

2013 – 2014

Detroit Community Schools District
Student/Parent Handbook

**DETROIT
COMMUNITY**



HURRICANES

Detroit Community School District Pledge

I am Detroit Community Schools
A place to learn and grow
I pledge to be honest and fair to all I know
To show respect and be kind to all I meet
To be responsible and work hard each day of the week
To strive to be the best me that I can be.
I am somebody!

Invictus

WILLIAM ERNEST HENLEY

Out of the night that covers me,
Black as the pit from pole to pole,
I thank whatever gods may be
For my unconquerable soul.

In the fell clutch of circumstance
I have not winced nor cried aloud.
Under the bludgeonings of chance
My head is bloody, but unbowed.

Beyond this place of wrath and tears
Looms but the Horror of the shade,
And yet the menace of the years
Finds and shall find me unafraid.

It matters not how strait the gate,
How charged with punishments the scroll,
I am the master of my fate,
I am the captain of my soul.

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INTRODUCTION

Statement of Purpose

An important objective of Detroit Community School (DCS) is the creation of a cooperative learning environment. This is achieved in part through the interaction of a smaller student/parent/teacher community, and through coursework that includes community service and conflict resolution. A DCS Student Code of Conduct including disciplinary actions is an important component of a cooperative, learning environment and will assist us all in reaching our objectives.

Behind the Code of Conduct are certain principles and expectations. We fully expect students to:

- Foster good human relations within the school by practicing courtesy and tolerance in their interactions with each other and members of the school staff, and to respect the dignity and worth of themselves and others.
- Attend class daily, be on time to all classes, obey school rules, and exercise self-discipline.
- Refrain from libel, slanderous remarks and obscenity in gesture and expression, both verbal and written.
- Develop tolerance for the viewpoint and opinions of others. Recognize the rights of other individuals to form different points of view and to dissent in an orderly and respectful manner.
- Respect the rights, property and privacy of other students and school personnel.
- Carry only those materials which are acceptable under the law and which are not hazardous to any person or property, and to accept the consequences for the articles in their possession.
- Observe the basic standards of cleanliness, modesty and good grooming and to wear clothing that contributes to their own health and safety as well as that of others.

Mission of DCS

DCS Mission Statement: The mission of DCS is to awaken our students' highest aspirations and develop the capabilities they need to lead purposeful and productive lives. We believe that all students should be prepared to enter college, pursue a career or engage in other forms of meaningful work in our ever-changing global society. Therefore, we offer a rigorous educational program that integrates academic, artistic and experiential learning within a supportive community characterized by encouragement, collaboration, and mutual respect.

Elastic Clause

DCS and its administration reserve the right to establish reasonable rules and regulations for circumstances that may arise requiring actions that are not covered in this Handbook. Matters omitted from this Handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.

These rules and policies apply to any student who is on DCS property, who is in attendance at school or any school-sponsored activity, whether or not the event occurs on DCS property or another school district or venue, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students, and staff. The rules and policies also apply to any student whose conduct brings negative questions to DCS including criminal behavior whether changed or not.

Equal Education Opportunity

It is the policy of DCS that if a student has been discriminated against on the basis of his/her race, color, disability, religion, gender or national origin, while at DCS or a DCS activity, the student should immediately contact the Office of the Superintendent at 313.537.3570.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

School Day

Class times: 8:00 a.m. – 3:30 p.m. – Elementary/Middle Schools
 8:00 a.m. – 3:30 p.m. – High School (10th, 11th, and 12th grades)
 8:00 a.m. – 4:45 p.m. – High School (9th grade)

Student Rights and Responsibilities

The rules and procedures of DCS are designed to allow each student to obtain a safe, orderly, and appropriate education. Students will be expected to follow staff and teachers' directions and to obey all DCS rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, email, the U.S. Postal Service, or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Parents may ask for disciplinary files on their student(s) at any time.

Students must arrive at DCS on time, prepared to learn and participate in the educational program. If this is not possible, the student should seek help from the Office of the Superintendent.

Adult students (age 18 or older) must follow all DCS rules. By DCS policy; if a student age 18 or over is residing at home, adult students must include their parents in their educational program.

Student achievement is the primary objective at DCS, and students are expected to commit themselves to maintaining satisfactory academic progress. The Superintendent maintains the right to establish specific guidelines and consequences for students who fail to meet academic objectives.

Parent Involvement in the DCS Program

DCS believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means for accomplishing those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communications regarding the progress in accomplishing the goal(s) of:

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- C. Establishing the learning outcomes for their child with the goal of developing a responsible, adult member of society;
- D. Establishing and supporting a consistent and shared approach to child guidance and discipline;
- E. Providing for the proper health, safety and well-being for their child.
- F. Ensuring that the child is not absent or tardy routinely.

Relations with Parents

DCS believes that it is the parents who have the ultimate responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still under parental authority. During school hours, DCS, through its designated administrators, recognizes the responsibility to monitor students' behavior and as with academic matter, acknowledges the importance of cooperation between the school and the parents in matters relating to student conduct.

For the benefit of the student, the Board believes that parents have a responsibility to encourage their child's career in school by:

- A. Supporting the schools in requiring their child to observe all school rules and regulations, and by accepting responsibility for their child's willful in school behavior;
- B. Sending their children to school with proper attention to his/her health, personal cleanliness and dress;
- C. Maintaining an active interest in their child's daily work and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. Reading all communication from the school, signing and returning them promptly when required;
- E. Cooperating with the school in attending conferences set up for communicating the academic progress of students.
- F. Ensuring that the children are in school for the full school day. This means that appointments, etc. should not be scheduled during school hours and that the children should not be kept at home to provide child care to siblings, etc.

The Board recognizes the importance of parental participation in the life of the school and maintains the right to issue policies establishing parental participation requirements.

Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she should notify a staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs must deliver written notice about such needs, along with proper documentation by a physician, to the school office. The medical information will be maintained in a confidential manner.

Injury and Illness

All injuries must be reported to the appropriate DCS office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow DCS emergency procedures in accordance with the Operating Policies of the Board of Directors.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. Students who are over the age of 18 may not leave DCS premises without the permission of a parent and/or school administration.

SECTION I – GENERAL INFORMATION

Enrolling in DCS

State law requires students to enroll in the school in which their parent or legal guardian resides unless enrolling under the open enrollment policy.

A parent or legal guardian must enroll new students under the age of eighteen (18). When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document,
- B. Copy of High School Transcript (10th – 12th) or Last Report Card (1st -9th)
- C. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
- D. Proof of residency,
- E. Proof of immunization

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. A student enrolled temporarily may have his/her enrollment rescinded if documentation is not provided.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Guidance Counselor or other designated administrator will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the federal definition of “homeless” may enroll in DCS and will be under the direction of the Superintendent or designee with regards to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students must include the parents in the enrollment process. When conducting themselves in school, adult students must abide by all DCS rules.

A student who has been suspended or expelled by another public school in Michigan may be denied admission to DCS during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the local school district.

Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be denied admission to DCS during the period of expulsion or removal until the expiration of the period of expulsion or removal.

Prior to denying admission, the Superintendent may offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Scheduling and Assignment

Elementary

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Superintendent or designee.

Secondary Level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the assigned Guidance Counselor. Students may be denied course enrollment due to a lack of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a hall-pass or schedule change.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the DCS office or by the custodial parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian unless that person has been designated on the DCS form approved by the custodial parent/guardian.

Transfer Out of DCS

Parents must notify the Superintendent or designee about plans to transfer their child to another school. Transfer will be completed only after the parent and/or student has made the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Guidance Counselor or other designated administrator for specific details.

When transferring student records, school officials are required to transmit disciplinary records including suspension and expulsion actions involving the student.

Withdrawal from DCS

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her custodial parents or guardian.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Superintendent or designee may remove the student or require compliance by a specified deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Superintendent or designee.

Emergency Medical Authorization

DCS has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

This Emergency Medical Authorization Form must be provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to DCS will jeopardize a student's participation in school programs and activities.

Use of Medications

Prescribed Medications

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with discussion with their physician determine if the medication schedule can be adjusted to avoid administering medication during school hours.
- B. Medication Request and Authorization Forms 5330 Fl, Fla, and Flb must be filed with the Principal or designee before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal or designee's office.
- D. Medication that is brought to the school's main office will be properly secured.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. Parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent or guardian's written permission release.

Asthma Inhalers

Students with appropriate written permission from the physician and parent or guardian may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

Secondary (Grades 6 – 12)

Parents may authorize the school to administer a non-prescribed medication using a form that is available at the school office. A physician does not have to authorize such medication; however, such medication must be stored in the main office of the school and administered by a staff member.

If a student is found using or possessing a non-prescribed medication without parent authorization, she/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than medication authorized is in violation of the DCS Code of Conduct and is subject to discipline in accordance with the drug use provision of the Student Code of Conduct.

Before any prescribed medication or treatment may be administered to any student during school hours, DCS requires the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, DCS requires the prior written consent of the parent along with a waiver of any liability of DCS for the administration of the medication. The parent must also authorize any self-medication by his/her child. Students who have compromised health conditions may be excluded from DCS for their own safety if the physician's documentation suggests that attendance may jeopardize the students' health or safety.

Control of Casual Contact

Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the staff and students are at risk. The Superintendent or designee may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice, as permitted by federal or state law.

Specific communicable diseases include but are not limited to the following: diphtheria, scarlet fever, strep infection, whooping cough, mumps, measles, rubella and other conditions indicated by the Local and State Health Departments.

Any removal will be for only the contagious period as specified in the DCS administrative guidelines.

Control of Non-Casual Communicable Diseases

In the case of non-casual contact communicable diseases, DCS will comply with applicable state and federal laws. Confidentiality of the student and/or staff member will be maintained in accordance with state and federal laws. If required by state or federal law, parents may be requested to have their child's blood checked for HIV, HBV and other blood-borne pathogens if the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to state and federal laws permitting such testing. Student confidentiality will be protected in accordance with state and federal law.

Individuals with Disabilities

The Americans with Disabilities Act as amended in 2008 (ADAAA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies to students and all individuals who have access to DCS programs and facilities.

A student can access special education services through the proper evaluation procedures. Parental involvement in this procedure is required by federal (IDEA) and state laws. Parents should contact the Office of the Superintendent at 313.537.3570 to obtain information about evaluation procedures and programs.

Limited English Proficiency

Limited proficiency in the English language may not be a barrier to equal participation in the instructional or extra-curricular programs of the DCS under state and federal law. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by DCS in accordance with state and federal law. Parents should contact the Superintendent or designee about evaluation procedures and programs offered by DCS.

Student Records

DCS maintains student records including both directory information and confidential information.

Each year the Superintendent or designee will provide notice to students and their parents of DCS' intent to make available, upon request, certain information known as "directory information". Directory information includes:

- A. A student's name
- B. Address
- C. Telephone number
- D. Date and place of birth
- E. Major field of study
- F. Participation in officially recognized activities and sports; height and weight, if a member of an athletic team
- G. Dates of attendance
- H. Date of graduation
- I. Awards received
- J. Honor roll
- K. Scholarships
- L. Telephone numbers only for inclusion in school or PTO directories

Parents, guardians and eligible students may refuse to allow DCS to disclose any or all of such “directory information” upon written notification to DCS within ten (10) days after receipt of the notice concerning “directory information”.

Directory information can be provided upon request to any individual, other than for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all directory information upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice that is available from Office of the Superintendent.

Other than directory information, FERPA and Michigan law protect access to all other student records. Except in limited circumstances, as defined in state and federal law, DCS is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student information concerning students who have matriculated and entered a post-secondary educational institution regardless of age.

Confidential records are defined under federal law and include, but are not limited to, test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents and/or guardian have the right to amend a student record when they believe that any of the information obtained in the record is inaccurate, misleading, or violates the student’s privacy. A parent, guardian, or adult student must request the amendment of a student record in writing. If the request is denied, the parent, guardian or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that DCS has violated their rights under FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the DCS program or DCS' curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an un-emancipated minor, his/her parents, or guardian to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sexual behavior or attitudes;
- D. Illegal, anti-social, self incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents;
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board Policy, the Superintendent or designee shall establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis or evaluation.

Further, parents have the right to inspect, upon written request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the Superintendent or designee receives the request.

The Superintendent or designee will provide notice directly to parents or guardians of students enrolled in DCS of the substantive content of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. In addition, the Superintendent or

designee will notify parents of students attending DCS at least annually, at the beginning of the school year, regarding specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing, selling that information or otherwise providing that information to others for that purpose; and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office of the United States Department of Education administers both FERPA and PPRA. Parents, guardians and/or eligible students who believe their rights may have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.GOV
PPRA@ED.GOV

Armed Forces Recruiting

DCS must provide to armed forces recruiters at least the same access to the high school campus and to student directory information of the high school students as is provided to other entities offering educational or employment opportunities.

“Armed forces” mean the Armed Forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives, then the officials of DCS shall not allow that access to the student’s directory information. Public notice shall be given regarding the right to refuse disclosure to any or all directory information, including the Armed Forces of the United States and the service academies of the Armed Forces of the United States.

Student Fundraising

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members and members of the community in accordance with DCS guidelines. The following general rules will apply to all fundraising activities:

- Prior approval of the activity must be obtained from the Office of the Superintendent.
- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in fundraising activity for a group in which they are not members without the approval of the student’s principal.
- Students may not participate in fundraising activities off school property without prior approval and proper supervision by approved staff or other adults. Such activities may not occur during school hours.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students should not engage in a fundraiser that requires them to overexert themselves or poses a potential health risk.
- Students may not participate in a fundraising activity conducted by a parent group, booster club or community organization on school property without the approval of the Superintendent or designee.

Student Property or Valuables

Students should not bring valuable items to school. Items such as jewelry, expensive clothing, electronic equipment and the like, as they are tempting targets for theft and extortion. DCS is not responsible or liable for loss, theft or damage to personal items. Students may not ask staff, including teachers, to be safe guard their property: If they do, and the property is lost or stolen DCS is not responsible to replace or pay for it.

Review of Instructional Materials and Activities

Parents or guardians have the right to review any instructional materials being used by DCS in the educational process. Parents or guardians may observe instruction in any class, particularly those classes which involve instruction in health and sex education. Any parent or guardian who would like to review instructional related materials or observe classroom instruction must contact the Superintendent or designee prior to coming to the school. Parents' right to review instructional materials and activities are subject to reasonable restrictions and limits. Parents must come to the main office upon entering DCS to sign in and determine access that may be permitted.

Meal Service

DCS participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the period without specific written permission from the Superintendent or designee.

Applications for DCS' Free and Reduced-Priced Meal Program are distributed to all students. If a student does not receive an application and would like to apply for the Free and Reduced Meal Program please contact the Superintendent or designee.

Fire and Tornado Drills

DCS complies with all state laws concerning fire and tornado safety. Fire drills will be conducted in the schools in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers. DCS administrators and all staff will be responsible for safe, prompt and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season, using the procedures provided by and in accordance with the state law.

Emergency Closings and Delays

If DCS must be closed or opening is delayed because of inclement weather or other conditions, DCS may send parents notification by phone and will notify the following radio and television stations:

Fox – Channel 2

WDIV – Channel 4

WWJ – Radio AM 95

Parents, guardians, and students are responsible for knowing about emergency closings and delays. A working telephone number must be provided to DCS so that notice will be received by the parents.

Preparedness for Toxic and Asbestos Hazards

DCS attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of DCS officials or from the presence of asbestos materials used in previous construction. A copy of the DCS Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the office of the Superintendent or designee upon request.

Visitors

Visitors, including parents and guardians are welcome at DCS. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Superintendent or designee and is subject to removal by security. If a person would like to confer with a member of the staff, she/he should call for an appointment in order to schedule a mutually convenient time. Parents may not go directly to classrooms without a pass.

Students may not bring visitors to DCS without prior written permission from the Superintendent or designee.

Use of DCS Equipment and Facilities

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Superintendent or designee to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

Lost and Found

The lost and found area is in the Main Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

Student Sales

No student is permitted to sell any item or service in school without the express written approval of the Superintendent or designee. Violation of this policy may result in disciplinary action up to and including suspension or expulsion.

Use of Office Telephones

Students are restricted from use of the school telephone during class time. Arrangements for rides are to be made prior to the school day or at the end of the school day. A parent/guardian or family member who would like to leave a

message for a student can do so by calling the appropriate school building office during the school day. Students will not be called out of class for incoming phone calls unless it is an extreme emergency. Office staff will ensure that the student receives the message.

SECTION II – HIGH SCHOOL ACADEMIC REQUIREMENTS

High School Only

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the state and school required tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individual Education Plan (IEP). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office, and a counselor will be pleased to answer any questions. All graduation requirements must meet the state mandated curriculum. To the extent the State mandated curriculum differ from the Graduation Requirements set forth below, the State mandated curriculum controls.

The following number of earned credits designates the grades in which the student will be registered:

Freshman	=	0 credits to 60 credits
Sophomore	=	61 credits to 120 credits
Junior	=	121 credits to 180 credits
Senior	=	181 credits to 220 credits, plus 10 hours of Out of Class Learning Experience (OCLE)

Graduation Requirements

9th Grade

English 9A & 9B

Algebra 1A & 1B

US History A & B

Physical Education/Health/Computer Application – 1 semester each

Foreign Language A & B or

Biology A & B

Elective Class (Two semesters)

10th Grade

English 10A & 10B

Geometry A & B

Civics & Economics

Elective Class (Two semesters)

Foreign Language A & B

Physical Science A & B

11th Grade

English 11A & 11B

Algebra 2A & 2B

Chemistry A & B

World History A & B

Elective Class (Two semesters)

Foreign Language A & B (if needed)

12th Grade

English 12A & 12B

Pre-Calculus/AP Calculus /Business Math/or College Algebra

3 Electives (Two semesters)

Community Service

Elective Classes

Detroit Community High School offers elective classes for seniors that need additional credits. Elective classes provide an opportunity for students to be exposed to various areas of additional study.

Students will need a total of **220** credits hours for high school graduation, 180 of which must be core requirements of the Michigan Department of Education.

Grades

DCS has a standard grading procedure: The purpose of a grade is to indicate the extent to which the student has mastered the curriculum. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

Grading Periods

Students should receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can discuss with the teacher what actions may be taken to improve poor grades. However, parents will receive computer access to student's grades. It is their responsibility to monitor their children's academic progress, including attending parent/teacher conferences.

Promotion, Placement and Retention

DCS recognizes that the personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of DCS that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

A student will be promoted to the succeeding grade level when she/he in the opinion of the professional staff, has achieved the instructional objectives set for the present grade and demonstrated the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade.

Recognition of Student Achievement

Students who have displayed significant achievements during the course of the school year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Guidance Counselor.

Honor Roll

In order to qualify as an Honor Roll student, the following requirements must be met:

No grades of "D" or lower

No incompletes

GPA of 3.0 or higher at semester marking (January or June) of any year

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

Homework

Teachers will assign homework. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the state required tests and graduation.

Homework will not be used for disciplinary reasons but only to enhance the student's learning.

Computer Technology and Networks

Before any student may take advantage of the school's computer network and the Internet, she/he and her/his parents must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. The Technology department will provide copies of the DCS Student Network and Internet Acceptable Use and Safety Policy, and the requisite student and parent agreement: Parents should arrange to obtain these documents and execute them.

Student Assessment

To measure student progress, students will be tested in accordance with required State standards and DCS policy.

Unless exempted, each student will be expected to pass the appropriate state required tests.

Additional tests (examinations) are given to students to monitor progress and determine educational mastery levels. With appropriate written documentation, make-up exams will be scheduled at the direction of the Principals.

Any high school student who wishes to test-out of a course in which she/he is not enrolled may do so by taking an examination for the course and receiving a grade of at least a "B". Permission to "test out" must be granted by the Superintendent.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or school curriculum, to submit to or participate in any survey, analysis or evaluation that reveals information of a personal nature in accordance with Board policy and federal guidelines.

Depending on the type of testing and specific information requested, parent, guardian (or student) consent may need to be obtained. DCS will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Principal of the High School.

SECTION III – STUDENT ACTIVITIES

DCS Sponsored Clubs and Activities

DCS provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course and/or contain school subject matter.

DCS authorizes many student groups that are sponsored by a staff member.

Extra-curricular activities may not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Non-School Sponsored Clubs and Activities

Non-school sponsored student groups organized for religious, political or philosophical reasons may meet during non-instructional hours. The application

for permission can be obtained from the Superintendent or designee. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is involved in the event, that the event will not interfere with DCS activities and that non-school persons do not play a role in the event. All DCS rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority or any other secret society as proscribed by law is not permitted. All groups must comply with DCS rules and must provide equal opportunity to participate.

Non-school sponsored organizations may not use the name of the school or school mascot.

Athletics

DCS provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements. For further information, contact the Athletic Director.

Field Trips

Field trips are academic activities that are held off DCS grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without written parental or guardian consent.

Attendance rules apply to all field trips.

Student Employment

DCS does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that she/he must maintain a job in addition to going to school, she/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

DCS has a student work program which pays students to perform a variety of tasks at the school.

SECTION IV – STUDENT CONDUCT

DCS Attendance Policy

Maximum allowable absences per semester are 15. Should a student incur 15 absences in a semester (8 for quarter blocks in studio schedule) from a class, the consequence may be a reduction in the grade earned. Skipping a class may incur a one-day suspension. Missed work can be made up at the Principal's discretion.

Absences will be considered excused only with verifiable documentation and are limited to the following:

- Approved school related activities
- Doctor's excuse signed by the attending physician
- Court subpoena with provided documentation
- Death in the family

Parents must provide an explanation for their child's absence prior to the end of the school day on the day of the absence or by the following day. They are to call the Main Office and explain the reason for the absence. If the absence can be foreseen, it must be approved by the Superintendent or designee. The parent should arrange to discuss the matter as soon as possible before the absence so that arrangements can be made to assist the student in making up the missed schoolwork.

DCS must report excessive absences and tardiness to the Michigan Department of Human Services and the Wayne County Prosecutor.

Please note that field trips are an extension of the classroom. Therefore, the rules that apply in the classroom also apply on field trips.

DRESS CODE

A safe and disciplined learning environment is essential at DCS. Young people who are safe and secure and who learn the essentials of good citizenship are better students. We recognize the benefits of school uniforms, including: instilling students with discipline and respect; helping students concentrate on their schoolwork; and helping parents and students resist peer pressure. For these reasons, DCS has adopted a uniform code. The written dress code is available from the school office. Any student who needs assistance in purchasing uniforms should see the Parent Coordinator.

Identification (ID) Cards

All HS students will be photographed for an ID card. Students must show their ID card to be admitted to the building. A fee of \$10 will be charged for a lost ID card. Damaged ID cards may be replaced for a \$5 fee. Student must turn in damaged cards for replacement. No student is to allow another student to use his/her ID card: The penalty may be suspension. ID cards must be returned to the Main Office, if the student transfers out of DCS.

Hall Passes

No passes will be given during the first 10 minutes of the class hour or the last 10 minutes. Students are expected to be in class for instruction for the duration of the period.

Hall Sweeps

Students caught in a hall sweep will be given a one-day suspension.

Cell Phone/Other Electronics Devices

Cell phone and other electronic devices are not to be used during school hours. To assist with this policy, cell phones must be kept in student's locker. DCS will not be responsible for lost, stolen, damaged or confiscated cell phones or other electronic devices (iPod, computer, etc.). (See the DCS policy for discipline associated with cell phone use by students).

Suspension/Expulsion from DCS

Procedures for suspension/expulsion are outlined below. It is the responsibility of the student who is suspended to request and make up any assignments missed due to suspension. This can be done by calling the school and setting up a meeting with the teachers or the student's advisor. All assignments are to be completed and submitted within three (3) days of scheduled return to classes. Absences during this time are unexcused. Please be advised that the decision to provide homework to a student on suspension is the sole decision of the Administration of DCS.

Pursuant to state law, if a student is expelled from DCS, it is the responsibility of that individual and of his/her parent or legal guardian to locate a suitable educational program and to enroll the individual in such a program during expulsion. DCS is not required to locate a new school for an expelled student.

Out of School Suspension Length

Short term: 1 – 10 days

Procedures

- Call and a written notice to a parent/guardian
- Informal meeting with Student Support Services (SSS)
- Student presented with violation
- Student given opportunity to deny, rebut and/or explain event
- Decision made by SSS

Expulsion: Up to 180 days

Procedures

- Formal notification to parent/guardian
- Meeting with Superintendent and SSS
- Staff makes recommendation to Superintendent
- Student/Parent allowed to present witnesses and evidence

Tardy Policy

A student is tardy when he/she is not in the classroom when the bell rings to signal the commencement of instruction. All tardy students are unexcused unless the student is in the possession of an official pass from another teacher or staff.

Excused Tardy Policy

It is the responsibility of the student to enter a classroom already in session with an official tardy pass signed in ink by the issuing teacher.

Permission for Early Dismissal

Students are dismissed early only if an authorized parent/guardian makes a request in person to the Main Office. Early dismissal is not permitted except in extreme circumstances.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Superintendent or designee and the student's teacher(s) to make necessary arrangements. Depending on the circumstances, and in the Administration's sole discretion, a student may be permitted to receive certain assignments to be completed during the vacation. Vacations that are not approved are considered unexcused absences.

Make Up of Tests and Other School Work

Students who have been absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact the Principal to obtain assignments.

Student Attendance at DCS Events

DCS encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students who attend evening events as nonparticipants are properly safeguarded, it is strongly advised that the students are accompanied by parents, guardians or adult chaperones. DCS is not responsible for unsupervised and unaccompanied students without an adult chaperone.

DCS will continue to provide supervision for all students who are authorized participants in a school activity. Students must comply with the Student Code of Conduct at all school events, regardless of the location.

Code of Conduct

A major component of the educational program at DCS is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student is expected to:

- Abide by federal, state, and local laws as well as the school rules;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class; work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, and productive;
- Act at all times in a manner that reflects pride in self, family, and in the school.

Gangs

Gangs that initiate, advocate or promote activities that threaten the safety or well being of persons, or that are disruptive to the school environment are not tolerated at DCS.

Incidents involving initiations, hazing, intimidations, or related activities, that are likely to cause harm or personal degradation, are prohibited.

Students will be subject to expulsion and/or disciplined if they wear, carry or display gang paraphernalia or exhibit behaviors or gestures that symbolize gang membership or cause and/or participate in activities to intimidate another student.

Care of Property

Students are responsible for the care of their own personal property. DCS will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to DCS. DCS may confiscate such items and return them to the student's parents.

Students may not ask DCS staff to safeguard their property and if they do so, DCS will not be responsible if it is lost or stolen.

Damage to or loss of DCS equipment and facilities wastes money and undermines the DCS program. Therefore, if a student does damage to or loses DCS property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline.

Student Discipline Code

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from DCS.

Use of Drugs

DCS has a "Drug Free" zone that extends 1000 feet beyond the DCS boundaries as well as to any DCS activity and transportation. This means that any activity, possession, sale, distribution or use of drugs, alcohol, fake drugs, steroids, inhalants or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student may be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession or use of drugs, alcohol, fake drugs, steroids, inhalants or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. This includes non-alcoholic beers, wines and the like. Many drug abuse offenses are also felonies. Also include the unauthorized possession of over-the-counter medication, as defined in the Use of Medication policy container herein, or sale of over-the-counter medication to another student.

Use of Tobacco

Smoking and other tobacco use is a danger to a student's health and to the health of others. DCS prohibits the sale, distribution, use or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule may result in suspension or expulsion.

Student Disorder/Demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, she/he is encouraged to contact the Superintendent or designee to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon. Criminal charges may be filed against a student who brings such weapons to school. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a

student other than the one who possessed the weapon brought a weapon on DCS property, that student shall also be subject to the same disciplinary action.

State law may require that a student must be expelled from DCS, subject to a petition for possible reinstatement if she/he brings or has in his/her possession on DCS property or at a school-related activity, including but not limited to any of the following:

- A. Any explosive, incendiary or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item;
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle;
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g., air gun, blow-gun, toy gun, etc.)

Use of an object as a weapon

Any object that is used to threaten, harm or harass another may be considered a weapon. This includes, but is not limited to padlocks, pens, pencils; laser pointers, jewelry, and similar items. Intentional injury to another may be a felony and/or cause for civil action. This violation may subject a student to disciplinary action up to and including expulsion.

Knowledge of dangerous weapons or threats of violence

In order to maintain a safe school environment for all, students are required to immediately report knowledge of dangerous weapons or threats of violence by another student to the Superintendent, staff member, or building administrator. Failure to report such knowledge may subject the student to disciplinary action to and including suspension or expulsion.

Purposely setting a fire

Anything, such as fire, that endangers DCS property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion and legal repercussions.

Physically assaulting a staff member/student/person associated with DCS

Physical assault against a DCS administrator, employee, staff member, volunteer, contractor, or contractor's employee may result in charges being filed and may subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence".

Verbally threatening a staff member/student/person associated with DCS

Verbal assault at school against a DCS employee, staff member, administrator, volunteer, contractor, or contractor's employee, or making bomb threats or similar threats directed at a school building, property or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension or expulsion and could result in criminal charges. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present ability to act on the threat.

Extortion

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Gambling

Gambling includes casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule may result in suspension or expulsion.

Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses and false I.D. are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and may subject the student to academic penalties as well as disciplinary action. Violations of this rule may result in suspension or expulsion.

Explosives

Explosives, fireworks, and chemical reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers and poppers are forbidden and dangerous. Violations of this rule may result in suspension or expulsion.

Trespassing

Although schools are public facilities, the law does allow DCS to restrict access on school property. If a student has been removed, suspended or expelled, the student is not allowed on DCS property without authorization of the Superintendent or designee. In addition, students may not trespass onto DCS property at unauthorized times or into areas of the school determined to be off limits. Violations of this rule may result in suspension or expulsion.

Additionally, students may not bring family members or friends to the school to participate in defending that student against another student.

Theft

If a student is caught stealing DCS' or someone's property, he/she will be disciplined and/or reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Superintendent or designee. DCS is not responsible for personal property. Theft may result in suspension or expulsion.

Staff is not permitted to safeguard student's property and DCS will not assume responsibility for lost or stolen items.

Disobedience

DCS staff is acting "in loco parentis" which means law allows them to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Disobedience may result in suspension or expulsion.

If a student disagrees with a directive, he/she should follow it and file a complaint with the Office of the Superintendent at a later date.

Damage of property

Vandalism and disregard for DCS property will not be tolerated. Violations may result in suspension or expulsion.

Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the workplace. Excessive absences and tardiness must be reported to the Department of Human Services and to the Wayne County Prosecutor.

Unauthorized use of DCS or private property

Students are expected to obtain permission to use any DCS property or any private property located on DCS premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule may result in suspension or expulsion.

Refusing to accept discipline

DCS may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the normal discipline for an infraction, the student's refusal may result in more severe punishment such as suspension or expulsion.

Aiding or abetting violation of DCS rules

If a student assists another student in violating any DCS rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Displays of affection

Students demonstrating affection for each other are personal and not meant for public display. This includes touching, hugging, holding hands, kissing, petting or any other contact that may be considered sexual in nature. Such behavior may also be considered sexual harassment. Such behavior may result in suspension from DCS or possible expulsion.

Possession of electronic equipment

The school supplies most electronic equipment necessary in school. Students are not allowed to bring radios, “boom-boxes,” portable TVs, electronic toys, pagers, laser pens, and the like without the permission of the Superintendent or designee. The property will be confiscated and disciplinary action will be taken. Violations of the rule may result in suspension or expulsion.

Student cellular telephone policy

A student may not possess a cellular telephone in school on school property during school hours. Cellphones must be placed in the student’s locker. See the DCS cellphone policy for further details (Attached to this Handbook). If a student is in possession of another student’s phone, both students are subject to discipline.

The use of cellular telephones in locker rooms is strictly prohibited.

In-school possession of a cellular telephone by a student, kept in his or her locker, is a privilege which may be forfeited by any student who fails to abide by the terms of the DCS policy.

The student who possesses a cellular telephone shall assume responsibility for its care. At no time shall DCS be responsible for preventing theft, loss or damage to cell phones brought onto its property. Staff will not be responsible for students’ phones.

Use of video devices

DCS prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy”. A

student improperly using any device to take or transmit images may be subject to disciplinary action, including suspension or expulsion.

Use of social media to threaten or demean a student subjects the offending student to discipline.

If a student is caught transmitting images or messages during testing, she/he will fail the exam. She/he may also face withdrawal from the class, depending on the severity of the incident. Loss of privileges is an accompanying penalty, and a student may face expulsion even if it is a first offense.

Violation of individual school/classroom rules

Individual teachers may have additional rules for their students. Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules may result in disciplinary action to and including suspension or expulsion.

Disruption of the educational process

Any actions or manner of dress that interferes with DCS activities or disrupts the educational process is unacceptable. Such disruptions include the delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. A student engaging in such behavior may be subject to disciplinary action to and including suspension or termination.

Harassment

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school including: administrators, employees, Board members, parents, guests, contractors, employees of contractors, vendors and volunteers. It is the policy of DCS to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on DCS property and to all school sponsored activities whether on or off DCS property.

Harassment is defined as inappropriate conduct that is repeated enough or is serious enough to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes she/he has been or is the victim of harassment should immediately report the situation to the teacher, building administrator, and the Superintendent or designee.

Every student should and every staff member and administrator must report any situation that they believe to be sexual harassment, harassment based on race, gender, religion, marital status, national origin, height or weight, or bullying of a student. Reports should be made to the teacher, building administrator and the Superintendent or designee. The building administrator, Superintendent or designee will promptly investigate all allegations of sexual harassment or other forms of harassment and bullying. Prompt, remedial action will be taken against the alleged perpetrator(s) based on the results of the investigation.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include disciplinary action up to and including expulsion for students, discharge for employees, and exclusion from the school for parents, guests, volunteers, contractors and contractor's employees, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports are also prohibited. Retaliation and intentionally false reports may result in disciplinary action up to and including the disciplinary actions stated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment Defined:

- A. Submission to unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefitting from the services, activities or programs of DCS;
- B. Submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the school;
- C. The unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments. Other activities may constitute harassment.

Sexual Harassment, may include, but is not limited to the following:

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks with sexual or demeaning implications;
- D. Un-welcome touching;
- E. Sexual jokes, posters, cartoons, etc.;
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of public duties.

Hazing

Hazing is prohibited under state law. DCS believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities

at any time in school facilities, on school property and at any school sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group or organization that causes or creates a risk of causing mental, emotional or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

For illustrative purposes only, hazing may include, but are limited to, the following:

- A. Illegal activity, such as drinking or drugs;
- B. Physical punishment or infliction of pain;
- C. Intentional humiliation or embarrassment;
- D. Dangerous activity;
- E. Activity likely to cause mental or psychological stress;
- F. Forced detention or kidnapping
- G. Undressing or otherwise exposing private areas.

(Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy).

Students involved in hazing activities may be subject to disciplinary action to and including suspension or expulsion.

Bullying and Aggressive Behavior

Bullying will also not be tolerated by DCS. Any gestures, comments, threats or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation will not be tolerated and may result in disciplinary action to and including suspension or expulsion for students, and termination for employees or a contractor's contract and/or employees.

This policy applies to all activities in the school, including activities on school property and those occurring off school property if the student or employee is at any school sponsored, school approved, or school related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business, or any off-site activity that negatively affects the school environment.

For illustrative purposes only, bullying may include, but is not limited to, the following:

- A. Threatened or actual physical harm;
- B. Un-welcomed physical contact;
- C. Threatening or taunting verbal, written or electronic communications;
- D. Taking or extorting money or property;
- E. Damaging or destroying property;
- F. Blocking or impeding student movement.
- G. Social media use designed to humiliate another person.

Aggressive behavior is defined as inappropriate conduct that is repeated enough or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status or disability. It would include, but not limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting and making threats.

Any student who believes she/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the Principal, Student Support Services and the Superintendent or designee.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigative process. However, a proper investigation will, in many instances,

require the disclosure of names and allegations of the alleged perpetrator(s). The alleged perpetrators(s) also have the right to respond to the allegations.

Possession of a firearm, arson and criminal sexual conduct

In compliance with State law, DCS shall permanently expel any student who possesses a dangerous weapon in a weapon free school zone or commits either arson or criminal sexual conduct in a school building or on school property, including school buses and other school transportation.

A dangerous weapon is defined as “firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to air guns and explosive devices. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the Superintendent or designee’s office.

Criminal Acts

Any student engaging in criminal acts at or related to DCS will be reported to law enforcement officials and be disciplined by DCS to and including suspension or expulsion. A student may be disciplined by DCS and also may be charged with a crime.

Students should be aware that state law requires DCS administrators, the Superintendent, staff, and appropriate law enforcement officials to be notified when a student or persons in the school is involved in a crime occurring in the school, or the community, related to physical violence, gang related acts, illegal possession of a controlled substance, or other intoxicants, trespassing, and property crimes, including but not limited to, theft and vandalism.

Safety concerns for personal transportation devices

Students should not use in-line skates (roller blades), bicycles, skateboards, scooters or any other form of personal transportation device in school hallways or school pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. In the event reasonable accommodation is desired, the parent or guardian should contact the Superintendent's designee. Use of any means of travel within buildings and on grounds by other than generally accepted means is prohibited. Students violating this requirement will be subject to disciplinary action to and including suspension or expulsion.

Profanity

Any behavior or language, which in the judgment of the DCS administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community-held standards of good taste will be subject to disciplinary action to and including suspension or expulsion. Cursing is not permitted at DCS.

Discipline

The Student Code of Conduct set forth herein, applies going to and from school, on school premises and during school time or after school events, on school property, at school sponsored events, and on school transportation vehicles. A student may be suspended from school transportation for infractions of school bus rules.

Search and Seizure

Search of a student and his/her possessions, including but not limited to school lockers (even if the student supplies his/her own lock), and vehicles on school premises may be conducted at any time. If there is a reasonable suspicion that the student is in violation of state, federal or local law or ordinances, or school rules, law enforcement may be asked to conduct the search. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's or parent's consent.

Students are provided lockers, computers, desks, and other equipment in which to store materials and for educational use. It should be clearly understood that this

equipment is the property of DCS and may be searched at any time and it is subject to random searches. **Students do not have a reasonable expectation of privacy in a school owned locker, desk, computer, or other school owned equipment.** Locks are to prevent theft, not to prevent searches. DCS provides locks for all lockers and no other locks may be used or substituted.

Anything found in the course of a search that may be evidence of a violation of DCS rules or state or federal law or local ordinance, may be removed by DCS, and taken and held or turned over to the police. DCS reserves the right not to return items which have been confiscated.

All computers located in classrooms, labs and offices of the school are the property of DCS and are to be used by students, where appropriate, solely for educational purposes. DCS retains the right to access and review all electronic computer files, databases and any other electronic transmissions contained in or used in conjunction with the school computer system and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by DCS with or without the student's or parent's knowledge or permission. The use of passwords does not guarantee confidentiality and DCS retains the right to access information even if the information is password protected. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action up to and including suspension or expulsion.

Student Rights of Expression

DCS recognizes the rights of students to express themselves. With the right of expression comes the responsibility to do it appropriately. With the permission of DCS, students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions, buttons, badges, clothing, insignia, banners, audio and video materials. All items must meet the following DCS guidelines:

- A. Material cannot be displayed if it:
- a. Is obscene to minors, libelous, indecent or vulgar;
 - b. Advertises any product or service;
 - c. Intends to be insulting or harassing;
 - d. Intends to incite fighting or presents a likelihood of disrupting school or a school event;
 - e. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes, or is likely to cause, a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access to the building.

Advance authority must be sought by the students: Students must present them to the Superintendent or designee no less than one week in advance of their planned display or use, for approval.

Student Concerns, Suggestions and Grievances

DCS is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that may improve DCS, she/he should feel free to offer them. Written suggestions may be presented directly to the Superintendent or designee or to the officers of the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, written concerns and grievances may be directed to the Superintendent or designee or to the officers of the student government.

A student may have the right to a hearing before the Superintendent or designee if the student believes she/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

A student may not petition to have a change in grade but should feel free to express concerns to the Principal if he/she believes a grade is inaccurate.

SECTION V – CLASS OFFENSE CODE LIST

UNACCEPTABLE CONDUCT IS DIVIDED INTO THREE CLASSES OF OFFENSES, WHICH MAY RESULT IN DISCIPLINARY ACTION UNDER THIS CODE.

The following list of unacceptable behavior is meant to be instructive and not all-inclusive. A student who commits an act of misconduct that is not listed is also subject to disciplinary action to and including suspension or expulsion. The Superintendent or designee has the sole discretion to determine the appropriate disciplinary action based on the facts and circumstances, and the severity of the offense or violation of the Student Code of Conduct, subject to appeal to the Board of Directors as set forth herein. Included in this rule is all offenses listed in the DCS Procedures attached hereto.

A. CLASS 1 OFFENSES

A01 INSUBORDINATION

Refusal to obey the reasonable and lawful directions of authorized school personnel.

A02 REFUSAL TO IDENTIFY SELF

Refusing to show or wear an identification card and/or give your correct name when requested to do so 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 TRUANCY

Unexcused absences from school, classes, lunchroom, study hall, homeroom or record room, required after-school activity or disciplinary activity.

A05 POSSESSION OF ELECTRONIC PAGERS, CELLULAR PHONES OR OTHER ELECTRONIC DEVICES WHILE IN SCHOOL

It is the policy of DCS that students may not use beepers, cell phones or personal communication devices in school. (See DCS Cell Phone Policy).

A06 UNAUTHORIZED USE OF SCHOOL MATERIALS/EQUIPMENT

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

A07 CHEATING

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

A08 OTHER DISRUPTIVE MISCONDUCT

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

DISCIPLINARY ACTION A BEHAVIORAL MODIFICATION FOR A CLASS 1 OFFENSE CAN RESULT IN ONE OF THE FOLLOWING:

1. Short-Term Suspension
2. Long-Term Suspension (Grades 8-12)
3. In-School Suspension
4. Advance Management Training
5. Saturday Boot Camps
6. Parents may appeal decision

B. CLASS 2 OFFENSES

B01 THREATS OF VIOLENCE

Words or actions that may threaten to do injury to another person or that intimidates another person through fear for his/her safety. No actual physical contact is necessary.

B02 POSSESSION OF OTHER DANGEROUS OBJECTS

Dangerous objects include 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 USE OR POSSESSION OF ILLEGAL OR CONTROLLED SUBSTANCES OR MATERIALS

Illegal or controlled substances include tobacco, alcohol, narcotics, drugs prohibited by law, and prescription medications not prescribed for use by the student in possession of them.

B04 BURGLARY, THEFT, ROBBERY, LARCENY, OR BREAKING AND ENTERING

Taking money or property valued at less than \$100.00. Breaking and entering any school building, facility, vehicle, property, office, room, storage space or other enclosure without permission.

B05 LOITERING OR TRESPASSING

Being in school or on the grounds of any school without the permission of the administration.

B06 EXTORTION, COERCION OR BLACKMAIL

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

B07 VANDALISM OR OTHER INTENTIONAL DESTRUCTION OF PROPERTY

Destruction of or defacing property belonging to, rented by or on loan to the school system or property of persons employed by the school or in attendance at the school.

B08 INTERFERENCE WITH OR INTIMIDATION OF SCHOOL PERSONNEL

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

B09 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.

B10 HARASSMENT

Non-Sexual Harassment: Conduct which is directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose.

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

- The harassment substantially interferes with the student's education;

- It creates an intimidating, hostile or offensive educational environment;
- It otherwise adversely affects a student's educational opportunities;
- It causes emotional distress;

B11 GAMBLING

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

B12 FALSE ALARMS

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

B13 VERBAL ABUSE

Name calling, racial or ethnic slurs or derogatory statements directed at, and offensive to, another person.

B14 BULLYING

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

B15 FORGERY/GIVING FALSE INFORMATION

Intentionally misrepresenting information to school district personnel, such as giving false information or signing another person's name to a document.

B16 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, and computer network "hacking".

B17 FIGHTING

DCS has a zero-tolerance for fighting. Students who engage in fighting will be placed on short-term suspension (9 days) while an investigation of the incident

is conducted. Any student who participates in fighting, whether or not he/she is the aggressor, will be subject to discipline.

The Superintendent or designee will conduct a thorough investigation and the parent(s)/guardian will be notified of the findings.

Based upon the findings, Student Support Services or staff may recommend that the student be placed on Long-Term Suspension/Expulsion track. The parent/student will be given the opportunity to appear before an administrative hearing.

The administrative hearing will be held with the Superintendent and he/she will make the final determination and may either uphold or alter the recommendation of the superintendent or designee based upon the evidence.

If the Superintendent determines that the student is in violation of DCS policy, he/she will be expelled from Detroit Community High School.

B18 HAZING.

Any activity that endangers the physical safety of a student or causes physical or mental distress, embarrassment, humiliation or ridicule, regardless of whether the hazing is done with or without the consent of the person(s) being hazed.

B19 OTHER PROHIBITED CONDUCT.

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

DISCIPLINARY ACTION FOR A CLASS 2 OFFENSE CAN RESULT IN ONE OF THE FOLLOWING:

1. Short-Term Suspension
2. Long-Term Suspension (Grades 8-12)
3. In-School Suspension
4. Advance Management Training
5. Saturday Boot Camps
6. Parents may appeal decision

C CLASS 3 OFFENSES

C01 POSSESSION OF A FIREARM.

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

C02 POSSESSION OF A KNIFE.

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

C03 POSSESSION OF OTHER DANGEROUS WEAPONS

Possession of weapons, other than gun or knife that has 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 dangerous object; and
- 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, which necessitates significantly 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 without permission of the owner or custodian, or having in his or her possession, any property which does not belong to the student.

C08 ARSON

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

C09 SALE/DISTRIBUTION OF CONTROLLED SUBSTANCES OR ILLEGAL MATERIALS.

The attempt or actual sale or distribution of any illegal or controlled substance or any substance represented to another person as illegal or controlled.

Students will be charged under this violation if they are in possession of a prohibited quantity of an illegal or controlled substance for sale.

C10 PHYSICAL ASSAULT OF ANOTHER STUDENT.

Intentionally causing or attempting to cause physical harm to a student through force or violence. Participating in gang activity is also punishable under this provision.

C11 CRIMINAL SEXUAL CONDUCT.

“Criminal sexual conduct means sexual penetration or touching a person’s intimate parts. It can be criminal in nature whether with or without consent. It is criminal without consent when there is any sexual penetration or touching of a person’s intimate parts. It is criminal, whether or not there is consent, when there is (1) any sexual penetration involving a person under age 16; (2) any sexual touching involving a person under age 13; or (3) a sexual touching of a person 13, 14 or 15 years old if the perpetrator is 5 or more years older than the victim.”

For example, school Staff must report to the Principal, and the Superintendent or designee if:

A student grabs another student o the breast or buttock.

A student under performs or receives oral sex.

These are not the only examples of reportable criminal sexual conduct. Laws change regularly and parents are advised to review them to determine what is considered to be a violation of State law.

C12 SEXUAL MISCONDUCT.

Displays of affection, which includes, but is not limited to, 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.

C13 FORGERY/FRAUD.

A student will not sign the name of another person for any purpose including defrauding school personnel or DCS. A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

C14 OTHER ILLEGAL CONDUCT.

Other acts, not specifically listed, which fall within the general definition of illegal acts.

DISCIPLINARY ACTION FOR A CLASS 3 OFFENSE MAY RESULT IN ONE OF THE FOLLOWING BY:

1. Permanent expulsion from all public schools in this state,
2. Expulsion for up to 180 school days from all public schools in this state;
or
3. Other Disciplinary Actions determined by the Superintendent