defined by MCL 380.1310(3)(B), on school property, on a school bus or other related school vehicle, or at a school-sponsored activity or event. The Board may modify the expulsion period on a case-by-case basis.

Physical Assaults Against School Personnel

The Board shall permanently expel a student in grade 9 or above if the student commits a physical assault, as defined by MCL 380.1311a (12) (B) against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event.

Verbal Assaults Against School Personnel

Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis.

For the purpose of this policy, “verbal assault” shall be defined as any willful verbal threat that is intended to place another in fear of immediate physical contact that will be painful and injurious, coupled with the apparent ability to execute the act.

Computer Acceptable Use Policy

Computers/tablets/web-enabled devices are used to support learning and to enhance instruction. Networks allow people to interact, to share resources, and to communicate with others. The Internet carries these capabilities to people and resources around the world. With freedom and flexibility comes responsibility.

Charlevoix Academy Technology department uses software and other technology to monitor student use. Administration is notified when technology is used inappropriately, or in a way that creates concern for the safety and wellbeing of students. Inappropriate use of technology can result in disciplinary action, as described in the Code of Conduct.

Educational Rights and Privacy Act

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parent(s)/guardians(s) and students over 18 years of age certain rights with respect to the student's educational records. They are:

1. The right to inspect and copy the student's educational records within 45 days of the day the District receives a request for access.
 - a. Parent(s)/Guardian(s) or eligible students should submit to the School custodian of student records a written request that identifies the record(s) they wish to inspect.
 - b. The custodian will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent(s)/guardians(s) or eligible student believes are inaccurate, misleading or an invasion of privacy.
 - a. Parent(s)/Guardians(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or an invasion of privacy. They should write the school Principal or records custodian; clearly identify the part of the records they want changed and specify the reason.
 - b. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at a time the student's school records are forwarded to another school to which the student is transferring.
 - c. If the District decides not to amend the record as requested by parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Michigan law authorizes disclosure without consent.

4. The right to be informed that, pursuant to federal law and state mandate, records of suspension or expulsion action against the student are considered to be a part of the “student records” and the District is required to transfer those records pertaining to suspension or expulsion to any public or private school in which the student has enrolled within 30 days of the date of the request from the other school.
5. The right to be informed that disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or the parent(s)/guardian(s) or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her personal responsibility.
6. The right to know that, upon request, the District discloses education records, including records of suspension or expulsion action against the student, without consent to officials of another school District in which a student has enrolled or intends to enroll as well as to person(s) specifically required or allowed by State of federal law.
7. The right to know that disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, if not student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
8. The right to prohibit the release of Directory information concerning the parent(s)/guardian(s) child. Throughout the school year, the District may release Directory information regarding students, limited to:
 - Name
 - Picture
 - Grade Level
 - Academic awards, degrees and honors
 - Information in relation to school sponsored activities, organizations and athletics
 - Major field of study

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building Principal within 30 days of the date of this notice. No Directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

9. The right to prohibit the release of Directory information concerning the parent(s)/guardian(s) child to Armed Forces recruiting personnel.

Student information to be released to the Armed Forces to include:

- Name
- Address
- Telephone Number

10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
Washington DC 20202-4605

Student Privacy Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 USC 1232h, requires Charlevoix Academy to obtain consent or allow you to opt your child out of participating in certain school activities, including a student survey, analysis, or evaluation in an applicable program that concerns one or more of the following eight areas:

Protected Information Surveys

1. Political affiliations or beliefs of the student or student's parent.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with who respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, physicians, or ministers.
7. Religious practices, affiliations, or beliefs of the student or parent/guardian.
8. Income, other than as required by law to determine program eligibility or financial assistance.

This opt-out right also applies to the collection, disclosure, or use of student information for marketing purposes and to certain physical exams and screenings.

No activities requiring parent/guardian notice and consent or opt-out are scheduled for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any students who are 18 or older or an emancipated minor under Michigan law.)

Nondiscrimination and Grievance Procedure

Charlevoix Academy Board of Education will comply with all local, state, and federal laws, and regulations prohibiting discrimination. No person, on the basis of sex, race, color, national origin, religion, height, weight, marital status, handicap, age or disability shall be discriminated against, excluded from participation in, or be denied benefits of any program for which the Board of Education is responsible. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Inquires related to discrimination on basis of disability should be directed to:

Section 504 Coordinator,
Charlevoix Academy
115 W. Hurlburt
Charlevoix, Michigan 49720
(231) 547-9000

Direct all other inquires related to discrimination to:

School Administrator

Charlevoix Academy
115 W. Hurlburt
Charlevoix, Michigan 49720
(231) 547-9000

The government has made legal provisions to ensure that no person is discriminated against on the basis of sex, race, color, national origin, religion, height, weight, marital status, handicap, age, or disability. In order to protect these rights and assure compliance, the Charlevoix Academy has appointed the School Administrator of Title IV, Title IX, the Age of Discrimination Act and Title II.

Inquiries concerning the application of, or grievances for, any of these regulations should be addressed to:

School Administrator

Charlevoix Academy
115 W. Hurlburt
Charlevoix, Michigan 49720
(231) 547-9000

Use of Preliminary Breath Tester

Charlevoix Academy students and/or guests found to be in the possession of, under the influence of, or involved in the use, transfer, distribution, or sale of alcoholic beverages or what is represented to be alcohol while in school buildings, on school property or at school sponsored events, are in violation of school board policy and subject to the appropriate disciplinary action as outlined in this Handbook. Evidence of alcohol in one's body is also a violation of this policy. A student may be found to have used or be under the influence of alcohol even though the amount of alcohol consumed is minimal. Students who are reasonably suspected of using or being under the influence of alcohol because of observable behavior may be requested to take a breath-alcohol test. Observable behavior includes but is not limited to impaired speech, impaired coordination, glazed eyes, the smell or odor of alcohol on the breath or clothing, or other overt behavior causing reasonable suspicion that alcohol has been consumed. This breath-alcohol test shall be administered only by the principal, or other personnel who are trained to administer the test.

1. School officials may request (see Options I & II) a student to take a breath-alcohol test only if there is reasonable suspicion to believe the student has consumed alcohol. The reasonable suspicion must be based upon observable behavior sufficient to establish that the student has in fact consumed alcohol. The request that the student take a breath-alcohol test shall be considered an opportunity for the student to prove his/her innocence.
2. Refusal to take a breath-alcohol test shall not be construed to indicate or establish that the student has consumed alcohol.
3. School officials may take appropriate disciplinary action for alcohol consumption even though a student refuses to take a requested breath-alcohol test, provided observable behavior establishes the student has consumed alcohol.
4. Students and parents/guardians will be informed of this policy (in this Handbook or such other means as may be deemed appropriate) and the implementation procedures to be used for the administration of the breath-alcohol test.

Option I: Parent/Guardian/Administrator Available

If a student is suspected of violating school rules or policies relating to consumption of alcohol, the following procedures shall be implemented as closely as possible:

1. An administrator shall attempt to contact a parent/guardian to request the parent/guardian to come to the school.
2. When the parent/guardian arrives at the school, the administrator shall explain to the parent/guardian that there is reasonable suspicion that the student has consumed alcohol. The basis for the reasonable suspicion shall be explained to the parent/guardian.
3. The parent/guardian will be advised that the student has the opportunity to take a breath-alcohol test in order to prove the student's innocence. The parent/guardian will be requested to direct the student to take a breath-alcohol test.
4. If the student's observable behavior (e.g. impaired speech, impaired coordination, glazed eyes, smell or odor of alcohol on the clothing or breath, or other overt behavior) or the results of a breath-alcohol test demonstrate the student has consumed alcohol, the appropriate discipline for the infraction will be imposed.
5. Administrators may refer any case involving suspected consumption of alcohol to the police. Administrators may request the police to administer a breath-alcohol test to a student suspected of having consumed alcohol.
6. The student will be informed of the student's right of refusal to take the breath-alcohol test, and such refusal shall not be construed as an admission of guilt.

Students shall not be suspended from school for refusal to take the breath-alcohol test. However, this will not prohibit suspension by the administration based upon observable behavior as previously defined.

Option II: Parent/Guardian Not Able to Be Contacted

If a student is suspected of violating school rules or policies relating to consumption of alcohol and the parent/guardian of the student cannot be contacted, or is unable or unwilling to attend, the following procedures shall be implemented as closely as possible:

1. The administrator shall explain to the student that there is reasonable suspicion that he/she has consumed alcohol. The basis for this reasonable suspicion shall be explained to the student.
2. The student will be advised that he/she has the opportunity to take a breath-alcohol test in order to prove the student's innocence.
3. The student shall be advised of his/her right to have another person present on his/her behalf during the breath-alcohol test. If the student desires another person to be present, the administration will attempt to obtain a person who is readily available.

4. If the student's observable behavior (e.g. impaired speech, impaired coordination, glazed eyes, smell or odor of alcohol on the clothing or breath, or other overt behavior) or the results of a breath-alcohol test demonstrate the student has consumed alcohol, the appropriate discipline for the infraction will be imposed.
5. Administrators may refer any case involving suspected consumption of alcohol to the police. Administrators may request the police to administer a breath-alcohol test to a student reasonably suspected of having consumed alcohol.
6. The student will be informed of the student's right of refusal to take the breath-alcohol test and such refusal shall not be construed as an admission of guilt.

Students shall not be suspended from school for refusal to take the breath-alcohol test. However, this will not prohibit suspension by the administration based upon observable behavior as previously defined.

Searches

Search of Lockers

School property, such as lockers, desks, and technology devices, may be assigned to a student. Students do not acquire a reasonable expectation of privacy in such property. The School District reserves the unrestricted right to search and seize property assigned to a student at any time, for any reason, with or without notice to the student or the student's parents. The privacy rights of students will be respected regarding any items found during a search that are not illegal or otherwise against School District policy or administrative regulations.

If a law enforcement officer desiring to search a student's locker has a warrant for such search, the Principal shall immediately take such person to the student's locker and permit him/her to search the locker. Whenever possible, such search shall be made in the presence of the Principal.

If a law enforcement officer desires to search the student's locker without a warrant, the building Principal shall ask what facts lead the officer to believe that evidence of a crime will be lost, destroyed or moved if the search and seizure did not take place immediately, before a warrant is obtained. If the building Principal is not of the same opinion, he/she shall not participate in the search, but shall allow the law enforcement officer to proceed on his/her own responsibility. The Principal shall report the incident to the Superintendent who may notify the officer's superior of the incident.

Search of the Person

When it has been determined by the building Principal that there is reason to suspect that a student is in possession of an object which can jeopardize the health, welfare or safety of other students or self, that student shall be ordered to report to the building Principal's office. This determination may be based on any information received by the building Principal or by a

member of the faculty or staff. It also may be based on knowledge of the student's disciplinary problems, the student's association with known drug offenders, the students' exhibiting objects associated with drug use, or the students' exhibiting such objects as bullets or a knife sheath that could be associated with dangerous weapons.

The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, and briefcases. Items that are not illegal but violate school policy, rules or regulations may remain in the custody of the building administrator. Items, which the building administrator believes may be connected with illegal activity, may remain in the custody of the building administrator, unless such items are turned over to law enforcement officials.

If the student refuses to comply with this request, the building Principal shall notify the student's parent(s)/guardian(s) and request that they come to the school at once. The building Principal shall advise the parent(s)/guardian(s) of the situation. If the parent(s)/guardian(s) of the student are unable to persuade the student to comply, the parent(s)/guardian(s) and the student shall be advised that law enforcement officials will be notified, and the matter turned over to an appropriate law enforcement agency.

If the parent(s)/guardian(s) refuse to come to the school or are unable to be notified and the student continues to refuse to cooperate, the building Principal shall notify law enforcement officials and inform them of the facts, which give him/her reasonable suspicion to believe that the student has illegal or dangerous objects on his/her person. Any further search of the student shall be at the discretion and under the control of the law enforcement officials with a valid warrant, if law requires a warrant. Once the building Principal has relinquished control of the student to the law enforcement officials, the building Principal or representative shall remain with the student and request to be present during any search of the student made by law enforcement officials on school property.

School authorities shall conduct no strip searches. A student's failure to permit searches and seizures as provided in this policy will be grounds for disciplinary action including suspension and/or expulsion.

Interrogations by Law Enforcement Agencies

It is the policy of the district that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain an environment conducive to education. Law enforcement officials may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property.

Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary in their respective jurisdictions. The district's

administrators shall, at all times, act in a manner that protects and guarantees the rights of students and parents when cooperating with law enforcement officials.

The building administrator shall determine when the necessity exists that law enforcement officers be notified to conduct an investigation and question students who are potential witnesses of such alleged criminal behavior on school property (including vehicles being used for school activities). A reasonable attempt shall be made to contact the student's parents, guardian or representative prior to questioning by law enforcement officers. Reasonable requests of the parents, guardian or representative shall be observed. Such notifications or attempted notifications to parents, guardians or representatives shall be documented by the administrator involved. In the absence of a student's parents, guardians or representatives during any question of such students, the principal or a designated, certified school staff person shall be present.

In all cases, the officers shall be requested to obtain prior approval of the building administrator before beginning such an investigation on school premises. The administrator shall document the circumstances of such investigation as soon as practical. Alleged criminal behavior that is related to the school environment and is brought to the building administrator's attention by law enforcement officer(s) shall be administered as per the search policy.

Investigators from the Department of Social Services may interview a student on school premises under the general supervision of the building administrator. The investigator may be entitled to interview the student without the building administrator being present if, in the judgment of the investigator, a private interview is in the student's best interest.

Sexual Harassment

Please refer to Board Policy:

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations. This Policy addresses allegations of sexual harassment under Title IX. Allegations of other forms of sex discrimination should be addressed under the District's non-discrimination or anti-harassment policies (Operations Policy 3115, Employee Policies 4101, 4102, 4104 for, or Student Policy 5202). Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment, through this Policy, will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time during the Grievance Process that a non-Title IX complaint allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate persons to serve as Title IX Coordinator, Investigator, Decision-Maker, and Appeals Officer. If a Formal Complaint is made under this Policy against the Superintendent, the Board President will designate

the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with the Title IX Coordinator to ensure that all other requirements of this Policy are met. If a Formal Complaint is made against the Board President, the Board Vice President will designate who will serve as the Investigator, Decision-Maker, and Appeals Officer. The Investigator, Decision-Maker, and Appeals Officer cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Video Surveillance

Please refer to Board Policy:

The District may monitor any building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those areas, a person has no expectation of privacy.

A. The District will not use video recording equipment that also records audio, except in the following situations:

- an open session Board meeting.
- a District or District-sponsored athletic event or performance.
- a graduation ceremony.
- assigned coursework requiring audio recording capability.
- on school buses; or
- any other lawful circumstance, if approved by the Superintendent or designee.

B. The District may use video recordings for any lawful purpose, including student or employee discipline, assisting law enforcement, or investigations.

C. Audio and video recordings by students are addressed in Policy 5805, and audio or video recordings of parent/guardian and student meetings are addressed in Policy 5806.

Charlevoix Academy 2022-2023 School Calendar



August 29	Open House and Carnival
September 6	School Starts
October 14	Picture Day
October 25	Parent Teacher Conference
October 28	End of First Marking Period
November 1	No School ISD wide PD day
November 24-27	Thanksgiving Break
November 28	School resumes
December 23-January 2	Christmas/New Year's Break
January 3	School Resumes
January 20	End of 1st Semester/ 2nd M.P.
February 28	Parent Teacher Conference
March 23	End of 3rd Marking Period
March 24-April 3	Spring Break
April 4	School Resumes
May 26-29	No School- Memorial Day Weekend
May 30	School resumes
June 2	Seniors Graduation
June 9	Last Day, End of 2nd Sem./4th M.P.

Start and End Times 8:00am-3:00pm
Doors open at 7:45am

FOR THE 2022-2023 SCHOOL YEAR

Dear Students and Parents:

Please take time now to read through this Student Handbook that has been provided for your information. It is necessary that you and your child sign this form. Please remove this page and have your child return to the front desk on the next day of school.

Educationally yours,
Charlevoix Academy Administration

Please read and check the following statements.

_____ I have received and read the Charlevoix Academy Student Handbook and agree to abide by the rules and procedures stated therein.

_____ I understand Charlevoix Academy is committed to working with families toward a positive difference in student achievement.

_____ I will support and abide by the Computer Acceptable Use Policy stated in the Student Handbook.

Parent or Guardian Signature

Date

Student Signature

Date