

# **Carman Park-Baker Career Academy**

## ***Student Handbook***

### **INTRODUCTION**

It is our pleasure to welcome you to Carman Park-Baker Career Academy. The Carman Park-Baker Career Academy is a high school designed for students who are highly motivated to complete the Michigan Merit Curriculum (MMC) through a unique program that emphasizes academics and career preparation. Students will earn credit required for high school graduation and will receive a high school diploma, as well as a Baker College transcript for collegiate level courses completed successfully. The Academy will provide students with high quality, career readiness skills and training that meet employers' needs.

Every student who applies, and is accepted, must commit to adhering to all Academy goals, policies, procedures and MMC standards as well as collegiate level outcomes for post-secondary level studies. Students must commit to regular attendance in all classes, maintain an exemplary behavior in the class room, exceed adequate yearly progress and participate in a relevant work experience.

This Handbook does not propose to cover all phases of school life, but it is hoped the information herein will increase your knowledge of the policies and procedures and school services and facilities. Some school practices and operations may not be specifically spelled out but are referred to in general terms in this document.

You are expected to be familiar with the material contained in this Handbook. It may be necessary to alter the contents of this Handbook during the school year. Students will be notified of such changes. In no case does information in this Handbook contradict or supersede the Student Code of Conduct, which appears in Section III of this Handbook.

Carman Park-Baker Career Academy is a place of pride. Students are encouraged to avail themselves of the many opportunities our school has to offer. Remember, you are a very important part of our school and what you do and what you say will be the tradition by which our school is remembered. Let's be proud of Carman Park-Baker Career Academy together.

**NOTICE OF NONDISCRIMINATION**

Carman-Ainsworth Community Schools, Bendle Public Schools, and Baker College of Flint do not discriminate on the basis of race, color, national origin, gender, age, disability, height, weight, religion, or marital status in any of its programs, activities, or employment. Inquiries regarding this policy or Section 504 should be directed to Mr. John Angle, 3420 Columbine Ave. Burton, MI 48529, Phone 810-591-2501.

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## **Section I: SCHOOL SERVICES & FACILITIES**

### **Boards of Education**

The Boards of Education of the Carman-Ainsworth Community Schools and Bendle Public Schools and the Executive Committee of the Carman Park-Baker Career Academy are responsible for setting policies that deal with organization, management, and control of the school districts and college. The goal of these Boards is to provide an educational program of the highest possible quality that will consider the wishes and needs of community residents.

### **Executive Committee**

John Angle, Superintendent, Bendle Public Schools  
Bill Haley, Superintendent, Carman-Ainsworth Community Schools  
Julianne Princinsky, EdD, President, Baker College of Flint

### **Bendle Board of Education Members**

Loretta Bendall, President  
Maureen Holmes, Vice-President  
Dave Wallace, Secretary  
Janis Bugbee, Treasurer  
Dale Dunsmore, Trustee  
Jeff Freeman, Trustee  
Jesse Smith, Trustee  
John Angle, Superintendent

### **Carman-Ainsworth Board of Education Members**

Barry Saunders, President  
Peggy Anderson, Vice-President  
Donald Conway, Secretary  
Gloria Nealy, Treasurer  
Robert C. Gerholz, Jr., Trustee  
Sondra Jackson, Trustee  
Patrice Hatcher, Trustee  
Shalini Khandelwal, Student Member  
Michelle Pillainayagam, Student Member

### **Administration**

The Carman Park-Baker Career Academy principal is responsible for organizing, directing and supervising the total school program. In addition, the principal is an educational consultant for parents, students and teachers and is a resource person for the entire community.

## **Carman Park-Baker Career Academy Principal**

Diana Balbaugh

## **Carman Park-Baker Career Academy Calendar**

School year begins: September 17, 2007

School year ends: June 13, 2008

## **Career Resource Center**

Students will have access to The Career Resource Center to further advance career readiness training in a global economy. The Center will actively assist students in career planning and employment opportunities.

The Career Resource Center will enable students to be effective in their chosen career path by offering students a broad range of assistance designed to empower individuals to further his/her career advancement upon graduation. This support includes, but is not limited to the following activities and services:

- Career counseling and job search planning
- Resume and cover letter writing
- Interview techniques and mock interviews
- Labor market indicators that best correspond with learned academic skills, work experience, and personal attributes.
- Employer presentations and Career Days
- Work experience opportunities

The Career Resource Center provides these services to students while maintaining close and continuing relations with employers. The Center encourages employer participation in academic career planning and career days to enable students to expand their career choices.

## Clinic

For the convenience of students in need of minor medical attention and for students who are not feeling well, the students may go to the high school office.

- During class time, a student must receive a pass from his/her teacher before reporting to the office.
- No student is to leave school at any time because of illness unless he/she has permission from the principal/designee and has complied with the proper "check out" procedures.
- Parents are asked to notify the school as soon as possible regarding any serious health problems or concerns that might affect the student's performance or behavior.

## Medications:

From time to time it is necessary for a student to take some type of medication during school hours. By state law, medicine (both prescription and non-prescription) taken during school hours must be taken in the office under the supervision of school staff.

**Medication Rules Revision and Standards:** To remain in compliance with Michigan State Law and the Michigan Department of Education recommendations, please note the following policy:

1. Medications accepted for administration at school must be accompanied by written physician instructions for **both prescription and non-prescription drugs**. This is pursuant to Public Acts 9 and 10 of 2000 and Sections 380.1178 and 380.1179 of the Michigan *Revised School Code*.
2. Students requiring asthma inhalers, epi-pens and insulin injections will be allowed to self-administer with physician and parent written permission and the building administrator's approval.

**Authorization to Administer Medication:** An Authorization to Administer Medication form must be completed by both the physician and the parent and submitted to the office before the student is permitted to self-administer the medications named in #2 above or receive medication of any kind during the school day. If you must take any kind of medication during school hours, please complete the Authorization to Administer Medication form, have your physician and parent complete the appropriate sections of it, and return it to the office. **You are eligible to receive medication at school only after this completed form is on file in the Academy School main office.** Questions regarding medications may be directed to the Bendle Family Health Services at 591-9014.

## **Deliveries**

Carman Park-Baker Career Academy will not accept any special occasion deliveries for students. Please do not have anything delivered to the school including but not limited to: flowers, balloons, gift packages and food. Items delivered to the school will be sent back to the place of business. Carman Park-Baker Career Academy will not take responsibility for items that the businesses will not take back. Students will not be permitted to carry delivery items out of the office.

## **Display Cases, Bulletin Boards, Posters**

Please obtain permission from the school office personnel before using display cases, bulletin boards or posting anything in the school building. As a general rule, outside businesses and/or events will not be advertised in the school building.

## **Identification (ID card)**

Students attending the Carman Park-Baker Career Academy will be issued a student photo ID card. The card is provided free of charge. Students can use the ID card for checking materials out of the Media Center and for access to all computer resources. The card will be required for all Baker College of Flint services and work experience. If the ID card is lost, it should be reported to the office staff. A new ID card will be issued to the student and will cost five dollars (\$5.00). Students may also be issued a photo ID card from their home district school for purposes of attending extracurricular activities.

## **Lost and Found**

Lost and found articles will be located in the office. Please report any losses as soon as possible after you have lost something.

## **Carman Park-Baker Career Academy Acceptable Use Practices for Technology Resources**

The Carman Park-Baker Career Academy provides technology resources to its students for educational purposes. This includes access to the district computer network and Internet. In addition, each student will be provided access to the Baker College of Flint computer network and given an e-mail account. The smooth operation of both networks is dependent upon the proper conduct of the users who must adhere to the Carman Park-Baker Career Academy policies and acceptable use practices. These policies and practices are provided so that parents/guardians and students are aware of the responsibilities they are about to accept.

**Acceptable Use:** Acceptable use means that the student uses the Internet and other technology resources in a legal, ethical, and appropriate manner and abides by the rules as described in this agreement. **STUDENTS MUST HAVE A SIGNED AGREEMENT ON FILE TO ACCESS DISTRICT AND COLLEGE TECHNOLOGY RESOURCES.**

**Privileges:** The use of technology resources, including the Internet, is a privilege and not a right. Any violation of district policies and/or regulations may result in disciplinary action including but not limited to loss of access to technology resources and/or referral to the principal for evaluation of continued enrollment at the Carman Park-Baker Career Academy.

**Unacceptable Use:** As outlined in district policies and/or regulations, the following are not permitted:

- Using equipment for personal entertainment/use
- Sending or displaying offensive messages or pictures
- Using inappropriate language
- Harassing, insulting, or attacking others
- Damaging technology resources; e.g., computers, computer systems, networks, and/or any configuration of hardware and software
- Violating copyright laws
- Using another's password and/or User I.D.
- Trespassing in another's folder, work, or files
- Intentionally wasting limited resources; e.g., excessive printing
- Employing the network for commercial, profit, or political purposes.

**Service Disclaimer:** The District makes no warranties of any kind, whether expressed or implied, for the services it provides. The District does not guarantee that materials stored on the system will be private. The District cannot be responsible for any damages the student may suffer while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or by student error or omission. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. It may be necessary for Network Administrators to review the information stored on the system.

## **Parking**

Students must park on the campus of Baker College of Flint as indicated by yellow stripes. Parking for handicapped students is indicated by blue stripes and signs.

## **Working Permits**

The following procedure must be followed to obtain a working permit:

1. Students may pick up a request for a working permit from the Carman Park-Baker Career Academy office. Students are to submit completed request forms to the office with a copy of their birth certificate.
2. The Carman Park-Baker Career Academy office will fill out the school's section of the working permit. The student will take the working permit to his/her employer.
3. If a student takes a new job, he/she must complete a new work request form.

## **Section II: SCHOOL DAY POLICIES AND PROCEDURES**

### **Carman Park-Baker Career Academy Attendance Philosophy**

Regular attendance in class is certainly one of the most important factors in students achieving success in school. Studies have shown that students who attend class regularly perform better than those who are repeatedly absent. Time away from the classroom means the student can't participate in discussion of material presented by the teacher. Students who are absent miss the learning that comes from participation in a shared learning environment. Employers regularly ask for demonstrated attendance data.

### **Attendance Policy**

Carman Park-Baker Career Academy strongly believes that regular school attendance is imperative for academic success and points to career success as well. Regular school attendance is not only required by law for student's younger than 16 years of age, but is also important for all students as they prepare to become productive citizens.

- Students are expected to arrive on time and attend all assigned classes.
- When students must leave school during the day, the parent must contact the school to grant permission prior to the student leaving campus. Students leaving campus must sign out at the office and sign in when they return.
- If a student arrives at school after school has begun, the student must sign in at the office and a parent must call the school with a reason the student is late.
- To excuse an absence, parents must call the office within 24 hours of the day of the absence.
- Parents and students are asked to consider the school calendar when scheduling appointments and vacations.

## **Excused/Unexcused Absences**

Excused absences are approved absences reported to the office within 24 hours.

Examples of excused absences include:

1. Absences for religious observances
2. Absences for personal or family reasons
3. Absences for death of friends and family members
4. Absences for medical/dental care
5. Reportable vehicle accidents/breakdowns

Students with excused absences may make up class work. It is the student's responsibility to arrange with his/her teacher to make up work outside of class.

Unexcused absences are absences not approved by the office.

Absences may be considered unexcused for the following reasons:

1. Absences not reported to the school within 24 hours of the day of the absence.
2. Absences resulting from leaving class or school without permission from the school.
3. Absences resulting from missing more than 15 minutes from a class.

Students with unexcused absences may not make up class assignments; this includes daily work, quizzes, exams and tests.

## **Baker College of Flint Attendance Policy**

Since attendance has a direct bearing on a student's future employability and academic performance, students are expected to attend every class, except in the case of illness or emergency. When a student finds it necessary to be absent from class, he/she should contact their instructor.

## **Truancy**

Students are considered truant when they absent from class without consent from parents or the school. Students who are truant may not make up class assignments.

## **Enrollment Status Affected by Attendance**

Excessive absences from class will necessitate a review of a student's enrollment status at the Carman Park-Baker Career Academy.

## **Closed Campus**

Students will only be permitted to leave the school campus to attend Baker College classes or related experiences unless approved by a parent/ guardian. Students will not be permitted to leave school grounds any other time during the day except in emergencies or if requested by their parents. Permission to leave school grounds during school time must be granted by the administration; students must check out through the office. Students require permission to be in the parking lot or in a car during the school day.

## **Fire/Tornado/Disaster Drills**

Fire drill, tornado drill and disaster drill instructions are different for each room in the building. Teachers will review with students the procedures for specific classrooms at the beginning of the year, and, in addition, these procedures will be posted in each classroom. Unannounced fire drills will occur during the school year as required by law.

## **Fund Raising**

Student clubs or classes must have the permission of the principal to begin any fund raising activity.

## **Grading / Marking System**

Carman Park-Baker Career Academy will issue report cards 4 times during the school year. Grades represent the teacher's evaluation of a student's progress in a given period of time. Please contact the student's individual teacher if you have any questions. Baker College of Flint will issue grades at the end of each quarter.

## **Academic Probation**

If a student receives more than two failing grades on their report card, he/she will be placed on academic probation. The student, parent and principal/designee will meet to develop a plan for improvement. Students on academic probation will have the following semester to show improvement in their grades.

## Graduation Requirements

Students attending Carman Park-Baker Career Academy must earn 24 credits to graduate.

Requirements for graduation are listed on the following chart.

REQUIREMENT	CREDITS REQUIRED	COURSES WHICH MEET THE REQUIREMENT
Language Arts	4	English 9, 10, 11, 12
Mathematics	3	Required sequence of courses: Algebra , Geometry; one additional math or math-related credit; math or math-related credit in final year
Science	3	Required courses: Physical Science; Life Science; one additional science or science-related credit.
Social Studies	2	Required courses: Civics (.5 credit); Economics (.5 credit); U.S. History.
Emergent Technology	2	
Work Experience	1-4	
Study Skills	1	
Elective	2	
Seminar credit/year	.5	Foreign Language
Human Relations	1	
Employability Skills	1	
Total Credits Required to Graduate	24	

## Hourly Schedule

### Monday, Tuesday, Friday

1<sup>st</sup> hour 98 min 8:00-9:38 am  
 Passing 5 min 9:38-9:43 am  
 2<sup>nd</sup> hour 98 min 9:43-11:21 am  
 Passing 5 min 11:21-11:26 am  
 Seminar 28 min 11:26-11:54 am  
 Lunch 25 min 11:54-12:19 pm  
 3<sup>rd</sup> hour 98 min 12:19-1:57 pm  
 Passing 5 min 1:57-2:02 pm  
 4<sup>th</sup> hour 98 min 2:02-3:40 pm

### Wednesday, Thursday

1<sup>st</sup> hour 105 min 8:00-9:45 am  
 Passing 5 min 9:45-9:50 am  
 2<sup>nd</sup> hour 105 min 9:50-11:35 am  
 Lunch 25 min 11:35-12:00 pm  
 3<sup>rd</sup> hour 105 min 12:00-1:45 pm  
 Passing 5 min 1:45-1:50 pm  
 4<sup>th</sup> hour 105 min 1:50-3:40 pm

## School Closings

Severe weather or other emergency can cause an unexpected closing or dismissal of school. If Carman-Ainsworth Community Schools are closed due to severe weather, Carman Park-Baker College Academy will be closed. It is very rare that Baker College of Flint will close. Ordinarily the College will remain open during bad weather just as other business establishments do. If such a weather related situation occurs an announcement will be made over radio stations **WFDF, WHNN, WCRZ, WDZZ, WKCQ and WWCK**. **Information will also be announced on TV stations WJRT (12), WEYI (25) and WNEM (5). We request that you do not call the school.**

## Student Dress

The appearance and personal hygiene of students is important to the educational environment at the Carman Park-Baker Career Academy. Students, as well as most people, are often judged by appearance, thus, it is advisable that habits of good grooming be followed at all times. Students of Carman Park-Baker College Academy are training for advanced degrees and the world of work. Consequently, it is necessary to adhere to a “workplace” or “business-casual” dress code. This includes but is not exclusive to:

Collared shirts, dress or semi-casual pants, dress shoes and groomed hair are expected attire for males. Pants or trousers that “sag” below an appropriate level are not allowed! Facial hair must be groomed or clean shaven each day.

Dress blouses or tops, semi-casual dresses or skirts (skirts and dresses must be at least “fingertip length”), slacks, dress shoes and groomed hair are expected attire for females.

Carman Park-Baker Academy is committed to creating an environment for serious learning and workplace preparation. Therefore, students dressed inappropriately for the workplace must modify their dress to comply with the above stated policy or they will be sent home for the day and considered unexcused.

Among clothing and other body apparel considered inappropriate are the following examples: visible body piercing (other than ears), jeans, shorts, Capri's, T-shirts, flip-flops, sandals, and hats. (Hats may be worn to and from school; however, students are not to wear their hats to classes or carry them in the halls between classes during the school day. This applies to hoods as well as head covering bandanas and scarves.)

Other examples of inappropriate clothing are: mesh or “see-through” shirts, tank tops, undershirts or the like, backless or shoulderless tops, pajamas, bedroom slippers, cut-off shirts, midriff-baring blouses, wrist bands, sunglasses, “spike” jewelry, or gloves. No clothing or accessories that advocate the use of an illegal substance will be allowed. In addition, clothing or accessories that advertise beer/alcohol/ tobacco, or that contain offensive language/material or inferences will be allowed. Students not wearing appropriate clothing will be asked to change at school, if possible; sent home from school to change; or excluded from classes until a parent/guardian can be reached. The appropriateness of student dress will be determined by a school official.

## **Student Records**

Cumulative records shall be maintained for all students from their entrance into school through the twelfth grade. Eighteen-year-old students and parents of students under eighteen years have the right to examine and contest entries in their student's records according to the procedures established by the district in compliance with state and federal law. A natural parent of a student, whether the parent is the custodial parent or not, is entitled to review the student's records unless there is a specific court order revoking such right.

## **Notice of Right to Access and Privacy of Student Records Carman Park-Baker Career Academy**

According to the Family Rights and Privacy Act, parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain records kept on the student by Carman Park-Baker Career Academy. These include:

- ◆ The right to examine the student's record. The right to present evidence to an administrator that any part of the record is inaccurate, misleading, or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record if the administration disagrees.
- ◆ The right to have records which personally refer to a student kept confidential except either by consent of the parent/student, or when being used by school personnel for school business. Certain official agencies may also request records.
- ◆ The following information will be available for publication in directories, sport programs and so forth. Directory information includes the following information relative to a student: the student's name; the parent's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous educational agency or institution the student attended, and similar information generally found in yearbooks.
- ◆ If a parent of a student does not wish this information to be available for publication, a written notice must be signed by the parent / student and given to the building principal by September 16, 2007.
- ◆ The right to protest to The Family Educational Policy on Privacy Act Office, Department of Health, Education, and Welfare, 330 Independence Avenue SW, Washington, D.C., 20201, if the school district is not complying with the Family Rights and Privacy Act or the Department of Health, Education, and Welfare rules.

Occasionally, reporters request access to students for news and feature stories and for photos or videos that accompany them. If you do NOT wish to be interviewed or photographed for media publication or broadcast, a written notice must be signed your parent/ guardian and submitted to the building principal by September 16, 2007.

## **Dually Enrolled Students at Baker College of Flint**

Once a student begins attending an institution of higher education, the Family Educational Rights and Privacy Act (FERPA) rights move from the parents/guardians to the student. This is true regardless of the student's age and applies to dually enrolled students. In order for Baker College of Flint to release information on dually-enrolled students the following information would need to be on file:

1. Written permission from the student allowing the parents/guardian to view the students records or
2. The parents/guardian must present proof that the student is legally their dependent. The proof is usually their most recent federal income tax return. In the case of a federal tax return being on file, Baker College of Flint would not be required to release any information. The decision of whether to release any information is at the discretion of the College.

## **Support Services**

Students attending the Carman Park-Baker Career Academy have access to the following services located on the Baker College of Flint Campus: Learning Support Center, Bits and Bytes food service, Library and Health and Fitness Center.

## **Work Experience**

Work experiences provide students with opportunities to earn academic credit while gaining professionally supervised, paid or unpaid work experiences in business, industry, government, and other agencies/organizations. The work experience must be career oriented and program related. The objectives of the work experience programs are to prepare students for the transition from classroom to employment and to provide students with a better understanding of the fields which they have chosen to enter. These programs also provide valuable experiences necessary for students to obtain related employment as many of the experiences have the potential to develop into part-time or full-time positions

## **Testing Dates: Michigan Merit Exam (MME)/ ACT Testing Dates**

Ask your principal for an MME/ACT registration packet and test preparation booklet. More than 2,700 colleges, universities, and scholarship agencies require or recommend the ACT.

## **Michigan Merit Exam (MME)/ACT Testing Dates:**

March 11, 12, 2008

## **Michigan Merit Exam (MME)/ACT Testing Make-up dates:**

March 25, 26, 2008

## **Testing Out**

Students may request an opportunity to demonstrate mastery of subject area content expectations in lieu of taking a required course for credit.

The Board shall grant a student a credit toward graduation if the student earns a qualifying score, as determined by the Michigan Department of Education (MDE), on the comprehensive state assessment that measures the student's understanding of the subject area content expectations.

In addition, a student must attain a grade of not less than C+ on a final exam for the course, or, if there is no final exam, by exhibiting that mastery through a combination of assessments used in the course which may include portfolios, performances, papers, projects, or presentations. No grade may be earned by testing out of a course; the notation "pass" will apply.

No financial cost may be required of any student for any services and/or materials entailed in meeting the requirements of the law.

A student who tests out for credit is still required to take six classes each semester in grades 9-12.

The tests will be administered prior to the end of the first week of the semester in the fall. The deadline for application to test out is August 24, 2007. No applications will be accepted after this date. The application must be submitted to the principal, and appointment times will be scheduled for those who have applied.

## **Transferring or Withdrawing From School**

If a student plans to transfer to another school or withdraw from school, he/she must notify the Office. The student's parent(s) or guardian(s) should also notify the school prior to the student leaving. The student must follow the check-out procedure before leaving school:

### **Check-out Procedure**

1. Report to the Office to obtain a check-out form.
2. A school administrator will escort the student to his/her locker to clean out books, other school property, and personal belongings.
3. A school administrator will escort the student to his/her classes to turn in books and to obtain grades if necessary.

### **Use of Cars**

(See "Search and Seizure" section on automobile searches.)

Students are permitted to drive cars to school under the following conditions:

1. Student cars must be registered by Friday of the second week of school.
2. Students must register cars with Baker College of Flint Campus Safety.
3. Students will be issued a parking decal which must be displayed on the rear view mirror.
4. If a student who is registered must drive a different car for the day, he/she must check in with Campus Safety upon arrival to school.
5. Any car found parked on school property during the school day unregistered may be ticketed and charged a \$10 fine.
6. Continued violation of this policy may result in the suspension of driving privileges for a period of time or permanently.

Students are to drive their vehicles at a speed of less than 15 miles per hour on school property. No wheel squealing, loud music, etc. is permitted on campus. Any vehicle not properly parked may result in suspension of the student's driving privilege.

### **Visitors**

Students may not bring visitors to school unless they are part of a planned instructional activity, and prior approval for the visit has been given by the principal. Under no circumstances will younger children be permitted to spend the school day with students. Lack of prior arrangement will result in the visitor leaving school premises immediately. All visitors, including parents who enter the building during the school day for any reason must first report to the main office.