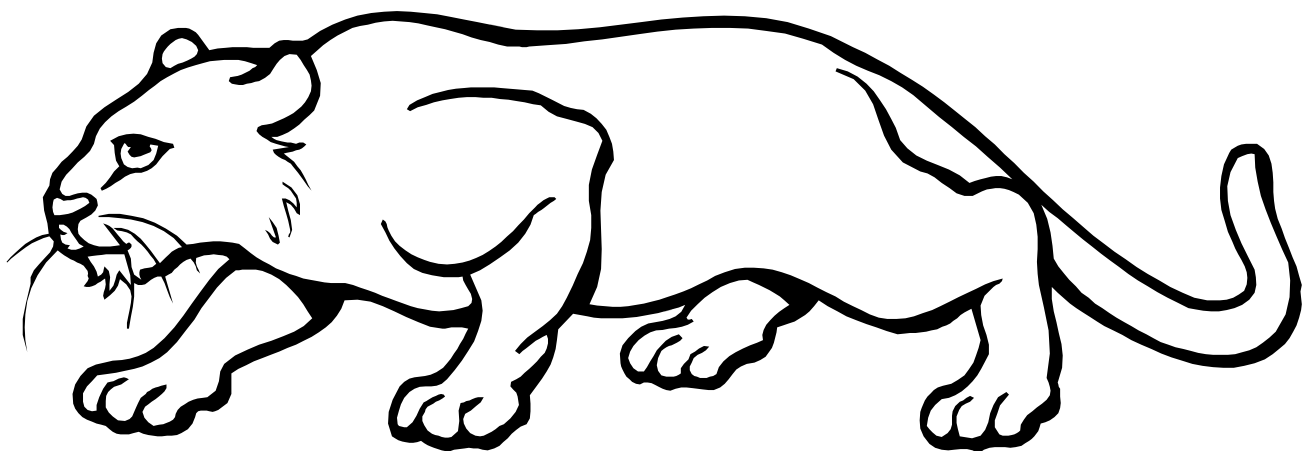




Student-Parent Handbook & Code of Conduct 2010-2011



Whether you decide to one day attend a University, or earn a 2-year Associates degree, these are characteristics of successful students.

SUCCESSFUL STUDENTS:

- Have excellent attendance and are punctual.
- Complete assignments entirely, neatly, showing that they take pride in their work.
- Turn in their work promptly after an absence.
- Make sure they understand the material covered.
- Learn to identify what needs to be studied in greatest detail.
- Pay attention in class and are courteous, respectful and polite.
- Put forth the appropriate amount of effort and spend the proper amount of time when completing homework assignments.
- Do not have electronic devices in the classroom.
- Actively participate by asking and answering questions and taking notes.
- Take the initiative to discuss their progress in class with their teachers.
- Realize their responsibility to do well in high school to ensure they will become productive members of society.
- Turn in all assignments and work hard.
- Enjoy school and take advantage of afterschool activities. The things that take the most work are the things we value and most enjoy! By doing so, students control their own success.

Staff List

Main Phone 313-964-2339 * Fax 313-964-3922

Administration Staff

Mr. Atkins, School Leader K-12.....ext 203
Mrs. Crosson, Assistant Principal 9-12.....ext 202
Mrs. Kovach, Curriculum Coach.....ext 246
Ms. Brown, Business Manager.....ext 201
Ms. Cadwell, Admissions Coordinator.....ext 246
Ms. Vaunado, Middle School Administrator.....ext 224
Mrs. Clark, Special Education Supervisor.....ext 230
Ms. Neely, Office Assistant.....ext 200

Teaching and Support Staff

Mrs. Ling.....ext 200 (main office)	Mr. Marcoux.....ext 229
Mr. Feldscher.....ext 204	Ms. Booms.....ext 228
Ms. Marsoupian.....ext 205	Physics.....ext 227
Mrs. Quinones.....ext 206	Mrs. Dave.....ext 226
Mr. Smith.....ext 207	Algebra.....ext 225
Mrs. Weisberger.....ext 208	Mr. Miller.....ext 214
Mrs. Kulka.....ext 209	Mr. Degraffenreid.....ext 215
Mrs. Bralock.....ext 210	Ms. Smith.....ext 213
Mrs. Wittenbach.....ext 211	Mrs. Robinson.....ext 239
Mr. Martin.....ext 241	Mr. Donald.....(main office) ext 200
Mr. Carey.....ext 242	Mr. Otter.....ext 245
Mrs. McCall.....ext 243	Mr. Andersonext 244
Ms. Tateext 247	Mr. Morkywas.....ext 240
Mr. Martin.....ext 233	Ms. Mazhar.....ext 247
Mrs. Hatcher.....ext 231	Ms. Womble.....ext 247
Ms. Hammoud.....ext 248	

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Consortium College Preparatory High School

Mission Statement

The mission of Consortium College Preparatory High School is to inspire students to achieve academic success through Discipline, Perseverance and Character.

Historic Summary

Consortium College Preparatory High School began in August of 2002 as a combination middle and high school. The program is a collaboration between Voyageur, Hope of Detroit, and George Crockett Academies, all of whom are authorized by Ferris State University and managed by The Leona Group (TLG) Michigan, L.L.C. The three charter schools, with the support of its landlords, FSU, and TLG have made history by collaborating to create the first joint charter high school operation in the State of Michigan.

School Profile

CCPHS is made up of a diverse student body and staff representing African-American, Hispanic, Asian and Caucasian populations. Our diversity is a strength and reflection of the world. We currently have 505 students attending the academy along with 40 staff members. Every teacher is fully certified and highly qualified by the Michigan Department of Education.

Extracurricular activities include athletics, such as: volleyball, football, basketball, and cheerleading. Social activities include chess, Sisterhood Mentorship and Student Council. Academic activities include National Honor Society, Michigan Youth and Government and many others. Consortium College Preparatory is accredited through North Central Association, a national accreditation agency and a member of the National Honor Society.

Graduation Statistics :

The school averages a 95% graduation rate . More than 95% of the graduating seniors in each graduating class were accepted to a post-secondary education facility.

NEW CALENDAR NEEDS TO BE INSERTED

AUGUST '09						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17 Teachers Return
18 Scantron Testing 7-9

SEPTEMBER '09						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 Scantron Testing 10-12
7 Labor Day
8 First Day of School
12 ACT Test Day
16 Open House
30 Count Day
30 Celebrating Sisterhood kickoff
28 PD-NO School

OCTOBER '09						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9 PD No School
13-29 MEAP Testing
14 Progress Reports 3-4:30pm
21 Cap & Gown Pictures
24 ACT Test Day

NOVEMBER '09						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 All Day Parent Teacher Conferences - No School
13 Honor Assembly 1st QTR
25-27 Thanksgiving Break

DECEMBER '09						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11 PD - No School
12 ACT Test Day
16 Progress Reports 3-4:30pm
21-31 Holiday Break

JANUARY '10						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Day
4 Students Return
18 M.L. King Jr. Day
20 Report Cards 3-4:30pm
22 Honor Assembly 1 Semester

FEBRUARY '10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

6 ACT Test Day
10 Count Day
16-19 Winter Break

MARCH '10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Re-Enrollment Month
3 Progress Reports 3-4:30 p.m.
5 PD No School
9-11 MME Testing
10-11 (11th Grade Classes Only)

APRIL '10						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 Open Enrollment Month
2-9 Spring Break
10 ACT Test Day
16 All Day Parent Teacher Conferences-No School
23 Honor Assembly 3rd QTR

MAY '10						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12 Progress Reports 3-4:30 p.m.
27 Prom
28 Professional Development
31 Memorial Day

JUNE '10						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2 Senior Graduation-NO School
9 8th Graduation
11 Students last day
12 ACT Test Day
22 Last day for teachers

165 Student Days
1108.80 Total Hours (6.72)
195 Teacher Days
Approved 7-16-09

School Schedule

Consortium College Preparatory High School operates under a 60 minute block, where students will have 7 classes a day and one 25 minute seminar class.

9th - 12th Grade	
1st Hour/A Hour	7:45-8:45 pm
2nd Hour/B Hour	8:50 am – 9:50 am
3rd Hour/C Hour	9:55 am - 10:55 am
4th Hour/D Hour	11:00 am – 12:00 pm
5 th Hour/E Hour	12:00 – 1:00 pm
6 th Hour/F Hour	1:05-2:05pm
7 th Hour/G Hour	2:10-3:10pm
1st Lunch 11:00 am - 11:25 am	2nd Lunch 11:30 am – 11:55 am
3rd Lunch 12:00 pm - 12:25 pm	4th Lunch 12:30 pm - 12:55 pm

Lunch times vary on the students' schedule. Please refer to student schedule for exact lunch time.
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Attendance Policy

School operation hours for high school is 7:45-3:10 pm. Regular attendance in class is of vital importance if a student is to succeed in school. Absences can be counter-productive to learning and should, if possible, be avoided. A missed class session may be detrimental to a student's academic performance. In reality, an absence is just that... an absence, whether it is excused or unexcused. **Consortium College Preparatory will not excuse any absences or tardiness without a valid excuse.** All Staff are required to follow policy/procedure when establishing unexcused absence or tardiness.

Students entering the building prior to 7:30 a.m. must report to the cafeteria. The first bell rings at 7:40 a.m. and students are expected to be in class by 7:45 a.m. Students will be permitted to enter class until 8:00 a.m. however, students will be marked tardy. After 8:00 a.m., students must report to the designated area and will be marked absent for their first hour class. If a student incurs 15 tardies in a class, they will not be permitted to

attend class unless they are on time. In general, students will receive a disciplinary write up for every five tardies they accumulate from any one class. Furthermore, teachers may have additional in-class consequences for tardies in their individual classes. It is required that ALL teachers adhere to the above tardy policy.

Students that receive five absences (unexcused and possibly excused) may receive a disciplinary write-up. In addition a phone contact will be made to parents to inquire about absences. Students who receive ten or more unexcused absences in one semester will be required to meet with the social worker and/or an administrator and will be issued an attendance warning letter. Failure to meet with the social worker will result in the family being referred to the Wayne County Prosecutors Office under the guidelines of truancy. If the family fails to respond or contact the prosecutor's office, a warrant may be issued for the arrest of the parent.

Any student skipping class may receive a short or long term suspension. Students who are more than 10 minutes late for any class without a valid excuse are considered skipping. Students are not permitted to leave the building once they arrive to school until dismissal. Any student who needs to leave school because of illness or emergencies must report to the office. The office will contact a parent before the student is released. **All students who leave the building during the school day, must be signed out by a parent, guardian or authorized person.** Any student who leaves the building without following the policy will be subject to disciplinary action.

Students will be given the opportunity to make-up missed assignments from their classes during a suspension or from an absence with a valid excuse. Students must obtain missing work the very next class period they attend. Special exceptions for make-up work may occur on a case by case basis.

A typical excused absence is any absence which fulfills the following criteria: medical reasons, court dates, death in the family, religious holidays, etc. Parents must write an absence excuse when your child is absent, listing the current date, dates of absence (s), phone number and parent signature. Students must show their absence excuse to each one of their teachers. A written absence excuse is sufficient **Make-up work will not be provided for students who are truant or skipping.*

In the event that a student has a serious medical condition that prevents him/her from attending school, the parent must contact administration to make arrangements. For clarity on what constitutes a serious medical condition, please call the school at 313-964-2339.

Dismissal Policy

Once students are dismissed at 3:10pm, they are expected to exit the building by 3:15pm. Students who participate in after-school activities must obtain an after-school pass from the teacher sponsoring the activity

before dismissal. Once ALL students have exited the building, students who have passes will be allowed to return in the building. Students who are loitering in the hall after dismissal will receive a write-up and may be ticketed by the Detroit Police Department for loitering. All students must follow the direction of school staff and security personnel and students who are insubordinate, disrespectful or non-compliant will receive a suspension.

Academic Policy

Consortium College Preparatory High School (CCPHS) is a college preparatory high school. Students are accepted to a college/university based on grades, test scores and the level of classes taken while in high school. College-bound high school students should strive for a minimum grade point average of 3.0 to be considered good candidates for acceptance to colleges and possible scholarships. CCPHS students are expected to maintain a minimum grade point average of 2.5 (this is very minimal for college admission). Grades in academic core classes (English, Math, Science, Social Studies, and Foreign Language) are especially reviewed by colleges for admission.

Students receive four report cards per year. There are four quarters and two semesters. Student's cumulative GPA's are determined by the semester grades. Report cards may only be picked up by parents, guardians or authorize persons. Students who are eighteen years old may pick their report card with proper identification. Please refer to the calendar for progress reports and report card dates, as well as parent teacher conference dates.

If there are extenuating circumstances that impede the progress of your child, please contact an administrator. We offer student support programs to students who have special circumstances that interfere with academic progress. It is important that we are informed in advance in order to provide positive interventions that could foster better academic performance from any student referred.

ACADEMIC GRADING SCALE

A+.....	100+
A to A-	99 – 90
B+ to B-.....	89-80
C+ to C-.....	79-70
D+ to D-.....	69-60
F.....	59 or below

The grading scale is based on percentages; however, administration reserves the right to modify percentages to points when applicable.

Athletics

In order to participate in any athletic activities, a student must have a 2.5 grade point average at the beginning of the semester and maintain that 2.5 GPA, throughout the season or class. If at such time a student falls below the 2.5 GPA, he or she will not be able to participate in any games. The student may be allowed to stay on the team at their coaches discretion but cannot participate (play) in any games until their GPA is brought back up to the minimum requirement.

Curriculum and Credit Requirements

Students are required to earn a total of 25.00 credits to graduate and meet the Michigan Merit Curriculum Requirements. (* Some Seniors may earn up to 27 credits)

5.0 Credits.....Electives

4.0 Credits.....English

4.0 Credits.....Math

4.0 Credits.....Science

3.5 Credits.....Social Studies

2.0 Credits.....Foreign Language

1.0 Credits.....Physical Education

1.0 Credit.....Computers

0.5 Credit.....Health

CCPHS requires seven more credits (14 more classes) than the state minimum requirement. All potential graduating seniors must have completed the Michigan Merit Exam including ACT in order to graduate. Additionally, students must also have 20 hours of community service.

Class Standing

To be considered a sophomore, a student must have earned at least 6.50 credits.

To be considered a junior, a student must have earned at least 13 credits.

To be considered a senior, a student must have earned at least 19.50 credits.

Transfer Credits

Class requirements and credits are handled on an individual basis for transfer students. Transfer students' credits will be re-assigned to reflect CCP's credit requirements.

Curriculum and Credit Requirements Continued

English & Electives:

0.5 Credit.....Grammar
0.5 Credit.....Contemporary Novels
0.5Credit.....Humanities in Literature
0.5 Credit.....English & Composition Advance
Placement
1.0 Credit.....9th Grade English
1.0 Credit.....10th Grade English
1.0 Credit.....11th Grade English
1.0 Credit.....12th Grade English

Social Studies & Electives:

1.0 Credit.....U.S. History & Geography
1.0 Credit.....World History & Geography
0.5 Credit.....Government
0.5 Credit....Economics
0.5Credit.....History of Intolerance Online
0.5 Credit.....Michigan History
0.5Credit.....Current Events

Math & Electives:

1.0 Credit.....Algebra I
1.0 Credit.....Algebra III
1.0 Credit.....Geometry
1.0 Credit.....Trigonometry
1.0 Credit.....Pre-Calculus
0.5 Credit.....Business Math
0.5 Credit.....Basic Algebra

Science & Electives:

1.0 Credit.....Earth Science
1.0 Credit.....Biology
1.0 Credit.....Chemistry
1.0 Credit.....Physics
0.5 Credit.....Environmental Science Advanced
Placement
0.5 Credit...Physical Science

Additional Electives:

0.5 Credit.....Drama/Advanced Drama
0.5 CreditHealth
0.5 Credit.....Dance/Advanced Dance
0.5 CreditPhysical Education
0.5 Credit.....Independent Study Classes (Core
Areas Only) Administration discretion
1.00 Credit....Computers
0.25 Credit....Freshman Seminar
0.25 Credit....Sophomore Seminar
0.25 Credit....Junior Seminar
0.25 Credit....Senior Seminar

Foreign Language

1.0 Credit.....Spanish I, II, or III
1.0 Credit.....French I, II, or III

Dress Code Policy

Consortium College Preparatory High School expects students to be neat, appropriately dressed and groomed at all times while in school and at all school functions. Students must adhere to the following dress code requirements:

High School Uniform

Khaki (tan) slacks (Male & Female)

Skirts and Capri's (Females only)

Light blue or white button down dress shirt with a collar

Solid black dress shoes & black belt

Any color tie and navy blue blazer

***SENIOR DRESS CODE:** Seniors **MUST** have at least one full uniform listed above to be worn at administration discretion. Additionally, **senior students only** are permitted to wear **black khaki pants, navy, black and/or burgundy CCP logo polo shirts. Polo shirts worn can only be purchased through CCP.** Seniors are **NOT** required to wear ties or blazers throughout the school day. However, seniors **ARE PROHIBITED** from wearing hoodies, sweaters, vests, jackets and/or long sleeve shirts over or under their polo shirts. It is suggested that seniors carry a blazer and wear as needed as temperatures vary in individual classrooms. In addition, long sleeve polo shirts will be available for purchase this school-year.

Shirts: Students must always have their shirts tucked in. Dress shirts should have a top button and ties must be affixed appropriately at all times. Students must have a blazer with them at all times. Shirts should be wrinkle free. Students **CANNOT** wear long-sleeve shirts under a short-sleeve uniform shirt. Additionally, 9-11th Grade students will be permitted to wear grade level CCP Polo shirts on designated days in an effort to promote school-spirit and positive behaviors. Polo shirts can only be purchased through the school. All grade levels have a designated color. Seniors – burgundy, Juniors – CCP blue, Sophomores – Beige/Tan

Bottoms: Students must always wear their pants at their waist. Sagging and baggy pants are prohibited. Females students cannot not wear low-rise or tight fitting pants. Pants worn to school must be able to fit over shoes and/or boots. Skirts/Skortis worn on female students must be knee length. **Mini-Skirts are prohibited.** Female students can only wear capri's that come past their knees. Capri's that stop at or above the knee are considered shorts. Male students must always have on a black belt. Belts can only be worn in belt loops. Shorts are prohibited for male and female students.

Shoes/Hoisery: Shoes must be solid black, free of insignias or colored soles/laces. Gym shoes or flip flops are not permitted. Black boots are permitted during winter months (Nov-March) only. All students must wear hoisery or socks. Students are permitted to wear any color socks or hoisery. **Students are NOT permitted to wear fishnet stockings or leggings.**

General Uniform/Casual Day Policies: Students are required to wear uniforms daily. Outerwear (jackets of any sort are not permitted to be worn in the classroom. No hats, doo rags or scarves are permitted to be worn by male or female students in the building. These above items may be confiscated by staff if worn in the building and/or the classroom. Students who refuse to turn over these items may be suspended for insubordination. Students may be granted the opportunity to have casual days. Casual days are typically announced over the intercom system.

Students who are out of uniform may receive disciplinary action up to an including a write-up, detention and/or suspension for repeat violations. **Parents will be required to bring appropriate clothing when students are out of uniform or students may be sent home.** Please do not send your child to school out of uniform. If there are extenuating circumstances, please contact administration. * **Administration reserves the right to determine inappropriate attire or accessories.**

School identification cards are issued at no charge to students at the beginning of the academic school year. Students can receive replacement identification card for a charge of \$5.00/ID. **Students must have their ID to receive school lunch.**

Students may be granted casual days at administration discretion. Students should adhere to the following dress code policy:

1. Clothing should not be torn, tight, or too revealing that it would be considered inappropriate. No skin should be exposed.
2. Students are not to wear items of clothing which have obscene, vulgar or sexual statements/pictures or which promote alcohol or tobacco/illegal substance use.
3. No bare midriffs, bare backs, tank tops, “double tank tops”, halter tops or transparent clothing.
4. No excessive or overbearing jewelry.
5. Student’s hair (male/female) should be neatly groomed.
6. **Only CCP logo book bags** are permitted to be carried into classrooms. No other book bags are permitted in the classroom. No large purses can be carried to class. Administration reserves the
7. Sunglasses cannot be worn in the building.

Medication Policy

Students are only permitted to take prescription medication at school, in the presence of an administrator, with proper medical documentation. School personnel are not authorized to issue any NON-PRESCRIPTION medication at any time (no exceptions). Students are not permitted to bring any non-prescription medication to school. Any student that has non-prescription medicine or prescription medicine that has not been approved by administration may be subject to disciplinary actions.

School Phone Usage

Please keep in mind that the school phone is for business purposes. Students will not be permitted to receive calls or make calls from the main office. In the event that a child is sick, the school will contact the parents. Please be sure to provide your child with information pertaining to transportation prior to the beginning of their school day. We will not interrupt classes for such messages or reminders of after school appointments. The office will try to relay messages; however, this may not occur every time. Students will not be called to the office during the school day for phone calls. Therefore, it is imperative that you relay all messages to your children prior to sending them to school.

Senior Open Lunch Policy

Seniors (ONLY) may earn the privilege of having open lunch at the discretion of administration. During open lunch, seniors are NOT permitted to order and have delivered food from restaurants. Any food deliveries for students will be confiscated and discarded. Seniors may not loiter in the parking lot during open lunch. Failure to return in the allotted time will cause open lunch privileges to be revoked. Seniors must refrain from bringing food for underclassman and/or delivering food to other students in class. We are not responsible for seniors who ride in cars with other seniors without permission from their parents. Permission slips are required to be completed by parents before students are granted open campus.

Cell Phones/Electronics Policy

Cell phones are not permitted to be used during the school day; only after school. All cell phones must remain in lockers. Cell phones will be confiscated by any staff member if students have them visible, the cell phone rings/vibrates in class, the cell phone is being used before school, in the bathroom or during transitions. Confiscated phones will NOT be returned to the students. Parents must report to the office to pick up their child's confiscated cell phone. Phone calls from parents or students catching the bus will not suffice for the return of a cell phone. Students who refuse to turn over their cell phones to staff members will receive a suspension for insubordination and a parent meeting must be held with an administrator before the student can return to school. **Additionally, the following consequences may occur when a student has a cell phone confiscated:**

- 1st offense: Student will receive a disciplinary referral
- 2nd offense: Student will receive a write-up and a 4 hour Saturday detention
 - 3rd offense: Student will receive a write-up and a suspension
- Any subsequent offenses may lead to student reporting to the disciplinary committee as well as mandatory meeting with the School Leader.

Students are not permitted to bring ANY electronic items to school. This includes, but is not limited to IPOD's, MP3 players, headsets, bluetooths or any other electronic devices. Any breach of this policy will be cause for the item to be confiscated and a disciplinary referral will be given to student. **CCP will not be responsible for electronic devices including cell phones which are stolen or lost in the classroom, cafeteria or other prohibited locations in the school.**

School Lockers

All students will be assigned one individual locker. Students are required to have a combination lock on their lockers. Key locks are not permitted. Students must give their combination to their homeroom teacher. CCP will not be responsible for student lockers who do not have a lock. Students should refrain from sharing their combinations with other students or with sharing lockers. Students who have locks on lockers for which they have not been assigned may be cut off by school personnel. School lockers are school property and searches (random or not) may take place at the discretion of administration.

School Cancellation of Classes

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. We are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. Every practical mean will be used to notify parents of an impending cancellation via radio and/or TV. Please tune into radio station WWJ (AM950), or television stations FOX 2 News and WDIV (Channel 4). In the unusual circumstance where school must be cancelled during the school day, teachers will ensure that all students have satisfactory transportation and supervision to their home, before releasing them from school.

Homework

Homework is necessary for the educational growth of each student. Students are responsible for completing and returning all homework assignments on time. Students' grades will reflect homework assignment efforts. The amount and type of homework will vary according to the needs of the individual student, the demands of the course, and the nature of the course material. Teachers will determine appropriate homework assignments, and are encouraged to give nightly assignments as necessary. Parents should check with the students nightly as to the homework load for that evening and assist at times when it is appropriate. Time management skills will improve as students become accustomed to their homework load.

PARENTS SHOULD EXPECT STUDENTS TO COME HOME WITH HOMEWORK EVERY NIGHT!

With a seven class course load, it is highly unlikely that there will be a night without any homework at all. As the definition of homework does include both written and non-written assignments. Please know that students

may have some assignments of a reading nature. When no specific assignments are given, students should read ahead and /or prepare for the next lesson. Studying of all classes is encouraged to increase student comprehension and retention of information. Parents are expected to review completed homework.

Honor Code

All students at CCPHS are expected to put forth individual effort to achieve academic excellence. Therefore, cheating will not be tolerated under any circumstances. If a student is found to be cheating, he or she will receive an automatic suspension and a zero for the assignment and/or test. Examples of cheating include, but are not limited to, plagiarism, copying a classmate's work and submitting as ones own work, and unlawful possession of a teachers answer key, grade book and/or notes. A second occurrence of cheating will lead to further disciplinary action up to and/or including expulsion.

Schedule/Course Change Policy

Students may request to have a class change if the following criteria are met. **A request does not guarantee that a change will occur.**

- Written request must be received from the parent **within two school days** of issued schedule.
- Written approval from the both teachers.
- Meet with academic advisor to determine if the change could be made.
- Only one change per semester will be permitted.

Text Book Policy

Students are issued text books by the subject teachers. For each subject that a student has, he/she will receive a textbook and/or workbook. Students will be required to sign a book agreement and return it to their teachers. Students will not be issued textbooks without completed book agreements. Students will be responsible for paying for any textbook that has been assigned to them in the event that a book is lost or damaged beyond normal wear and tear. If books are not returned or fines are not resolved, students will not be issued new textbooks for the next semester. Seniors will not be able to participate in graduation ceremony if fines are not resolved. Replacement textbook prices range between \$60.00-\$100.00.

School Functions/After-School Activities Code of Conduct

Student participants are expected to conduct themselves in a manner that will not bring discredit to themselves or their school. They should not be involved in the use of alcoholic beverages, illegal drugs, or tobacco. Failure to abide by the code of conduct, or other behavior derogatory to the individual or the program during the

calendar year will lead to denial of participation. Additionally, students are expected to show good sportsmanship during athletic events.

Student to Student Contact

CCP recognizes the need for interpersonal relationships of students between male and female students. Students are expected to exhibit appropriate contact behavior and must refrain from sexual contact on school premises. Sexual contact includes but is not limited to groping, sexual relations and/or sexual intercourse of any type. Any student who has been found engaging in any sexual activity on school grounds will be indefinitely suspended and a candidate for expulsion.

Disciplinary Committee

The disciplinary committee is a body made up of school staff including teachers, social worker and administration. Students who have received over 15 write-ups may be candidates for the disciplinary committee. The student and parent or guardian must report to the meeting; not a family representative. These meetings are mandatory. Parents and/or students who do show up will automatically be candidates for expulsion and must report to the next board meeting. The disciplinary committee will review academic performance, attendance and behavioral items. They may get feedback from school staff. The disciplinary committee will make recommendations for students to be either on probation with certain conditions, to have a follow up meeting and/or to be a candidate for expulsion where students may be indefinitely suspended until the next board meeting. **Students are still required to get make-up from their core teachers and complete it in a timely manner.

Detention

Students who are assigned detention are expected to show up on the day they are assigned. Detention cannot be re-scheduled. Students who do not show up for detention will be suspended. Students can be assigned detention on Monday, Thursday and Saturdays. [These dates are subject to change]. Monday and Thursday detentions are held from 3:15-4:15 in a designated area at CCP. Saturday detentions are 4 hours from 8:30-12:30pm at CCP. Students are expected to be in full uniform and on time. Students who are not in full uniform and who are not on time may be suspended or assigned another detention in addition to the detention already assigned. Students who do not follow the tasks assigned at detention may be suspended. Detention may be supervised by any school personnel.

Student Schedules

Students are only allowed to be in their assigned classes, lunch and designated areas. Students are not permitted to be in areas where they are not allowed. This includes the gym, cafeteria, boys in girls' restroom and vice versa. Students should not be in other classes or areas in the building without a signed pass from a staff member.

Inclusion

The Leona Group embraces the philosophy of full inclusion, believing that all students, including those with disabilities, the gifted and English Language Learners, can be best educated in the general education classroom.

Positive Behavior Support

Student Clubs

Drama Club

Students engage in writing, creating and participating in short musicals building characterization skills. Students also study famous playwrights and perform their greatest skits once annually. Students are exposed to professional stage productions and behind the scene techniques. For more information, contact Ms. McCall.

The Dance Company

Students study a variety of dance technique in the areas of modern, jazz, ballet, hip-hop and African dance. The department has developed a semi-professional dance company, which allows the students to perform throughout the community for various events. The students have worked with master dance artists from New York and the Alvin Ailey Dance Theater. Once a year, the students perform in a major production that features 100+ students. The Dance Troupe helps students develop discipline and self-esteem, while building character. For more information, contact Ms. McCall.

Yearbook

The yearbook club photographs all student functions and events. The club designs the graduating class yearbook. They also participate in coordinating mock elections. For more information, contact Mrs. Corbin at Voyageur for High School and Mrs. Vaunado for Middle School.

National Honor Society

The NHS is a national organization open to high school sophomores, juniors and seniors who meet the four national requirements of scholarship, service, leadership, and character. Membership requirements are a

cumulative grade point of 3.5. For more information, contact the school.

Student Council

The Student Council provides leadership for the student body. Members are elected by the student body. Members are elected by students with an equal representation for each grade level. Student Council meets Friday's to discuss school business. Student Council also runs a school store during lunch. For more information, contact Mr. Marcoux.

Senior Committee

The senior committee is comprised of seniors that plan and organize senior activities and events including, but not limited to homecoming and prom. The senior committee conducts monthly meetings. This group is the voice for the senior class. For more information, contact Mrs. Cadwell, Mrs. Powe or Ms. Brown.

Michigan Youth and Government

Youth in Government is a program sponsored by the State of Michigan for middle school students. Students conduct legislative sessions at the House and Senate Chambers in the State Capitol in Lansing. Bills for the Youth in Government Legislature are prepared by the youth for this state law-making experience. Each youth legislator is required to write and present a legislative bill on a state issue. Another part of the program is the Contemporary Issues Forum. This is a debate on a current issue. Standard Debate format will be used. Each team is composed of four students, two for the affirmative and two for the negative. For more information, contact Mrs. Vaunado for middle school.

Sisterhood Mentoring Group

The mentoring group was developed to aid females in building character and self-esteem. Sister-hood conducts an annual kick-off meeting and monthly meeting for mentees. The groups participate in community service and dialogue about general concerns of females during high school years. For more information, contact Mrs. Hatcher.

Peer Mediators

Peer Mediation is a preventive tool used to allow students to discuss an issue without physical violence occurring. Peer mediators oversee the mediation sessions, as mediators. Peer mediators are selected based upon leadership skills and the ability to handle complex situations. For more information, contact Mrs. Hatcher.

*******Participation in Activities*******

Numerous events and activities are scheduled throughout the school year. Students may be excluded from attending any and/or all activities based on behavior and/or suspension and at the discretion of the coordinator.

Consortium College Preparatory
Student Code of Conduct

The student code of conduct list the rules that students must abide by. The code of conduct is divided into three categories based on the severity of the violation, Class A, B, and C. Class C is the most severe and can result in immediate expulsion. A student may be issued a disciplinary write up when a violation of the code of conduct occurs. Students are expected to sign the write-up. Students who refuse to sign a write-up may be suspended for insubordination. The disciplinary write-up will still be counted and placed in student's file whether the document is signed or not. It is expected that students will show their parents their write-ups and parents will sign the form. Students must return the disciplinary write-up to the teacher who issued it. Failure to return any write up may result in suspension. Students and/or parents can make comments on the write-up if you are in disagreement with the contents and/or meet with an administrator.

Students that violate the code of conduct are subject to the following (which are in no specific order):

- *Write-up*
- *Suspension (short or long term)*
- *Detention*
- *Expulsion*

Students that receive two suspensions may become a candidate for expulsion and are required to appear before the board of directors to determine their eligibility to return to Consortium. Students that are expelled will not be provided class work. Grades will become final at the time of the expulsion. The code of conduct is meant to be informative, however it is not all-inclusive. A student who commits an act of misconduct that is not listed in the code of conduct is still subject to disciplinary action.

CLASS A OFFENSES

A01 INSUBORDINATION*- Refusal to obey the lawful directions of authorized school personnel.

A02 UNAUTHORIZED STUDENT DEMONSTRATIONS - Any form of protest or demonstration that disrupts the normal educational process or that is conducted in a manner that violates legal restraints.

A03 TRUANCY - Unexcused absences from school, classes, lunchroom, study hall, homeroom or record room.

A04 POSSESSION OF ELECTRONIC PAGERS, CELLULAR PHONES OR OTHER ELECTRONIC DEVICES WHILE IN SCHOOL. - **Such devices shall be confiscated by school staff and returned only to a parent /guardian after school hours.**

A05 UNAUTHORIZED USE OF SCHOOL MATERIALS/EQUIPMENT - Using at school, without

obtaining prior approval of an administrator or teacher, any equipment or materials.

A06 OTHER DISRUPTIVE MISCONDUCT - Any violation of a school rule not listed above or any act that disrupts or interferes with the educational process.

A07 UNEXCUSED TARDY*– Students that arrive to class after the bell without a valid written notice.

A08 FAILURE TO RETURN A SIGNED DISCIPLINARY WRITE-UP – Students that are issued a disciplinary write-up are required to return the form to school with a parent’s signature the next day.

DISCIPLINARY ACTION FOR A CLASS ‘A’ OFFENSES CAN RESULT IN THE FOLLOWING:

1. **First Offense – Disciplinary Write Up**
2. **Second Offense – 1 to 3 Days Suspension**
3. **Third Offense –Administrative Discretion**

* May result in suspension for first offense.

Administration reserves the right to modify the terms of action for students that violate the code of conduct. The offense listing is a guide; however, penalties may be more or less severe as prescribed.

CLASS B OFFENSES

B01 THREATS OF VIOLENCE (CYBER BULLYING). Words or actions that may threaten to do injury to another person or that intimidates another person through fear for his/her safety. No actual physical contact is necessary.

B02 POSSESSION OF OTHER DANGEROUS OBJECTS. Dangerous objects include explosives, firecrackers, clubs, mace, pepper spray and other irritant sprays.

Possession is defined to include:

Carrying the item; or storing the item in a space assigned to a student, such as a locker or a desk; or having the item under one’s control, such as hiding a weapon in the building or on school grounds; or voluntarily permitting another person to store the item in an assigned school space without reporting it to staff members.

B03 USE OR POSSESSION OF ILLEGAL SUBSTANCES OR MATERIALS. Illegal substances include tobacco, alcohol and narcotics.

B04 BURGLARY, THEFT, ROBBERY, LARCENY, OR BREAKING AND ENTERING. Stealing money or property; breaking and entering any school building, facility, vehicle, property, office, room, storage space or other enclosure without permission. These items stolen are less than \$100.00. If a police report is filed, the student will be indefinitely suspended and a candidate for expulsion.

B05 LOITERING OR TRESPASSING. Being in school or on the school grounds of any school without the permission of the administration.

B06 EXTORTION, COERCION OR BLACKMAIL. Obtaining money or property (something of value) from an unwilling person or forcing an individual to act by either by physical force or intimidation (threat).

B07 VANDALISM OR OTHER INTENTIONAL DESTRUCTION OF PROPERTY. Destruction of or defacing property belonging to, rented by or on loan to the school system or property of persons employed by the school or in attendance at the school.

B08 INTERFERENCE WITH OR INTIMIDATION OF SCHOOL PERSONNEL. Preventing or attempting to prevent school personnel from engaging in their lawful duties through threats of violence or harassment.

B09 HARASSMENT

Non-Sexual Harassment: Conduct that is directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose. The harassment substantially interferes with the student's education. It creates an intimidating, hostile or offensive educational environment; or it otherwise adversely affects a student's educational opportunities.

Sexual Harassment: Unwelcome sexual advances, requests for favors and other verbal or physical conduct of a sexual nature when:

The harassment substantially interferes with the student's education;
It creates an intimidating, hostile or offensive educational environment; or
It otherwise adversely affects a student's educational opportunities.

B10 INTERFERENCE WITH THE MOVEMENT OF PUPILS IN AND OUT OF SCHOOLS, BETWEEN SCHOOLS, OR BETWEEN HOME AND AN ASSIGNED SCHOOL. Any action that prevents or delays scheduled transportation of pupils to and from an assigned school, that prevents pupils from entering or leaving schools at scheduled hours, or that causes fear or jeopardy to students while walking to and from an assigned school.

B11 GAMBLING. Participating in games of chance or skill for money or profit. Including cards/dice at lunch.

B12 FALSE ALARMS. Activating a fire alarm system and/or reporting a fire or bomb when none exists.

B13 VERBAL ABUSE. Name-calling, racial or ethnic slurs or derogatory statements that disrupt the school program. This includes towards teacher.

B14 BULLYING. To place another person in fear of bodily harm through the use of threatening words, and /or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

B15 ABUSE OF TECHNOLOGY. For example, the act of tampering with or unauthorized use of computer hardware or software, including loading unauthorized software, making unauthorized copies of software,

tampering with the hard drive, infection of computers with viruses, unauthorized internet access, and computer network “hacking.”

B16 OTHER ILLEGAL CONDUCT. Any school related conduct that constitutes an offense under city, state or federal laws.

DISCIPLINARY ACTION FOR A CLASS ‘B’ OFFENSES CAN RESULT IN ONE OF THE FOLLOWING:

- 1. First Offense – 1 to 3 Days Suspension**
- 2. Second Offense – 4 to 6 Days Suspension**
- 3. Third Offense – Administrative Discretion**

****Some offenses may result in students being a candidate for expulsion.****

CLASS C OFFENSES

C01 POSSESSION OF A FIREARM. Possession of a firearm includes but is not limited to handguns, rifles, shotguns, zip guns, starter pistols, pellet guns, BB guns, parts of a gun or toy guns which have the appearance of a real gun.

C02 POSSESSION OF A KNIFE, Knives are defined to include any knife, regardless of blade length or total size, straight razor, box cutter with razor or any instrument which has been altered to be used as a weapon in a manner similar to a knife such as a letter opener or file

C03 POSSESSION OF OTHER LETHAL WEAPONS. Possession of weapons, other than gun or knife, which have the capacity to cause serious injury or death.

C04 USE OF A WEAPON OR OTHER DANGEROUS OBJECT. Use of a weapon or dangerous object is defined to include:

Use of a weapon or dangerous object in a physical altercation with staff or other students; having a weapon in one’s possession during a physical altercation;
Threatening a person with a weapon or dangerous object;
Robbing with a weapon or dangerous object;
Extorting or coercing through threat or actual use of a weapon or dangerous objective; and discharging of a firearm.

C05 PHYSICAL ASSAULT OF AN EMPLOYEE, VOLUNTEER, OR CONTRACTOR.

Intentional causing or attempting to cause physical harm to another through force or violence where evidence shows that the victim did not provoke the attack.

C06 DESTRUCTION OF PROPERTY. Acts that result in a substantial threat of or actual destruction of property that necessitates significantly altering a school's operation and activities. Also, the use of firebombs, incendiary devices or bomb making threats is prohibited.

Specifically included are acts, which result in:
Significant damage to the physical plant or property; or
Conditions that require the evacuation of students; or
The inability of a school to perform its functions.

C07 THEFT, ROBBERY, LARCENY, OR BREAKING AND ENTERING. Stealing money or property; breaking and entering any school building, facility, vehicle, property, office, room, storage space or other enclosure without permission. A student will not, without the owners permission or custodian of the property, take property or have in his or her possession property valued at \$100 or more which does not belong to the student, the school or on school property.

CLASS C OFFENSES (continued)

C08 ARSON. The willful and malicious burning, or attempt to burn any part of any property belonging to, or under contract to the school, or property of persons employed by the school or on school property. Also, the use of firebombs, incendiary devices or bomb making threats.

C09 POSSESSION/SALE/DISTRIBUTION OF ILLEGAL MATERIALS OR SUBSTANCES. The attempt or actual sale or distribution of any illegal or controlled substance or any substance represented to another person as illegal or controlled. Students will be charged under this violation if they are in possession of a substantial quantity of an illegal or controlled substance that is package for sale.

C10 PHYSICAL ASSAULT OF ANOTHER PERSON. Intentionally causing or attempting to cause physical harm to a student through force or violence. This includes any student who brings someone to the school area or within the school building with intent to harm any person(s) associated with the school will receive an immediate expulsion.

C11 CRIMINAL SEXUAL CONDUCT. Which includes rape, nonconsensual sexual conduct, and certain forms of consensual sexual conduct.

C12 OTHER VIOLENT CONDUCT. Other acts, not specifically listed, which fall within the general definitions of violent acts.

DISCIPLINARY ACTION FOR OTHER CLASS C OFFENSES CAN RESULT IN ONE OF THE FOLLOWING:

EXPULSIONS REQUIRED BY STATE LAW. Michigan law has mandated that students be expelled for these particular offenses.

Mandatory permanent expulsion for Class C Offenses (C01-C12) involving weapons, criminal sexual assault, physical assault to staff or school representatives and arson.

In these circumstances, school authorities have no discretion to reduce or modify that punishment. Law mandates the following:

OTHER OFFENSES.

May be subject to expulsion by the Board of Directors or long term suspension for Class C Offenses 01 through Class Offense 12. All Class C offenses are punishable by Michigan State Law and subject to prosecution.

Student Rights and Responsibilities

Consortium College Preparatory High School is a school of Zero Tolerance. Students are expected adhere to the code of conduct and school polices/procedures. Failure to comply with these rules may result in suspension and/or expulsion. Bullying (including cyber bullying), fighting, harassment, disrespect, arguing, drinking/smoking, use of any kind of controlled substance, and inappropriate language will not be tolerated. Students who display such behaviors indicate that they do not want to be part of the CCPHS family. Harassment includes derogatory statements about/towards a person, unwelcome sexual advances and other verbal, visual or physical conduct of a sexual nature.

CCPHS is an educational facility dedicated to providing the best possible educational environment. Students at CCPHS have the right to feel safe and be able to learn. To provide such a secure environment, all inappropriate behavior will not and cannot be tolerated in school or away from school.

A CCPHS student has the responsibility to do the best that he or she is capable of being. The student is accountable for helping provide a safe and secure environment, not only for themselves but also for their peers. This environment is achieved by treating others as one would expect to be treated, seeking adult help when a serious confrontation is approaching, and refraining from harassing, teasing or bullying other students.

THE FAIR ADMINISTRATION OF DISCIPLINE. Consortium College Preparatory High School’s Board of Directors does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of race, sex, color, national origin, creed, religion, disability, or any other basis prohibited by law.

Responsibility of Students

1. *Attend school regularly, on time, prepared to learn to the best of their ability.*
2. *Report to school in correct uniform attire.*
3. *Respect the rights of others and/or their property.*
4. *Follow reasonable requests, instructions, and directions of the school personnel, and to contribute at all times to the peace and tranquility of the school.*
5. *Follow the rules and regulation as set forth in the code of conduct.*

Responsibilities of the Parents

1. *Instruct their child to abide by code of conduct.*
2. *Assist their child in attending school regularly and on time.*
3. *Encourage personal cleanliness, acceptable grooming and appropriate uniform.*
4. *Communicate with staff regularly regarding child’s academics.*

Print Student Name _____ Signature _____
Print Parent Name _____ Signature _____
Contact Number _____ Additional Number _____

Student Handbook and Code of Conduct Signature Page

I _____ (print parent name and relationship) affirm that I attended orientation on _____ (date & time). I have read the handbook and code of conduct in its entirety and agree to follow and have my child follow all the rules and policies listed in the handbook and code of conduct.

I _____ (student name) affirm that I have read the student handbook and code of conduct in its entirety on _____ (date & time).

Parent Signature _____

Student Signature _____

Staff Member & Date of Receipt _____