

# Student Code of Conduct



## **Mission**

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

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## Introduction

César Chávez Academy (CCA), in cooperation with parents and community, will provide an opportunity for all students to learn in a safe atmosphere of academic excellence.

**Vision:** Our vision at César Chávez Academy is to become the premier K-12 college prep charter school in Michigan.

**Motto:** ¡Si Se Puede! Yes we can!

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

### Belief Statements

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

### Values and Expectations

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

### The Five (5) B's

1. Be on time.
2. Be in uniform.
3. Be prepared.
4. Be respectful
5. Be aware of your and other's personal space.

## Behavior Code Information

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

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

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

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

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

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

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

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

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

## Discipline Procedures for Special Education Students

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

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

## Honors

César Chávez Academy is proud of its students and it is an honor to be able to honor students who have achieved academic excellence.

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

In order to qualify for the Principal's List a student must achieve a GPA of 3.80 or better. To qualify for Honor Roll a student must achieve a GPA of 3.00 to 3.79 and cannot have any letter grade lower than a C in any subject.

## Students Rights and Responsibilities

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

### Education

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

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

### Expression

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

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

## Learning Environment

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

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

## Possession and Distribution of Literature

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

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

## Religion

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

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

## Peaceful Assembly

**Right** Students have the right to peaceful assembly.

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

## Privacy

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

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

## Uniform and Dress Code for Students

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

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

1. Khaki pants worn at the waist/skirts (knee length with stockings or nylons for girls).
2. Collar **navy blue/red polo shirt/tee-shirt/sweat shirt** with or without the CCA logo, polo/tee shirts must be tucked in at all times. Students are permitted to wear a **solid colored long sleeve navy blue, black, red or white shirt** underneath their uniform shirt. No other colors and/or designs are permitted.
3. **MAJORITY SOLID BLACK** shoes which cover the heel, no high heel shoes will be permitted..
4. Brown or black belt.
5. **Red, black or navy blue cardigan style (button down)** sweaters are permissible.
6. **Only CCA fleeces will be allowed.**

### Students in all grades will be prohibited from wearing:

1. Boot cut pants (casual dress day only), jeans (casual dress day only), polyester spandex or lycra pants/skirts, skorts/shorts, capri pants, and culottes, are prohibited.
2. Hooded jackets and/or **non CCA** sweatshirts may **NOT** be worn during the school day.
3. Clothing and accessories that promote alcohol, tobacco, or drug usage or which display weapons or violence and which cause or are likely to cause a disruption within the school environment.
4. Clothing and accessories that contain vulgar, derogatory or suggestive diagrams, pictures, slogans or words that may be interpreted as racially, religiously, ethnically, or sexually offensive and which cause or are likely to cause a disruption within the school environment.
5. Clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination which cause or are likely to cause a disruption within the school environment.
6. Head coverings of any kind in the building (**except for religious or medical reasons**). Bandanas are prohibited.
7. Tank tops, tube tops, mesh tops, sheer tops, sleeveless tops, halter, or bare midriff tops. Shirts cannot have necklines that are lower than the straight line from top of underarm across to opposite underarm. Shirts must cover shoulders, must have sleeves, and must extend past the top of the pants. Display of cleavages not permitted. Tops may not expose midriff, and clothing must cover undergarments at all times.
8. Pajamas, loungewear, and dorm pants are prohibited.
9. Leggings or tight fitting spandex type pants, pants with side slits or holes above the knees, see-through pants, tights, or leotards worn as outer garments.
10. Sagging pants, pants worn low on the hip so as to reveal underwear or skin. Pants must be worn with both legs down (no leg(s) rolled up), and pants legs may not extend past the sole of the shoe. Clothing must cover undergarments at all times.
11. Bedroom slippers, roller sneakers, and high heeled shoes are prohibited. Shoes must be worn at all times Athletic shoes may be worn for Physical Education only. Flip flops, sandals,



open toe and open-heeled shoes are prohibited.

### **Hair, Jewelry and Makeup**

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

If the procedure outlined above is not possible, the student will be requested to contact his/her parent or guardian in order to obtain suitable clothing before returning to class. Violations will be documented and reported to parents. In addition to the above, repeated offenses of the Dress Code regulations will result in disciplinary action. Administration reserves the right to determine inappropriate clothing, hairstyles, make-up etc.

### **Lice Policy**

Lice and their eggs (nits) can become a major challenge anywhere where large numbers of people gather in social settings such as schools, churches, and businesses. At César Chávez Academy (CCA), the goal of our school community is an environment that is clean, safe, and healthy. Unfortunately, lice can become an impediment to a clean school if they are permitted to thrive.

CCA will enforce the following guidelines:

- All children (and staff) will be checked to determine if lice or their eggs (nits) exist.
- Thorough lice checks will be completed in September, December, and April of every school year, and that periodic checks will occur on an as-needed basis.
- Children (staff) will be prohibited from classes at CCA until all lice and eggs (nits) are removed completely.
- No child (staff) will be re-admitted until he/she has been checked by a designated CCA staff person. Any days absent after the initial day will **NOT** be excused.
- CCA is prohibited from dispensing lice-egg remover to any parent, guardian or child. Referrals may be made to a city clinic (i.e CHASS Clinic at 313.849.3920).

- Children affected by head lice are required to make-up school homework related to school hours lost.
- Parents, as their child's first teacher, are responsible for communicating with the teacher of their child about when and how delinquent school work will be made-up.

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

## Technology

César Chavez Academy has a strict computer lab policy. Failure to comply with the following policy will bring immediate dismissal from the CCA class and/or future use privileges of school computers.

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

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

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

### Student Internet Use Agreement

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

1. **Your Personal Safety**  
Personal contact information may not be entered onto the Internet. Cyber-bullying is never permitted.
2. **Internet Use**  
Students may use the CCA Lab Internet access only for teacher-directed educational activities. Moreover, students may only use the lab with proper district authorization and supervision from designated personnel.

### 3. Prohibited Internet Uses

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

### 4. Expectation of Privacy

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

### 5. Disciplinary Actions

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

## Electronic Devices Policy

Effective August 2004, César Chávez Academy put into effect a policy which prohibits the **Possession and Use of Cellular Phones and Other Electronic Devices** on school campus. We have experienced many situations that have created problems related to cell phone usage. These include the following examples to name a few:

- Student use of cellphones in class and school activities for non-emergency purposes.
- Cell phones being activated during class time so that they disturb the educational process.
- Students using cell phones to contact other students or friend both on and off campus concerning fights and other campus disruptions.
- Students using "cellular walkie talkie" features on phones that disturb the school environment.
- Students abuse/misuse of cell phones photographic and video features including illicit or graphic sexual material. (See rule 6)

Students will only be allowed to use their cell phones before and after school. Cell Phones will be returned to the student at the end of each school day. Cell phones that are turned on during the instructional day may be confiscated by any staff member and turned in to the Behavior Department. A need for emergency phone contact will require that the student uses school phones. Cell phones that are used during school time will be confiscated by school personnel. **Only parents will be allowed to retrieve the cell phones once they are confiscated for the second time.**

#### CONSEQUENCES FOR CELL PHONE VIOLATIONS

| Offense | Confiscation   | Consequences   |
|---------|--|--|
| 1st     | Hold cell phone until the end school day.  | student may pick up at the end of the school day   |
| 2nd     | Hold cell phone until the end day.   | Parent contacted/student may pick up at the end of the day.  |
| 3rd     | Hold cell phone until the end of the day. Parent must come to school to get phone. | Parent contact/Detention/Parent only may pick phone up   |
| 4th     | Hold cell phone until next school day. Parent must come to school to get phone.    | Detention or internal/external suspension one to two days. No longer allowed to bring cell phone to school for the rest of the school year.. |

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

## Electronic Devices Policy

The following is the continued policy regarding electronic devices:

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

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

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

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

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

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

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

## Transportation

**Right:** Transportation is a privilege in the State of Michigan. Students have the right to safe and orderly transportation to and from school or a school activity when such transportation is provided within the *Transportation Guidelines*.

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

## Transportation Violations/Consequences

| CONSEQUENCES FOR TRANSPORTATION VIOLATIONS |                          |  |
|--|--------------------------|--|
| Offense                                    | Action                   | Consequences   |
| 1st  | Warning                  | Student will get a verbal warning.   |
| 2nd  | Parent contact           | Parent will be called and explain the student's behavior.                                  |
| 3rd  | Detention                | Parent is responsible for picking up and dropping off the student.                         |
| 4th  | Bus privileges suspended | Student's bus privileges are suspended. Number of days to be determined by administration. |

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

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

### Automobiles

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

### Search and Seizure

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

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

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

### **Automobile Searches**

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

Anything found in the course of a search, which is evidence of a violation of the CCA Behavior Code, may be:

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

### **Attendance**

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

It is the parent's responsibility to call the school by 8:00 AM the day the student is absent. If a parent does not call, the school will call the parent that day to verify the absence.

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

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

Consequences for unexcused absences are as follows:

Middle/

High School

Ten (10) unexcused absences may result in loss of credit in a class. Loss of credit may result in retention. Students may be considered tardy to class if they arrive after the bell rings or after the designated starting time if there is no tardy bell. In the high school, credit may be lost after eight (8) unexcused Absences. Any student who is absent for 10 consecutive unexcused days will be dropped from the school enrollment. It is the administration's discretion to determine whether or not an absence is excused or unexcused.

## Tardy

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

3 times tardy will equal to 1 absence.

10 times tardy will result in contacting a parent or guardian.

20 times tardy will result in a letter being sent to the parent or guardian from the superintendent and the Wayne County Mediation office to file charges for educational neglect.

30 times tardy will result in charges be filed and the parent/guardian must go before the CCA Board of Directors and may result in a more serious action, up to dismissal from CCA.

Michigan school laws are very strict in regard to the compulsory attendance of children 6-16 years of age, and hold parents/guardians responsible for their child/children's regular attendance in a manner which is "continuous and consecutive for the school year" (MCL 380.156 (1)). If attempts by the administration to improve a student's attendance fail, it may be necessary to petition the juvenile court or other public agencies for assistance. The prosecuting attorney has the option of filing criminal charges against parents/guardians, filing delinquency charges against the student in family court filing educational neglect charges against parents/guardians in family court, or any combination of these alternatives.

The Wayne County Prosecutor's office will be notified after ten (10) unexcused absences. A student who is not at school and/or in class without parent knowledge will be considered truant and parent will be notified. The student is entitled to a hearing prior to being reported as a habitual truant. A student who is identified as a habitual truant is entitled to a review once every school year.

### Absences Counted as present

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

### Excused Absences

1. Personal illness (the school leader will require a note from a dentist or doctor after three (3) consecutive days)
2. Serious illness of a member of the immediate family (those living in the home)
3. Death in family
4. Head lice (first day only)
5. Lack of proper immunizations (one day only)

### Unexcused Absences

1. Head lice or a lack of proper immunizations after the first day
2. Leaving school premises without permission
3. Absence due to loss of bus privilege or lack of transportation

4. Accruing three (3) or more absences without a doctor's note
5. Vacation during instructional time is NEVER permitted
6. Arriving at school at or after 10 AM without a doctor's note (Elementary)
7. Accruing three (3) days of leaving school at or before 1 PM which will equal one (1) absence
8. Out-of-school suspensions (a student who is suspended is absent without excuse but counted for reporting purposes)

### **Make-up Work**

**Vacation time during instructional days is never permitted.** Students missing 10 or more days of instruction will be referred to the Wayne County Mediation office and may be dismissed from the CCA district.

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

### **Notification to parents**

1. Parents/guardians must notify the school of any absences within 24 hours of the student's absence. Parents/guardians must notify the school of the nature of the absence, i.e., illness, family emergency, etc. Every effort should be made to schedule routine appointments after school hours. Family vacations should be planned during holidays as outlined in the school calendar. Parents/guardians should discuss the importance of good attendance with their student to avoid loss of credit due to violations of the Attendance Policy. Parents have three (3) days to bring in a doctor's note to the office.
2. A parent conference will be held within five (5) school days after a total of ten (10) days absent. **Student will be dropped from enrollment if they accumulate 10 consecutive**

### **absences.**

3. Parents will be notified if additional consequences for absenteeism are being considered.
4. A home visit by the school truancy officer or social worker may be made if parents do not come to the parent conference.
5. A loss of credit and enrollment will result due to too many student absences.
6. Retention of student may be considered if absences and tardy days total sixteen (16) or more.

### **Morning Tardiness**

When a student is late to school in the morning, that student must report to the office to receive a late pass. Parents will be notified about unexcused tardiness on the fourth (4th) tardy. Parents must understand that students will not get credit for activities that take place before a student arrives and that tardiness may affect their grades. It is possible for multiple days tardy to school may affect a child's grade to the point where he/she may fail. In addition, if a student is tardy equal to 3 times it will equal one unexcused absence.



## **Early Drop-offs/Late Pick-ups**

The Wayne County Prosecutor's office may be notified by administration for abandonment charges when children are left at school fifteen (15) or more minutes prior to the start time or picked up fifteen (15) or more minutes after dismissal. The school doors will be kept locked until fifteen (15) minutes prior to the start time. The school is not responsible for children until they are admitted into the building. The school administrator or designee may leave abandoned children in the custody of the Detroit Police Department. Child Protective Services may also be notified. Elementary school students not picked up by 3:30 PM will be sent to Surround Care and the parent will be responsible for those charges.

## **Disciplinary Consequences**

Minimum and maximum levels of disciplinary consequences are listed. It is intended that discipline be progressive in nature and move to a more serious consequence with each violation. In the case of more serious offenses, the consequences may not be progressive in nature but reflect the seriousness of the situation. Students who break rules are subject to disciplinary consequences by teachers, administrators or other school personnel.

## **Positive Behavior Support**

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

## **Consequences for Elementary Students**

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

## **Suspensions**

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

## **Alternative Consequences**

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

## **Law Violations**

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

### **First Level Administration Interventions**

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

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

### **Board and Administration Interventions**

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

### **Zero-Tolerance Policies**

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

- o Possession of a weapon
- o Arson
- o Criminal sexual conduct (sexual penetration or touching a person's intimate body parts if done for a sexual purpose or in a sexual manner for revenge, humiliation or out of anger)
- o Possession of drugs or alcohol with intent to distribute.
- o Possession of drugs or alcohol
- o Physical assault/battery resulting in injury (determined by administration and/or law enforcement)
- o Homicide
- o Conspiracy to break the law
- o Gang activity

### **Harassment/Bullying Policy**

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

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

## **Sexual Harassment Policy**

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

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

## **Gang Policy**

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

## **Student/Parent Appeal**

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

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

## Consequences

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

|  |                           |                              |
|--|---------------------------|------------------------------|
| authority. Examples of disrespectful behavior include, but are not limited to:   |                           |                              |
| -Walking away: leaving a staff member or adult in authority is talking to the student  |                           |                              |
| -Talking back: responding verbally in a rude manner to a staff member or adult in authority  |                           |                              |
| -Inappropriate gestures and/or actions that can be viewed as obscene or rude.  |                           |                              |
| <b>Failure to comply with direction or instruction of a staff member or adult in authority: Failure to follow any reasonable direction given by a staff member or adult in authority.</b>  |                           |                              |
| Refusal to work in class: failing to do assigned work class.   |                           |                              |
| Refusal to serve detention: failure to serve detention as directed.  |                           |                              |
| Refusal to participate in In-school alternatives: failure to report to in-school alternatives as directed by a staff member.   |                           |                              |
| Refusal to report to the office or opportunity room: Failure to report to the administrative office as directed by a staff member.   |                           |                              |
| <b>Refusal or failure to identify oneself: failure to identify oneself when requested by a staff member or adult in charge</b>   |                           |                              |
| <b>Rule 6: Profanity and Obscenity: a student will not use profane or obscene language or make obscene gestures. Examples include, but are not limited to;</b>   |                           |                              |
| Swearing: saying anything that conveys an offensive, obscene, or sexually-suggestive message or is in poor taste for a school setting.   |                           |                              |
| Obscene gestures: making any sign that conveys an offensive, obscene or sexually-suggestive message.   |                           |                              |
| <b>Derogatory written material: having any written material or pictures that convey an offensive, obscene, threatening, demeaning, or sexually-suggestive message.</b>   |                           |                              |
| <b>Directed at a staff member: writing, saying or making gestures that convey an offensive, obscene or sexually suggestive message toward a staff member. Any illicit internet, text messaging, or inappropriate sexual material is prohibited.</b>                  |                           |                              |
| <b><i>Inappropriate Sexual Behavior: public displays of affection, kissing, touching, hand holding, or any other display that is deemed inappropriate by administration Any illicit internet, text messaging or inappropriate sexual material is prohibited.</i></b> |                           |                              |
| <b>Rule 7 Disruption: no student may disrupt class, school, or school-sponsored events. Examples include but are not limited to;</b>   |                           |                              |
| Chronic talking: repeated talking in the classroom without permission.   |                           |                              |
| Horse playing: rough or noisy play or pranks.  |                           |                              |
| Harassing/Teasing: pestering or tormenting or texting.   |                           |                              |
| <b>Refusing to remain seated: getting out of seat or moving seat without permission.</b>   |                           |                              |
| <b>Rude noises: making any unnecessary noise.</b>  |                           |                              |
| <b>Leaving without permission: leaving the classroom, building or assigned area without obtaining approval of the teacher and/or administrator.</b>  |                           |                              |
| Chronic lack of supplies: repeatedly reporting to class  |                           |                              |
|  | Parent/Guardian contacted | 180 days long-term expulsion |
|  | Parent/Guardian contacted | 180 days long-term expulsion |
|  | Parent/Guardian contacted | 180 days long-term expulsion |

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

**\* After a student reaches 10 days of suspension that student will be referred to the CCA board for an expulsion hearing.**

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

## Parent/Student Compact

### Acknowledgment

#### Parental Agreement

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

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

#### Student Agreement

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

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

**CÉSAR CHÁVEZ ACADEMY  
PARENT/STUDENT ACKNOWLEDGEMENT AND AGREEMENT**

\_\_\_\_\_ School Location \_\_\_\_\_  
Student's Name (Please Print)

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

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

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

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date