

COPPIN ACADEMY HIGH SCHOOL

Nurturing Potential.....Transforming Lives

Parents and students are required to sign this form in the space indicated below to acknowledge receipt, review, and understanding of the policies, code, and rules and regulations contained herein. The **principal** maintains the right to **amend** the contents of this handbook at any time. **Failure to become informed is not an acceptable excuse for violations.**

Student Name_____

Grade_____

Student Signature_____

Date_____

Parent Signature_____

Date_____

Parent Signature_____

Date_____

After signing this page, remove it carefully from the handbook and have student return it to his/her homeroom teacher no later than

ATTENDANCE



THE MORNING MEETING

Coppin Academy High School begins the day with a **mandatory** morning meeting which starts promptly at **8:00AM**. All students are expected to be present and on time each morning. During the morning meeting, announcements are made by the principal, special lessons, directions and celebrations are also done during this time. Students not in attendance during the morning meeting will be given an **after school** late detention to be served on the day of lateness or the following day.

LATNESS

- After 8:05 am, all students arriving must obtain a late pass.
- Students who are late will be given detention for up to 30 minutes after school and may be excluded from special activities.
- Parents of students who are habitually late will be mailed communication from the principal informing them of the problem.
- Patterns of lateness will lead to failure in the first period class and disciplinary action.
- **Three** times late will result in a call home or a written communication to parents.

ABSENCES

- Students must bring a written note from a parent or guardian after each absence.
- Parents are asked to call the office if a student is out two or more days.
- Students are responsible for getting missed assignment upon returning to school.
- Missed assignments must be made up in a timely fashion.

REGULAR DISMISSAL

- Dismissal is at 3:25 p.m.
- Students must leave the campus **immediately** unless participating in an after school activity.
- Students still on campus after **ten minutes** will return inside for detention
- Students waiting for parent pick-up must wait in the designated area.
- Students from other schools **are not** permitted on campus. Outsiders will be **removed** by the campus police
- Horse playing, loud noise and “hanging out” on campus is not permitted.
- Visiting Subway or other off limit areas will result in disciplinary action
- Any student remaining on campus for after school programs after 3:30 must adhere to the policies and regulations of Coppin Academy High School.



RULES AND REGULATIONS

- Excessive jewelry may not be worn in the building..
- Leaving the cafeteria or any other site is not permitted unless a pass or permission has been given by an adult in charge.
- Lunch area (table and floor) and morning meeting area must be clean and neat before leaving.
- Gum, candy, and soda are not permitted in school.
- Glass containers must not be permitted in school.
- Students are expected to show respect by being silent and by listening to all adults during announcements.
- Coppin Academy students are not allowed at the School Store or Subway Sub Shop on campus at any time. Violators will face disciplinary action.
- All forms distributed by Coppin Academy which requires signatures or other information must be completed and returned by each family at the specified time.
- Coppin Academy students are not permitted in the dorms, new dining area or other college campus areas. Violators will face disciplinary action.
- Students are **never** to leave school grounds without telephone or written permission from a parent and written permission from an administrator.
- Coppin Academy students **are not** Coppin State University students and should not associate or socialize with the college students.

CLASSROOM RULES

- Enter the room and take your seat quickly and quietly
- The **15 minute rule** goes into effect as soon as the class begins. Students **will not** be allowed to leave the classroom during the **first fifteen minutes** of class.
- Have all materials that are needed for class.
- Students are expected to have paper, pencil/pens everyday.
- Follow the direction of the teacher or adult in charge the first time it is given.
- Respect the property of others. Taking other people's, property will result in disciplinary action.
- Talking, playing and disrespectful behavior **is not allowed** in any class at anytime.
- Specific classroom or team rules will be given by individual teachers.

SHORT-TERM AND LONG TERM SUSPENSIONS



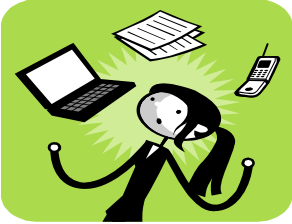
Short and long-term Suspensions will occur for unacceptable behavior such as the following:

- Disruptive behavior.

Disrupting instruction, talking back to an adult, cutting class, late to class without permission, using cell phones without permission, graffiti, etc. These are few examples of disruptive behavior; however, disruptive behavior includes any behavior which causes halt instruction.

- Destruction of school property.
- Theft of school property or personal belongings.
- Leaving school premises without permission.
- Fighting/assault or instigating fights on or off campus.
- Showing disrespect/disregard for persons on or off campus.
- Extortion and Gambling of any kind, bringing anything to school that would be used for or promote gambling, including, but not limited to, playing cards for money, pools, and brackets for athletic tournaments or contest such as the NCAA basketball tournament, and dice.
- Possession of any type of weapon.
- Use/ abuse, possession or distribution of alcohol or other drugs on or off school premises.
- Use of a portable pager, beeper or cell phone during school day (all electrical devices must be turned off and out of sight during the school day. Cell phones will be taken if seen and return to a parent or guardian. No cell phone calls must be made during the school day without the knowledge or permission of the principal.
- Threatening another person, verbally or physically.
- Harassment of another person, (verbal or non verbal, bullying of any kind, sexual harassment, etc.)
- Expulsion

Please note that this is only a partial list of offenses that may result in a short-term and/or a long-term suspension, expulsion or repayment for damaged property.



VANDALISM

We are a part of the Coppin Heights/Hilton community. As good members of these communities, Coppin Academy students must respect the people and their property. Our students will not use loud and profane language while moving through the community. They will not kick trash cans over or write on properties: they will not abuse the pets of neighbors and they will not damage or destroy the property of others. Any student who violates any of the above will be placed under arrest, suspended from Coppin Academy and he/she will be forced to pay restitution for any vandalism that occurs. Coppin Academy students must be courteous, cooperative and friendly neighbors. We expect every Coppin Academy student will be polite and courteous at all times.

OFF CAMPUS - OUT OF SCHOOL OFFENSES

Should Coppin Academy become aware of behaviors that endanger a student's physical or emotional health, safety, or reputation of another person when the student is not directly under the jurisdiction of the school, Coppin Academy reserves the right to inform the students and his/her parents. Should knowledge of such behavior, even though it occurs outside the jurisdiction of the school negatively affect the school community, Coppin Academy reserves the right to take disciplinary action.

TRIPS OR SPECIAL EVENTS

Proper dress (if non-uniform) and proper behavior is expected at **all times**, especially at an on campus event or during a trip. Students are expected to represent Coppin Academy by being at their personal best at all times. Non compliance or refusal to follow rules during an event or trip will result in a student not being allowed to attend future trips or events.



DISCIPLINARY CONSEQUENCES

It is expected that students at **Coppin Academy High School** adhere to **all** rules and regulations at **all** times. We expect all students to: *“Do the right thing and do what is asked the first time”*.

Sometimes, students have difficulty conforming to standards or have trouble complying with school rules and regulations. When rules and regulations are not adhered to, one or all of the following disciplinary actions may occur. Teachers will have the right to impose a disciplinary consequence when classroom rules are not followed. **The principal will impose strict disciplinary action when necessary.**

- Verbal warning for a first time minor infraction.
- In-House Detention
- After school detention
- Saturday Detention
- Telephone conferences with a parent
- Personal conference with a parent
- Letter to parent concerning the behavior
- One day disciplinary removal (DR) if negative behavior persists.
- Two-three day disciplinary removal for more serious offenses
- Ten day removal from school for serious offenses
- Removal from Coppin Academy
- Removal by campus or school police (extreme behavior mis-conduct)
- Expulsion from the school system (in extreme behavior offenses)

* Please be aware that Coppin Academy is committed to academic excellence and the safety of all students. Adverse behavior of any kind will not be tolerated at anytime. Students should come to school to be productive, to learn and to grow intellectually and socially. There will be absolutely no fighting or disruptive behavior. A personal mis-conduct agenda has no place at Coppin Academy High School and **will not be tolerated**. We adhere to a **ZERO** tolerance rule.



INTEGRITY CODE

Coppin Academy expects students to be honest with themselves in order to come to an appreciation of who they are with their own unique strengths and limitations. It is the school's responsibility to assist in this formation, and it is the school's expectation that the students grow in taking responsibility for their attitudes and actions. Coppin Academy expects students to be honest in their academics and co-curricular activities and to develop a true spirit of study, learning, and work. They are expected to do the class work and assignments as directed by their teachers. They are expected to follow the directions of their moderators and coaches in the co-curricular programs, especially with regard to training and conditioning rules in the athletic program. Our Students have a right to expect an honest assessment of their performance, a careful and challenging development of their talents, help if they are experiencing difficulties, and understanding and acceptance for being honest.

BCPSS STUDENT DISCIPLINE CODE

A committee of parents, student, teachers, and administrators designed the following Baltimore City Public School Student Discipline Code. It was developed so that firm, fair and consistent discipline will be enforced in every school. Consequences are listed for each violation of the code. For any violation, administrators may apply any one or more of the consequences. It is extremely important that all students and parents study and learn the code. It will be enforced for every violation. It is mandatory that all parents sign for receipt of The Student Discipline Code.

HALLS

- Students are **NOT allowed** to stop or linger in lavatories between classes. Students may use the restroom before school, during lunch and with a pass from a teacher.
- Students are not allowed to loiter in halls or on stairways between classes
- Students must have a pass when out of class
- Students are allowed in assigned designated areas only.
- Students will be allowed to use the rest room on the floor on which the class is located and only with a written pass.
- There is absolutely **no excessive or loud talking** when moving about in stairways in the library area.



STUDENT RESPONSIBILITIES

LAVATORIES

- Students must have a pass from a teacher or an adult
- Student must use the lavatories only in the designated areas.
- Students must leave the lavatories neat and clean (towels in trash cans, etc.)
- Students must return to class promptly
- Report any inappropriate behaviors in lavatories immediately to your teacher
- Abuse of lavatory privileges will result in disciplinary action.

LUNCH TICKETS

- **All student must turn in a completed lunch application prior to the second week of school.**
- Students will receive ticket books the first day of each month.
- It is the responsibility of each student to keep them safe.
- If your tickets are lost, they **CANNOT** be replaced.
- Tickets are for your use only.

BUS - REDUCED CARD

- Students may secure a discount bus card from the secretary in the offices.
- Bus card and bus ticket numbers are recorded and are for use by specified student
- Student IDs are required with the bus card or bus ticket

TELEPHONE USAGE

- Students are not permitted to use the school/ campus telephone except in the case of an extreme emergency.
- If you believe you have an emergency, obtain permission from your classroom teacher, and then obtain permission from the secretary.
- Students are not permitted to call **a parent using a cell phone**. Parent calls must be made from the **school office**. Failure to comply with this rule will result in **strict disciplinary action**.

UNIFORM POLICY



Coppin Academy High School is a **full dressed uniform** school. Our main focus is **academics**. The uniform policy serves two purposes: to encourage students to focus on the importance of academics, and to provide a **measure of security and safety**.

The intent of the policy is to have our children become the beneficiaries of the stable, enriching, and academically enhanced school environment. It is also in keeping with Coppin Academy’s continuing goal to be the school that’s *“Nurturing Potential....Transforming Lives”*.

COPPIN ACADEMY UNIFORMS

Boys	Girls
Yellow oxford cloth shirt	Yellow oxford shirt
Solid navy blue tie or school plaid tie	Solid navy blue or School plaid crisscross tie or solid navy blue tie
Navy blue pants with belt (black/brown) (Pants must be worn at the waist level. No additions; logos, patches, cargo pockets, rivets, etc. are permitted)	Blue plaid 4 kick pleated skirt
Navy blue cardigan sweater (v-neck)	Navy blue cardigan sweater (v-neck)
Navy blue crew socks(must be over the ankle)	Navy blue crew socks(must be over the ankle) or Navy blue tights
Brown buck shoes	Brown buck shoes

- **Students may not substitute any portion of the uniform for alternative items.**

NON-UNIFORM DAYS

The uniform policy offers optional non-uniform days, which will be periodically announced. On these days the Baltimore City School Dress code will be in effect, and students must adhere to this code. No sweatpants, athletic headwear or jogging suits, tom clothing, spandex pants, clothing with leather or suede, mini-skirts, jewelry etc. can be worn (these rules also apply on uniform days).

Uniforms may be purchased at:

Super Kids
Security Square Mall

O’Hara & Flynn
others to be added



COPPIN ACADEMY UNIFORM RULES

- **Uniforms must fit properly.** No over-sized clothing. Skirts must be at the knee.
- **Jewelry** –one ring on each hand, a watch, and a simple chain (worn inside of shirt/blouse) and **one pair of post earrings may be worn.**
- **Hair** –Must be neat and presentable at all times.
- **Cosmetics** – Make-up and nail extensions are not permitted.
- **All students must be in full uniform when on Coppin’s Campus**
- **Picture I.D. must be worn at all times when on campus.**
- **No jean jackets, jean coats or jean pants are allowed at anytime.**
- **Navy blue cardigan sweaters must be worn in cool areas of the building or when the weather permits. NO JACKETS can be worn in a classroom.**
- The **principal** will announce to young ladies the days when pants may be worn **under** the uniform skirt. Pants must be removed upon immediate arrival to school. When the principal makes an inclement weather uniform decision, students must arrive on campus before 7:40 in order to be prepared for the morning meeting.

COPPIN ACADEMY UNIFORM DISCIPLINARY ACTION

- Uniform checks will be done **everyday.**
- Students not in uniform **will be sent home.**
- Students, who repeat uniform violations, may be placed on detention and are subject to disciplinary actions.
- A parent **conference** will be held with the principal for persistent uniform violators.

Non-compliance to the Uniform policy will result in disciplinary action. All parents are **requested and expected to support their children in the daily adherence** to Coppin Academy’s Uniform Policy.

Final decisions regarding uniforms will be made at the discretion of the principal.

SCHOOL SUPPLIES



NOTEBOOK REQUIREMENTS

- An 8 ½ X 11" loose-leaf binder.
- A supply of clean lined notebook paper.
- Have pages securely fastened.
- Have subject dividers.
- Each page in your notebook must be dated
- Papers must be neat and legible and have a title a title
- Each subject in the notebook must be divided into sections as designated by the teacher.
- There will be regular notebook checks made by your teachers. Students will receive a grade on their report cards for notebook content and organization.

MATERIALS

- Two #2 pencils
- Blue/Black ink pens (one red ink pen)
- Highlighter
- Ruler
- Eraser, personal pencil sharpener, hole punch
- Pocket dictionary
- Personal pack of tissues
- Daily assignments in their student **Planner books**.
- Homework notebook
- Materials required by subject teacher

TEXTBOOKS

Students will be issued a textbook in most classes. It is the students responsibility to have the textbook when requested by the teacher. Lost or damaged textbooks must be paid for before final grades are issued. . (**School board rule #707.02**).

English teachers will assign outside readings. Students are responsible for **purchasing** the assigned novel or for **borrowing** the novel from a library.



ACADEMIC POLICIES

All students are can be successful at Coppin Academy High School. The teachers and staff are committed to providing students with quality lessons. However, students must take an active role in their own education. Students are successful if all components of each class are taken seriously.

REPORT CARDS GRADES

Components of student evaluation are: -

- Tests
- Quizzes
- Notebook checks
- Homework
- Projects/Reports
- Drills
- Written Class work
- Classroom Participation
- other

ACADEMIC ACHIEVEMENT

Coppin Academy students will be recognized for good grades, hard work and excellent conduct. If you meet the following standards, your name will be placed on one of two achievement rolls and you will be invited to attend numerous special recognition events.

1. **THE PRINCIPALS LIST**

Averages of 90 or above, with no unsatisfactory comments in conduct or attitude, and no grade below 80.

2. **THE HONOR ROLL**

Averages of 80-89, with no unsatisfactory comments in conduct or attitude, and no grade below 70.



MID-QUARTER PROGRESS REPORTS

Progress reports are issued on/or about October 6th 2006, December 15, 2006, March 5, 2007, and May 16, 2007 which inform students and parents about academic Progress.

- You and your parent should contact the teacher for a conference to discuss ways to eliminate any deficiency.
- Extra help is available from your teacher on the following coach class day:
- Record the coach class days and times below and in your personal planner:

COACH CLASS

CLASS	DATE	TIME

HOMEWORK

Students are expected to **complete and turn in** home assignments during the time designated by the teacher. All students are **required** to keep a **homework notebook**.

- ❖ Homework will be given in most classes each night.
- ❖ Teachers may require homework to be signed by your parents.
- ❖ Long time home assignments may require special reading assignments, studying for quiz or test, preparing a project or completing a term or research paper.
- ❖ A mandatory homework after school club may be imposed on students whose grades are not satisfactory. Homework club takes place three days a week from 3:30-4:14. In addition to homework club, college student mentors may be assigned to assure academic success.

REPORT CARDS DATES

Report cards will be issued as listed below. Parent notices will be sent indicating parent night/report card distribution.

1 st Quarter	Nov.10-17, 2006
2 nd Quarter	Jan. 25-31 (end of first semester)
3 rd Quarter	April 16-20, 2007
4 th Quarter	June 18-20 (will be mailed to all students)

RELATED SERVICES AND RESOURCES



COUNSELOR

- If you need to see the school counselor, make an appointment. You can do that by seeing the counselor after school or getting a pass from your teacher.
- The school counselors are available to help you with problems at school, problems at home, educational opportunities and placement, and summer jobs.
- If you have concerns about schedules, classes, electives, or academic progress, see the counselor for help.

INFORMATION RESOURCE CENTER

- Specific rules will be shared in September concerning the library
- Students may visit the information resource center after school.
- You may also visit the information resource center during a class period with the permission of your subject teacher and a written note.
- Books must be returned when they are due.
- The tearing of articles or pages out of books is not permitted.
- Appropriate behavior in the information resource center is essential. Keep quiet, work alone, and remain seated unless you need to use catalogues or get a book.
- If you lose a library book, you must pay for it.

NURSE

- Insert will be given with pertinent information

SCHOOL POLICE OFFICER

The administrators and staff of Coppin Academy High School are committed in our belief that children should receive the very best possible education in a safe, orderly environment. Our school police officer is on duty to assist us in this endeavor. He is available for all students and parents to discuss potential problems, such as fights, threats and intruders. The school police officer's job also involves stopping disorderly behavior, when and where necessary. He/She will be actively involved each day at dismissal time to insure that all students are off the school playground by 3:40 and on their way home safely. He possesses the same powers of search and arrest as a Baltimore City police officer.

FIRE ALARMS

- Stop all work immediately.
- Walk briskly with teacher to the exit assigned
- (exits to be assigned)
- Remain quiet and stay in order.
- If you are not with a teacher, get into the nearest moving line and **REMAIN** with the group.
- Re-enter the building quietly with teacher when a signal is given.

ASSEMBLIES

- Sit in assigned seats for assemblies.
- Be attentive and respect persons who are performing.
- Show your appreciation by appropriate applause; ***loud clapping, booing, whistling, and yelling are not permitted.***
- Follow directions of adults in charge.
- Students not adhering to assembly and program polices will be excluded from future activities

CAFETERIA

- Students are expected to walk quickly and quietly to the cafeteria
- Loud noises, horse playing the use of profanity will not be tolerated
- Follow the directions of the adult in charge.
- Sit at your assigned table/seat.
- Wait your turn in the serving lines.
- Talk in quiet, conversational tones.
- There is no walking around, visiting other tables during lunch
- Remain seated other than getting into the lunch line or going to the trash can
- Lunch area, table and floors must be clean before lunch dismissal

Coppin Academy High School #432

BALTIMORE CITY PUBLIC SCHOOL

AT

COPPIN STATE UNIVERSITY COLLEGE
2500 W. NORTH AVENUE
BALTIMORE, MARYLAND 21216

NURTURING POTENTIAL....TRANSFORMING LIVES

STUDENT HANDBOOK **2006-2007**

WILLIAM HOWARD
PRINCIPAL