

“...BE OF ONE MIND, UNITED IN THOUGHT AND PURPOSE”.



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Middle/High School  
PARENT / STUDENT  
HANDBOOK

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## INTRODUCTION

Michigan Collegiate opened its doors in 2008. The new facility remains a part of the Conner Creek Academy East school district. CCAE was established in 1999 as a Public School Academy chartered by Ferris State University. Our goal is to provide a quality education to students as well as instruction in character development. As a public school academy we accept children from throughout the geographic region.

## NONDISCRIMINATORY POLICY

Michigan Collegiate admits students of any race, color, homeless status and national ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate or segregate based on race, color, homeless status national and ethnic origin in administration of its educational policies, scholarship and loan programs, athletic and other school administered programs. The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations and academic or behavioral standards. If you have any questions or concerns, you may contact Charles E. Meredith, Superintendent/Civil Rights Compliance Officer, at (586) 779.8055.

## PHILOSOPHY AND OBJECTIVES

### Mission Statement

Michigan Collegiate

- **Inspires** students to become lifelong learners
- **Creates** responsible citizens
- **Empowers** students to develop their potential

in a caring, supportive and diverse environment.

### Vision Statement and Core Beliefs

Michigan Collegiate...

A community of independent thinkers who contribute positively to society and live with a sense of purpose.

1. Students learn best when they are actively engaged in the learning process and set learning goals.
2. All students in our school need to have an equal opportunity to learn through the incorporation of a variety of learning activities.
3. Teachers, administrators, parents, students, and the community share the responsibility for helping students learn and maintain mutual respect.
4. Students learn best when our staff maintains high expectations for learning.
5. A successful student links new information with existing knowledge in meaningful ways.

## **Philosophy**

Michigan Collegiate is dedicated to the education of students. Its instruction and training are designed to provide a strong educational environment to help students now and prepare them for the future.

The education experience should cultivate and nurture the whole person. We strive for excellence in our educational programs and are committed to instilling positive values in each student. We prepare students for their future education and employment by offering opportunities for intellectual, social, physical, emotional and aesthetic growth. Students are challenged to develop their natural abilities and talents.

We believe that the family and the school complement each other and are not separate entities. Michigan Collegiate functions as an extension of, not as a replacement for the home.

## **Michigan Collegiate Goals**

### **INTELLECTUAL**

Prepare students for further education by:

- Developing academic knowledge and skills.
- Stimulating critical thinking and problem solving skills.
- Providing exposure to educational technology.
- Requiring participation in a diversified curriculum.

### **SOCIAL**

Offer student's guidelines and instruction for a healthy relationship by:

- Nurturing a healthy sense of self-worth.
- Encouraging the development of positive behavior toward all humanity.
- Teaching the recognition and understanding of authority.
- Fostering a wholesome respect for human life.
- Cultivating a sense of responsibility for others.
- Encouraging participation in wholesome activities.

### **PHYSICAL**

Encourage students to value physical fitness and a healthy lifestyle by:

- Providing students with a variety of opportunities to develop physical skills.
- Training students to be physically fit.
- Providing students with a knowledge of physiology and general health care.

## **EMOTIONAL**

Nurture students in adjusting to life's situations by:

- Encouraging the development of self-discipline and control.
- Teaching guidelines for establishing an emotional balance in the decision making process.

## **AESTHETIC**

Offer students exposure to and instruction in the arts and help students appreciate, experience, and create beauty by:

- Developing appreciation and talents in different forms and types of music.
- Nurturing an appreciation and providing opportunities for experiencing a variety of literary types: i.e., poetry, plays, novels, and essays.

## **CHARACTER BUILDERS**

The administration, faculty and staff endeavor to apply the following principles in carrying out their responsibilities of leading the students to develop positive character in each of these areas:

### **To Maintain a High Academic Standard**

- Through a thorough mastery of the skills of communication and other academic disciplines so that the student will be prepared to acquire further knowledge.
- Through the desire to work and to acquire knowledge at maximum ability.
- Through the ability to discern the truth from error.

### **To Instill Morals in the Heart of the Student**

- Through the development of an appreciation for the values accrued from our past cultural heritage.
- Through encouragement of the desire to choose right over wrong and to hold one's convictions under pressure.

### **To Generate Patriotism**

- Through the teaching of loyalty to our country and a recognition of the actions which undermine our country's foundation.
- Through development of a desire to become involved citizens of this nation.
- Through saying the Pledge of Allegiance with our student body daily.

## **To Live a Disciplined Life**

- Through the exercising of self-restraint and consideration of others.
- Through cooperation and consideration for administrators, staff, parents and peers.

## **Community service requirements**

Graduating students are required to have participated in one school-sponsored volunteer activity during their junior or senior years, in order to participate in the graduation ceremony. An activity list will be provided each year. When students attend the sponsored events, they must check in and out with an MC staff member to receive credit for their service time.

## **COUNSELING**

Students are encouraged to make appointments with their teachers to seek guidance to improve their class work or when assignments are not clearly understood. The school also has one social worker and two counselors that may be utilized.

## **ACADEMIC AWARDS**

### **Honor Roll Awards**

Awards are based upon work completed during an entire school year.

**a. Principal's List**

To qualify for the Principal's List, students must achieve a grade point average (GPA) of 3.5-4.0 and no final grade lower than a "C." These students will receive a Principal's List Certificate.

**b. Honor Roll**

To qualify for the Honor Roll, students must achieve a GPA of 3.0-3.49 and no final grade lower than a "C." These students will receive an Honor Roll Certificate.

### **Other Awards**

**c.. Subject Area/ Department Awards: 8<sup>th</sup> grade and seniors**

Presented to students doing outstanding work in a particular area.

**d. National Honor Society**

**e. National Junior Honor Society**

f. **High School Scholar/Athlete of the Year**

Presented to a student who possesses both academic and athletic strengths.

## **HOMEWORK**

Homework is an integral part of the school program and is assigned to aid the student in learning. It provides the student an opportunity to advance in his/her studies. The work assigned is a supplement to the regular classroom work. Homework is considered both vital and necessary. When homework is assigned, it is expected that it will be completed neatly and submitted on time. Whenever a student is absent or misses work, he/she is responsible for missed work. Whenever a lengthy period of absences is planned, all work to be missed should be obtained and turned in as agreed upon with the teacher.

### **Purpose**

1. To establish the habit of studying at home and the responsibilities connected with taking a school assignment home and bringing it to class completed.
2. To complete unfinished class assignments.
3. To practice and apply some of the skills being learned in the classroom.
4. To involve the parent in the work the child is doing.
5. To participate in activities that further challenges the abilities of the pupil.
6. To make up assignments that was missed due to absences.

### **Parental Responsibilities**

1. Set a definite time and place for study.
2. Take an active interest in what the child is doing.
3. Give encouragement, but do not do the work for the child.
4. Give personal supervision when it is needed.
5. Follow teaching methods used in the school, if possible.
6. Discuss ideas presented in the classroom.
7. Speak with the teacher for specific help when needed, or when the child is spending excessive time on homework or not completing the homework.

## **ACADEMIC GRADES**

## **Progress Reports & Parent-Teacher Conferences**

Progress Reports are mailed out three times during the school year. See the monthly school calendar for the dates. There are three Parent-Teacher conferences during the school year; they are also listed on the calendar. We feel that it is imperative for parents to attend these conferences. If there is an emergency and you cannot attend please make arrangements to see your student's individual teachers.

## **Report Cards**

Report cards are given three times during the school year, at the end of each trimester. First and second trimester report cards will be sent home with the students. If you do not receive the report card, please contact the school office to access it online or make arrangements to receive it. Final report cards will be mailed home.

## **GRADE POINT AVERAGES**

The following is the grading system used on most class work and report cards.

<b><u>Grade</u></b>	<b><u>Grade %</u></b>	<b><u>Grade Points</u></b>
A	94 – 100%	4.00
A-	90 – 93%	3.67
B+	87 – 89%	3.33
B	83 – 86%	3.00
B-	80 – 82%	2.67
C+	77 – 79%	2.33
C	73 – 76%	2.00
C-	70 – 72%	1.67
D+	67 – 69%	1.33
D	63 – 66%	1.00
D-	60 – 62%	0.67
E	59 -- 0%	0.00

Math Department: Grading Policy will include 40%(comprised of four 10% tests) of exams and 60% of class work.

All other subject areas will be 80% class work, and one 20% cumulative final exam.

Students will have the option to opt out of final exam if they have 3 or less absences (unexcused or excused), and a C or better in their current class.

## **GRADUATION REQUIREMENTS**

If a student is behind on credit, he or she should see their counselor in an adequate amount of



time to develop a plan for attaining the correct number of credits toward graduation.

Students are required to successfully pass the following for graduation from MC High School:

On-line Experience	within another course
English	4.0 credits
Fine and Applied Arts	1.0 credit
Foreign Language	2.0 credits
Government	0.5 credit
Mathematics	4.0 credits
Physical Education	0.5 credit
Health	0.5 credit
Science	3.0 credits
Social Studies	2.0 credits
Economics	0.5 credit
Community Service Activity	1 event prior to graduation

\*\*\*To participate in the graduation ceremony, Senior students must complete their required classes and credits by the predetermined due date. The due date will be announced and sent home in the Fall.

All students are required to take a full schedule during their freshman, sophomore, junior and senior years. A senior or junior *may* qualify to attend Macomb Community College if student demonstrates proficient scores on his or her 11<sup>th</sup> grade SAT test or 10<sup>th</sup> grade PSAT test, maintains a 3.0 GPA, and demonstrates consistent daily attendance.

## **WOODBRIIDGE PROMISE**

All Michigan Collegiate seniors who are on track for graduation must choose between enrolling in one trimester of the WoodBridge Promise Program or an alternate online elective. Seniors will be enrolled in our Woodbridge Promise college class through our partnership with Ferris State University. These college credits are free and transferable and will appear on each student's college transcript. (if student schedule permits)

## **GRADUATION ACTIVITIES/ POLICIES**

### **Seniors**

Attendance is required of all graduates at all graduation functions. Standards of dress and conduct will be in effect for all graduation activities. In order for a student to graduate, all required credits must be completed. A student may not be permitted to participate in the graduation ceremony if he or she has not met all academic, behavioral, and community service requirements.

Senior activities such as prom, honors night, senior trip, and the graduation ceremony are privileges. Administration reserves the right to suspend a student from any of the above

mentioned privileges for disciplinary reasons. Only students in good standing are approved to attend these events.

Any senior with 18 or more unexcused/unverified absences could potentially lose their privilege to walk for the graduation ceremony.

Any senior that has an out of school suspension during the 3<sup>rd</sup> trimester will not be allowed to attend the prom at the discretion of admin. Parents will have the right to appeal the decision to the Discipline Committee for the ability to attend the prom.

## HIGH SCHOOL TRANSCRIPTS

When a student transfers to another school, the cumulative record file will be forwarded to the new school upon written request from the new school. Seniors who will be attending college must place a request with the office for the final transcripts at the end of the senior year. Students should obtain the proper form from the office.

## HIGH SCHOOL SCHEDULE CHANGES

During the first week of each Trimester, a student may request to drop or add courses without an academic penalty, provided he/she secures the necessary schedule change form, and if the schedule permits. **Only in exceptional cases will approvals be granted for dropping courses after the official deadline.** In all exceptional cases changes must be approved by the administration. Students who enroll late are responsible for making up missed work for that grading period.

## COLLEGE PLANS

Prospective college students are encouraged to consult with the counselor. Plan for college early. The choice of appropriate classes in high school will establish preparation for college. Several college planning services are available.

Suggestions to follow in preparation for college:

- During the sophomore and junior year, obtain catalogs from the colleges of your interest.
- Take the College Entrance Examination Board Test (SAT) during the spring of the junior year or the fall of the senior year.
- Research procedures for scholarship information.
- Make application for admission at appropriate time.
- Take any college entrance examinations that are required.
- Work with the counselor in preparing forms and letters in meeting due

- dates.
- Students needing financial aid for college should begin working for scholarships in the ninth grade and keep a high standard throughout high school. A high GPA is as essential as good character and determination to succeed.

## **COLLEGE VISITS DURING SCHOOL HOURS**

Each year, our juniors/seniors visit colleges and other schools to prepare for their future vocations. We encourage visits to these schools to help them make more informed decisions on what schools they would like to pursue.

Therefore, **we allow each junior/senior three visits during school hours per year to colleges, vocational, and other institutions of higher learning.** In addition, many colleges are offering week-end visits for students and their parents to take advantage of. The three school time visits should ensure all seniors a sufficient opportunity to make an excellent decision regarding which school they would like to attend. Be sure to submit documentation of each visit to a school. **Verification must be obtained from the institution of higher education at the time of the visit and brought to the main office. Otherwise, it will remain an unexcused absence and may affect a student's grade in various courses.**

## **COLLEGE TESTING RECOMMENDATION**

The counseling staff at Michigan Collegiate High School is offering the following information concerning testing as a general guideline for students and parents as they plan test taking schedules.

The majority of students should fit comfortably within these recommendations, although we do recognize that a small percentage of students will choose to begin the testing process earlier than recommended, such as students attempting to gain entrance into special programs.

## **DEFINITIONS FOR COLLEGE TESTING RECOMMENDATIONS**

**ACT** (American College Test) – Consists of testing in Math, English, Science, Reasoning, Reading, and Writing qualifying test for Michigan Competitive Scholarship Program.

**SAT** (Scholastic Aptitude Tests) – Preferred college entrance test for service academies and east and west coast colleges; consists of testing in Math, Verbal, and Writing.

**PSAT** (Preliminary Scholastic Aptitude Test) – This is the qualifying test for the National Merit Scholarship Program, the National Scholarship Service and Fund for Negro Students, and the National Hispanic Recognition Program. It is a shortened version of the SAT.

### **11<sup>th</sup> Grade Testing**

All MC 11<sup>th</sup> grade students, who are part of our traditional classes, are required to take our SAT Test Prep courses for 1 trimester during their 11<sup>th</sup> grade year. This class helps prepare students to be successful on the SAT assessment. MC students, who are part of our online transition program, can opt to take these classes as well.

Administration reserves the right to make student schedule decisions as they see best fit for each individual student

## **Dual Enrollment Policy**

Eligible dual enrollment students may receive college credit only. The course will be presented on the transcript as MCC Dual Enrollment with either a CR (credit) or NC (no credit). A student is only able to take up to 10 courses during their high school career.

If you are interested in dual enrollment, please see Ms. Fockler for requirements and details.

## **SCHOLARSHIP INFORMATION**

In order to keep students informed of any scholarships available, information will be made available through the counseling office.

## **DISCIPLINE**

Discipline and responsibility for one's own actions are of utmost importance to students, parents and teachers. Responsibility is a learned behavior and discipline is one of the principles necessary to maintain a well-balanced life.

A child's first encounter with authority is at home; therefore, the basis for discipline and responsibility resides within the home. Parents will be informed when unusual circumstances needing disciplinary action arise. It is expected that there will be parental follow-through. With parental support, the school can be of help to the student.

Discipline is maintained with firmness, consistency and fairness. Our staff maintains standards of behavior in the classroom through kindness, love and genuine regard for the student. When disciplinary action becomes necessary, it is firmly carried out and tempered by good judgment and understanding.

Students are expected to display proper conduct by following the directions of teachers and other adults, by demonstrating courtesy to all and by exercising self-control in their behavior. **Restorative practices** are always the first line of discipline we consider and implement.

The bus and bus stops are an extension of the school. Behavioral expectations for

students still apply and consequences may be given if deemed necessary.

## **STANDARDS OF CONDUCT**

### **General Behavior**

1. The use or possession of illegal drugs, tobacco, e-cigarettes, or alcoholic beverages is not permitted.
2. Involvement in any sexual activity is not permitted.
3. Wholesome friendships are encouraged between all students.
4. Fireworks, firecrackers, matches and other flammable materials are prohibited by law and are not permitted on campus.
5. Students will not bring on campus any weapons (including pocket knives, laser pointers, BB guns, pellet guns, chains etc.), firearms or anything that resembles a weapon or firearm.

*Board Policy 5772 - The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the school for the purpose of school activities approved and authorized by the school including, but not limited to, property leased, owned, or contracted for by the school, a school-sponsored event, including athletic events, or in a school vehicle.*

*The term weapon means any object capable of inflicting serious bodily harm of property damage or endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air, and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paintballs, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 USC 921.*

*This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.*

*The school leader will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.*

*The policy will be published annually in all school student and staff handbooks.*

*Publication is not a precondition to enforcement of this policy.*

6. Profanity and/or vulgarity are unacceptable.
7. Honesty is expected at all times. Cheating, lying, stealing and plagiarism are not acceptable.
8. The rights and property of others are to be respected at all times.
9. School facilities, books, desks, lockers, etc., are provided for the use of the students. Damaging or defacing of such property is unacceptable.
10. Students and their parents are responsible for damage incurred to school property, whether willful or accidental (including breakage of windows, damage to the building, abuse or loss of books, etc.)
11. Pride grows from a clean campus. Students are encouraged to help keep the campus clean.
12. No candy, food or drinks are to be consumed in the classroom without the teacher's permission.
13. Permission must be given for a student to leave class or campus. Parents must sign students out and get a pass if going to room.
14. Permission must be given for a student to enter a faculty lounge or faculty restroom.
15. **The school is not responsible for lost or stolen items.**
16. Unauthorized visitors are not permitted.
17. Students cannot bring non-instructional items to school without permission.
18. Gambling is not permitted.
19. Students must have a pass when not in a scheduled class.
20. Student lockers are the property of the school. Lockers are on loan to the students to use, with the understanding that school officials may inspect them at any time.
21. Students may only have clear water in classrooms. No colored drinks or vitamin water. (No glass containers allowed in the building)
22. Students must be in school uniform during the school day.

## **Student Cell Phones/Electronic Devices**

The school is not responsible for a lost or stolen cell phone. In specific cases, students may be given administrative permission to use a personal cell phone. If students would like to make phone calls for emergency purposes, they may use the office phone with permission from the office secretary. If parents would like to contact students during school hours, they need to call the school office. Cell phone/electronic devices use in the building will be determined by red and green zones. Phones/electronic devices will be allowed in green zones areas but not allowed in red zone areas. Teachers will determine which times in their classroom are red zone times and which are green zone times. Appropriate phone use is expected at all times. Bullying of any kind will not be tolerated.

**First Time Offender:** The student will receive one hour of in-school intervention and an administrator will take the phone until the end of the day

**Second Time Offender:** The student will receive one day of in-school intervention and an administrator will take the phone until the end of the day

**Third Time Offender:** The student will receive an out of school suspension/parent contact meeting

## **CLASSROOM BEHAVIOR**

Students are expected to be respectful and cooperative with their teachers. A teacher's desk, cabinet, bookcase, etc., are regarded as personal property.

When a student's behavior or attitude violates school standards, various types of discipline are applied. Teachers and staff may refer students to an administrator for violations that are particularly serious. Teachers are encouraged to contact parents/guardians when discernible patterns appear.

### **Major Offenses**

- Students will not lie, or intentionally misrepresent information given to school Personnel.
- Students will not skip/leave school grounds.
- Students will not be involved in physical altercations. (see below)
- Students will not incite a physical altercation. (see below)
- Students will not be involved in verbal altercations. (see below)
- Students will not challenge and/or show disrespect to authority.
- Students will not destroy/vandalize/misuse school property.
- Students will not harass or bully\* for any reason which includes, but is not limited

to, cyber-bullying, sex, sexual orientation, race, color, national origin, religion, height, weight, handicap, or disability of students by other students. Harassment includes, but is not limited to, unwelcome comments or gestures (written or verbal) or other behavior which creates an intimidating, hostile, or offensive environment.

- Students will not publicly post or distribute on-line videos, pictures or text that are inappropriate or unlawful towards Michigan Collegiate staff or students.
- Students will be held accountable for social media postings that negatively affect the school environment.

\*please see full policy on bullying and other aggressive behavior on pages 43-44.

### **Consequences for Major Offenses**

One or more of the following:

1. Parent notification
2. Student Conference
3. In School Intervention or Out of School Suspension
4. Behavior Contract
5. Referral to a professional agency
6. Recommendation for expulsion

### **Standard Consequences For:**

- **Cheating/Plagiarism** – An “E” grade is given on the exam/paper/assignment (see Cheating Policy). A second offense on a major assignment may lead to Discipline Committee. See the Online Handbook for online cheating consequences.
- **Destruction of Property** - Replacement/repair is done at the student’s expense.
- **Skipping School** - The student will have to make up all missed work at teachers’ convenience and will receive at least a one day suspension.

\*\*\*Students suspended from school are not permitted on school grounds or to attend school sponsored activities. Students receive an opportunity to make up work for full credit. The makeup work due date is based on the number of days suspended from each class.

## **ADMINISTRATIVE DISCIPLINE**

The purpose for discipline is to change errant behavior and teach students to be



productively in charge of themselves. Discipline is a process that takes time and cooperation. Students will be dealt with on an individual basis, depending on offense.

### **Confiscated Items**

Any article(s) confiscated during the school year may not be returned to the student until the last day of school. It is the student's responsibility to pick up any of these items.

### **School Backpacks/Purses**

Backpacks and purses will be kept in lockers during class time. Students may access these materials in between classes if needed. Students will be allowed to have a purse no bigger than the size of a standard pencil box.

### **Cheating Policy**

The following infractions constitute cheating:

#### **1. Testing**

- Any talking or whispering among students.  
Giving messages - verbal or nonverbal.
- Intentionally exposing a test in such a way that answers can be seen or taking answers from an exposed test paper.
- Having anything on top of the desk except the test paper and a writing instrument (unless the teacher grants permission).
- Using unapproved materials during a test. This includes information on the floor, skin, clothing, shoes, or any other notes/electronic devices, etc.

#### **2. Projects**

- Doing another's work
- Making up or inventing information and presenting it as factual
- Plagiarism (copying any source without proper credit or use of quotation marks).
- Presenting any work to the teacher and, thereby, implying that it is your work and that you have independently completed the assignment when, in fact, it is not completely yours and/or you have **not independently** done the assignment.
- Copying a finished product from another student without permission from the teacher.
- Allowing another student to copy notes or information from your work

(unless the teacher grants permission).

### 3. Homework

- Presenting any work as if it is your own when, in fact, it is not.
- Copying someone else's homework assignment or allowing someone to copy your work.
- Having someone else do any part of your homework assignment or doing someone else's homework for them. Group projects would be an exception, with teacher permission.

### 4. Online Cheating

- Attaining answers or class work from unapproved sites or people
- Logging into an account other than your own.
- Students will not share or take pictures of exams, quizzes, or assignments.

## Harassment

### Sexual Harassment

Sexual harassment can come in many forms: **Non-verbal**, making suggestive gestures with body parts and prohibiting a person to pass and making kissing sounds. **Verbal** – spreading sexual rumors and making catcalls or telling jokes or stories that are offensive. **Physical** – brushing up against a person or touching oneself inappropriately. Whatever the case, every student has the right to come to school without any person making repeated and unwanted sexual comments, looks, suggestions, or physical contact that is found objectionable.

Other examples of conduct which may constitute sexual harassment include:

- Talking about sexual activities in front of others
- Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts.
- Graffiti of a sexual nature or notes and cartoons of a sexual nature
- Forcing or attempting to coerce or force sexual intercourse or a sexual act on another person.
- Unwelcome touching, patting, pinching, or physical contact
- Offensive or graphic posters or book covers

The administration will take whatever action is necessary to ensure that every student will be free from sexual harassment while at the school

Sexual harassment and harassment based on race color, national origin and disability are against the law.

## SEVERE CLAUSE

Any student involved in the following situations will be sent directly to the school office.

- Destruction and/or abuse of property
  - Selling and/or distributing drugs
  - Alcohol Consumption
  - Sexual Misconduct
  - Violation resulting in misdemeanor or felony with police
  - Using drugs or possession of drugs
  - Smoking
  - Stealing
  - Carrying weapon(s)
  - Bullying/Cyber-Bullying
- The administrator will meet with the parent/guardian, student and other involved parties.
  - The violation will be discussed as will the parent's/guardian's disciplinary action.
  - Within 24 hours of the above meeting, the parent/guardian will be informed of the school's action.

## PHYSICAL ALTERCATIONS

There will be swift and decisive administrative action taken against any student that participates in dangerous and criminal activity. Namely, if any student participates in a physical altercation or has any friend or member of their family come to the school for the purpose of instigating, initiating, or participating in a fight, that student's status will be reviewed and said student(s) may be expelled from Michigan Collegiate Middle/High School. Students who participate and/or instigate physical altercations *in any way* are dealt with in the following manner:

1<sup>st</sup> Offense: Up to 10 days out-of-school suspension

2<sup>nd</sup> Offense: Student(s) status is reviewed by the discipline board and possible expulsion

-Any altercation on the last week of school could potentially result in an expulsion for 180 school days.

An event is considered a physical altercation **when a student violently or aggressively places hands on another student with the intent of physically**

**harming said student.**

An event is considered a gang related physical altercation when two or more students violently or aggressively place their hands on another student. Gang related activities result in an immediate student review before the discipline board.

**DISCIPLINE BOARD**

Decisions made by the discipline board may only be appealed at the next district board meeting. If a parent does not show up at the scheduled discipline committee meeting, the discipline board will proceed with the meeting anyway.

**VERBAL ALTERCATIONS**

Students who participate and/or instigate verbal altercations *in any way* are dealt with in the following manner:

1<sup>st</sup> Offense: Up to 3 day out-of-school suspension

2<sup>nd</sup> Offense: Up to 5 day out-of-school suspension and student(s) status is reviewed by the discipline board

**A student may be immediately dismissed for:**

- Carrying a weapon(s)
- Striking a teacher or other school personnel
- Extreme vandalism
- Gang *involvement* (this includes 2 on 1 physical altercations)

**A student will be immediately dismissed with no option to re-enroll for conviction of a criminal activity.**

**SNAP SUSPENSION**

A teacher, under Michigan law, is authorized to immediately remove and suspend

a student from a class, subject or activity when the student's behavior is unruly, disruptive, or abusive that it substantially interferes with the teacher's ability to effectively teach the class, subject or activity or the student's behavior interferes with the ability of other students to learn.

The teacher must immediately report the suspension to the principal and direct the student to the office for appropriate action by the principal. As soon as possible after the suspension, the teacher must contact the student's parent/guardian to arrange a conference to discuss the student's behavior. The school administrator must attend this conference if requested to do so by the teacher or parent/guardian.

Any student suspended under the conditions of this policy shall not be allowed to return to the class, subject or activity from which he or she was suspended until the passage of one full school day from the time of the student's infraction. Students attending separate class periods throughout the school day shall be allowed, under the discretion of the principal, to attend other classes taught by other teacher

## **WEAPONS, FIREARMS, CRIMINAL SEXUAL CONDUCT AND ARSON**

The Michigan Collegiate Board is continually concerned about the safety and welfare of students, staff and visitors and, therefore, will not tolerate behavior that creates an unsafe environment or threat to safety.

A student in possession of a dangerous weapon/firearm or who commits arson or criminal sexual conduct on school grounds (including vehicles), in school buildings or at school-sponsored events shall be permanently expelled from school and the school shall immediately report any accident involving the possession of a weapon or dangerous weapon or criminal sexual conduct to the proper authorities.

# **CONNER CREEK ACADEMY EAST (Elementary, Middle, High School)**

## **Special Education**

Special Education is a specifically designed instruction, at no cost to the parent, to meet the unique needs of a student with a disability. Michigan Mandatory Special Education Act (P.A. 451 of 1976 and the individuals with Disabilities Education Act (IDEA) Amendments of 1997 (P.L. 105-17 of 1997 guarantee all persons with disabilities (ages 0-25) the right to a free and appropriate public education(FAPE).

## **Special Education and Related Services**

Students with a disability and an IEP (Individualized Education Plan) are first and foremost general education students and every effort is made to keep them in the least restrictive environment which is the general education classroom in accordance with the IDEA. The following programs and personnel are in place to meet the needs of those students who require additional support as outlined in their IEP to make progress in the general education curriculum.

**Elementary Resource Room (R.340.1749a,b)** A lower and upper elementary Resource Room is available to those students whose IEP team has determined that specialized instruction is needed in the eligible areas that are affected by the student's disability according to their IEP and needed to support the student's progress in the general education curriculum. These classrooms are referred to as the Lower Elementary and Upper Elementary Learning Centers and instruction is delivered by a highly qualified special education teacher. In addition to the resource room at the elementary level a social worker and speech and language pathologist is available on staff to meet the needs of those students who qualify for these services as documented in their IEP's.

**Middle and High School Special Education Program (Grades 7-12)** At the middle and high school level special education students receive instruction in the general education setting by highly qualified teachers in eligible areas. A co-teacher (highly qualified special education teacher) provides service to special education students within the general education setting according to each special education student's IEP (individualized Education Plan). Co-teachers support the student with the challenges that present themselves as a result of that students' disability and assist special education students in accessing the general education curriculum. This may include but is not limited to individualized and small group instruction, and making accommodations and modifications as specified in that student's IEP. In addition to the co-taught classes a social worker and speech and language pathologist is available on staff to meet the needs of those students who qualify for these services as documented in their IEP's.

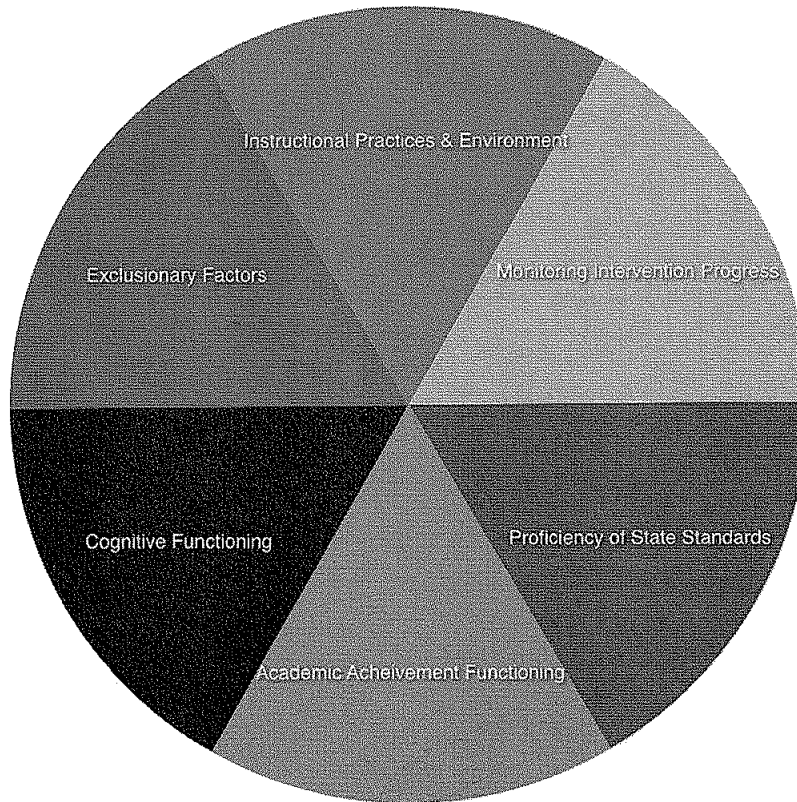
For more information on special education programs and related services contact the Director of Student Services.

## Conner Creek Academy East Criteria for Determining SLD Eligibility

Consistent with the May 2010 Michigan Criteria for Determining the Existence of a Specific Learning Disability (SLD), which is based on the Individuals with Disabilities Education Act (IDEA) federal regulations at 34 CFR R 300.309 and the Michigan Administrative Rules for Special Education (MARSE) R 340.1713, Conner Creek Academy East will be following processes for determining the existence of a Specific Learning Disability based on the criteria below.

The processes used will evaluate the student's response to scientific, research-based intervention as well as their pattern of strengths and weaknesses. To obtain the most comprehensive data collection regarding the student's needs, we utilize a multimodal approach in our full and individualized evaluation, which allows us to provide educationally relevant recommendations for strategies, supports and services.

The multimodal components as illustrated below will draw from a variety of sources which may include aptitude and achievement tests, parent input, teacher recommendations, as well as information about the student's physical conditions, cultural or social background and adaptive behavior.



For students being monitored through this multimodal approach who continue to display patterns of strengths and weakness and do not make adequate progress with scientific research-based interventions in place, eligibility for a Specific Learning Disability will be determined at a multidisciplinary education team (MET) meeting where all data gathered will be considered and recommendations for student's educational needs will be addressed.

# **SPECIAL EDUCATION DISCIPLINE**

## **Discipline Procedures Special Education Students**

Students with disabilities have the same responsibilities and rights as other students and may be disciplined for the same behavioral offenses in accordance with federal and state regulations.

### **Change of placement for disciplinary removals.**

For purposes of removals of a child with a disability from the child's current educational placement, a change of placement occurs if:

- (a) The removal is for more than 10 consecutive school days; or
- (b) The child is subjected to a series of removals that constitute a pattern because they cumulate to more than 10 school days in a school year, and because of factors such as the length of each removal, the total amount of time the child is removed, and proximity of the removals to one another.

### **Authority of school personnel**

To the extent removal would be applied to children without disabilities, the removal of a child with a disability from the child's current placement for not more than 10 consecutive school days for any violation of school rules, and additional removals of not more than 10 consecutive school days in the same school year for separate incidents of misconduct as long as those removals do not constitute a change of placement:

### **Removal of 10 or less Consecutive or Cumulative (Not a change of placement)**

The district will:

1. Provides general education protections.
2. Document previous removals if they exist.

### **Removal of Over 10 Consecutive Days**

The District will:

1. Provide general education protections.
2. Provide parent with Special Education Procedural Safeguards
3. Review previous removals if they exist.
4. Hold a manifestation determination review (MDR) within 10 school days of the decision to remove the student.
5. Provide FAPE in accordance with the law.

**Definition of FAPE:** An educational right of children with disabilities in the United States that is guaranteed by the Rehabilitation ACT of 1973 and the Individuals with Disabilities Education Act (IDEA)



## **Removal of Over 10 Cumulative Days (Pattern of removals-changes of placement)**

The District will:

1. Provide general education protections
2. Provide parent with Special Education Procedural Safeguards
3. Count the number of days student has been suspended.

**Manifestation Determination Review (MDR): *The purpose of this review is to determine whether or not the child's behavior that led to the disciplinary infraction is linked to his or her disability.***

*First the IEP team must consider* in terms of the behavior subject to disciplinary action, all relevant information, including:

Evaluation and diagnostic results, including the results or other relevant information supplied by the parents of the child;

Observations of the child; and

The child's IEP and placement; and

**Then determine that:**

The IEP and placement were appropriate

The special education services, supplementary aids and services were provided

Behavior intervention strategies were provided consistent with the child's IEP and placement

The child's disability did not impair the ability of the child to understand the impact and consequences of the behavior subject to disciplinary action; and the child's disability did not impair the ability of the child to control the behavior subject to disciplinary action.

**Result**

**No Manifestation**

If the result of the review is a determination, that the behavior of the child with a disability was not a manifestation of the child's disability, the relevant disciplinary procedures applicable to children without disabilities may be applied to the child in the same manner in which they would be applied to children without disabilities. Child continues to receive FAPE. If the child's parent disagrees with a determination that the child's behavior was not a manifestation of the child's disability or with any decision regarding placement, the parent may request a hearing and be provided with information concerning that process.

## **If a Manifestation**

A Functional Behavior Assessment is conducted and Behavior Improvement Plan developed.

IEP is reviewed.

Child's placement cannot be changed except through an IEP.

## **Special Circumstances (Weapons, Drugs, Serious Bodily Injury)**

Student can be placed in an Interim Alternative Setting if "Special Circumstances" are involved or by order of a Hearing Officer if the student is "dangerous".

Refer to the Michigan Department of Education Discipline Procedures current document for guidance.

## **Protections for children not yet eligible for special education and related services**

A child who has not been determined to be eligible for special education and related services under this part and who has engaged in behavior that violated any rule or code of conduct of the school, may assert any of the protections provided for in this part if the school had knowledge that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

### **Basis of Knowledge.**

A school must be deemed to have knowledge that a child is a child with a disability if;

The parent of the child has expressed concern in writing (or orally if staff can collaborate) to administration and/or teacher of the school that the child is in need of special education and related services;

The parent of the child has requested an evaluation of the child;

The teacher of the child, or other personnel of the school, have expressed concern about the behavior or performance of the child to the principal and/or director of special education or to other personnel in accordance with the school's established child find or special education referral system.

### **Exception**

The school would not be deemed to have knowledge if the school (1) either:

- (i) Conducted an evaluation based on the Procedures for Evaluation and Eligibility, and determined that the child was not a child with a disability under this part; or
- (ii) Determined that an evaluation was not necessary; and

(2) Provided notice to the child's parents of its determination.

- (i) Conditions **that apply if no basis of knowledge.** If the school does not "have knowledge" that a child is a child with a disability prior to taking disciplinary measures against the child, the child may be subjected to the same disciplinary measures as measures applied to children without disabilities who engaged in comparable behaviors.

(3) Limitations.

- (i) If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner.
- (ii) Until the evaluation is completed, the child remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.
- (iii) If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the school shall provide special education and related services

## Dress Code

The standards of dress and appearance for students at Michigan Collegiate Middle/High School are based upon good taste, modesty, cleanliness, comfort, safety and practicality. They are intended to show respect to the school and its faculty, to build school spirit. Students have the responsibility to dress and groom in a manner which does not disrupt the educational process nor endanger the health and safety of themselves or others. The following standards are not intended to be all encompassing. The Administration has the responsibility and authority to apply these general guidelines when confronted with questionable appearance not covered specifically.

### Girls:

- Skirts: Khaki (maximum of 2" above the knees) No mini-skirts.
- Slacks, Capri's or shorts: Khaki only, dress or "Docker"/cargo style (no leggings, jeggings, pants with holes, yoga pants)
- Polo Shirts: **Only polos that are purchased through All Star T-Shirts are allowed** – black and red. Uniform shirts must be worn in an appropriate manner. Administration will determine if something is deemed inappropriate.
- Sweatshirts/Fleece jacket: **Only sweatshirts/fleece jackets that are purchased through All Star T-Shirts are allowed** – black and red. Fleece jackets must stay zipped up if student does not have a school uniform shirt underneath. No hoodies.
- Undershirts: any shirts is fine except hoodies, jackets and coats.
- Belts: Plain, solid colored belts may be worn. School appropriate belt buckles only.
- Shoes: no sandals or flip flops
- Shorts: Khaki
- Headwear: Head bands are allowed. Bandanas are not allowed to be worn in any style.

### Boys:

- Slacks: Khaki, dress or "Docker"/cargo style, no holes in pants (**MUST BE WORN AT THE WAIST – NO SAGGING!**)
- Polo shirts: **Only polos that are purchased through All Star T-Shirts are allowed** – black and red. Uniform shirts must be worn in an appropriate manner. Administration will determine if something is deemed inappropriate.
- Sweatshirts/Fleece jackets: **Only sweatshirts/fleece jackets that are purchased through All Star T-Shirts are allowed** – black and red. Fleece jackets must stay zipped up if student does not have a school uniform shirt underneath. No hoodies.
- Belts: Plain, solid colored belts may be worn. School appropriate belt buckles only.
- Shoes: no sandals or flip flops
- Shorts: Khaki may be worn.
- Headwear: Head bands are allowed. Bandanas are not allowed to be worn in any style.

## Miscellaneous

1. **All students must be in dress code by 8:05 AM and remain in dress code until 2:50 PM.**
2. Field trip dress will be dictated by the activity. Students will be informed of what is acceptable dress prior to the trip.
3. MC uniforms may not be altered in any way. If altered, it is no longer considered school uniform.
4. Students may not wear accessories with their uniforms such as: non-prescription glasses, gloves, scarves, hats (on head or attached to belt loop), headphones, distracting jewelry, etc.
5. Seniors may wear senior-sponsored sweatshirts.
6. Students on the Principal's List, from the previous trimester, will earn free casual dress every school day. The school will provide a list of qualifying students at the beginning of trimester 2 (based on trimester 1 grades) and trimester 3 (based on trimester 2 grades).
7. Additional casual dress days will take place every Friday. To qualify for casual attire, a student must be on our attendance incentive list. Casual dress means that the school dress code is relaxed for that day for qualifying students. However, the casual clothing must be modest, neat and in good taste.
  - Jeans may be worn but they cannot have holes or frayed hems
  - Spaghetti strap tank tops, low-cut shirts, muscle shirts, etc. are not permitted.
  - T-shirts with inappropriate sayings are not permitted.
  - Casual skirts, shorts or dresses must be no more than 2" above the knee - **no mini-skirts, hats or du-rags are allowed.**
  - When in casual attire, a student may wear open-toed shoes.

## **DRESS CODE CONSEQUENCES**

1<sup>st</sup> offense – writing uniform policy in ISI before returning to class

2<sup>nd</sup> offense – parent contact and writing uniform policy

4<sup>th</sup> offense – full day ISI, parent contact and loss of attendance incentive

5<sup>th</sup> offense – parent phone conference and full day ISI

6<sup>th</sup> offense- could potentially be a suspension out of school

## **ATTENDANCE POLICY**

**Michigan Collegiate believes that punctuality and consistent attendance is a significant factor in academic achievement.** Letters are sent home when excessive absences occur. We recommend a 7:45am arrival time for students to go to lockers and prepare for their day.

### **Procedures to follow when child will be absent:**

Call the attendance line before 9AM on the day of the child's absence. This is an automated 24-hour line, so you may call anytime. Middle school # 586-777-3190; high school # 586-777-5792 then follow verbal instructions.

When you call, please leave the following information in your message:

1. Your name
2. Your child's name
3. The date of absence
4. The reason for absence

If your child is marked absent in first and second hour, our automated calling system will contact the phone number on record to verify the absence with the parent.

It is your child's responsibility to obtain and complete any missed school work.

See District Attendance Check List (see page 48)

If your child has 18 or more verified/unexcused absences and is at least 16 years old, the school reserves the right to disenroll the student. Students that are 15 years old or younger may result in a retention or change of placement.

If student earns a B- or better and has less than 4 absences, student will have the choice to be exempt from a final exam. This does not include online classes.

### **TARDY POLICY**

Students are expected to be to class on time. If they are late for a class they will be marked tardy.

- 3<sup>rd</sup> Tardy= Verbal Warning
- 5<sup>th</sup> Tardy= 1 hour of ISI and ISI coordinator
- 7<sup>th</sup> Tardy= 1 day OSS/ISI
- 9<sup>th</sup> Tardy= 2 days OSS/ISI
- 11<sup>th</sup> Tardy= Parent Meeting

### **HS CREDIT RECOVERY/TEST OUT**

Students may opt to recover lost credit in any class by demonstrating proficiency on a teacher's chosen assessment. This assessment can include projects, tests, essays, speeches, or a combination of these. Student must schedule a time (November/March/June) to participate in this assessment and be able to achieve a 75% or higher. If said student recovers this credit, only the credit will be granted on the report card, not the original grade received for course.

### **SENIOR YEAR CREDIT RECOVERY**

Seniors who have not passed required classes by the last day of school (seniors' last day) may opt to test out of a course. This assessment is generated by the course instructor and must be taken before the graduation ceremony the following week. **Seniors who opt to test out must receive a 75% on the test in order to regain credit in the course.** The senior's transcript will demonstrate having earned credit "CR", not a grade, in said course. If a student is successful in testing out, he or she is granted permission to participate in the spring graduation ceremony. If student *does not pass* the test with a 75% or higher, he or she will need to take a summer school course either at MC or another credit granting high school. Once the summer school course is completed, and the student can prove he/she received a passing grade (60%), the student may pick up his or her Michigan Collegiate Diploma from the main office. Students who enroll in the summer school option may not

participate in the spring graduation ceremony, as they will not have completed proficiency in all required areas of study.

Students may opt to replace a previous course grade through the MC summer school program. The higher of the two grades will be the weighted grade. The other course will be listed along with “NC” for no credit granted. No weight will be given for the course with the lower grade.

## WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to leave during the school year, all books and other school materials must be returned in good condition before records will be released to the new school. Each student must use the school’s withdrawal form when returning materials to teachers.

## EMERGENCY SCHOOL CLOSING

Should there be a reason to close the school the following procedures will be used:

1. The superintendent will contact the local TV/radio stations which will announce Conner Creek Academy East
2. The faculty will be contacted using the emergency chain list.
3. Parents may receive contact from our automated phone system.

## Driving Off-Campus at the High School

Students may be permitted to leave campus in motor vehicles for dual-enrollment under the following conditions:

- Students who drive off-campus must show proof of insurance.
- Students who transport passengers must possess and show a valid Driver’s License as defined by regulations of Michigan State Law.
- The School must obtain a photocopy of driver’s license and proof of car insurance from students that are permitted to drive off-campus.
- Students may not transport other students in vehicles during school hours.
- Off campus food delivery services are prohibited.
- Students taking classes off campus or have an early release schedule shall not bring back any food from outside the building.

## LOCKERS

Each student will be assigned one locker (sometimes shared with another student). Each locker will be assigned one combination lock. Once lock and locker are assigned, the students become responsible for the following:

1. keeping interior of locker **free of adhesive residue** (stickers, strong tape, etc.)
2. memorizing locker combination and keeping this information private from other

students. (If student forgets their locker combination, he/she can check with homeroom teacher for correct combination.)

If students choose to decorate lockers with stickers, or use strong tape to adhere pictures, etc., students will need to pay a \$5.00 per locker (cleaning fee) if locker is not returned to original condition.

On locker clean out day, if student(s) locker is not free of adhesive residue, students will be required to pay a \$5.00 cleaning fee. If student(s) do not pay fee, student will not be issued a new locker in the fall.

Students are not permitted to change locker location and/or purchase their own non-issued combination locks for their lockers. They must use the locker and lock that was originally assigned to them through the school. If locker location is changed without permission, student remains responsible for the condition of originally issued locker. Students are responsible for any items found in their locker.

*MC is not responsible for any lost or stolen locker items.*

## **MC BOOK RETURN**

Each year, students will be assigned all necessary textbooks to succeed in their classes. Once books are assigned, students are responsible for the condition of these textbooks for the remainder of the school year.

### Unreturned Books

At the end of each Trimester, a student's final grade is posted when:

1. student's assigned course textbook has been returned  
OR
2. student's outstanding book fee is paid (if book is lost or severely damaged)

If course book is not returned (or paid for) by the time report cards are sent home, the student will receive an incomplete "I" in said course. This grade will remain an "I" on the student's transcript until fee is paid or book is returned.

If student must re-take a course due to failing grade, student will not be issued a new textbook(s) until fee is paid or their previous year's book is returned.

## **SCHOOL DANCES**

Students must be in good behavioral and academic standing to attend our school dances. School dances are a privilege at MC.

### **NON-MC Students Attending Dance**

In order to be considered for entry at our dances, all students who do not attend MC Middle/High School are required to have an administrator from their school complete



an application and **FAX** it to a school administrator.

This form will be used to determine if we will allow said students to attend our upcoming dance. No students over age 20 may attend our dances.

Students are permitted to attend dance if students are in proper attire for said event. Each event has its own guidelines for required attire.

Any student with an out of the school suspension before the Homecoming dance will not be allowed to attend. Parents have the right to appeal with the Discipline Committee.

## **ATHLETIC HANDBOOK INFORMATION**

### **Mission Statement**

To further develop a student's character through athletics.

### **Guiding Principles and Goals**

Michigan Collegiate seeks to meet the mission by:

- Developing physical, mental and emotional growth
- Developing and maintaining an expert coaching staff
- Encouraging parent involvement
- Facilitating the development of leaders and role models
- Believing that athletics is a privilege, not a right

### **Role and Expectations of the Student-Athlete**

- To be a positive role model, possess a quality work ethic and be dependable
- Academics are the first priority
- To always display teamwork, dedication and sportsmanship
- Be alcohol and drug free and a non-smoker.

### **Roles and Expectations of the Parent/Guardian**

- Support and encourage their student/athlete to be successful
- Be aware of what is expected of them and their student/athlete
- Be a role model and display sportsmanlike behavior
- Communicate with coaches, the athletic director or other school officials if problems arise
- Drop off and pick their student/athlete up from events in a timely manner

### **Summary**

It is the belief of the Cougar family that by working together everyone can achieve more. **Athletics are a privilege and one that students must work to achieve.** Teamwork and sportsmanship is the cornerstone of a quality program and are the characteristics that we would like our athletes to develop and display.

### **Athletic Attendance Policy**

- All athletes must be enrolled as full time students.
- Athletes must attend at least two full class periods of school to be eligible to participate in practice or competition that day. Any exceptions must go through the Athletic Director.
- If an athlete is suspended from school for any reason they may not attend any athletic activity for that day.
- Athletes are required to attend all scheduled practices.
- An excused absence from school is an excused absence from practice.
- Athletes are responsible for informing the coach if they cannot attend practice or games. The Athletic office is not a messenger service.
- If an athlete misses practice due to injury, and seeing a doctor was required, a doctor's note is required to resume participation and they may be required to still attend practice at the coach's discretion.

#### **Athletic Eligibility:**

Athletic Eligibility will be determined by the previous 12-week grading period. While the MHSAA has their own minimum academic standard for athletic eligibility, Michigan Collegiate will hold their students to a higher standard. Michigan Collegiate student-athletes will be required to maintain a 1.67 GPA. The Michigan Collegiate Athletic Committee reserves the right to review all athletic eligibility decisions and will address each situation as they see fit, but under no circumstances will a student below MHSAA standards be eligible. If the athletic committee decides to override the Michigan Collegiate minimum GPA requirement, that athlete will have 3 weeks to bring their GPA back above the required 1.67 to be eligible.

### ***Tobacco Use and Possession*** (In addition to School Consequences)

#### **First Offense:**

- Student/athlete will be suspended for 1/5<sup>th</sup> of the sports season.  
Example: 20 games for basketball will result in suspension from the next four scheduled contests.

Second Offense:

- Suspension for the remainder of the season.
- Meeting with the Athletic Director, student and parents to discuss future athletic involvement.

### **Alcohol Use**

First Offense:

- Suspension from athletics for the remainder of the current season or three months.
- Meeting with parents to discuss future athletic involvement.

### **Narcotics**

First Offense:

- Suspension from athletics for one calendar year from the date of suspension. Example: April 23 2016 until April 23 2017.
- Meeting with parents.

### **Other Serious Offenses**

At the discretion of the Athletic Director the consequences can range from a verbal reprimand to a suspension or removal from team.

Examples of other offenses:

- Persistent use of profanity.
- Conduct unbecoming of a Michigan Collegiate Athlete.
- Violation of Team Concept.

### **Insubordination or defiance of authority. (Coaches, other players, host schools, parents, refs and other adult figures) Equipment and Use Of**

- Athletes are responsible for all equipment issued
- All previous equipment must be returned before participation in another sport can begin.
- Lost or unduly damaged equipment must be paid for before participation in another sport can begin.
- Holds will be placed on all student records until equipment is returned or paid for.
- Student/Athlete has one week from end of season to return equipment.

### **Quitting**

Student athletes need to honor the commitment they make to their teammates and coaches. Quitting should not be an option until all other avenues have been attempted. Athletes who do choose to quit will be ineligible to participate in any sports for one calendar year from the point of quitting. Certain

circumstances may be reviewed, and it will be up to the Athletic Director and the coaches to allow athletes to participate sooner. The final decision will be the Athletic Directors.

### **Transportation**

All athletes must use the transportation provided by the school to and from athletic contests. Exceptions would include prior arrangement made between parents and the Athletic office, but athletes should plan on using the bus. If student/athlete is continually not picked-up from the drop off point in a timely manner, coaches may request that the athlete not have use of the bus. It would then be the duty of the parent/guardian to drop off their athlete at the contest and to take their athlete home from the contest. Coaches may also suspend student/athletes from practice or games if they are not picked-up in a timely fashion.

### **Game Day Dress**

Will be determined by the school dress code or Athletic Director.

### **Insurance**

Parents/Guardians are responsible for providing appropriate insurance coverage.

### **Informed Consent**

It is impossible to eliminate all risk of injury from athletic participation. It is the duty of the athlete to check their equipment daily, obey all rules, report physical problems to coaches and to follow proper conditioning programs.

### **Appeals**

A student, with parent (Or guardian), can appeal a suspension, from athletics, to the Athletic Director within two days after the suspension is handed out. The student/athlete may also request that the principal be present at the appeals meeting.

## **USAGE WARNING!**

### **USE:**

A person who knowingly uses an androgenic steroid in violation of section 17766a of the public health code, Act No. 368 of the Public Acts of 1987, being section 1766a of the Michigan Compiled Laws is guilty of a misdemeanor, punishable by imprisonment for not more than ninety (90) day, or a fine of not more than \$100.00, or both.

### **POSSESSION:**

A person who knowingly possesses an androgenic anabolic steroid in violation of section 17766a Act No. 368 of the Public Acts of 1978 is guilty of a misdemeanor, punishable by imprisonment for not more than ninety (90) days, or a fine of not more than \$100.00, or both. A second subsequent violation is a felony, punishable by imprisonment for not more than four (4) years, or a fine of not more than \$2,000, or both.

### **DELIVERY:**

A person who knowingly delivers or knowingly posses with the intent to deliver an androgenic anabolic steroid or counterfeit androgenic steroid to another person is in violation of section 1766a of Act No. 368 of the Public Acts of 1978 is guilty of a felony, punishable by imprisonment for not more than seven (7) years, or a fine of not more than \$5,000.00, or both.

### **POSSIBLE SIDE EFFECTS OF STEROID USE:**

Atrophy of the testicles  
Sterility  
Acne  
Stroke  
Psychosis  
Addiction  
Withdrawal  
Heart attack  
Enlarged breasts

Impotence  
Hair loss  
Kidney damage  
Cardiovascular disease  
High blood pressure  
High blood cholesterol  
Stunted bone growth  
Transmitted disease and infections

### **TRANSMITTED DISEASES AND INFECTIONS**

The shared use of hypodermic needles can result in the transmission of serious communicable

diseases and infections including AIDS and hepatitis B.

An athletic services provider shall conspicuously place this notice in the following locations: (a) If the facility is an educational athletic facility, in each locker room of that facility, (b) if the facility is a recreational athletic facility, near each entrance and in each locker room of that facility.

Acts 31 of 1990 Section 333.26302

## **CAMPUS FACILITIES**

The neat appearance of the Michigan Collegiate Middle/High School campus is of great importance. Our goal is to have a campus that is clear of litter and vandalism, a campus that will demonstrate pride and respect for the facility.

## **HEALTH INFORMATION**

### **Health Documents**

Every student must submit a copy of an immunization record to the school office. Immunizations must be up-to-date. Students with medical or religious exemptions will be excluded from school in the event of an outbreak. Parents/guardians are asked to inform the school office of any medical condition or restriction that may impact your child(ren) while at school.

### **Medication**

Conner Creek Academy East/Michigan Collegiate requires parents to make arrangements with the school office to administer **ALL** medications (including those sold over the counter such as children's aspirin or Tylenol)) that are brought to the school. A parent must complete a **Medication Request** *before* the medicine can be administered. Medicine may be given by the secretaries or other designated personnel. Medications are **NOT** to be kept with the student (e.g., in the lunch box, backpacks, etc.).

## **Transportation**

Michigan Collegiate students using the supplied transportation service are expected to adhere to all MC rules and expectations both on the bus and at bus stops. Discipline issues will be handled by

the school, in conjunction with the transportation handbook.

**Michigan Collegiate Middle School**  
**Promotion/Retention Policy**

In order to be promoted to the next grade level, middle school students must demonstrate adequate knowledge in the common core standards of the current grade. This is in the best interest of the students as it ensures they are in a position to experience success at the next level.

Two methods will be used to demonstrate this knowledge:

1. Students take 6 academic classes (math, math support, ELA, ELA support, social studies, science) each trimester, 18 total throughout the year. Of the 18 academic report card grades, students must pass 12 with a D- or higher.
2. Students must maintain an average GPA of at least 1.67 for each trimester

Administration will review the academic level of any student not meeting the above requirements to make a recommendation regarding retention or promotion. A student's assessment score may also be a contributing factor.

## **MC Middle/High School Parent Involvement Plan/Policy**

**Sec 1118 (b)** *The MC Parent Involvement Plan will be distributed in the Parent Handbook at the beginning of each year. The Parent Involvement Plan will also be reviewed and/or revised by the Parent Focus Group each year.*

### **Relationship with Families**

- The home-school partnership will be cultivated throughout the year by continual communication, as well as family activities and events that will promote a positive sense of school community. Activities might include: , Parent Focus Meetings, Open Houses, Honors Night, Graduation, Talent Show, Cross-Curricular Community Project, Cinderella Ball, Music Concerts, Field Trips, and Career Day
- The school will facilitate a Parent Focus Group, allowing for regular meetings where parents can voice their suggestions and decisions relating to the education of their children. MC Administration and/or staff will respond to any suggestions in a timely manner. MC will provide any reasonable support that is requested in regards to parent involvement activities. **Sec 1118 (c) (4) (C), Sec 1118 (e) (14)**
- A true partnership for learning will exist between the home and the school through a school compact signed by the teacher, student, and parent. The compact clearly defines the responsibilities of the teacher, student, and parent to ensure a successful learning experience for the child. The compact will be discussed annually at parent-teacher conference and is jointly reviewed each year by staff & the parent focus group. **Sec 1118 (d) (1), Sec 1118 (d) (2) (A)**
- MC educates teachers and staff to value parent's contributions by sharing parent survey results, collaborating with the Parent Focus group, and inviting parents to participate in Title I program evaluation meetings, Title I /SIP Annual Reviews, etc. **Sec 1118 (e) (3)**
- Teachers and staff are trained to communicate with parents effectively during professional learning opportunities and are provided documentation with parent involvement strategies throughout the year. **Sec 1118 (e) (3)**
- When necessary, MC will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. **Sec 1118 (f)**

### **Effective Communication**

- Parents will be provided timely information about upcoming meetings and parental involvement opportunities. These flexible meetings will be offered at various times convenient to our families. **Sec 1118 (c) (2), Sec 1118 (c) (4) (A)**
- Classroom teachers will communicate with parents regarding upcoming educational events, academic and behavioral progress, class expectations, homework, and classroom activities through the following:
  - Newsletters
  - Email/Classroom Websites/School Website
  - Conferences
  - Progress Reports/Report Cards
  - Missing Assignment Report
  - PowerSchool Parent Portal



### **Sec 1118 (d) (2) (B), Sec 1118 (e) (1)**

- MC parents will be aware of the Common Core Standards for each grade, state and local assessment for each grade, as well as MC's expectations regarding their academic progress through the following:
  - Curriculum will be posted on MC website.
  - Parents will receive reading level information
  - Teachers will aide parents in interpreting assessment results during parent-teacher conferences.
  - Parents will receive written communication (progress report or report card) regarding student progress every 7 weeks.

### **Sec 1118 (e) (1), Sec 1118 (c) (4) (B)**

- All communication will be in a format and language, to the extent practicable, that is understandable to families.  
**Sec 1118 (e) (5)**

### **Learning at Home**

- MC teachers and administration will provide materials and training to help parents work with their children to improve their children's achievement through the following:
  - Parents will be given suggestions on how to aide in their child's learning progress during parent teacher conferences, in newsletters, letters and on the phone.
  - Teachers will give periodic suggestions/tips on how to help their child with specific academic or behavioral skills (Ex. SAT, MSTEP Tips).
  - Online programs (ex. SuccessMaker, MATHia, Waterford, Study Island) are available for students to access at home for extended learning time.

### **Sec 1118 (e) (2)**

### **Volunteer Opportunities**

- Parents will have the opportunity to join the Parent Focus group which meets regularly throughout the year to be kept up to date on school-wide policies and initiatives, as well as plan family events and school improvement activities.
- Parents will have the opportunity to volunteer and participate in their child's class, and/or observe classroom activities. **Sec 1118 (d) (C)**
- Parents have the opportunity to attend and/or volunteer at MC family events/workshops throughout the year.

### **Involving Families In Decision Making and Advocacy**

- All parents will be invited and encouraged to attend a yearly meeting to inform them of the school's Title I Participation and to explain the requirements and the right of the parents involved. Programs and services provided to students through Title funds will also be presented. This meeting will take place during the Back to School BBQ. **Sec 1118 (c) (1)**

- Parents will be invited to an annual Title I Evaluation Meeting to determine if our programs are having a significant impact on attaining our school improvement goals and increasing student achievement. **Sec 1118 (c)(3)**
- Parents will be invited to an annual Title I/SIP Review to evaluate our school-wide plan. Parent suggestions will be addressed when revising the school-wide plan for the following year. If parents find the plan unsatisfactory, MC will submit those parent comments when the school makes the plan available.  
**Sec 1118 (c)(3) Sec 1118 (c) (5)**
- All parents will be given a survey to evaluate MC on academic progress, school climate, opportunities for parent involvement, title I programs, etc. Feedback will be used to improve the school-wide program.

**Collaborating with the Community**

- MC will build constructive partnerships and connect families with community based programs and resources.

**Program Coordination**

- MC will coordinate and integrate parental involvement programs and activities through maintaining a relationship with local community organizations and providing a lending library for parents.

**Sec 1118(e) (4)**

# BULLYING

Reference: The Matt Epling Safe School Law, Public Act 241 of 2011, as amended by Public Act 478 of 2014 (MCL § 380.1310b).

The Board believes that a safe and nurturing educational environment in school is necessary for students to learn and achieve high academic standards. Therefore, it is the policy of the School to provide a safe and nurturing environment for all of its students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

## BULLYING AND CYBERBULLYING ARE PROHIBITED

Bullying and cyberbullying of a student, whether by other students, staff, visitors, Board members, parents, guests, contractors, vendors and volunteers, is prohibited. All pupils are protected under this policy, and bullying and cyberbullying are prohibited without regard to its subject matter or motivating animus.

## DEFINITION OF 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 (1) or more pupils either directly or indirectly by doing any of the following:

- A. Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.
- B. 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 by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a pupil’s physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

- A. Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.
- B. 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 by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a pupil’s physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Since “bullying” also includes “cyberbullying,” any reference in this policy to “bullying” shall also be deemed to refer to “cyberbullying.”

Bullying and cyberbullying are prohibited at school. “At school” is defined as on school premises, at school- sponsored activities or events, in a school-related vehicle, or using telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the school district. “Telecommunications access device” and “telecommunications service provider” mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a).

Bullying and cyberbullying that does not occur “at school,” as defined above, but that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

## REPORTING AND INVESTIGATING REPORTS OF BULLYING

Every student is encouraged to report any situation that he or she believes to be bullying behavior directed toward a student to a teacher, a counselor, administrator, or other staff member. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the School Leader. Complaints against the School Leader shall be reported to the Board.

Under state law, a school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official responsible for implementing this policy or for remedying the bullying, when acting in that capacity.

Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The School Leader or designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, and up to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, both the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification.

The School shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parents or guardians and any discipline and referrals.

The School Leader is the school official responsible for ensuring that this policy is implemented.

## CONFIDENTIALITY

The School will comply with all applicable laws regarding confidentiality of personally identifiable information within education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The School Leader, or the School Leader's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publically disclosed.

## NOTIFICATION

This policy will be annually circulated to parents and students, and shall be posted on the School website.

## REPORTING

As required by state statute, the School shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department.

As required by state statute, the School's procedures with respect to bullying are contained within this policy, and thus no administrative guidelines accompany this policy.

Replaced 5/27/15

## RECEIPT OF PARENT / STUDENT HANDBOOK

I have received and have read the Michigan Collegiate High/Middle School Parent / Student Handbook. I agree to abide by the policies and procedures contained therein. I understand that the policies contained in the handbook may be added to, deleted or changed at any time. *All updates to this handbook will be sent home with your student.*

Please fill out this form and return to school office.

LIST **ALL** MIDDLE/HIGH SCHOOL STUDENTS ATTENDING MC

\_\_\_\_\_ GRADE \_\_\_\_\_

\_\_\_\_\_ GRADE \_\_\_\_\_

\_\_\_\_\_ GRADE \_\_\_\_\_

\_\_\_\_\_ GRADE \_\_\_\_\_

PARENT/GUARDIAN

SIGNATURE \_\_\_\_\_

# DISTRICT ATTENDANCE CHECKLIST

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Attendance in school is a vital part of a student's success and must be a priority for students and families. We are making an effort to communicate with parents and students when attendance is becoming a factor that takes away from learning. Each school's Attendance Officer (AO) will be contacting parents throughout the trimester as absences increase. Students who miss 18 days of school with unexcused absences may be subject to being dis-enrolled. If you have any questions you may contact your student's school for assistance. If your child is absent 18 or more days, the school reserves the option to withdraw the student from the school.

**3<sup>rd</sup> Missed Day:** AO calls home to inform parents and to stress the importance of being in school.

Date: \_\_\_\_\_ Contact with: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6<sup>th</sup> Missed Day:** AO calls home. 1st letter is sent home

Date: \_\_\_\_\_ Contact with: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9<sup>th</sup> Day missed:** Admin calls home, stresses the importance to school and informs parents that meeting will be required if student continues to be absent.

Date: \_\_\_\_\_ Contact with: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12<sup>th</sup> day missed:** AO calls home informing parents that a parent meeting is now required.

Date: \_\_\_\_\_ Contact with: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**15th day missed:** Another phone call from AO and 2nd letter is sent home warning parents of a potential drop from school.

Date: \_\_\_\_\_ Contact with: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**18th day missed:** Student will potentially be dropped from school. An official drop letter and phone call from Admin will follow as well.

Date: \_\_\_\_\_

Contact with: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Michigan Collegiate**  
**2020-2021**

**Covid-19 Handbook Addendum**

**Health Screening**

- Parents will be asked to take their child's temperature every morning before school.
- Students with a temperature of 100.4 degrees Fahrenheit or higher should stay home.
- Students with a cough, shortness of breath, fever or chills, body aches, vomiting or diarrhea, loss of taste or smell should stay home.
- If students display symptoms of Covid-19 (determined by the Macomb County Health Department), they will be directed immediately to the schools' quarantine room.
- Parent/Guardian will be notified and the student may not return until they have tested negative or have completely recovered according to Macomb County Health Department guidelines.
- Students must be picked up at school by a parent or guardian and cannot take the bus home.
- All confirmed cases of Covid 19 will be reported to the Macomb County Health Department.

**Classroom Setup:**

- All desks/tables will be as distanced as possible from each other.
- All desks/tables will be facing the same direction.
- A marker will be used to distinguish placement of desks and/or chairs to promote social distancing.
- Space will be free from the following: any fabric items such as bean bag chairs, cushions, pillows,etc...
- Signage will be posted in classrooms to promote safety protocols.
- Students will have their own locker for belongings.
- Windows will be open as much as possible.

**Personal Protection Equipment:**

- All students will wear a face covering (mask) while in the building.
- Any student who refuses to wear a face covering will be sent home and may not return until a parent meeting with administration.
- Any student who cannot medically tolerate a face covering must provide a doctor's note to the office.
- All staff must wear a face covering (mask) at all times unless eating or drinking.
- Staff who cannot medically tolerate a face covering must provide a doctor's note to the building principal.
- Noncompliant employees will be subject to regular disciplinary procedures (insubordination).

**Arrival and Dismissal:**

- Students will use face coverings while on the bus and transitioning to and from the bus.
- Students will enter and exit the building one class/bus at a time using assigned doors once dismissed by an administrator.

**Cleaning Protocols:**

- MC will have a full time day time custodian.
- Teachers will facilitate classroom cleaning in between every transition.
- All cleaning supplies will be EPA certified.



- All common areas will be disinfected periodically throughout the day.
- All teachers/staff will receive a “cleaning bin” with all necessary materials to disinfect and clean appropriately.
- Cleaning and disinfectants will stay OUT OF REACH of students.
- Cleaning guidelines will be provided for each classroom.

**Staff-Student Health Responsibilities:**

- If staff or students have symptoms of Covid, they will contact their building principal immediately.
- Students will be greeted with alternative methods (no handshakes, fist bumps, hugs, etc...).
- Staff will avoid physical contact with students.
- Staff will social distance as much as possible.
- Staff will not share their teacher supplies, computers, phones and desk space with students.
- Staff will establish hand-sanitizing routines each time upon re-entering the classroom
- Staff will be prompt and punctual for each transition.

**The following activities will be on hold until further notice:**

- Lunch in cafeteria (Students will be eating in classrooms)
- Assemblies
- Water fountains
- Visitors
- Field Trips
- Family nights (PT conferences exempt)
- Locker sharing
- Uniform borrowing