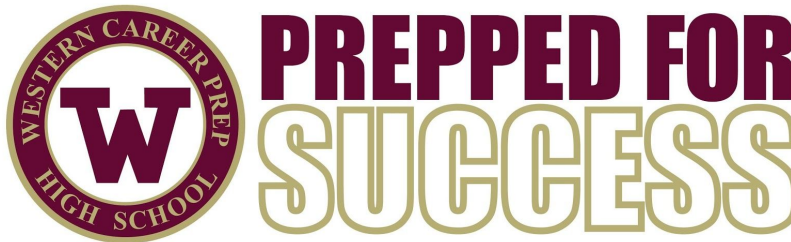


**WESTERN CAREER PREP HIGH SCHOOL**  
**STUDENT CONTRACT**  
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**PHILOSOPHY:** To operate a program that meets the needs of nontraditional high school students. To provide instruction and enable students to succeed in human relationship skills and academic areas through individual and group academic programs, tutoring service, specialized instruction on social and group issues and individual counseling with appropriate community referrals.

**MISSION STATEMENT:** Our mission aims to provide our students with a state accredited high school diploma along with necessary experiences to acquire employment skills for the future.

**VISION:** "Individual academic achievement plus social and emotional development equals lifelong success."



**BELIEFS STATEMENT:**

- We will provide a flexible and supportive environment.
- We will provide individual academic plans leading to graduation.
- We will expect ourselves and students to be responsible, reasonable and respectful.
- We will provide personal counseling for every student.
- We will provide individual academic assistance.
- We will graduate students who have the skills and knowledge necessary to succeed in a post secondary education or in a career pathway.
- We will graduate students who have the skills, knowledge and prior planning necessary to successfully enter the field of work, technical training, military, apprenticeship or college.

**CURRICULUM:** The curriculum in Western Career Prep High School has been systematically developed and aligned with state standards to meet the needs of our 10<sup>th</sup> through 12<sup>th</sup> grade students. Periodic evaluation of current education methods, new computer technology and the curriculum are ongoing. Students must meet the school district requirements for graduation.

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**INTRODUCTION:**

Western Career Prep High School is a small learning environment where the individual learning needs of students are considered and valued. The focus of the school is to provide students (16-20 years of age) with the opportunity to complete the requirements for a high school diploma while developing the skills needed for employment and/or post secondary educational opportunities.

A personalized career-focused curriculum will be created for each student. The curriculum emphasizes rigor and provides students with opportunities to make the community a part of their learning environment through internships, job shadowing and other community services.

Students are challenged to be high achievers, self-motivated, self directed and responsible individuals who make a positive impact on their community.

**Please read the following information carefully. Students are subject to all rules and regulations of Western Career Prep High School as defined in the Western Career Prep High School Student Handbook as well as this contract.**

**ENROLLMENT PROCEDURES**

Each applicant that has been initially accepted will go through an orientation process

1. The parent/guardian and student will meet with the Western Career Prep High School staff to read and discuss the Western Career Prep High School Student Contract.
2. The student may be given an assessment test in the areas of reading and math. This testing will take up to 1-1/2 hours. After reviewing the results a decision will be made regarding enrollment.
3. The parent/guardian and student will then sign this contract and be notified as to when they should report for school.
4. Students will not be allowed to report to school at Western Career Prep High School should this contract not be signed by both parties.

**BACKPACKS, PURSES, and BAGS**

Students may not carry backpacks, purses, or bags during the school day. All bags must be kept in a designated area and are subject to random searches at staff discretion.

**UPON GRADUATION STUDENTS WILL BE:**

**Educated and therefore able to:**

1. Apply skills and knowledge learned from a rigorous and relevant core curriculum.
2. Transfer career and employability skills across multiple settings.
3. Pursue lifelong learning to succeed in a changing global community.

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**Self-Directed and therefore able to:**

1. Use a high degree of self-awareness to facilitate making life-directing decisions.
2. Identify and initiate career-appropriate high school and post-secondary options.

**Productive and therefore able to:**

1. Appreciate and respect cultural and individual diversity.
2. Actively participate as productive members of a democratic society.

Graduates will meet the specific credit requirements as defined by the rules of this policy. These requirements will meet or exceed the minimum graduation requirements as defined by the State of Michigan, including the Michigan Merit Curriculum.

**SPECIAL EDUCATION**

Special education services are offered on a limited basis and students must be able to handle the Western Career Prep High School curriculum as designed. The Western Career Prep High School Special Education Teacher Consultant will determine viability of students wishing to enter the program.

**MONEY/VALUABLES**

The school will not be responsible for the loss or damage of a student's money or valuables. We highly recommend that all personal property be labeled and the serial numbers be recorded at home.

**PESTICIDES**

Rose Exterminator may apply a pesticide to Woodville Community Center during the school year once per month.

**COURSEWORK REQUIREMENTS**

Western Career Prep High School is a high school program designed to meet the needs of students who can benefit from an alternative form of education and are committed to getting a diploma. Students prove their commitment to the program through their attitude, attendance and the number of courses completed and credits earned. **Students must complete a minimum of 2.5 credits per semester.**

Western Career Prep High School curriculum is individualized which allows for all of the students to work at their own pace within the parameters of the program. Each course has an assignment sheet and the students are expected to complete, **in order**, all of the work listed. Students must follow given assignment sheets to receive class credit.

As the assignments are completed they are turned in to the instructor who will grade, record and file them. **Tests will be taken per assignment sheets.** Students must receive a passing grade on all tests and a passing grade on all coursework to receive credit for the course.

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Students are expected to be productive every hour of every day they are in attendance. If a student is not productive, they will be referred for an intervention. **Students must complete a minimum of 2.5 credits per semester to continue the next semester.**

**COURSEWORK/ATTENDANCE POLICY**

In order to remain in attendance at Western Career Prep High School, students must adhere to the following rules:

Complete at least a total of 85% (100% for store points) of the coursework outlined on the assignment sheet during each Progress Report Period.

Earn a minimum of 66 productive class attendance hours during each Progress Report Period.

Students must complete a minimum of 2.5 credits per semester. When a student turns 18, their credit requirement will be reevaluated and increased, if necessary.

**RESPONSE TO INTERVENTION (RTI)**

RTI is the practice of providing high quality interventions matched to students' needs and using data to make decisions to guide instruction.

If the student is unable to complete at least 85% and/or 66 attendance hours during any progress report period (PRP) he/she will be placed on academic/attendance probation for the remainder of the year.

It is at the discretion of the Western Career Prep High School staff and administration to determine what is best for the student. Intervention choices include but are not limited to:

- a. Implementing a Daily Work Plan. The Daily Work Plan will outline the minimum amount of work the student will need to complete each day.
- b. Implementing individualized interventions to help the student to be successful.
- c. Parent meeting in lieu of up to 10 days off. If the parent does not attend the suspension will be in place.
- d. Asking the student to take up to ten days off to allow the student time to decide if they are serious about their education. Students may not do school work during this time. Parents will be notified and must make an appointment with Western Career Prep High School staff before the student may return. Students will be expected to meet at least 85% academic work and 66 hours of productive attendance time for the remainder of the school year.
- e. Dropping the student from the program.

This section of the program contract has been spelled out in great detail to ensure that everyone understands the rules **and their consequences.**

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**CAREER PREP HIGH SCHOOL DAILY SCHEDULE**

School starts at 7:25 a.m. daily. All students are required to be in attendance.

7:25 – 7:50	Breakfast & Homeroom
7:50-9:45	Work Period / Core
9:45-10:10*	Break
10:00-10:30	Advisory *All students participate in Advisory.
10:30-11:40	Work Period / Core
11:40-12:10	Open campus lunch. <b>This is a privilege – not a right.</b>
12:10-2:30	Homeroom
2:30	Dismissal

\* Breaks may vary

**ADVISORY**

An Advisory class is taught daily from 10:15-10:45 a.m. All students are required to participate in advisory. Curriculum will include key concepts for all subject areas, study skills, life skills, current events, and etc. Credit will be issued every semester, based on student participation.

**CORE CLASSES**

Students will be assigned to core classes by their homeroom teacher throughout the school year. Each teacher will provide core class instruction every day in his or her particular subject area from 7:50 – 9:45 and from 10:30 – 11:50.

Aaron Baum – Social Studies  
Tim Comden – Science  
Alek Ennis – Special Education Services  
Jessica Redovich – Mathematics  
Lucas Sponsler – English Language Arts

Students will receive direct instruction, and one-on-one assistance from the core teacher. As students complete a class they will discuss which class to take next with their homeroom teacher and the student will be assigned to a new core class. Elective classes will be done in homeroom.

**CAREER READINESS CERTIFICATE**

Students near the completion of their program will choose if they would like to work collaboratively with our Career Prep Director, Brandon Baum, to pursue the Career Readiness track to receive a Career Readiness Certificate. The Career Prep Coordinator will ensure that all requirements are fulfilled to earn the credential for the Career Readiness track. Students must complete all requirements outlined in the Career Readiness outline to achieve the credits and earn their high school diploma and receive their Career Readiness Certificate. All students who are completing a work study experience will be required to dress appropriately for the assigned work environment. Students may see the Career Prep Director, Brandon Baum, if help acquiring required clothing is needed. During the Work Study program, students can contact Brandon by email ([brandon.baum@wsdpanthers.org](mailto:brandon.baum@wsdpanthers.org)) or by calling the main office at 517-841-8700.

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**FIELD TRIPS**

There are monthly field trips aligned with the different career pathways. It is a privilege for students to attend these trips. Homeroom teachers will determine if a student is eligible to attend. Students must wear appropriate dress and have a positive, learner attitude in order to participate in a field trip.

**CHEATING POLICY**

Students are expected to do their own work. If it is determined that a student is cheating, he/she will receive a zero on the assignment and will have to redo the work. Examples of cheating include swapping papers, copying another student's work, cutting and pasting from the Internet, and etc.

If a student is suspected of cheating for the majority of the course or elective, the student will not be allowed to redo the course. If it is a required course, the student may be required to do a different version of the course.

If another student allows his/her work to be copied, he/she will also have to redo that class.

**COURSE WORK POLICY**

Student's work must be neat and legible. Your work will not be second-guessed. If it isn't readable, your answer will be marked wrong. Each assignment must be accompanied by the following information: Name, date, course, page number and assignment. If this information is not specific, for example, "English 9B 3<sup>rd</sup> course, Chapter 1, page 18, 1-10", it will be given back to you to be labeled correctly before it will be graded. There are too many students doing a range of courses and too many papers to be graded for the staff to try and guess who's taking what class.

At day's end, place completed assignments in the corresponding box and leave textbooks in the assigned area. Your work will then be corrected, recorded and filed away. Please see a staff member to review your file of schoolwork to help you study for tests. Due to the bulk of work being turned in, your assignments will never leave this room. It is your responsibility to keep track of your work. If your paper is missing, it is in your classroom unless you took it home - so find it!

Assignment grades will be recorded on a computer program. In order for students to receive credit for the work they have done, it must be turned in, in order. There is a reason for the order assignments are done: to learn new objectives and build on those skills with proceeding assignments. If students skip around, they will miss out on important steps of the learning process of each course. Therefore, to encourage students to follow assignments in order, the grading program will only credit those assignments completed up to the first blank. This is also where it becomes imperative that students make an honest attempt at every assignment. (The teacher reserves the right to decide if a student has made an honest attempt at completing the assignment.)

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Students may not simply do enough work to earn a “D” and get credit in a course. Every blank assignment drops their grade one full grade. This would then give the student an “F” and they would not receive credit. The computer is already programmed with this information and therefore, will not calculate the grade and assign credit (dependent on attendance) until each blank is filled. Remember, if a student does not pass a course the first time, he/she will have to re-do the entire course.

Credit will not be earned if the student fails course work or tests. Students must receive a passing grade on both homework assignments and tests in order to receive credit for the course. Students should complete all courses started each school year. Incomplete classes will **not** be held for the following year with the exception of courses started in PRP 13. All earned credits will be added to student transcripts by the end of each semester.

**GRADE LEVEL STATUS**

<b>0.0 - 4.5 credits</b>	<b>9th grade</b>
<b>5.0 - 11.5 credits</b>	<b>10th grade</b>
<b>12.0 - 18.5 credits</b>	<b>11th grade</b>
<b>19.0 - 26.0 credits</b>	<b>12th grade</b>

**GRADING SCALE**

<b>Letter Grade</b>	<b>Percent Grade</b>	<b>4.0 Scale</b>
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
E/F	Below 65	0.0

**GRADUATION**

Western School District graduation requirements are adhered to at Western Career Prep High School. Western Career Prep High School students graduate at the Western Community Arts Center. Seniors must successfully complete all 26 credits before graduation in order to walk at the graduation ceremony.

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**ATTENDANCE POLICY**

It is required by the State of Michigan and the Western Board of Education that students at Western Career Prep High School obtain 66 productive hours for every half credit received. Students will be allotted 15 unexcused absences per semester. An accumulation of more than 15 unexcused absences will forfeit the student's open campus lunch privilege for the remainder of the semester.

Each day, students must arrive to school NO LATER than 9 a.m in order to enter the building and complete the school day. Students arriving after 9 a.m must have an excused note in order to complete the school day.

**Students must be productive to receive attendance credit.** Being productive is at the discretion of the staff. If students are not productive (sleeping, talking, daydreaming, etc.) they will be red lined and will not receive productive hours.

It is imperative that students sign in and out to receive hours in attendance. If a student should leave without signing out, they will be marked absent according to the last hour that rounds were taken for the assignment log.

Attendance will be recorded and calculated on the computer. Credits ascribed to transcripts will be in direct correlation to attendance accumulated. Students will receive a progress report after every 13 days detailing the amount of work completed, grade and productive attendance hours accumulated.

Students should be aware that they are not given productive attendance hours for their 35 minute lunch as this is not a scheduled class time.

This policy is meant to eliminate students using Western Career Prep High School as a correspondence center.

**JACKSON AREA CAREER CENTER**

Students are encouraged to attend the Jackson Area Career Center for career training. Students cannot turn 20 before August 20th. Students must complete at least 38% (45% for store points) of the coursework outlined on the assignment sheet and earn a minimum of 30 productive class hours during each Progress Report Period. Career Center expects a mid-Junior Year status (14+credits) to attend.

**CELL PHONES**

Cell phones are considered a deterrent to success. Cell phones will be locked in a designated area within each classroom during work periods. Students may use their cell phone outside the building before school, at lunch and after school only. Students who fail to comply with this rule will be subject to disciplinary action.



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**MUSIC POLICY**

It is a privilege, not a right, to be able to listen to music during class. The privilege of listening to music is always at the discretion of the staff and some students may be denied the privilege for various reasons. Music deemed inappropriate by the staff will not be allowed in class.

**DRESS POLICY**

The Western School District philosophy reflects the attitudes that good grooming and appropriate dress have a positive effect on citizenship, attitudes and values that are developed at this critical age. Students' dress and grooming shall be appropriate, clean, and neat. Dress that is disturbing or distracting in school is inappropriate.

Examples:

- Skirts, shorts, and skorts (a skirt-shorts combination) must reach or extend below the fingertips of the student's hand.
- Top coats (trench coats) may **not** be worn.
- All pants must be worn at the waist: no sagging or low riding. Underwear should **not** be exposed at any time.
- See-through clothing is **not** to be worn. Fishnet shirts, conspicuously thin garments, tube tops, spaghetti strap tops, low cut tops, halter tops, one-shoulder tanks, and any wear which shows a bare midriff are **not** to be worn.
- If leggings are worn, a long shirt or top must also be worn.
- Head coverings such as bandanas, hoods, scarves, sweatbands, caps, "do-rags", or hair nets are **not** to be worn or seen during school times or functions.
- Clothing deemed mutilated (badly torn, excessive rips, or holes) is **not** allowed.
- Clothing that advertises substances that are illegal for minors (drugs, alcohol, tobacco products) or that is otherwise inappropriate (sex, profanity, symbols that may be considered racist or offensive, etc.) may **not** be worn.
- Dog collars, spiked collars, spiked bracelets, spiked necklaces, and chains are restricted from wear.

*Staff will determine if clothing is not appropriate and will not be allowed. The above is not an exhaustive list.*

Students whose attire does not comply with the above standards or is disruptive to the educational process shall be directed to correct the situation or call home for acceptable attire. Repeat offenders will be subject to the school disciplinary process for insubordination.

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**DISCIPLINARY POLICY**

Students have come to Western Career Prep High School for a variety of reasons. Regardless of why you are here, this is your last chance at earning a high school diploma from Western School District. It is for this reason that this contract spells out the expectations and consequences for violations of rules and regulations. These policies are intended to help you become a better person by making you take responsibility for your behavior in a manner that is much more realistic in the world of work or college career life.

If at any time you violate school rules or policies set down in the contract or Western Career Prep High School Student Handbook, you may be suspended in the following manner:

1. First Offense: One to three day suspension
2. Second Offense: Two to five day suspension
3. Third Offense: Five to Ten day suspension
4. Fourth Offense: Student may be dropped from the program. A parent/student conference will be held if student wishes to continue. Student would then have to go through the application process in order to return. Student would not be allowed to finish incomplete classes until he/she returns to school.

Exceptions to this order include:

Gross misconduct, such as:

- a. Fighting
- b. Instigating (including, but not limited to, taunting, verbal or physical gestures, gossiping)
- c. Assaulting staff
- d. Possession and/or use of alcohol, tobacco, illicit drugs, mind altering substances and/or weapons

These offenses are punishable by an automatic 5-10 day suspension from the program. Within the 5-10 day suspension a determination will be made whether the suspension will be extended to eight weeks (3 PRP's) or whether the student will permanently withdraw from the program. Students may also be considered for an expulsion hearing with the superintendent of schools.

**SIGNING OUT POLICY**

We, as an educational facility, are responsible for students from the time they step on the school bus or school grounds in the morning until students step off the bus or off school grounds at day's end. It is expected that students will be at school seven hours per day. School hours are 7:25 a.m.-2:30 p.m.

Students are expected to be in school for the entire day. In order for students to leave school early, parental permission must be obtained prior to their leaving. Students must stay in their classroom until their ride has arrived. **Parents must come into the building to sign out and pick up their child.**

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By law, 18 year olds are considered adults and may sign themselves out only for the purpose of doctor appointments, work, court, etc. They may not, however, leave school grounds during school hours for the purpose of getting food, soda, etc. If 18-year-old students sign themselves out or leave school, they must have an excuse from a doctor, employer, court, or probation officer in order to sign in again and return to class that same day. **All school rules and expectations apply to 18 year olds.**

By law, minors must have parental permission (verified by a staff member and approved with the teacher) to sign out and may not under any circumstances leave with another student attending Western School District (with the exception of lunch 11:40 a.m.-12:10 p.m.). If a minor signs out or leaves school grounds, he/she must have an excuse from a doctor, employer, court, or probation officer, in order to sign in again and return to class that same day.

Students are not allowed to transport other students in their vehicle during the school day as this is forbidden in the Western School District Handbook for safety and liability purposes.

A reminder to 18 year olds and minors alike: our front door is not a revolving door! **If you leave, you are gone for the day or must show just cause as to why you may return.** Any violation of this policy by either 18 years olds or minors will result in suspension/in-school suspension according to the "Suspension Policy."

**OPEN CAMPUS LUNCH**

Open campus lunch is a privilege, not a right. In order for any student to receive and/or maintain open campus lunch they must pass the previous Progress Report Period with the required number of attendance hours and work percentages. Open campus lunch may be taken away if the privilege is abused. Students are allowed a 35 minute open-campus lunch. This is plenty of time to get to any of the fast food restaurants and return in time to begin class at 12:20 p.m. Do not run errands during this 35 minute period, return at 12:20 p.m. and then expect to eat lunch in class. **Class begins at 12:20 p.m.** If a student chooses to leave in a vehicle with another student during school hours without written parent permission, Western School District will not be liable or held responsible for any unforeseen circumstances due to the students' negligence to follow the district's safety and liability guidelines. Students that do not comply with the Western Career Prep High School and District policy will be subject to disciplinary action.

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**COVID-19 RETURN-TO-LEARN UPDATES**

In these ever-changing times, our COVID-19 policy may update periodically. Refer to the August, 2020 WSD *Return to School Plan Community Letter* PDF document on the Western School District's homepage for rules and regulations regarding in-school rules related to COVID-19. This can be found at <https://www.wsdpanthers.org>.

- **SOCIAL DISTANCING:** Masks covering the nose and mouth are required in all school buildings. Classrooms will be mapped out with desks socially distanced.
- **QUARANTINE:** Per the CDC and Jackson County Health Department, guidelines regarding quarantine are subject to change. *As of March 10, 2021*, the guidelines are as follows: Western is operating with a 10-day quarantine period. In accordance with the CDC guidelines, a quarantined person may return to school after 10 days and must be symptom free (with medication intervention) for 24 hours. If a person has been fully vaccinated, or previously tested positive for COVID-19 in the last 90 days, they are not required to be quarantined.
- **VIRTUAL LEARNERS:** While working from home, students are required to complete a *minimum* of 10 Edgenuity (E2020) activities **per day**. This includes “virtual Wednesdays.” Students are also required to complete (respond to) a two-way communication with their homeroom teacher or aide **twice per week** using a number of methods: *Remind* text, email, phone call or in-person meeting. Upon enrollment to WCPHS, students (and/or parents) will be sent a *Remind* text message to participate in *Remind* texting. Please respond and join this messaging app for proper communication.

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**SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT STATEMENT (SWPBS)**

Western Career Prep High School is participating in School-Wide Positive Behavior Support (SWPBS), an important district-wide initiative to encourage positive behavior.

*SWPBS is NOT a specific program or a curriculum. It is a team-based process that involves systematic problem solving, planning and evaluation.*

**SWPBS IS:**

- A proactive process supported by the Michigan Department of Education for creating safer and more effective schools without sole reliance on punitive “zero tolerance” policies.
- A systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide and classroom behavior support systems. The process focuses on improving a school’s ability to teach and support positive behavior for all students.
- Designed to ensure the safety and dignity of students and staff, preserve the integrity of the learning environment and address the causes of student misbehavior in order to improve positive behavior skills and long-term outcomes.

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Clear rules have been established and are published in the Western Career Prep High School Student Contract, which must be read and signed, yearly by both students and parents. Positive behaviors are modeled by the staff and are discussed in each classroom. The expectations for our students are clear and concise and are consistent throughout the building.

We (parent/guardian and student) recognize that it is a privilege, not a right, to attend Western Career Prep High School. The purpose of this program is to offer the student one last chance to receive a high school diploma from Western School District. We, (parent/guardian and student) have read and understand the expectations within the Western Career Prep High School Student Contract and agree to abide by the expectations or face the consequences stated within the contract.

At the discretion of the Western Career Prep High School staff, students may be referred to outside agencies, i.e., South Central Substance Abuse, the Student Assistance Program. Students must follow the prescribed recommendation by the screening agency.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print student name

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

We (parent/guardian and student) have received a Western Career Prep High School Student Handbook.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Student signature

**FIELD TRIP PERMISSION**

I understand that transportation to and from field trip activities will be by school bus or other school owned vehicles and that my automobile insurance is the primary carrier under Michigan No-fault Insurance and I will not hold the Western School District Board of Education or employees liable in case of accident, injury or other mishaps. All trips will be chaperoned by school employees.

I hereby give permission for my child to take part in said school sponsored activities. This approval is considered to be permanent until further notice.

\_\_\_\_\_  
Parent/Guardian Signature:

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