

Warren Woods Enterprise High School

28600 Suburban

Warren, Michigan 48088

(586) 439-4407

Fax: (586) 578-9474

Student Handbook

What is Enterprise High School?

Enterprise High School is an alternative program that offers a "different" path to high school completion for 16 to 19 year olds. Successful completion of our program will provide the student with a state endorsed high school diploma. Completion will also provide the student the skills necessary to continue his/her education, perform in the workplace, and become an achieving autonomous adult.

Our curriculum is designed to provide the student with marketable skills along with the opportunity to earn monetary rewards from the sale of products they produce. In vocational "hands-on" classes such as woodshop, commercial food service, marketing and distribution of arts and crafts, and introduction to business, as well as all academic classes, the emphasis is placed on communication skills, job skills, and technology.

Who may attend?

The program is designed for anyone 16 to 19 years of age who has a desire to earn a high school diploma.

To enroll:

- 1) Obtain "drop slip" from previous high school.
- 2) Obtain a copy of the credits earned from previous high school.
- 3) Complete and sign Enterprise High School enrollment form.
- 4) Present birth certificate and Social Security card.
- 5) Obtain a copy of immunization records.
- 6) Apply before the semester begins, about August 15th for Fall, and January 5th for Spring.

We often have a waiting list. Please apply as early as possible to ensure your future at Enterprise High School.

School Hours of Operation:

Office Hours: 8:00 a.m. to 3:00 p.m. Monday through Friday
Class Hours: 8:00 a.m. to 3:00 p.m. Monday through Thursday
and 8:00 a.m. to 3:00 p.m. Friday as scheduled

School Closing Information:

If for any reason the school must be closed, please listen to the radio or watch for closing information on the television. We will be closed only if the Warren Woods District is closed.

Staff:

John Filipkowski, principal

Lynn Maljak, secretary

George Farmer	Tom Septer
Paul Halicki	Matt Tanguay
Scott Humphrey	Tom Weir
Amy Merlo	Georgia Wrinkle
David Schenburn	Karen Ziegler

Credits:

Students must earn a total of 21 credits to graduate from Enterprise High School. For each successful hour of class, a student may earn .50 credit per semester, up to a total of 6 class credits per year. Students are assigned to the classes needed to complete their graduation requirements. In some classes they may earn .25 credit per marking period; in others, credit is earned by completing the entire semester only. Credits are awarded at the end of each semester.

Report Cards:

Report cards will be issued at mid-semester and end of the semester. Credit will be awarded at the end of the semester.

Enterprise High School awards the following grades:

<i>A</i>	<i>Excellent Achievement</i>
<i>B</i>	<i>Commendable Achievement</i>
<i>C</i>	<i>Average Achievement</i>
<i>D</i>	<i>Poor Achievement</i>
<i>NC</i>	<i>No Credit Awarded</i>
I	Incomplete - must be completed within allowable time Requires prior arrangement with staff
CR	Credit Issued

Please note: *If a student fails to earn credit or accumulates excessive absences in an Enterprise class, that student will lose all claim to product dividends for that period. All products not sold at each sale remain the property of Enterprise High School.*

Graduation Requirements:

3.5	English	1.0	United States History
.5	Government	1.0	Social Studies
.5	World History	3.0	Math
2.5	Science	1.0	Physical Education/Health
2.0	Vocational, Foreign Language, Art	6.0	Electives

Graduation Requirements (cont.):

To receive an Enterprise High School diploma, a student must earn a minimum of 20 credits by the end of the spring semester. The graduation ceremony is a privilege earned by those students who have successfully completed all credits for graduation. **No students may participate in the commencement and graduation ceremony until all graduation requirements are successfully met.** All fines and fees owed to EHS or any previous school must be paid in full in order to participate in the graduation ceremony.

Enterprise Class Opportunities:

Along with the academic classes that each student will be required to take, the requirement for

vocational and elective credit can be satisfied by the Enterprise classes: Woodshop, Marketable Crafts and Commercial Foods. The Enterprise classes offer students a unique opportunity to try their hand in these areas.

The classes are offered in two-hour blocks to optimize the time for preparing items for the sales, producing specially requested items, or in the case of Commercial Foods, preparing food for lunch and customer catering. Profits realized by the student for their work in these classes will be awarded to them in dividend checks.

Service Learning Opportunities:

It is the practice of Enterprise High School to provide students opportunities to volunteer for service learning. At times, students, accompanied by staff, will remain in the building or be transported to a site outside of school.

Credit Review:

Students who have not met the objectives for credit in one or more classes in the first or third quarter may apply for a Credit Review with one or more teachers. The student and teacher will together complete a written plan of work with specific deadlines to be completed by the student. If the student successfully meets the requirements of the designated plan, credit may be awarded at a later date. Credit review will only be allowed after first and third quarter.

Conferences/Parental Involvement:

The staff of EHS believes communication between the home and school is critical. Enterprise High School offers an Open House in the fall and encourages parent-teacher contact at any time. Also, parents and other interested parties will be invited to our Sale and Dinner. Please try to make these events a priority.

Contacting EHS:

Please contact the school, for any reason, concerning your student. The school office can be reached during school hours at (586) 439-4407. The staff of EHS encourages your input regarding your student and appreciates the support you provide your student.

It is very important that each parent contact the school with an emergency telephone number and an alternative contact person in case of emergency.

Enterprise High School will not be responsible for lost or stolen property.

EHS CODE OF CONDUCT

1) Attendance Policy

Good attendance is necessary for success in school and in the work world! Appointments must be made for days when classes are not scheduled. In the event a student is unable to attend class due to sickness, or unavoidable circumstances:

- The school must be **contacted**, by the student or parent, no later than **11 a.m.** on the day of absence.
- Absences will only be excused for the following reasons: subpoena, documented illness or family funerals. A note from the parents, doctor, court or other authority must be turned into the office on the student's return to class. The office may confirm all absences.
- Students will be allowed no more than **6 unexcused absences each quarter.**
- 3 tardy arrivals to class equal one unexcused absence. A tardy is defined as a late arrival of up to 5 minutes into a class period.
- We understand that sometimes circumstances beyond a student's control make adequate attendance a problem. A student who is in danger of exceeding the 6 unexcused absence limit may be able to arrange with the teacher to make up time missed. Absence make-ups must be done before or after school hours and must be previously arranged with the teacher for whom the absences will be made up.
- A student arriving late to school must sign in the main office to avoid being marked absent for the day, then go directly to class.
- Leaving school before dismissal: Any time a student must leave school prior to dismissal for an appointment, illness or even suspension he/she must sign-out in the office, enter the date and time and reason for leaving in the sign-out book located in the front office. If the student plans to return to school the same day following an appointment, he/she must bring a note from the doctor, court, etc. The school may verify your appointment as necessary. Students under the age of 18 must have parental permission to sign out. Absences will be charged for all time missed.

2) Skipping

Any time a student has not followed the attendance/sign-out procedures, he/she will be considered SKIPPING. ***The consequences of skipping are as follows: parental phone call, loss of the opportunity to make up missed work, loss of dividends and possible loss of credit.***

********No absences for skipping are permitted to be made up!********

***Consequences for skipping: 1st offense - parental conference and permanent absence
2nd offense - 1 day suspension
3rd offense - possible drop from program***

3) Closed Campus

Enterprise High School is a closed campus. To ensure safety and provide a secure learning environment, the following must be adhered to:

- Once students arrive in the morning, they do not leave until dismissal without "signing out" in the principal's office. **Students under 18 need parents' permission, obtained by calling parents from the office, prior to leaving school grounds.**
- **No student is allowed to leave the building without signing out in the office. This is considered a skip - see skipping consequences (#2). Once you have left the building, you may not return without permission from the office.**
- NO VISITORS allowed without prior permission from the principal.
- Students may not have anything delivered to school.
- The parking lot is off limits to students between arrival and dismissal. **Students are not allowed to remain in their cars during school hours.** A student must obtain permission from a staff member to go to the parking lot during school hours, including lunch break.

*consequences: 1st offense - verbal warning
2nd offense - parental conference
3rd offense - possible drop from program*

4) Electronic Communication Devices

- Electronic communication devices **must be turned off and worn out of sight**, preferably in a pocket or purse. It is not to be taken out in class, nor can it make any sound that may disrupt class. If any staff member considers it a problem it will be confiscated.
- **Students will not be released from class to make telephone calls.** The telephone will be available at break and lunch only. For emergencies, please contact the school office.
- **The use of cellular phones is forbidden from 8:00am to 3:00pm.**

*consequences: 1st offense - confiscation
2nd offense - 1 day suspension
3rd offense - possible drop from program*

5) Musical devices

Radios, CD players, Ipods, MP3s, headphones, hand-held video games etc. are prohibited during school hours.

*consequences: 1st offense - confiscation
2nd offense - 1 day suspension
3rd offense - possible drop from program*

6) Tobacco

Smoking or other use of tobacco is not allowed in school, or on school property, or during school-sponsored activities at any time. **This includes the restrooms and parking lot.** *Students caught smoking on school property may be fined \$50.00 by the Warren Police Department.* Tobacco products and accessories must be out of sight while in the school building.

*consequences: 1st offense - 1 day suspension
2nd offense - 3 day suspension
3rd offense - possible drop from program*

7) Lunch and Break

- Lunch will be provided, by the Commercial Food Service Class, for a minimal amount, or students may bring a bag lunch. Refrigeration will be provided.
- **NO FOOD or BEVERAGES are allowed in the hallways or any classroom.**
- **NO FOOD or OTHER STUDENT ITEMS MAY BE DELIVERED TO THE SCHOOL.**

consequences: possible suspension and/or drop from program

8) Disrespectful Behavior

Any behavior or evidence of behavior that harasses, teases, ridicules, embarrasses, threatens or intimidates any other person or group of people concerning their race, sex, physical appearance, creed or sexual preference will not be tolerated at any time.

consequences: possible drop from program

9) Gang Activity

The wearing of gang "colors", symbols or other paraphernalia including writings, hand signs, signs, graffiti is not allowed in school, on personal property or school property.

*consequences: 1st offense - verbal warning
2nd offense - possible drop from program*

10) Dress Code

- All clothing must be in good taste and not disruptive to the educational environment. Clothing that is not acceptable includes pieces that reveal excessive skin, such as exposure of front or rear cleavage. Shorts and skirts length must be long enough to reach the fingertip with a full arm extension. No bare midriffs. The bottom of the shirt must touch the top of the pants or skirts, with no visible gap. Do not wear clothing that contains inappropriate language or illustrations, these include profanity, advertisement of tobacco, alcohol or illegal substances, as well as sexually explicit or violent themes. **Pajamas and slippers are not permitted.** You will be asked to change inappropriate clothing.
- Clothing must be appropriate for the student to function in all areas of the school.

*consequences: 1st offense - change and/or cover inappropriate clothing
2nd offense - possible drop from program*

11) Driving

No careless or reckless driving in the parking lot, or during your approach or departure from school in the neighborhood. Also, no loud or offensive music is to be played. Besides school consequences **The Warren Police will ticket offenders \$250 to \$500+, up to 7 points.**

*consequences: 1st offense - verbal warning
2nd offense - contact Warren Police and/or possible drop from program*

12) Fighting

Any student that participates, incites or is involved in any fight or physical confrontation with another student or teacher, while on any school property or at any school sponsored event, will be ticketed by the City of Warren, \$100 plus costs, and face immediate suspension or expulsion from Enterprise High School. The police do not need to witness the fight for a ticket to be issued.

13) Spitting

Spitting will not be tolerated at Enterprise High School. Spitting is prohibited by city ordinance. Spitting at someone is a physical assault and is considered fighting (see #12).

*consequences: 1st offense – verbal warning
2nd offense - contact Warren Police
3rd offense - possible drop from program*

14) Progress and Behavior

- Any student who does not maintain a positive level of progress may be removed from school.
- **Any student who is highly disruptive may be removed from class and/or program.**
- **Failure to COOPERATE with staff, and INSUBORDINATION WILL NOT BE TOLERATED**

15) Illegal Behavior

Any other behavior that is illegal, in any way infringes on the rights of others, endangers others, or compromises the educational environment of the school, including but not limited to: vandalism, cheating, theft, drugs, drug paraphernalia and alcohol use, possession and sales of any controlled substance, gambling, extortion, and/or possession of a weapon, **WILL NOT BE TOLERATED.**

The consequences of any violation of these policies will be as determined by staff decision and may be as follows: parent-staff conference, suspension, restitution, loss of the opportunity to earn credit, forfeiture of dividends, and/or expulsion from the program. Where necessary, the authorities will be notified. Consequences will be determined by the severity and frequency of the violation.

I have read the Enterprise High School Code of Conduct and am aware of the consequences that will be enforced by the staff should I choose to participate in any activity that warrants corrective action.

Print Student Name

Student Signature

Date