

High School • La Preparatoria

César Chávez Academy High School

2024-2025

Student Handbook



Table of Contents

Table of Contents	1
Introduction	2
School Staff & Contact Information	3
Schedules	4
Attendance Policy	5
School Safety	8
Academic Information	11
Discipline Code	16
Student Uniform & Dress Policy	25
Technology & Electronic Devices	27
General Information	30
Bullying & Harassment Policy	31
Ethics & Honesty Policy	34
Athletics	37
Teen Resources	38
Parent Participation	39
Honor Code Policy	40
Acknowledgment	42



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 principle 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 the school's growth and development.

School Staff & Contact Information

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

Telephone: 313.551.0611 **Fax:** 313.551.0552
Email: questions@chavezaterman.com **Website:** www.chavezwaterman.com

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	Agustín Guerrero-Flores, Data & Tech Coordinator	agf@leonagroupmw.com
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Main Office	Aundrea Henderson, Office Manager	aundrea.henderson@leonagroupmw.com
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College and Career Advisor	Sandra Sanchez	sandra.sanchez@leonagroupmw.com
	Isabella Mahuad	Isabella.mahuad@leonagroupmw.com
Home-School Liaison	Ana Romo	ana.romo@leonagroupmw.com
Anti-Bullying Liaison	Treval Parker	treval.parker@leonagroupmw.com
School Security, & Transportation Coord.	Michael Vazquez	michael.vazquez@leonagroupmw.com
School Security	Anthony Hines	anthony.hines@leonagroupmw.com
Dean of Students/ Athletics Director	Jerrold Jackson	jerrold.jackson@leonagroupmw.com
Social Work	Christopher Camacho	christopher.camacho@leonagroupmw.com
	Savanna Mowl	Savanna.mowl@leonagroupmw.com
	Micheline Silva	michelin.silva@leongroupmw.com
Special Education		@leonagroupmw.com
English as a Second Language		@leonagroupmw.com
English Department		@leonagroupmw.com
Math Department		@leonagroupmw.com
Science Department		@leonagroupmw.com
Social Studies Department		@leonagroupmw.com



Schedules

FULL DAY SCHEDULE

P1	8:00-9:00 AM
P2	9:05-10:05 AM
P3A	10:10-11:10 AM
P3L	10:10-10:40 AM
P3B	10:45-11:45 AM
P4A	11:15-12:15 AM
P4L	11:15-11:45 AM
P4B	11:50-12:50 PM
P5A	12:20-1:20 PM
P5L	12:20-12:50 PM
P5B	12:55-1:55 PM
P6L	1:25-1:55 PM
P6	2:00-3:00 PM

EARLY DISMISSAL SCHEDULE

P1	8:00-8:40 AM
P2	8:45-9:25 AM
P3A	9:30-10:10 AM
P3L	9:30-10:00 AM
P3B	10:05-10:45 AM
P4A	10:15-10:55 AM
P4L	10:15-10:45 AM
P4B	10:50-11:30 AM
P5A	11:00-11:40 AM
P5L	11:00-11:30 AM
P5B	11:35-12:15 PM
P6L	11:45-12:15 PM
P6	12:20-1:00 PM

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), absence report form on www.chavezwaterman.com or a medical note within Three (3) days of the absence to the Main Office. A list of potential excused absences are listed below. Extended absences require medical documentation. All absences are subject to administrator's discretion.

Excused Absences May Include:

- Student illness with medical note
- Religious reason
- Extreme family emergency
- Death or family funeral
- Mandated documented court appearances
- Educational opportunities with administrator's approval
- Homelessness

Unexcused Absences Include:

- Staying home to baby-sit
- Overslept
- Travel
- Needed at home
- Weather
- Missed bus
- Child is not immunized
- Sickness (not documented)
- Willful truancy (skipping)
- Vacation

Documentation must include:

1. Student's name
2. Grade Level
3. Reason for absence
4. Absence Dates
5. Parent/guardian name, phone number, and email address
6. Parent signature and date

CHRONIC ABSENTEEISM

The term "chronically absent", from The Michigan Department of Education, means absent for 10% or more of the enrolled school days in a school year, whether absenteeism is due to unexcused, excused, or disciplinary absences. (For instance, missing 3 days of school the first month of the year; 8 days in the first half of the year; or 18 days in the entire school year.)

ABSENCES

Ten (10) unexcused absences may result in loss of credit in a class. Any student who is absent for 10 consecutive unexcused days will be dropped from the school's enrollment.

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 WILL be automatically dropped/exited from the school (with administrative discretion) on the tenth day. 10 consecutive absences can occur within a semester. (If you have 5 consecutive absences in Quarter 1 and 5 consecutive absences in Q2 it will be treated as consecutive absences. All student drops will be forwarded to the Wayne County Truancy Court.**

- 1st Absence:** Automated Phone Call (to home)
- 2nd Absence:** Automated Phone Call
- 3rd Absence:** Automated Phone Call, a personal call to the parent/guardian from the classroom teacher or Grade Level Mentor if a student has missed all classes. A parent meeting may be requested by grade level mentor.
- 4th Absence:** Automated Phone Call, Warning Letter, possible Loss of Credit, possibility of a report being sent to the Wayne County Truancy Division, a parent-administrator conference will be scheduled.
- 5th Absence:** Possible Loss of Credit (failure of course) and another parent-assistant school leader meeting 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.

CONSEQUENCES OF ABSENCES*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. Parents must the following steps:*

1. *Fill out an extended absence form at the main office.*
2. *Main office must then locate the GLM/Dean of Students/Administrator for approval*
3. *Parent/Guardian, student, staff member and administrator or designee must sign the form.*
4. *Main office will give the parent/guardian a copy of the completed form and all original copies will be given to the Dean of Students.*

TARDIES

Here at CCAHS we encourage our students to attend and arrive on time to all of their classes. For the sake of consistency we have created a tardy policy that will assist everyone in regards to tardies. If students are found lingering in the halls or behaving inappropriately they will be referred to the security team/grade level mentors or dean of students. Reminder - tardies can accumulate over multiple class periods.

Within 5 school days and any given class period

- 1st tardy - verbal warning by teacher and marked "T" in PowerSchool attendance
- 2nd tardy -15 minute detention (same day or the next school day) with teacher and marked "T" in PowerSchool attendance. Restorative Practices will be utilized during these 15 minutes.
- 3rd tardy - Half hour (30 minutes) detention with teacher and marked "T" in PowerSchool attendance. Restorative Practices will be utilized during these 30 minutes.
- 4th tardy - a mandatory teacher-parent meeting set up by the GLM. Participants will include the teacher and GLM. Additional members might be included if deemed necessary. (Student may not return to school without a parent meeting, Restorative Practices and Restoration will be used during this meeting)

Next 5 school days and any given class period

- 5th tardy - 1 hour GLM after school detention. Restorative Practices, Restoration, and community service will be utilized.
- 6th tardy - 3 hour Saturday detention. Restorative Practices, Restoration, and community service will be utilized.
- 7th tardy - GLM, Dean of Students and the Assistant Principal will handle any issues after the 7th tardy.

***NOTE:**

P1 *Unexcused Tardies after 15 minutes are considered absences. Students do not need a tardy pass until after 8:15a.m. The tardy pass does not change the absence, but it alerts teachers and school officials that the student has just arrived to campus.*

P2-P6 *Unexcused Tardies after 15 minutes are considered unexcused absences and subject to additional consequences. Students must have passes at all times to be in the hallway outside of transition time.*

LEAVING EARLY

Leaving early from school is only allowed with a parent/guardian's permission. The student will be marked absent unexcused for all classes missed, unless a medical excuse is submitted to the main office. . A parent/guardian must sign the student out at the Main Office. (Administrative discretion will be used in special circumstances)

Parents must enter the building to sign out their student at the front office. If the student drives home on their own, the parent must call the front office to give permission for the student to drive

home. The front office will then call the student out of class and notify administration and GLM with a radio for complete approval.

CLASS EXCHANGES/PASSING

During 5-minute class exchange periods, students will move promptly to their next class. Students must have a written pass to be in the hallways during class time. Passes will not be given the first 15 minutes of class nor the last 15 minutes of class.

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. Students must carry a CCAHS Official Hall Pass and may NOT be in any place other than the destination indicated on their pass. Students will be given up to 4 passes, per teacher, per quarter. **Students' phones must remain the caddie during bathroom passes.**

HALL SWEEPS

A hall sweep is when a student is caught tardy in the hallway after multiple instructions by staff and GLM's to get to class on time. Hall sweeps are initiated when student tardiness becomes excessive. Hall sweeps are random and can be held at any time throughout the school day.

If a student is caught in a hall sweep they will serve an automatic Saturday morning detention. If the student does not attend the mandatory Saturday morning detention or arrives late they will not be able to return to school without a parent meeting.

School Safety

Our goal at César Chávez Academy High School is to create a safe environment for our students, staff and families. We provide resources and information surrounding school safety and have taken great steps in the last few years to improve our safety and security. We are counting on everyone (including **YOU!**) to work together as a team to keep our students safe.

See Something, Say Something! How do I report a safety concern or threat?

Contact law enforcement 911

Tell an adult at school

Report it to OK2SAY

- call 8-555-OK2SAY or (855) 565-2729
- text 652729
- email OK2SAY@mi.gov

What should I do if there is an emergency at school?

Every school building has an emergency operations plan written in coordination with local and state emergency service providers (police, fire, ems, etc.) that include action steps for the following emergencies:

- **severe weather** (incidents such as a thunderstorm, tornado, ice storm, blizzard, or flood which requires the *César Chávez Academy High School* to take emergency protective measures)
- **fire** (a fire in a building or on the grounds of the *César Chávez Academy High School* requiring emergency protective measures to be implemented)

- **environmental hazard** (an incident such as a hazardous materials release, exterior threat, or another incident that requires *staff, teachers, and students* to remain inside)
- **first aid/Medical** (incidents that require *staff* to provide emergency care)
- **power outage** (incidents where there is an electrical power failure, gas line break, water main or sewer break, telephone outage, computer network or internet outage impacting the *César Chávez Academy High School* requiring action to be taken)
- **evacuation** (incidents such as a fire, internal chemical release, bomb threat, or other incidents which require *staff, teachers, and students* to leave the building)
- **bomb threat/suspicious package** (guidance on handling suspicious packages and during a suspected or actual bomb threat on or impacting *César Chávez Academy High School* requiring emergency protective measures to be implemented)
- **Lock Downs** (incidents when the potential for external threats arise in the surrounding area, actions will commence securing the building and occupants)
- **Shelter in Place** (incidents such as an active shooter, criminal incident, exterior threat, or other incidents which require *district employees, teachers, and students* to remain inside to protect occupants and minimize overall exposure to danger)
- **Reunification** (provide for the orderly and coordinated reunification of *students* and families if an emergency situation occurs that warrants evacuating *César Chávez Academy High School* for an extended period of time)

The parent's/guardian's role in each of these emergencies is to wait for school communication via our notification system. The staff and students practice these procedures multiple times throughout the year. We will do emergency drills throughout the school year.

If your contact information changes at any time throughout the year, please come to the main office to update your information. **In the event of an emergency, please do NOT come to the building.** We know our instincts as parents are to get our children to safety, but please understand we will need to secure the facility and surrounding areas to allow for emergency personnel to have clear access to the building. We have a reunification plan and will provide that information to parents when needed.

What are our schools doing to keep our kids safe?

- We have metal detectors and doors remain locked throughout the day
- All classrooms have locks
- We have both internal and external security cameras
- We have high-frequency radios that have a channel for emergency services
- We have an Emergency Operations Plan that is reviewed and approved by Law Enforcement and our School Board
- All staff are trained on emergency policies and procedures **ANNUALLY**
- All Drills and procedures are practiced multiple times a year with staff and students
- We have a social work team that provide support services to our students
- We have access to additional services for behavior and mental health
- A district-wide alert system is in place to be used for communication
- We promote OK2SAY for anonymous reporting of concerning behavior
- External agreements with local organizations and agencies are in place to support our schools and our Emergency Operations Plans
- We have first aid and emergency supplies readily available.

- Active threat response and training to align with the ALICE model (Alert Lockdown Inform Counter, Evacuate)
- Parking lot lighting, security cameras and signage
- Electronic visitor logs

SCHOOL ID, BACKPACKS & LOCKERS

- School student IDs are required to be worn at all times during the school day. They must be presented upon entry and during school lunch. If students lose their ID, there will be a \$5 dollar replacement fee.
- Student backpacks must be appropriate for school (they must adhere to all state and school rules) and must be stored in lockers for grades 9-11. Seniors may carry backpacks as a senior privilege. (Senior privilege can be revoked by administration when necessary).
- Students grades 9-10 will share lockers with one additional student. 11th grade students will have their own lockers. Seniors may request a locker if needed, but will not automatically be assigned a locker. Locker spaces and all items within lockers are subject to search and/or space management when necessary.

FOOD

Outside Pick-up or Deliver

In our continual efforts to maintain a safe campus, 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. If food is delivered to the school it will be **discarded**. Any medical conditions that may impact this expectation must be brought to the attention of the Dean of Student, at which time a decision will be made.

Food, Candy, snacks, or drinks may not be sold on school grounds at any time unless a sanctioned fundraiser by administration.

Consequences:

1st Offense	items confiscated by GLM and returned to the student at the end of the school day. Student will also serve a Saturday detention.
2nd Offense	Items confiscated and disposed of by GLM. Student will receive a one day suspension.
3rd Offense	Items confiscated will be disposed of by GLM. Student will receive a three day suspension.
4th Offense	Items confiscated and will be disposed of by the GLM and will receive a five day suspension.

Academic Information

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. In addition, make sure to keep a copy for yourself as well.

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. All teacher policies on late assignments will be detailed in the class syllabus. This policy language will be included in the course syllabus as well. Upon the discretion of administration.

EXAM RETAKES

CCA believes in providing students with multiple opportunities to succeed. Continuing in the 2024-2025 school year all students will be provided at least one opportunity to retake an exam (excluding Midterms and Finals) for every class. The make-up exams must be completed within a two-week window from the original exam date upon the office receiving an absence excuse letter/note. Teachers are expected to provide make-up exams with specific dates within the two-week window. 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. Students enrolled in AP Courses and Dual Enrollment courses may receive a weighted and unweighted GPA.

UNWEIGHTED

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)

WEIGHTED

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 (0.0)

CREDIT INFORMATION

- Students earn 0.5 per class.
- Students take six classes per semester.
- Students can earn up to 3.0 credits per semester (6.0 credits per year).
- Students need a specific number of credits to move from one grade to another.

Promotion to 10th grade: 5.0 Credits

Promotion to 11th grade: 11.0 Credits

Promotion to 12th grade 17.0 credits

GRADUATION REQUIREMENTS 24.0 Credits

- Students also need a specific number of credits in each subject level in order to graduate.

Language Arts/English 4.0 Credits

Math 4.0 Credits

Science 3.0 Credits

Social Studies 3.0 Credits

Fine Arts 1 Credit

PE & Health 1 Credit

Foreign Language Experience 2 Credits

Electives 6 Credits

GRADUATION REQUIREMENTS 24 Credits

CLASS STATUS

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

Freshman status – less than 5 credits

Sophomore status – at least 5–10 credits

Junior status – at least 11-16 credits

Senior status – at least 17+ credits

Students that have not attained the required credits by the end of summer school sessions may be demoted to his/her correct class status and they are considered off track for graduation. Parents/guardians will receive written notification regarding credit status.

GRADUATION REQUIREMENTS

Basic academic requirements for graduation include completion of 23-24 credits and 100 hours of community service. 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 https://www.michigan.gov/documents/mde/Complete MMC FAQ August 2014_467323_7.pdf

PARTICIPATING 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 guidelines 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 rests with administration or designee.

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 electronically. The teacher must also include a written rationale for the grade change request. **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 scheduling@chavezwaterman.com.

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 dates allocated by the Michigan Department of Education.

PROGRESS REPORTS

Progress reports will be emailed 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.

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 emailed out to the student's parents. We believe that these emails will not allow for any parent/guardian to state that he/she had no idea that his/her child was failing a course.

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 or email office@chavezwaterman.com for information regarding obtaining access.

CREDIT RECOVERY

The school uses Edmentum as a means for students to obtain credits that (s)he has not earned due to failure, but seniors and juniors have priority and seating is limited. Credit Recovery/Edmentum is provided after school or on Saturday's, start date TBD for the 24-25 school year. 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/Edmentum courses who do not demonstrate progress within the semester will be removed from the Credit Recovery/Edmentum course and will be

required to make-up the course in summer school. In addition, if the student does not complete the course within the assigned time frame the student will lose all progress that has been made.

Each credit recovery class will cost \$50.00. There will be no reimbursement for classes taken on Edmentum regardless of passing or failing. Every class must be completed prior to the due date or the class will be considered incomplete.

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 the 2024-2025 school year. Development of Test-Out criteria is in process. For more information: [Testing out option](#)

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.

HONOR ROLL

Students are eligible to make Honor Roll by meeting the following criteria:

Principal's List - Term GPA: 3.8 - A, B, C, no C-, D+, D, D-, F

Dean's List - Term GPA 3.0 - A, B, C, no C-, D+, D, D-, F

ADVANCED PLACEMENT COURSES

AP classes are available for some 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 Ms. Garza/Mr. Guerrero.

SOCIAL WORK SERVICES

Students with Individualized Education Plans requiring social work services will receive priority attention. Students without IEPs 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.

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. Teachers are available every school day before school starts from 7:30 a.m. - 7:55 a.m. and after school from 3:00 p.m. - 3:30 p.m. Additional after school tutoring opportunities may be available, as well.

COLLEGE AND 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 may be covered by CCAHS on a first come, first serve basis. Dual-enrollment opportunities at CCA High School are dependent on budget availability. Administrative approval is a requirement for all Dual Enrollment students.

SPORT 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. A physical is required for student athletes to participate in all school sports, including conditioning for upcoming sports.

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 are found in the CCA District Code of Conduct.

All CCA school policies apply for field trips, sporting events (home/away) and any events involving CCAHS. If a student is suspended they are not allowed to attend any after school functions : sporting events, dances, club meetings, field trips etc.

OUT-OF-SCHOOL SUSPENSION PROTOCOL

3 day out of school suspension

- During these 3 days a GLM will make 1 contact with the student to check on student..
- During these 3 days a Social worker will make 1 contact with the student to check on their mental health.
- At Restorative Re-Admit Conference the student will be set up with at least one of the following: tutoring schedule, checkin-checkout schedule with GLM and/or social work, and any other support systems needed.

5 day out of school suspension

- During these 5 days a GLM will make 1 contact with the student to check on student. .
- During these 5 days a Social worker will make 2 contacts with the student to check on their mental health.
- At Restorative Re-Admit Conference the student will be set up with one or more of the following: tutoring schedule, checkin-checkout schedule with GLM and/or social work, and any other support systems needed.

10 day out of school suspension

- During these 10 days a GLM will make 4 contacts with the student to check on student..
- During these 10 days a Social worker will make 4 contacts with the student to check on their mental health.
- At Restorative Re-Admit Conference the student will be placed on a tutoring schedule, checkin-checkout schedule with GLM and/or social work, and any other support systems needed.

A suspension is a consequence of a negative behavior and removes them from school activities which includes the opportunity to make up missed assignments. Any classroom, state, or local assessment will be rescheduled for the student.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS

The PBIS program is designed to teach respect, responsibility, and safety. We encourage students to continuously make good behavioral choices by implementing this program. PBIS provides teachers and staff with information to help prevent behavioral problems and help make school a safe learning environment. PBIS can result in increased time for instruction, an increase in positive behaviors school-wide and decrease in disruptive behaviors.

There are positive rewards for students who are observed consistently showing respectful, responsible and safe behaviors. Rewards may include but are not limited to special activities, field trips, drawings, reward assemblies, etc. CCAHS continues to move towards creating more positive interactions with students to prevent negative behaviors rather than correcting and punishing.

We are in our fifth year of PBIS implementation at CCAHS. We have renewed expectations and ideas to implement regarding this expectation. Staff are expected to contribute to PBIS in a positive manner when communicating with staff, students, and parents.

César Chávez High School Behavior Expectations

	Arrival/Departure	Bathrooms/ Locker Rooms	Cafeteria	Classrooms	Hallways/Stairwells	Computer Cart
BE RESPECTFUL	<ul style="list-style-type: none"> • Arrive on time • Enter and exit through correct doors • Stay in cafeteria 	<ul style="list-style-type: none"> • 15 minute rule • Be quick • Turn in any found items to the front office 	<ul style="list-style-type: none"> • Clean up after yourself • Keep food and drinks in the cafeteria 	<ul style="list-style-type: none"> • Have all necessary materials with you when class begins • Complete and turn in all assignments ON TIME 	<ul style="list-style-type: none"> • Keep hallways clear • Go directly to your destination 	<ul style="list-style-type: none"> • Report any misuse or damage to technology • Visit only permitted websites
BE RESPONSIBLE	<ul style="list-style-type: none"> • Follow all directions from staff 	<ul style="list-style-type: none"> • Use a pass • Respect the privacy of others • Respect everyone's personal space 	<ul style="list-style-type: none"> • Be patient and wait your turn • Use good manners 	<ul style="list-style-type: none"> • Follow directions of the teacher • Take care of personal property and school property 	<ul style="list-style-type: none"> • Be respectful of classes in session 	<ul style="list-style-type: none"> • Treat all materials with respect • Be considerate of others using the computer cart
BE SAFE	<ul style="list-style-type: none"> • Cross at crosswalks • Stay on sidewalks • Go promptly to your next destination 	<ul style="list-style-type: none"> • Wash hands with soap and water • Throw paper towel in trash can 	<ul style="list-style-type: none"> • Follow lunch line procedures • Watch where you are walking 	<ul style="list-style-type: none"> • Make productive use of class time • Follow all safety procedures of the classroom 	<ul style="list-style-type: none"> • Walk at a safe pace, on the right-hand side of the hallway • Keep traffic moving 	<ul style="list-style-type: none"> • Take care of technology • Place laptops carefully back in the cart and connect the charger.
ALWAYS	<ul style="list-style-type: none"> • Respect yourself and the personal space of others • Use school appropriate language, tone and volume • Follow school dress code • Treat school property with respect 			<ul style="list-style-type: none"> • Possess your student identification • Locked doors should not be opened for anyone trying to enter • Stay clear of doorways • Follow all safety procedures 		

Aztec Eagle Pride

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 smartphones, 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.

A08 INAPPROPRIATE DISPLAYS OF AFFECTION

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

A09 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 offense 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

A12 LITTERING

Not disposing of personal food or garbage is in violation of our school policies.

A13 Missed Detentions

1st missed detention- Students will get another chance to serve the detention.

2nd missed detention- Sent to a GLM for a meeting and is still required to serve the detention.

3rd missed detention- Students are not allowed to return to school without a parent meeting with a GLM.

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:

B01 THREATS OF VIOLENCE/INTIMIDATION/ BULLYING

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 in nature.

B02 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
- Voluntarily permitting another person to store the item in an assigned school space without reporting it to staff members.

B03 POSSESSION OF A CONTROLLED/ILLEGAL SUBSTANCES OR MATERIALS

Illegal or controlled substances include tobacco, liquid tobacco, marijuana, liquid marijuana, alcohol, narcotics, vape paraphernalia, drugs prohibited by law, over the counter medicines and prescription medications not prescribed for use by the student in possession of them.

Probable expulsion at the discretion of administration for any student caught with more than one illegal substance (any type of vape, marijuana, etc...) Due process will be given in expulsion process.

1st Offense: 5 day out of school suspension

2nd Offense: 10 day out of school suspension

3rd Offense: Becomes a C-19 Violation- Probable expulsion, discretion of administration.

B03.1 USE OF CONTROLLED/ILLEGAL SUBSTANCE OR MATERIALS

If your child is believed to be under the influence of any substance they will be sent home or 911 will be called based on administrative discretion.

1st Offense: 5 day out of school suspension

2nd Offense: 10 day out of school suspension

3rd Offense: Becomes a C-19 Violation- Probable expulsion, discretion of administration.

If your child is caught vaping at school, on school grounds, or during a school-sanctioned event, expulsion proceedings may be initiated immediately, bypassing the first and second offense warnings.

All B3 violations stay on the student's historical behavior record. All consequences are cumulative.

B04 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.

1st Offense: 3 day out of school suspension

2nd Offense: 5 days out of school suspension

3rd Offense: Probable expulsion, discretion of administration.

B05 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).

B06 DEFAACEMENT 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.

1st Offense: 3 day out of school suspension

2nd Offense: 5 days out of school suspension

3rd Offense: Probable expulsion, discretion of administration.

B07 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.

- B08 INTERFERENCE WITH THE MOVEMENT OF students IN AND OUT OF SCHOOLS, BETWEEN SCHOOLS, OR BETWEEN HOME AND AN ASSIGNED SCHOOL**
Any action that prevents or delays scheduled transportation of students to and from an assigned school that prevents students from entering or leaving schools at scheduled hours, or that causes fear or jeopardy to students while walking to and from an assigned school.
- B09 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.
- 1) Posting videos/photos of others (Staff, students, etc..) without direct consent will result in student(s) being sent home during investigations and will lead to a detention/suspension/expulsion.
- B15 FIGHTING**
A physical confrontation between one or more students that does not cause serious injury will lead to all students involved being sent home during the investigation. Involvement may lead to a 5 or more days suspension. Suspension will be at the discretion of administration.
- B15.1 RECORDING A FIGHT**
All recordings of any type of altercation is strictly prohibited. If a student records or shares a fight he/she may receive a 5 or more days suspension.
- 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. This may consist of but not be limited to the following:

- Caught in a group of vapers
- Instigating violence/harassment/bullying
- Leaving campus without permission
- Going to vehicle without permission
- Recording and publishing an altercation
- Etc...

B18 SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors and other verbal 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:

C01 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

C02 POSSESSION OF A KNIFE

Knives are defined to include any knife regardless of blade length or total size, straight razor, box cutter with razor or any instrument which has been altered to be used as a weapon in a manner similar to a knife such as a letter opener or file. A student found with a 3 inch blade or greater is subject to mandatory expulsion.

C03 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.

C04 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.

C05 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.

C06 **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

C07 **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.

C08 **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.

C09 **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 antisocial, 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 terrorist 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 handheld device), network or technology, including social media (e.g. Facebook, Twitter, Tumblr, Instagram, etc.), to bully is cyber-bullying. Bullying and cyber-bullying are prohibited against all students, educators, employees, parents/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 the school environment are punishable under this provision.

C19 PREMEDITATED ASSAULT

A premeditated attack on another student that results in any form of injury to the victim. This may result in a 10 day suspension and possible expulsion. A police report may be filed by the school administration if overall school safety is compromised or otherwise deemed necessary.

C20 Other Illegal Conduct (an expellable offense).

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.

If a student is sent to the office because of a dress code violation, instructional time is interrupted for the student, teacher, and other students in the class. Furthermore, more time is lost for the student if administration determines that the clothing must be changed and the student must wait for a parent to bring change of clothing. It is vital that students understand that time out of class will be regarded as unexcused.

The faculty and administration of CCAHS know that, in order for the dress code to be effective, parents and students must attend to a student's clothing before he or she leaves for school in the morning. We request and appreciate the cooperation of students and parents in this matter.

CCA Uniform:

- Khaki pants, worn at the waist. Girls may also wear solid tan/khaki knee-length skorts, skirts or jumpers. Students may wear knee-length tan/khaki shorts.
- Students are required to wear CCA sweatshirts, CCA hoodies, CCA fleeces, and/or CCA t-shirts.
 - All tops must be appropriate in length and they must include the CCA logo and/or the name César Chávez Academy High School, it must be shown at all times.
 - 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)
 - Blankets are prohibited in school.
 - Pajamas are not allowed to be worn at school.
- Closed-toed shoes like tennis shoes and dress shoes. Crocs are allowed if worn with a back strap on.
- CCA Hats are allowed during the school day. No other form of head gear is allowed, with the exception of religious beliefs.

NOT CONSIDERED CCA UNIFORM

- Pants must be worn above the hips- no sagging
- No tight-fitting and revealing clothes
- No tank-tops, spaghetti strap tops, halter tops
- Hoods, or rags cannot be worn on the head, unless it is due to religious beliefs
- No strapless tops or dresses, or anything considered revealing; sheer or low cut blouses
- No bare midriffs (e.g., no crop tops, bralettes, sheer/lace tops)
- No exposed underwear (e.g., undergarments, brassieres)
- Skirts and dresses must be at or just above the knee; no skirts and dresses whose hem stops at the hips can be worn
- No skirts or dresses with slits past the mid-thigh
- No ripped or torn jeans
- No bodycon dresses, no t-shirt dresses

- No pajamas or sleepwear of any kind should be worn at school.
- Blankets and pillows are not allowed.
- Flip-flops, house slippers, steel-toe-shoes or boots, or any other type of footwear that could constitute a safety hazard.

PHYSICAL EDUCATION, ELECTIVES & EXTRACURRICULAR GEAR

Students may be required to wear certain types of clothing, usually for safety reasons, while participating in classes such as physical education, chemistry, etc., or in curricular and extracurricular classes or activities.

- Tops must have sleeves. (Ex. No Sports Bras, No Tank Tops, No Cami's)
- Students are responsible for keeping themselves and their clothes neat and clean.
- Students may wear their hair in any style they choose.
- Students may wear a headdress (such as religious headwear, kofi, headwrap etc.) if it allows the face to be visible to staff and does not interfere with the line of sight of any student or staff.

Consequences for being out of uniform

1st Offense - Student is sent to GLM and will change or borrow a CCA T-shirt/khaki pants from GLM. Student will turn in their cell phone to receive t-shirt/khakis once items are returned student will receive their cell phone. Parent will be notified.

2nd Offense - student is sent to GLM and will change or borrow a pair of Khakis/t-shirt from GLM. Student will turn in their cell phone to receive t-shirt/khakis once items are returned student will receive their cell phone **as well as an after school detention.** Parent will be notified.

3rd Offense - student is sent home and returns with a parent/guardian the next day for meeting with the GLM and Dean of Students..

CCA TOPS/JEAN DAY vs. FULL DRESS DOWN DAY

Students must follow the designated theme (CCA Tops/Jean Day vs. Full Dress Down Day).

CCA Top/Jean Day

- Appropriate jeans. No ripped or torn jeans allowed.
- CCA Top (shirt, sweaters, hoodies)

Full Dress Down Day

- Shirts/Blouses/Tops--Blouses/shirts must be designed and worn so that the tops of the shoulders are covered. Excessive skin must not be visible.
 - Blouses that expose any portion of the waist, hips, or midriff are not allowed.
- No halter-tops, strapless tops, spaghetti strap, or bare shoulder tops of any kind are allowed.
- Pants - All shorts, skirts, pants, jeggings, leggings, tights, and yoga must be knee length.
 - Jeggings, leggings, tights, and yoga pants may not be worn alone.
 - The wearing of tights or leggings beneath skirts or shorts does not mean it is acceptable to then wear the skirt or shorts shorter than mid-thigh.

- a. Slits, holes, or tears in skirts or pants are not allowed.
- b. The waistline of shorts/skirts/pants must be worn on or above the hips with no underwear showing.
- No student clothing shall display words or symbols that advocate or depict violence, drugs, alcohol, sex, gang affiliation, or other illegal activity expressly or implied.
- No student clothing or accessories should be disruptive or have caused past disruption to the school.

Technology & Electronic Devices

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, etc. and revises procedures and guidelines relating to students and their use of such devices is in effect for the 2024-25 school year.

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. The high school building will be divided into instructional and non-instructional areas.
2. Students will be allowed to use electronic communication devices such as cell phones, mp3 players, smart watches, earbuds, student-owned ipads, 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.**
3. **Students are NOT allowed to use electronic communication devices such as cell phones, smart watches, earbuds, student-owned ipads in INSTRUCTIONAL AREAS** such as classrooms.
4. Students must silent their student-owned devices and place them in the class-assigned phone holder.
5. Cell phones must not disrupt lessons with ringtones, beeping, or vibrating.
6. 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.*
7. 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.**
8. **Student phones must be left in the caddie when out on a bathroom pass.**
9. School laptop computers are subject to the signed agreement and to the classroom management policy of each teacher.

CONSEQUENCES FOR BREAKING THE CELL PHONE POLICY

1st offense - device taken for the remainder of the class period by the teacher.

2nd offense - device is turned into the GLM for the remainder of the day, and the parent is notified about the offense. The cell phone can be picked up by the student at the end of the school day.

3rd offense - device is turned in to the GLM until a parent or guardians picks the device from school personnel.

If this occurs again then the student will not be allowed to have a cell phone in school for the remainder of the school year.

SCHOOL TECHNOLOGY

All students have access to a range of technologies, including desktops, laptops, chromebooks, tablets, and the wireless network. Students are not allowed to intentionally damage equipment or electronic files or tamper with the network in any way. The school is not responsible for any work that could be lost while working on the network. César Chávez Academy High School aims to protect students from unwanted or inappropriate digital contact.

Cyber bullying is not tolerated. Students and families are asked to report hurtful or inappropriate communications to teachers or administrators immediately. All students are expected to be responsible digital citizens and respect the rights and privacy of students and teachers on the network; this includes students not sharing passwords with others. Students are to follow all copyright laws and refrain from downloading games and videos. Downloading these files uses bandwidth that prevents others from using the network for legitimate educational purposes. Students who do not follow the Acceptable Use Policy may lose computer privileges, network access privileges or receive other disciplinary consequences.


STUDENT STORAGE: CLOUD & EMAIL

Students are provided with cloud storage and an account on our chavezwaterman.com G Suite for Education account. This account includes email, cloud storage as well as many more Google tools. The student understands that this account is for educational purposes only and should not be used for other things that are not related to their educational career. Just as physical storage, these spaces are subject to search and/or space management when necessary.

Students have the ability to keep their chavezwaterman.com accounts indefinitely or when administrations deems necessary. Inactive accounts after 3 years are deleted permanently from our servers. If a student leaves or drops from the school district before graduating, the student automatically loses access to their account. The student can request to transfer all personal and necessary files over to their personal account by using the Google Transfer tool.

SOCIAL MEDIA

The high school recognizes the degree to which social media (blogs, micro blogs, social networks, media sharing sites, wikis, and the like) are part of our everyday lives. César Chávez Academy High School understands that these tools can have a place in education when used to further student-inquiry, investigation and communication.



Teachers may choose to use social media in the classroom to support curriculum and instruction where interactions focus on school-related content and issues. Teachers are not permitted to engage in online friendships with students and are asked to carefully consider online friendships with parents or guardians of students. Students and teachers may not communicate online in ways that are hurtful or inappropriate nor share inappropriate media of any kind. Teachers and students must only represent themselves and not express or imply they represent the official position of the school in any way. Teachers and students who are unsure about proper uses of a social media site or tool are asked to speak to building administrators. Students who do not follow this policy may lose computer privileges, network access privileges or receive other disciplinary consequences.

General Information

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. Spectators may

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

PARENT MEETING 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.

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.

Parental Permission is required to attend all field trips. Teachers must complete the Student Academic Standing Field Trip Form.

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.

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 CCA 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.

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, or in a joking manner with staff or students 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 a 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, Mr. Treval Parker, your GLM, or a school administrator. You may also report an incident of bullying anonymously by calling 313-551-0611 or submitting the Student Incident Report Form on Clever .
- 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

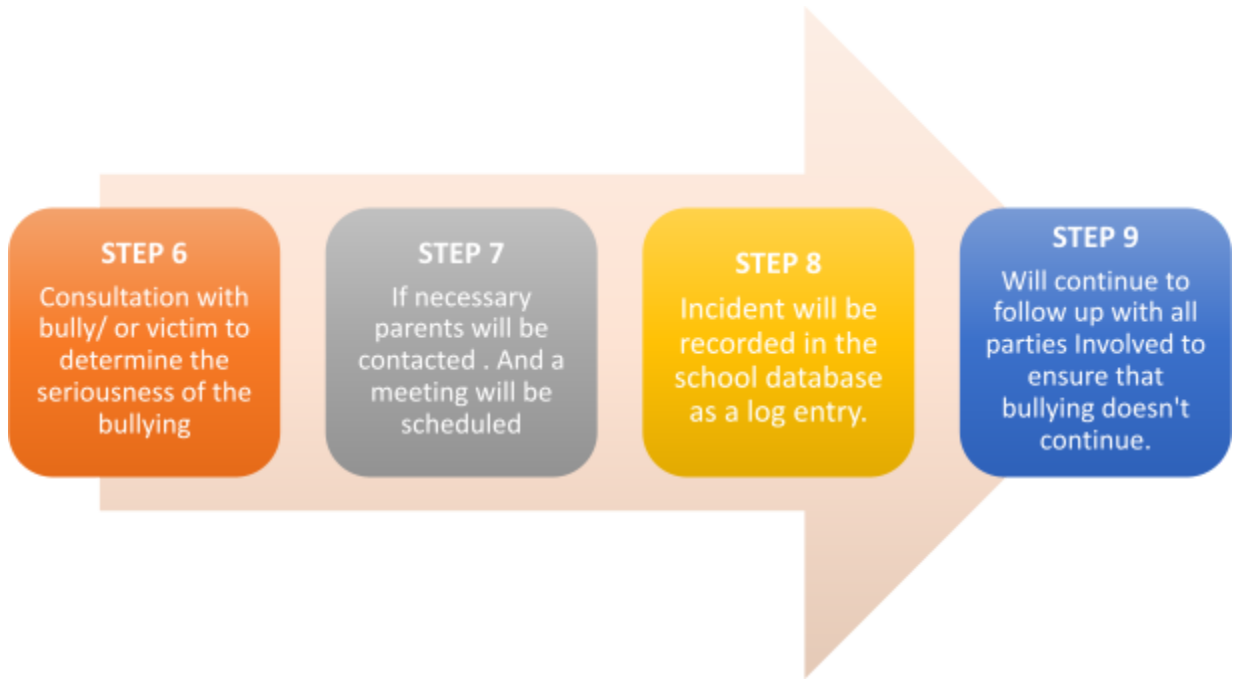
www.safeschoolscoalition.org

CÉSAR CHÁVEZ 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.

ARTIFICIAL INTELLIGENCE (AI)

- AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
- In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.
- In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

DISHONESTY

Academic Dishonesty includes, but is not limited to:

Plagiarism:

- Using writings, passages, ideas of others and passing them off as your own
- Using an outside source (any work, published or unpublished, by a person other than you) without proper acknowledgement.
- 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

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 a 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
Girls' Volleyball..... V	
Boys' Soccer..... V	

WINTER SPORTS:

Boys' Basketball..... V	Wrestling
..... V	
Girls' Basketball V	

SPRING SPORTS:

Girls' Soccer..... V
Girls' Softball..... V

JV = Junior Varsity team

V = Varsity team

Teen Resources

1. Alcohol & Other Drug Resources

Alcoholics Anonymous	1-810-541-6565
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

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

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 ongoing communication with 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 the 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 periodically -- please see school calendar for specific dates. It is vital for parents to remain informed of all school matters and we encourage parents to participate in discussions when applicable.

Surveys

Parent surveys will be issued throughout the school year to gain valuable feedback. Parents will

provide feedback to school administrators, teachers, and staff through meetings, surveys, phone calls, and email systems.

Honor Code Policy

Philosophy

An essential part of education is developing a sense of honor, responsibility, and ethical principles that extend to all facets of life.

As a student citizen of CCAHS

- I will not lie, cheat, or steal my academic work.
- I will not use AI to create my academic work.
- I will oppose all forms of academic dishonesty, including plagiarism.
- I will give prompt notification to a faculty member or principal when I observe academic dishonesty.
- I will give careful attention to crediting sources from books, periodicals, or the internet.
- I will not use technology to represent work as my own when it is not.
- I will not share information from a test, quiz, or essay with other students.
- I will not allow other students to copy my work or tests. I will not share my homework or classwork unless the teacher instructs the class to do so.

CCAHS aligns academic honesty policies with similar policies found at colleges and universities.

Definition of cheating

Cheating includes any attempt to defraud, deceive, or mislead a teacher's efforts to arrive at an accurate assessment of individual student achievement.

Cheating includes, but is not limited to, the following:

1. Looking at any test, quiz, or exam of another student while taking an assessment.
2. Utilizing AI to create work and present it as your own.
3. Attempt to communicate any kind of information in any way during an in-class assessment.
4. Having cheat sheets or information written on the body or other personal objects.
5. Using calculators or other electronic devices unless expressly permitted by the teacher.
6. Looking at quizzes, tests, or exam materials prior to their administration.
7. Failing to give credit to the ideas, words, or works of others.
8. Giving information regarding an assessment to another student who is scheduled to take the same evaluation.
9. Submitting work that is not created by the student through the use of technology, including but not limited to file sharing (submitting the same work with a different header), copying files to and from flash drives and websites, or purchasing solutions or works from others.

Acknowledgment

I _____ (parent) 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, _____ (student's name); he/she has received, reviewed and acknowledges his/her understanding of the César Chávez Academy High School Student Handbook.

Parent Signature

Date

- I reviewed, acknowledged, and agree to follow the student code of conduct, honor and ethics policies outlined in this handbook.

Student Signature

Date

Grade Level

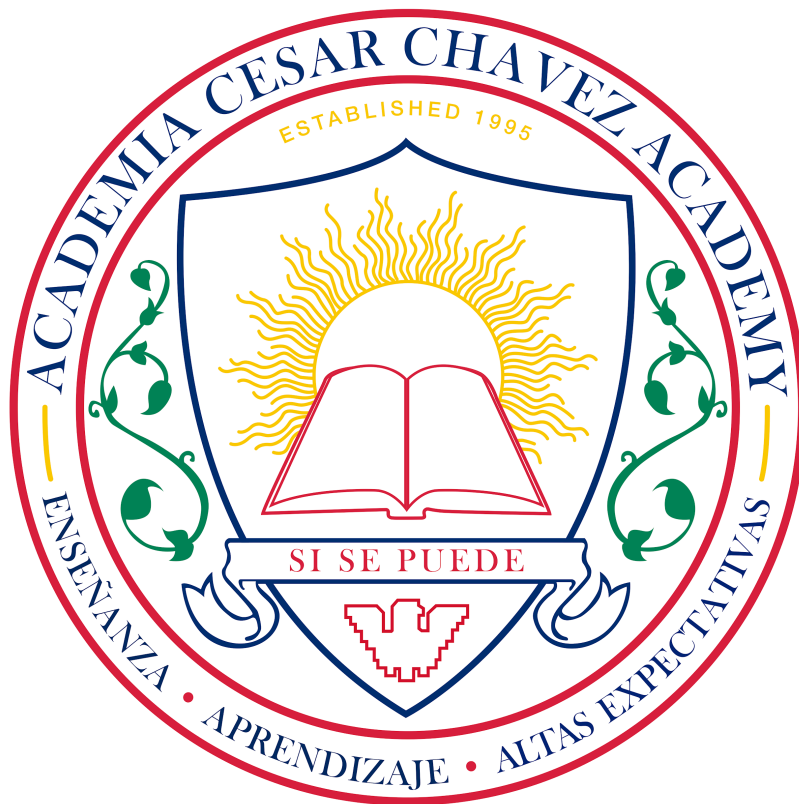
Comments:

Please provide contact information if you have any questions or concerns that you would like to discuss further.

Name: _____

Email: _____

Telephone number: _____



CÉSAR CHÁVEZ ACADEMY HIGH SCHOOL
1761 Waterman St • Detroit MI, 48209
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References:

Editors/Contributors: CCAHS Security, Dean of Students, Administration, Counseling, Social Work, Teachers and Office Personnel, Cesar Chavez Academy District. “Code of Conduct”