

# *Will Carleton Academy High School*



## *Parent – Student Supplemental Handbook 2023– 2024*

*This handbook is intended to supplement the Will Carleton Academy Parent-Student Handbook. The supplemental handbook will explain the differences between the policies of the primary and secondary schools. Those policies from the original handbook that are not included or covered in this supplement remain unchanged and likewise apply to the secondary grades.*

## **Will Carleton Academy High School Mission Statement**

Will Carleton Academy High School will provide a character-based secondary education with high expectations challenging students to develop intellectually, morally, and physically. Through challenging curriculum emphasizing core academics with an exposure to the arts, students will be prepared to enter college, the work force, and their communities with personal integrity and responsibility.

## **Will Carleton Academy High School Academic Honesty Policy**

It is the belief of the founders, staff, and parents affiliated with this school that all significant learning necessarily occurs within the boundaries of academic honesty. Furthermore, any knowledge falsely represented as one's own is hollow and without merit. Thus, academic dishonesty and toleration of academic dishonesty seriously compromise the educational mission of Will Carleton Academy.

To the end of promoting academic honesty, every student shall be honor bound to refrain from cheating (including plagiarism). Cheating and plagiarism include but are not limited to the following behaviors:

- Copying verbatim the words of another without proper citation
- Paraphrasing the words or borrowing the ideas of another without proper citation
- Receiving unauthorized help on a test, paper, or assignment
- Giving unauthorized help to another student on a test, paper, or assignment (This could include sharing test questions with a student in another section of the same class and/or communicating with another student during a test.)

Every student shall be honor bound to report immediately all violations of this policy of which the student has first-hand knowledge; failure to do so shall be a violation of the Honor Code resulting in an infraction. Every student found guilty of cheating or plagiarizing shall receive a three day suspension with a parent conference for his/her first offense, a five day suspension with a referral to the high school committee for further discipline for his/her second offense, and expulsion upon his/her third offense. All violations will result in a "zero" on the assignment in question. Accumulations of violations shall be for a student's entire high school career. Every member of the Will Carleton Academy community is expected to be familiar with the operation of the Honor Code. Ignorance will not be considered a valid excuse for failure to comply with the terms of the policy.

By signing their names to coursework and by submitting it for evaluation, all students are pledging that they have neither given nor received help on the work, that they have followed and will continue to observe all regulations regarding it, and that they are unaware of any violations of the Honor Code by others.

## **Will Carleton Academy High School Appearance Policy**

In keeping with the precedent established in the grade school, and in conjunction with the uniform policy, Will Carleton Academy High School expects students to keep their appearance dignified and professional at all times. The high school will follow similar guidelines as the grade school in regards to student appearance, but with some minor changes. They are as follows:

### Make-up

Girls may wear make-up on a privileged basis. Any make-up worn by girls must be conservative in amount and traditional in style. Excessive application of make-up, as determined by the school's director, will result in a loss of make-up privileges for those who abuse the policy.

### Earrings

Girls may wear a maximum of two smaller-sized earrings per ear. Looped earrings should accommodate no more than a finger's circumference. Boys may *not* wear earrings.

### Hair

Students should maintain simple and traditional hairstyles. Hair is to be neat and clean. Boys' hair should be off the collar, out of the eyes, and of uniform length. Facial hair is not allowed. Students who dye their hair must use a uniform, *natural* color. Subtle highlights are also permitted.

### Tattoos and Body Piercings

Tattoos and body piercings are *not* allowed at WCA. While at school or school activities, any tattoos must be completely covered and body piercings removed.

### Casual Day

Students will be allowed to wear casual clothes on scheduled Casual Days. Jeans with holes or the appearance of holes, yoga pants, spandex, flip flops, and short shorts are not acceptable apparel on these days. If your child chooses to wear leggings, tops must be mid-thigh in length to provide coverage of their backside.

## **Will Carleton Academy High School Attendance Policy**

Adhering to a commitment to academic excellence, integrity, and responsibility, Will Carleton Academy values regular class attendance as a student's most effective means for achieving these goals. Consistent with this statement, the following shall be the policy of Will Carleton Academy High School:

- € After a student has accumulated six (6) absences in a semester, each subsequent absence must be excused by a doctor's note upon the student's return to school.
- € If a doctor's note is not presented upon a student's return in these cases, the absence will be considered "unexcused," and four percent (4%) will be deducted from the student's semester grade for each class missed.
- € In these cases, students will be permitted to complete any missed work for credit, with the exception of tests, in which case they will receive a zero.
- € Additionally, students will be required to complete one (1) session of Saturday School for every absence they accumulate beyond six (6) in a semester.
- € A student citing extenuating circumstances for excessive absenteeism may petition the Director for review of his or her case.

### **Hillsdale County Attendance Policy**

Attendance is extremely important to student success. There is a positive correlation between student attendance and achievement. Parents are responsible for ensuring regular and punctual attendance of students per Section 83 of the Michigan School Code. In order to assist Hillsdale County in meeting attendance requirements, the Hillsdale County Court has established a county wide Truancy policy.

**Excused Absences:** Parents may excuse their child(ren) from up to five (5) days of school attendance by calling or sending written documentation within 24 hours of the absence. Additional absences must be documented as follows to be excused:

1. Illness/medical reason
2. Medical appointments
3. Observance of a religious holiday
4. Death in the family
5. Emergencies beyond the control of the family
6. Mandated court appearances

7. Extraordinary educational opportunities pre-approved by the district administrators
8. Parent or guardian's military service
9. Homelessness

### **Consequences of Excessive Absences:**

**Unexcused absences:** In accordance with State law and Hillsdale County policy regarding truancy, a petition may be filed with the Hillsdale County Juvenile Court seeking the Court to declare a student truant if the student has accumulated in excess of 6 unexcused absences. Absences which are not excused will be considered "unexcused" and subject to the following procedures as will any student who is chronically absent.

- Upon accumulation of three (3) unexcused absences the parent(s) or guardian(s) will be contacted to make them aware of the situation and set up a meeting for consideration of an attendance plan with the family.
- After five (5) unexcused absences the parent(s) or guardian(s) will be contacted to make them aware of the continued issue with school attendance and a meeting with the truancy officer will be set up to discuss the plan for improvement of attendance.
- After seven (7) unexcused absences the parent(s) or guardian(s) will be contacted to make them aware of the continued issue and notify them the truancy officer will report the case to the Probate Court for appropriate proceedings.

**Chronic Absences:** Chronic Absenteeism is missing 10% or more of scheduled school time regardless of unexcused, excused or disciplinary reasons.

**Chronic Truancy Policy:** School attendance is of the utmost importance. A parent may excuse a student's absence in accordance with school policy, however, if a student has accumulated 10 or more absences, whether or not those absences have been marked "excused," the school office will send to the parent or guardian of the student a letter which states that if there are any future absences, that within 24 hours, the parent or guardian must provide the school office with a written and signed statement from the student's treating physician which specifically excuses the student for that day and the reason for the student missing school (i.e., the medical condition requiring the student to stay home from school). If this written documentation is not provided within 24 hours, the absence will be considered unexcused.

**Tardiness:** Ten (10) tardies will result in one unexcused absence as defined in the above attendance policy.

## **Will Carleton Academy High School Classroom Discipline Policy**

The high school discipline policy regarding classroom discipline is an extension of the present *Code of Conduct – Major Infractions* and *Minor Infractions* for Will Carleton Academy, grades K – 8 as prescribed in the Student Handbook.

As professionals, the staff at Will Carleton Academy High School will be expected to maintain an effective learning environment within their classrooms. As in the primary grades, the staff will use positive, natural and negative consequences in a consistent manner to maintain classroom discipline.

### **Disciplinary Action**

Disciplinary action may include verbal warnings, infraction reports, after-school detentions, out-of-school suspension and/or expulsion. The severity and nature of the infraction will determine the disciplinary action that is to be taken.

### **Major Infractions**

High school students committing a major infraction will be subject to the Will Carleton Academy *Code of Conduct – Major Infractions* policy in the Student Handbook. The execution of the disciplinary action rests with the Director and will follow currently established procedures.

### **Minor Infractions**

The high school staff will have the responsibility and discretion of establishing and enforcing director-approved classroom rules. These rules will cover behavioral offenses which bring with them the consequences of Minor infractions. Some examples of Minor infractions are:

- disrupting class
- repeated speaking without permission
- teasing, roughhousing, name-calling, bullying, etc.
- inappropriate language
- repeated dress code violations
- sleeping, lack of attentiveness, poor use of class time
- insubordination
- lack of proper classroom supplies
- chronic tardiness (x3)
- excessive touching

The infraction policy for the high school will be as follows:

1 <sup>st</sup> infraction	Infraction Report = I.R.
2 <sup>nd</sup> infraction	I.R., 50 minute detention
3 <sup>rd</sup> infraction	I.R., 2 50 minute detentions, parent conference
4 <sup>th</sup> infraction	I.R., 1 full day suspension, out of school, no credit earned
5 <sup>th</sup> infraction	I.R., 3 full day suspension, out of school, no credit earned
6 <sup>th</sup> infraction	I.R., Enrollment Evaluation

The parent conference will be a time for the teacher to communicate the problem to the parents and for the teacher, parents, and student to develop a plan for improvement. An Enrollment Evaluation will be a time for the Director, teacher, parents and student to discuss goals and to determine the commitment the family has to the WCA program requirements. Long term suspensions or expulsions are options. There will be regular communication between the faculty and the parents regarding discipline concerns. Students will be given a clean slate at the semester break unless he or she has reached the enrollment evaluation stage.



## **Will Carleton Academy High School Driving Policy**

Driving privileges will be given to students in grade nine and above who have parental permission to drive to campus. Students with a driver's license in grades eight or below should not be able to drive to school.

As WCA maintains a closed campus policy, students will lock their vehicles when they arrive at school, and then be required to deposit their keys in the office at the beginning of the day. The keys will remain in the office until the students leave the school premises at the end of the regular school day. This policy is necessary to help assure that students do not go to their cars during the day, and to help discourage students from leaving campus and violating the closed campus policy.

Should students leave materials in their cars that are needed for class, only the office should be able to grant them permission to get the needed materials. Permission from classroom teachers should not be granted as 1) students would need to get their keys from the office, and 2) this allows the office to monitor how often students are accessing their vehicles. This will help prevent students from going to their cars multiple times throughout the day while under the instruction of different teachers who would have no way of knowing a student was repeatedly accessing his vehicle. At any time, WCA administration may deny the opportunity to return to a vehicle to procure needed items.

## **Will Carleton Academy High School Homework Policy**

The high school homework policy is an extension of the present policy in the Student Handbook.

### **Assignment Duration**

In general, the following is the maximum amount of time students should spend on assigned homework.

9<sup>th</sup> thru 12<sup>th</sup> grades                      120 minutes

### **Homework Policy**

The policy reminder and infraction report policy will remain very similar to that of the primary schools.

The infraction policy for the high school will be as follows:

1 <sup>st</sup> infraction	Infraction Report (I.R.) and receive a zero for the incomplete assignment
2 <sup>nd</sup> infraction	I.R., 50 minute detention
3 <sup>rd</sup> infraction	I.R., 2 50 minute detentions, parent conference
4 <sup>th</sup> infraction	I.R., 1 full day suspension, out of school, no credit earned
5 <sup>th</sup> infraction	I.R., 3 full day suspension, out of school, no credit earned
6 <sup>th</sup> infraction	I.R., Enrollment Evaluation

Generally, an infraction will be given for late or incomplete homework. However, a teacher may use discretion to alter consequences as individual circumstances warrant. Moreover, a teacher may exercise discretion or announce a different letter grade schedule prior to the due date of an assignment.

**Will Carleton Academy High School**  
**Make-up Test Policy (Revised)**

Adopted on October 1, 2013

As attending class is very important, testing is also a priority to evaluate mastery of content. Students at Will Carleton Academy High School are expected to be in class and prepared for tests, whether unit, quarterly, or examinations.

The Make-up Test Policy is in place to discourage absences on the day of a scheduled test. If a student is absent at the scheduled time of the assessment, he or she shall make up the assessment within a time frame no greater than the length of the absence. This applies to all absences, including those that are pre-arranged, due to school activities, and family emergencies. A student's failure to comply with this policy will result in a grade of zero on the assessment(s) in question.

The faculty and Director have discretion to review any case due to extenuating circumstances.

**Will Carleton Academy High School**  
**“No Touching” Policy**

Consistent with the belief that Will Carleton Academy exists to provide a safe and structured learning environment, the following shall be the policy for all students, grades K-12:

- Any excessive contact between students is not permitted.
- This includes, but is not limited to, the following:
  - Hugging, kissing, and other forms of embrace
  - Hand-holding
  - Leaning, sitting or lying on one another
  - Roughhousing and other forms of horseplay
- Will Carleton Academy students will be accountable for appropriate behavior both on and off campus, during the school day or at any school event.
- Will Carleton Academy faculty, administration, and staff will have discretion as to whether behavior is in violation of the policy.
- Discipline for violation of the policy is in accordance with guidelines per the WCA Student Handbook.

## **Will Carleton Academy High School Social Media Guidelines**

In the interest of upholding the integrity of the educational process, it will be the goal of the Will Carleton Academy *Social Media Guidelines* to direct behavior of students when considering the use of social media and the perceived appropriateness of their choices.

**Accountability:** All persons are individually liable for the content of all information that they post, share or respond to online.

**Inappropriate behavior:** With the guidance of the *Core Virtues* and behavior expectations of Will Carleton Academy, student behavior in and out of the classroom, as well as on and off campus will be upheld to a consistent standard. When utilizing social media, Will Carleton Academy students will be expected to adhere to Code of Conduct expectations and be aware of the potential consequences of certain violations.

## **Will Carleton Academy High School Suspension Policy**

The high school suspension policy is as defined below:

- Suspension will be from all academic classes
- Suspension will be from all extracurricular activities
- Suspension will be from all campus activities
- Suspension will be from the Will Carleton Academy campus
- Suspension will be for the 24 hours of each day included in the term of the suspension

A suspended Will Carleton Academy 9<sup>th</sup> through 12<sup>th</sup> grade student will not be allowed to complete any missed work from the days included in the term of the suspension. No credit will be given for any missed assignments. A suspended student will however, be responsible for proving mastery on all missed material.

A suspended Will Carleton Academy 9<sup>th</sup> through 12<sup>th</sup> grade student will not be allowed to participate in any activities scheduled on the days included in the term of the suspension.

The term of the suspension will be defined by the Director. The suspension will conclude with a meeting of the parent(s), student, faculty, committee member(s) and Director to outline expectations for the remainder of the academic year.

**Will Carleton Academy High School  
Tardy Policy**

Tardiness at Will Carleton Academy High School is unacceptable academic behavior. Punctuality and preparedness are integral components of your character development. All students are expected to be in their seats and prepared for instruction at the scheduled start of each class. Three tardies per subject, per semester will be deemed equivalent to one infraction.

## **Will Carleton Academy High School Uniform Policy**

The following policy was proposed by the high school committee and approved by the WCA board. This uniform policy will be in effect 5 days a week.

The high school uniform policy will be as follows:

- GIRLS**      Plaid Skirt\*  
                  White Oxford Shirt  
                  Green Blazer\*  
                  White tights/leggings/hosiery/knee socks (cable knit or opaque)  
                  Brown/Black/Navy Loafer Style or Lace-up Shoes (1" heel)
- BOYS**        Khaki slacks\*  
                  White Oxford Shirt  
                  Green Blazer\*  
                  Plaid Tie\*  
                  Dark Socks  
                  Brown Belt  
                  Brown/Black Loafer Style or Lace-up Shoes

Optional for both: green, v-neck sweater\*

\* Items available only through School Closet. ([www.schoolcloset.com](http://www.schoolcloset.com))

\*\*NOTE: Students must be in complete uniform at Opening Ceremony each day. Blazers may be removed in the classroom; however, they must be worn whenever students are moving between classes, going to lunch, going to the office, etc., unless otherwise instructed. Also, skirts must be no higher than 3 inches above the knee.