



STUDENT HANDBOOK

CONSORTIUM COLLEGE PREPARATORY HIGH SCHOOL

ADVICE FOR STUDENTS

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. They do their assignments well, as opposed to just “getting them done.”
- 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.
- Teachers appreciate students who want to do their best. This is also a great way for teachers to get to know their students.
- Realize their responsibility to do well in high school. They see the impact that doing well in high school has on their future.
- Turn in all assignments and work hard.
- Enjoy school and take advantage of afterschool activities.

By doing so, students control their own success.

The things that take the most work are the things we value and most enjoy!

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 7-12.....ext 202
Mr. Holmes, Assistant Administrator7-12.....ext 234
Mrs. Kovach, Curriculum Coach K-12.....ext 246
Ms. Brown, Business Manager.....ext 201
Mrs. Powe, Office Assistant.....ext 200
Ms. Cadwell, Admissions Coordinator.....ext 240

TEACHING AND SUPPORT STAFF

Mrs. Ling.....ext 200 (main office)	Mr. Johnson.....ext 247
Mr. Strzalkowski.....ext 204	Mr. Marcoux.....ext 229
Ms. Marsoupian.....ext 205	Ms. Booms.....ext 228
Mrs. Quinones.....ext 206	Mr. Richardson.....ext 227
Mr. Smith.....ext 207	Mrs. Dave.....ext 226
Mr. Sullivan.....ext 208	Alegbra.....ext 225
Mrs. Kulka.....ext 209	Mr. Miller.....ext 214
Mrs. Bralock.....ext 210	Ms. Zoma.....ext 215
Mrs. Wittenbach.....ext 211	Mrs. Vaunadoext 224
Ms. Lake.....ext 241	Mr. Ross.....ext 213
Mr. Carey.....ext 242	Mrs. Robinson.....ext 209/234
Mrs. McCall.....ext 243	Mr. Donald.....ext 226
Ms. Tateext 247	Mr. Otter.....ext 245
Mrs. Clark.....ext 230	Mr. Andersonext 244
Mrs. Hatcher, Social Worker.....ext 231	Mr. Morkywas.....ext 200
Mr. Feldscher.....ext 225	French.....ext 233
Ms. Mazhar.....ext 247	

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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 (CCPHS) 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 (FSU) 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 over 500 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, Michigan Youth and Government & National Honor Society and many others. CCPHS 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 98% of the graduating seniors in each graduating class were accepted to a post-secondary education facility.

Consortium 2010-2011 SCHOOL YEAR CALENDAR

<p>4-5 New Student Orientation 11-12 Returning Student Orientation</p> <p>16 Teachers Return 17 Scantron Testing 7-9 25 TLG - New Teacher Academy 23 School Improvement Team Meeting (3 Hours)</p>	<p>AUGUST '10</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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					<p>1 Scantron Testing 10-12 6 Labor Day 7 First Day of School 11 ACT Test Day 15 Open House 29 Count Day</p>
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<p>1 PD No School 1 School Improvement Team Meeting (4 hours) 12-29 MEAP Testing 13 Progress Reports 3-4:45pm 13 School Wide Testing Day 20 Cap & Gown Pictures 23 ACT Test Day</p>	<p>OCTOBER '10</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	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	<p>2 PD No School 4 Second QTR Begins 10 All Day Parent Teacher Conferences - No School 12 Honor Assembly 1st QTR 24-26 Thanksgiving Break No School</p>
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SCHOOL SCHEDULE

CCPHS will operate under a 60 minute block, where students will have 6 classes a day and one 25 minute seminar class.

9th - 12th Grade	
1st Hour/A Hour	7:45 am - 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 pm – 1:00 pm
6 th Hour/F Hour	1:00 pm - 2:00 pm
7 th Hour/G Hour	2:05 pm - 3:05 pm
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.

ATTENDANCE POLICY

School operation hours for the high school are 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. Excused or unexcused absences can impact a student's grade because they are still missing in-class instruction. **CCPHS will not excuse any absences or tardiness without a valid excuse.**

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 unexcused absences may receive a disciplinary write-up and a phone call may be made to parents. In addition, a meeting may be held with the home liaison and/or social worker. 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 will be issued for the arrest of the parent.

Any student skipping class may receive a suspension and possible expulsion. 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 you 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 will be released. All students that 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 short-term suspension or from an absence with a valid excuse. Students must obtain missing work the very next class period they attend. Special exceptions 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, phone number and parent signature. Students must show their absence excuse to each one of their teachers. ****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 the Collaborative Services Department (Mrs. Clark/Mrs. Hatcher) to make arrangements. For clarity on what constitutes a serious medical condition, please contact an administrator 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 can be ticketed by the Detroit Police Department for loitering. All students must follow the direction of school staff and security personnel. **Students who are insubordinate, disrespectful or non-compliant will receive a suspension.**

ACADEMIC POLICY

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. Students 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 Identification.

Progress reports are typically mailed and report cards are distributed during conferences. 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 may impede the progress of your child, please contact an administrator. We offer student support to students who have special circumstances that interfere with academic progress. If you feel your child may eligible for support please consult the Collaborative Services Department or an Administrator. It is important that we are informed in advance, so that we can be of assistance to the student and parent.

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.

TRANSFER CREDITS

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

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.

CURRICULUM AND CREDIT REQUIREMENTS

Students are required to earn a total of 26.50 credits to graduate.

(*Some Seniors may earn up to 29 credits)

6.0 Credits.....	Electives
4.0 Credits.....	English
4.0 Credits.....	Math
4.0 Credits.....	Science
3.5 Credits.....	Social Studies
2.0 Credits.....	Foreign Language
1.5 Credits.....	Physical Education
1.0 Credit.....	Computers
0.5 Credit.....	Health

Additionally, seniors must have completed the Michigan Merit Exam (MME) including ACT in order to graduate. Students must also have 20 hours of community service. Seniors may not graduate early.

(Middle School students are promoted based on a minimum cumulative GPA of 2.0).

CURRICULUM AND CREDIT REQUIREMENTS (continued)

ENGLISH & ELECTIVES:

0.5 Credit.....Writing and Literature
0.5 Credit.....Classical Literature
0.5 Credit.....Research Writing
0.5 Credit.....African-American Literature
0.5 Credit.....ACT/SAT Prep
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
1.0 Credit.....World History
0.5 Credit.....Government
0.5 Credit.....Economics
0.5Credit.....History of Intolerance
0.5 Credit.....Geography 11th Grade
0.5 Credit.....Geography 12th Grade
0.5 Credit.....Sociology

MATH & ELECTIVES:

1.0 Credit.....Algebra I & II
1.0 Credit.....Geometry
1.0 Credit.....Trigonometry
0.5 Credit.....Probability & Statistics
0.5 Credit.....Basic Algebra
0.5 Credit.....Integrated Math
0.5 Credit.....ACT/SAT Prep

SCIENCE & ELECTIVES:

1.0 Credit..... Earth Science
1.0 Credit..... Biology
1.0 Credit..... Chemistry
1.0 Credit..... Physics
0.5 Credit..... Environmental Science
0.5 Credit..... Criminal Science
0.5 Credit.....Genetics
0.5 Credit.....Anatomy

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)
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

CCPHS 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 dress shirt

Solid black dress shoes & black belt

Solid navy tie and navy blue blazer

MIDDLE SCHOOL UNIFORM

Gray slacks (Male & Female)

Skirts and Capri's (Females only)

Light blue, pink, or white dress shirt

Solid black dress shoes & black belt

Blue, gray, or black sweater

Any color tie

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. Blazers must be worn throughout the day and brought to every class. (High school students only) Students may take their blazer off in class if they choose. Shirts should be wrinkle free. Students CANNOT wear long-sleeve shirts under a short-sleeve uniform shirt. **9-11th Grade students are prohibited from wearing polo shirts or sweater vests.**

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

Shoes/Hosiery: 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 hosiery or socks. Students are permitted to wear any color socks or hosiery. **Students are NOT permitted to wear fishnet stockings or leggings.**

SENIOR DRESS CODE

Seniors should have at least one full uniform listed above to be worn at administration discretion. Additionally, **senior students only** are permitted to wear **black or khaki pants, and CCPHS logo polo shirts. Polo shirts worn can only be purchased through CCPHS.** 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.

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.
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 CCPHS 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.
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 student 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 student 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 lunch.

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 will 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 and 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. **CCPHS 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. CCPHS 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. Students who have been assigned gym lockers should also put a combination lock on their assigned locker.

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 includes 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 three 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. Transcripts will be withheld for non-payment of fines. Seniors will not be able to participate in graduation ceremony if fines are not resolved. Replacement textbook prices range from \$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

CCPHS 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.

ADHERING TO 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 girl's restroom and vice versa. Students should not be in other classes or areas in the building without a signed pass from a staff member.

DISCIPLINARY/POSITIVE BEHAVIOR SUPPORT COMMITTEE

The disciplinary committee is a body made up of school staff including teachers, social worker and administration. Students who have received over 10 write-ups may be candidates for the disciplinary committee. Students who have been referred to the committee will be contacted as well as the parent. 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 will 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 Wednesdays, Thursday and Saturdays. [These dates are subject to change]. Wednesday and Thursday detentions are held from 3:15-4:15 in a designated area at CCPHS. Saturday detentions are 4 hours from 8:30-12:30pm at CCPHS. 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.

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 be dropped from any further participation in that sport, their GPA is brought back up to the minimum requirement.

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. The also participate in coordinating mock elections. For more information, contact Ms. Brown 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 Mrs. McElmeel.

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. Holmes or 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.

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.

STUDENT CODE OF CONDUCT

The student code of conduct lists 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 they are signed or not. It is expected that students will show their parents their write-ups and their 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):

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

CLASSROOM MANAGEMENT

Students must follow all individual classroom rules. Students are subject to individual classroom consequences that may include detention, community service, and/or removal from class for a specified amount of time. Each classroom teacher has basic rules and expectations that every student must follow outlined in their procedure packet. Parents must read the packet, sign and return the signature page.

CLASS A OFFENSES

We believe that "write –ups" help to decrease repetitive difficult behaviors that take away from the education of other students. It also reiterates that education is the priority and problematic behaviors will not be tolerated. Each time a student incurs five (5) Class A offenses, he/she will be suspended regardless of the length of time between occurrences.

CLASS B OFFENSES

When a student's behavior adversely affects the learning process, a suspension may be issued. When a student is suspended an effort will be made to contact the parent/guardian by phone and written notification will be issued. Suspensions can range from 1-10 days or indefinitely depending on the severity of the violation. All suspended days count as absences which are neither excused nor unexcused. The student has the opportunity to make up work during their suspension; however it is their responsibility to make sure someone obtains that work from the

office during non-instructional time and turns it in by the due date. Any late assignments will be graded accordingly. During a suspension, the student is not permitted on school grounds or at extra-curricular activities.

Two suspensions will result in automatic probation requiring a Behavior Intervention Plan, (BIP) written by the Behavior Intervention Team, (BIT). The BIT consists of parent(s), teachers, social worker and administration. The student will not be permitted to return to school until this plan has been written which is not to exceed five school days. The Board of Directors will be notified of all probationary students. Any violation of the BIP, failure to attend the meeting, or refusing to come up with a plan will result in an expulsion hearing by the Board of Directors.

CLASS C OFFENSES

The administrative team may recommend to the Board of Directors the expulsion of a student. Once the student is recommended to the Board of Directors, written notice will be given to the student and his/her parent or guardian will be advised of the next board meeting. If the Board approves expulsion, he/she is no longer permitted to attend CCPHS.

CLASS A, B, AND C OFFENSES

Depending on severity or repetition, a Class A violation may be reclassified as a Class B or a Class C Offense.

Class A Offenses:

1. Disrupting Class

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 disruption. Behavior is considered disruptive if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

2. Inappropriate Displays of Affection

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

3. Insubordination/Unruly Conduct

A student will not ignore or refuse to comply with directions or instructions given by staff members. 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 by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

4. 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, cell phones, radios, television sets, iPods, compact disc players, or other personal communication devices. Certain devices may be permitted for health or other reasons, if approved by the principal.

5. 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. *Please note that we consider the “n” word profanity.*

6. Sexual Harassment-A

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.

7. Technology Abuse

A student will not violate the “Technology Use Guidelines”; this includes any student caught accessing blocked/forbidden websites or accessing/altering another student’s work.

8. Trespassing

A student will not enter upon the premises of the school, 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.

9. Truancy/Tardiness to Classes

A student will not fail to report to the assigned class or activity without prior permission, knowledge or excuse by the school or parent/guardian.

10. Eating in Class

Eating is not permitted in the class. This includes gum chewing, food items, snacks, or drinks.

11. Failure to Return Official Communication

Any communication that requires a parent signature must be returned by its due date. (Write-ups, grade reports, weekly behavior reports, etc.)

12. Not Prepared for Class

Coming to class without proper materials; books, schoolwork, supplies, etc.

13. Horseplay

Any physical contact between students, including but not limited to, pushing, shoving, wrestling, jumping on other students, pulling another's hair, etc. that could be construed as a joking matter. Also, hanging on doors, lockers, or standing on toilets/urinals/desks, etc.

14. Exhausted Classroom Management Procedures

Any student who has not responded to an individual teacher's classroom procedures or one who has exhausted all the chances given by that teacher will be sent from the classroom, to see the discipline coordinator. All students sent from class should have a disciplinary action form filled out with the specific actions that led to the removal from class.

15. Dress Code Violation

Student will adhere to the outlined dress code policy.

SCHOOL RESPONSES TO CLASS A OFFENSES:

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

- Administrator/student conference or reprimand;
- Administrator and teacher-parent/guardian conferences;
- Confiscation of inappropriate item until it can be picked up by a parent/guardian;
- Denial of participation in class and/or school activities;
- Other intervention strategies, as needed;
- Suspension

CLASS B OFFENSES

Depending upon severity or repetition, a Class B violation may be reclassified as a Class C offense.

1. Bullying/Harassment/Intimidation

A student will not bully/harass another student. Including, but not limited to;

- Exclusion – Ignoring, gossiping, spreading rumors, isolating from the group
- Teasing – Making fun of, snickering, imitating, public humiliation
- Trickery – Pranks, accidents on purpose, lying, setting a person up for blame or to look foolish.
- Discrimination – Teasing or putting the person down because of their appearance, abilities, race, religion, gender, class or sexual orientation.
- Verbal Aggression – Name calling, insults, put-downs, sarcastic remarks.
- Intimidation – Challenging, threatening, chasing, bribery, blackmail, hate letters, scaring, blaring, dirty looks, encroaching personal space.

2. Cyber Bullying

A student will not harass or bully another student or staff member by means of any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts, i.e. internet, Facebook, MySpace, email, etc.) cell phone (including text or picture messaging), or wireless hand held device. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

3. 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.

4. Cheating/Academic Misconduct

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Plagiarism occurs when children are researching a topic or writing and he or she uses the exact words of an author without crediting the author. Parent drafted work is a form of plagiarism. Parents may give advice and some help but must not write reports, homework, or other assignments for their children. If an assignment has been submitted that is clearly plagiarized, the student will re-write the assignment and will receive a lower grade.

5. Physical Aggression

Any physical contact between students, including but not limited to, pushing, shoving, budging, hitting, punching, beating, or locking in a confined space that could be construed as a serious matter.

6. Destruction of Property (repairs costing under \$100)

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. *In each case, a parent will be responsible for the total cost of all repairs; failure to make or adhere to the agreement will result in a Class C offense.*

7. Leaving School without Permission

A student will not leave the school building, classroom, lunchroom, assigned area, or campus without permission from school personnel.

8. Instigating a fight

A student will not instigate or participate in a fight. Participation includes:

- Standing around and watching the fight
- Promoting or instigating a fight or anything else that encourages a fight to occur

Fights that take place off the school grounds or outside of school time, but have originated or have been instigated at school may also be subject to the same consequences.

9. Forgery

A student will not sign the name of another person.

10. 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.

10. Loitering

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

11. Sexual Harassment –B

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, school district personnel or adult volunteers.

12. 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. *Unless property is returned immediately or repaid within the agreed upon time, this will be reclassified as a Class C offense.*

13. Threat/Coercion/Enlisting Accomplices

A student will not threaten another with bodily harm or enlist other students or non-students to help retaliate against another student or to help in a fight. A student will not coerce another to act or refrain from acting.

14. Cutting a Class

A student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or parent/guardian.

SCHOOL RESPONSES TO CLASS B OFFENSES:

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 Class A Offense, listed above;
- Out-of-school suspension (short-term) for one (1) school day, up to and including ten (10) school days.
- Recommendation to the school board of education or its designees for long-term suspension or expulsion;
- Law enforcement agency notification

CLASS C OFFENSES

Depending on severity/repetition, a Class A or Class B Offense may be reclassified as a Class C Offense.

1. 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.

2. Inappropriate Sexual Activity

A student will not engage in any form of sexual activity, this includes but is not limited to, oral sex, intercourse, or any act that could be construed as lewd, anytime or anywhere on school grounds, or at a school sponsored activity.

3. 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 school district's education 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.

4. Destruction of Property (repairs costing over \$100)

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Tampering with or destroying SmartBoards, damaging walls/doors/lockers, breaking fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction. *In each case, a parent will be responsible for the total cost of all repairs.*

5. 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. A student will not cause damage to any property, including another vehicle. *In each case, a parent will be responsible for the total cost of all repairs.*

6. Alcohol/Intoxicants/Controlled Substances

A student will not possess, use, offer to buy or sell, or allege to buy or sell, a controlled substance, dangerous drug, prescription drug, intoxicants (including inhalants such as glue, paint or liquid paper), 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. Any student reported or caught under the influence of alcohol or drugs may be required to leave the premises immediately and may be referred to the police for investigation. (In the event that a student is under suspicion at a school sponsored event that required an entry fee, registration fee, or any other type of fee; the paid amount will not be refunded.)

7. Smoking

A student will not smoke, use tobacco, or possess any substance containing tobacco, including but not limited to cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, etc. in any area under the control of a school district, including all activities or events supervised by the school district.

8. Drug Paraphernalia

A student will not unlawfully possess, offer, arrange for, or negotiate to sell any drug items; this includes but is not limited to: lighters, pipes, rolling mechanisms, cigarette/blunt papers, etc.

9. End of Year Antics

Any student participating in or initiating the following activities during the end of the school year (including the last day of school): Food fights, physical fights/altercations, destruction of school/staff property, vandalism, or theft. Participation in any of these offenses will result in expulsion (for the current and following school year), denial of participation in activities (prom, graduation, etc.), and possible law enforcement agency notification. *In each case where damage occurs, a parent will be responsible for the total cost of all repairs.*

10. 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).

11. 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.

12. 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.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board, or its designee. (MCL 380.1311a[2]).

13. Felony

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

14. Fireworks

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

15. Interference with School Authorities

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

16. Physical Assault

A student will not physically assault another person. "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]).

- 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 above 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 school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1]).

17. Robbery

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

18. 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 school district 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).

19. 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.

20. Verbal Assault against an Employee

If a student enrolled in grade 6 or above commits a verbal 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 suspend or expel the student from the school district for a period of time as determined in the discretion of the school board or its designee. (MCL 380.1311a[2]).

21. Weapons: Dangerous Instruments

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors; or box cutters.

22. Weapons: Dangerous Weapons

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.

State law requires the school board or its designee to permanently expel from the school district 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, a school board 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 a school, except a building used primarily for adult education or college extension courses. (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 superintendent or the school district or intermediate school district, 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]).

23. 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.

SCHOOL RESPONSES TO CLASS C OFFENSES:

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

- Any school response to a Class A or B offense, listed above;
- Recommendation to the Board of Directors for long-term suspension or expulsion;

[NOTE: Drug-related behaviors pose an immediate threat to student safety. In all Class C drug-related cases, out-of-school suspension is imposed even for the first offense.]

- 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, administration refers the individual to the appropriate county department of the family independence agency and notifies the individual's parent or legal guardian.

(MCL 380.1311[4]).

Our schools use security cameras as a tool to monitor and improve student safety. Images of students captured on security videotapes that are maintained by the school's administrative team may be shared with parents of students whose images are on the video and with outside law enforcement authorities, as appropriate.

Even though our model for student misconduct is divided into three classes, the definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct that is not listed above is also subject to disciplinary action.

Please note: State law allows for the suspension of a student if a school investigation shows the student – while on school grounds, going to or from school, during lunch period (on or off campus), or during, or while going to or from, a school sponsored activity – has engaged in any of the previously listed offenses.

STUDENT RIGHTS AND RESPONSIBILITIES

CCPHS 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

CCPHS'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.*