CTA CREATIVE TECHNOLOGIES ACADEMY

Free K-12 Public Education

STUDENT HANDBOOK

2026-27 SCHOOL YEAR









CREATIVE TECHNOLOGIES ACADEMY IS AUTHORIZED BY

FERRIS STATE UNIVERSITY

616.696.4905

350 W PINE ST
CEDAR SPRINGS, MI 49319



CTA CREATIVE TECHNOLOGIES ACADEMY

OUR MISSION

Creative Technologies Academy is a Preschool through 12th Grade community of learners committed to positively changing our world by developing students in character, academics, and leadership.

OUR VISION

Creative Technologies Academy will be a school of choice for students and families, offering differentiated and personalized academic options that engage critical thinking skills and collaborative learning. Immersed in our school culture are small class sizes, character education, access to current technology, and a variety of extracurricular activities.

OUR CORE VALUES

We are a COLLABORATIVE community

We are INNOVATIVE

We practice INTEGRITY

We thrive on EXCELLENCE

We WELCOME all

Elastic Clause

The administration of Creative Technologies Academy and the Board of Education reserve the right to amend any provision(s) in this handbook, provided that the changes are deemed to be in the best interest of the educational process. Furthermore, the administration retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as they deem necessary based on the severity of the infraction.

General Information

Adherence to Applicable State & Federal Laws

Legal mandates and community safety may require removal of individuals who possess a dangerous weapon, commit arson, or engage in criminal sexual conduct (Gun Free Schools Act, 1994; Michigan Compiled Laws under MCL 380.1311), make bomb threats or engage in verbal assault (MCL 380.1311a), and/or commit physical assault against another at school or a school related event (MCL 380.1310, 380.1311, 380.1311a, 380.1312), in compliance with MCL 380.1310(c)(d) as revised.

FERPA

Federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—name, address, and telephone listing— unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

FAPE

The Rehabilitation Act of 1973, §504 protects the rights of individuals with disabilities in programs and activities that receive federal funds. Section 504 provides that:

No otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The U.S. Department of Education (US DoE) enforces Section 504 in programs and activities that receive funds from the federal government. Recipients of these funds include public school districts, institutions of higher education, and other state and local education agencies. The US DoE has published a regulation implementing Section 504 (34 C.F.R. Part 104) and maintains an Office for Civil Rights (OCR), with 12 enforcement offices and a headquarters office in Washington, D.C., to enforce Section 504 and other civil rights laws that pertain to recipients of funds.

School Contact Information

Autumn Mattson, Superintendent
amattson@ctachargers.org

Kate Bialkowski, District Principal
kbialkowski@ctachargers.org

District School Calendar

The district calendar with all planned holidays and recesses can be found on the district-wide calendar located on the school webpage, ctachargers.org. This calendar is subject to change as necessary based on schedule changes due to inclement weather days and/or applicable state/federal law.

District Communication

In any instance where a question, concern, or complaint arises through the course of the school year or season, every instance should be made to try and resolve the situation in an amiable, collaborative manner. To aid in this endeavor, we ask that you please adhere to the following protocol for contacting members of the school community. If a previous step has been skipped, you may be asked to speak with that person before your complaint or concern is further elevated.

Initial contact should be with the person most immediately involved in the situation, whether it be a teacher, coach, or other district personnel. Speaking face-to-face or over the telephone is preferable to e-mail or other communication.

If the situation is not resolved, contacting the Principal (for building or academic concerns) or the Athletic Director (for athletic concerns) will be the second step. Again, a face-to-face meeting or phone call is preferred to e-mail or other communication.

If the situation still has not resolved itself, please contact the High School Principal. A face-to-face meeting with the employee(s) involved, the student involved, parents/guardians and administrators will take place. The only exception to this would be instances where parties must remain separated due to the nature of the allegations or concerns that have arisen.

If a satisfactory and mutually agreeable solution has not come to fruition, a face-to-face meeting with the superintendent should be scheduled. All parties involved will meet. • If a resolution is not reached, the School Board is the final authority in the matter. Any questions will be brought before the board, and their decision shall be final.

Severe Weather:

A tornado watch means that conditions are favorable for the development or occurrence of severe thunderstorms and possibly tornadoes. A tornado warning means a funnel cloud or tornado has been visually sighted or indicated on radar. Students and staff need to proceed with appropriate protective measures in either event. Students will not be dismissed in a tornado warning. The school keeps in contact with the local authorities in case of a tornado warning.

Snow Days:

In case of excessive snow or other severe weather, which may lead to the school being closed, students and parents are asked to watch one of the local television channels or look for information online at www.ctachargers.org. When school is closed for inclement weather, we will attempt to submit notifications no later than 5:45 am. CTA will make every effort to make closing decisions in the best interest of most of our families and the Academy. Still, we believe parents are the best judges of safety for their children's travel to and from school. Families should contact the office as soon as possible if, in their judgment, the weather does not permit them to get their children to school on time when school is open. The absence or tardy will be recorded as excused if a call is received promptly by the Academy.

Miscellaneous

Closed Campus/Leaving the Building

Students who need to leave the school building during school hours must sign out in the attendance office. Failure to do so may be considered skipping. Reasons for signing out include illness, family emergency, or school business.

Other reasons will be considered on a case-by-case basis by the administration. Any student leaving the building for any reason must have prior parent permission documented through a written note, phone call, or e-mail.

Student Driving/Parking Guidelines

1. Students wishing to drive to school must complete a parking application form. This form can be obtained from the main office. The application form should be completed at least one week prior to driving to school.
2. All students must park in the student-designated areas. The Principal may assign parking spaces at any time.
3. Students must adhere to the **five** mph speed limit on school property and practice safe and courteous driving techniques.
4. Students may not go to their cars during the school day except to leave for lunch without permission.
5. Students that are unwilling to conform to these guidelines may forfeit their privilege to drive to school.
6. Students should park according to the lines established on the parking lot.
7. Reckless driving will result in the suspension of driving privileges for an amount of time to be determined by an administrator and possible police referral. This means not being allowed to drive on the entire campus.

The Board will not permit the use of minibikes, tractors, lawnmowers, and snowmobiles for travel to and from school. The Board will not be responsible for motor vehicles that are lost, stolen, or damaged. Students who possess a valid motorcycle safety education certificate will be allowed to ride or park a motorcycle on school property. The Board will permit the use of bicycles by students only to school and from school.

Lockers~High School

High School students will have access to a locker if they want one. They can get one assigned from the office. They are welcome to put their own lock on it but will need to give the combination and/or extra key to the administration office. There is no charge to use a locker.

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee.

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school principal or his/her designee.

Emergency Drills

Emergency drills are required by state law and will be held periodically. Instructions relative to the various types of drills are posted in each classroom and common space. General guidance for the variety of circumstances is listed on the following table.

Lunch Period

Hot lunch is available at no cost in the cafeteria. Students will be expected to eat their lunch in the designated areas. 10th - 12th grade students are permitted to leave campus for lunch provided they have the Off Campus Permission

Form signed by a parent/guardian.. Students will not be permitted in the hallways during lunch except for school business in the office unless with prior approval of a teacher, administrator, or designee.

Visitors

Because of liability and responsibility reasons, we do not allow student visitors to our school.

Graduation Requirements & Schedules

Student Schedules

Creative Technologies Academy requires 23 credits to graduate. The remainder of the student's credits should be filled with electives and advanced courses relating to the student's EDP. It is also recommended that students check with the college/university of their choosing regarding entrance requirements. Many students will elect to take college dual enrollment classes during their junior and senior year.

The following course schedule meets the Michigan High School Graduation Requirements. Each semester of a course constitutes ½ credit. This list is not a comprehensive list of all courses offered. For a complete listing, check the Counselor's Corner on the Creative Technologies Academy webpage, or stop in and see Mrs. Dille.

English (4 Credits Required)	English 9, English 10, English 11, English 12, English Electives *(Yearbook does not meet this requirement currently)*
Math (4 Credits Required)	Algebra I, Geometry, Algebra II, Senior Math Required - Trigonometry, Pre-Calculus, Personal Finance, Dual Enroll, or may come from completion of a KCTC program
Science (3 Credits Required*)**	Biology, Chemistry, and Physics (1 year of each).
Social Studies (3 Credits Required)	US History, World History & Geography, Government and Economics
Foreign Language (2 Credits Required*)	Spanish I, II
Visual and Performing Arts (1 Credit Required)	Art, Choir, Music, Digital Media, and KCTC Programs
Leadership (.5 Credit Required)	
Health & PE (1 Credit Required)**	Health (1 semester), PE (1 semester), PE credit may come from Team Sports and Weights & Conditioning
Personal Finance (.5 Credit Required***)**	
Electives	Any combination of electives can make up the remaining balance of credit

*Alternate requirements possible for completion of this credit. For Foreign Language, this includes 1 credit of Language plus a Credit of Visual Applied Arts or successful completion of a program at the Career-Tech Center.
**Physical Education credit may be waived through participation in a school-sponsored athletic team.
***The third science credit (Junior year) may be waived upon the successful completion of an approved program at the Career-Tech Center.
*****Starting for students with a graduation date of 2028

Online Courses

Online classes may be offered for course content not offered in the school or due to a scheduling conflict, as determined by the administration or counselor. Students may not take a course that is offered in person in the district through the online learning/credit recovery software unless one of the previous instances occurs.

Schedule Changes

Students may not drop a class or change classes without permission of their parent, principal, and counselor. Classes will not be changed after the first full week of the school year. The principal may approve unique circumstances.

Bell Schedules

Elementary

Start Time: 8:00 a.m.
Lunch **3-5:** 12:00 p.m. - 12:30 p.m.
Lunch **K-2:** 12:30 p.m. - 1:00 p.m.
Dismissal: 3:00 p.m.

Early Release

Start Time: 8:00 a.m.
Lunch **3-5**: 10:20 a.m.- 10:50 a.m.
Lunch **K-2:** 10:55 a.m. - 11:25 a.m.
Dismissal: 1:00 p.m.

Middle School

1st Hour : 7:45am - 8:42am
2nd Hour : 8:45am - 9:42am
3rd Hour : 9:54am - 10:42am
LUNCH 10:45am - 11:15am
4th Hour : 11:48pm - 12:45pm
5th Hour : 12:48pm- 1:45pm
6th Hour : 1:48pm - 2:45pm

Early Release

1st Hour : 7:45am -8:27am
2nd Hour : 8:30 am -9:12 am
3rd Hour : 9:15 am - 9:57 am
4th Hour : 10:00 am - 10:42 am
5th Hour : 10:45 am - 11:27 am
6th Hour : 11:30 am - 12:15 pm
Lunch 12:15 pm - 12:45 pm

High School

1st Hour: 7:45am-8:42am
2nd Hour: 8:45am-9:42am
3rd Hour: 9:45am-10:42am
ADVISORY: 10:45am- 11:15am
Lunch: 11:18am-11:48am
4th Hour: 11:48am-12:45pm
5th Hour: 12:48pm-1:45pm
6th Hour: 1:48pm - 2:45pm

Early Release

1st Hour :7:45am - 8:27am
2nd Hour**:** 8:30am - 9:12am
NO FIT ON EARLY RELEASE DAYS
3rd Hour: 9:15am-9:57am
4th Hour: 10:00am- 10:42am
5th Hour : 10:45am - 11:27am
LUNCH 11:30am-12:00pm
6th Hour : 12:00pm-12:45pm

Enrollment

Student Load

All students are required to have a full load of classes. This requirement may be modified for students in extenuating circumstances through the use of an IEP, 504, personal curriculum, or similar instrument. The modification of semester course load does not waive the graduation requirements of CTA.

Home School Students

Students that have been previously home-schooled for their high school courses must provide written proof, from an accredited home-schooling institution or provider, of earned credits in order for transfer eligibility to CTA. If unable to provide this verification, students may take any course's final exam and score a 77% or higher to show proficiency in the material, following the protocol found in this handbook or they can make up the credit within Michigan Virtual.

Foreign Exchange Student Policy

Foreign exchange students are welcome to attend CTA with the following guidelines:

- Students must have an adequate enough mastery of the English language to effectively learn and contribute to the school culture and climate.
- All pertinent records must be provided and found to be satisfactory.
- Upon completion of the school year, foreign exchange students will receive a certificate of completion or diploma upon review of transcripts from their home country.
- Foreign exchange students will not be included in the official class rankings, nor be considered for Valedictorian or Salutatorian.

Dual Enrollment/Early College

Public Act 160 requires school districts to use state school aid funds to pay college tuition and fees for high school students in grades 9-12 who chose to attend a Michigan public or private degree granting postsecondary institution, under certain conditions. Please see a guidance counselor if you are interested in enrolling to learn about the pertinent requirements of this program.

Dual Enrollment Regulations & Guidelines

- Students must be in grades 9-12.
- Students MUST take all required tests the spring prior to dual enrollment in the fall, unless the student has previously earned the requisite endorsements.
- Students must be on track to meet all graduation requirements and maintain this status.
- A student must be enrolled in at least one class at CTA.
- The total number of classes in which a student enrolled each semester must be at least five.
- Students are expected to spend two hours studying for each hour they are in the college class.
- For a college class to be eligible it must not be offered at CTA and it cannot be one of the following types of classes: hobby craft, recreation, physical education, Theology, Divinity, or religious education.
- Students may enroll for high school credit or college credit or both. Students may also determine what type of grade they will receive: credit/no credit or a letter grade. This decision must be made before the first class and cannot be changed.
- If the student plans to play sports in college, dual enrollment classes should be taken for a letter grade in order to meet the National Collegiate Athletic Association Clearinghouse requirements.
- CTA will pay all or a percentage of tuition and required course fee based on state guidelines. If the student does not complete the class they (student and/or parent) will be expected to pay for the entire cost of the class and associated fees.
- CTA will NOT pay for transportation, parking costs, and student activity fees. Transportation to and from

college courses is the responsibility of the student.
- All final grades must be submitted to CTA for verification purposes.
- The total number of dual enrollment classes that can be taken is 10.

Attendance

At Creative Technologies Academy, we believe that regular and punctual class attendance by students will result in:

1. Greater levels of achievement by all students
2. Safe, secure, and orderly school environment
3. Higher staff and student morale
4. Better preparation for the demands of post-high school life

Students are expected to attend all classes regularly and be on time to receive maximum benefit from the instructional program, assist in keeping disruption of the educational environment to a minimum, and develop punctuality, self-discipline, and responsibility. While an absent student can make up some missed schoolwork, it is impossible to compensate for an absence from class completely.

An excused absence is primarily for absences due to illness. Also excused are emergencies within the family or appointments that cannot be scheduled at any other time, such as medical, dental, or behavioral health. If at all possible, bring your note or appointment card to the office prior to the appointment. When a student is absent, the parent/guardian should send a note to school upon the students' return within 2 weeks. If documentation is not received within 2 weeks, the absence is unexcused unless prior arrangement has been made.

Attendance Policy

According to Section 380.1561 of the General School Laws of the State of Michigan, parents or guardians of children between the ages of six (6) and eighteen (18) years are required to see that their children are in attendance the entire school year and such attendance shall be continuous. Not only does Michigan State law require children between six (6) and eighteen (18) to attend school on a regular basis, but we also believe it is very important for you to be here every day.

- Students that are absent for more than half the school day, are not allowed to attend after school functions including athletic contests or practices (home or away). This rule does not apply to students who are excused for school-related activities or college visits. Pupils having contagious or infectious diseases and conditions will be sent home from school.
- If students arrive late or must leave early, students must sign in or out of the building with the office staff. Students must have a parent contact the school through email, telephone call, or a note. Failure to follow these protocols may result in disciplinary action.

Truancy

- **Students who miss nine (9) or more days per semester or more than eighteen (18) days of school per year will be considered chronically absent**.

- A student will not willfully and repeatedly fail to report to the school's assigned class or activity without prior permission, knowledge, or excuse by the school and parent/guardian. Truancy cases will be referred to the Dean of Students and/or Behavior Coach for follow-up. Parents of students who are habitually truant may be found guilty of educational neglect by a court of law, pursuant to MCL 380.1147, 380.1278a, 380.1278b, 380.1284, 380.1284b, 380.1561-380.1599 or the State School Aid Act under MCL 388.1701.F

Attendance: Student/Parent Responsibilities

1. Students are expected to arrive on time and attend all assigned classes. **Parents must call the Creative Technologies Academy office at (616) 696-4905 within 24 hours of the absence to excuse an absence. A telephone answering service is in operation to take calls 24 hours a day.**
2. Students are not permitted to leave the campus during the school day without prior parental permission. If a student must leave campus during the school day, the parent/guardian must contact the main office in advance, stating the hours of absence, giving permission to issue a pass to the student.
3. Students leaving campus (with parental consent) must sign out at the main office and sign in upon return.
4. Students in grades 10-12 are permitted to leave campus for lunch given a signed parent permission slip is on file in the office, and they are passing all classes.
3. The day a student returns from an absence, she/he must contact each teacher to arrange make-up work. All students are expected to make up work for all absences.
4. We urge parents to consider school hours and the school calendar when planning vacations, medical and dental appointments, college visits, or other pre-planned activities.

Approved Extended/Pre-planned Educational Activity Absence

The parent/guardian must complete a Planned Absence Form if the student plans to be absent three or more consecutive days during the regular school session. This form is then submitted for approval to the main office, **five or more days before the first day of the extended absence.**

Excused Absences

Creative Technologies Academy encourages regular attendance on the part of all students. Students who are absent from school risk academic failure and loss of credit. The school reserves the right to accept or deny the reason for absence.

Students who are reported absent **within 24 hours** by their parent/guardian for one or more of the reasons below shall have the absence recorded as an EXCUSED absence.

a. Illness
b. Personal business – church-related activities, college visitation, family emergencies, family vacation, private vacation, and private transportation problems
c. Death in the family
d. Professional appointments – which cannot be made after school (dentist/doctor, court appearance)
e. Approved planned absences

All other absences shall be recorded as UNEXCUSED, **including absences not reported in 24 hours.**
Disciplinary action, reduction of grades, or loss of credit could occur.
Those students who must leave after the start of class on official school business will not be recorded as absent. School-initiated absences, such as out-of-school suspensions and field trips, are the **only** absences that will not be included in the total amount of absences.

If a student is absent for ten consecutive days with no communication from a parent/guardian, an attendance intervention plan could be held and the student could be dropped from enrollment.

Attendance Requirements for Class Credit

Students who have over seven absences in any given class per semester (excluding school-related or out-of-school suspensions) could lose credit in the class.

0-7 Absences:

- The student will receive the earned grade. Teachers will contact the parent/guardians regarding absences.

8-10 Absences

- A student who has between 8-10 absences in any class may earn a letter grade for the semester if the following requirements are met:
    - 1. A passing grade in the class AND
    - 2. A 77% (C+) or better on the final exam.
- If the student does not earn a 77% or better on the exam but is passing the class, the student may receive credit for the class with a mark of CR.
- CTA's guidance counselor will contact parent/guardian(s) regarding absences.

11-14 Absences (Academic Probation)

- At 11 absences, receiving a letter grade is no longer a possibility.
- If a student has 11-14 absences, the student may still receive **credit** for the class if the following requirements are met:
    - The student must have a passing grade in the class AND
    - The student passes the final exam with a 77% or better.
- If the student fails to earn 77% or better on the final exam, then he/she will earn no credit (NC) for the trimester.
- The principal will contact secondary students' parent(s)/guardian(s) regarding absences.

15 or more Absences (Loss of Credit)

- At 15 absences, the student will no longer receive credit for the class. An elementary student may be at risk of retention due to absences.

Excessive Tardiness

Tardiness is defined as "failure to be in the assigned classroom when the tardy bell rings." It is generally acknowledged that prompt arrival to all classes is a reasonable expectation and, therefore, a responsibility of all students.

1. Passing time between classes will be 3 minutes.
2. Per the teacher syllabus, a student will be tardy if he/she is not in his/her assigned classroom when the bell rings or assigned seat.
3. Tardies will be unexcused except for pre-arranged dental and medical appointments, a verifiable emergency as determined by the administration, or tardiness excused in writing by a faculty member. A phone call from the parent/guardian must be received before the student arrives at school.
4. If a student is tardy by more than 10 minutes, he/she will be marked absent for the entire hour unless he/she receives an excused admit slip from the main office.
5. When a student reaches three (3) tardies in one course per semester, the teacher has the right to issue a detention.
6. When a student reaches six (6) tardies, it will be considered one (1) absence and will count toward attendance requirements for credit, retention, and truancy.

Make-up work

It is the student's responsibility to make up any required work the student may have missed during their excused absence from a regularly scheduled class. Teachers should be asked for make-up work the day the student returns to school. Classwork is to be made up at a time mutually convenient to the student and teacher involved with one(1) school day of make-up time allowed for each day of an excused absence (or as stipulated by an I.E.P. or 504 plan).

In cases of absence due to chronic absenteeism, the teacher has no other responsibility than to see that the student has the opportunity to cover the subject matter missed. Students may make up work for a day of disciplinary suspension. A student who the Board of Education has expelled has no opportunity to do make-up work, receive credit, or participate in any school functions except for a student under age 16 (or by I.E.P.) who will be given an alternate means of making up the work but will not receive credit or participate in any school functions.

During the student's absence due to a pre-arranged trip, there are likely to be tests. The teachers have the choice of:

1. Requiring the student, within a reasonable length of time, to take a make-up test during the scheduled make-up period and count the mark when establishing averages.
2. Ignoring the test completely, not penalizing the student, with the student's average being based on what the student has otherwise done. It is recognized that emergencies will exist. Under the circumstances, arrangements shall be made at the earliest possible date.

School Health Information

Healthy School Environment

A safe and healthy school environment influences students and staff well-being. To the best of their ability, the administrators and teachers will follow the Safe School Plan and all other guidelines provided by the Health Department to promote a safe learning environment and support the student's physical and mental health.

When to Keep Students Home

State regulations indicate that superintendents, principals, and teachers of any school shall exclude from school any student having a communicable disease. The school's function is NOT to diagnose illness, but to exclude children purely on the basis of symptoms. Please cooperate with your school and local health department. Prevent exposure that may occur in the school or on the school grounds by keeping your child at home if he/she shows signs of illness. Please follow the 24 hour rule - 24 hours symptom free without medication. Check with your doctor for diagnosis, treatment, and the proper time for returning to school. Please send a note when your student returns explaining the reason for the absence.

Medication at School

Although approved personnel can dispense medication(s) at school, it is best that all medication be given by a parent or guardian at home before and/or after school. Any medication to be administered at school must be brought to school by a parent or guardian, in the original bottle, with proper labeling. A prescription medication permission form must be signed by the prescribing doctor and given to the office staff along with the medicine. Any medication(s) not registered with the office may result in disciplinary action. Students who have medical concerns that require prescription medications to be carried by the student, such as an Epi-Pen®, insulin pump, or asthma inhaler, must fill out the appropriate documentation with the office.This applies to secondary students

(6-12). Elementary students will leave their epi pens or inhalers with their teacher so it can be easily accessed.

Emergency Information Please keep the school posted on all current contact information (home, cellular, work phone numbers, and e-mail). If you do not have a phone, please supply us with the phone number of someone who could reach you in case of an emergency or if your child becomes ill.

Immunizations

Any student new to the school system, according to state law, must show proof of immunizations and be current with today's standards to remain in school. A waiver from the Kent County Health Department will be accepted in place of an updated immunization record. Records are reviewed on admission and parents are notified of updates needed. Any questions can be directed to the school administration. You may call any building and leave a message to have someone contact you. Immunizations can be updated at the health department or through your private physician.

Academics

Grades

Your final grade in any course shall be based on the final percentage earned in this course. The final grade may include a plus (+) or minus (-) as a modifier to the letter grade, with the only exception being that there is no A+. Grade points are calculated for each letter grade in the following manner:

GRADING SCALE:

93- 100	A	73- 76.99	C
90- 92.99	A-	70-72.99	C-
87- 89.99	B+	67-69.99	D+
83- 86.99	B	63-66.99	D
80- 82.99	B-	60-62.99	D-
77-79.99	C+	0-59.99	F

AP & Dual Enrollment honor points are as follows:

Course	Scale	Credit Awarded
AP & Dual Enrollment (min. Three credit)	5.0	.50 for College semester classes

Required Course Load

All students must take six (6) classes all eight (8) semesters per State of Michigan guidelines. (Variations will be made for dual enrollment classes) If there are extenuating circumstances involving a physical, psychological, or major life function that has a direct limiting effect on a student's ability to fulfill the required course load successfully, the parent must submit a written request with appropriate documentation that the student be placed on a reduced schedule. The student's counselor and the building principal will review the request and approve or deny it. Under this provision, the student's schedule can only be reduced by twenty percent of the total contact

time required by the State Department of Education. Requests requiring more than the twenty-percent reduction will be forwarded to the Creative Technologies Academy Board of Education for their consideration.

Value of Assessments

Each teacher will submit their syllabus and reflect the percentage that tests, quizzes, homework, daily assignments will be worth towards a student's total grade. The administration will approve these.

Incompletes

An incomplete not made up by three weeks after the end of a marking period becomes a failure unless waived by the teacher.

Late work for class credit

Middle School Late Work Policy

All assignments are due by the assigned date/hour unless otherwise specified by the teacher. Any work that is turned in late, unless a student was absent, will be worth **a percentage of the full credit earned. Late work will ONLY be accepted through Day 5. Every 2 days the assignment is late, 10% will be deducted from the earned grade.**

Late work must be fully completed to be accepted!
Day 1 - 90%
Day 2 - 90%
Day 3 - 80%
Day 4 - 80%
Day 5- 70%

Work will not be accepted after Day 5!

High School Late Work Policy

Teachers will decide and communicate the due dates for all assignments. All assignments are due by the assigned date/hour unless otherwise specified by the teacher. **Any work that is turned in late will be worth 70% of the credit.** Any assignment turned in beyond the end of the unit date, or assigned dates from the teacher, can result in earning zero points.

***Please note that all grading policies and final grade determinations are subject to administrative discretion.**

Retakes/Re-dos

One assessment retake is allowed within a week of the date the grade is posted as long as all other work has been turned in. **If a student scored below 70%, he/she can retake the assessment for a final score of up to 70%.** Retakes only apply to assessments completed on time.

Academic Dishonesty

Cheating/Plagiarism
A student who knowingly assists another student in cheating (as defined below) will be subject to the same disciplinary action.

First instance:
- Detention + student receives a "0" on the affected assignment.

If there is a second instance of cheating/plagiarism:
- The student will not receive credit for the work done dishonestly.
- The student will also be placed on academic probation: Receiving the letter grade for the class will no longer be a possibility.
- The student may earn credit (CR, resulting in a 1.00 GPA) for the class if the student passes the final exam with a 78% or better.
- If a student fails to earn a 78% or better, he or she will earn no credit (NC) for the semester.

If there are three or more instances of cheating/plagiarism, the student will not earn credit for the class (NC).

Cheating – Includes, but is not limited to, the use of any unauthorized assistance in taking of quizzes, tests, or examinations or altering teacher records; dependence upon the aid of sources beyond those authorized by the teacher in writing, preparing reports, solving problems, or carrying out other assignments; or the acquisition, without permission, of tests or other academic materials belonging to the teacher. While the student will receive a "0" on the affected assignment, he/she may still be directed to enter into a contract for completion of the given assignment by the teacher and the building administrator. Any device used for cheating may be permanently confiscated.

Plagiarism – Includes, but is not limited to, the use, whether by paraphrase or direct quotation, of published or unpublished work of another person without full and clear acknowledgment. It also includes copying homework done by another student or the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. While the student will receive a "0" on the affected assignment, he/she may still be directed to enter into a contract for completion of the given assignment by the teacher and the building administrator.

Computer Generated Content – Defined as turning in an assignment (including but not limited to an essay or paper) that was all or in part obtained electronically and portrayed as a student's own work. The first offense will result in a conversation with the teacher and the student will have the opportunity to redo the assignment within five (5) days. Should a second offense occur, the student will receive a "0" on the affected assignment.

Report Cards

Elementary report cards will be sent home with students on the last day of each semester. Mid-semester parent teacher conferences are also held each year in October and March to discuss progress towards semester goals. For secondary students, families have full access to their gradebook through the Powerschool web portal and app. Grades in Powerschool may take a week or so after the final exam period while final scores are being tallied.

Incompletes

Two weeks following the end of the semester, any grades that were marked as an "I" by the teacher, indicating an Incomplete grade for either the semester exams or overall grade, will automatically become an "F". Extenuating circumstances may waive this requirement with an appeal to, and approval from, the principal.

Semester Exams

All students are expected to take the end-of semester exams and/or complete end of course projects. Exam exemptions will be at the discretion of the administration and communicated to students and staff in a timely manner.

Testing Out

For information on testing out of a class, consult your school counselor.

Powerschool

All students and parents may have access to their grades through the student information management system, Powerschool. Students should be checking their grades on a regular basis to ensure that adequate academic progress is being made.

It is expected that the student demographic and emergency contact information that is in Powerschool is kept up to date. If there are any changes to familial status, address, telephone number or email for emergency contacts, please contact the high school office and have this information updated at your earliest convenience.

Kent County Career Tech Center

The Kent County Career-Tech Center is an extension of CTA and students who attend KCTC are subject to the same rules and expectations as they are at this school. Students who are suspended or expelled from CTA will be automatically suspended or expelled from the NCCTC.

- Students attending the Career-Tech Center will ride the school bus provided unless permission to drive is given by the principal.
- All policies of CTA and the Career-Tech Center are to be followed by students attending both schools.
- Variances with the stated policy may be made only with the permission of the principal.
- Students that are removed from a Career-Tech program will meet with GHS administration, social workers, and their parents to develop a plan for the portion of their schedule that is open.

MySchool@Kent

Students that are deficient in credits or have discipline issues may be assigned to complete work through an online credit recovery program called MyScool@Kent through the Kent County ISD. Students assigned to MySchool@Kent are not allowed to participate in any High School activities or programs.

Upon recovering the necessary credits towards graduation, students may be able to return to day-time school after a conference between the parent, student, and CTA administration, with the understanding that they must remain on track to graduate on time.

Student Activities

School Sponsored Field Trips/Activities: Students will only be allowed to attend a field trip and/or activity depending on their student status.

Dances

Middle school students are NOT allowed to attend any high school dances. Any guests who are not current students of CTA must be approved prior to attending the dance. A form is available in the office, and must be completed by the guest student as well as the administration from their school. Students will only be allowed to attend a dance depending on their student status.

Prom: Each year there will be a Prom. All high school students are invited to attend.. No guest will be admitted who turns 20 before September 1st. Students will only be allowed to attend prom depending on their student status.

National Honor Society (NHS)

The National Honor Society is an organization that seeks to honor outstanding students. The CTA Chapter strives to give a practical meaning to the Society's goals of Scholarship, Leadership, Service and Character. The faculty accords the honor of membership in the NHS. Selection is based upon the faculty's evaluation of Leadership, Service and Character as well as a minimum 3.5 cumulative grade average. Members must maintain high standards in these four areas to continue membership in the NHS. Only juniors and seniors are inducted into the NHS in the fall.

Student Code of Conduct

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. It defines behaviors that undermine the safety and learning opportunities for all members of the school community and favors actions that encourage positive behavior and learning over actions designed to punish. When determining the consequences of student misconduct, school officials may use intervention strategies and/or disciplinary actions. Recognizing the importance of keeping students in school learning as much as possible, educators will consider the severity or repetition of misconduct, age and grade level of the student, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school community, and any other relevant factors in determining how they will address misconduct. The Code of Student Conduct will be administered fairly, without partiality or discrimination. The Code of Student Conduct does not diminish any rights under federal law (20 U.S.C. 1400 et seq.) of a student determined to be eligible for special education programs and services.

Scope: The Code of Student Conduct applies before, during, and after school and *whenever a student* is engaged in a school-related activity. Each student is expected to follow this code of conduct:

- "At school," meaning in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.
- When a student is using school telecommunications networks, accounts, or other district services.

Restorative Practices

State law (Act 451, §380.1310(d) of the Revised School Code) mandates that districts consider the 7 factors, including lesser interventions, for all suspensions and expulsions, except those involving students knowingly in possession of a gun with an intent to use. In all other cases, it is presumed that removals over 10 days are not justified unless districts can demonstrate that they considered the 7 factors, including lesser interventions.

This law adds a section mandating additional factors that must be taken into account when reviewing student discipline. Schools must consider the following factors before suspending and/or expelling a student.

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the violation or behavior committed;
- Whether the violation or behavior committed threatened the safety of any student or staff member.
- Whether restorative practices will be used to address the violation or behavior committed
- Whether a lesser intervention would properly address the violation or behavior committed.

Serious, Egregious, or Repetitive Cases

Any action that is of a serious nature, egregious, or repetitive may result in a more severe disciplinary action after considering the 7 Factors of Restorative Justice Protocols (student age, disciplinary history, disability status, seriousness of behavior, safety risk, lesser interventions and whether or not restorative practice will address the misconduct.

Numerous studies have shown that exclusionary discipline often sets the stage for student disenfranchisement, academic failure, dropout, and the potential for criminalization. Also, exclusionary discipline is disproportionally applied to students of color, students with disabilities, and low-income students. This results in staggering costs to students, school districts, and society.

For suspensions of eleven (11) or more days and expulsions, there is a rebuttable presumption against the suspension or expulsion. For suspension of ten (10) days or less, there is no presumption against the suspension, but these factors must still be considered.

Public Act 361 adds section 1310c and requires school officials to consider using restorative practices as an alternative or in addition to suspending or expelling a student. Restorative practices are defined as "practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct."

School district staff may use intervention strategies including preventative measures such as social-emotional learning, PBIS, restorative practices, intensive instruction, teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for every type of violation listed here. As required by law, the staff will refer the last group of violations directly to school administrators due to the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of The Code of Student Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board or designee will consider any mandatory sanctions as required by law.

Due Process & Individual Rights

You have rights as students. You have the right to be treated as a responsible young adult and with respect by your classmates and your instructors.

Due Process : The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To ensure appropriate due process is provided a student, the board establishes the following guidelines:

- **Students subject to short-term suspension (1-60 days):**
    - Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension.
    - When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible.
    - The Superintendent or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision.
    - An appeal may be addressed to the Superintendent whose decision will be final.

- **Students subject to long-term suspension and expulsion (beyond 60 days) :**
    - A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the School Leader to answer the charges.
    - The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Superintendent, and a summary of the facts to which the witnesses will testify.
    - At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion, to a request for reinstatement, or to a request for admission after being permanently expelled from another district (Policy 5610).

Suspension

The principal or designee may deny a student the right to attend school or to take part in any school function for a period not to exceed ten (10) days for infraction of school rules. Anything suspension between 11-60 days must come from the Superintendent.

Suspensions for code of conduct violations that are not of mandated length will be progressive per similar occurrence:

- 1st occurrence: 1-3 days
- 2nd occurrence: up to 5 days
- 3rd occurrence: up to 7 days
- 4th occurrence: up to 10 days and possible recommendation for expulsion

If a student is to be suspended, within 48 hours a written notice will be given to the student and guardian. Contact is made with the parent by telephone, if possible, indicating the reason for suspension, length of the suspension, and notification of parental rights to review the suspension. Parents also have the right to ask for an appeal of the suspension if the handbook procedures and disciplinary consequences were not followed (see due process).

Students on suspension are not allowed on campus during regular school hours or to attend any extracurricular activities. Students on suspension are not eligible to participate in any extracurricular activities during the period of suspension. Suspended students may be put on social probation and lose their privileges to attend future school activities, including but not limited to school dances, athletic events, field trips, and other school functions on or off campus.

Note: School cancellation due to inclement weather, holiday breaks, scheduled in-service days, etc., do not count as days of suspension.

Search & Seizure

Students need to be aware that lockers, desks, backpacks, automobiles, etc. are subject to searches if there is reason to believe that a school rule, policy or law has been broken. The District reserves the right, at its discretion, to randomly conduct canine and other searches of automobiles on District property or at school sponsored activities. The District reserves the right to utilize metal detector wants to conduct searches on students and student property, should there be a reason to believe the student is in possession of illegal paraphernalia. The District also reserves the right to randomly conduct canine sniff searches of student desks, lockers and other student personal possessions such as backpacks or purses, with or without notice. Students need to be aware that surveillance cameras are used on school property.

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to, the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

Age of Majority

The administration of CTA is fully aware of the Age of Majority Law, which gives an eighteen (18) year old greater freedoms and responsibilities. We must, however, still be committed to the process of equal treatment and application of our rules and regulations to all students, regardless of their age.
With the following exceptions, the students' rules and regulations, as set forth in this handbook, will continue to apply to all students. Students' eighteen years old, living alone and financially independent may:

- Have the same privileges as parents in relation to their own personal records.
- Represent themselves during disciplinary conferences.
- Be in receipt of their own report card.
- Excuse themselves for absence from school with permission from an Administrator.

However, eighteen-year-old students must sign the "Legal Age Record" form in the principal's office, prior to the granting of any of the aforementioned privileges.

Expectations for Suspended Students

A suspension from school is not a "free pass" for days off of school. The expectation is that students who are suspended will communicate with their teachers to arrange for any materials needed to continue their schooling while suspended. Most teachers have an online learning portal (most commonly Google Classroom) where students may access this information readily on their own.

It is expected that students will return to school with the coursework completed. Extra time for work due to suspensions may be granted at the discretion of the individual teacher. Students are expected to take any quizzes or tests upon their return. **Students who are suspended from school are not allowed to attend any school functions, including sporting events, whether home or away. Students who have out-of-school suspension should not be on school property while suspended. Violators will be assigned an appropriate consequence based on the severity of the infraction.**

A school district may provide alternative education for a student who has been suspended or expelled. The Michigan Attorney General issued an opinion cited as 1985 OAG 6271 in which he stated that the board of education of a school district which, in accordance with due process requirements, suspends for a lengthy period of time or permanently expels a non-disabled student who is subject to the compulsory education requirements is not required to provide an alternative education program for a student. Ideally students would be placed in a comprehensive alternative program that devotes resources to academics and social skills. Students may be enrolled in an online program, with attention paid on providing proper instructional support.

PBIS Matrix

The following matrix is part of the CTA Multi-Tiered System of Supports (MTSS). This is only one part of a bricolage of services, supports, and resources available to students to foster their social, emotional, mental, behavioral, and academic well-being.

CTA Behavior Process

Area	Caring	Togetherness	Appreciative
Cafeteria	• Keep control of yourself & your belongings • Wait your turn in line	• Be polite • Respectful voice levels • Raise your hand for any needs	• Clean up after yourself • Put unopened food in share basket
Classroom	• Do your best • Follow directions	• Have a growth mindset	• Complete your tasks

	• Be on time	• Be respectful • Have a purpose	• Clean up after yourself • Listen for understanding
Restroom	• Pick up after yourself • Only use the bathroom for their intended purpose	• Be mindful of the space and privacy of others	• Use restroom at the appropriate times • Use a hall pass
School Events	• Be a leader & role model • Show school spirit	• Use positive language, support peers and adults	• Be engaged & participate
Hallway	• Be on time to class • Be mindful of the space of others	• Quiet voices • Walking feet • Hands to self • Facing forward	• Use passing time efficiently and appropriately

Student Ownership

Teachers have the right to teach, and students have the right to learn, in a safe and orderly environment! Student ownership (SO) is a discipline process that teaches students how to think through what they are doing by initiating a questioning process, goal writing and negotiating terms. It teaches students how to take responsibility for their actions by developing their ability to think for themselves, while respecting the rights of others.

Step 1: **Questioning Process**	If a student chooses to disrupt the learning process in the classroom, the teacher will ask the questions: • What are you doing? • What are you supposed to be doing? • Are you doing it? • What are you going to do about it? • What is going to happen if you disrupt/don't follow the class procedures again? On the second instance, the teacher will ask the questions: • What are you doing? • What did I say would happen the next time? • I see you have chosen to go to SOR. On the third instance in a week, the teacher will ask the questions:

	• What are you doing? • What did I say would happen the next time? • I see you have chosen to go to SOR.
Step 2: **Admin Support**	• If a student chooses to disrupt the learning process in the classroom after being asked the questions; they choose to go to the Dean of Students and/or Behavior Coach.
Step 3: **Plan Writing**	• Student goes to appropriate Admin to complete Behavior Think Sheet (Elementary) or Behavior Reflection Form (Secondary) • Plan is reviewed and approved by Admin
Step 4: **Negotiating Terms**	• Student schedules a meeting with that teacher to review the plan; take ownership of behavior and provide strategies to change behavior in the future.
Step 5: **Returning to Class**	• Once negotiation is successfully completed; the student returns to class.

Students who refuse to complete a plan, keep a negotiation appointment, violate the rules, will be sent home. The parent/guardian will be contacted to pick up the student.

- If a student does not negotiate on day 2 they will have the option to meet with the building administration.
- The teacher will email and/or phone call home to the parent/guardian after the 2nd visit to Admin from that teacher.
- Negotiations have to be approved by Admin.
- Negotiations can be scheduled with teachers during non instructional times. For example; before/after school, lunch or prep times. Each teacher's negotiation times will be provided for the students.

Problem Behaviors & Consequences

Tier I Behaviors/Definition/Possible Discipline/Procedures

- Tier I behaviors are those behaviors that are not egregious offenses, but detract from the overall climate and culture of CTA. As such, we want to limit the number of times these behaviors occur in the building. Repeated offenses and non compliance with the Student Code of Conduct will incur greater disciplinary actions.
- Warning, Lunch Detention, After School Detention, Alternate Placement during passing time, Loss of Technology Use.

Tardies & Truancy

1. Teachers shall record tardies for any student that arrives after the bell.
2. **To school: Students must first report to the office for an admission slip to class if they are late to school. This will count as an unexcused tardy. *A parent note does not excuse a tardy.**

3. **To class: If a student has 2 unexcused tardies to any class in a nine (9) week period, a parent contact will be communicated via phone or email. With each unexcused tardy thereafter, the student will receive a detention/suspension.**
4. Chronic absenteeism becomes a truancy issue, and cases of truancy will be referred to the school resource officer to follow up with parents. For any further questions, see the Attendance Policy found previously in this handbook.

Dress Code

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. The school administration does not consider the question of dress as an issue of morality or decency, but a matter of appropriate dress for the place and situation. The building administration reserves the right to send students home if they come to school inappropriately dressed.

The following guidelines shall prohibit student dress, insignia, headwear, or grooming practices which:

- Present a hazard to the health or safety of the student, him/herself, or others in the school.
- Any type of dress or hairstyle that interferes with school work creates disorder, blocks vision, restricts movement, or disrupts the educational environment.
- Create, promote, insinuate or contain vulgar, lewd, or obscene language, gang affiliation, or illegal activity.
- Create ill will, hatred, or is divisive or prejudicial on the basis of religion, race, color, national origin, gender, sexual orientation, or disability**.** (Examples may include but are not limited to: swastikas, confederate flags, images, or brands of alcohol/drugs.)
- Portray violence, death, or destruction.
- During the school day, headwear (hats, bandanas, hoods, etc.) is not to be worn upon entering all buildings on campus.
- Baseball caps are allowed **6th-12th grade,** but teachers have the right to ask for removal for specific situations or if the cap becomes a distraction.
- In an attempt to establish some general guidelines for parents, any clothing that is overly revealing is not acceptable for school.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Have I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

Tier II Behaviors/Actions

Definition and Possible Discipline

- Tier II behaviors are those behaviors that focus on interpersonal interactions with peers and staff, as well as those behaviors concerning personal safety. Repeated offenses and non compliance with

the Student Code of Conduct will incur greater disciplinary actions.

- Warning, Lunch Detention, After School Detention, Out-of-School Suspension, Loss of Driving Privileges, Loss of Technology Use, Alternate Placement, Documentation in Powerschool, Parent Contact or Meeting.

Public Display of Affection: PDA that goes beyond hand holding or hugging, including but not limited to kissing or inappropriate touching will not be allowed. **Consequence:** Depending on the severity, the first instance could result in a detention or a 1-3 day suspension. The second instance could be a 1-3 day suspension and the third instance 1-5 day suspension.

Profanity/Hate Speech: Profanity includes the use of obscene, vulgar, or offensive language, gestures, or images. Hate speech includes any spoken, written, or symbolic expression that insults, demeans, threatens, or discriminates against an individual or group based on race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, disability, or any other protected characteristic. Both profanity and hate speech—whether spoken, written, or shared through any form of communication—are not acceptable in our school community and may result in disciplinary action. **Consequence:** Depending on the severity, the first instance could result in a detention or a 1-3 day suspension. The second instance could be a 1-3 day suspension and the third instance 1-5 day suspension.

Wireless Communication Devices / Cell Phone Policy

In accordance with **Michigan's Revised School Code, MCL 380.1303a (Public Act 2 of 2026)**, Creative Technologies Academy prohibits student use of wireless communication devices on school grounds during instructional time, except as specifically permitted by law. CTA has elected to establish additional restrictions on student use of personal devices during the school day as outlined below.

For purposes of this policy, a wireless communication device includes privately owned electronic devices capable of text messaging, voice communication, entertainment, navigation, internet access, sending or receiving photos or videos, or producing email. This includes, but is not limited to, cell phones, smartphones, smartwatches, tablets, and other wireless or web-enabled personal devices.

Exceptions: In accordance with MCL 380.1303a, exceptions will be provided for:

- Medically necessary devices.
- District-owned devices, including school-issued technology.
- Devices designated by CTA for instructional purposes.
- Devices used for special education programming or as required by a student's IEP or Section 504 Plan.
- Lesson-specific academic assignments when expressly permitted by the classroom teacher.
- Emergency situations as provided in CTA's Emergency Operations Plan. Device use during an emergency may not interfere with school emergency protocols, the actions of first responders, or endanger students or staff.

Cell Phones/Personal Communication Device (PCD)

If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. It is up to teacher discretion whether or not the use of headphones/earbuds are allowed in class. Administrators have the right to adjust this expectation as needed. Students with IEP or 504 accommodations are allowed to use

headphones/earbuds per their identified plans.

In particular, students are prohibited from using PCDs to:

1. Transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs.
2. Engage in "sexting" – i.e., sending, receiving,sharing, viewing, or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.
3. Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extracurricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.Students are personally and solely responsible for the care and security of their PCDs. The board assumes no responsibility for theft, loss, damage to, or misuse or unauthorized use of PCDs brought onto its property. Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office at 616-696-4905. Students may use school phones to contact parents/guardians during the school day.

Cell Phone Policy & Yondr Protocols

Phones, smart watches, earbuds, or any other non-school issued technology or non-school wearable technology are not to be used during school.

- **Elementary (K-5):** Elementary students are not permitted to have cell phones during the school day. Should a student have a cell phone, it must remain in their backpacks, powered off, during school hours. Elementary students may wear smart watches in class, but they must be set to school mode. Students are not to engage in texting, gaming or taking photos on their smart watch during school hours. Failure to comply may result in a staff member confiscating the device until the end of the day.
- **Secondary (6-12)**: Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to keep it in good working condition. Smart watches need to be set to school mode.

Yondr Protocols - Daily Process:

1. As students arrive at school, they will: Turn their phone off.
2. Place their phone inside their Pouch and secure it in front of school staff.
3. They will then store their pouch in their backpack for the day.
4. At the end of the day, students will open their Pouch, remove their phone.
5. Students will put the Pouch in the classroom Yondr Bin.
6. **Students arriving late or leaving early will pouch/unpouch their phones in the main office.**

Cell Phone Violations:

- **First offense:**
  - Phone confiscated and will remain in a secure place in the office.
  - Student will call home to parent.

        - Parent or designee must pick up phone after 2:45 but before 3:45.
    - **Second offense**: Out of school suspension for the remainder of day + the next day.
    - **Third offense**: Three-day suspension.
    - **Fourth offense**: Five-day suspension.
    - **Fifth offense:** 10- day suspension potential Board hearing.

Skipping: Students have an assigned schedule of courses throughout the school day. Students are expected to be in their assigned classes for the duration of the hour. During non-instructional time (passing time, before school, after school, and lunch), students should be in the designated areas. Students will be considered to be "skipping" if they are out of their expected class hour without their teacher's permission. Students may also be considered skipping if leaving the school building without properly signing out in the office with parental consent. **Consequence:** Depending on the severity, the first instance could result in a detention or a 1-3 day suspension. The second instance could be a 1-3 day suspension and the third instance 1-5 day suspension.

Profanity and/or Obscenity Toward Staff/Students: A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures towards other students and any school district staff members or adult volunteers. **Consequence:** Depending on the severity, the first instance could result in a detention or a 1-3 day suspension. The second instance could be a 1-3 day suspension and the third instance 1-5 day suspension.

Disorderly Conduct/Insubordination: Behavior beyond the scope of Admin referrals (major infractions) including, but not limited to, pushing or shoving, breaking/misuse of classroom furniture or technology, defiance towards staff members. **Consequence:** Depending on the severity, the first instance could result in a detention or a 1-3 day suspension. The second instance could be a 1-3 day suspension and the third instance 1-5 day suspension.

Misuse of Hall Passes: Students who leave the classroom must have a hall pass. Students who fail to use the pass properly will lose their hall pass privileges. Students who are persistently out of class may have their hallway privileges revoked by the administration. **Consequence:** Depending on the severity, the first instance could result in a detention or a 1-3 day suspension. The second instance could be a 1-3 day suspension and the third instance 1-5 day suspension**.**

Failure to Serve Assigned Detention: A student shall serve an assigned detention. Late to assigned detention and/or failure to report, or more than will result in discipline. **Consequence:** Depending on the severity, the first instance could result in a detention or a 1-3 day suspension. The second instance could be a 1-3 day suspension and the third instance 1-5 day suspension**.**

School-Provided Transportation (Field Trips and KCTC Attendees)

The goal of the CTA Transportation Department is to provide students a safe ride to and from school. Sometimes disciplinary steps are needed to ensure that a safe ride occurs for all students. **Any bus safety issues will result in discipline. The first instance will be a 1 day suspension from the bus and parent contact, the second instance will be a 2 day suspension from the bus and parent meeting, the third instance will be a 3 day suspension from the bus or a possible loss of bus privileges and a parent meeting.** Sometimes drivers may use incentives for students. Violations that occur in the last few days of school may be brought forward to the following school year. All school rules apply both on the bus and in school. The bus driver is in charge of the bus and its occupants at all times. This includes students being transported to and from school, sports events, field trips, etc. Being transported in a school vehicles is a privilege, not a right. Students need to be aware that

backpacks, carry-on articles, coats, etc. are subject to searches if there is reason to believe that a school rule, policy or law has been broken.

Personal Vehicles: A student will not intentionally or recklessly operate a motor vehicle so as to endanger the safety, health, or welfare of others on school property. The driving of motor vehicles by students to school is a privilege. Drivers must abide by all other vehicle rules and state laws. Failure to abide by vehicle rules and state laws will result in loss of driving privileges. **Any vehicle safety issues will result in discipline. The first instance will be a 1 week suspension from driving on the CTA campus, parent contact and possible notification of law enforcement, the second instance will be a 2 week suspension from driving, a parent meeting, and notification of law enforcement, the third instance will be a month suspension from driving or a possible loss of driving privileges, a parent meeting and notification of law enforcement.**

Lighters: Students may not possess any type of device that is capable of producing a flame. This includes matches, lighters, torches, or any other type of product that uses hydrocarbons or organic material as a fuel source to produce flame. **All devices of this type will be confiscated and will only be returned to a parent or guardian.**

Tier III Behaviors/Actions

Definition and Possible Discipline

- Tier III behaviors involve some of the more egregious behavioral offenses that may occur at Creative Technologies Academy. Many of these offenses will result in police referrals. Repeated offenses and non-compliance with the Student Code of Conduct will incur greater disciplinary actions.
- Warning, Detention, Out-of-School Suspension, Expulsion, Documentation in PowerSchool, Parent Meeting, Board of Education Hearing

Gangs

Creative Technologies Academy believes that youth gang activities pose a threat to its educational mission including the advancement of education, discipline and the orderly operation of the school. Students are not allowed to belong to gangs, participate in gang related activities, or wear gang related clothing. **Such gang membership or related activities will result in a 5 day suspension, a second offense will result in a 10 day suspension, and a third offense will result in a board referral for expulsion. All gang activity will result in notification of law enforcement.**

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Per Michigan Penal Code 750.411u gangs are defined as an ongoing organization, association, or group of 5 or more people, other than a nonprofit organization, that identifies itself by all of the following:

- A unifying mark, manner, protocol, or method of expressing membership, including a common name, sign or symbol, means of recognition, geographical or territorial sites, or boundary or location.
- An established leadership or command structure.
- Defined membership criteria.

Anti-Harassment/Bullying/Discrimination Policy

It is against school board policy 5517 and 5517.01, which can be found on our website www.ctachargers.org under the Administration tab, to engage in Harassing or Bullying behaviors. Please review in its entirety before filing a report. If a student is a victim of any harassing or bullying behaviors, the student should report such behavior to the principal. If the alleged harasser/bully-er is the student's principal, the affected student should, as soon as possible after the incident, contact the school counselor or the superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/shebelieves to be responsible for the harassment and the nature of the harassing incidents(s). The report shall be investigated in a timely and confidential manner. Harassment or Bullying could result in suspension or expulsion from school.

Harassment/Intimidation

A student will not engage in or participate in any behavior that is included in the definition of harassment or intimidation. "Harassment or intimidation" means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment or intimidation includes, but is not limited to, a gesture or written, verbal, or physical act.

- Verbal: Written or oral innuendo's, suggestive comments, jokes of a sexual nature, sexual propositions, or threats concerning gender, national origin, religion, etc.
- Nonverbal: Placing sexual suggestive objects, pictures, or graphic commentaries in the school environment or making suggestive, insulting or threatening gestures, sounds, leering whistling, and the like.
- Physical Contact: Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, pushing the boy/girl or coerced sexual intercourse. Any other intimidating or disparaging action such as hitting or spitting on a person.

Bullying

"Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.
- Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or dangerous weapons by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Cyber-Bullying

A student will not engage in bullying or cyberbullying any student for any reason in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event whether

or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school district or public school academy. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in section 219a of the Michigan penal code, 1931 PA 328, MCL 750.219a. **Consequence:** Depending on the severity, the first instance could result in a detention or a 1-3 day suspension. The second instance could be a 3-5 day suspension and the third instance 5-10 day suspension and possible expulsion. For each instance, the offending Student will meet with a social worker for all harassment/bullying incidents.

Possession of Fireworks or Incendiary Devices

All fireworks and incendiary devices are banned from all areas under the control of the school district, including all activities or events supervised by the school district. This includes smoke bombs and any other devices that create a haze or fog. Fog machines will be allowed for use in the Fine Arts Center only during school-sanctioned and approved theatrical performances. **Consequence:** All devices of this type will be confiscated and will only be returned to a parent or guardian. Depending on the circumstances, a suspension and notification of law enforcement may occur.

Fighting

A student will not physically fight with another person. Based upon the 7 Factors and the specific circumstances of the incident, a fight may also be considered assault, found in Tier IV of this Student Code of Conduct. Self-defense or defense of others may be considered in determining whether this provision has been violated. **Consequence:** Depending on the severity, the first instance could result in a 1-3 day suspension. The second instance could be a 3-5 day suspension and the third instance 5-10 day suspension and possible expulsion. For each instance, the Students involved will meet with a social worker for all fighting incidents.

False Identification, Forgery & Fraud

A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel, to avoid discipline, to falsely obtain money or property, or for any other reason. A student will not sign the name of another person for the purpose of defrauding another. A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value. **Consequence:** Depending on the severity, the first instance could result in a 1-3 day suspension. The second instance could be a 3-5 day suspension and the third instance 5-10 day suspension and possible expulsion.

Drugs, Tobacco, Alcohol

All Creative Technologies Academy students, regardless of age, are prohibited from use or possession of alcohol, drugs, and/or tobacco, including vapor (vape) pens, e-cigarettes, liquid or paraphernalia in the school building, on school buses, on school property, or at school functions at home or away.

Use or Possession of Drugs or Alcohol

Students may not have in their possession, in their belongings, or in their vehicle any type of drugs. This includes over-the-counter medications, prescription medication, and illegal or illicit drugs, such as (but not limited to) heroin, cocaine, ecstasy, LSD, peyote, analogues ("designer drugs") and prescription medications without a valid prescription. Also included are any substances that contain THC, such as candies, gum, or food stuffs ("edibles").

Students with medical reasons to carry a medication that has been legally prescribed by a medical doctor for routine or emergency use (insulin pumps, Epi-Pens ®, asthma inhalers, etc.) must complete the documentation in the office. All other medication must be left in the office, per the Medication section of this handbook.

Consequence: Any drug or alcohol violations will be an immediate 10 day suspension, recommendation for expulsion, notification to law enforcement, and school approved counseling.

Use of Breath Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the test result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, she/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline evoked. The student will then be given a second opportunity to take the test.

Use or Possession of Tobacco or Vape Products

Creative Technologies Academy is a drug-free zone. Students will not smoke tobacco products, use smokeless tobacco products, or use e-smoking or alternative cigarette options. Students shall not use or possess any substance that contains tobacco or nicotine in any area under the control of a school district, including all activities or events supervised by the school district.

Further, students shall not have in their possession any paraphernalia associated with the use or consumption of tobacco, nicotine, or other substances, such as pipes, bongs, hookahs, e-cigarettes or other vapor producing devices.

A student will not smoke or use e-smoking devices, use tobacco or alternative cigarette options, or possess any substance containing tobacco or nicotine in any area under the control of the school district, including all activities or events supervised by the school district.

Consequence: The first instance will result in a 3 day suspension. The second instance will be a 5 day suspension and a 12 month suspension from any dance at Creative Technologies Academy or off campus, if vape/substances are involved. The third instance, a 10 day suspension and possible long term expulsion. Each instance will result in referral to law enforcement and a meeting with a social worker.

Vandalism/Destruction/Defacement of Property

A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement. A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

Students involved in vandalism to school property may face suspension and/or restitution of damages incurred by

their act.**Consequence: Depending on the severity, the first instance could result in a 1-3 day suspension. The second instance could be a 3-5 day suspension and the third instance 5-10 day suspension and possible expulsion.**

Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property which does not belong to the student. **Consequence:** The first instance will result in a 1-3 day suspension and possible referral to law enforcement. The second offense will result in 3-5 day suspension and possible referral to law enforcement. On the third offense, law enforcement will be notified, and a 5-10 day suspension. For all instances, restitution will be decided by involved parties.

Mandated Reporting

Any student who has reason to believe that a person on school property or at a school related activity possesses or will possess a weapon shall report the information to the school principal or other appropriate school personnel. **Consequence: Failure to report this information may result in a suspension from school for a period of time and/or potential expulsion and referral to law enforcement.**

Tier IV Behaviors/Actions

Definition and Possible Discipline

- Tier IV behaviors involve the worst behavioral offenses that may occur at Creative Technologies Academy . We hope that these never occur on school premises, but prudence requires the inclusion of these activities in the handbook. **These offenses will result in police referrals and a hearing before the Board of Education. Intentional injury to another can be a felony and/or a cause for civil action.**
- In-School Suspension, Out-of-School Suspension, Expulsion, Permanent Expulsion, Documentation in SkyWard, Parent Meeting, Board of Education Hearing

School districts are required to permanently expel (subject to possible reinstatement) students who possess a dangerous weapon, commit arson, or engage in criminal sexual conduct in a school building or on school grounds. The law allows for possible reinstatement [MCL 380.1311].

Subject to 1310(d), a student who has been expelled for possession of a dangerous weapon, arson, criminal sexual conduct, or physical assault against an employee, contractor, or volunteer is expelled from all Michigan public schools unless the district operates or participates in an alternative education program appropriate for the mandatory expelled student. [MCL 380.1311(2) and 380.1311a(2)].

A program operated for mandatorily expelled students must ensure that a student is physically separated at all times during the school day from the general pupil population. If the student is not placed in an alternative education program or a "strict discipline academy," the school district may provide or arrange for the intermediate school district to provide to the student appropriate instructional services at home. Homebound services are designed to help students who are unable to attend school to keep up with their studies [MCL 388.1709].

Arson

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in

the burning of any property or person. If a student commits arson in a school building or on school grounds or other school property, the school board or its designee may be required to expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5) [MCL 380.1311(2)]. "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code [MCL 750.71 to MCL 750.80].

Dangerous Objects

In compliance with state law, the Creative Technologies Academy Board of Education shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape on district property, including school buses and other school transportation.

For purposes of this policy, The term "dangerous weapon" means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles [MCL 380.1313(4)]. The definition of "firearm" in section 380.1311 refers to the definition of that term in the federal Gun-Free Schools Act of 1994, which in turn refers to another section of federal law which defines "firearm" as:

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm silencer.
- Any destructive device.

Possession of a weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon will result in a suspension up to 10 days and may subject a student to permanent exclusion.

It will make 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 weapon belonged to a student other than the one who possesses the weapon, that student shall also be subject to the same disciplinary action. State law may require that a student be expelled from school for a period of one (1) year if he/she brings onto or has in his/her possession on school property or at a school-related activity any of the following:

Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.

- Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- Any similar object that is intended to invoke bodily harm or fear of bodily harm.

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 cutting instruments under 3", padlocks, pens, pencils, laser pointers, jewelry, and so on.

Sale of Drugs or Look-Alikes

The Creative Technologies Academy Board of Education does not tolerate the sale of drugs or look-alikes on school property or at school events, including all campuses, transportation, and school-sponsored events on or off

of school campuses.

Indecent Exposure & Criminal Sexual Conduct

The term "criminal sexual conduct" is defined in the Michigan Penal Code, 1931, PA 328 MCL 750.520. It refers to sections which describe various levels of sexual penetration, sexual conduct, and assault with intent to commit criminal sexual conduct [MCL 750.520b, 520c, 520d, 520e, 520g]. Students shall not engage in any activity that falls under the definition of criminal sexual conduct. MCL 750.335a defines indecent exposure. Students shall not engage in indecent exposure on school property or at school events. Police referral mandatory for reports of indecent exposure and criminal sexual conduct.

Physical Assault

Assault of Another Student

A student in grade six (6) or above who commits physical assault against another student shall be suspended or expelled for up to 180 school days by the school board or its designee if the physical assault is reported to the school board, superintendent, or principal. The term "physical assault" means "intentionally causing or attempting to cause physical harm to another through force or violence" [MCL 380.1310].

Assault of an Adult Employee, Contractor, or Volunteer

A student in grade six (6) or above who commits a physical assault against an employee, contractor, or a volunteer of a district, at school or on school grounds, shall be expelled permanently, subject to possible reinstatement. The term "physical assault" means "intentionally causing or attempting to cause physical harm to another through force or violence" [MCL 380.1311a].

A student expelled for committing physical assault against an employee, contractor, or volunteer of a district at school or on school grounds is expelled from all Michigan public schools unless the school district operates or participates in an alternative education program appropriate for expelled students or unless the student is reinstated by the expelling board of education pursuant to the statutory reinstatement process.

If a student in grade six (6) or above is expelled for committing a physical assault against a school employee, contractor, or volunteer, the school board shall ensure that within three days after the expulsion an official of the school district refers the individual to the appropriate county Department of Human Services or county Department of Community Mental Health agency, and notifies the individual's parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, notifies the individual of the referral [MCL 380.1311(4)].

False Fire Alarm, Bomb Threat, or Similar Threats

If a student in grade six (6) or above makes a bomb threat, threat of violence, or similar threat, directed at a student, staff, employee, school building, other school property, or a school-related event, then the school board or the designee on behalf of the school board, as described in MCL 380.1311(1), shall suspend or expel the pupil from the school district for a period of time as determined at the discretion of the school board or its designee.

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade six (6) or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee may be required to suspend or expel the student from the school district for a period of time as determined at the discretion of the school board, or its designee [MCL 380.1311a(2)].

Gross Misconduct

The policy encompasses any other act of gross misconduct not already enumerated in this document, such as false fire alarms, bomb threats, intentional calls to falsely report a dangerous condition, or other misconduct detrimental to the operation of the school.

Technology

Internet Use & Safety

In accordance with Creative Technologies Academy Board policy 7540.03, the following guidelines are established:

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information by both students and staff. Creative Technologies Academy currently uses a filtering service to block inappropriate content. Specifically, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors (as required by and defined in the Children's Internet Protection Act). Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Creative Technologies Academy designated Administrative and/or Information Technology staff representatives.

No Expectation of Privacy

By authorizing use of Creative Technologies Academy's Internet networks, the district does not relinquish control over materials on the network or contained in files on the system. Users should not expect privacy regarding contents of personal files on the district network. Routine maintenance and monitoring of the district's computer system may lead to a discovery that a user has violated a policy of the law. The telecommunication and Internet network is owned and operated by Creative Technologies Academy's for the expressed use of staff and students in education-related activities. The district retains the right to monitor activity of users consistent with the law. 4. Data maintained on the Creative Technologies Academy's system may be subject to review, disclosure or discovery under Michigan law.

Electronic Mail (E-Mail)

Student use of email to facilitate classroom projects and assignments designated by a teacher or other district staff is acceptable. Like other forms of communication, it is expected that Email messages will follow basic rules of courtesy consistent with Creative Technologies Academy's Student Handbook.

Chromebook Acceptable Use Policy

All students and parents must review and sign the Creative Technologies Academy Acceptable Chromebook Use

Agreement.

Care And Maintenance of the Chromebook

- Do not attempt to gain access to the internal electronics or repair your Chromebook. Report any problems to the media center or complete a work order.
- Never leave a Chromebook unattended.
- Never expose a Chromebook to extremes in temperature or direct sunlight.
- Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, dry, lint-free cloth.
- Avoid placing weight on the Chromebook.
- Never throw or slide a Chromebook.
- Your Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student issued Chromebook accessories are the responsibility of the student.
- Each Chromebook has the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the use agreement and grounds for disciplinary action.
- Each Chromebook has a unique identification number. **At no time should the numbers or labels be modified or removed.**
- **Do not lend your** Chromebook **to another person.** Responsibility rests solely with the individual the Chromebook is assigned to.
- The Chromebook is an electronic device and care must be exercised when handling the Chromebook. Never throw a book bag that contains a Chromebook. Never place a Chromebook in a book bag that contains food, liquids, heavy, or sharp objects.
- The Chromebook is designed for daily use; **therefore, each must be charged daily.**
- **The** Chromebook**, case, and keyboard must remain free of writing, painting, or any other forms of adornment.**
- The Chromebook issued case and keyboard **must** stay on the Chromebook at all times.

Student Use of the Chromebook

- The Chromebook is the property of Creative Technologies Academy and may be reviewed at any time.
- The Chromebook comes equipped with both a front and rear-facing camera and video capacities. It is expected that students will ask permission before recording an individual or group. Inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and such actions are subject to disciplinary action. Students must obtain school permission to publish media of any school related activity.
- Students are responsible for bringing their Chromebook to school every day fully charged. Failure to bring a Chromebook or any other class material(s) does not release the student from their responsibility for class work.
- The Chromebook affords limited electronic storage space. It is good practice to back up, duplicate, or archive files to an independent storage space.
- The district issued Chromebook is designed as a tool for learning; misuse of the Chromebook may result in disciplinary action.
- All students should recognize and guard their personal and private information. Students shall not reveal personal information/personal security codes to anyone. Responsibility for the contents/actions of the Chromebook rests solely with that individual.
- The Chromebook, case, block (12 watt) and cord **must** be returned at the end of the school year.

Students/guardians will be charged for any missing items. Please see replacement costs below.

Responsibility & Repair

- The replacement cost of the New Chromebook is $335 and includes: the Chromebook, Chromebook case, Chromebook charger, and applications that have been purchased and loaded onto the Chromebook by Creative Technologies Academy. And older used Chromebook is $240 if a replacement is needed. K-5 replacement of an Ipad would be $200.
- Repair costs can vary from $20.00 to $35.00. In the event that a Chromebook is lost, stolen, intentionally damaged, or damaged while not in the case provided by Creative Technologies Academy, the parent/student will be assessed a fee to cover the repair or replacement of the Chromebook.
- Repairs must take place through Creative Technologies Academy as each Chromebook. is the property of the district.
- Replacement of a Yonder Bag is $30

Graduation

Graduation Requirements

In order for students to participate in the annual commencement exercises of CTA High School, the following criteria must be met. The deadline for meeting these criteria will be at the discretion of the building administration.

- All students graduating from CTA High School shall earn 23 credits. One-half credit is given for each semester of a class.
- The last semester of attendance must be at CTA High School
- Each student will be required to have a full schedule each year.
- Each student must be in good standing. This includes all financial liabilities to the school have been resolved, all materials and books accounted for, etc.).

Early Graduation

Students are expected to be enrolled in and regularly attend six (6) classes for all eight (8) semesters of their high school career. However, students who have met all other graduation requirements by the end of the seventh semester may meet the eight semesters attendance requirement in an alternate educational program if recommended by the principal and approved by the board of education or its designee. A request for Early Graduation must be submitted in writing by Thanksgiving break to the superintendent.

Graduation Awards

In order to be considered as part of the top ten, valedictorian or salutatorian, a student must attend CTA High School a minimum of one full academic year.

Graduation Regalia

Students graduating from CTA High School will wear Bachelors-style graduation gown, mortarboard with tassel, and a stole in the colors determined by the senior class. Gowns will normally be ordered in October or November.

Each senior must pay for his or her own cap and gown.

Students may be entitled to wear the following additional honor cords, medals, or stoles as part of their graduation regalia. No other cords, medals, or stoles may be worn without express permission from administration.

Academic Honors

- **Valedictorian** – Medal
- **Salutatorian** – Medal
- **Summa Cum Laude** (3.9+) – Royal blue single cord and gold single cord
- **Magna Cum Laude** (3.7–3.89) – Gold single cord
- **Cum Laude** (3.5–3.69) – Silver single cord

Special Recognitions

- **National Honor Society** – Medal
- **KCTC/KIH** – Navy blue single cord
- **Legacy Student** – Double cord: black, royal blue, silver grey intertwined
- **Ferris State University Courses** – Cardinal single cord and gold single cord
- **Early Middle College (EMC)** – Blue, white & gold cord
- **Military Commitment** – Red, white & blue mixed cord

Graduation Ceremony

- Graduation ceremony is a privilege for any graduating senior who has met all academic requirements and is in good standing. Students enrolled in the nighttime program may participate in the ceremony with their cohort provided all graduation requirements are met.
- Caps and gowns are required to take part in the graduation activities. The high school principal and the class officers will establish the program for graduation. It is prudent to check your academic standing prior to ordering your cap and gown.
- All students graduating from CTA High School shall have a minimum of two semesters of attendance in high school programs.
- Students will not be allowed to participate in the graduation ceremony unless all credits are completed at the conclusion of the senior examination window.

CTA CREATIVE TECHNOLOGIES ACADEMY

Free K-12 Public Education

ATHLETIC HANDBOOK

2026-27 SCHOOL YEAR









KENZIE BOWERS
ATHLETIC DIRECTOR
KBOWERS@CTACHARGERS.ORG

Philosophy of Creative Technologies Academy Athletics

Participation in athletics is an essential part of many students' overall educational experience. An extension of the classroom, the athletic arena creates opportunities for all student-athletes to grow mentally and physically regardless of their background, interest, or level of expertise. We are passionate about empowering others to recognize and identify their abilities and inspiring them to use their influence to impact those around them positively. Each of us is responsible for teaching, modeling and facilitating opportunities for all student-athletes so that they can develop leadership skills that will impact their athletic goals while also showing them how these skills apply to their lives as students, members of this community, and in their lives beyond Creative Technologies Academy.

- Athletic participation is a privilege, not a right.
- Participation is for those who have the skills, attitudes, and desire to improve their respective sports.
- Success is not measured by the win/loss record.
- The coaching staff, athletes, administration, parents, and fans should never act in a manner that would be detrimental to the school and/or the community.

Objective

The main objective of the CTA Athletic Department is to promote a series of athletic contests with other schools to establish friendly rivalries, new friendships, improving skills, community relations, and good sportsmanship. Through this, the athlete will be offered increased opportunities for:

1. Improving physical skills and exercise habits which promote good health.
2. Developing strong and lasting friendships.
3. Learning sportsmanship and all the ensuing characteristics, such as honesty and perseverance.
4. Developing the understanding that the rules of a game are similar to the rules of everyday life.
5. Learning to work with others towards the achievement of a common goal.

Student-Athlete Responsibilities

Being a member of an athletic team is an important activity for the student. Despite its importance, it is only one part of the responsibilities of the student-athlete. There may be occasions when the athlete will have conflicts of responsibility.

We suggest the athlete follow the prioritized list below when determining his/her prime responsibility:

1. Home responsibilities
2. Academic responsibilities
3. Athletic responsibilities
4. Other school and social responsibilities

Despite all scheduling efforts by the administration, conflicts will develop between extracurricular activities. The Athletic Department recognizes each student should have the opportunity for a broad range of experiences in all extracurricular activities. If a conflict should arise, the ATHLETE'S responsibility is to report the conflict to her/his coach. The Athletic Department will do everything it can to work out all conflicts to the satisfaction of all parties concerned.

Participation Criteria

Before each student will be allowed to participate in practice or contests, he/she must:

- Complete and turn into the CTA office the physical health form, dated after April 15 (of the school year in which the athlete intends to participate). Both sides of the form must be completed to participate.

Athletic Code of Conduct

- Not all students are fortunate enough to have the opportunity in their lives to participate in athletics. Therefore, being an athlete carries with it a tremendous responsibility. Since the conduct of athletes is closely observed in many areas of life, a very important responsibility of the student is to act in a mature, respectful, and responsible manner at all times.
- On the field of competition the athlete's behavior must always be beyond reproach, always showing respect for the opponent and the officials.
- In the classroom, the athlete must try to be a good student. Student-athletes at CTA are expected to put forth their best effort in the classroom as well as on the practice field. Classroom behavior and academic performance are important responsibilities for all students, including athletes.
- The way athletes look and act at school and in the community is of great importance. Athletes should be leaders, and fellow students must be able to respect and follow them.
- The athletes must also demonstrate respect and take pride in school equipment and facilities by helping to maintain and care for athletic equipment and uniforms properly.
- The student-athlete is also expected to abide by all rules and regulations outlined in the CTA Handbook.
- The athlete must recognize the value and meaning of sportsmanship. In the endeavor to win, the athlete must realize there is no dishonor in losing, and learning comes from defeat. The athlete must always adhere to the rules of the game. Fair play should always supersede his/her desire to win. The student-athlete must realize he/she represents not only him/herself but also coaches, parents, peers, school, and community.

Academic Eligibility

Once a student is a member of an athletic team, he/she must meet the academic and behavioral expectations of CTA. These include:

Semester Requirement:

- Students must pass (D- or better) four (4) out of six (6) classes to remain eligible for the following semester.

In Season Procedures:

- Not falling below a passing grade in any class.
- Being in good standing with all instructors of the courses taken by the student-athlete.
    - Eligibility checks will take place every Friday by 9:00 a.m. by coaches and/or the athletic director. Students may inquire with their teacher as to their athletic eligibility in each class.
    - If the student has a grade lower than passing, that student is put on probation for one week.
        - Students will only be allowed one probation per season. If, after one week of probation, the student-athlete receives a failing grade in any class at grade check for the remainder of the season, the student-athlete will be ineligible for a week. .
            - If the student still has a lower than a passing grade at any time after the one-week probationary period, that student has made him or herself ineligible.

- Probation is a one-week period where the student has an opportunity to get his/her grades up. If the student still does not have adequate grades at the next check, they have made themselves ineligible. Ineligible means they may practice at the coach's discretion, but they may not play or dress for games or travel with the team to away games. If the student does not have adequate grades for the third check in a row, they may be removed from the team.
- Eligibility results are binding for the one week following the check. The student's status may not be altered except in the case of computational error by the teacher. Turning in missed work, retaking a test/quiz, or other methods of raising the grade will not count toward eligibility after the form is filled out; the results of that check will stand for one week. Manipulation of the system is strictly prohibited. **The time for parents and athletes to be concerned about their grades is before, not after, the results of the eligibility check are in.**

- The results of the check stand from the day after the eligibility form is given to the teacher to the same day of the next week after the next eligibility form is due. Students may be made eligible in extreme cases if both the building principal and the athletic director see clear and distinct advantages for the students' participation, despite their grades and behavior. This clause is primarily for special needs or behavioral problem students, and they would have a continual probationary status which is subject to change if the Athletic Director determines that it is not beneficial to the student or the school.

Training and Conditioning – It is the athlete's responsibility to be in the best physical and mental condition when participating as a member of an athletic team. While a team member, the athlete will:

1. Get proper and sufficient rest
2. Exhibit healthful and nutritious eating habits.
3. Refrain from the use of:
    a. All forms of tobacco
    b. All forms of alcohol or controlled substances that would be harmful to his/her physical and/or intellectual performances.

Attendance – The student shall be in attendance at school for a minimum of 3 class periods on the day of practice or contest. Any athlete found in violation of this rule will be suspended from the next contest. Any student-athlete charged with an unexcused absence will be suspended from the next contest during the season. NO WARNINGS!! Practice is mandatory for players. Excused absences and absences due to extenuating circumstances will be at the coach's discretion to decide how this impacts playing time in the contest. Players are responsible for communicating with their coach if they are not able to attend practice.

Personal Appearance – Exemplary personal appearance is considered important and encouraged. Individual coaches may establish a uniform dress policy on game days.

Travel – It is the parent's responsibility to provide transportation for their athlete to and from the contest. If unable to transport your athlete, it is your responsibility to find another ride for them to and from the contest. If school transportation is provided for a certain contest, athletes are expected to ride with their team to the contest. School transportation, if provided, will be one way to the contest. Parents will be responsible for providing transportation for their athletes after the contest.

Sportsmanship – The athlete must exhibit good sportsmanship both on and off the field. He/she is to show respect for all other people with whom he/she may come in contact, including teammates, coaches, teachers, officials, or opponents. The athlete will be expected to attend and participate in all practices and team meetings and carry out the directives of his/her coach.

Equipment – It is the athlete's responsibility to properly maintain, clean, and secure all equipment issued to him/her and return all issued equipment at the conclusion of the season or pay the replacement cost for items not returned.

Proper Supervision – Athletes are **NOT TO BE IN THE LOCKER ROOMS, GYMNASIUM, OR ON THE ATHLETIC FACILITY** unless properly supervised by their coach.

Team Membership (Cut Sports) – In some athletics at CTA, limiting team size is necessary. When this occurs, the coach will explain to the athletes the criteria for gaining membership to the team before practices begin. Students not making the team are welcome to discuss the reasons why/why not with the coach/Athletic Director.

Coaches Regulations – Individual coaches may institute other regulations for their particular sport not contained in this handbook. These regulations are to be written and distributed to all athletes at the beginning of each season.

Disciplinary Action

Any participant whose conduct is determined to be a discredit to him/herself, the team, or the school during the school career shall be subject to disciplinary action as determined by the coach and Athletic Director, and/or Principal.

All members of athletic teams (players, managers) are bound by the following training rules (as they apply to substance use or possession) at all times throughout the entire calendar year (365 days).

Athletic training rules forbid the use, possession, or distribution of tobacco (in any form) alcohol, drugs, including anabolic steroids, narcotics, or any controlled refusing substance or any item represented to be a controlled substance by any athlete who represents CTA.

A. The first offense shall result in immediate suspension from the competition and/or practice for fifty percent (50%) of the athletic contests in the sport in which the athlete is participating or will participate in. This fifty percent (50%) suspension may be reduced to thirty-three percent (33%) suspension if the student and parents wish to provide proof that the student is involved in an acceptable substance abuse prevention program. An "acceptable program" must be approved by the Athletic Director and/or Principal.
B. The suspension will carry over into the next season of competition if the athlete does not complete the required length of the suspension during his/her current season or at any time during the student's enrollment in CTA.
C. The second offense will result in suspension from all athletics for a period of twelve (12) months from the date of suspension.
D. Third offense at any time during this student's four-year enrollment will result in permanent barring the athlete from participation for his/her high school years.

Removal/Suspension From Participation – A student-athlete may be removed from his/her team for the reasons listed below. The Athletic Director and/or Principal will confer with the coach prior to removing a participant from a team. Suspension from a team – Temporary suspension of participants may be made by the coach of the sport and the Athletic Director and/or Principal. Suspension from a team results in non-participation in **play/practice during the entire period of the suspension.**

A. Continued violations of the CTA student handbook.
B. Repeated violations of school, athletic, or team policies.
C. Personal misconduct that involves police or court action during the sports season either before, during, or after school hours.
    a. A verbal or physical attack upon any individual.
    b. Continued acts of poor sportsmanship.

c. Continuous weekly ineligibility as determined by Athletic Director and coach.
d. Refusing to participate in athletic practices or contests.

Failure to comply with the expectations of CTA Athletics will result in disciplinary action. He/She will be faced with the following steps:

1. Meeting with coach and athlete to discuss the behavior of the athlete.
2. A meeting with the coach, Athletic Director, Principal, athlete, and parents to discuss the behavior of the athlete and a probationary plan moving forward.
3. Continued violations of the expectations will result in temporary suspension and/or removal as deemed necessary by the coach and Athletic Director, Principal, and/or Superintendent.

Any athlete or team member suspended or removed from a team under this section will have the opportunity for a review of the disciplinary action taken.

Review Procedures:

Student-athletes will have the opportunity for a review of punitive actions taken by a coach or Athletic Director.

Steps for Review:

1. The athlete must have met with the coach involved to try to solve the problem.
2. The athlete may request a review by the Athletic Director, who will arrange a meeting with the coach, the athlete, and the parents. This meeting shall take place within five school days of the request for review.
3. An athletic review committee shall consist of:
4. The Athletic Director
5. Principal
6. Members of the coaching staff involved and not involved in the dispute.
7. Should the athlete request a review before the review committee, he/she must do so in writing within five school days of the meeting involving the Athletic Director's review of the problem. A meeting of the review committee, the athlete, and the parents will be arranged within five school days of this request. A written summary of the review committee's decision will be forwarded to the athlete, the parents, and the School Leader within five school days of this meeting.
8. If the decision of the review committee is unsatisfactory to the student, he/she may appeal to the School Leader for a formal hearing.

CTA is a member of the Great Lakes 6 (GL6) conference which includes:

Algoma Christian Schools (ACS)
Fellowship Baptist Academy (FBA)
West Michigan Academy of Environmental Sciences (WMAES)
Barry County Christian Schools (BCCS)
Heritage Christian Academy (HCA)
Sacred Heart Academy (SHA)

Description of Clubs

Art Club
E-Sports/Retro Video Game Club
Charging Forward Running Club
Men & Women of Honor
Open Lift With Mrs. Perry