



Cornerstone Jefferson-Douglass Academy

19900 McIntyre St.

Detroit, MI. 48219

313-486-4626

Candace Brockman, Principal

Mrs. Pamela Farris, Chief Academic Officer

Parent - Student Handbook

2017 - 2018

Updated 8/8/17

The Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy’s Board of Directors encourages students, staff, administration and parents to review this document and submit proposed modifications to the Compliance Officer’s office no later than March 1 of each school year. The OCO will then compile all such recommendations and will provide for a review of the Student Handbook.

Adopted by the Board of Directors, June 2017

Patrick Nelson, President
Kristi Stepp, Member of the Board
Yvette Bing, Member of the Board
David Kramer, Member of the Board
Richard Klein, Member of the Board

The Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy Board of Directors meets every other month in the school’s library. Public Notices of meetings are posted on the bulletin board closest to the main office.

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We admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities available at the school.

WELCOME LETTER

Dear Parents and Guardians,

Welcome to the Cornerstone Charter Schools Community!

As we face the promise and excitement of a brand new year, we would like to first say how grateful we are for your support and your active participation in the education of your child. You are truly your child's first teacher, and we are honored to serve alongside you.

Cornerstone has always believed in providing a safe, loving and nurturing environment for every child. In this light, we ask that you sit with your child and take time to review the important information and high expectations contained in this parent and student handbook.

We look forward to the blessing of another school year on our never ending path of continuous improvement.

Sincerely,

Reid Gough
CEO

PARENT-SCHOOL AGREEMENT

Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy is committed to the development of social and academic excellence in young people. Our community believes in the power of: patience, humility, kindness, self-control, hard work, discipline and above all, love. True excellence can only be attained with the cooperation and dedication of the three principal partners in a student's education: parent/guardian, school, and student. The level of effort and dedication put forth by these three partners will ultimately determine each student's level of success at Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy.

This agreement outlines the key commitments between parents and Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy that are critical to each student's success. Acceptance of this agreement represents a promise between parents and school staff to meet the expectations listed below for the sake of the children in our care. This parent involvement policy is employed by Cornerstone Jefferson-Douglass Academy on behalf of the district school board.

School Commitments:

- To demonstrate by example how others are to be respected in both words and actions, particularly in dealings with parents and students.
- To provide all students with academic and social challenges to promote continual growth and development.
- To work with the parents to provide assistance for students who struggle academically and socially
- To keep parents informed of their children's progress through frequent Progress Reports, Report Cards, Office Communications and Parent-Teacher Conferences.
- To work closely with families to assist the personal and social development of each child.
- To work along with parents for the benefit and growth of a broad, beloved, caring, and committed community through regular parent meetings.
- To maintain open lines of communication with parents regarding activities and situations which impact their children.

Parent Commitments:

- To demonstrate by example how others are to be respected in both words and actions, particularly in your dealings with the school, it's faculty and staff, as well as other parents and students.
- To ensure that students are in school every day, except in the case of serious illness, with the necessary books, materials, supplies, and uniforms. It is the responsibility of the parent to get work missed while

the student is away from school, and to ensure that all make-up work is completed and turned in as prescribed in the Parent/Student Handbook.

- To ensure that students arrive at school promptly each day, by the designated starting time, and that their children are in their seats and ready to learn at the designated time. Please see your school office for the designated times.
- To attend all Parent-Teacher Conferences and those requested by the school. If a parent is unable to attend during designated times, the parent must contact the school to arrange an alternative time.
- To work with the school to provide assistance for students who struggle academically and socially.
- To work with the school staff to promote appropriate speech, behavior, and social development in each child. Close cooperation and rapid response are particularly important when a student's behavior is not in accordance with the standards of Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy.
- To regularly attend scheduled Parent Meetings—both meetings of the PTO and special meetings called by the school.
- When a student is picked up, the student should be picked up within 15 minutes of the end of the school day or at the designated After School Program pick-up time. Students not picked up by the appropriate time will be charged the required fee for after school care.
- To provide students with a quiet, distraction-free environment for homework and studies. This area should be free of television, radios, telephones, video games, and younger children.
- To provide children with ample time in evenings and on weekends to complete assignments and studies, and to fulfill all homework supervision requirements as set by classroom teacher.
- To participate in fund raising projects and those initiated by the PTO.
- To do volunteer service at least 10 hours per year and to be an active participant in the education of their children.

Student Commitments:

- To attend school every day, except in the case of serious illness.
- To arrive at school with ample time to organize books and supplies and be seated in class by the designated time.
- To be seated in the classroom with all necessary materials (pencil, paper, textbook, etc.) before the start of each class.

- To be in uniform and prepared for school before the start of each school day.
- To complete all in-class and homework assignments and prepare for quizzes, tests and examinations.
- To share in the maintenance and protection of the school building and all school property. Students are expected to preserve walls, desks, and floors by taking care not to litter or make pen, pencil or scuff marks.
- To show respect for the Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy staff by cooperating, speaking politely, and following instructions.
- To show respect and concern for other academy students by participating in classes, supporting others (in and out of class), and behaving in a professional and dignified manner.
- To help provide a safe, supportive environment that is free of aggressive behaviors such as bullying, fighting, hitting others, even when meant in fun, is unacceptable.

GENERAL INFORMATION

General Description

Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy features curriculum which meets the requirements set forth by the Michigan Department of Education. Cornerstone's academic studies stress: reading, writing, mathematics, science, and social studies/history as well as art, music, physical education, computer science, foreign language and social development.

Mission Statement

Our students will be prepared to succeed in global community and in life.

Vision and Philosophy

We see transformed lives, for good; and a new city for all.

We believe schools working with families have the ability to change Detroit: One Child at a Time.

We believe in the promise and premise of our Declaration of Independence that all children are endowed with inalienable rights, and abundant purpose.

We believe an excellent education begins with parents/guardians, a child's first teachers. They nurture the unique potential and destiny of their children and, by good example, encourage a life filled with the joy of learning, good deeds and right conduct.

We believe an excellent education is furthered by good teachers, administrators, staff and families within a learning community which makes it possible for a student to realize his or her fullest potential in life. An excellent education encourages a student to seek truth; to know love; to develop a disciplined mind and a wise, kind, courageous, joyful and discerning heart; to serve humbly; to respect and work with others; to pursue excellence; to develop good judgment; to seek what is good; to do what is right; and to accept responsibility for one's actions.

We believe that an excellent education includes literature, the fine arts, geography and the sciences; mathematics, grammar, writing, language and the spoken word; technology, history and cultures, particularly American history and the rich and diverse contributions of many to it, coupled with the idea and practice of freedom, self government, equality, citizenship, leadership, free markets, business enterprises and voluntary associations.

Organization/Administrative Structure

Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy, a public school academy, is held in trust by the Board of Directors (the "Board"). The Board develops and approves all major policies that govern the school. Cornerstone Charter Schools is the management company which provides support to the academy. The Chief Executive Officer ("CEO") of Cornerstone Charter Schools is responsible for the entire Academy Community. The Chief Academic Officer and oversees instruction and evaluates the Principal who is in charge of education. Further, Cornerstone Charter Schools is responsible for supplying all other employees who work at the Academy.

The Principal assumes overall responsibility for school operations and services in order to edify and promote the mission of the Academy.

Principal

The Principal is responsible for, among other things, the administration curriculum within the guidelines of the educational philosophy of the Academy.

Faculty and Staff

All employees must meet stringent academic qualifications; have experience, and an obvious concern for the development and well being of the students.

Parent Organization

Our major parent support group is known as the Parent Teacher Organization (P.T.O.) All parents and teachers are members of the P.T.O. and are asked to volunteer their service or time in at least one project per year. Revenues from any P.T.O. functions are contributed directly into school programs, projects, and equipment.

Assistance Directory

Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy has its own direct telephone line. This number is listed below. School office hours are between 7:30 a.m. and 4:00 p.m. Phone messages may be left outside of regular school office hours.

Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy: 313-486-4626

Enrollment

Students who are new to Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy or are returning after a period of enrollment in another school district, are required to be enrolled by their parent or guardian. To enroll a student, parents are required to bring the following:

- A County Birth Certificate
- Proof of Immunization
- Custody papers from the court (when appropriate)
- Student's last report card
- IEP (when appropriate)
- Proof of State Residency

In addition, all students enrolling will be given a placement assessment. This assessment is only for the purpose of academic placement, and has no impact on the child's acceptance.

Homeless students who meet the federal definition of "homeless" may enroll and will be under the direction of the Academy's liaison for Homeless Children with regard to academic procedures.

A student who has been expelled by another public school in Michigan may be temporarily denied admission to the Academy during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the local school district.

Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the Academy during the period of expulsion or removal in which the student would have received in the suspending school had the student committed the offense while enrolled in the Academy.

Prior to denying admission, the CEO shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the CEO determines to be relevant.

School Hours

The school day begins at 8:10 a.m. Any student not seated in their classroom by the designated time is tardy and must report to the school office for a tardy pass before entering the classroom. School is dismissed at 3:15 p.m. Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy places a high value on being prompt. Promptness is important in school and it is important in life.

Parking at the Academy

Please see the Academy's main office to get information regarding student pick up and drop off procedures and designated places for parent parking.

Non-Discrimination Statement

The Academy shall not discriminate in its policies, practices, procedures, or activities on the basis of religion, race, color, national origin, sex, disability/handicap, or marital/parental/family status and shall comply with all applicable law with respect to equitable treatment of students, staff, and applicants for employment. The Academy shall ensure equivalence within the academy in teachers, administrators, and other staff, as well as in the provision of curriculum materials and instructional supplies. The Academy shall not charge tuition and shall not discriminate in its pupil admissions policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis that would be illegal if used by an Academy. However, the Academy may limit admission to pupils who are within a particular range of age or grade level or on any other basis that would be legal if used by an Academy. In addition, the Academy shall not do any of the following:

- A. Discriminate against an individual in the full utilization of or benefit from the Academy, or the services, activities, or programs provided by the Academy because of religion, race, color, national origin, disability/handicap, or marital/parental/ family status or sex.
- B. Exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions, or privileges of the Academy, because of religion, race, color, national origin, disability/handicap, or marital/parental/ family status or sex.
- C. For purposes of admission only, make or use a written or oral inquiry or form of application that elicits or attempts to elicit information concerning the religion, race, color, national origin, age, disability/handicap, marital/parental/ family status or sex of a person, except as permitted by administrative rule or as required by federal law, rule, or regulation, or pursuant to a permissible affirmative action program

- D. Print or publish or cause to be printed or published a catalog, notice, or advertisement indicating a preference, limitation, specification, or discrimination based on the religion, race, color, national origin, disability/handicap, marital/parental/ family status or sex of an applicant for admission to the Academy.
- E. Announce or follow a policy of denial or limitation through a quota or otherwise of educational opportunities of a group or its members because of religion, race, color, national origin, disability/handicap, marital/parental/ family status or sex. Prior to the beginning of each school year, the Academy shall announce its policy on nondiscrimination to students, parents, staff, and the general public, together with a summary of the Academy's program offerings and admissions criteria and contact information for the person designated to coordinate compliance activities. The Academy's policy of nondiscrimination shall be stated in all announcements, bulletins, catalogs, or application forms. All staff shall adhere to such policies.

In addition, the Academy shall not do any of the following:

- A. Print or publish or cause to be printed or published a catalog, notice, or advertisement indicating a preference, limitation, specification, or discrimination based on the religion, race, color, national origin, disability/handicap, or marital/parental/ family status or sex of an applicant for admission to the Academy
- B. Announce or follow a policy of denial or limitation through a quota or otherwise of educational opportunities of a group or its members because of religion, race, color, national origin, disability/handicap, or marital/parental/ family status or sex. Written or unwritten employment policies and practices involving matters such as the commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, reinstatement, and payment under any health or disability insurance or sick leave plan, formal or informal, shall be applied to disability due to pregnancy, childbirth, or related medical conditions on the same terms and conditions as they are applied to other disabilities. Prior to the beginning of each school year, the Academy shall announce its policy of nondiscrimination to students, parents, employees, and the general public, together with a summary of the Academy's program offerings and admissions criteria and contact information for the person designated to coordinate compliance activities. The Academy's policy of nondiscrimination shall be stated in all announcements, bulletins, catalogs, or application forms. All Academy personnel shall adhere to such policies.

Student Records

The Academy maintains many student records including both directory information and confidential information.

The directory information includes:

- Student's name
- Participation in officially recognized activities and sports
- Honor Roll
- Scholarships

Directory information can be provided upon request to any individual, other than a for-profit organization, without the written consent of a parent. Parents may refuse to allow the Board or Academy personnel, to disclose any or all directory information upon written notification to the Academy main office. For further information about items included within the category of directory information and instruction on how to prohibit its release, you may wish to consult the Board's annual *Family Education Rights and Privacy Act (FERPA)* notice.

FERPA is a Federal law administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Parochial and private schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA. Private postsecondary schools, however, generally do receive such funding and are subject to FERPA. FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except limited to circumstances as specifically defined in State and Federal law, the Academy is prohibited from releasing confidential educational records to any outside individual or organization without prior written consent of the parent.

Confidential records include test scores, psychological reports, behavior data, disciplinary records, IEPs, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Academy's Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent must request the amendment of a student record in writing, and if the request is denied, the parent will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the Academy has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the school program or the Academy's curriculum, without prior written consent of the his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sexual behavior or attitude;

- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisal of other individuals with whom respondents have close family relationships;
- F. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- G. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with PPRA and Board policy, the CEO shall ensure that procedures are established with any such survey, analysis, or evaluation.

The CEO will provide notice directly to parents of students enrolled at the Academy of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in the policy.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquires may be sent to the Family Compliance Office via the following email addresses:

FERPA@ED.GOV
PPRA@ED.GOV

STUDENT HEALTH AND WELL-BEING

Immunizations

Each student must be current with all immunizations required by law or have an authorized wavier from State immunization requirements. If a student does not have the necessary shots or wavier, the Principal may remove the student from school and require compliance within a set deadline. This requirement is for the safety of all students and in accordance with State Law. Any questions about immunization or wavier should be directed to the Academy Office.

IMMUNIZATION REQUIREMENTS:

Unless given wavier, students must meet the following requirements:

- DIPHTHERIA:** Four (4) or more doses of DPT or DT (pediatric) vaccine or any combination thereof is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- TETANUS:** Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- PERTUSSUS:** Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- POLIO:** Three (3) doses of any appropriated polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- MEASLES:** Two (2) doses of live measles virus after the first birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy this requirement.
- RUBELLA:** Two (2) doses of live rubella virus vaccine after at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy this requirement.
- MUMPS:** Two (2) doses of live mumps rubella virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy this requirement.
- HEPATITIS B:** This is a requirement for all children entering kindergarten or changing school districts. REQUIREMENT: First Dose at age 2-3 months; Second Dose at age 4-14 months; Third Dose at age 15 months – 4 years of age.

Control of Casual-Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health and/or safety of the group are at risk. The school's professional staff has the authority to remove or isolate a student who has been ill, has an undiagnosed rash or has been exposed to a communicable disease or highly transient pest, such as, lice.

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

If a child contacts a Communicable Disease, the School Office should be notified as to the nature of the illness and the student should not return to school until a Physician gives him/her written permission to do so. *However, in the event that the Health Department guidelines for return after a specific illness conflict with the physician's permission, the Academy must adhere to the timetable set forth by the Health Department. The Academy adheres to this policy in an effort to protect all children from contracting a disease/illness.*

Any removal will only be for the contagious period *as specified in the Academy's administrative guidelines as set forth by the Local and State Health Department.* Parents of children in a classroom which has a communicable disease reported will be notified, at the discretion of the Principal, by way of a "Health Alert."

Control of Non-Casual Contact Communicable Diseases

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Head Lice

Any child found to have head lice will be temporarily excluded from school until ALL NITS AND/OR LIVE LICE are removed from the child's head. The child who has been excluded with head lice will be rechecked by the school prior to being allowed to return to class. As a precaution the child will be rechecked within 10 days for possible re-infestation.

CORNERSTONE CHARTER SCHOOLS: CORNERSTONE JEFFERSON-DOUGLASS ACADEMY HAS A NO HEAD LICE POLICY

Emergency Medical Information

The Board has established a policy that every student must have a Parent Contact Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds.

The Parent Contact Form is provided at the time of enrollment and the beginning of each school year. All parents are asked to supply Address, Telephone Number and Health Information for emergency procedures when a child is ill. This information helps the school decide what to do when a child becomes sick or has an accident while in school. Parents are asked to keep this information up to date, especially telephone numbers for home and work.

Parent Contact forms are sent home at the beginning of each school year. PARENTS ARE URGED TO CONTACT THE SCHOOL WHEN ANY OF THE INFORMATION FOR THE EMERGENCY CONTACT CHANGES.

Meal Service

The Academy participates in the National School Lunch Program and makes lunches available to students. Students may also bring their own lunches to school to be eaten in the Academy cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes he/she is eligible, contact the Academy Office.

The lunch time is also planned as a social period to be enjoyed, but not abused by students. Following the basic rules of etiquette and courtesy is mandatory, due to the number of students in the cafeteria room during lunch period. Students are expected to conduct themselves properly at all times. Failure to do so may result in *the loss of privilege for eating lunch in the cafeteria*.

Visitors

Visitors, particularly parents, are welcome at the Academy. **For the safety of students and staff, ALL visitors MUST report to the office to sign in and pick up a visitor's pass in order to gain access through the locked security doors. Any visitor found in the building without a pass shall be reported to the Principal. If a parent wishes to speak with a teacher, he/she MUST call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.**

Students may not bring visitors to school without first obtaining permission from the Principal.

Illness During the School Day

Students who become ill during the school day must report to the school office. Parents will be notified to determine if the child needs to be picked up or should remain in school. If a student has had an infectious illness, they must have a written permission from the doctor to return to school.

Medication Policy

Neither the Board nor the School Leader shall be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would

not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program. For purposes of this policy, *medication* shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies and performance-enhancing drugs as defined in AG 2431C. *Treatment* refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization. Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician, accompanied by the written authorization of the parent. These documents shall be kept on file in the administrative offices. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Free Environment and of the Student Discipline Code/Code of Conduct. Only medication in its original container that is labeled with the date (if a prescription), the student's name, and exact dosage may be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment. Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement. All staff authorized to administer medication or treatment will receive training on appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with knowledge of the Academy's policy and procedures and knowledge of the administration of medications or treatment. All medication shall be kept in a locked storage case in the Academy's office. The Board shall permit only trained staff to administer any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician. Students who may require the administration of an emergency medication may have such medication in accord with the Administrative Guidelines. Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma (or before exercise to prevent onset of asthma symptoms), while at the Academy, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Administrative Guidelines, if all of the following conditions are met:

- A. There is written approval from the student's physician or other health care provider and the student's parent/guardian (if student is under eighteen (18) to possess and use the inhaler (Form 5330 F1c) and
- B. The building administrator has received a copy of the written approvals from the physician and the parent/guardian and
- C. There is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency. Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they meet the same conditions established above.
Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above. This policy and the Administrative Guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with Academy's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities. The School Leader shall prepare Administrative Guidelines to ensure the proper implementation of this policy.

STUDENTS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provides that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the Academy's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is required by Federal (IDEA) and State Law. Contact the Academy's Chief Academic Officer at (248) 439-6228 to inquire about evaluation procedures and program.

LIMITED ENGLISH PROFICIENCY (LEP) PARENT INVOLVEMENT

In accordance with federal law, parents of LEP students will be provided notice regarding their child's placement in and information about the Academy's LEP program. LEP students shall have access to educational programs other than programs designed to address limited English proficiency. Parents will be notified about their rights regarding program content and participation including the right to choose among programs if alternatives are available. The notice also must include an explanation of the value of the program in terms of academic development, mastery of English, and the achievement of promotion and graduation standards. The notice will also include an explanation of the right to remove the child from an LEP program and to place the child in the regular program. The notice must be in a format that families can comprehend and, if possible, in a language that is understood by the family.

ACADEMIC POLICIES

Primary (K thru 2)

Progress Reports/Report Cards

A written report will be given at the end of each ten week marking period advising parents of social and personal growth, academic strengths and weaknesses, conduct, and any suggestions for reinforcing teaching efforts. Academic progress for each subject will be indicated by using O (Outstanding), S (Satisfactory), N (Needs to Improve) and U (Unsatisfactory).

Special Recognition

Students in Pre-K-2 will receive awards based on a variety of recognized educational experiences and abilities.

Promotion Requirements

Promotion requirements are based on mastery. A student must do satisfactory work in reading and math for promotion to the next grade. The degree of deficiency of any student doing unsatisfactory work in these areas will determine whether the grade is repeated or special summer work in a school or with a tutor, approved by the Principal, is required. The parents of any student who has failed to reach the maturation level or made the academic improvement necessary for success at the next grade level will be advised of the school’s recommendation at a scheduled conference. Any student with more than 20 unexcused absences is subject to repeating the grade.

Primary (3 thru 5) and Middle School (6 thru 8)

Grading System

The following is the approved grading scale for Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy

Grades 3-8

95 - 100 A	80 - 82.9 B-	68 - 69.9 D+
90 - 94.9 A-	78 - 79.9 C+	63 - 67.9 D
88 - 89.9 B+	73 - 77.9 C	60 - 62.9 D-
83 - 87 .9 B	70 - 72.9 C-	59.9 - 0 F (Failing)

Report Cards

Academic grades, social and personal conduct indications, and teacher evaluations will be reported on a regular basis.

Incomplete Grade "I" is given due to extreme circumstances at the time of the issuance of the report card. All incompletes must be made up within two weeks of the receipt of the report card.

Students are required to participate in after-school programs i.e. concerts, ceremonies, etc. as part of their academic grade. If a student does not participate, they must complete an assignment/report given by their teacher (within 2 days following the event) or the student will receive no credit which could jeopardize their classroom grade.

Honor Roll

Students in grades 3 through 8 who receive a report card grade average of 88 percent or higher and have no more than one grade in 70 percent (no "C" in any core subject) on their report card will receive Honor Roll for the marking period.

A student is ineligible for Honor Roll if they accumulate more than three unexcused tardies during a marking period or if the conduct grade is below a B-. An "Academic Achievement" award can be given in place of honor roll for students who are ineligible because of tardiness or conduct.

Classroom Policies

Class work Assignments: Since a student cannot participate in class unless properly prepared with the required materials, the following actions may be taken:

- The student may be required to complete class work as homework receiving one letter grade lower for each day the assignment is late.
- The student may receive a zero (0) on an assignment.
- The student may be required to complete the assignment outside of the classroom (i.e. in place of recess, specials).

Homework Assignments:

- Assignments given as homework are designed to reinforce classroom learning and to develop initiative, responsibility, and self-learning. Late assignments will be depreciated 25 % or one letter grade, depending on circumstances, per late day, unless there are extenuating factors.
- An assignment more than three days late will not receive credit.

Tests:

- Oral and written tests may be given if teachers believe they will assist in the learning process. (Subject to the specified policies)

Make-up Policies

General Statement:

- The Student will have one (1) school day for every day missed up to a maximum of five (5) days to complete make-up work. This includes excused vacations. For example, if a student is absent Monday and Tuesday, he/she has Wednesday and Thursday to make up the missed work.

Tests:

- Students absent on the day of a test must make up the test on the return or as directed by the teacher. Should a student arrive on the day a test is being administered, the teacher can require the student to take the test on that day.
- Except for extreme absences, tests must be made up within a five-day period of time from the date of the absence.
- No academic penalty is assessed to excused absences. A student receiving a suspension or an unexcused absence may make up major tests. However, a full grade reduction shall be made for each test.

Assignments:

- An assignment is due on the designated due date. Each day an assignment is late, 25%, or one letter grade will be deducted.
- Students absent (excused absence) **on the due date of a project or assignment, and that day only**, are responsible to hand that assignment in on the day they return.
- Students who are absent (excused absence) for more than a one-day period of time on or prior to the date of the assignment shall comply with the policy in the general statement. Assignments missed or turned in late due to an un-excused absence will receive a deduction of 25% or one full grade.
- Students who do not make up or turn in assignments after a 3-day period exceeding the original due date will receive "0" (no credit) for the assignment or test.

ATTENDANCE POLICIES

Faithful school attendance is critical to a successful school experience. While some elements of a missed classroom experience can be made up, certain other facets cannot be reproduced or repeated. Attendance policies at Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy are strictly adhered to and enforced. Any student with more than 20 unexcused absences may be asked to repeat the grade. Your understanding of this policy and mutual cooperation is greatly appreciated.

School Tardiness/Early Dismissal

Punctuality and attendance are important. While unforeseen problems may occur, such as inclement weather or traffic tie-ups, every effort should be made to be in the classroom before the tardy bell rings. A student is considered tardy if he/she is not in the classroom and seated by the designated time. If a student is tardy three times per marking period or leaves early three times per marking period, parent contact will be made via a tardy/early dismissal warning letter. Additional tardies/early dismissals will be handled between the school office and the parent. Six tardies/early dismissals will result in an automatic suspension from school. Additional excessive tardiness/early dismissals may result in possible probation, suspension, un-enrollment or repeating the grade. Additional excessive tardiness/early dismissals may also include notification to the Wayne County Prosecutor's office.

Excused Absence

1. **Categories:** There are four categories that Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy accepts as a valid excused absence (documentation required):
 - Personal illness of a student or a doctor's visit;
 - Death or emergency within the immediate family;
 - Pre-approved family trip (letter to Principal); and/or
 - Religious instruction and/or obligations (arranged in advance) and verified by written parental excuse.

The school reserves the right to deny "excused requests" that do not fall within these categories.

2. **Approval Procedure:** For an absence to be excused, the following procedures must be followed:
 - **Sickness:** Parents must contact the school office by 8:30 a.m. on the day of the absence and by note the day the student returns to school. The note should include the date of absence, the reason for absence and the signature of the parent or guardian. Please note that it is the reason stated in the note, not the note itself, that determines if the absence is excused or not. Students absent five (5) or more consecutive days must provide a doctor's excuse.
 - **Doctor Appointments:** Whenever possible, medical, dental, and optical appointments should be scheduled outside of school hours. If the student must be excused during school hours, the school must be notified by 8:30 a.m. on the day of the appointment.
 - **Family Trips:** Trips should be planned in relationship to the Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy Calendar. Parents must submit a note to the Principal at least two weeks prior to the planned vacation. Excused family vacations must be vacations with the immediate family (parents/guardians).
 - **Death or Family Emergency:** Parent should notify school office of student absence. Students are required to bring in a note signed by parent upon their return.

3. Homework Request during Absence: A parent may call the school office and request homework.

- Assignments, other than those for a family trip, will be assembled twenty-four (24) hours after the parent calls and may be picked up at the school dismissal time.
- Missed assignments for family trips may be requested twenty-four (24) hours after the student returns to class.

4. Chronic Illness: The school will meet with the parents/guardians of a chronic or seriously ill student to determine the best academic program for their student.

Unexcused Absence

An unexcused absence is an absence not considered by the school to be legitimate or where the school's attendance policies have not been followed. Examples would include:

- Family trips that did not receive prior approval, or that the school does not consider legitimate.
- An absence for which the school did not receive parental contact within the specified time.
- Students who leave campus without permission from the school office.
- Students who do not complete the Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy program as the result of leaving school prior to the end of our eleven month school year will be considered withdrawn. Unexcused absences will be assessed for each day missed. Unexcused absences can mean unsatisfactory progress.

Transportation will not be considered as an accepted reason for an excused absence.

Partial Day Absence

If a student misses any part of the school day, he/she must have a note explaining the reason for tardiness or the parent must provide an explanation to the school office. A determination of excused or unexcused absence will be made by the principal.

STUDENT EXPECTATIONS/BEHAVIOR POLICIES

To establish the best possible learning environment for the student, as well as to provide for the health, safety and welfare of all students and academy employees, the following categories of misconduct have been adopted along with the guidelines for consequences when a student engages in such misconduct. These standards of conduct apply to all students, for all activities. This list is not intended to be exhaustive, and includes, but is not limited to the following:

- A. Abide by national, state, and local laws as well as the rules of the school;
- B. Respect the civil rights of others;
- C. Act courteously to adults and fellow students;
- D. Be prompt to school and attentive in class;
- E. Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- F. Complete assigned tasks on time and as directed;
- G. Help maintain a school environment that is safe, friendly, and productive; Act at all times in a manner that reflects pride in self, family, and in school

If any student is found engaging in compromising activities on or off campus, the school, with the endorsement of the Board and administration, will take disciplinary action, in accordance with Federal and State law.

Internet Conduct

The Academy's student expectations and behavior policy extends to Internet Communications, online postings, images, and messages on websites such as MySpace, Facebook, Twitter, You Tube, Blogging, Bebo, etc, as is permitted by Federal and State law. This policy is in keeping with Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy mission to uphold a positive lifestyle and to guide students into making responsible and respectful decisions that recognize the dignity of each individual and the well-being of the school community.

Computer Technology and Network

The Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy staff is responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. *Any student who has not returned a signed Appropriate Use Policy Agreement will be denied access to computer use until said agreement is returned.*

Students and staff members are responsible for good behavior on the Academy's computers/network and the Internet just as they are in the classroom, Academy hallways, and other Academy premises and Academy sponsored events. Communications on the Internet are often of a public nature. General Academy rules for

behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted accesses to the Internet through the Academy's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Parent/Student Handbook, Board policy, and its accompanying guidelines.

The Board designates the Principal as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

Mutual Respect

1. **Respect for Teachers and Staff:** As a direct authority, parents, teachers and all members of the staff are to be shown respect. Any form of disrespect will result in the immediate removal from class. Understanding expectations in this area is foundational to the student's success at the academy.
2. **Respect for Students:** As a staff, we also accept our responsibility in treating students with the utmost respect and fairness. Should a student feel that a teacher has been disrespectful or unfair, he or she is encouraged to speak to the teacher first. If that is unsuccessful, the student should then appeal to the school Principal.
3. **Respect for Fellow Students:** As a student, the abuse or harassment of another student is totally unacceptable to our ethics, and is in direct opposition to the purpose of the academy. Such action could result in dismissal from the school.

Common Courtesy

1. **Classroom Courtesy**
 - A. **Be punctual:** All students must be in class and seated at assigned times.
 - B. **Be prepared:** Students are expected to come to class prepared each day (pencil, paper, textbooks, homework, etc.)
 - C. **Participate:** Students are expected to be participants (involve themselves in discussion, respond when called upon, etc.) in class activities.
 - D. **Have proper posture:** Students are asked to not put their feet on desks, tip their chairs, or put their heads down as though sleeping, etc.
 - E. **Gum chewing:** Students are asked not to chew gum in the building or on the playground due to unsanitary disposal of gum and the damage to clothing, furniture and floors.
2. **Hallway Courtesy**
 - A. **Food:** Students should never take food in the hallways or other designated areas!
 - B. **Running:** Do not run in the hallways. Do walk on the right-hand side of the hallway.
 - C. **Voice level:** Students must use conversational voices
3. **Lunch Time Courtesy Requires all Students:**
 - A. Enter the lunchroom in a quiet and orderly fashion.
 - B. Eat at lunch tables only. Food is not allowed in any other part of the building.
 - C. Clean up your own food area.

- D. Use a low conversational tone of voice when talking to others.
- E. Follow all rules.

3. Building Courtesy

- A. Students will be allowed into the classrooms at the designated time. When arriving before that time, children must follow the school rules.
- B. Students will be dismissed at the designated time. Students remaining after school will be taken to the After School Program, to be picked up by their parent/guardian. Parents/guardians will be subject to the fees designated by the program leaders.
- C. School property is to be treated with care and respect. Students are responsible for deliberate damage and neglect. Desks, lockers, books, etc. are not to be marked or covered with stickers or changed in any manner.

Anti-Bullying Policy

The Cornerstone Jefferson-Douglass Academy (the “Academy”) Board of Directors recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. The Academy finds that bullying, like other disruptive or violent behavior, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment.

The Academy’s Board of Directors delegates to the School Leader the responsibility to notify all students of the Academy and employees of the Educational Service Provider of this policy and to create any related administrative procedures necessary to properly implement and ensure compliance with this policy.

The Academy’s Board of Directors requires the School Leader to annually disseminate the policy to all school staff, students, and parents and to include this policy in the student handbook. The Educational Service Provider shall incorporate information regarding the policy against bullying into each of its employee training programs and employee handbooks.

I. Definitions

“Bullying” is any written, verbal or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils
2. Adversely affecting the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress
3. Having an actual and substantial detrimental effect on a pupil’s physical or mental health
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
2. Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

This policy applies to all “at school” activities in the District, defined as: in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event whether or not it is held on school premises. “At school” includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or telecommunications service provider is owned by or under the control of the Academy.

II. Prohibition

The Academy’s Board of Directors prohibits bullying of all students, without regard to its subject matter or motivating animus. The Academy’s Board of Directors also prohibits any forms of retaliation or false accusation against a target of bullying, a witness or another person with reliable information about an act of bullying.

III. Confidentiality

The Academy shall maintain the confidentiality of any individual who reports an act of bullying. The Academy’s Board of Directors delegates to the School Leader the responsibility of creating any administrative procedures necessary to ensure such confidentiality is preserved.

STUDENT CODE OF CONDUCT

Student misconduct is classified into three levels. In addition to these three levels of discipline, a teacher may suspend a student for his or her conduct in a class, subject or activity. The definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for Level I and Level II violations. The staff will refer Level III violations directly to school administrators, because of the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the Academy Board will act to impose any mandatory sanctions. The principal or assistant principal may issue short-term suspensions. The Academy's Board of Directors or its designee may issue long-term suspensions or expulsions.

Short-Term Suspension

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges to attend school, including extracurricular activities, are suspended.

Long-Term Suspension

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges to attend school, including extracurricular activities, are suspended.

Expulsion

An expulsion occurs when the Academy's Board of Directors or its designee terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise specified by the Academy Board/its designee or state law. The parent/guardian of the student may petition the school board to request the student's reinstatement to school, as permitted by state law.

Levels I, II, and III Violations

Depending on severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.

Level I Violations:

1. Cheating/Academic Misconduct

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline.

2. Defacement of Property

A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.

- 3. Disorderly Conduct**
A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.
- 4. Inappropriate Displays of Affection**
Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.
- 5. Inappropriate Dress**
A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distractive or indecent, to the extent that it interferes with the learning and teaching process.
- 6. Insubordination/Unruly Conduct**
A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location when told to by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.
- 7. Leaving School Without Permission**
A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.
- 8. Negligent or Improper Operation of a Motor Vehicle**
A student will not negligently operate a motor vehicle on school property, so as to endanger the property, safety, health, or welfare of others.
- 9. Possession of Inappropriate Personal Property**
A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser lights, personal entertainment devices, computer games, electronic pagers or beepers, radios, television sets, cassette players, compact disc players, telephones, or other personal communication devices. Certain devices may be permitted for health or other reasons, if approved by the principal.
- 10. Profanity and/or Obscenity Toward Students**
A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student.
- 11. Sexual Harassment (Level I)**
A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.

- 12. Smoking**
A student will not smoke, use tobacco, or possess any substance containing tobacco in any area under the control of the Academy, including all activities or events supervised by the Academy.
- 13. Tardiness**
A student will not fail to be in his or her place of instruction at the assigned time without a valid excuse.
- 14. Technology Abuse**
A student will not violate the district's "Technology Use Guidelines."
- 15. Trespassing**
A student will not enter upon the premises of the Academy, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.
- 16. Truancy**
A student will not fail to report to the student's assigned class or activity without prior permission, knowledge or excuse by the school or parent/guardian.

School Responses to Level I Violations:

School administrators and staff may use appropriate intervention strategies, as determined by Academy policies including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention. Any of the following intervention strategies and disciplinary actions may be used.

- Administrator/student conference or reprimand;
- Administrator and teacher-parent/guardian conferences;
- Referrals and conferences involving various support staff or agencies;
- Daily/weekly progress reports;
- Behavioral contracts;
- Change in student's class schedule;
- School service assignment;
- Confiscation of inappropriate item;
- Restitution/restoration;
- Before and/or after-school detention;
- Denial of participation in class and/or school activities;
- Weekend detention;
- In-school suspension;
- Other intervention strategies, as needed;
- Out-of-school suspension (short-term) from one (1) school day up to and including ten (10) school days;
- Law enforcement agency notification.

Level II Violations:

Depending upon severity or repetition, a Level II violation may be reclassified as a Level III violation.

1. Bullying/Harassment/Intimidation

“Bullying, harassment or intimidation” means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the student’s property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Bullying, harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act, that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic. Please see the anti-bullying policy for more information.

2. Destruction of Property

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

3. Failure to Serve Assigned Detention

A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified.

4. False Identification

A student will not use another person’s identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

5. Fighting

A student will not physically fight with another person. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.

6. Forgery

A student will not sign the name of another person for the purpose of defrauding Academy personnel or the Board of Directors.

7. Fraud

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

8. Gambling

A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

9. Gang Activity

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process.

Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the Academy's educational mission.

Gang activity includes:

- a. Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- b. Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- c. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- d. Recruiting student(s) for gangs.

10. Hazing

A student will not haze or conspire to engage in hazing of another. As used in this section, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace. The term "hazing" does not include customary athletic events or similar contests or competitions.

11. Loitering

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

12. Profanity and/or Obscenity Toward Staff

A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any Academy staff members or adult volunteers.

14. Sexual Harassment (Level II)

A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, Academy personnel or adult volunteers.

15. Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at \$100.00 or less which does not belong to the student.

16. Threat/Coercion

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

School Responses to Level II Violations:

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any or all of the following intervention strategies and disciplinary actions may be used:

- Any school response to a Level I violation, listed above;
- Out-of-school suspension (short-term) for one (1) school day, up to and including ten (10) school days;
NOTE: Fighting poses an immediate threat to student safety. In most cases, out-of-school suspension is imposed even for a first time offense. The length of suspension will depend on severity or repetition.
- Recommendation to the school district board of education or its designees for long-term suspension or expulsion;
- Law enforcement agency notification

Level III Violations:

Depending on severity or repetition, a Level I or Level II violation may be reclassified as a Level III.

1. Alcohol and Drugs

A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.

2. Arson (Starting a Fire)

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person.

If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311(2)).

“Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750.71 to MCL 750.80)

3. Extortion

A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

4. False Fire Alarm or Bomb Report; Tampering with Fire Alarm System

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

5. Felony

A student will not commit a criminal act that results in being convicted or, in some cases, charged with a felony offense.

6. Fireworks

A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers.

7. Interference with School Authorities

A student will not interfere with administrators, teachers or other school personnel by threat of force or violence.

8. Physical Assault

A student will not physically assault another person.

If a student enrolled in grade 6 or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If a student enrolled in grade 6 or more commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the Academy permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1]).

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b]. MCL 380.1311a[12][b]).

9. Robbery

A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.

10. Sexual Assault

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the Academy permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

“Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

11. Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at more than \$100.00 that does not belong to the student.

12. Verbal Assault Against an Employee

If a student enrolled in grade 6 or above commits a verbal assault, as defined by school board policy, at school against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the Academy for a period of time as determined in the discretion of the school board or its designee. (MCL 380.1311a[2]).

13. Weapons: Dangerous Instruments

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. A “dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles. (MCL 380.1313).

A “firearm,” as defined in section 921, title 18 of the United States Code (18 U.S.C. § 921) means:

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device.

The term “firearm” does not include an antique firearm (18 U.S.C. § 921). However, for purposes of this Student Code of Conduct, antique firearms are not permitted on Academy premises.

State law requires the school board or its designee to permanently expel from the Academy a student who possesses a “dangerous weapon” in a “weapon-free school zone,” subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

However, the Academy’s Board of Directors is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed by the student;
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon;
- The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

“Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property. (MCL 750.237a).

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by the Academy. (MCL 750.237a).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is enroute to or from school on a school bus, the Principal of the Academy, or his or her designee, shall immediately report that finding to the student’s parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

14. Weapons: Use of Legitimate Tools as Weapons

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

15. Harassment and Bullying

A student shall not engage in harassment or bullying as defined below in this Code of Conduct.

School Responses to Level III Violations:

Any or all of the following intervention strategies or disciplinary actions may be used:

- Any school response to a Level I or II violation, listed above.
- Recommendation to the Board of Education or its designee for long-term suspension or expulsion.
[NOTE: Drug-related behaviors pose an immediate threat to student safety. In all Level III drug-related cases, out-of-school suspension is imposed even for the first offense.]
- Placement in an alternative education program or transfer to another building.
- Students who possess a dangerous weapon, commit arson, or commit criminal sexual conduct shall be permanently expelled in compliance with the Revised School Code.
- In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county department of the family independence agency or county community mental health agency, and notifies the individual's parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, notifies the individual of the referral. (MCL 380.1310[4]).
- Requesting an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation. The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be from a source approved by the administration.

Failure to Follow Prescribed Intervention Strategy: Separate Violation

If a student fails to comply with the terms of the disciplinary action, such failure is a separate violation of the Code of Student Conduct, at the same level for which the student was initially disciplined; the student may be disciplined for the additional violation.

Staff Authority

The authority of any member of the school staff extends to all Academy students while the students are on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

School Activities

A student who is suspended from school for any reason will not be allowed to practice, participate in, or attend any school activity, regardless of location, during the suspension (including weekends and/or holidays.)

Maintaining Class Progress

When appropriate in the judgment of the principal, a suspended student may maintain academic progress under the terms and conditions set by the principal.

DUE PROCESS PROCEDURES

Short-Term Suspension

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student's school. If a short-term suspension is contemplated, the principal or assistant principal shall provide the student with oral or written notice of the charges or allegations, and an explanation of the evidence or basis for the changes. The student shall be given the opportunity to present an explanation or a differing statement of the facts.

If the misconduct is found, the principal may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions. Students whose presence pose a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical.

The student and parent/guardian shall be notified of the circumstances and action taken.

Long-Term Suspension or Expulsion

If recommended by the principal or assistant principal, the Academy's Board of Directors, or its designee, shall conduct a hearing to determine whether to impose a long-term suspension or expulsion.

The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date and location of the hearing; and of their right to attend and participate in the hearing.

The Board or its designee shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others.

At the request of the student or the student's parents, the Board or its designee may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student." (MCL 15.268[b]).

The student and parent/guardian may be represented at the hearing by an attorney or other adult. Written or oral evidence may be presented at the hearing on behalf of the student.

After the hearing, the Board or its designee shall issue a decision, including a determination of disciplinary action.

Suspension and Expulsion of Students Receiving or Otherwise Eligible for Special Education

Students previously identified under state and federal regulations as eligible for special education are entitled to an extra measure of consideration for the disability in student discipline procedures. Also, other due process provisions are triggered for any student if a review of a student's record indicates significant prior knowledge about a potential but unidentified disability.

Removal, Expulsion and Suspension of Students with Disabilities

The Academy shall abide by federal and state laws in matters relating to discipline, suspension, and expulsion of disabled students.

Harassment and Bullying

Harassment or bullying of students or staff is an extremely serious violation of the *Student Code of Conduct*. It can also be a violation of criminal law. The Academy will not tolerate unlawful bullying and harassment in school, school-related transportation, school-related or school-sponsored events, or through the use of data or computer software that is accessed through a computer, computer system, or computer network of the

Academy. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

“Harassment” means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or employee that:

- 1) Places a student or employee in reasonable fear of harm to his or her person or damage to his or her property;
- 2) Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits;
- 3) Has the effect of substantially disrupting the orderly operation of school.

Anti-Bullying Policy

The Cornerstone Jefferson-Douglass Academy (the “Academy”) Board of Directors recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. The Academy finds that bullying, like other disruptive or violent behavior, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment.

The Academy’s Board of Directors delegates to the School Leader the responsibility to notify all students of the Academy and employees of the Educational Service Provider of this policy and to create any related administrative procedures necessary to properly implement and ensure compliance with this policy.

The Academy’s Board of Directors requires the School Leader to annually disseminate the policy to all school staff, students, and parents and to include this policy in the student handbook. The Educational Service Provider shall incorporate information regarding the policy against bullying into each of its employee training programs and employee handbooks.

I. Definitions

“Bullying” is any written, verbal or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils
2. Adversely affecting the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress
3. Having an actual and substantial detrimental effect on a pupil’s physical or mental health
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

This policy applies to all “at school” activities in the District, defined as: in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event whether or not it is held on school premises. This policy also prohibits bullying through the use of school owned or operated telecommunications devices.

II. Prohibition

The Academy's Board of Directors prohibits bullying of all students, without regard to its subject matter or motivating animus. The Academy's Board of Directors also prohibits any forms of retaliation or false accusation against a target of bullying, a witness or another person with reliable information about an act of bullying.

Corporal Punishment

While recognizing that students may require disciplinary action in various forms, the Board does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Staff shall not use physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or Academy through suspension or expulsion procedures.

Within the scope of their employment, all staff may use reasonable force and apply restraint to accomplish the following:

- A. Restrain or remove a student who refuses to comply with a request to behave or report to the office;
- B. Quell a disturbance threatening physical injury to self or others;
- C. Obtain possession of weapons or other dangerous objects within the control of the student, for either self-defense; or
- D. The protection of persons or property.

In accordance with State law, corporal punishment shall not be permitted. If any staff member (full-time, part-time, or substitute) deliberately inflicts, or causes to be inflicted, physical pain upon the student (by hitting, paddling, spanking, slapping or any other kind of physical force) as a means of discipline, the staff member may be subject to discipline and possibly criminal assault charges. This prohibition also applies to volunteers and those with whom the Academy contracts for services. The School Leader shall provide guidelines, including a list of alternatives to corporal punishment.

Student Seclusion and Restraint

Professional staff members may need to restrain and seclude students under certain emergency circumstances. This must be done only as a last resort if students pose a threat to themselves or others. All such intervention shall only be done in accordance with guidelines developed by the School Leader, which shall be based on the Standards adopted by the State Board of Education regarding the use of student restraint and seclusion. Training will be provided to all professional staff and to substitute teachers, as well as the support staff determined appropriate by the School Leader. Training will be in accordance with the State's Standards.

Sexual Harassment

The Academy prohibits sexual harassment by or toward Academy staff members, board members, pupils, or any other person in the school environment including, but not limited to, parents, guests, contractors, vendors, or volunteers. It is the policy of the Board to provide a safe and nurturing educational and working environment. This policy applies to all activities on school property, to all school-sponsored activities, and to activities on school transportation. Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand-held device), may be subject to Academy disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is

considered to have a negative impact on the school environment. Retaliation against any person for reporting harassment, or for participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports also are prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated below. Sexual harassment is defined as:

- Submission to unwelcome sexual conduct or communication is made either an explicit or implicit condition of employment or of utilizing or benefiting from the services, activities, or programs of the Academy;
- Submission to, or rejection of, the unwelcome sexual conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed individual in employment or in the terms, conditions, or privileges of the Academy; or
- The unwelcome conduct or communication interferes with the staff member's work performance, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the staff member's work performance. Sexual harassment may include, but is not limited to:
 - Verbal harassment or abuse;
 - Pressure for sexual activity;
 - Repeated remarks with sexual or demeaning implications;
 - Unwelcome touching;
 - Sexual jokes, posters, cartoons, etc.;
 - Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

These definitions are provided for guidance only. If a staff member, or other individual believes that sexual harassment has occurred, regardless of whether it fits a particular definition, that individual should report it and allow the administration to determine the appropriate course of action.

The Academy shall institute programs and guidelines to address sexual harassment and violence, and to ensure that the Academy is free from threats to the safety of students and personnel. Such guidelines also shall include grievance procedures providing for prompt and equitable resolution of complaints of sex discrimination or sexual harassment, and shall designate at least one staff member to coordinate compliance with the law and this policy, as well as to coordinate investigations of complaints alleging noncompliance.

The guidelines and procedures shall include appropriate and safe responses to, identification of, and referral procedures for, students who are experiencing, witnessing, or perpetrating domestic violence, dating violence, sexual assault, or stalking. Such guidelines shall include procedures on reporting and referral processes for those students, as well as procedures for handling the requirements of court protective orders issued to or against students in a manner that ensures the safety of the victim and holds the perpetrator accountable. Penalties for violation of this policy shall include discipline or exclusion for parents, guests, volunteers, and contractors. Notice of this policy will be made annually and widely circulated within the Academy. State and federal rights posters on discrimination and harassment shall be posted.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all buildings within the Academy and discussed with students, as well as incorporated into the staff, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building.

The School Leader is directed to develop Administrative Guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the School Leader shall be followed. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the Academy reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the Academy program.

Threatening Behavior Towards A Staff Member

The Board directs the School Leader to create a work environment free of threatening speech or actions. *Threatening behavior* is defined as behavior consisting of any words or deeds that intimidates a staff member or causes anxiety concerning his/her physical and/or psychological well-being. Such behavior is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board found to have threatened a member of the staff will be subject to discipline, exclusion, and/or reported to the authorities. The School Leader shall implement guidelines to establish procedures for prompt, effective action on any reported incidents and for notification of students, parents, employees, and others regarding this policy.

Search and Seizure

The Board has charged Academy authorities with the responsibility of safe guarding the safety and well-being of the students in their care. In the discharge of that responsibility, Academy authorities may search school property such as lockers and computers used by students and/or the students' personal property, including vehicles, in accordance with the following policy:

Academy Property

The Board acknowledges the need for in-school storage of students' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy to prevent examination by an Academy official. The Board directs the School Leader to conduct a routine inspection, at least annually, of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not against Board policy. The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the School Leader has reasonable suspicion that illegal drugs or devices may be present in the Academy. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the Academy where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students, unless either a warrant or parental permission has been obtained prior to the search.

Student Person and Possessions

The Board recognizes that the privacy of a student and his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are authorized to arrange for a breath-test instrument, according to the School Leader's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use. Except as provided below, a request for the search of a student or a student's possessions will be directed to the School Leader. He/She shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the School Leader in the presence of the student and another staff member. A search, prompted by the reasonable belief that health and safety are immediately threatened, will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances, when the health or safety of the student or of others is immediately threatened. The School Leader shall be responsible for the prompt recording, in writing, of each student search, including the following information: reasons for the search; information received that established the need for the search; the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The School Leader shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student. The School Leader shall prepare Administrative Guidelines to implement this policy.

SCHOOL DRESS CODE

A school dress code is important to a school's program. It not only helps set a "standard appearance" for a school but can also have an effect on the behavioral and educational environment along with the public's perception of the school. The thoughtful design and careful administering of a dress code is essential to the success of a school.

1. Philosophy

The Academy bases its dress code on three basic beliefs:

- The belief that school is a unique and distinct social setting and as such qualifies for a specific standard of dress.
- The belief that school dress should be neat and sharp.
- The belief that school attire should avoid extremes in dress, style, jewelry, hair, and general appearance.

2. Guidelines for Dress

Students will present a neat and orderly appearance. Make-up is not permitted. Jewelry is not to be worn with the uniform. Female students may wear one pair of short earrings or posts and they may wear a clear nail polish. Slacks may **NOT** be worn under skirts during school day. Male students are not permitted to wear earrings during school.

Please see charts for dress code requirements on the pages that follow.

**Academy Dress Code Requirements
 Primary Grades (K thru 5)**

	<u>Fall/Winter/Spring</u>	<u>Summer (Memorial Day through Labor Day)</u>
Girls (Grades K-5)	Round Neck Green Plaid Jumper	Shorts - Khaki or Navy Blue
	Button down, cotton blend Yellow Blouse - Long or Short Sleeves - Round Collar	Shirt - Polo- Yellow or Powder Blue
	Green Plaid Tie (matching the jumper pattern)	
	Dark Green Sweater (button down or zipper)	
	Stockings/Socks - Dark Green, Red, Yellow or Navy Blue	Stockings/Socks - White Crew
	Shoes - Flat Heeled, Closed Toe, Black or Dark Brown Dress or School Shoes (rubber sole)	Shoes - All White Sport Shoes
Boys (Grades K-5)	Slacks - Dark Green Dress/corduroy (No cargo pants)	Shorts - Khaki or Navy Blue
	Dress Shirt – cotton blend Yellow, Long or Short Sleeves (button down)	Shirt - Polo- Yellow or Powder Blue
	Green Plaid Tie	
	Belt - Black or Dark Brown	
	Dark Green Sweater (button or zip down)	
	Socks - Dark Green, Black or Navy Blue	Socks - White Crew
	Shoes - Black or Dark Brown Dress or School Shoes (rubber soles)	Shoes - All White Sport Shoes

Those in violation of the dress code will be sent to the office where they will be instructed to comply with the guidelines. A student may be detained in the office or sent home until suitable attire has been provided.

**Academy Dress Code Requirements
Middle School Grades (6 thru 8)**

	<u>Fall/Winter/Spring</u>	<u>Summer (Memorial Day through Labor Day)</u>
Girls (Grades 6-8)	Navy Blue plaid Skirt	Shorts - Khaki or Navy Blue (No Cargo or Capri, Shorts MUST be Knee Length)
	Blouse - White Oxford Cloth, Round Collar, Button Down, Cotton Blend	Shirt - Polo - White, Powder Blue or Yellow
	Blue and White Tie (matches skirt)	
	Navy Blue Sweater (button or zip down)	
	Stockings/Socks - Navy Blue, Black, White or Dark Green	Socks - White, Yellow or Navy Blue Crew (No Ankle Socks, Footies)
	Shoes - Brown or Black Dress Shoes, No Open Toes (rubber soles)	Shoes - All White Sport Shoes
Boys (Grades 6-8)	Slacks - Navy Blue (no cargo pants)	Shorts - Khaki or Navy Blue (No Cargo or Capri, Shorts MUST be Knee Length)
	Shirt - White Oxford – Cloth (cotton blend), button down	Shirt - Polo - White, Powder Blue or Yellow
	Blue and White Tie (matches pants)	
	Belt - Black or Dark Brown	
	Navy Blue Sweater (button or zip down)	
	Socks - Navy Blue or Black	Socks - White, Yellow or Navy Blue Crew (No Ankle Socks, Footies)
	Shoes - Black or Brown Dress Shoes (rubber soles)	Shoes - All White Sport Shoes

Equal Access for Non-Student Sponsored Events and Activities

The use of Academy facilities by non-school-sponsored student clubs and activities or school-sponsored extra-curricular clubs and activities regardless of the size of the group, will not be denied an opportunity to meet on the basis of religion, politics, philosophy by the Board. An application for permission for non-school-sponsored student clubs and activities to meet on Academy premises shall be made to the School Leader, who shall grant permission, provided he/she determines the following:

- A. the activity is initiated by students;
- B. attendance at the activity is voluntary;
- C. no agent or employee of the Academy is promoting, leading, or participating in the activity;
- D. the activity does not materially and substantially interfere with the orderly conduct of instructional activities in the Academy;
- E. non-school persons are not directing, conducting, controlling, or regularly attending the activity.

A student-initiated group granted permission to hold an activity on Academy premises shall be provided the same rights and access and shall be subject to the same Administrative Guidelines that govern the activities of student organizations sponsored by the Board, except as provided by this policy. Participation in a student-initiated activity must be available to all students who wish to attend and cannot be denied on the basis of a student's gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, social or economic status, and/or any other legally protected characteristic. In addition, there shall be no discrimination on the basis of the religious, political, philosophical, or other content of the speech at the activity.

A professional staff member may be assigned to attend a student initiated activity in a custodial capacity but shall not participate directly in the activity. No professional staff member shall be compelled to attend a student-initiated activity if the content of the speech at the activity is contrary to his/her beliefs. The School Leader may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

The Board will not permit the organization of a fraternity, sorority, or secret society. The School Leader may exclude non-students from directing, controlling, or attending any such activities of students.

Parental/Legal Guardian Review of Instructional Materials and Observation of Instructional Activity

Where the term “parent” or “parents” is used in this policy, it shall include legal guardians. Parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. “Instructional materials” includes curricula, textbooks, teaching materials and other instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as material accessible through the Internet). “Instructional materials” does not include academic tests or academic assessments. Parents also have the right to be present, to a reasonable degree, and at reasonable times and subject to reasonable restrictions, to observe instructional activity (excluding testing) in a class or course in which the parent’s pupil is enrolled and present. The School Leader shall develop guidelines for addressing the rights of parents and to assure timely response to parental requests to review instructional material or to observe instructional activity. The guidelines also shall address reasonable notification to parents and students of their rights pursuant to this policy. This policy shall not supersede any rights provided under the Family Educational Rights and Privacy Act.

MISCELLANEOUS INFORMATION/POLICIES

Birthday Celebrations

Celebrations must be coordinated with the classroom teacher. Families who wish to provide snacks as a means of celebration must bring items that meet the requirements of the academies health and wellness policies.

School Visitors

1. All visitors must present themselves to the office upon entering the building.
2. Visitors must conform to the school dress code.
3. No business solicitation is ever allowed on school premises

Change of Address

You must notify the school office as soon as possible regarding any change in a student's personal information (address/telephone number). This information is imperative for our emergency information records.

Parent-Teacher Conferences

Scheduled: Parent-teacher conferences will be held regularly throughout the school year. Both evening and daytime conferences will be available. All school families - **NO EXCEPTIONS** - are required to attend each Parent Teacher Conference. Parents/Guardians are encouraged to utilize these conferences to communicate directly with their student's teachers.

Requested Conferences

Conferences with a teacher at any time of the school year are both welcomed and encouraged. It is only through close home and school cooperation and communication that the true educational ideals of Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy be achieved. Please contact the teacher directly or the school office if you desire a conference with a teacher.

Books

Children are allowed to check out library books if the parent has signed the Library Checkout Form. All library books and text books are to be handled with care and kept in good condition, free from marks. The student will be charged for any lost or damaged books.

Student Sales

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this policy may lead to disciplinary action. Trading or selling of the following items is not allowed: radios, CD's, CD Players, tape recorders, toys, dolls, trading cards and other spare time items. These items or others like them shall not be brought to school unless the teacher or CEO has given specific permission. **Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy is not responsible for any items brought to school which are not allowed to be on the premises if that item is lost or stolen.**

Fire Drill Procedure

Fire drills will be conducted each school year in order to be prepared for a possible emergency situation. Students should follow the evacuation procedures sheet posted in each classroom and the guidelines listed below:

1. Lights out-Windows and doors closed.
2. Walk quietly and orderly but rapidly in single file.
3. Leave books and materials in the classroom.
4. Do not wait for others and do not re-enter the building until the ALL CLEAR signal.
5. Stay with the teacher in the designated areas

Tornado Drill Procedure

Students should follow the guidelines listed below in the event that there is a severe weather warning.

1. Classes will go immediately to the assigned areas.
2. Teachers will take roll quickly and report absentees to the school office.
3. Classes will return promptly to their classrooms at the ALL CLEAR signal.

Winter Recess Policy

Any student that is well enough to be in school will be expected to participate in recess. The only exception will be a written excuse from the child's doctor. During the winter months, the Academy will follow winter safety guidelines from the National Weather Service. The Academy outdoor policy will also follow Department of Health guidelines as well as the Michigan Department of Education policy. (All temperatures include wind chill):

Below 60 Degrees Fahrenheit-student must have coat/sweater

Below 50 Degrees Fahrenheit -student must have coat/sweater and hat

Below 40 Degrees Fahrenheit -student must have coat/sweater, hat, gloves and boots

Outdoor recess will take place for all students in temperatures above 10 degrees Fahrenheit. During temperatures below 10 degrees Fahrenheit, staff may allow a shortened recess if sunny.

Skateboards and Roller Skates

Skateboards, in-line skates, and roller skates, and athletic shoes with wheels may not be used on school property.

Prohibited Items

The following items are not to be brought into school at any time:

Radios, Tape and/or CD Players, MP3, or "Walkman" products

Video Games, Electronic Toys, Trading Cards, Comic Books, Gum, Candy, etc.

Wireless Device Policy

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The

following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Also, during after school activities, when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight. The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

A. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).

B. The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited. No expectation of confidentiality will exist in the use of WCDs on school premises/property. Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by Academy staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in Academy custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other Academy rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis. A person who discovers a student in

possession of or using a WCD in violation of this policy is required to report the violation to the building principal. Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the Academy office. Students may use Academy phones to contact parents/guardians during the school day.

Lost and Found

Articles found within the school or on the playground should be turned in to the school office. Unclaimed articles will be donated at the end of each month.

Weather Announcements

In the event the school is closed because of weather and poor traveling conditions, the Academy will inform local radio and TV stations as early as possible.

Radio:	WWJ (950 AM)
Television:	WXYZ Channel 7 WDIV Channel 4 WJBK FOX 2
Internet:	www.clickondetroit.com

Before and After School Programs (Additional Fees)

Care of students during non-school hours (before school and after school) is available for a fee per student. Parents of students who have full time day employment or are full time students are eligible for participation in this service. Inappropriate behavior and/or misuse of the Programs can result in loss of Before and After School Program privileges.

Before School Program is available from 6:30 a.m. - 8:00 a.m.

The school contracts with the YWCA for the After School Program
Repeated late pick-up will result in loss of After School Program privileges.

Telephone Use

Only Emergency telephone messages for students should be made to the school office. Personal matters between parents and students should be handled at home before the student leaves for school.

Student Lockers and Desks

Student Lockers and Desks are school property and remain at all times under the control of the Academy. Students assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding any item placed on school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

Student Records

Permanent records for students are kept in the school office and include grades, scores from standardized tests, teacher evaluations, interim reports, special achievements, and other pertinent information.

Information from the permanent records is not released outside the school without parental permission.

Withdrawing from Cornerstone Charter Schools: Cornerstone Jefferson-Douglass Academy

If, during the school year, it becomes necessary for a student to withdraw from the Academy, the parents or guardians requesting the withdrawal must complete a withdrawal form to be presented to the Principal.

Receipt of Handbook Acknowledgement

This form must be completed and returned to the school office within five days of receiving this book.

We have received a copy of the **Cornerstone Charter Schools Parent and Student Handbook**. We understand that it is our responsibility as parent/guardian and student, to review and become familiar with the contents of this book – including, but not limited to, the sections on Discipline, Student Conduct and the Acceptable Use of Technology.

Please Print Student's Name

Parent/Guardian Signature

Date

Student Signature

Date

School

Parent/guardian and student must sign.