

CÉSAR CHÁVEZ ACADEMY HIGH SCHOOL

2017 – 2018

Student Handbook



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INTRODUCTION

¡Sí se puede!

CCA School District originated in 1995 and our High School was established in 2003 as a result of the community, parents, and students demanding more choices outside of the traditional education system. Authorized by Saginaw Valley State University and managed by The Leona Group, CCAHS is located in the heart of Michigan's largest Latino community, Southwest Detroit.

Mission Statement

“To provide a safe atmosphere of academic excellence that promotes thinkers and problem solvers who work cooperatively and respectfully in an inclusive environment.”

Belief statements

We believe and envision that every child is entitled to a quality education.

We believe all children will grow academically, socially and physically.

We believe every child is entitled to a safe and orderly learning environment.

We believe that family involvement in the educational process is essential to the success of the child.

We believe in meeting the diverse needs of our parents.

We believe all students will be prepared to become positive, productive members of the community.

We believe that in education, creativity is an essential part of the learning process.

Equal Opportunity Education

CCAHS adheres by the principal that all persons are entitled to an equal education without regard to gender, race, religion, nation of origin, pregnancy, disability, marital status, economic status, or any reason not related to their individual capabilities.

****Administrative Disclaimer:*** All policies and procedures in this document are subject to administrative discretion at all times. In addition, policies and procedures are reviewed consistently and may change, according to school's growth and development.

César Chávez Academy High School
1761 Waterman Street
Detroit, MI 48209

Main Telephone Number:
(313) 551-0611

Fax:
(313) 551-0552

SCHOOL STAFF & CONTACT INFORMATION

Administration	Juan Martinez, School Leader	Juan.martinez@leonagroup.com
	Brian Goodwin, Assistant School Leader	Brian.goodwin@leonagroup.com
	Linette Garza, Dean of Students	Linette.garza@leonagroup.com
Main Office	Elizabeth Lake, Business Manager	Elizabeth.lake@leonagroup.com
	Vacant, Office Assistant	@leonagroup.com
	Aundrea Henderson, Security	Aundrea.henderson@leonagroup.com
Data Coach and Technology Coordinator	Vacant, Data Coach	@leonagroup.com
Counseling	Vacant	@leonagroup.com
College and Career Advisor	Sandra Sanchez	Sandra.sanchez@leonagroup.com
Home-School Liaison	Juan Cantu	Juan.cantu@leonagroup.com
Special Events/ Athletics	Jerrold Jackson	Jerrold.jackson@leonagroup.com
Social Work	Vacant	@leonagroup.com
Special Education	Angelina Macon, Lead Instructor	Angelina.macon@chavezwaterman.com
English as a Second Language	Carissa Rusnak, Lead Instructor	Carissa.Rusnak@chavezwaterman.com
English Department	Stacey Gasparovic , Lead Instructor	Stacey.gasporovic@chavezwaterman.com
Math Department	Clint Prong, Lead Instructor	Clint.prong@chavezwaterman.com
Science Department	Benjamin Meyers, Lead Instructor	Benjamin.Meyers@chavezwaterman.com
Social Studies Department	Cortney Kosmala-Jackson, Lead Instructor	Cortney.kosmala@chavezwaterman.com

DAILY SCHEDULE

FULL DAY SCHEDULE

12 TH GRADE

P1 6:55-7:55 AM
P2 8:00-9:00 AM
P3 9:05-10:05 AM
P4L 10:10-10:40 AM
P4B 10:45-11:45 AM
P5B 11:50-12:50 AM
P6B 12:55-1:55 PM

9th - 11th GRADE

P2 8:00-9:00 AM
P3 9:05-10:05 AM
P4A 10:10-11:10 AM
P5A 11:15-12:15 AM
P5L 11:15-11:45 AM
P5B 11:50-12:50 AM
P6A 12:20-1:20 PM
P6L 12:20-12:50 PM
P6B 12:55-1:55 PM
P7L 1:25-1:55 PM
P7 2:00-3:00 PM

EARLY DISMISSAL SCHEDULE

12 TH GRADE

P1 6:55-7:55 AM
P2 8:00-8:40 AM
P3 8:45-9:25 AM
P4L 9:30-10:00 AM
P4B 10:05-10:45 AM
P5B 10:50-11:30 AM
P6B 11:35-12:15 PM

9th - 11th GRADE

P2 8:00-8:40 AM
P3 8:45-9:25 AM
P4A 9:30-10:10 AM
P5A 10:15-10:55AM
P5L 10:15-10:45AM
P5B 10:50-11:30 AM
P6A 11:00-11:40 PM
P6L 11:00-11:30 PM
P6B 11:35-12:15 PM
P7L 11:45-12:15 PM
P7 12:20-1:00 PM

HALF DAY SCHEDULE

12 TH GRADE

P1 6:55-7:55 AM
P2 8:00-8:30 AM
P3 8:35-9:05 AM
P4 9:10-9:40 AM
P5 9:45-10:15 AM
P6 10:20-10:50 AM

9th - 11th GRADE

P2 8:00-8:30 AM
P3 8:35-9:05 AM
P4 9:10-9:40 AM
P5 9:45-10:15 AM
P6 10:20-10:50 AM
P7 10:55-11:30 AM

ATTENDANCE POLICY

Philosophy

Regular attendance and punctuality are crucial to your success in high school: they are amongst the most important factors in student achievement. Missing class causes you not only to fall behind, but also affects your grades or keeps you from receiving credits in a class.

Procedure

Students are expected to attend all classes on time. It is the student's responsibility to document each absence by submitting a written note (by parent/guardian) within 5 *days* of the absence.

Documentation must include:

1. Student's name
2. Exact date and classes missed
3. Reason for absence
4. Parent/guardian signature

Absence

According to school policy, 5 absences are allowed per quarter. More than 5 absences may result in automatic failure of the course and possibly lead to truancy being filed with courts. **NOTE: Students with 10 unexcused consecutive absences (10 days in a row) will be automatically dropped/exited from the school (with administrative discretion). All student drops will be forwarded to the Wayne County Truancy Court.**

The following are valid excuses for absences/tardies:

1. Illness, health condition, family emergency, or religious purposes
2. Parental approved activities
3. Extended illness or health condition

****NOTE: Extended vacations are NOT excused. Vacations during the school year calendar are considered unexcused absences; students may be subject to a drop of grade and/or failure of given course; this is left to the discretion of the teacher.***

Tardies

Tardy is being late to class after specified class time starts, whether it is 1 second late or 5 minutes past the start of class.

Unexcused Tardies after 15 minutes are considered absences.

I 2 tardies in one week= after-school detention with said teacher -teacher must communicate with parent that student has detention due to tardies also log into PowerSchool(if student does not serve detention consequence is...); 8 tardies in a month=ISS

II More than 3 tardies in one week is a mandatory parent meeting with security member and/or admin and possible ISS

III Anything beyond 3 tardies may lead to ES and/or filing with the Wayne County Truancy office.

Consequences of Absence

1st Absence: Automated Phone Call (to home)

2nd Absence: Automated Phone Call

3rd Absence: Automated Phone Call, a personal call to the parent/guardian and a letter of concern will be sent home requesting a parent meeting.

4th Absence: Automated Phone Call, Warning Letter, possible Loss of Credit and a parent-administrator conference will be scheduled.

A warning letter will be sent home informing the parent/guardian: A) that a report may be sent to Wayne County Truancy Division and/or B) potential grade drop/failure of given course.

5th Absence: Possible Loss of Credit (failure of course) and another parent-administrator conference will be scheduled.

A letter will be sent home informing the parent/guardian: A) the student has the potential of a grade drop/failure of given course and/or B) a letter will be sent to the Wayne County Truancy Division.

Leaving Early

Leaving early from school is only allowed with a parent/guardian's permission; students are not allowed to leave campus for lunch and may not be called out to leave for lunch. Food may not be delivered to the school, unless it is a parent dropping it off at the main office. A parent/guardian must sign student out at main office. (Administrative discretion will be used in special circumstances)

GENERAL INFORMATION

Technology

CCAHS is pleased to provide students access to many forms of technology to support learning. Depending on availability and administrative discretion, seniors in good academic standing, may be provided with individual laptops; all students have access to mobile laptop carts and a computer lab; all students have access to e-readers in most of their English classes. Please note that use of all items

of technology is strictly for academic purposes and at teacher's discretion. All students will sign 'General Usage and Liability' contracts at the beginning of the school year.

Lockers

Lockers are available for students, grades 9-12. You are responsible for keeping your locker clean and damage free. Keep lockers secured and do not share combinations with others; the school is not responsible for lost or stolen personal items. Lockers are subject to search and inspection with reasonable cause.

Student ID Cards

All students are provided with a student ID card, which includes a photograph, and must be worn and visible at all times. This identification is primarily used for computer usage and login, lunch, dances and activities. Cost of replacement is \$3.

Dances/Activities

All school rules apply, including district policies with respect to alcohol, drug and tobacco use, extracurricular activity will be handled as a school discipline offense. etc., at all school activities.

Dance Guest Pass Policy

Guests may be brought to (most) school dances, but guest passes must be obtained and approved in advance; the guest must be high school age student under the age of nineteen and have a current high school id. Guest passes must be approved by administrative designee.

Transportation/Student Drivers

CCAHS provides limited transportation via the school district buses; students using CCA transportation must abide by all safety and behavioral expectations that are mentioned within the district Student Code of Conduct, anyone who violates any of these expectations will be banned from using CCA transportation . In addition, each student that uses CCA transportation must sign a transportation contract. For those students that drive his/her self to school he/she must register their vehicle and driver's license with the school security team. Student driver's must maintain safe speeds in the parking lot, park correctly, have a CCAHS permit displayed and not play loud music or rev engines within the parking lot, if these expectations are violated the student will lose the right to park in the school parking lot.

Student Surveys

Student surveys may be issued at various times throughout the school year. Students will provide feedback that will be reviewed and the information obtained will be shared with teachers and pertinent staff.

ACADEMIC INFORMATION

Student Support Office:

The Student Support Office provides support services which demonstrate a commitment to developmental guidance for all students. Student Support Coordinator guides students to effectively set goals and to develop broad-based educational and career plans that reflect interests, abilities, and talents.

Course syllabus

At the beginning of each semester, teachers will distribute a copy of the syllabus for their course. The syllabus explains the grading scale, expectations, and content of the course. You and your parents/guardians are required to read and sign the syllabus for each class.

Make-Up/Late Work

CCAHS strives to ensure that all students are academically successful. We understand that there are times when students need extra time to submit assignments and complete homework. CCAHS teachers will provide multiple opportunities for students to make up work and submit late work. This policy language should be included in the course syllabus.

Exam Re-Takes

CCA believes in providing students with multiple opportunities to succeed. Continuing in the 2017-2018 school year all students will be provided up to two opportunities to retake exams (excluding Midterms and Finals) for every class. The make-up exams must be completed within a two-week window from the original exam date. Teachers are expected to provide make-up and he/she will set up the specific due dates for those assignments and/or exams. This policy language should be included in the course syllabus.

Grading Scale & GPA

Each grade is assigned a grade point value, which is used to determine your grade point average (GPA). To calculate your GPA, add up the values of your semester grades and divide that total by the number of classes you have taken. Note: An 'F' grade results in 0 grade/points, but is still included in the GPA.

A (4.0)	A- (3.7)	B+ (3.3)	B (3.0)	B- (2.7)	C+ (2.3)	C (2.0)	C- (1.7)
D+ (1.3)	D (1.0)	D- (0.7)	F (0.0)				

Under review in 2017-2018. Beginning with the Class of 202? students who take AP courses will earn letter grades for those courses based on a 5 point grading scale.

A (5.0)	A- (4.7)	B+ (4.3)	B (4.0)	B- (3.7)	C+ (3.3)	C (3.0)	C- (2.7)
D+ (2.3)	D (2.0)	D- (1.7)	F (1.0)				

Class status

Your class status will be determined by the number of credits you have earned:

Freshman status – less than 6 credits

Sophomore status – at least 6–11 credits

Junior status – at least 12-17 credits

Senior status – at least 18+ credits

Students that have not attained the required credits by the end of summer school sessions will be demoted to his/her correct class status.

Graduation Requirements

Basic academic requirements for graduation include completion of 24 credits and 100 hours of community service s. All outstanding fines and fees must also be paid to receive transcripts and diplomas. CCA expects students to graduate with 24 credits but administration reserves the right to amend this expectation if the student has fulfilled the requirements stated by the Michigan Department of Education. For further information, please go to the MDE website at www.michigan.gov/documents/mde/New_MMC_one_pager_11.15.06_183755_7.pdf

Walking at Graduation

In order for a senior to walk at the graduation ceremony, they must fulfill all graduation requirements and must be in good standing per senior class guideline prior to the graduation ceremony.

Participation in Senior Activities

There are many exciting events and activities during a student's senior year, such as a senior trip, picnic, pinning ceremony and prom. Seniors are eligible to participate in these activities; if they are on track to meet the specific graduation requirements as well as **passing all current classes** at the time of the activity (coursework must be completed by the last day of senior classes). Final authority on senior events and participation rest with administration or designee.

ACADEMIC INFORMATION (CONTINUED)

Grade Changes

If a student and/or parent/guardian believes a grade to be incorrect, (s)he should first approach the teacher of the course. If student and/or parent/guardian and teacher are unable to resolve the concern, the student and/or parent/guardian should then schedule a meeting with the Lead Teacher of the department and discuss the concern; if the student and/or parent/guardian still are unable to resolve the concern then an appointment must be set with Administration.

Once the Teacher of Record decides to make a grade change, (s)he must fill out a Grade Change Form that may be obtained in the Staff Lounge. The teacher must also include a written rationale for the

grade change request. All grade change forms must be signed by Mr. Goodwin or Mr. Martinez. **All changes must be made within 10 school days following the card marking.**

Schedule Changes (Drops/Adds)

Students may request to drop/add a class within the first week of the semester, according to the schedule. To request a schedule change, the student should email a request to Student Support and Scheduling Coordinator.

SAT & M-STEP State Mandated Testing

In order to be included in the State's Spring Testing sessions, a student must be at Junior status (at least 12 credits). Students who do not test in the Spring of their Junior year (based on not having earned 12 credits) will take the state standardized testing during their fourth year of high school according to the schedule established by Michigan Department of Education.

PSAT State Mandated Testing

All 9th and 10th graders are required by the State of Michigan to take the PSAT in the Spring on one of the two dates allocated by the Michigan Department of Education.

Progress Reports

Progress reports will be mailed home or handed out during specific Parent/teacher conferences which are held mid quarter and will contain current grades, comments on the student's behavior, and attendance.

PowerSchool

Parents can remain up to date with their child's academic progress and attendance via parent access to PowerSchool. Please see the main office for information regarding obtaining access.

Parents may also request a written progress report at any time. CCAHS takes outreach and communication with parents seriously, as such progress reports and report cards are mailed out to the student's homes for a total of ten mailings in a school year. We believe that these mailings will not allow for any parent/guardian to state that he/she had no idea that his/her child was failing a course.

Credit Recovery

The school uses Plato as a means for students to obtain credits that (s) he has not earned due to failure, but seniors and juniors have priority and sitting is limited. Thus, if you have failed any class, you must retake it during summer school in order to recover the course credit.

Students enrolled in Credit Recovery/Plato courses who do not demonstrate progress within the semester will be removed from the Credit Recovery/Plato course and will be required to make-up the course in summer school.

Test-Out Option

The Michigan Department of Education provides Test-Out options for high school students as defined by the local school district. CCA high school will provide its students meeting criteria with test-out options beginning in 2017-2018 school year. Development of Test-Out criteria is in process.

For more information: <http://Michigan.gov/documents/mde>

Honors/Ranking

Students in each graduating class are ranked in numeric order by their GPA. Students with GPAs of a 3.0 or above are eligible to be inducted into the National Honor Society.

Advanced Placement (AP) Classes

AP classes are available for various subjects. Students who have expressed an interest in a course, have been recommended by staff for placement in these courses, and/or based on standardized test scores, g.p.a, and other data sources. With sufficient AP exam scores, students may receive college credits depending on the post-secondary institution of choice. Students interested in this opportunity should discuss their interest with their teachers and Mr. Goodwin.

Social Work Services

Students with Individualized Education Plans requiring social work services will receive priority attention. Students without IEP's may seek social work services from the Social Work department by appointment.

In addition, CCAHS will continue seeking out external partnerships with community based groups for the purposes of providing social work counseling and support services. In 2017-2018, CCAHS will continue its partnership with Southwest Solutions for social work support services.

Tutoring

Tutoring is a valuable opportunity for all CCAHS Students; teachers will provide their tutoring schedules to the main office and administration for circulation, but individual arrangements may also be made with any teacher or aide, at the student or parent's request.

College & Career Office

The goal of the College & Career Office is to help all students graduate from high school and prepare them to be successful in college and the workplace. Seniors are required to apply to 3 different colleges; fee waivers are available to cover application costs. The office also provides resources for test preparation materials, financial aid information, scholarship applications, volunteer opportunities, military enlistment information, summer programs and employment/internship opportunities.

College Applications

Seniors are required to apply to at least 3 colleges and/or postsecondary educational facilities. Applications must be completed before Winter Break. Eligible seniors will also complete financial aid

(FAFSA), the Detroit Scholarship Fund and other scholarship applications. All fees will be waived for eligible students.

Dual Enrollment

Dual enrollment in local community colleges is open to all students that have demonstrated excellent academic ability and standing. All costs will be covered by CCAHS at a first come, first serve basis. Dual-enrollment opportunities at CCA high school are dependent on budget availability.

Sports Eligibility

In order to participate in CCAHS athletic teams, you must maintain a 2.0 average and be passing all of your core classes. All players must be present at school for at least ½ of the day to be eligible for the day's contest. If a student athlete is disciplined for bad behavior during the school day they will be required to serve their consequence(s) before going to any practice or team event. If a student is suspended they are not allowed to participate in any athletic activity involving CCAHS. For further information, please see Mr. Jackson.

DISCIPLINE CODE

The goal of discipline is to provide a safe and healthy atmosphere for students and staff, and to develop positive student growth. Students should report any situation which poses a danger to the health or safety of themselves and fellow students or which represents a violation of state laws, district policy, and the code to which school leaders are committed. More detailed information on discipline as well as students' rights and responsibilities is found in the CCA district Code of Conduct.

STUDENT CODE OF CONDUCT

I. STUDENT CODE OFFENSES

Student misconduct is classified into three levels based on the severity of the misconduct; Levels A, B and C. Levels A and B offenses are the least severe and normally result in short term suspensions. High school students are subject to long term suspension for Level B and a combination of Level A and Level B offenses. Level C offenses are the most serious violations and may result in expulsion from the District. State law requires that certain offenses occurring at school or during school related activities must be reported to local law enforcement agencies. See Attachment C - Index of Reportable Incidents. The definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

1. LEVEL A OFFENSES

DISCIPLINARY ACTION FOR A (LEVEL 1) OFFENSE **MAY** RESULT IN SHORT TERM SUSPENSION FOR THE FOLLOWING VIOLATIONS:

A01 INSUBORDINATION

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test, or perform any other class or school-related activity not listed herein, refusing to leave a hallway or any other school area, or running away from school staff when told to stop all constitute insubordination.

A02 REFUSAL TO IDENTIFY SELF

Refusing to show or wear an identification card and/or give your correct name when requested by school personnel, or using another person's name or identity.

A03 STUDENT DEMONSTRATIONS

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

A04 USE OF ELECTRONIC COMMUNICATION DEVICES ("ECD") SMART PHONES, CELLULAR PHONES OR OTHER DEVICES THAT CAUSE DISRUPTION WHILE ON SCHOOL PROPERTY

Use of these devices is prohibited in the classroom unless permission is granted by the classroom teacher. Permission may be granted for use of ECDs for instructional purposes in class or for school emergencies. Devices will be confiscated if carried in a visible manner or turned on, without permission, during the school day. Devices may be searched if there is reasonable suspicion that the search will uncover evidence of further violations of District policies or law or injury to a student.¹ Confiscated smart phones, cell phones, personal communication devices or other ECDs will be returned to the parent/guardian. It is the responsibility of the parent/guardian to make arrangements with the principal/designee to immediately retrieve the item within five (5) school days. The District is not responsible for the loss, theft, damage, or vandalism to student cell phones or ECDs or any other student property.

A05 IMPROPER OR UNAUTHORIZED USE OF SCHOOL MATERIALS/EQUIPMENT

Using any school equipment, technology or materials without obtaining prior approval of an administrator or teacher or improper use of any school equipment, technology or materials.

A06 CHEATING/ACADEMIC MISCONDUCT

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials.

A07 DISORDERLY CONDUCT

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects or otherwise distracting

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

A8 INAPPROPRIATE DISPLAYS OF AFFECTION

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

A9 LOITERING/TRESPASSING

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

A10 OBJECTIONABLE CONDUCT

A student will not orally, in writing, electronically, or with photographs or drawings direct profanity, insulting, obscene or other objectionable gestures toward any other person. Conduct under this offence is not of a sufficient nature to rise to the level of harassment.

A11 VIOLATIONS OF ATTENDANCE POLICY

Acts, not specifically listed, which constitute a violation of the District's attendance policy

2. LEVEL B OFFENSES

DISCIPLINARY ACTION FOR A (LEVEL 2) OFFENSE MAY RESULT IN SHORT TERM SUSPENSION OR LONG-TERM SUSPENSION FOR THE FOLLOWING VIOLATIONS:

B1 THREATS OF VIOLENCE/INTIMIDATION

Written, verbal or physical conduct, or electronic communication, less than bullying, that is intended to place one or more persons in fear of harm. Refer to C17 - Bullying to describe conduct of a serious, severe or substantial, nature.

B2 POSSESSION OF DANGEROUS OBJECTS

Dangerous objects are objects other than firearms, guns or knives that include but are not limited to explosives, firecrackers, clubs, mace, pepper spray and other irritant sprays.

Possession is defined to include:

- Carrying the item; or
- Storing the item in a space used by or assigned to a student such as a locker or a desk; or
- Having the item under one's control such as hiding a weapon in the building or on school grounds; or 14
- Voluntarily permitting another person to store the item in an assigned school space without reporting it to staff members.

B3 USE OR POSSESSION OF ILLEGAL OR CONTROLLED SUBSTANCES OR MATERIALS

Illegal or controlled substances include tobacco, alcohol, narcotics, drugs prohibited by law, over the counter medicines and prescription medications not prescribed for use by the student in possession of them. Students found guilty of the second offense of B03 within the same school and in the same school year, will be charged with a C16 – Other Illegal Conduct (an expellable offense). In the event intervention is provided to a student, CCA will not be prevented from suspending or expelling the student.

B4 THEFT OR RECEIPT OF STOLEN PROPERTY

Taking or conspiring to take without permission of the owner or custodian or receiving or possessing property known to be stolen valued at less than \$100.00.

B5 EXTORTION, COERCION OR BLACKMAIL

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

B6 DEFACEMENT OF PROPERTY

A student will not willfully cause defacement of or damage to property belonging to the school or belonging to school personnel or persons in attendance at the school. 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.

B7 INTERFERENCE WITH OR INTIMIDATION SCHOOL PERSONNEL

Preventing or attempting to prevent school personnel from engaging in their lawful duties through threats of violence, harassment or intimidation.

B8 INTERFERENCE WITH THE MOVEMENT OF PUPILS IN AND OUT OF SCHOOLS, BETWEEN SCHOOLS, OR BETWEEN HOME AND AN ASSIGNED SCHOOL

Any action that prevents or delays scheduled transportation of pupils to and from an assigned school that prevents pupils from entering or leaving schools at scheduled hours, or that causes fear or jeopardy to students while walking to and from an assigned school.

B9 HARASSMENT

Written, verbal, or physical conduct that is persistent or pervasive that causes emotional distress or does the following to one or more students directly or indirectly:

- Substantially interferes with educational opportunities
- Adversely affects the ability of students to participate in or benefit from school programs; or
- Causes a substantial disruption to the orderly operation of schools.

B10 GAMBLING

Participating in games of chance or skill for money or profit.

B11 ADMITTANCE OF UNAUTHORIZED INDIVIDUALS INTO SCHOOL BUILDINGS

The act of knowingly and intentionally admitting or allowing an unauthorized person(s) into any school building, without expressed permission from any authorized person, through any unopened door or unmonitored point of entry in a manner that breaches any method of established security.

- B12 **VERBAL ABUSE**
Name-calling, racial or ethnic slurs or derogatory statements directed at, and offensive to, another person.
- B13 **FORGERY/GIVING FALSE INFORMATION OR IDENTIFICATION**
Intentionally misrepresenting information to school district personnel, such as giving false information, false identification or signing another person's name to a document.
- B14 **ABUSE OF TECHNOLOGY**
The act of tampering with or unauthorized use of computer hardware or software, including loading unauthorized software, making unauthorized copies of software, tampering with the hard drive, infection of computers with viruses, unauthorized internet access, unauthorized access to another's files, computers, or computer systems, and computer network "hacking." The use of the internet or CCA technology, equipment or materials, including networks and servers to commit any offense is a violation under the Student Code of Conduct.
- B15 **FIGHTING**
A physical confrontation between one or more students that does not cause serious injury.
- B16 **HAZING**
Any intentional, knowing, or reckless activity which endangers the physical safety, causes mental distress, embarrassment, humiliation or ridicule of a student done for the purpose of being initiated into, affiliated with, participating in or become a member of any organization, team, group, club, school activity, regardless of whether the activity is done with or without the consent of the person(s) being hazed.
- B17 **OTHER PROHIBITED CONDUCT**
Any school related conduct that violates rules, policies or school decorum.
- B18 **SEXUAL HARASSMENT**
Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which:
- Substantially interferes with the student's educational opportunities; or
 - Creates an intimidating, hostile or offensive educational environment; or
 - Otherwise adversely affects a student's educational opportunities.

3. LEVEL C OFFENSES

PENDING AN EXPULSION REVIEW HEARING, IF FOUND GUILTY, DISCIPLINARY ACTION FOR A LEVEL 3 OFFENSE CAN RESULT IN LONG TERM SUSPENSION AND/OR EXPULSION FOR THE FOLLOWING VIOLATIONS:

- C1 **POSSESSION OF A FIREARM**
Firearm means (A) any weapon (including a pistol, rifle, starter gun, gun, zip gun, pellet gun, and BB gun or any other type of gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device, such as any explosive, incendiary device, bomb, grenade, poison gas or rocket. Students found guilty of this offense are subject to mandatory expulsion

- C2 **POSSESSION OF A KNIFE**
Knives are defined to include any knife regardless of blade length or total size, straight razor, box cutter with razor or any instrument which has been altered to be used as a weapon in a manner similar to a knife such as a letter opener or file. A student found with a 3 inch blade or greater is subject to mandatory expulsion.
- C3 **POSSESSION OF OTHER DANGEROUS WEAPONS**
Possession of weapons and objects, other than guns or knives, such as, brass knuckles, which have the capacity to cause serious injury or death.
- C4 **USE OF A WEAPON OR AN OBJECT AS A WEAPON**
Use of a weapon or dangerous object is defined to include:
- Using a weapon or dangerous object in a physical altercation with staff or other students;
 - Having a weapon in one's possession during a physical altercation;
 - Threatening a person with a weapon or dangerous object;
 - Using a weapon or dangerous object while committing robbery;
 - Extorting or coercing through threat or actual use of a weapon or dangerous object;
 - Discharging of a firearm.
- C5 **PHYSICAL ASSAULT OF AN EMPLOYEE, VOLUNTEER OR CONTRACTOR**
Intentionally causing, or attempting to cause physical harm to an employee, volunteer or contractor through force or violence.
- C6 **DESTRUCTION OF PROPERTY**
Acts that result in a substantial threat of or actual destruction of property of \$100.00 or more, which significantly necessitates altering a school's operation and activities. Specifically included are acts which result in:
- Significant damage to the physical plant or property
 - Conditions that require the evacuation of students
 - The inability of a school to perform its functions
- C7 **THEFT OR RECEIPT OF STOLEN PROPERTY**
Taking or conspiring to take without permission of the owner or custodian or receiving or possessing property known to be stolen valued at \$100.00 or more, which does not belong to the student.
- C8 **ARSON**
The willful and malicious burning or attempt to burn any part of property that belongs to, or is under contract with the school district, or property of persons employed by the District or on school property or the setting of fires on school property. Students found guilty of this offense are subject to mandatory expulsion.
- C9 **SALE/DISTRIBUTION OF CONTROLLED SUBSTANCES OR ILLEGAL MATERIALS**
To attempt, conspire to sell, sell or distribute any illegal or controlled substance or a substance represented to another person as illegal or controlled. Students will be charged under this violation if they are in possession of a substantial quantity of an illegal or controlled substance that is packaged for sale.

C10 PHYSICAL ASSAULT OF ANOTHER STUDENT

Intentionally causing or attempting to cause physical harm to a student through force or violence. Acts that result in serious bodily injury or participating in gang, gang-like activity or group violence are also punishable under this provision.

Gang or gang-like activity includes an ongoing organization, association or group of three or more individuals who display one or more of the following:

- Wear or display common clothing, jewelry, insignia, signs that intentionally identify the student as a member of the group; or
- Have a high rate of interaction among themselves to the exclusion of others; or
- Are frequently involved in anti-social, delinquent or criminal activity.

C11 CRIMINAL SEXUAL CONDUCT

Means a violation as set forth in the Michigan Penal Code. (MCL 750.520b to MCL 750.520g). It includes sexual penetration or sexual contact that occurs:

- with another person under 13 years of age; or
- with another person at least 13 but less than 16 years of age under certain circumstances;
- when the actor knows the victim is mentally or physically incapable or is aided and abetted by 1 or more person;
- when a weapon is used or an item fashioned into a weapon;
- when concealment or the element of surprise is used to overcome the victim;
- when force is used to accomplish the sexual penetration or contact or the actor causes personal injury and force or coercion is used.

It is sexual contact with another person at least 13 but less than 16 years of age AND the other person is 5 or more years older.

Sexual contact is the intentional touching of the intimate parts of the body of another person for a sexual purpose, for revenge, to inflict humiliation or out of anger.

If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the student shall be expelled.

C12 SEXUAL MISCONDUCT

A student shall not engage in intimate sexual contact with another person, including, but not limited to: consensual sexual intercourse, oral sex or intentional touching of the other person's genitals, groin, inner thigh, buttock or breast or the clothing covering those areas, other inappropriate behavior of a sexual nature including displays of sexual parts.

C13 FORGERY/FRAUD

Signing the name of another person for the purpose of defrauding school personnel of CCA or causing or deceiving another by false or misleading information in order to obtain anything of value.

C14 **TERRORISTIC ACTIVITY**
Communicating terroristic threats, including bomb threats, or committing terroristic acts directed at any student, employee, volunteer, contractor, physical plant or property.

C15 **FALSE ALARM**
Activating a fire alarm system in any school building on school property and/or reporting a fire or bomb when none exists.

C16 **OTHER ILLEGAL CONDUCT**
Other acts, not specifically listed, which constitute an offense under state or federal laws.

C17 **BULLYING**
Written, verbal, physical conduct or any electronic communication that is intended to place one or more students or other persons in fear of harm or cause substantial emotional distress by directly or indirectly doing the following:

- Substantially interfering with educational opportunities;
- Adversely affecting the ability of a student(s) to participate in or benefit from school programs;
- Having an actual and substantial detrimental effect on a student's physical or mental health;
- Causing substantial disruption of the orderly operation of school.

The use of any electronic communication (i.e. internet, personal digital assistant (PDA), smart phone, or wireless hand held device), network or technology, including social 19 media (e.g. Facebook, Twitter, Tumblr, Instagram, etc.), to bully is cyber-bullying. Bullying and cyber-bullying are prohibited against all students, educators, employees, parent/guardians, contractors, agents, or volunteers.

C18 **SEXTING**
Forwarding, sending, using, sharing, viewing or possessing a sexually explicit image via text message, email, social networking websites and/or other electronic means using school property (computers, devices, networks, or servers) on school grounds or at school sponsored activities/events. Acts that occur off school grounds, outside of school-sponsored activities or on student owned devices that result in disruption to the orderly operation of school environment are punishable under this provision.

Respect Among Staff & Students

Mutual respect among students, staff, and community is expected. Disrespect includes use of profanity and failure to obey reasonable requests. Discrimination of any kind, in the form of racist, sexist, derogatory, abusing, or hazing behaviors is not tolerated. All students shall refrain from sexual harassment. Any unwelcome conduct, verbal or non-verbal, may constitute sexual harassment. Such offensive behaviors will result in severe disciplinary action.

Harassment, Intimidation, Bullying

CCAHS is committed to a safe, civil learning environment where all students, employees, volunteers work, learn, and participate in an environment free from bullying, harassment, or intimidation.

CCA high school will adhere to CCCA district Student Code of Conduct referencing “Harassment/Bullying Policy” pages 17; The Leona Group Employee Handbook referencing “Policy against harassment & discrimination” page 9; the CCA district collective bargaining agreement (CBA) Article XXIV-Fair Treatment page 16 and 17.

Student Uniform & Dress Policy

The dress code policy for CCAHS is in effect every day, unless other instructions are given. Guidelines are given below, but anything school administration judges as inappropriate will be prohibited.

CCA Uniform:

1. Khaki pants, worn at waist. Girls may also wear solid tan/khaki knee-length skorts, skirts or jumpers. Students may wear knee-length tan/khaki shorts.
2. All boys and girls are required to wear CCA sweatshirts, CCA hoodies, CCA fleeces, and/or CCA t-shirts.
 - a. All tops must be appropriate (as defined by administration) and they must include the CCA logo and/or the name César Chávez Academy High School, it must be shown at all times.
 - b. All shirts must be clean
 - c. Coats, non-school issued sweatshirts and t-shirts, and hooded sweatshirts are not permitted in the classroom (Administration and/or security will make decisions based on outside weather conditions and inside building conditions)
3. Dress or casual shoes, No open-toed shoes will be permitted.
4. Jeans, sweatpants, exercise pants, non-CCA hooded sweatshirts, t-shirts or blue/black pants may never be worn, unless it is a scheduled jean day.
5. During Casual/Jean Day appropriate attire is required. (No See Through Clothing).

Consequences for Breaking the Uniform Policy

Students who are not in proper uniform will call home to get a change of clothes, if a change of clothes is not available the student will serve an ISS. Consistent violation of the school uniform policy may lead to suspension from school.

The following are prohibited:

1. Head coverings of any kind (except for religious or medical reasons).
2. Jeans, spandex/leggings(even Khaki colored), sweatpants, low-riding pants or pajamas.
3. Shorts/skirts shorter than 2 inches above the knee.
4. Tank tops, tube tops, sheer tops, sleeveless tops, halter, low cut or bare midriff tops.
5. Slippers, roller sneakers, high heels, open-toed/heeled shoes.

DISCIPLINE CODE (CONTINUED)

6. Clothing/accessories that promote drug usage or which display violence, or other vulgar or discriminatory graphics.
7. Clothing symbolic of gangs or disruptive groups.

CCAHS does not provide or loan clothing to students not in compliance.

Class Exchanges/Passing

During 5-minute class exchange periods, students will move promptly to their next class.

If students are found lingering in the halls or behaving inappropriately they will be referred to the security team or dean of students.

Cell Phones & Electronic Devices

César Chávez Academy High School recognizes that technology is constantly evolving and that many technology tools exist to help support students in their learning. César Chávez Academy District has long prided itself on the development of the 21st century classroom. To that end, a policy that seeks to help educate students on the effective and appropriate uses of electronic communication devices such as cell phones, mp3 players, etc. and revises procedures and guidelines relating to students and their use of such devices is being implemented for the 2017-2018 school year. The key points of this policy are as follows:

Students will be allowed to use electronic communication devices such as cell phones and mp3 players in non-instructional areas such as the cafeteria before and after school or during lunch, and in the hallways outside of class time, however, not while out of the classroom with a pass.

Students are NOT allowed to use electronic communication devices such as cell phones, mp3 players and headphones in instructional areas such as classrooms, unless directed by the classroom teacher.

The school will continue to prohibit the use of any video device in any restroom, locker room or other location where students and staff 'have a reasonable expectation of privacy'. If a student is found to be in violation of the Electronic Device Policy, he/she will be sent to the office. Administration will administer the appropriate consequences based on the student handbook. In case of an emergency students can be reached at 313-551-0611. If students and parents choose to carry/allow these devices, students are subject to the following guidelines:

1. Electronic devices must be turned into the classroom teacher at the beginning of the hour.
2. Cell phones must not disrupt lessons with ringtones, beeping, or vibrating.

3. Devices should not be used to photograph or film others without their consent. **Note:** *misuse of phones/technology in the form of pornographic images or sexual language is a serious offense that could lead to expulsion and possible police involvement.*
4. Students who bring devices to school are solely responsible for their security. *The school accepts no responsibility for devices that are lost, damaged, or stolen.*

DISCIPLINE CODE (CONTINUED)

1st offense taken for the remainder of the day by teacher and detention from that teacher

2nd taken for the day and parent must pick and ISS

3rd suspension and no phone at school for remainder of the school year

Electronic Equipment, Food, Drink

- A. iPods and other portable music players are allowed at school, but NOT at all times of the day. Follow Electronics Policy.
- B. School laptop computers are subject to the signed agreement and to the classroom management policy of each teacher.
- C. Food and drink in the classroom are not allowed, unless approved by the teacher. Any classroom teacher that allows food and/or drink will be responsible for making sure that all containers, wrappers, bags, etc. have been put into the trash.
- D. Cell phones and other electronic devices, follow the Electronics Policy.

Hall Passes

No teacher should issue passes to leave class within the first fifteen (15) minutes of class time or the last fifteen (15) minutes of class time. Students will be returned to class. Hall passes during class time should only be issued in case of emergency. Students must carry a CCAHS Official Hall Pass and may NOT be in any place other than the destination indicated on their pass.

Vending Machines

School vending machines will contain approved snacks and beverages by Michigan Department of Education.

DISCIPLINE CODE (CONTINUED)

Student Storage: Server, Lockers and Email

Students are provided with locker space, a communal storage space on the school server and a school email. These spaces are subject to search and/or space management when necessary.

Conduct of Student Athletes & Activities members

Student athletes and activity members should consider themselves role models at all times during sports or activity season.

Fan Conduct

Activities which are disrespectful to opposing players, coaches, or fans will not be tolerated.

Face paint must be limited to CCA logos or year of graduation. Appropriate school attire is expected at all athletic events. All spectators must remain in the stands during events.

All CCA students and staff members will be held accountable for any inappropriate conduct.

Parent Meetings with Administration

Meetings with parents regarding a student's behavior and disciplinary action may occur at the teacher, administration, or parent's request. An appointment will be arranged through the main office.

BULLYING & HARASSMENT POLICY

CCAHS is a Bully-Free Zone

CCAHS is a place where all students are safe to learn without threat of violence or concern for safety. CCAHS adheres to a strict zero tolerance policy regarding harassment of any form between students, faculty, and staff. To promote a school free of harassing behavior, CCAHS is committed to educating students and staff in the ways we can work together to create a society free of discrimination.

What is Harassment?

"Harassment, intimidation, or bullying" means any intentional written message or image, including those that are electronically transmitted, a verbal, or physical act including but not limited to one shown to be motivated by any characteristic in race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics.

Negative, disrespectful, and harassing behavior could come in the form of:

- **Physical:** blocking the path, cornering, pushing, etc.
- **Visual:** drawings, notes, pictures, e-mail, gestures, etc.
- **Property Damage:** graffiti, hiding/stealing belongings, etc.

- **Verbal:** name-calling, rumors, teasing, threats, etc.

Bullying: intimidation of others through physical harm or damaging the student's property.

Harassment: persistent, unwelcome, teasing or attention.

Sexual Harassment: unwelcome sexual comments or attention.

Cyberbullying: Use of technology (cellphones, social media, and email) to harm others, in a deliberate, repeated, and hostile manner.

What should you do if you are being bullied or harassed?

The most important thing to do is to make sure you are safe. Once you are in safe place, take the following steps to stop the harassment from continuing.

- Tell the person causing the harassment to stop. If you feel comfortable, explain to them why the action was inappropriate. Document the incident including a description of the event, time, date, and place.
- Report the incident to an adult that you trust, and the school's anti-bullying liaison, the home school liaison, or a school administrator. You may also report an incident of bullying anonymously by calling 313-551-0611.
- Once a report has been made the process for addressing the harassment behavior will ensue. See outline below for follow-up procedures.
 - Inform your family at home of the incident.
- If the harassment continues new reports need to be made.
- The school's anti-bullying liaison will keep documentation of any harassment reports.

Resources:

www.teachingtolerance.org

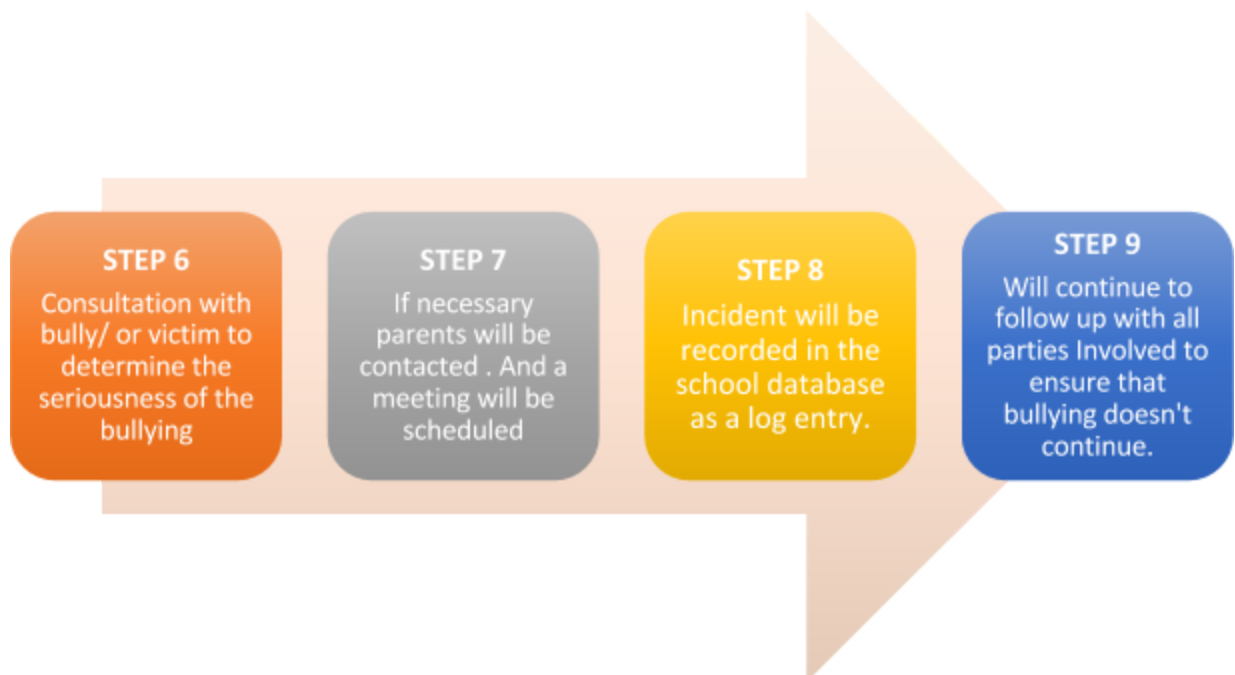
www.safeschoolscoalition.org

CESAR CHAVEZ ACADEMY HIGH SCHOOL

STAFF ANTI- BULLYING REPORTING PROCEDURE



FOLLOW-UP ACTION STEPS



ETHICS & HONESTY POLICY

HONESTY

Honesty is...

- Doing your own work
- Crediting others' words, pictures, facts, and ideas
- Keeping your eyes on your own paper
- Helping or teaching others, not allowing the copying of your work.
- Using all written and electronic sources with integrity

Student Philosophy of Integrity and Authenticity:

- We assume personal responsibility for achieving our educational and professional goals.
- High standards and expectations are set for all students, allowing for individual learning styles.
- A climate of trust and respect is essential for an effective learning environment.

The educational and practical importance of this policy is that teachers need to know exactly what each students' own work is in order to assess students' abilities effectively.

We expect students to represent their own work (and allow other students to represent their own work) honestly and accurately at all times.

In regards to group work: the teacher holds responsibility for keeping individuals within the group accountable, according to the Ethics & Honesty Policy.

DISHONESTY

Academic Dishonesty includes, but is not limited to:

Plagiarism:

1. Using writings, passages, ideas of others and passing them off as your own
2. Using an outside source (any work, published or unpublished, by a person other than you) without proper acknowledgement.
3. Submitting/using falsified data or record

Cheating:

1. Misrepresenting someone's work as your own
2. Assisting or allowing someone to copy your work and represent it as yours.
3. "wandering eyes" (allowing yourself to look at others' quizzes or tests)
4. Using unauthorized material including textbooks, notes, calculators, or computer/cellular programs during an exam or other assignment.
5. Sharing test questions and/or answers with students in your or another class

6. Receiving test questions and/or answers from students in your or another class

Forgery/Stealing:

1. Using unauthorized access to an exam or answers to an exam
2. Using a stand-in to take your exam.
3. Altering computer or grade-book records
4. Sabotaging or destroying others' work
5. Forgery of signatures on attendance or grade records, or any other paperwork

ETHICS & HONESTY POLICY (CONTINUED)

Any student who violates the Ethics & Honesty Policy will be disciplined as follows:

1st Offense:

The student's parent/guardian will be notified by the classroom teacher and the student will be referred to an administrator. The student will receive a score of zero on the assignment, activity or test.

2nd Offense:

This may be the same class or a different class, in the same school year or a different school year, from the 1st offense. The student's parent/guardian will be notified by the classroom teacher and the student will be referred to an administrator. The student will receive a score of zero on the assignment, activity or test, and will be ineligible for any and all extra credit, and/or credit restoration in the affected class. In addition, the student will be suspended from all extra-curricular activities (both participation and attendance for two weeks. The violation will be noted in the student's permanent file.

3rd Offense:

This may be the same class or a different class, in the same school year or a different school year, from prior offenses. The student's parent/guardian will be notified by the classroom teacher and the student will be referred to an administrator. The violation will be noted in the student's permanent file. Established suspension procedures will be followed with due process notification.

4th (and greater) Offense:

This may be the same class or a different class, in the same school year or a different school year, from prior offenses. The student's parent/guardian may be notified by the classroom teacher and the student will be referred to an administrator. The student may be suspended from **all** classes for the

remainder of semester, not to exceed 90 days. Parents shall be contacted and due process rights shall be given.

ATHLETICS

If you are interested in trying out for a sport, you must:

- 1. **Complete and pass a physical examination, prior to the season of the sport, this includes official practices. All student athletes must have physical exams completed and submitted 2 weeks before the official start of the sport season.**
- 2. **Have a minimum GPA of 2.0 and be passing all core subjects and passing all classes required for graduation (monitored frequently by coach/athletic director):**

If student falls below a 2.0, they are immediately deemed ineligible to play or practice with the team. If students are ineligible for the beginning of the Fall season, they are still allowed to practice, but not to participate in games until first progress reports. Re-eligibility is granted only to students maintaining a 2.0 GPA. *Note: Transfer students are held to the same rules and regulations. Transfer students must have proof of a 2.0 GPA from previous school.*

- 3. **Have good attendance:**
Students absent the day of a sporting event are ineligible to participate in the day’s event. Students must be in attendance at school at least one half of the school day (by 11:30a.m.). Students who are suspended may not participate in any sport-related activity until suspension has been served and they have returned to school.
- 4. **Show good sportsmanship:**
Unsportsmanlike conduct will not be tolerated. Fighting, swearing, and disrespectful behavior are grounds for dismissal from any sport or activity.

FALL SPORTS:

Boys’ Cross Country.....	V
Girls’ Cross Country.....	V
Football.....	V
Girls’ Volleyball.....	V
Boys’ Soccer.....	JV, V
Cheerleading.....	V

WINTER SPORTS:

Boys’ Basketball.....	V
Wrestling	V

Girls' Basketball	V
Cheerleading.....	V

SPRING SPORTS:

Boys' Baseball.....	V
Girls' Soccer.....	V
Girls' Softball.....	V
Boys' Track.....	V
Girls' Track.....	V

JV = Junior Varsity team

V = Varsity team

ACTIVITIES, CLUBS, ORGANIZATIONS

Students and staff are encouraged to take part in extracurricular activities. If you are interested in forming a new club, please consider the following criteria:

- expressed need by student and/or concerned staff
- staff member to serve as coordinator/liaison/advisor
- approved by School Leader or school leader's designee
- Alignment with school's mission, goals, and guiding principles

Field Trips

Field trips offer a unique opportunity to learn outside of a classroom. Throughout the year, teachers and students may want to participate in or initiate field trips that take place. Please remember that field trips are not a reward but an extension of academics and that all trips must have clear connections with studies. All field trip requests must be submitted and approved by the School Leader in advance.

TEEN RESOURCES PAGE

1. Alcohol & Other Drug Resources

Alcoholics Anonymous	810-541-6565
Teen Addiction Help	1-888-757-6237
National Council on Alcoholism and Drug Dependence	313-342-3606

2. Health

Renaissance West Community Health Services	General Information: 313-846-5020 24 hour Crisis Line: 313-581-9070
Community Health Connection	313-822-0900
CHASS Southwest Center	313-849-3920

3. Counseling and Support

Crisis Hotline	1-800-273-TALK/1-866-4-CRISIS (24 hr)
TEEN LINE	1-800-852-8336
Tel-Help	313-226-9888
Crisis Text Line	741741 (text CTL)

4. Rape/Sexual Assault

Detroit Sexual Assault/Rape Crisis Center	313-833-1660
Emergency Contraception Hotline	1-888-NOT 2 LATE

5. Divorce Concerns or Family Issues

Southwest Solutions	313-841-7474
Latino Family Services	313-279-3232
The Family Place	313-664-0700

6. Suicide Prevention

Detroit-Wayne Co Community	313-224-7000
Suicide Hotlines	http://suicidehotlines.com/michigan.html

7. Violence: Dating/Domestic/Gang/Guns

MI Coalition Against Sexual & Domestic Violence	313-224-7000
Detroit Police Victim's Assistance Program	313-833-1660

National Teen Dating Abuse Hotline	1-866-331-9474
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8. Eating Disorders

Inner Door Center	248-336-2868
CENTER FOR EATING DISORDERS	734-668-8585

9. Youth Shelter

Covenant House	1-800-999-9999
Alternatives for Girls	313-361-4000
Salvation Army/Denby Center	313-537-2130

PARENT PARTICIPATION

Parent participation in their students' education is extremely important to academic success and well-being, in school and beyond. For that reason, CCAHS asks for parents' support in many ways and gives various opportunities for involvement.

Parent Roles and Responsibilities

1. See that your student is on-time, attends school regularly and is prepared with school materials.
2. Support the school in its efforts to maintain proper discipline.
3. Encourage student to do her/his best.
4. Stay aware of what student is learning.
5. Attend Parent-Teacher conferences.
6. Have on-going communication with student's teachers and the school.
7. Ensure that student is dressed properly.

8. Encourage student to read daily!

Meeting with and Contacting Teachers/Staff

Parents who would like to arrange a meeting with or contact a staff member may inquire first with the Main Office, unless direct contact information has already been provided. In addition, a parent/guardian may contact any staff member via email using PowerSchool or the school's website. Parents are *strongly encouraged* to contact the school with any questions or concerns regarding their student.

Report Cards, Grades, Homework

Parents should ask their students daily about homework, and frequently about grades. In addition, both parent/guardian and student have access to PowerSchool at all times which will give information on class grades and attendance. If you have any questions or concerns regarding PowerSchool please contact the main office for further assistance. Report cards are handed out at parent-teacher conferences or mailed home at the end of every block (approximately every 9 weeks).

Parent-Teacher Conferences

Parents are required to attend parent-teacher conferences four times per school year. Conferences are held in the school and translators are available for all. The purpose of these meetings is to allow parents to discuss academic and behavioral concerns with teachers. Parents may also pick up their students' report cards in person. Please see student calendar for parent/teacher conference dates.

Attendance at School Events & Meetings

Parents' attendance at school events and meetings is extremely important and required when at all possible. Monthly parent meetings will be held every third Wednesday of the month, please see school calendar for specific dates.

It is vital for Parents to remain informed of all school matters and we encourage parental to participation in discussions when applicable.

Surveys

Parent surveys will be issued at the end of each semester. Parents will provide feedback to school administrators, teachers, and staff.

Acknowledgement of César Chávez Academy High School Student Handbook 2017-2018

I _____ have received, reviewed and acknowledge my understanding of the César Chávez Academy High School Student Handbook. In addition, I have discussed this with my child, _____; he/she has received, reviewed and acknowledges his/her understanding of the César Chávez Academy High School Student Handbook.

Parent Signature

Date

Student Signature

Date



CESAR CHAVEZ ACADEMY HIGH SCHOOL

References:

Editors/Contributors: CCHS Security, Dean of Students, Administration, Counseling, Social Work, Teachers and Office Personnel

