

VOYAGEUR COLLEGE PREP

Scholar, Parent and Guardian Handbook
2019-2020

MISSION STATEMENT

The mission of the Voyageur School District is to prepare scholars to be College Ready and College Bound. This mission will be achieved through the foundational pillars of Discipline, Focus, Hard Work, Perseverance, and Character; and the humanitarian pillars of Compassion and Empathy.

The Core Values of *Voyageur College Prep* are:

- Disciplined Habits
- Excellence
- Compassion
- Empathy
- Optimism
- Respect

Board of Directors

Curtis Wade
Barbara Smith
Minika Benning
Anita T. Gibbs
Dale Williams
Gabriela Santiago-Romero

Table of Contents

Administrative and Support Team

- Names and Roles/Responsibilities

Grading and Graduation Policy

- Grading Policy
- Course Requirements for Graduation Eligibility
- Academic Dishonesty

Scholar Code of Conduct (SCC)

- Voyageur College Prep Dress Code
 - Truancy
 - Credit Earned
- Beyond Minor Offenses

Academics:

- Special Education Program
 - Special Education Personal Curriculum
- *See above for academic dishonesty policy*

Operations:

- Fire Drill
- Guests
- Medical Policies
- No Solicitation
- Personal Safety Outside the Building
- Policy on Mandated Reporting
- Textbooks
- Transfer Policy

Scholars Rights

- Scholar Seclusion and Restraint
- Searches, Lockers, and Locks
- Sports Eligibility
- Supervision of Scholars

Addendum A

- Attendance Policy for Course Credit

Addendum B

- Independent Study

Administrative and Support Team

Position	Staff Member	Responsibilities
Principal	Pamara Sanders	The principal oversees and manages teaching and learning, and ensures the establishment of a safe and supportive school environment for all students & faculty of Voyageur College Preparatory High School. The principal, oversees all school operations, ensures regular and consistent communication between the school and families, and designs and implements and fiscally responsible school budget. The principal oversees all administrative, faculty, and staff.
Dean Of Culture	Chene Rush	The Dean of Culture manages school disciplinarians to ensure a safe and orderly environment that promotes teaching and learning. The Dean of Culture manages the school's Scholar Code of Conduct and Discipline Policy and implements disciplinary intervention when necessary.
Behavior Interventionist	Ricky Gonzalez	The behavior interventionist supports the work of the Dean of Culture. They provide positive reinforcement to scholars in efforts to promote positive behavior.
Behavior Interventionist	Anthony Tolbert	The behavior interventionist supports the work of the Dean of Culture. They provide positive reinforcement to scholars in efforts to promote positive behavior.
Dean of Instruction	Joseph Gagnon	The Dean of Instruction works directly with teachers to improve their teaching practices to maximize student learning and growth. The DOI accomplishes this through regular observations and debriefs with teachers. The DOI is tasked with ensuring curriculum, instruction and assessment are in sync. State Assessments are organized under the leadership of the DOI.
Dean of Academics	Jasmine Brooks	The Dean of Academics completes PowerSchool scheduling for all VCP scholars. Graduation requirements audits are completed by the DOA. Credit Recovery and Summer School programs are led by the Dean of Academics. The DOA also works one on one with the DOI to complete many tasks, including state assessments and classroom observations.
Director of Special Education	Dr. Elizabeth Wolkowicz	The Director of Special Education coordinates the support services provided for students with Individualized Education Plans (IEPs). In addition, they work with the general education team in order to identify students who may need additional academic and social/emotional support. They are the first point of contact for parents and legal guardians who would be interested in additional school support for their children. They are the school administrator representative at official meetings, such as IEPs, and the district designee.
Campus Operations Manager	Mirella Arellano	The Campus Operations Manager oversees all school operations including management of the front office, transportation, collection of fees, ordering of supplies, attendance, school lunch program, and state compliance reporting.
Office Manager	Belinda Sykes	The Office Manager is the first point of contact in the front office and works to create a welcoming environment for all scholars, staff, and families at the school. The Office Manager manages student files and keeps family contact information up to date. The Office Manager drives communication from the school to scholars and families.
Superintendent	Vergil Smith	The superintendent oversees the overall functioning of the school. The superintendent is in direct communication with The Romine Group (Management Company)

Grading & Graduation Policy

Only scholars who have completed all graduation requirements are eligible to receive a diploma and participate in graduation ceremonies.

VCP understands that all scholars are entitled to a Free and Appropriate Public Education (FAPE) and that this best occurs in the Least Restrictive Environment (LRE). It is our belief that scholars with Individualized Education Programs (IEPs) and 504 Accommodations Plans should participate in the same classes and experiences afforded to general education scholars whenever possible.

Please see the list below of required courses all scholars must pass to graduate from Voyager College Preparatory High School

Mathematics	English	Science	Social Studies	Electives
Algebra I	English Language Arts 9	Biology	US History	Physical Education/Health
Geometry	English Language Arts 10	Chemistry	World History	Seminar (9-12)
Algebra II	English Language Arts 11	Physics	Government /Economics	Spanish I & II
4th Year of Math/ College Algebra/Pre-Calculus	English Language Arts 12			Scholars must take an elective every year enrolled in VCP, Independent Study, Job Corps

****Junior and Senior level students who have completed all course requirements and want to participate in Independent Study and/or JobCorp have that option. See addendum B for details***

Grading Policy

Grading periods:

- Voyager College Prep operates on a 40-week school year. There are two semesters per year; each semester is 20 weeks long.
- Scholars will receive progress reports every two weeks of the semester, however, parents and guardians must attend Report Card Pick-Up to receive the 10th and 20th week's progress report (also known as report cards).
- Scholars receive credits at the end of each semester for classes they have passed. (See graduation requirements)

Grading Scale:

A	93-100	C+	77-79
A-	90-92	C	73-76
B+	87-89	C-	70-72
B	83-86	D+	67-69
B-	80-82	D	63-66
F	0-59	D-	60-62

Advanced Placement classes are awarded a 2-point bonus when calculating weighted grade point averages.

- Pass/Fail classes are issued "P" or "F" and earn credit; however, they do not factor into

grade point averages.

Make-up Exams or Quizzes:

- Must be given within 1 week of the scholar's return to school.
- May only be administered by the teacher of the class, another teacher, or Dean.

Academic Dishonesty

Academic Dishonesty: Scholars must learn that in order to grow academically, they will be judged on their own work. We expect scholars to honor other people's work by giving credit in the form of reference and/or footnote for any borrowed words, ideas, or opinions, and by including quotation marks when copied exactly. When working on a team project, credit must be given to each person who contributes.

Scholars must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered plagiarism. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Scholars must always be responsible for their own work and not engage in any manner of cheating.

These types of academic dishonesty will result in loss of credit and/or failure according to the discretion of the teacher. Scholars will also receive an automatic detention (first offense), or more severe penalty if their cheating continues.

Deliberate plagiarism:

- Copying of a phrase, sentence or a longer passage from a source and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
- Obtaining a term paper and handing it in as one's own.

Accidental Plagiarism:

- Forgetting to place quotation marks around another writer's words.
- Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

Cheating:

- Obtaining a copy of tests or scoring devices.
- Copying another scholar's answers during a test.
- Providing another scholar questions or answers to, or copies of, actual test questions.
- Having or using non-permitted materials during tests.
- Duplicating another scholar's project or work for submission as one's own work.
- Having someone other than the scholar prepare the scholar's homework, paper, project, laboratory report or take-home test.
- Permitting another scholar to copy one's own homework, paper, project, laboratory report, or take-home test. Representing as one's own work the product of someone else's creativity.

The following consequences may occur for scholars who engage in acts of academic dishonesty.

- Automatic 0 on the assignment
- Detention
- Teacher/scholar/Dean of Culture/parent conference
- Removal/disqualification from NHS or summer programs
- Suspension

SCHOLAR CODE OF CONDUCT (SCC)

The **Scholar Code of Conduct (SCC)**¹ establishes expectations that create a learning environment conducive to positive development. Upholding the SCC requires the constant practice of **self-regulation**: the awareness and management of one's thoughts and choices in pursuit of goals. It is the building the habits of self-regulation, by routinely making the right choice, rather than the easy one, that creates success and achievement.

Our Core Values are the Foundation for all of our Relationships. Our Scholar Code of Conduct (SCC) is a reflection of our core values and the framework for ensuring a positive environment for all stakeholders.

POSSIBLE CONSEQUENCES OF INFRACTIONS TO THE STUDENT CODE OF CONDUCT

Offences of Disrespect to Members of the Learning Community including Oneself.

These consequences may include: (but are not limited to) Parent/Guardian meeting, detentions, Restorative meeting, ISI, behavior contract or OSS.

- A. Minor disrespect toward others.
- B. Defiance towards others: Removal from class, and restorative conference to return to class
- C. Foul language not directed toward others.
- D. Foul language directed toward others including any slurs, derogatory names, or implied meanings.

DRESS CODE POLICY

The dress code is in effect anytime scholars are in the school building or on school-related functions such as field trips.

1. Shirts and outerwear

- a. Scholars must wear unaltered school shirts each day (GYM shirts are not school shirts).
- b. Scholars may wear school sweatshirts, school vests, or school sweaters over the school shirt with the collar of the school shirt completely visible.
- c. Long-sleeved t-shirts are permitted with the only colors being (Navy, White or Gray); other colors may not be worn under the school shirt.
- d. Coats, non-school sweatshirts or sweaters, or any other outerwear are not permitted to be worn in school or taken anywhere in the building at any time and must be left in the locker all day.
- e. School shirts always need to be tucked.
- f. NO VCP "Hoodies" from previous years

2. Pants

- a. Boys must wear dress/khaki pants. Girls must wear dress/khaki pants or skirts. *Capri pants, spandex material, and corduroys are not permitted. Pants cannot have any exterior pockets (e.g. cargo pants or jeans).*

¹ The Board of Directors ("Board") of the Voyageur Academy is responsible for establishing policies under which VCP operates. The SCC is not intended to address the entire spectrum of scholar misbehavior; instead it outlines a range of appropriate responses for certain inappropriate behaviors. School officials retain the discretion to address scholarly misconduct that is not specifically included in the SCC.

- b. All pants and skirts must be **khaki or navy blue** in color. (Black pants are NOT allowed)
- c. Pants must not be too baggy or too tight and cannot have rips or holes. Pants must be worn at the waist level.(No sagging) Other clothing must not be visible under pants.
- d. Pants must be purchased that allow for belts.
- e. Skirts must be knee length or longer and no slit may come too high.

3. Shoes

- a. Black shoes are required. (gym shoes, dress shoes, or boots) Shoelaces and all parts of the shoe must be black.
- b. Girls' may wear heels no more than 3" high (as measured from the back).
- c. Athletic slides, Flip-flops, stilettos, platform shoes, and sandals are not permitted.
- d. Shoes must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the shoe.

4. Belts

- a. Solid black or brown belts must be worn at all times. Belts may not hang down.
- b. Belts cannot have large or distracting belt buckles.

5. Jewelry and make-up

- a. Boys may wear small"STUD" earrings only in ears, and girls may wear earrings only in ears. Earrings cannot be distracting (e.g. make noise) or have any logos/names/words.
- b. All necklaces must be tucked inside the shirt.
- c. Make-up, perfume, lotion, or any other cosmetics are never to be applied anywhere but bathrooms. Should not be applied in classrooms.
- d. Bracelets are allowed. Sweatbands, multiple, or distracting wristwear are prohibited.

6. Head Coverings

- a. No hats or other head coverings are permitted, including scarves, hairnets, bonnets, du-rags athletic sweatbands, and bandanas anywhere inside a building at any time, except where mandated by legitimate religious requirements or cultural traditions.
- b. Headbands cannot be more than two inches in width and cannot cover the ears.
- c. Head coverings for religious purposes are allowed

7. Gym Uniforms

- a. Scholars must wear school gym shirts when attending gym class. Scholars may not cut off or alter the gym shirts in any way. Scholars may not wear gym shirts in place of a uniform collared shirt.
- b. Scholars must wear gym shoes. Scholars must wear school gym shorts or sweatpants for gym class.
- c. No leggings, spandex, or tight material may be worn as gym bottoms

9. Distracting Clothing (Free-Dress Days)

- a. No clothing or jewelry that is determined by any teacher or administrator to distract from the learning process is permitted.

Scholars will be eligible to wear "SWAG WEAR" and/or College shirts on Fridays.

SWAG WEAR: School related shirt/blouse with uniform bottoms (NO Excessive HOLES IN YOUR JEANS/ NO SLEEVELESS BLOUSES, AND/OR SANDALS).

Dress Code Violations

Dress Code violations that cannot be corrected immediately (e.g. no belt, dress pants, school shirt) or the scholar refuses to correct.

- 1st Offense-Verbal warning
- 2nd Offense-Scholar will rent missing item in exchange for cell phone
- 3rd Offense- Parent contact is made, which can include up to a one day suspension

Respect for Our Teaching and Learning Environment

When members of the school community treat their learning environments with respect, by keeping it clean, showing proper decorum, and attending to its intended uses, they signal their appreciation for the opportunities it provides. By failing to uphold the expectations for treatment of the learning environment, it sends the opposite signal, and in doing so has a negative impact on the success of all members of the school community.

LEARNING ENVIRONMENT DISTRACTIONS (HALLWAY, CLASSROOM, CAFETERIA, PUBLIC SPACES)

The consequences may include: (but are not limited to) OSS, ISI, Parent/Guardian phone call home, Restorative meeting.

- A. Inappropriate public displays of affection (Hugging & Kissing, Inappropriate Touching)
- B. Although the cafeteria is a time for you to interact with your classmates, Always be mature and respectful of others. Eat your food, No food throwing, Please stay seated unless you have permission to move. Always leave a place better than you found it. (**CLEAN UP YOUR AREA.**).
- C. Tardy to school/class.
- D. In the hallways using lockers or restrooms at any time while classes are in session without a hall pass.
- E. Unsupervised and/or loitering on campus before or after school.
- F. Rowdy behavior, such as horseplaying, yelling and/or running.
- G. Food or drink (water in clear bottles is permissible) visible outside the lunchroom or eating or drinking outside of the lunch room (unless supervised by a teacher or administrator).
- H. Talking during a fire, tornado, or lockdown drill.
- I. Transitioning in the Hallway. Scholars are expected to transition in a mature and respectful manner. Walk with a purpose. Always keep hands and feet to yourself. No running and/or hollering. (**First 10 and last 10 minutes of class no passes. Dead Zone**)

CELL PHONE POLICY

These consequences may include: (but are not limited to) OSS, ISI, detentions, Restorative meeting, and Parent / Guardian meetings.

A. Using, or evidence of using a cell phone, headphones or other electronic devices visible (whether or not in use) or audible anywhere anytime in school without staff permission: (Proper cell phone usage is permissible in clearly marked “**Cell Phone Usage Zones.**” (**Red Zone= NO Cell Phone/Green Zone=Cell Phones Allowed**))

- 1st offense – Verbal Warning.
- 2nd offense - Confiscate cell phone return to scholar at the end of the day/ includes Parent phone call home
- 3rd offense - Confiscate cell phone/ parent phone call home/parent picks up cell phone at the end of the day
- 4th offense – Multiple offenses/behavior disruption will result in cell phone being turned into main office upon arrival to school, and returned at the end of the day

DETENTION POLICY

Voyageur College Preparatory Academy operates a detention system as an alternative to suspension. The purpose of this is to permit scholars the opportunity to spend time in a controlled study situation. Administration will issue detentions and the scholar must serve them when they are assigned. Failure to serve detention may result but are not limited to: parent/guardian meeting, behavior contract, or alternatives to suspension.

Detention will be held every Thursday from 3:30 pm- 4:30 pm in room 228. Any scholar who skips detention will be subject to further disciplinary action (ISI, OSS) Until detention is served

Corrective Progressive Disciplinary Consequences besides Detentions

Harm Reparation is when scholars complete tasks or assignments to make up for previous offences (example: cleaning gum off desks because he or she spit gum on the carpet). School Community Service/Logical Consequences

Restorative Circle: A community process for supporting those in conflict. It brings together the three parties to a conflict – those who have acted, those directly impacted and the wider community – within an intentional systemic context, to dialogue as equals.

Restorative Conference: A structured meeting between offenders, victims and both parties' family and friends, in which they deal with the consequences of the crime or wrongdoing and decide how best to repair the harm.

Scholar Conference: A meeting where the scholar, school official, teacher, or Advisor discusses behavior, consequences, action items, goals, support plans, and/or communication methods. Parents or guardians should be informed of such conferences.

Lunch Detention: A consequence issued to scholars that they serve during their lunch period. Instead of having lunch with classmates in the cafeteria, a scholar will eat lunch and then clean the cafeteria.

In-School Intervention: The decision to temporarily remove a scholar from the mainstream classroom and to place the scholar in a segregated environment within the school building that allows the scholar to continue to progress in their coursework but denies them access to regular classroom instruction and social interaction with their peers.

Parent/Guardian Conference: A meeting where the scholar, school official, parent or guardian, teacher, to discuss behavior, consequences, action items, goals, support plans, and/or communication methods.

Out-of School Suspension: An out-of-school suspension is when a scholar is removed from school due to the serious nature of the inappropriate behavior for up to 10 school days. Scholars who have been suspended may not appear on campus nor attend any school functions (before school, after school, or evening) while suspended. They may, however, enter the school to take or prepare for state assessments. Suspended scholars must be assigned homework and given the opportunity to make-up missed assignments, quizzes, or tests. *A parent or guardian MUST be present for readmittance post an out-of school suspension*

- Scholars with disabilities may be suspended up to 10 school days in one school year for violations described herein. Consequences for special education or disabled scholars will be adjusted, as required by federal and state laws and regulations, and the scholar's individual education plan (IEP) or accommodation, when necessary.
- A campus official must fill out an appropriate misconduct report anytime a scholar is suspended. Scholars must have due process, which allows them to hear the charges and respond to them. Parents will be notified as soon as possible but no later than 12 hours after the suspension is administered, through a phone call, a message on an answering machine, letter mailed home, or an e-mail.
- A parent, guardian, or scholar may appeal a suspension by requesting a review in writing to The Romine Group Superintendent within two days of the notice of the suspension. The superintendent will make the final determination of any suspension appeal. An appeal does not halt a scholar's suspension. If the suspension is overturned, the suspension will be removed from the scholar's record and any remaining days will not have to be served.

Disciplinary Hearing: This hearing is a meeting between the scholar, their family and school leadership. During this hearing the scholar will have the opportunity to explain their actions that lead to the suspension and meeting. The committee will make a decision on the scholar status within 24 hours.

Behavior Contract: Negotiation and problem-solving approaches can be used to assist scholars in identifying alternative behavior choices. The scholar will develop a contract that reminds him or her to engage in a problem-solving process that includes positive reinforcement for success and consequences for continuing problem behaviors.

Long Term Suspension: A long term suspension is when a scholar has had multiple violations in major categories of the student code of conduct. These suspensions last longer than the state mandated of 10 days. Scholars who have been suspended may not appear on campus nor attend any school functions (before school, after school, or evening) while suspended. They may, however, enter the school to take or prepare for state assessments. These suspensions are assigned after disciplinary hearing committee.

Student Altercation Policy

Voyageur College Prep operates on a ZERO tolerance policy with verbal and physical altercations. Swift and decisive administrative action will be taken against any scholar that participates in these kinds of activities.

Verbal Altercation

- 1st Verbal offense - Up to 5 days OSS and scholar status is reviewed by the discipline board
- 2nd Verbal offense- 10 days OSS and discipline board hearing

Physical Altercation

- 1st Physical offense - Up to 10 days CSS and scholar status is reviewed by the discipline board
- 2nd Physical offense - Scholar is placed on long term suspension and has mandatory discipline hearing

Expulsion: A decision to permanently remove a scholar from school due to extreme non-compliance with school rules/state law.

Expulsion Process

When Voyageur College Prep determines that a scholar has committed an offense(s) which is (are) grounds for expulsion, the Principal or designee will forward The Romine Group Superintendent and hearing office the appropriate misconduct report. The scholar will be suspended for up to 10 school days pending an expulsion hearing conducted by a hearing officer designated by the Superintendent. After the expulsion hearing, the hearing officer will then make a written report within two business days to the Superintendent summarizing the grounds for expulsion and the evidence presented at the hearing. The report will make a recommendation as to whether to expel the scholar and if so, for what period of time. Scholars can be expelled for periods of time from 10 days to permanently depending on the severity of the offense.

The parent and scholar will have the right to appeal the recommendation of the hearing officer to the superintendent within 3 business days of notification of the recommendation. The appeal should be in writing and sent along with any additional evidence to the superintendent. If the superintendent's recommendation is expulsion, then the superintendent of The Romine Group forwards the recommendation to the Chairman of the Voyageur Board within 5 business days of the hearing officer's recommendation and notifies parent of the decision. The Board, either as a meeting as full board or sub-committee, shall review the recommendation, and render a final decision. None of the parties shall make presentations at the meetings, but parties can attend to answer questions.

Expulsion steps in order:

1. Principal or designee recommends scholar for expulsion with a misconduct report to the superintendent and hearing officer. Principal or designee contacts (minimum three attempts) parent to schedule expulsion-hearing, documents that contact in the scholar information system, and notifies the parent of the expulsion hearing via certified mail.
- 2 Principal or designee schedules expulsion hearing.
 - a. Designated-hearing officer will conduct expulsion hearing.
 - b. Representatives of the principal may present evidence or witnesses.
 - c. Parents are strongly urged to attend

- d. Parent and scholar afforded due process by being allowed to refute charges and present evidence.
- e. Parents may bring legal counsel.
3. Hearing officer sends written hearing report and recommendation to the superintendent of The Romine Group within two business days of the hearing and notify parents of the recommendation.
4. Parent or scholar may appeal hearing officer's recommendation in writing to the superintendent of The Romine Group within 3 business days of being notified of the hearing officer recommendation
5. If the superintendent's recommendation is expulsion, then the superintendent of The Romine Group forwards the recommendation to the Chairman of the Voyageur Board within 5 business days of the hearing officer's recommendation and notify the parent of the decision.
6. The Board, either as a meeting as full board or sub-committee, shall review the recommendation, and render a final decision. None of the parties shall make presentations at the meetings, but parties can attend to answer questions.

Arrest: Police may be called to arrest scholars if there is reason to believe they are involved in any illegal activity. This includes, but is not limited to, involvement in a physical altercation or for bringing weapons or illegal substances of any kind to the school. A weapon is defined as anything that can inflict harm including, but not limited to; a firearm, a stick, brass knuckles, a knife, box cutters, bullets, screwdrivers, saws, metal pipes, b.b.guns, toy guns, slingshots, or broken bottles. A campus official must call the parents immediately before or after the police are called.

Faculty and all staff members who have reason to believe that they have witnessed the sale, possession, or transfer of weapons shall report this immediately to the Principal (or designee) and write a written statement. The Principal or designee shall determine if sufficient cause exists and, if so, file a disciplinary report and notify the Juvenile officer of the Police Department. The Principal (or designee), in consultation with the Police Department, will determine whether or not to file charges. All contraband will be turned over to the Police department. In addition the scholar who is charged with possession and/or use of a weapon shall be subject to immediate suspension from school and may face expulsion.

Beyond Minor Offences: Unacceptable Behavior with Consequences or Actions

These consequences may include (but are not limited to): ISS, Parent or Guardian meeting, behavior plan, or alternatives to suspension.

Parent/Guardian Conference	-Harm Reparation (e.g. cleaning the cafeteria or other community service) -Restorative Circle -Detention -Loss of School Privilege (e.g. lunch, enrichment activities, Field Trips, computer access) -Community Service	One Day In School Intervention or Out-of-School Suspension
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<p>1.1 Minor disrespect to members of the learning community or self</p> <ul style="list-style-type: none"> -acts of defiance such as talking back to adults or other major forms of non-compliance -taunting other scholars -malicious teasing -cutting class -filming a fight or other violations of the SCC 	
<p>1.2 Disrupting the learning environment in the classroom</p> <ul style="list-style-type: none"> -Screaming or shouting in the classroom -defiance to teacher redirection -leaving the classroom without permission 	
<p>1.3 Disrupting the learning environment in public space (including classroom)</p> <ul style="list-style-type: none"> -cafeteria disturbance (food fight/throwing food) -accessing restricted areas/loitering in unauthorized areas -leaving school grounds without the permission of school personnel -Disruptive or noncompliant behavior on a school bus or on a field trip -gambling - Ordering Uber Eats, Doordash or any other food delivery service (includes ordering it, going downstairs to retrieve it, leaving instructional class time to eat food) - Selling food,candy or any goods within the school and school grounds 	
<p>1.4 Failure to Uphold Accountability of Self-Regulation and Expectations</p> <ul style="list-style-type: none"> -Refusal to hand over phone or other electronic device -Failure to serve a detention 	
<p>1.5 Inappropriate Internet Use</p>	<p>-Harm Reparation (Make a poster of Appropriate Internet Usage)</p>
<p>1.6 Cheating, plagiarism, or copying the work of other scholars or sharing work to others to copy.</p>	<p>-Loss of credit for the assignment.</p>

Category Two Infractions: Major Disruptions of the Learning Environment

Parent/Guardian Conference	<ul style="list-style-type: none"> -Harm Reparation (e.g. cleaning the cafeteria or create a positive poster) -One or two day in-school or out-of-school suspension -Restorative Circle -Detention -Loss of School Privilege (e.g. lunch, enrichment activities, Field Trips, computer access) -Community Service 	Three Day In School Intervention or Out-of-School Suspension
2.0 Repeated Category One and/or Category Two Infractions		
2.1 Major disrespect to members of the learning community or self		
<ul style="list-style-type: none"> -throwing objects that could cause harm to others -acts of defiance such as talking back to adults or other major forms of non-compliance -acts of verbal or written disrespect including the use of social media and the internet -profane, vulgar, or obscene language or gestures -taunting other scholars -malicious teasing -cutting a school day 		
2.2 Major disruptions to the learning environment in the classroom		
2.3 Major disruptions the learning environment in public space (including classrooms)		
<ul style="list-style-type: none"> -possession or use of tobacco or related items (such as lighters or matches) 		

Category Three Behavior: Severe Violations of the Learning Environment

Parent/Guardian Conference	<ul style="list-style-type: none"> -Harm Reparation (e.g. cleaning the cafeteria or create a positive poster) -One to five day out-of-school suspension -Restorative Circle -Detention -Loss of School Privilege (e.g. lunch, enrichment activities, Field Trips, computer access) -Community Service 	Five Day Out-of-School Suspension
3.0 Repeated Category One and/or Category Two Infractions		
<p>3.1 Major disrespect to members of the learning community or self -any verbal abuse or bullying of others including slurs, name-calling, or derogatory statements to another person because of that person's race, color, religion, national origin, disability, physical/personal appearance, or sexual orientation. (Bullying is defined as any act of speech that subjects persons to indignity, humiliation, intimidation, physical abuse, or threat of physical abuse, social or other isolation, shame, or disgrace) -Hitting another person</p>		

Category Four Infractions: Forbidden Violations toward the Learning Environment

Administrative referral	<ul style="list-style-type: none"> -Up to ten days out-of-school suspension -Loss of School Privilege -Time-in-Seat -Parent or Guardian meeting -Harm Reparation -Restorative Circle -Restorative Conference -Community Service 	Behavior Hearing/Expulsion
4.0 Repeated Category Two and/or Category Three Infractions		
4.1 Forbidden disrespect to members of the learning community or self		

<ul style="list-style-type: none"> -Harassment, sexual harassment, hazing, dating violence, threatening to cause or causing harm or bodily injury to another scholar or adult -Indecent exposure, unsolicited sexual proposal, sexual harassment or committing any other act of criminal sexual or sexually intimidating conduct. -causing physical damage to the property of another scholar or adult -subjecting another scholar to physical confinement or restraint -maliciously taking any action that substantially harms another scholar's physical or emotional health -participation in gang activity (2 on 1 fighting included) -theft, robbery, or extortion -Physical fighting, assault, or battery 	
<p>4.2 Forbidden disruptions to the learning environment in the classroom</p>	
<p>4.3 Forbidden disruptions to the learning environment in public space (including classrooms)</p> <ul style="list-style-type: none"> -Destroying public or private property -Vandalism, graffiti, or arson -Stealing/theft of public or private property -possession, use, or sale of alcohol, drug paraphernalia or drugs including edible drugs -possession and/or use of weapons/dangerous objects, including, but not limited to firearms or knives of any kind. 	<ul style="list-style-type: none"> -Harm reparation (repairing any damaged goods) -Restitution (paying for the replacement of any damaged goods) -Out-patient counseling
<p>4.4 Inappropriate use of Social Media, Internet, or other communication devices to harm others</p> <ul style="list-style-type: none"> -using phones, computers, or social media to bully, intimidate, or harass others 	
<p>4.5 Possession or use of alcohol or tobacco</p>	
<p>4.6 Possession of weapons or any type of ammunition</p>	
<p>4.7 Possession of drugs and or drug paraphernalia</p>	
<p>4.8 Repeated violations of the Scholar Code of Conduct including repeated disruptions to the learning process after earning more than 36 detentions in any one school year.</p>	

Attendance Policy

Attendance: Absences may be excused only for illness, or for a verifiable family emergency. These absences can be excused only if a written note from the legal guardian is received in the main office within 48 hours of the scholar's returns to school. A doctor's note or other official documentation is required for an absence period of more than 2 consecutive days. Notes from the doctor must come from the doctor on their letterhead. If a scholar is to be out, the parent/guardian should inform the main office before 8:00 a.m. if possible.

Scholars who are absent for all or part of any day may not attend or participate in any extracurricular event or sporting event on that day or night except with written permission of the Principal.

Scholars who are absent for all or part of any day for "cut days", "senior cut days", "skip days", "ditch days", or any similar events may be denied participation in any extra-curricular event or sporting events such as prom, luncheon, or graduation and/or given multiple detentions.

For make-up work due to absences, scholars are given as many days to turn in work as they were absent. For example, if a scholar were absent for two days, he/she would have to turn in make-up work by the second day after he/she returns. Community Service Hours are not valid if they were completed while classes were in session and/or the school-day hours that scholars are suspended.

Leaving campus (school): Scholars are not permitted to leave campus once they are inside the building. Leaving the campus (school) during any school day or school-sanctioned activity without authorization will result in a suspension and/or a detention.

Early dismissals or late arrivals: If at all possible, scholars must make medical or other appointments after school hours or on weekends. In the rare event that a scholar needs an early dismissal or late arrival, the following procedures must be followed:

1. The legal guardian must come and sign the scholar in or out of school.
2. The scholar must make up all missed work, including points in gym class.
3. Only early dismissals or late arrivals for verified doctor's appointments will count as excused absences in class or gym. All others are considered unexcused. Doctor's notes should be brought upon arrival to school.

Tardy Policy: Students are expected to be to class on time. If they are late for a class they will be marked tardy. Tardy report is ran monthly along with Hall Sweeps by administration

- 3rd Tardy = Verbal Warning
- 5th Tardy = 1 Hour of ISI with culture team, referral and parent contact
- 7th Tardy = 1 day OSS with parent meeting on return
- 9th Tardy = 2 days OSS with parent meeting on return and Behavior Contract

Attendance Policy for Course Credit: *See Addendum A*

Special Education Program

Every child has the right to an education, regardless of gender, race, culture, age or disabilities. It is the goal of the school to provide opportunities for all scholars.

Policy

It is the policy of Voyageur College Prep to provide special education services. All scholars with special needs have the right to a quality education appropriate to their needs, abilities and interests. It is the goal of the special education staff to act as a resource to the classroom teacher in the development and implementation of appropriate instructional and socialization strategies. Implementation of these strategies will occur within the general education setting and through one-on-one and small-group remediation.

The Individual Education Plan (IEP)

The school will comply with all federal and state legal requirements that every scholar identified as having a disability be provided an Individual Educational Program (IEP) specifying goals, level of service, ancillary services and the least restrictive placement. Prior to the opening of school, registration forms are reviewed to identify current IEPs from previous schools attended. The parents are fully informed of their rights, procedures and responsibilities under special education law.

Procedural Safeguards

As a parent with a child who has special needs, there are safeguards in place, as required by state and federal law, to protect your rights and the rights of your child. These safeguards are provided to you at every official meeting and can also be found at the following website:

https://www.resa.net/downloads/special_education_forms/procedural_safeguards_sy2017.pdf

Special Education Personnel

All special education teachers have the proper certification. Our ancillary staff consists of speech and language pathologists, social workers, psychologists, and occupational therapists.

Special Education Referral Process

If a parent or legal guardian may make a request for a special education evaluation at any time. Referrals should be made in writing and provided to the special education coordinator. The school has up to 10 days to contact the parent and invite them to a meeting to review the request. School staff may also make a referral and this referral also needs to be addressed within 10 days. Initial evaluations are only able to occur with signed, written, formal consent. The school then has 30 school days to complete the evaluation and meet to discuss the results with the parent/guardian. There are times where a request to extend the evaluation timeline will be made, but this can only occur with signed parental consent.

Multi-tiered Support System (MTSS) Team

The Multi-tiered Support System (MTSS) team is a committee of school personnel set up by the school to ensure ongoing and effective support for classroom teachers and scholars. The team provides a forum to discuss scholars' academic and behavior needs and to generate, initiate and monitor solutions that marshal the resources of the school, the family and the community. This process creates an awareness and understanding of the issues affecting the scholar.

Evaluation and Program Planning

The program and services for a scholar receiving special education support will be reviewed on an annual basis and further evaluation of the scholar's needs will be considered every three years. At their annual reviews and three-year reevaluations; parents, teachers, building administration, and the school district review current testing, progress in general and special education programs, and consider parental input that impacts the scholar's academic growth and proficiency. Based upon the discussion of these factors, the IEP team develops goals and

objectives for the continuing program and services of the scholar. Parents are informed of scholar progress a minimum of four times per year at quarterly marking periods. Progress is also shared through telephone calls, written information/feedback, and personal contacts.

Educational Placement of Scholars with Disabilities

Voyageur College Prep is committed to placing each scholar in the least restrictive environment (LRE) possible to meet their educational needs as determined by the scholar's IEP team, which consists of the student, parents and/or legal guardians, special education providers, teachers and school administration.

Parent Participation

Parents/legal guardians have the *expressed right* to participate in all meetings dealing the evaluation, identification, and educational placement of their child. Information concerning a child will be requested of his/her parents/guardians during the MTSS process and the parent's/guardian's presence will be requested at subsequent meetings. Initial evaluations and implementation of IEPs require parental consent for scholars under the age of 18.

Age of Consent

In Michigan, the law states that you become a legal adult when you turn 18 years old. This means that you have reached the age of majority. All rights covered by state and federal legislation automatically transfer to you. As a student with an individualized education program (IEP), on or before your 17th birthday, you and your parents must be given information regarding this transfer of rights. If scholars feel uncomfortable making decisions on your own, they may choose an advocate (someone who will speak on your behalf) to assist with your educational transition plans.

Transition Plans

Starting in 7th grade, scholars with special needs are required by state law to have a transition plan, with measurable goals based on assessment data, as a part of their IEP with the focus being transitioning after high school into college, vocational training, or work. All scholars in special education are entitled to transition planning, pre-vocational and vocational training. Parents and scholars are entitled to invite outside agencies, such as Michigan Rehabilitative Services, to annual IEP meetings to discuss options for transition support. Consent must be obtained from the parent or the scholar at the age of consent prior to the school inviting an outside agency.

Individuals with Disabilities Education Act (IDEA) - 2004

Voyageur College Prep High School is in step with the major changes in special education under the revisions made in the 2004 legislation. As the Department of Education clarifies state specific implementation of this act, the Academy will be in full compliance. Parents or guardians have the right to review their child's records and refuse permission to release information (except as required by, or permitted by, law).

Rehabilitation Act of 1973 – Section 504

Under Section 504, the school is responsible to identify, evaluate and if the scholar is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the school staff, he/she must file a written complaint, stating the specific facts of the grievance with the Section 504 Compliance Officer within fifteen (15) calendar days of the date of the alleged violation.

FAPE

Voyageur College Prep understands that all scholars are entitled to a Free and Appropriate Public Education (FAPE) and that this best occurs in the Least Restrictive Environment (LRE). It is our belief that scholars with Individualized Education Programs (IEPs) and 504 Accommodations Plans should participate in the same classes and experiences afforded to general education scholars whenever possible.

Personal Curriculum

The Michigan Legislature has provided an opportunity for students to slightly modify the State of Michigan graduation requirements for the Class of 2010 and later. This is called a personal curriculum. A student, parent or legal guardian may request a personal curriculum meeting by placing a request with the Dean of Students or Special Education Coordinator. The administrative team may also request a personal curriculum meeting with parents and/or legal guardians as well. The meeting will include appropriate school personnel, parents, legal guardian, and student in order to determine eligibility and course of action per school procedures.

The use of a personal curriculum modification is allowed by state statute for only three reasons:

- A student wishes to modify the math requirement in Algebra II
- A student wishes to go beyond the academic credit requirements by adding more math, science, English, or world languages credits
- A student with a disability needs to modify the credit requirements based on his or her disability and Individual Education Plan (IEP)

The legislative intent of the personal curriculum is to increase the rigor and relevance of the education experience.

While a personal curriculum can be requested at any time during a student's high school experience, with the exception of social studies and math, it should be used in limited circumstances after students have had the opportunity to succeed in the Michigan Merit Curriculum (MMC) and have exhausted their elective options.

Students participating in these programs are expected to meet the MMC credit requirements and use effective planning and scheduling to meet these needs.

Please contact our Dean of Students or Special Education Coordinator for additional information.

Fire Drill

Posted in every room is a map detailing the evacuation protocol required. Scholars are to follow their teacher according to that map and to stay with their class. In the event of a fire drill or fire, scholars must not stop at bathrooms or lockers. They must go directly downstairs and stay as a class in the designated outside location until given further instruction. Any scholar violating this procedure is jeopardizing the safety of the school and will face consequences including possible suspension. There is to be no talking whatsoever during a fire drill.

Guests

Guests must always obtain a visitor's pass from the Main Office and must be authorized by a staff member. Guests should be greeted politely in the hallways or when knocking on the door of a classroom.

VCP reserves the right to determine if a school event is open to just VCP scholars, VCP scholars/families, or VCP scholars/families/and guests. When events are open to non-VCP guests, additional paperwork may be required in order for the guest to attend.

Medical Policies

Records and Physical Exams - In order to enroll at VCP every scholar must have an up-to-date physical, health records, including immunizations. Scholars will be excluded from school until that record is provided or until record of an upcoming medical appointment is provided by parent/guardian.

Medications - If a scholar requires medication during school hours, the distribution of the medications will be supervised by the Office Manager or Nurse under the following guidelines required by state law:

- Prescription medications must be supplied in the original pharmacy container.
- The container must be identified with the following information: Scholar name, Name of Medication, Doctor's Name and Phone Number, Pharmacy, and Phone Number.
- Parents/guardians must sign the appropriate administration forms.
- Non-prescription medications must also be supplied in the original container and must be accompanied by written consent from parent/guardian.

VCP will designate employees as the primary person and back-up person authorized to administer medication in the absence of the school nurse. All medication must be placed in a locked box in the main office. In order to administer any prescribed medication to a scholar or child, there must be a doctor's note on file. For any over the counter medication, a note signed by the parent with directions must be present. Furthermore, a log will be kept on file that indicates the following: Name of Scholar/Child, Name of Medication, Date, Time, and Who Dispensed Medication.

Scholars are responsible for coming to the main office to receive their medications at the appropriate time.

Scholars are not allowed to have medications in their possession or in their lockers. This includes any over the counter medications.

No Solicitation Policy

No solicitation: Scholars may not sell any good or services for any fundraiser or other reason while in the school building unless they are doing so for a school-sponsored club or organization.

Personal Safety Outside The Building

To maximize personal safety outside the building, it is recommended that scholars stay in groups if possible and do not wear I-Pods/talk on cell phones/or count money while walking down the street. Also, do not engage in conversation, tough talk, or taunting with individuals. If you are threatened, go to a business or a public area as quickly as possible. Ask to call the police.

Policy On Mandated Reporting Of Abuse/Neglect

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment **immediately** when they: "have reasonable cause to believe that a child who is under 18 years old known to them in a professional or official capacity has been harmed or is in danger of being, harmed-physically, sexually, or through neglect and that a caregiver either committed the harm or should have taken steps to prevent the child from harm".

1. Once any staff member becomes aware that a scholar may be the victim of abuse or neglect, they must:
 - a. Call the DCFS hotline at (800) 25-ABUSE,
 - b. Notify the Dean of Culture and Scholars or Social Worker, and
 - c. Complete a VCP incident report.

2. When calling the hotline, the staff member must have the following information (or as much as is known): the name, birth date, and address of the alleged victim; the name, address, age or birthdate, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm). The staff member should also have the names and ages of other children in the household, information as to whether or not English is fluently spoken by the parents and the work phone number of the alleged perpetrator.

3. While these steps are taking place, the social worker will assist both the faculty member and scholar in understanding the ramifications of the call. The social worker will debrief the scholar and, when appropriate, will contact the parent(s)/guardian.

4. No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

5. Physical abuse is defined as occurring when a parent or person responsible for the child's welfare "inflicts or allows to be inflicted upon such child physical injury, by other than accidental means". Common injuries include bruises, human bite marks, bone fractures, and burns. Physical abuse also occurs when the caregiver or parent creates a substantial risk of physical injury by shaking, throwing, choking, smothering, or pushing the child into fixed objects. Act of torture are defined as "deliberately or inflicting cruel or unusual punishment which results in physical or mental suffering". When reporting physical abuse, it is important to document the presence of any injuries.

6. Sexual abuse is defined as occurring when a person responsible for the child's welfare commits sexual penetration, sexual exploitation, sexual molestation, or when a young child contracts a sexually transmitted disease. A child's disclosure of sexual abuse will be handled sensitively. When a scholar attempts to disclose sexual abuse, the teacher or staff member will listen attentively while maintaining a calm demeanor. The mandated reporter will pay very careful attention to the disclosure of sexual abuse, but will not encourage the scholar to disclose information in addition to what is being given voluntarily. Staff will take very careful notes, writing the scholar's words verbatim as much as possible. The scholar will be referred immediately to the school social worker and the Dean of Culture or Student Success will be informed.

7. Neglect occurs when a person responsible for the child "deprives or fails to provide the child with adequate food, clothing, shelter, or medical treatment", or when an adult "provides inadequate supervision of a child (particularly small children)".

Scholars' Rights

The right of scholars to freedom of expression shall not be abridged, **provided that such right shall not cause any disruption or disorder within the school.** Freedom of expression shall include without limitation, the rights and responsibilities of scholars, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish, and disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by scholars during regularly scheduled school hours shall be held only at a time and place approved in advance by the Principal (or designee).

No expression made by scholars in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for an expression made or published by scholars.

Freedom of Speech. Scholars' right to free speech comes with the following restrictions:

- What a scholar says may not disrupt the work and discipline of the school in a material or substantial way.
- A scholar's words may not incite others to disrupt the work or discipline of the school or disobey the laws.
- No scholars may be obscene.
- Scholars may not say (slander) or write things about (libel) another person that damage that person's reputation and are not true, if they know the statement to be false or don't care whether it is true or false.
- Scholars may not use fighting words, that is, words which when spoken are likely to produce a violent action. Included in this category would be racial, sexual, ethnic, or religious slurs.

Freedom of Press. Scholars may express their opinions in publication and other written material as long as it follows standards of good taste. Unofficial or underground publications distributed at school will not be censored so long as they are signed by the author(s), and are not disruptive, defamatory, obscene, or containing "fighting words." VCP reserves the right to regulate the content of "school sponsored express activities." A sign posted must be signed by the person who put it up and must be posted in the designated area in the school.

Freedom of religion. Scholars have the right to be absent from school for observance of the holy days of their religion. Parents/guardians must notify Advisor and school office in writing **prior** to absence. An absence for religious reasons does not count as an official absence from school.

Search and Seizure. Any searches of lockers *will* be conducted solely for the safety and well being of the VCP School community. A mass search of lockers is permitted when the Principal (designee) deems that a threat to the safety of the school exists. Ownership of lockers is maintained by VCP and scholar use is subject to the right of the school administration to have access to the lockers at any time for cleaning or to search for illegal or dangerous materials.

Right to equal education. VCP scholars cannot be prevented or discouraged from participating in any school activity because of race, gender, sexual preference, religion, national origin, or handicap.

Right to access: All public events for parents, scholars and community members for whom an announced site for a school program or event is not usable may request 10 days in advance that the program be relocated into a site which would meet their needs to the extent it is possible. Requests should be made to the principal of the campus

What to do if rights are violated. Scholars are encouraged to talk to your advisor, your teachers, your Principal, or someone else in the School. Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or handicap may file a complaint with school Principal. The Principal will make a determination in the matter. If that determination is unsatisfactory, the member of the school community can request a hearing before the Superintendent, by submitting a request in writing to the school office.

High School students who have attained 18 years of age, may when they have so informed the principal in writing: Have all personal school correspondence mailed directly to them; Have access to their school records; May sign excused absence or report cards for themselves; May sign themselves out of school: If adult students choose to exclude their parents or guardians from any of the above matters, the school principal should be so informed in writing. Students who have attained the age of 18 are still subject to all school and board policies and regulations

Scholar Seclusion and Restraint

Only in certain emergency circumstances, professional staff members may need to restrain and seclude scholars.

All such intervention shall only be done in accordance with guidelines and standards adopted by the academy's Board of Directors regarding the use of scholar restraint and seclusion.

Training will be provided to professional staff and the support staff determined appropriate by the School Leader. Training will be in accordance with the State's Standards.

Searches, Lockers, And Locks

1. **Searches:** Personal property of a random group of scholars can be searched with reasonable suspicion or if the group of scholars searched is chosen at random. Searches of a scholar themselves may also be done with reasonable suspicion. A staff member who is the same sex as the scholar must do the search and there must always be a second staff member present as a witness.
2. **Lockers and locks:** Scholars and parents must be aware that a scholar's locker is school property and may be searched by school officials at any time without notice or warning. All locks must be school locks purchased through the school office; any other lock will be removed without notice.

Sports Eligibility

Sophomore, junior, and senior scholars are eligible to be official members of a school sports team only if:

- They have a cumulative GPA of at least 2.25 .
- They have failed no more than 1 class in the previous semester.
- They meet additional requirements that an individual coach or campus requires, if any.
- Meet all the requirements of the Michigan High School Athletic Association (MHSAA).

Sophomore, junior, and senior scholars who meet MHSAA eligibility requirements, yet do not meet VCP eligibility requirements, can earn Athletic Redemption and be eligible from progress

report to progress report only if:

- They pass all of their classes on their progress report.
- They have a 2.25 current g.p.a. or greater on their progress report.

Freshmen and transfer scholars in their first semester at VCP are eligible to play sports from progress report to progress report only if:

- They pass all of their classes on their progress report.
- They have a 2.25 current g.p.a. or greater on their progress report.

Second semester freshmen are eligible to be official members of a sports team only if:

- They have a cumulative GPA of at least 2.25
- They have failed no more than 1 class in the previous semester.
- They meet additional requirements that an individual coach or campus requires, if any.
- Meet all the requirements of the Michigan High School Athletic Association (MHSAA).

Any student who falls below the Voyageur College Prep requirements to participate in sports must meet with the sports academic committee. This group is made up of school administration, a board member and the superintendent to determine the eligibility status of the scholar.

Supervision of Scholars

Scholars are not to be in the building or on the school grounds after the regular school day unless under the direct supervision of a school staff member.

Technology and Acceptable Use Policy

The goal of computer access at school is to build technology skills, information gathering skills and communication skills. Scholars have the privilege to use computer workstations, the school network, e-mail, and the Internet **for school assignments only**.

Scholar Responsibilities: In order for the school to provide sound educational opportunities via its computer network, each scholar must use computers and the network responsibly.

Responsible scholars use computers, other hardware, and printers carefully. Scholars will leave a computer working in the same condition as they found it; namely, making no setting changes that alter the computer's appearance or function; avoiding damage to the mouse, keyboard, printers, and furniture; and keeping the computer, monitor, keyboard, mouse, and furniture clean.

Responsible scholars use the Internet appropriately. The scholar is responsible for all web pages accessed. Scholars must earn Internet authorization by studying the Acceptable Use Policy and passing a quiz on its contents with a 100% score.

Scholars are not allowed to access, use or possess pornographic, gang-related, violent, or illegal material; inappropriate or offensive text via e-mail, chats, blogs, or other means; or files deemed dangerous to the integrity of VCP (e.g., viruses, worms, or other harmful programs designed to disrupt or alter a computer's functions). In addition, scholars may not access, use, or possess unauthorized or illegally obtained hardware, software or data.

Scholars must comply with the following safety rules for Internet use. Scholars should not give out any personal information such as address, telephone number, parent's work address or telephone number, or any other person's address or telephone number without parental permission. Scholars should tell their teacher, principal, or parent/guardian immediately if they experience an uncomfortable situation. Scholars should never agree to meet or to send any picture to someone they have communicated with on-line.

Scholars must check their e-mail accounts on a regular basis. Teachers often communicate to their scholars and request assignments via e-mail.

Responsible scholars respect the privacy and rights of others. Scholars must keep their computer account and password private; if scholars have a group project, they will arrange with their teacher to create a shared folder for that particular assignment. Scholars may not access scholar records of other scholars. Scholars may not alter any network address or identifiers. Scholars may not copy software from computers, or destroy or damage another person's files or messages. Scholars must not attempt unauthorized entry to any area of the network or interfere with or disrupt any computer, network, source or equipment, regardless of who may own, operate, or supervise it. Scholars must create their own work and properly cite research sources. Copying someone else's work is plagiarism and will result in a failing grade and disciplinary action. Scholars may not use school computers, the school network, or the Internet to make inappropriate or negative comments about other scholars, teachers, administrators, or the school.

Responsible scholars maintain the integrity of the school network. Scholars have the responsibility to report all violations of privacy. Scholars are accountable for all e-mail sent or received under their user accounts. Scholars may not use the network or labs for wasteful or frivolous purposes including, but not limited to; playing games, using chat programs, listening to music, watching videos unrelated to a school assignment, participating in "chain letters," writing blogs, participating in online chats, or engaging in any for-profit commercial activities including advertising or sales. It is the scholar's responsibility to follow all computer lab rules and obey supervisors of the labs.

Scholars should not expect that files stored on school-based computers or servers will be private. Electronic messages and files stored on school-based computers or stored outside the school using the school's Internet account may be treated like school lockers. The school reserves the right to monitor any and all emails/messages sent on or within school property. All administrators and teachers have access to stored files and e-mail.

Administrators and teachers may review files and messages at any time to maintain the integrity of the system, to ensure that scholars are acting responsibly, to conduct the business of the school, and to comply with legal requirements. Failure to comply with the Code of Conduct for Computer Use may result in loss of computer privileges as well as other penalties. Scholars observing or knowing of any violation of these guidelines or of a security problem on the network/Internet must notify a teacher or the principal.

Textbooks

Scholars are responsible for keeping their textbooks in the condition in which they received them. Scholars will be charged for lost or damaged textbooks.

Transfer Policy

If a scholar transfers in after the tenth week of any semester, the scholar will not earn any academic credit for that semester, unless he or she shows proficiency through that semester's final exams.

When scholars transfer to VCP from another high school, each semester's worth of successfully completed classes count as one semester of VCP credit. However, transfers must take any classes they have failed at another school. These make-up classes must be earned as soon as possible but must happen before being promoted to the next grade.

A scholar transferring in during the course of the year will have to complete .25 enrichment credit by at least one week prior to the start of the next academic year.

Truancy

Purpose

Michigan law places responsibility on scholars to attend school and on parents or guardians to send their children to school on a daily basis. Excessive absences hinder a scholar's progress and adversely affect the scholar's educational experience. At American Promise Schools, we value every scholar and seek to provide for his/her educational needs.

Compulsory Attendance MCL 380.1561

Consistent and regular attendance as required by Section 1561 of the Michigan Revised School Code requires all children to attend school until the age of 16, with few exceptions. In addition, the law mandates that a scholar who turned age eleven on or after December 1, 2009, or who was age eleven before that date and entered grade 6 in 2009 or later, must attend school until they are 18 years old unless they have earlier graduated or meet the exceptions allowed by Michigan law. For purposes of illustration, scholars who are age 14 or under during the 2012-2013 school year and those who enroll at any time after the 2012-2013 school year must attend school until they are 18 years of age unless they have earlier graduated or meet the exceptions allowed by Michigan law. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.

Truancy

Truancy consists of more than ten (10) unexcused absences during a school year. Truant scholars and parents of truant scholars are subject to prosecution by the Wayne County Prosecutor for Truancy (in the case of the scholar) and/or Educational Neglect. Parent/guardian does not ensure the legal requirement of regular school attendance until the scholar reaches the appropriate age. The Truancy Policy is used in conjunction with the Attendance Policy contained in the Scholar and Parent Handbook.

Truancy Team

The Truancy Team is to include the scholar's advisor, the Dean of Culture, and the parent or legal guardian. The Truancy Team will work in close conjunction with the Office Manager who will maintain the attendance database and the school's administrative team for additional support.

Policy

1. Upon the occurrence of three (3) consecutive absences or five (5) total absences within a semester, a phone call will be made by the advisory teacher to inquire as to why the scholar is absent and remind the parent/guardian of the school's truancy policy. The advisory teacher will make a notice to the truancy team that the phone call was made to the parent.
2. Upon the occurrence of five (5) consecutive absences or a total of eight (8) absences within a semester, the scholar shall be referred to the truancy team for intervention strategies and investigation to address the attendance issue(s) for each scholar before a referral for school truancy or parental educational neglect is filed with the Wayne County Prosecutor's Office – Juvenile Division. Additionally, upon the occurrence of eight (8) total absences, certified notification will be sent to the home of the scholar warning of the potential referral to Wayne County Prosecutor's Office.
3. Intervention strategies can include:
 - a. Meeting scheduled with parent(s)/legal guardian and truancy team

- b. Home visits
 - c. Completion of attendance plan for scholar
 - d. Subsequent review of attendance plan and fulfillment of attendance plan by scholar
 - e. Referral to social worker by truancy team if necessary
4. If the scholar fails to return to school after 10 total days and all other measures are exhausted including official notification submitted to the parent/guardian, a referral is completed and submitted by the truancy team to the Wayne County Prosecutor's Office.

Addendum A

Attendance Policy for Course Credit: Any student who accumulates more than 10 unexcused absences in a semester, must attain a minimum of 70% in the course to receive credit (instead of 60%).

Addendum B

Please note in order to have a schedule that includes Independent Study , a scholar must **have completed and PASSED** all of their *mandated requirements* in all of their core content courses that include Mathematics (Algebra I, Algebra II, Geometry), Science (Physics, Biology, Chemistry) Social Studies (U.S. History, World History, Economics, Civics) and English (English 9, 10, 11) in order to be eligible to enroll in any of the new courses offered this year. Transcript audits will be considered and used to determine a senior scholars' eligibility before being placed in electives, independent study.

Independent Study Option Include:

- Clerical/Office Assistant
- Student Teaching

Agreement Signature Page

After reading the information contained in the handbook, complete the section below and return this page to the Dean of Culture/Office.

My scholar and I have read and reviewed the 2018-2019 VCP Scholar and Parent Guardian Handbook. We understand the contents of the documents and agree to abide by them.

Scholar's Name/Signature _____ / _____

Parent's Name/ Signature _____ / _____