



2026-2027

VOYAGEUR
COLLEGE PREP

Student & Family Handbook



Preparing Scholars to be
COLLEGE BOUND & CAREER READY.



DISCIPLINE



PERSEVERANCE



CHARACTER

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WELCOME

Welcome to Voyageur!

We have developed our Student and Family Handbook to provide families with the information they need to understand and support our vision.

The Handbook includes:

- Important information about Voyageur College Prep High School, its mission, vision and expectations.
- The policies we use to support and hold each other accountable for creating learning environments where academic success is achieved.

Every year we review our handbook and make changes based on the feedback from focus groups of staff, students and parents. Please keep this student handbook readily available as we update them once per year pending board approval.

MISSION

The mission of the Voyageur School District is to prepare scholars to be college bound and career ready. This mission will be achieved through the foundational pillars of discipline, perseverance, and character.

VCP Core Values



DISCIPLINE



PERSEVERANCE



CHARACTER

SCHOOL INFORMATION



SCHOOL NAME

Voyageur College Preparatory High School



ADDRESS

4366 Military Street, Detroit, MI 48210

EMAIL: info@voyageuracademy.com



PHONE

313- 748-4000



PRINCIPAL

Mrs. Patricia Crosson

pcrosson@voyageurcollegeprep.com



SCHOOL HOURS

8:00 AM - 3:15 PM



BREAKFAST

7:30 AM - 7:55 AM



DISMISSAL

No Early Dismissal after 2:45 PM.

We ask that all students are picked up by 3:45 PM.

<https://www.voyageurcollegeprep.com>

VCP BOARD OF DIRECTORS

Curtis Wade, Board President
Minika Benning, Vice President
Barbara Smith, Treasurer
Anita T. Gibbs-Washington
Dale Williams
Laura Benedict
Rob Redmer

VCP HIGH SCHOOL LEADERSHIP TEAM

Vergil Smith | Superintendent
Dr. Rod Atkins | Deputy Superintendent & K-8 Principal
Patricia Crosson | VCP High School Principal
Joseph Gagnon | Director of Recruitment and Intervention
Nicole Burris | CTE Director
Anthony Tolbert | VCP Behavior Coordinator
Salamah Smith-Davis | VCP Dean of Instruction
Mirella Arellano | Dean of Operations
Sherri Meniffee | VCP School Counselor
Francois Herard | Special Education Coordinator
Ricky Gonzalez | Athletic Director
Jason Rider | IT Director



VCP DAILY SCHEDULE



1st Hour
8:00 -9:20 AM

2nd Hour
9:25 -10:25 AM

3rd Hour
10:30 -11:30 AM

4th Hour
9th/10th
Grade

LUNCH
11:35 AM - 12:00 PM

CLASS
12:05 - 1:05 PM

4th Hour
11th/12th
Grade

CLASS
11:35 AM - 12:35 PM

LUNCH
12:40 - 1:05 PM

5th Hour
1:10 - 2:10 PM

6th Hour
2:15 - 3:15 PM



ACADEMIC CALENDAR

Voyageur Academy/Voyageur College Prep Calendar 2026-2027

Date	Event
Monday, August 24	Staff Reports for District Instruction Calendar PD 8:30am-3:00pm
Tuesday, August 25	Staff Reports for District Instruction Calendar PD 8:30am-3:00pm
Monday, August 31	First Day of School
Friday, September 4	No School for Students or Staff
Monday, September 7	Labor Day, No School for Students or Staff
Monday, September 28	No School; Staff Reports for District Instruction Calendar PD 8:00am-4:00pm
Wednesday, October 7	Pupil Count Day
Tuesday, November 3	No School; Staff Reports for District Instruction Calendar PD 8:00am-4:00pm
Friday, November 6	End of 1 st Quarter
Friday, November 13	Noon Dismissal for Students; Parent Teacher Conferences 1:00-7:00pm
Wednesday, November 25	No School for Students or Staff, Thanksgiving Break Begins
Monday, November 30	School Resumes
Friday, December 18	Noon Dismissal for Students; Professional Development for Staff 1:00-4:00pm
Monday, December 21	No School for Students or Staff, Holiday Break Begins
Monday, January 4	School Resumes
Monday, January 18	No School for Students or Staff – Dr. Martin Luther King Jr. Day
Tuesday, January 26	HS Final Exam Day 1, Full School Day
Wednesday, January 27	HS Final Exam Day 2, Full School Day
Thursday, January 28	Final Exam Make-ups; End of 2 nd Quarter
Friday, January 29	No School; Staff Records Day
Wednesday, February 10	Pupil Count Day
Thursday, February 11	Regular School Day, Parent Teacher Conferences (K-8 only) 4:00-7:00pm
Friday, February 12	No School for Students or Staff
Monday, February 15	No School for Students or Staff
Thursday, March 25	No School; Staff Reports for District Instruction Calendar PD 8:00am-4:00pm
Friday, March 26	No School for Students or Staff
Monday, March 29	Spring Break Begins; No School for Students or Staff
Monday, April 5	School Resumes
Friday, April 9	End of 3 rd Quarter
Friday, April 16	Noon Dismissal for Students; Parent Teacher Conferences 1:00-7:00pm
Friday, May 28	Last Day for Seniors
Monday, May 31	Memorial Day – No School for Students and Staff
Tuesday, June 8	HS Final Exams Day 1, Full School Day
Wednesday, June 9	HS Final Exams Day 2, Full School Day
Thursday, June 10	Noon Dismissal for all Students; Last Day of School (K-8 Report Cards will be mailed/emailed to parents)
Tuesday, June 15	All High School Final Grades posted; 9-12 Report Cards mailed/emailed to parents

First Card Marking Period: September 8 – November 6

Second Card Marking Period: November 9 – January 29

Third Card Marking Period: February 1 – April 9

Fourth Card Marking Period: April 12 – June 10

ACADEMIC CALENDAR

IMPORTANT DATES

August

- NEW Teachers Return - Aug 19
- ALL STAFF Return - Aug 24
- 1st Day of School Students - Aug 31

September

- NO SCHOOL (Students and Staff) - Sep 4
- NO SCHOOL- LABOR DAY-Sep 7
- NO SCHOOL-Staff PD. Sep 28

October

- PUPIL COUNT DAY Oct 7

November

- NO SCHOOL-Staff PD Nov 3
- End of Quarter 1 Nov 6
- ½ Day-P/T Conferences Nov 13
1:00 PM - 7:00 PM
- NO SCHOOL THANKSGIVING BREAK Nov 25-Nov 27
- School Resumes Nov 30

December

- ½ Day- STUDENTS; STAFF PD - Dec 18
1:00 PM - 4:00 PM
- NO SCHOOL Holiday Break - Dec 21 - Dec 31

FIRST SEMESTER August 2026 - December 2026

AUGUST 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SECOND SEMESTER January 2027 - June 2027

JANUARY 2027						
S	M	T	W	Th	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027						
S	M	T	W	Th	F	S
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2027						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

IMPORTANT DATES

January

- NO SCHOOL - Holiday Break Jan 1
- School Resumes - Jan 4
- NO SCHOOL-Dr. MLK Day-Jan 18
- HS Final Exams - Full Day Jan 26-27 [Semester 1]
- Final Exam Make-Ups/ End of Quarter 2 - Jan 28
- NO SCHOOL - Staff Records Day-Jan 29

February

- PUPIL COUNT DAY - Feb 10
- FULL Day- K-8 ONLY-P/T Conferences - Feb 11
4:00 PM - 7:00 PM
- NO SCHOOL - Feb 12-15

March

- NO SCHOOL-Staff PD. Mar 25
- NO SCHOOL Mar 26; Mar 29-31

April

- NO SCHOOL April 1-2
- School Resumes - Apr 5
- End of Quarter 3 - Apr 9
- ½ Day- STUDENTS; STAFF PD - Apr 16
1:00 PM - 7:00 PM

May

- SENIORS-LAST DAY-May 28
- NO SCHOOL - Memorial Day May 31

June

- HS Final Exams - Full Day Jun 8-9 [Semester 2]
- ½ Day- STUDENTS' LAST DAY OF SCHOOL - Jun 10
- End of Quarter 4 - Jun 15; High School Grades Posted



ATTENDANCE POLICY

Absences may be excused only for illness, or for a verifiable family emergency. These absences can be excused only if a written note from the legal guardian is received in the main office within 48 hours of the scholar's return to school.

A doctor's note or other official documentation is required for an absence period of more than 2 consecutive days. Notes from the doctor must come from the doctor on their letterhead.

Scholars who are absent for all or part of any day may not attend or participate in any extracurricular event or sporting event on that day or night except with permission of the Principal.

Scholars who are absent for all or part of any day for "cut days", "senior cut days", "skip days", "ditch days", or any similar events may be denied participation in any extra-curricular event or sporting events such as prom, luncheon, or graduation and/or reasonable consequences as determined by school leadership.

For make-up work due to absences, scholars are given as many days to turn in work as they were absent.

Community service hours are not valid if they were completed while classes were in session and/or the school-day hours that scholars are suspended unless approved by the DOI or Principal.

Early Dismissal Procedure

In the rare event that a scholar needs an early dismissal the following procedures must be followed:

1. The legal guardian must come and sign the scholar in or out of school.
2. The scholar is responsible for any work missed in class. The work is due the following day of school unless otherwise specified by teacher or school officials.
3. Only early dismissals or late arrivals for verified doctor's appointments will count as excused absences in class. All others are considered unexcused.
4. Students who drive to school must bring in documentation or the parent can call to allow an early release. However, the parent must verify demographic information on file.
5. Frequent requests for early dismissals is a distraction to the learning environment. A meeting with the principal may be required for frequent requests (more than 3 times in a quarter).
6. No early pick-ups will be allowed after 2:45pm (30 minutes before dismissal). For extenuating circumstances, please call the school the day of to request an early pick-up.

TARDY POLICY

Attendance Expectation

Be on time: students should be in every class on time (before tardy bell rings).

Respect the learning environment: Arriving late disrupts instruction and the learning community.

Punctuality is taken very seriously at Voyageur College Prep HS. Arriving late to school or class causes students to miss instructional time and is also disruptive to the learning process of others.

Time management is an important life skill that students need to depend on throughout their lives. All students are expected to arrive early enough to be in class and ready to learn on time.

Students who have a pattern of tardiness will be subject to the same consequences as students who have a pattern of absence from school.

A student is considered tardy if he/she is not in his/her seat at the start of the school day or period of the day. Repeated tardiness may be grounds for disciplinary action or grade penalty determination. Cooperation by parents/guardians is necessary to minimize tardiness.

Tardy Procedure

1. Teachers will close their doors when the bell rings.
2. Teachers will allow tardy students to come into class up to **5 minutes** after the tardy bell rings and mark them tardy accordingly.
3. After 5 minutes, students must have a pass from Culture to enter the classroom

TRUANCY

Attendance Expectation

Be on time: students should be in every class on time (before tardy bell rings). Respect the learning environment: Arriving late disrupts instruction and the learning community.

Michigan law places responsibility on scholars to attend school and on parents or guardians to send their children to school on a daily basis. Excessive absences hinder a scholar's progress and adversely affect the scholar's educational experience.

At Voyageur College Prep HS, we value every scholar and seek to provide for his/her educational needs.

Compulsory Attendance MCL 380.1561 Consistent and regular attendance as required by Section 1561 of the Michigan Revised School Code requires all children to attend school until the age of 16, with few exceptions.

In addition, the law mandates that a scholar who turned age eleven on or after December 1, 2009, or who was age eleven before that date and entered grade 6 in 2009 or later, must attend school until they are 18 years old unless they have earlier graduated or meet the exceptions allowed by Michigan law.

For purposes of illustration, scholars who are age 14 or under during the 2012-2013 school year and those who enroll at any time after the 2012-2013 school year must attend school until they are 18 years of age unless they have earlier graduated or meet the exceptions allowed by Michigan law. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.

Truancy consists of more than ten (10) unexcused absences during a school year. Truant scholars and parents of truant scholars are subject to prosecution by the Wayne County Prosecutor for Truancy (in the case of the scholar) and/or Educational Neglect.

ATTENDANCE

Attendance Expectation

Be on time: students should be in every class on time (before tardy bell rings). Respect the learning environment: Arriving late disrupts instruction and the learning community.

ATTENDANCE INTERVENTIONS

Interventions are not in sequential order. Any of the attendance interventions can be used as deemed fit by the VCP Leadership Team.	
1	Attendance Letter
2	Parent Meeting
3	School Counselor Conference
4	Bus Pass provided
5	Family Medical Behavioral Therapist Referral
6	Child Protective Services contacted for Educational Abuse
7	Dropped from enrollment
8	Truancy case referred to the Wayne County Prosecutor's Office



Grading & Graduation Policy

Only scholars who have completed all graduation requirements are eligible to receive a diploma and participate in graduation ceremonies.

VCP understands that all scholars are entitled to a Free and Appropriate Public Education (FAPE) and that this best occurs in the Least Restrictive Environment (LRE).

It is our belief that scholars with Individualized Education Programs (IEPs) and 504 Accommodations Plans should participate in the same classes and experiences afforded to general education scholars whenever possible.

Credit Requirement:

There is not a minimum credit requirement to graduate from VCP. All students who earn a high school diploma must meet Michigan State Credit Requirements and pass all of the classes listed and meet the credit requirements for their scheduled classes.

Please see the list below of required courses all scholars must pass to graduate from Voyageur College Preparatory High School.

Mathematics	English	Science	Social Studies	Electives
Algebra 1	English Language Arts 9	Biology	US History	Physical Education/Health
Geometry	English Language Arts 10	Chemistry	World History	Spanish 1 & 2
Algebra 2	English Language Arts 11	Physics	Government/Economics	Electives: Computers, Dance, Drama, Art, etc.
Math Essentials/College Algebra/Pre-Calculus	English Language Arts 12			



Grading Periods

VCP grading periods occurs between the months of August to July. During the traditional school year, there are four quarters within the two semesters of the school year. Each semester contains 2 quarters. Scholars receive credits at the end of each semester for the classes they have passed.

Scholars receive report cards at the end of each quarter and attain credits at the end of each semester.

Scholars who are not on track to graduate and are not showing progress will be prohibited from participating in senior events until they are on track for graduation.

At the end of the academic year, scholars will be notified of the need to attend credit recovery courses during summer school to ensure they are on track for graduation.

Grading Scale

Grade	Percentage	GPA		Grade	Percentage	GPA
A+	97-100	4		C+	77-79	2.3
A	93-96	4		C	73-76	2
A-	90-92	3.7		C-	70-72	1.7
B+	87-89	3.3		D+	67-69	1.3
B	83-86	3		D	63-66	1
B-	80-82	2.7		D-	60-62	0.7
				F	59 or less	0



Academic Dishonesty

Scholars must learn that in order to grow academically, they will be judged on their own work. We expect scholars to honor other people's work by giving credit in the form of reference and/or footnote for any borrowed words, ideas, or opinions, and by including quotation marks when copied exactly. When working on a team project, credit must be given to each person who contributes.

Scholars must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered plagiarism. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Scholars must always be responsible for their own work and not engage in any manner of cheating.

These types of academic dishonesty will result in loss of credit and/or failure according to the discretion of the teacher. Scholars will receive consequences up to and including loss of credit for a course for demonstrating academic dishonesty.



Types of Academic Dishonesty

- **Deliberate Plagiarism:**

- Copying a phrase, sentence or a longer passage from a source and passing it off as one's own
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own
- Submitting an essay/paper as his/her own that was written all or partially by someone else including chatGPT

- **Accidental Plagiarism:**

- Forgetting to place quotation marks around another writer's words
- Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea

- **Cheating:**

- Obtaining a copy of tests or scoring devices
- Copying another scholar's answers during a test
- Providing another scholar questions or answers to, or copies of, actual test questions
- Having or using non-permitted materials during tests
- Duplicating another scholar's project or work for submission as one's own work
- Having someone other than the scholar prepare the scholar's homework, paper, project, laboratory report or take-home test
- Permitting another scholar to copy one's own homework, paper, project, laboratory report, take-home test, or posting student's work or answer keys in group chats
- Representing one's own work while it is the product of someone else's creativity



Academic Dishonesty Consequences

The following consequences may occur for scholars who engage in acts of academic dishonesty.

**Automatic “0” Zero
on the assignment**

DETENTION

**Suspension for SEVERE cases
OR
Multiple Infractions**

MANDATORY PARENT CONFERENCE

**REMOVAL/DISQUALIFICATION from School
Programs/School Events/Athletics**

LOSS OF COURSE CREDIT



AI Policy

Artificial intelligence (AI) is rapidly evolving and influencing various aspects of society, including education. This policy aims to guide the responsible, ethical, and effective use of AI tools and technologies within our high school community, including students, faculty, and staff.

AI Definitions: What is AI?

- Artificial Intelligence (AI): Machine-based systems designed to perform tasks typically requiring human intelligence
- Generative AI: AI tools that create content such as text, images, or videos based on existing data
- AI Literacy: Understanding how AI works, the skills to use AI tools, and the ability to evaluate AI benefits and risks
- Academic Integrity: Commitment to honesty, trust, fairness, respect, and responsibility in academic work.

Guiding Principles: How should I use AI?

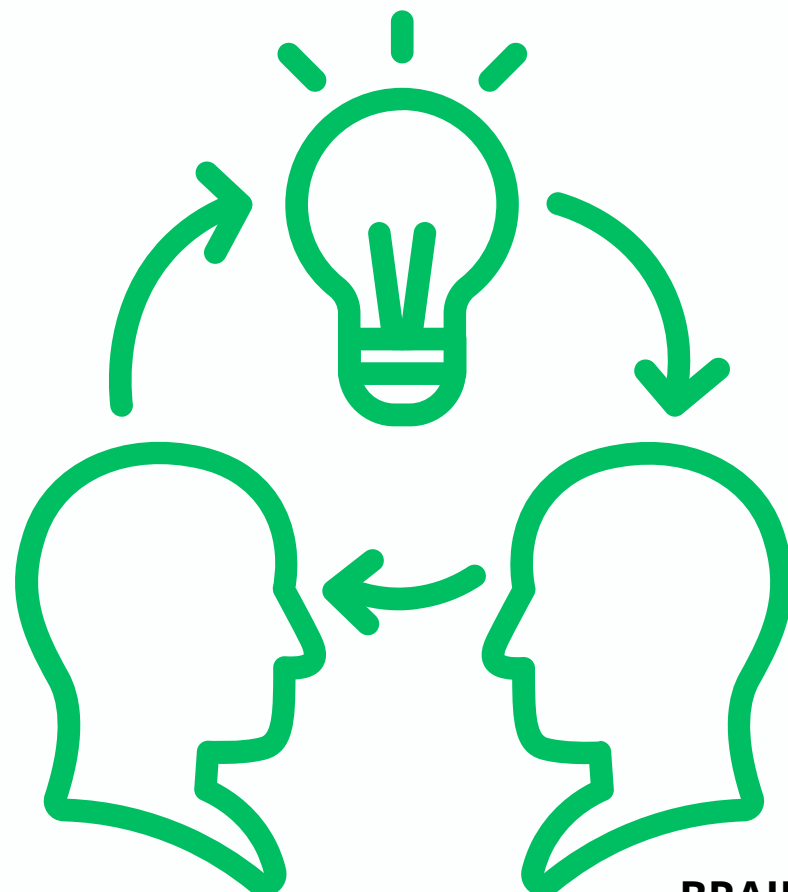
- Promote ethical AI use, emphasizing fairness, transparency, and accountability
Uphold academic integrity by defining appropriate AI use in coursework
- Protect student data privacy and security with AI tools
- Ensure equitable access to AI resources
- Foster AI literacy among students and staff



Acceptable vs. Unacceptable AI Use

Acceptable Uses:

- brainstorming ideas
- assisting with research by summarizing content
- improving grammar and style
- personalizing learning
- providing accessibility support
- assisting staff with administrative tasks like generating lesson plans
- communication



BRAINSTORMING

Unacceptable Uses:

- submitting AI-generated content as original work without attribution (plagiarism)
- inputting confidential information into unauthorized tools, using AI in ways that perpetuate bias
- replacing essential human interaction in teaching and support
- relying solely on AI for educational content without review
- using AI to access or create inappropriate content



PLAGIARISM





AI Policy (Continued)

Training and Professional Development

Training will be provided for students and staff on AI literacy, responsible and ethical AI use in academic work, data privacy regulations and best practices, and identifying and mitigating algorithmic bias.

Vendor and Tool selection

Before adopting new AI tools, the school will conduct due diligence, prioritizing those with strong data privacy and security, transparency, compliance with regulations, and alignment with ethical principles.

Monitoring and Enforcement

The school will monitor AI use to ensure policy compliance and foster open dialogue about AI use. Violations will result in disciplinary action, including restrictions on AI access or other appropriate measures.

Policy Review and Revision

This policy will be reviewed and updated regularly to adapt to changes in AI technologies, best practices, and legal frameworks. Input from the school community will be encouraged.

6. Career Technical Education Program

At Voyageur College Prep, students have the opportunity to explore career interests, develop hands-on technical skills, and prepare for future college and workforce opportunities through our **Career Technical Education (CTE) Program**.

During the **second semester of 10th grade**, all sophomore students will select one of the following college and career readiness pathways to begin at the start of their junior year.

1. **College Prep Track (CPT)** -The CPT pathway is designed for students who wish to pursue a traditional academic pathway focused on preparing for college admission and **post-secondary education** opportunities. Students in this pathway will continue taking standard high school coursework aligned with college entrance expectations.
2. **Career Trade Track (CTT)** - The CTT pathway is designed for students interested in gaining hands-on training, industry knowledge, and career readiness skills in a **skilled trade area** while completing high school graduation requirements. CTE students will participate in the four components of career tech training: 1) academic coursework, 2) hands-on technical skills, 3) work-based learning, and 4) leadership opportunities that prepare them for employment, apprenticeships, technical schools, or continued education after high school graduation.
 - a. **Commitment to the Career Trade Track Pathway:**
 - The Career Trade Track is a **two-year commitment** beginning at the start of junior year and concluding at the end of a students' senior year.
 - Students **must remain in their selected trade course** throughout their entire junior year.
 - Students **must maintain good attendance** in the CTE course for the duration of the program.
 - Juniors who request to transition from the CTT to the CPT(College Prep Track) must do so prior to Fall Count Day.
 - Juniors who wish to transition out of the CTT program after completing one year, must submit this request via email and meet with the School Principal for approval.
 - Transfer juniors cannot join the CTT program after Quarter

CTE Programs Offered - Students who select the Career Trade Track (CTT) will choose one of the following trade programs:

Electrical	• Students will Receive instruction and training necessary for electrical trades • Study electrical theory, circuit design, and system operation • Learn the National Electrical Code • Gain experience with electrical testing equipment usage
HVACR (Heating, Ventilation, Air Conditioning & Refrigeration)	• Students will Test and service air conditioning units • Perform electrical, mechanical, and maintenance tasks • Learn installation and maintenance procedures • Study the operation of residential air conditioning and refrigeration systems
Plumbing Consolidated	• Students will assemble, measure, and construct piping and plumbing systems • Learn how to install, repair, and replace piping systems • Develop foundational plumbing and construction skills • Apply safety and industry-standard practices

CTE Academic Structure	
YEAR 1	YEAR 2
11th Grade Course Work Plan	12th Grade Course Work Plan
• Courses are two class periods in length • Students earn 1 full credit per semester • 5-10 hours of career pathways exploration • Trade foundation and fundamentals • CTE coursework may replace: ◦ 1 credit of Physics ◦ 1 credit of Algebra II • OSHA-10 Certification • Ladder Safety Certification • Student Leadership opportunities • End of Year Final Exam for Year 2 eligibility	• Courses are three class periods in length • Students earn 1.5 credits per semester • Intermediate to advance level coursework • 10-45 hours of Work-Based Learning ◦ Includes work practicum ◦ Individualized career planning • Student Leadership opportunities • CTE coursework may replace: ◦ 1 credit of Foreign Language ◦ 1 credit of Visual/Performing Arts • The additional earned credit will count as an elective credit • Industry Credential final exam
Graduation Requirements - Students enrolled in the Career Trade Track follow modified graduation requirements designed to support technical and career training opportunities	

CTE Attendance Requirements

Students are expected to complete a minimum of **320-450 hours of coursework** and **45 hours of work-based learning** within their selected trade program. Regular attendance to CTE classes is necessary to ensure students gain the hands-on experience and technical skills necessary for success in their trade pathway.

Importance of Attendance:

- Attend class consistently
- Arrive to class on time
- Participate in all instructional activities
- Complete required assignments and lab work
- Complete work based learning activities
- Make up missed work when necessary

Consistent attendance ensures students:

- Meet state and program requirements
- Complete competency-based learning objectives
- Gain sufficient hands-on experience
- Remain eligible for certifications and work-based learning opportunities

Students with chronic attendance concerns may be required to:

- Monthly attendance progress monitoring
- Mandatory attendance meeting with parent/legal guardian
- Placed on attendance contract
- Suspension from CTE program

For additional information regarding the Career & Technical Education Program, please contact the CTE Director, Ms. N. Burris at nburris@voyageurcollegeprep.com

7. Dual Enrollment Policy

Voyageur College Preparatory High School (VCP) has partnered with post-high school institutions to offer dual enrollment opportunities to students in accordance with the Michigan Department of Education and the following guidelines.

Below are the procedures for students to be enrolled in Dual Enrollment through VCP. Enrollment in dual enrollment courses is subject to course capacity limits.

Students may enroll in one or two of the offered dual enrollment courses; dependent on course capacity.

Students enrolled in dual enrollment courses will not meet for class on Fridays. On these days, students must arrange for their own transportation home at the designated dismissal time **or** participate in approved service-learning activities on campus. Students choosing the service-learning option must follow all school rules and guidelines while participating.

Eligibility

- Must be a currently enrolled Voyageur College Prep Student
- The student must be enrolled in at least one high school class in a school district, public school academy, or state-approved nonpublic school in Michigan.
- Excludes foreign exchange pupils enrolled under a cultural exchange program (J-1 Visa).
- The student must have at least one parent or legal guardian who is a resident of Michigan (unless the student is experiencing homelessness).
- Students must not have been enrolled in high school for more than four school years (unless one of the exceptions provided for in administrative rule has been satisfied).

Registration Procedure

- Student complete a dual enrollment questionnaire
- Student must meet with the counselor, dean of instruction, and/or principal to discuss eligibility and other aspects of the Postsecondary Enrollment Options Act.
- The student receives a letter signed by the principal indicating eligibility to dual enrollment.
- Student enrolls in eligible course(s) with the approved postsecondary institution.
- Eligibility letters or lists of students are often used by postsecondary institutions to verify eligibility and payment arrangements.
- Following the drop date of the course(s), the postsecondary institution bills the school district (the State of Michigan billed directly for nonpublic school students) and the school district requests reimbursement from parents.
- The school district (for nonpublic school students State of Michigan) pays eligible charges (up to per course maximum).

Costs to the School and Student:

The school will pay the cost of tuition and associated class fees for books and technology. The school will not be responsible for transportation if the students opt to take the course at the college. If the student fails the course or fails to complete the course, the student will be responsible to pay the district back for any funds not

reimbursed by the postsecondary.

MCL 388.514(9) and MCL 388.1904(9) states that the eligible pupil shall repay to the school district any funds that were expended by the school district for the course that are not refunded to the school district by the eligible postsecondary institution. If the eligible pupil does not repay this money, the school district may impose sanctions against the eligible pupil as determined by school district policy.

In order to have the course fees paid for by the school, the student must be scheduled, registered, and meet criteria through the school. If the parent chooses to register on their own, the parent is choosing to pay for the course fees.

8. Community Service Hours Requirement

All students in grades 9-12 are required to **complete a total of 40 hours of community service** upon the completion of high school. Community service is designed to promote leadership, empathy, and civic responsibility. We strongly suggest students complete up to 10 hours each school year, to avoid having to complete the majority of the service during the busy senior year. Acceptable volunteer service activities include:

- Unpaid volunteer work that benefits others-such as helping at nonprofit organizations, churches, youth programs, food pantries, etc.
- Serving as a youth council member, ambassador, or volunteer on a community board
- Participation in community clean-ups, meetings, charity walks, donation drives, etc.
- Assisting with school sponsored events-such as assembly set up, athletic games, etc.
- Participation in school events that are pre-identified as service related activities

Activities that are not eligible include: Regular household chores, yard work for family members, and unpaid or paid labor for relatives, as these do not serve the broader community (ie. babysitting, housesitting, or cleaning).

To have service hours counted and documented, students must complete the school's official Community Service Form, which requires the signature of an adult supervisor who oversees the service. This form must then be submitted to the Counseling Office, and students are responsible for keeping a copy for their personal records. Forms are available in the HS Main office, CTE Office, and Counselor's Office. A form should be submitted for each volunteer activity or by the end of each school year.

VCP SCHOLAR CODE OF CONDUCT (SCC)

The **Scholar Code of Conduct (SCC)** establishes expectations that create a positive and proactive learning environment conducive to academic and personal development. Upholding the SCC requires scholars to constantly practice self-regulation; the awareness and management of one's thoughts and choices in pursuit of goals. It is the building the habits of self-regulation, by routinely making the right choice, rather than the easy one, that creates success and achievement.

When and where the **Scholar Code of Conduct (SCC)** applies before, during and after school and whenever a student is engaged in a school related activity. Each student is expected to follow this code of conduct:

- ***At school which means in a classroom, school premises, on the way to school or on the way home, school bus or school sponsored event whether it is held on school premises or not.***
- ***When a student's conduct at any other time or place has a direct or immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.***

For the 2026-27 school-year we will be providing an intense training on the use of Restorative Practices to build school culture and address student behavior, which is an alternative to zero tolerance policy that solely focuses on punitive measures. Restorative Justice (RJ) as a part of Restorative Practices is an approach to addressing conflict and misconduct that focuses on healing rather than punishment and values accountability over exclusion. RJ assumes that misconduct and conflict injure those directly involved (victims and offenders) as well as the broader community to which they belong. Rather than relying on punishment, RJ expects those who cause injuries to make things right with those they've harmed and with their community

(michigan.gov/mde).

DRESS CODE POLICY

The dress code is in effect anytime scholars are on the school campus, in the school building or on school-related functions such as field trips.

Student School Identification

As part of the Dress Code, and to ensure a safe and secure learning environment, all students are required to wear their school issued identification cards while on campus.

- ID cards must be worn visibly at all times, front of the body, above the waist.
- ID cards are required to enter any building on campus, during lunch, any sporting events.
- ID cards must be used for students to get lunch.
- ID cards that are lost or damaged must be replaced within 5 days. The cost of replacement ID's is \$5.00.

VOYAGEUR K-12 SCHOOL DISTRICT DRESS CODE

All scholars are required to be in dress code daily during school hours (unless it is a designated free dress day)

2026-27	SCHOOL APPROVED	NOT PERMITTED
TOPS	• Unaltered school issued tops • Any apparel from Cougar Cave • Any VCP/VA sports apparel (NHS, Robotics, E-Sports)	• Non-VCP tops (including jackets) • Coats/vest in classroom • Inappropriate wording/images • Altering of any tops (tying up or cropping)
BOTTOMS	• School pants (navy blue, black, khakis, grey) • Skirts/Shorts (must be knee length) • VCP Joggers (only)	• Jeans • Leggings, yoga pants • Skirts/shorts (more than 2 inches above knee) • Pajama Bottoms

		• Brand joggers (Nike, Adidas, etc.)
SHOES	• Any closed shoe of their choice	• Sandals • Slides • Open toe shoes • Crocs • House shoes/slippers
ACCESSORIES	• Earrings • Nose rings	• Sunglasses • Bonnets • Du-rags • Blankets (or any coverings) • Ski masks or any face covering of any kind
Free Dress Days	When we have free dress days, students are permitted to dress down, adhering to school policy on "Free Dress"	• Crop tops • Slides/sandals • Jeans with rips or holes • Coats, jackets in class • No hoods on head

Bookbags

*MUST BE

CLEAR*

- Students who are on approved athletic teams are permitted to carry APPROVED team bags. However, those bags will be inspected upon entry to school daily. Students are not permitted to walk around campus with the bags. They must be kept in a locker. Students are only permitted to carry bags during practice and when teams are in session.
- Purses larger than a sheet of paper (**8X11**) are considered to be a bag (tote) and are not permitted to be carried in the school.
- Students who bring unapproved bags to school will be required to leave bags in a bin that are placed outside, in their car or with whomever dropped them off. Unclaimed bags will be thrown out after 48 hours. Voyageur will not be responsible for items lost, stolen or unclaimed.

Dress Code violations must be corrected immediately. Violations that cannot be corrected immediately are subject to the following:

- **1st Offense** – Warning and/or phone call home.
- **2nd Offense** – Phone call home and detention assigned.
- **3rd Offense** – Suspension for insubordination and parent meeting can be held with the

Dean of Culture. Possible Restorative
Agreement.

*Students who are inappropriately dressed for school as determined by school leadership may be required to serve an in-school suspension in the Culture Office if they are not able to go home or if clothes cannot be brought to the school to correct the violation.

INFRACTIONS TO THE STUDENT CODE OF CONDUCT

The Board of Directors of Voyageur Academy is responsible for establishing the policies under which VCP operates. The SCC is not intended to address the entire spectrum of scholar misbehavior; instead it outlines a range of appropriate responses for certain inappropriate behaviors. School officials retain the discretion to address scholarly misconduct that is not specifically included in the SCC.

Activities engaged in by student(s) which tend to interrupt orderly classroom procedure or instructional activities, orderly operation of school, or the frequency or seriousness of which disturb the classroom or school.

Students with disabilities are subject to any and all disciplinary responses listed above, however, Voyageur College Prep Schools follows specific procedures when removing a student with a disability from their educational placement for disciplinary reasons in such cases when the removal constitutes a change of placement." A "change of placement" occurs in one of two situations: 1. The removal is for more than 10 consecutive days; or 2. The student has been subjected to a series of removals that constitute a pattern" of 10+ cumulative days of suspension. An MDR must be held prior to receiving further disciplinary action.

Violations in this category may result in, but not exceed, the following administrative actions:

Tiered System of Behavioral Response

This section identifies the specific behaviors that may negatively impact the learning community of Voyageur. Listed below are potential responses to those behaviors. The behaviors are listed in different tiers, according to the degree of disruption.

TIER 1 BEHAVIOR

TIER	BEHAVIOR	DEFINITION
1	Bus Violation	Failure to adhere to established procedures/policies for the safe transport of students in addition to violating any school rules
1	Confrontation/Altercation (verbal)	Aggressive verbal behavior that does not result in physical contact. Includes approaching another student
1	Detention	Failure to attend a staff issued detention refusal to comply with detention expectations of behavior
1	Dishonesty	When a student is questioned by a school staff member, the student is not forthright about their personal involvement in negative situations/conduct that occurred at school. This includes behaviors that occur off school grounds but conflict occurs on campus
1	Disrupting Class	Any behavior, physical or verbal, which disturbs or interferes with maintaining an environment conducive to learning
1	Dress Code Violation	Failure to follow the school's dress code policy as established by Student Code of Conduct
1	Food Delivery Service	Any food ordered by a student or a parent of a student is prohibited due to safety and liability issues
1	Horseplay	Intentional rough or boisterous play which could cause injury during school or school related activities
1	Insubordination/Defiance	Willful defiance to comply with all appropriate or reasonable direction(s) of all adults, substitute teachers, student teachers, teacher assistants, bus drivers, bus attendants, hall monitors, volunteers and any other school personnel who are authorized to give such direction(s) during any period of time when students are subject to the authority of such school personnel
1	ID Violation	Failure to properly display school issued identification as required by school regulations
1	Inappropriate Displays of Affection	Engaging in inappropriate displays of affection such as kissing or long embraces of a personal nature. This could include sitting in another student's lap.

1	Inappropriate Language	When a scholar uses profanity, derogatory or inappropriate words at school in the classroom, hallways, lunchroom, on the bus or school sanctioned event.
1	Recording/Distributing video, recording of a fight	It is prohibited for any student to record and or distribute any video recording of any altercations
1	Skipping/Leaving class without permission/loitering/ Prohibited area	Failure to attend an assigned course at the designated time. May also include leaving the classroom, cafeteria or assigned area of school without permission. This includes arriving at school and then leaving campus before school starts. Additionally, students who travel between CTE building and the main building will not go to the parking lot and/or leave campus without permission. Students who arrive to class more than 10 minutes late are considered skipping.
1	Sleeping during class time	A student falling asleep or being in a state of rest while attending a lesson or scheduled academic activity
1	Solicitation or sales	Sales of any goods or services for any fundraiser not sanctioned by the school and or school administration is prohibited
1	Unauthorized Use of Electronics	Students are not permitted to use personal electronics in the classroom including: cell phones, headphones, air pods, earbuds, tablets, IPADs or any device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the processor. This also includes the use of Smart Watches for other than looking at the time.

Responses to Tier 1 Behavior include, but are not limited to:

- Verbal Warning
- Classroom Removal
- Discipline Referral
- Detention (lunch, after school, Saturday)
- Loss of Privileges
- Parent Contact
- Reset Outside of Class
- Restorative Circle/Conference
- In School Suspension

TIER 2 BEHAVIOR

Repeated Tier 1 behavior could escalate to Tier 2 responses

TIER	BEHAVIOR	DEFINITION
2	Academic Dishonesty	Any act of cheating, plagiarism, unauthorized collaboration, falsification, or misuse of academic materials or technology that gives a student an unfair advantage or misrepresents the student's own knowledge, skills, or work.
2	Bullying	Bullying is a pattern of aggressive behavior that involves an imbalance of power and is intended to cause harm, fear, or distress to another individual. It typically includes repeated acts of physical, verbal, or relational aggression such as physical assaults, name-calling, spreading rumors or exclusion.
2	Cyberbullying	Intentional and purposeful use of computers and electronic devices for the use of humiliation and intimidation. It includes sending threats, posting or sharing negative, harmful, false or mean content about someone else. Examples: Sending hurtful texts or messages. Posting embarrassing photos/videos/messages via Social media. • Spreading rumors online.
2	Destruction, Defacing of Property	Any intentional or reckless act that damages, destroys, alters, marks, or vandalizes school property or the personal property of students, staff, or visitors without authorization. This includes acts that reduce the value, appearance, or functionality of property of value of \$999 or less
2	Disrespect to Staff	Making inappropriate comments or gestures. Using inappropriate language towards staff or refusal to respond to staff requests. Willful insubordination towards any staff
2	Disruptive Behavior	Grossly behaving in a manner that causes severe disruption or obstruction of the educational process. A behavior is considered grossly disorderly if the behavior severely disrupts the normal flow of the school day.
2	Egregious Horseplay	Any intentional or reckless physical conduct, practical joke, or inappropriate behavior that endangers the health or safety of students, staff, or visitors; damages school or personal property; or substantially disrupts the educational environment.
2	Fighting	A physical confrontation between two students that does not cause serious injury.

2	Gambling	Act of risking money or other possession(s) for possible gain or to betting leveraging on an uncertain outcome including shooting dice, cards, gaming, etc.
2	Harassment	Acting in a way which is directed at a specific person that causes substantial emotional distress of a person and serves no legitimate purpose. The student continues to taunt and/or harass another student after being told not to communicate with that student by the student or school officials.
2	Illegal Substances	Possessing, using, sharing (no purchase involved), or being under the influence of illegal or controlled substances such as: tobacco vapes, edibles, alcohol, narcotics, drugs (prohibited by law) or over the counter medicines and prescription medications not prescribed for use by the student in possession of them. Also includes possession of any paraphernalia designed or intended to aid in the use of illegal or controlled substances. School officials will make the decision if students who we deem under the influence will be sent home or if they can remain at school. **If our vape sensors alert us of vape use in any of our bathrooms. School leadership/officials or designee has the right to inspect and search all students in the restroom at the time for when the vape sensors are triggered.
2	Inappropriate Displays of Affection	Physical actions that go beyond acceptable boundaries of affection which creates or has the potential to create discomfort, distraction or disruption within the school environment. This includes behaviors such as displaying grossly intimate affection as determined by school officials.
2	Inappropriate Physical Contact	Unwanted touching of another person without his or her consent.
2	Inappropriate Use of Technology	Inappropriate use of technology including but not limited to: • Taking pictures or videos within or around campus of staff or students without their permission and/or posting those videos to social media or through messaging, groupchats, etc. • Posting any inappropriate pictures or videos using any Voyageur logo, building to any social media platform without permission. • Using social media to engage in the planning, provoking, maintaining, etc of conflicts (physical or otherwise). • Using school provided technology to perform inappropriate internet searches or access inappropriate content
2	Instigation	Actions, communication or behaviors that provoke or encourage others to engage in inappropriate or disruptive conduct. It involves intentionally stirring up conflict, encouraging

		rule-breaking, or promoting disruptive behavior among peers. Examples: •Inciting fights, Encouraging academic fraud •Influencing others to engage in harmful/disrespectful actions
2	Intimidation	Physical, verbal, written or electronic action which immediately creates fear of harm, without displaying weapons and without subjecting the victim to actual physical attack. (This category only includes verbal incidents that cause fear)
2	Jumping into a fight	Jumping is the act of more than one person fighting another student and creates an unfair advantage.
2	Larceny/Theft	Larceny-theft is the unlawful taking of someone else's property with the intent to permanently deprive the owner of it. This action encompasses a variety of forms, emphasizing the act of theft without the use of force or threat.
2	Leaving School Campus	Students may not leave campus during the school day without prior authorization. Leaving campus without permission is considered unauthorized departure / skipping and may result in disciplinary consequences.
2	Sexual Harassment	Any unwelcome sexual advances, requests for favors and other verbal or physical of a sexual nature when the harassment substantially interferes with the student's education, creates an intimidating, hostile or offensive educational environment, or otherwise adversely affects a student's educational opportunities.
2	Theft	Taking without permission by the owner or custodian, or having his or her possession, property valued at less than \$100.00 or more which does not belong to the student.
2	Threats	Using words of taking actions that may threaten to do injury to another person or that intimidate another person through fear for his/her safety (no actual physical contact is necessary). The conflict can originate on school or off school grounds.
2	Throwing of Any Objects	Propelling objects on school property; includes the bus and at the bus stop and any school sanctioned events.
2	Trespassing	Entering or remaining on school property without proper authorization or permission. This can include entering buildings, yards, or parking lots during school hours without a legitimate reason or after being asked to leave by school authorities.

2	Weapons	Possession, use or attempted use of objects such as, but not limited to, weapons, explosives, firecrackers, clubs, mace, pepper spray and other irritant sprays.
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Responses to Tier 2 Behavior include, but are not limited to:

- Classroom Removal
- Community Service
- Discipline Referral
- Loss of Privileges
- Parent Contact/Meeting
- Restorative Circle/Conference
- Restorative Agreement
- Detention (after school, Saturday)
- Short Term Suspension (less than 10 days)
- Long Term Suspension (10 days or more)

****Students with repeated Tier 2 violations or a combination of Tier 1 and Tier 2 incidents are subject to more severe consequences that may include permanent removal (expulsion) from school.***

Tier 3 Behavior Offenses

Offenses in this category may require a suspension and a referral to the Discipline Panel hearing or referral to the Board of Directors which may result in expulsion from school. Decisions will be based upon the maturity level and age of the student. Violations in this category may result in, but not exceed, the following administrative actions:

Tier	Behavior	Definition
3	Arson	Willfully and maliciously burning or attempting to burn any part of property that belongs to, or under contract to, the school district, or property of persons employed by the district or on school property; also, the use of fire bombs, or incendiary devices.
3	Destruction, Defacing of Property	Any intentional or reckless act that damages, destroys, alters, marks, or vandalizes school property or the personal property of students, staff, or visitors without authorization. This includes acts that reduce the value, appearance, or functionality of property of value of \$999 or higher
3	Egregious Disruptive Behavior	Activating a fire alarm system in any school building on school property and/or reporting a fire or bomb when none exists, or reporting false reports of threats of violence on campus to any law enforcement agency. Disrupting the school operations where staff need to intervene and cannot continue with the business of education.
3	Fighting	A physical confrontation between one or more students that causes or has potential to cause serious injury. Automatic candidates for expulsion: **Inviting/soliciting any other person(s) to the campus for the purpose of fighting or confronting a VCP student. **When a staff member is injured intentionally or unintentionally breaking up or preventing a fight.
3	Gang Activity	Engaging in initiations, hazing, intimidations, or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm or threats to students. Using graffiti, paraphernalia, social media to promote gang affiliation.
3	Illegal Substances	To manufacture, distribute, dispense, deliver or purchase a controlled substance and (2) create, distribute, dispense, deliver or purchase; or to aid, abet, attempt, or conspire to create, distribute, dispense, deliver or purchase; or to possess with the intent to distribute, dispense, deliver or purchase a counterfeit substance. This includes but it is not limited to prescription drugs, edibles, any and all THC

		products
3	Physical Assault	Intentionally causing or attempting to cause physical harm to a student, employee, volunteer or contractor through force or violence. Typically there is no mutual combat involved.
3	Sexual Activity	Intentional contact with the bread buttocks, groin or genitals or touching with any of these body parts or intentional bodily contact in a sexual manner or the clothing covering those areas. Intercourse (vaginal, oral, anal), however slight in any location on our K-12 Campus, bus or school sanctioned activity.
3	Sexual Misconduct	• Repeated or deliberate unwelcome sexual comments, advances and/or sexually-motivated physical contacts • To willfully, maliciously, and indecently expose his person in a public place, on property of others, or to the view of any person on a street or highway. • Unlawful, non-forcible sexual intercourse or, Unlawful sexual exposure. • Non-forcible sexual intercourse with a person who is under the statutory age of consent.
3	Theft	Taking without permission by the owner or custodian, or having his or her possession, property valued at \$100.00 or more which does not belong to the student.
3	Weapons	Possession or use of a dangerous weapon, such as a firearm, toy firearm, air-soft gun, BB gun, paintball gun, dirk, dagger, iron bar, knife with blade over 3 inches, pocket knife, opened by a mechanical device, brass knuckles or other object that can be used as a dangerous weapon. Also includes the use of any weapons outlined in Tier 2.

Responses to Tier 3 Behavior include, but are not limited to:

- Classroom Removal
- Discipline Referral
- Parent Contact/Meeting
- Restorative Circle/Conference
- Restorative Agreement
- Short Term Suspension (less than 10 days)
- Loss of Privileges (Including senior activities)
- Long Term Suspension (10 days or more)
- Possible Candidate for Expulsion
- Expulsion from all public schools for a term of 180 days
- Permanent expulsion from all public schools
- Law Enforcement

Anti-Bullying Policy

Cyber-bullying - any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following: Substantially interfering with educational opportunities, benefits, or programs of one or more pupils; Adversely affecting the ability of a pupil to participate in or benefit from the school district's activities or by unreasonable fear of physical harm or by causing substantial detrimental emotional distress. Causing substantial disruption in or substantial interference with the orderly operation of the school.

Reporting- Any student who believes he or she is the victim of bullying/cyber-bullying or retaliation, should immediately report the situation to the Principal or Dean of Culture. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate school administrator.

Investigation- All reports about bullying/cyber-bullying behavior, or other complaints that may violate this policy, shall be promptly investigated. If the investigation concludes that bullying behavior or other prohibited activity has occurred, it will result in prompt and appropriate disciplinary action, up to and including expulsion. Individuals may also be referred to law enforcement officials. The complainant shall be notified of the findings of the investigation and as appropriate, that remedial action has been taken.

Record-Keeping - Verified incidents of bullying and the resulting consequences, including discipline and referrals, shall be reported to the Board of Education on at least an annual basis.

Respect for Our Teaching and Learning Environment

When members of the school community treat their learning environments with respect, by keeping it clean, showing proper decorum, and attending to its intended uses, they signal their appreciation for the opportunities it provides. By failing to uphold the expectations for treatment of the learning environment, it sends the opposite signal, and in doing so has a negative impact on the success of all members of the school community.

PERSONAL ELECTRONICS POLICY

This policy is intended to ensure that personal electronic devices on district and school property do not interfere with the learning, safety, and well-being of students and staff.

There is no reason that a student should need to use a cell phone during the regular school day. In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone. All classrooms are equipped with a landline.

Michigan statewide classroom cell phone ban House Bill 4141 and Senate Bill 495, signed into law by Governor Gretchen Whitmer on February 10, 2026.

During the school day cell phones must remain out of sight and in silent mode. This includes courses that are taught in the gym, art room, or other unconventional classrooms. Cell phones are ONLY allowed to be used on school grounds before school (until 8:00am), during lunch, and after school. If an emergency arises where a phone call is warranted, students can request teacher permission to use the classroom phone.

- Personal electronic usage is strictly prohibited in all classrooms, restrooms, school offices, and any other location on campus unless special permission is granted by an administrator during the school day.
- Cell phones are not to be charged in the classrooms/hallways.
- The school and its staff are not responsible for any damage to or theft of a student's cell phone.
- Students must properly secure and take care of their own phones. We will not be reviewing our surveillance to search for prohibited items.

Each teacher will be equipped with a locked box to house cell phones. Students will be expected to turn in their cell phones at the start of class. Cell phones will be collected in every classroom and placed in a secured lock box. All students must comply with these policies. Students have the option of leaving their phones in their lockers, but cell phones cannot be visible during class time.

****No earbuds/headphones/iPads/Tablets are allowed out and visible at any point during school hours on VCP High School campus including the hallways.***

Failure to comply with the Electronics Policy:

1. **First Offense** - WARNING. Reminder to put the device away. This can be done as reminder or an agenda item on the board daily
2. **Second Offense**-Teacher or Culture may confiscate until end of class period
3. **Third Offense** - Device confiscated for the remainder of day. The student may retrieve their device at the end of the day from the Dean of Culture
4. **Fourth Offense** -Student/parent will be notified of apparent insubordination and appropriate response to the behavior shall follow. Refusal to turn in the device to the teacher/Culture and or Admin staff at any point will result in an escalation in response to the behavior.

5. **Fifth Offense** -Cell Phone is confiscated and will only be returned to the parent/guardian. A parent conference MUST be held with the Administration. Students may be required to leave phone at home or turn-in daily for a specified time determined by the Administration.

The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones. *If a student loses a phone, administration at VCP will not be responsible for tracking the device.*

Self Reflection Academy

Voyageur College Preparatory Academy operates a Self Reflection Academy as an alternative to suspension. The purpose of this is to permit scholars the opportunity to spend time in a controlled study situation. Administration will issue SRA and the scholar must serve them when they are assigned. Failure to serve SRA may result but are not limited to: parent/guardian meeting, Behavior Agreement or other alternatives to suspension.

SRA can be held Monday-Friday from 3:30pm-4:30pm and on Saturday from 9am - 11:00am. Any scholar who skips SRA will be subject to further disciplinary action (ISI, OSS) until SRA is served.

VCP Suspension Process

Conduct Investigation

- Gather info from students, staff, and witnesses
- Review any available evidence (school cameras, any available reports)
- Allow student an opportunity to explain

Determine Appropriate Response to Behavior

- Refer to 7 Factors Worksheet
- Review the schools code of conduct
- Determine if Tier 1, 2 or 3

Notify Parents/Guardians

- Contact parents/guardians by phone (as soon as possible)

Issue Written Suspension Notice Via to student directly or via email

- Student name and ID #
- Date and details of infraction
- Length /dates of suspension
- Re-admit date and requirements
- Contact information for school administration
- Email copy to parents if necessary

Provide Academic Support

- Log into PowerSchool
- Edit attendance
- Inform teachers of the suspension
- Arrange for classwork, assignments and make up work

Suspensions***10 days or less (STS)***

- Handled at school level
- Refer to Student Code of Conduct
- Complete investigation
- Communicate with parent
- Arrange work for student

11 days or more (LTS)

- Refer to VCP Discipline Panel within 24 hours
- Notify parents/students with Letter of Intent
- Prepare Hearing Packet for VCP Discipline Panel

504/IEP

- Check with Sped Coordinator
- Review OSS days to determine if a MDR meeting is required

Title IX

All Title IX cases should be referred to the district compliance officer

Disciplinary Panel Hearing

The Dean of Culture recommends a scholar for a hearing with a misconduct report to the Principal. These students would be a candidate for a suspension longer than 10 days.

Generally, these would be for egregious (Tier 2/Tier 3) behaviors or multiple infractions with no effort shown for improvement.

- (1) The meetings will only be held via zoom unless otherwise determined by school leadership.
- (2) The meeting must occur before the 10th school day of suspension.

(3) The Dean of Culture will set the hearing dates and will contact families via email and/or phone confirming the date and time. Typically these dates are non-negotiable unless there are extenuating circumstances.

(4) During the meeting the following will be reviewed: Summary of facts, Incident report, scholar grades, attendance, disciplinary report, PowerSchool entries, Teacher comments and witness statements if necessary.

(5) There will be at least 5 voting impartial members for each hearing.

(6) A decision will be provided to families via email within 48 business hours of the hearing.

(7) **Consequences could include:** Short term suspension (less than 10 school-days), Long term suspension (more than 10 days and up until the end of the school-year, immediate expulsion, return back to school on a restorative agreement, recommend expulsion to the Board of Directors.

(8) Parents have a right to appeal the panel hearings decision to our superintendent.

Restorative Agreements/Behavior Contract: Negotiation and problem-solving approaches can be used to assist scholars in identifying alternative behavior choices. The scholar will develop a contract that reminds him or her to engage in a problem-solving process that includes positive reinforcement for success and consequences for continuing problem behaviors. Scholars who violate this contract will immediately be placed on long term suspension/candidate for expulsion.

Long Term Suspension: A long term suspension is when a scholar has had multiple violations in major categories of the student code of conduct. These suspensions last longer than 10 school days. Scholars who have been suspended may not appear on campus nor attend any school functions (before school, after school, or evening) while suspended. They may, however, enter the school to take or prepare for state assessments in alternative locations as determined by school leadership. These suspensions are assigned after a disciplinary hearing committee. The duration of suspension can last up to 180 days. Students on long term suspension will only be eligible for credit and pass/fail options for the coursework if approved for educational services.

Behavior Supports 2026-27: - Voyageur College Prep High School has partnered with The Family Medical Center of Michigan. They will provide on-site behavioral health services on campus. They can schedule appointments with students and families and provide on-going treatment. They follow all HIPPA guidelines as required by law. This service just allows easier access for our students and their families to receive behavioral health support.

Transitions Between Campuses

We want to ensure that students transition between the main building and CTE building to ensure safety, punctuality with minimal disruption:

General Guidelines

Students must move promptly and directly between buildings. No loitering, standstill socializing or unauthorized detours are permitted.

Transition Times and Approved Pathways

*Students are allowed 5 minutes to travel between buildings. Students can travel through the side doors so long as they exit and enter the building within their 5 minutes travel time.

*After the late bell rings students must go to the front of the building to go to class.

*Students must enter the main building from the front of the building to go to lunch and return to class from lunch.

*Students are not permitted to open doors under any circumstances.

*Students must follow any posted signs indicating direction or traffic flow.

*Students will still travel between buildings during inclement weather unless school officials deem otherwise.

*Students who travel between buildings need to dress appropriately for all weather conditions.

*Keep noise levels low to avoid disrupting other classes.

Attendance

Absences may be excused only for illness, or for a verifiable family emergency. These absences can be excused only if a written note from the legal guardian is received in the main office within 48 hours of the scholar's return to school. **A doctor's note or other official documentation is required for an absence period of more than 2 consecutive days.** Notes from the doctor must come from the doctor on their letterhead. Scholars who are absent for all or part of any day may not attend or participate in any extracurricular event or sporting event on that day or night except with permission of the Principal. Scholars who are absent for all or part of any day for "cut days", "senior cut days", "skip days", "ditch days", or any similar events may be denied participation in any extra-curricular event or sporting events such as prom, luncheon, or graduation and/or reasonable consequences as determined by school leadership.

For make-up work due to absences, scholars are given as many days to turn in work as they were absent. Community service hours are not valid if they were completed while classes were in session and/or the school-day hours that scholars are suspended unless approved by the DOI or Principal.

In the rare event that a scholar needs an early dismissal the following procedures must be followed:

1. The legal guardian must come and sign the scholar in or out of school.
2. The scholar is responsible for any work missed in class. The work is due the following day of school unless otherwise specified by teacher or school officials.
3. Only early dismissals or late arrivals for verified doctor's appointments will count as excused absences in class. All others are considered unexcused.
4. Students who drive to school must bring in documentation or the parent can call to allow an early release. However, the parent must verify demographic information on file.
5. Frequent requests for early dismissals is a distraction to the learning environment. A meeting with the principal may be required for frequent requests (more than 3 times in a quarter).
6. No early pick-ups will be allowed after 2:45pm (30 minutes before dismissal). For extenuating circumstances, please call the school the day of to request an early pick-up.

Tardy Policy

Punctuality is taken very seriously at Voyageur College Prep HS. Arriving late to school or class causes students to miss activities and is also disruptive to the learning process of others. Time management is an important life skill that students need to depend on throughout their lives. All students are expected to arrive early enough to be in class and ready to learn on time. Students who have a pattern of tardiness will be subject to the same consequences as students who have a pattern of absence from school.

A student is considered tardy if he/she is not in his/her seat at the start of the school day or period of the day. Repeated tardiness may be grounds for disciplinary action or grade penalty determination. Cooperation by parents/guardians is necessary to minimize tardiness.

Expectations:

Be on time: students should be in every class on time (before tardy bell rings). Respect the learning environment: Arriving late disrupts instruction and the learning community.

Procedures for Tardy Students:

Teachers will close doors when the bell rings.

Teachers will allow tardy students to come into class up to 5 minutes after the tardy bell rings and mark them tardy accordingly.

After 5 minutes, students must have a pass from Culture to enter the classroom

Response to Tardies:

Number of tardies in a week

- (1) 3 or more tardies in any class (parent contact by teacher)
- (2) 4 or more tardies in any class (same class or different class) Parent contact by Culture and a conference with student.
Saturday Self Reflection Academy and parent phone call home.
- 3. 5-15 In-school suspension (same class or a different class)
- 4. 16 or more tardies require suspension until in-person meetings can be held and students are placed on an attendance contract and/or candidate for expulsion.

No solicitation:

Scholars may not sell any goods or services for any fundraiser or other reason while in the school building unless they are doing so for a school-sponsored club or organization.

Truancy

Michigan law places responsibility on scholars to attend school and on parents or guardians to send their children to school on a daily basis. Excessive absences hinder a scholar's progress and adversely affect the scholar's educational experience. At Voyageur College Prep HS we value every scholar and seek to provide for his/her educational needs.

Compulsory Attendance MCL 380.1561 Consistent and regular attendance as required by Section 1561 of the Michigan Revised School Code requires all children to attend school until the age of 16, with few exceptions. In addition, the law mandates that a scholar who turned age eleven on or after December 1, 2009, or who was age eleven before that date and entered grade 6 in 2009 or later, must attend school until they are 18 years old unless they have earlier graduated or meet the exceptions allowed by Michigan law. For purposes of illustration, scholars who are age 14 or under during the 2012-2013 school year and those who enroll at any time after the 2012-2013 school year must attend school until they are 18 years of age unless they have earlier graduated or meet the exceptions allowed by Michigan law. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.

Truancy consists of more than ten (10) unexcused absences during a school year. Truant scholars and parents of truant scholars are subject to prosecution by the Wayne County Prosecutor for Truancy (in the case of the scholar) and/or Educational Neglect.

Policy

1. When a scholar reaches 3 unexcused absences, school officials will call to verify the reason for absence. Again, absences of illness over 2 days require medical documentation.
2. When a scholar reaches 6 unexcused absences, school officials will request a parent meeting to determine the reason for the absences and what supports can be put in place to improve the attendance.
3. When a scholar reaches 9 unexcused absences or more, school officials may conduct home visits. Additionally, if a scholar accumulates over 20 excused absences without medical documentation, school officials contact/meet with parents to assess the reasons for absences and to provide support. When a scholar misses over 20 days of school, that is more than a month of missed school and that will impede the scholar's academic progress. A scholar is considered truant when they miss 10 or more days of school unexcused or 20 or more days of school that is NOT substantiated with documentation but considered excused absences. *Ex. A parent can excuse an absence of their scholar for absences less than 3 days due to illness. However, if a scholar accumulates over 10 absences with hand written notes throughout the school-year, the school may require documentation. We will assess each situation individually.*

Attendance Supports:

- a. Attendance letter.
- b. Meeting scheduled with parent(s)/legal guardian with school officials.
- c. Meeting/Conference scheduled with School Social Worker.
- d. Bus Cards/Bus Pass
- e. Referral to our Family Medical Behavioral Therapist
- f. Contact Child Protective Services for educational neglect.
- g. Refer truancy case to the Wayne County Prosecutor's Office.

Parent & Visitor Standards of Conduct

Purpose:

This policy ensures a safe, respectful, and productive environment for students, staff, families and visitors. It outlines the expectations for parent and visitor behavior within the school building to foster a positive atmosphere conducive to learning and collaboration. **This policy applies to all parents and guardians of students enrolled in our school and any visitors accompanying them within the school premises.** If and when a parent violates these standards, they may receive a permanent campus ban sent by the superintendent. That ban may restrict parents from coming into the school, possibly the parking lot or communicating with school officials.

Expectations

A. Respectful Communication

- Parents must communicate respectfully with all school staff, students, and other parents, both verbally and in writing.
- Any concerns or issues should be addressed through appropriate channels, such as scheduling meetings with teachers or administrators.

B. Appropriate Conduct

- Parents should model appropriate behavior at all times. This includes refraining from disruptive actions, offensive language, and aggressive behavior.
- All visitors must adhere to the school's code of conduct while on school property.

C. Safety & Security

- Upon entering the school building, parents must check-in at the main office.
- Unauthorized access to classrooms, hallways, or other areas of the school is strictly prohibited.
- Parents should follow all safety protocols and emergency procedures as instructed by school staff.

Textbooks/Materials

Students are responsible for keeping their textbooks in the condition in which they received them. Students will be charged for lost or damaged textbooks.

Emergency Drills

Students are expected to adhere to school staff guidelines and directives during all emergency drills (fire, tornado and lock down drills, etc.) Posted in every room is a map detailing the evacuation protocol required. Scholars are to follow their teacher according to that map and to stay with their class. In the event of a fire drill or fire, scholars must not stop at bathrooms or lockers. They must go directly downstairs and stay as a class in the designated outside location until given further instruction. Any scholar violating this procedure is jeopardizing the safety of the school and will face consequences including possible suspension.

Guests

Guests must always obtain a visitor's pass from the Main Office and must have permission from school officials to visit for school business. VCP reserves the right to determine if a school event is open to just VCP scholars, VCP scholars/families, or VCP scholars/families/and guests. When events are open to non-VCP guests, additional paperwork may be required in order for the guest to attend.

Medical Policies

Records and Physical Exams - In order to enroll at VCP every scholar must have up-to-date physical, health records, including immunizations. Scholars will be excluded from school until that record is provided or until a record of an upcoming medical appointment is provided by parent/guardian.

Medications - If a scholar requires medication during school hours, the distribution of the medications will be supervised by the Office Manager/Receptionist or school official under the following guidelines required by state law:

- Prescription medications must be supplied in the original pharmacy container.
- The container must be identified with the following information: Scholar name, Name of Medication, Doctor's Name and Phone Number, Pharmacy, and Phone Number.
- Parents/guardians must sign the appropriate administration forms.
- Non-prescription medications must also be supplied in the original container and must be accompanied by written consent from parent/guardian.

All medication will be placed in a locked box in the main office. In order to administer any prescribed medication to a scholar or child, there must be a doctor's note on file. For any over the counter medication, a note signed by the parent with directions must be present.

Scholars are responsible for coming to the main office to receive their medications at the appropriate time. ****Scholars are not allowed to have medications in their possession or in their lockers. This includes any over the counter medications.****

Special Education Program

Every child has the right to an education, regardless of gender, race, culture, age or disabilities. It is the goal of the school to provide opportunities for all scholars.

Policy

It is the policy of Voyageur College Prep to provide special education services. All scholars with special needs have the right to a quality education appropriate to their needs, abilities and interests. It is the goal of the special education staff to act as a resource to the classroom teacher in the development and implementation of appropriate instructional and socialization strategies. Implementation of these strategies will occur within the general education setting and through one-on-one and small-group remediation.

The Individual Education Plan (IEP)

The school will comply with all federal and state legal requirements that every scholar identified as having a disability be provided an Individual Educational Program (IEP) specifying goals, level of service, ancillary services and the least restrictive placement. Prior to the opening of school, registration forms are reviewed to identify current IEPs from previous schools attended. The parents are fully informed of their rights, procedures and responsibilities under special education law.

Procedural Safeguards

As a parent with a child who has special needs, there are safeguards in place, as required by state and federal law, to protect your rights and the rights of your child. These safeguards are provided to you at every official meeting and can also be found at the following website:

https://www.resa.net/downloads/special_education_forms/procedural_safeguards_sy2017.pdf

Special Education Referral Process

If a parent or legal guardian may make a request for a special education evaluation at any time. Referrals should be made in writing and provided to the special education coordinator. The school has up to 10 days to contact the parent and invite them to a meeting to review the request. School staff may also make a referral and this referral also needs to be addressed within 10 days

Initial evaluations are only able to occur with signed, written, formal consent. The school then has 30 school days to complete the evaluation and meet to discuss the results with the parent/guardian. There are times where a request to extend the evaluation timeline will be made, but this can only occur with signed parental consent

Educational Placement of Scholars with Disabilities

Voyageur College Prep is committed to placing each scholar in the least restrictive environment (LRE) possible to meet their educational needs as determined by the scholar's IEP team, which consists of the student, parents and/or legal guardians, special education providers, teachers and school administration.

Parent Participation Parents/legal guardians have the *expressed right* to participate in all meetings dealing with the evaluation, identification, and educational placement of their child. Information concerning a child will be requested of his/her parents/guardians during the MTSS process and the parent's/guardian's presence will be requested at subsequent meetings. Initial evaluations and implementation of IEPs require parental consent for scholars under the age of 18.

Educational Placement of Scholars with Disabilities Voyageur College Prep is committed to placing each scholar in the least restrictive environment (LRE) possible to meet their educational needs as determined by the scholar's IEP team, which consists of the student, parents and/or legal guardians, special education providers, teachers and school administration.

Rehabilitation Act of 1973 - Section 504 Under Section 504, the school is responsible to identify, evaluate and if the scholar is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the school staff, he/she must file a written complaint, stating the specific facts of the grievance with the Section 504 Compliance Officer within fifteen (15) calendar days of the date of the alleged violation. **FAPE**

Scholars' Rights

The right of scholars to freedom of expression shall not be abridged, **provided that such right shall not cause any disruption or disorder within the school.** Freedom of expression shall include without limitation, the rights and responsibilities of scholars, collectively and individually, (a) to express

their views through speech and symbols, (b) to write, publish, and disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by scholars during regularly scheduled school hours shall be held only at a time and place approved in advance by the Principal (or designee).

No expression made by scholars in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for an expression made or published by scholars. No expression made by scholars in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for an expression made or published by scholars.

What to do if you feel your rights are violated. Scholars are encouraged to talk to your advisor, your teachers, your Principal, or someone else in the School. Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or handicap may file a complaint with the school Principal. The Principal will make a determination in the matter. If that determination is unsatisfactory, the member of the school community can request a hearing before the Superintendent, by submitting a request in writing to the school office.

High School students who have attained 18 years of age, may when they have so informed the principal in writing: Have all personal school correspondence mailed directly to them; Have access to their school records; May sign excused absence or report cards for themselves; May sign themselves out of school: If adult students choose to exclude their parents or guardians from any of the above matters, the school principal should be so informed in writing. Students who have attained the age of 18 are still subject to all school and board policies and regulation.

Searches, Lockers, And Locks

1. **Searches:** Personal property of scholars can be searched with reasonable suspicion or if scholars are chosen at random. A staff member who is the same sex as the scholar must do the search and there must always be a second staff member present as a witness.

2. **Lockers and locks:** Scholars and parents must be aware that a scholar's locker is school property and may be searched by school officials at any time without notice or warning. Lockers are not to be shared with other scholars. Items placed in lockers not assigned to your scholar are not the responsibility of VCP.

Sports Eligibility

9-12 grade scholars are eligible to be official members of a school sports team only if:

- Meet all the requirements of the Michigan High School Athletic Association (MHSAA).
- They meet additional requirements that the Athletic Director/School set forth on a yearly basis.

Technology and Acceptable Use Policy

The goal of computer access at school is to build technology skills, information gathering skills and communication skills. Scholars have the privilege to use computer workstations, the school network, e-mail, and the Internet **for school assignments only**.

Scholar Responsibilities: In order for the school to provide sound educational opportunities via its computer network, each scholar must use computers and the network responsibly.

Responsible scholars use computers, other hardware, and printers carefully. Scholars will leave a computer working in the same condition as they found it; namely, making no setting changes that alter the computer's appearance or function; avoiding damage to the mouse, keyboard, printers, and furniture; and keeping the computer, monitor, keyboard, mouse, and furniture clean.

Responsible scholars use the Internet appropriately. The scholar is responsible for all web pages accessed. Scholars must earn Internet authorization by studying the Acceptable Use Policy and passing a quiz on its contents with a 100% score.

Scholars are not allowed to access, use or possess pornographic, gang-related, violent, or illegal material; inappropriate or offensive text via e-mail, chats, blogs, or other means; or files deemed dangerous to the integrity of VCP (e.g., viruses, worms, or other harmful programs designed to disrupt or alter a computer's functions). In addition, scholars may not access, use, or possess unauthorized or illegally obtained hardware, software or data.

Scholars must comply with the following safety rules for Internet use. Scholars should not give out any personal information such as address, telephone number, parent's work address or telephone number, or any other person's address or telephone number without parental permission. Scholars should tell their teacher, principal, or parent/guardian immediately if they experience an uncomfortable situation. Scholars should never agree to meet or to send any picture to someone they have communicated with on-line.

Scholars must check their email accounts on a regular basis. Teachers often communicate to their scholars and request assignments via email.

Responsible scholars respect the privacy and rights of others. Scholars must keep their computer account and password private; if scholars have a group project, they will arrange with their teacher to create a shared folder for that particular assignment. Scholars may not access scholar records of other scholars. Scholars may not alter any network address or identifiers. Scholars may not copy software from computers, or destroy or damage another person's files or messages. Scholars must not attempt unauthorized entry to any area of the network or interfere with or disrupt any computer, network, source or equipment, regardless of who may own, operate, or supervise it. Scholars must create their own work and properly cite research sources. Copying someone else's work is plagiarism and will result in a failing grade and disciplinary action.

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Scholars may not use school computers, the school network, or the Internet to make inappropriate or negative comments about other scholars, teachers, administrators, or the school.

Responsible scholars maintain the integrity of the school network. Scholars have the responsibility to report all violations of privacy. Scholars are accountable for all e-mail sent or received under their user

accounts. Scholars may not use the network or labs for wasteful or frivolous purposes including, but not limited to; playing games, using chat programs, listening to music, watching videos unrelated to a school assignment, participating in "chain letters," writing blogs, participating in online chats, or engaging in any for-profit commercial activities including advertising or sales. It is the scholar's responsibility to follow all computer lab rules and obey supervisors of the labs.

Scholars should not expect that files stored on school-based computers or servers will be private. Electronic messages and files stored on school-based computers or stored outside the school using the school's Internet account may be treated like school lockers. The school reserves the right to monitor any and all emails/messages sent on or within school property. All administrators and teachers have access to stored files and email.

Administrators and teachers may review files and messages at any time to maintain the integrity of the system, to ensure that scholars are acting responsibly, to conduct the business of the school, and to comply with legal requirements. Failure to comply with the Code of Conduct for Computer Use may result in loss of computer privileges as well as other penalties. Scholars observing or knowing of any violation of these guidelines or of a security problem on the network/Internet must notify a teacher or the principal.

By enrolling your scholar at Voyageur College Prep HS, students and parents agree to follow the conditions, policies, procedures set forth in the scholar code of conduct. Any revisions must be approved by the Board of Directors. **Provisional Approval was received at August 2026 Board Meeting.**