FCCA HIGH SCHOOL PARENT HANDBOOK

FLINT CULTURAL CENTER ACADEMY HIGH SCHOOL

ACADEMICS

ACADEMIC CONDUCT

All members of the Flint Cultural Center Academy are expected to practice and uphold high standards of academic integrity and honesty. Instructors are expected to inform students of the procedures and standards of research, documentation and examination, and students are expected to follow these standards.

STATE MANDATORY TESTING

To satisfy the requirements for graduation, every student must take all the state-mandated tests at the grade level mandated unless excluded under the guidelines established by the Michigan State Department of Education. Special exceptions may be granted by the Superintendent upon evidence of extraordinary circumstances.

GRADING POLICY

Students are evaluated on a scale of A, B, C, D, E, or I. Students have four weeks to complete coursework to replace an "I" (Incomplete). If after two (2) weeks the required work has not been turned in or if it does not meet satisfactory performance, the "I" will become an "E." An "E" indicates failure, and the class must be repeated.

All grading policies apply to all high school transcript courses (including dual credited and online courses).

A = 94-100

A- = 90- 93

B+ = 87-89

B = 83 – 86

B- = 80 – 82

C+ = 77 – 79

C = 73 – 76

C- = 70 – 72

D+ = 67-69

D = 63-66

D- = 60-62

E < 60%

Note: Under special circumstances, students may take a course for Pass (P) credit.

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GRADUATION REQUIREMENTS

ENGLISH LANGUAGE ARTS [4] credits total]
English 9 **[1]**
English 10 **[1]**
English 11 **[1]**
Elective English **[1]**

MATH [4.5] credits total]
Algebra I **[1]**
Geometry **[1]**
Algebra II *or* approved CTE course **[1]**
Elective math or 2nd year of CTE course (during the final year of high school) **[1]**
Personal Finance [.5]

SCIENCE [3] credits total]
Elective Science **[1]**
Biology **[1]**
Chemistry or Physics **[1]**

SOCIAL STUDIES [3] credits total]
American History 9 **[1]**
World History **[1]**
American Government (Civics) **[0.5]** and Economics **[0.5]**

PHYSICAL EDUCATION AND HEALTH [1] credit total
Health & Wellness **[0.5]**
Lifetime Fitness **[0.5]**

WORLD LANGUAGE [2] credits total]
Level I of any world language **[1]**
Level II of the same world language (or approved CTE course) **[1]**

VISUAL, PERFORMING AND APPLIED ARTS [1 credit total]

ELECTIVES [6 credits total]

ONLINE LEARNING EXPERIENCE
Completing a meaningful online learning experience in Grades 9-12 will allow students to become familiar with the key means of increasing their own learning skills and knowledge. It also will prepare them for the demands they will encounter in higher education, the workplace, and personal lifelong learning. Students will work with FCCA to meet this requirement in a variety of ways.

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*Students must be enrolled full-time through 12th grade to be eligible for graduation

Physical Education Opt-Out: Students who successfully complete three full years of participation in school-sponsored activities may be granted the opportunity to opt out of their Physical Education credit requirement as determined by administration.

Required State Testing (11th grade)

All 11th-grade students are **required** to take the full MME (SAT with Essay, ACT WorkKeys, and M-STEP Science & Social Studies) to be eligible for graduation.

DUAL ENROLLMENT OPPORTUNITIES

College Courses

Students interested in dual enrollment for college credit must meet the following academic and behavioral standards:

- Maintain a grade of 85% or higher in all classes
- Maintain 90% or better attendance
- Have their discipline record reviewed and approved by the Director
- Exhaust current FCCA academic offerings

Genesee Career Institute (GCI)

To participate in dual enrollment with the Genesee Career Institute, students must meet the following requirements:

- Maintain a grade of 70% or higher in all classes
- Maintain 85% or better attendance
- Have their discipline record reviewed and approved by the Director

Students who meet these standards demonstrate the responsibility and commitment necessary to succeed in dual enrollment programs.

CREDIT RECOVERY

GENNET courses can be used for credit recovery. Transcript credit can be recovered with a grade of pass(G) /fail (H) for any course taken through GENNET. If a GENNET course is taken during the school day as part of the student's course load, there is no cost to the student. If a GENNET course is part of a student's schedule, attendance is required. Students must show progress and success within a GENNET course to be eligible for future enrollment in additional GENNET courses.

Pass/Fail grades are not calculated into a student's GPA.

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ACADEMIC CONDUCT VIOLATIONS

The following are selected examples of violations of the standard of academic conduct but do not define all possibilities:

- Misrepresenting the work of another as one's own (plagiarism)
- Cheating by copying from another student
- Assisting another student to cheat
- Cheating by use of unauthorized notes or other materials
- Theft of another student's test, project or assignment

TRANSCRIPT REVISION POLICY

This policy outlines the procedures and criteria for requesting and processing revisions to student transcripts at Flint Cultural Center Academy High School (FCCA HS). The goal is to ensure the accuracy, integrity, and fairness of student academic records. This policy applies to all current students, former students, parents/guardians (if the student is a minor), and school personnel involved in transcript creation, maintenance, and revision.

Permissible Reasons for Transcript Revision

Transcript revisions may be requested for the following reasons:

- Clerical or administrative errors (e.g., incorrect course titles, grades, or credits)
- Grade changes authorized by faculty or administration (e.g., due to re-evaluation or resolution of a dispute)
- Updated coursework (e.g., completion of credit recovery, summer school, or approved independent study)
- Legal name changes (with appropriate legal documentation)
- Accommodations for students with IEPs or 504 Plans, if misapplied or not properly reflected
- Appeals granted by the school administration after formal review

Transcript Revision Request Process

1. Submission of Request
    a. Requests must be submitted in writing using the Transcript Revision Request Form, available in the main office or online at fccacademy.org.
    b. Supporting documentation must be attached (e.g., grade change form, court order, IEP documentation).
2. Review Process
    a. Requests are reviewed by the Registrar, with consultation from the Principal, Counselor, and relevant teachers if needed.
    b. The review will be completed within 10 school days of receiving a complete request.
3. Decision and Notification
    a. The requester will receive written notification of the decision.
    b. If approved, the registrar will update the transcript and provide an updated official and unofficial copy.

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Appeal Process

If a revision request is denied, the student (or parent/guardian) may appeal in writing to the principal within 10 school days of receiving the decision. The principal's decision is final.

Documentation and Records

All transcript revisions will be documented in the student's cumulative file, including:

- Original transcript (retained for reference)
- Approved revision form and supporting documents
- Summary of the change, date, and staff involved

Limitations

- Revisions will not be made for the purpose of retroactively altering GPA for competitive or post-secondary advantage without valid cause.
- No changes will be made based solely on personal preference or non-documented disputes.

This policy is compliant with the Family Educational Rights and Privacy Act (FERPA) and applicable Michigan Department of Education guidelines.

MIDDLE TO HIGH SCHOOL CREDIT TRANSFER POLICY

To ensure students are adequately prepared for the rigor of high school coursework, the following policy outlines expectations for transferring credits earned prior to entering high school.

Minimum Grade Requirement: Students must earn a grade of B (80%) or higher in any course taken for high school credit in order for that credit to be accepted and recorded on the high school transcript.

Courses Below a B-: If a student earns a grade below a B- in a course intended for high school credit: The credit will not transfer to the high school transcript. The course may still appear on the student's academic history but will not count toward graduation requirements or GPA.

Option to Retake Courses: Students who are not satisfied with their grade have the option to retake the course. The highest grade earned will be considered for transcript and credit purposes.

Retaken courses must be approved by school administration or counseling staff.

Student and Family Responsibility: Students and families are encouraged to carefully consider readiness before enrolling in courses for high school credit.

Administrative Discretion: The school reserves the right to review individual circumstances and make exceptions when warranted.

DISCIPLINE

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DISCIPLINARY ACTION GUIDELINE FOR VIOLATIONS OF ACADEMIC CONDUCT CODE

Teachers write up the offense on a disciplinary referral form, call parents and submit referral to the administration office. The administration will meet with the students to handle the next steps by following the progressive discipline policy.

- **1st Violation:** Student will receive a failing grade on the assignment or test. Students are advised of the academic code of conduct. Document behavior in Synergy/Contact Parents.
- **2nd Violation:** Where appropriate, the student's letter grade for the marking period may be lowered by one grade as determined by the instructor. On the second violation in class, the student must have a parent conference. Document behavior in Synergy/Contact Parents.
- **3rd Violation:** Student may receive a failing grade for the marking period as determined by the instructor. On the third violation in class, the student must have a parent conference. Document behavior in Synergy/Contact Parents.
- **4th Violation:** Student will receive a failing grade for the course as determined by the instructor. On the fourth violation in class, the student must have a parent conference. Document behavior in Synergy/Contact Parent.

PHYSICAL ALTERCATIONS

Flint Cultural Center Academy is committed to maintaining a safe and orderly learning environment. Students are expected to keep their hands to themselves and conduct themselves in a manner that does not endanger others.

Horseplay, including roughhousing, pushing, wrestling, or other physical behavior that may lead to injury or disruption, is prohibited.

Fighting, defined as any physical altercation involving hitting, kicking, pushing, or other aggressive physical contact between students, is strictly prohibited.

Students involved in horseplay or fighting are subject to disciplinary action. Consequences may include, but are not limited to:

- Parent/guardian notification
- Disciplinary referral
- Removal from class or school activities
- Suspension or other disciplinary action in accordance with school policy

Students who encourage, record, or otherwise contribute to a physical altercation may also be subject to disciplinary consequences.

All incidents will be reviewed by school administration, and disciplinary decisions will be made at the discretion of the administration based on the circumstances of the incident.

Students who experience or witness conflicts are encouraged to report concerns to a staff member or administrator so that the situation can be addressed before it escalates.

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WIRELESS COMMUNICATION DEVICE POLICY

This policy is designed to support a focused, respectful learning environment while allowing students to responsibly carry cell phones due to the absence of lockers.

Wireless Communication/ Cell Phone Use & Possession

Because student lockers are not available, students are permitted to carry cell phones with them at all times of the school day. However, cell phone use is restricted to ensure instructional time and school environments remain free from distraction.

"No Cell Phone" Zones: Cell phones are not permitted for use in the following areas at any time during the school day:

- Northbank Center- All of the 8th floor
- Riverfront Center- 2nd floor classroom & surrounding area

This includes Classrooms-Hallways -Bathrooms
Phones must remain silenced and out of sight while in these areas.

Expectations for Staff

All staff are expected to consistently and fairly enforce this policy to ensure schoolwide consistency.

Consequences for Violations

1st Offense:

- Student receives a warning
- Incident is documented by staff

2nd Offense:

- Phone is confiscated for the remainder of the school day
- Phone is secured in the main office and returned to student end of the day

3rd Offense:

- Phone is confiscated and must be picked up by a parent/guardian

Ongoing Offenses:

- Phone is confiscated for parent/guardian pick-up only
- Additional consequences may include progressive disciplinary action, including suspensions
- Students who refuse to turn in their phone when requested will be sent home and may receive additional disciplinary consequences.

Notes

Emergency situations should be handled through the main office.

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This policy is intended to promote accountability, reduce distractions, and maintain a productive learning environment for all students.

This policy includes headphones and smart devices, unless given specific permission from teacher for educational use only

Medically necessary devices are allowed with approval and appropriate documentation

The prohibition on WCD use does not apply to the following:

- Medically necessary devices.
- District-owned devices, including, but not limited to, school-issued tablets and laptops.
- Devices designated by the district to be used for instructional purposes.
- Devices used for special education programming or devices provided as an accommodation to students as required under section 504 of title V of the rehabilitation act of 1973, 29 USC 794, or as part of an individualized education plan under title II of the Americans with disabilities act of 1990, 42 USC 12131 to 12165.
- Lesson-specific academic assignments, at the limited and direct discretion of a classroom teacher.
- Emergency situations, as described in an emergency operations plan developed under section 1308b. Use of a wireless communications device under this subdivision must not interfere with school emergency protocols or the actions of first responders, and must not endanger students or faculty.

STUDENT VAPE & SUBSTANCE POLICY

The purpose of this policy is to maintain a safe, healthy, and drug-free learning environment for all students and staff at FCCA High School. The use, possession, distribution, or concealment of vape devices, electronic cigarettes, marijuana vape products, tobacco products, nicotine products, or related paraphernalia is prohibited on school grounds, school transportation, and at all school-sponsored events.

Prohibited Conduct

- Students shall not:
- Possess, use, distribute, sell, or be under the influence of:
- Vape devices/e-cigarettes
- Nicotine products
- Tobacco products
- Marijuana or THC vape devices
- Drug paraphernalia
- Conceal prohibited items on their person, in bags, lockers, vehicles, or clothing.
- Refuse to comply with a directive from school administration during an investigation involving suspected possession or use of prohibited substances or devices.
- Tamper with smoke/vape detectors or school safety equipment.

Reasonable Suspicion & Searches

School officials may conduct reasonable searches of students, their belongings, and school property assigned to students when there is reasonable suspicion that the search will reveal evidence of a violation of

law, Board policy, or school rules. Searches must be justified at their inception and reasonably related in scope to the circumstances that prompted the search. Students have no expectation of privacy in school-owned lockers, desks, or district-issued technology as permitted by law and Board policy.

Failure to comply with a reasonable administrative directive may result in disciplinary consequences, including and up to suspension/expulsion for insubordination or refusal to cooperate with a school investigation.

MISCELLANEOUS

COMMUNITY SERVICE RECOGNITION

Students who complete 120 hours or more of verified community service during their high school years will receive special recognition at graduation. This honor highlights students' commitment to serving others and making a positive impact in the Flint community.

Opportunities can include volunteering at school events, local nonprofits, cultural institutions, or other approved organizations.

Be sure to log your hours through an official FCCA form and submit documentation to the main office or designated staff member for verification.

STUDENT DRESS AND APPEARANCE:

The style and manner in which a student dresses while he/she attends school, and school-related functions is largely the responsibility of the student and his/her parent. FCCA, however, maintains the right to impose reasonable restrictions on dress, where the style of dress or grooming is reasonably considered disruptive to learning process or the style of dress or grooming is reasonably considered detrimental to FCCA's mission and/or the health, safety, or welfare of the student or other students with whom he/she attends school.

The Flint Cultural Center Academy Dress Code Policy is:

- No inappropriate or revealing clothing is permitted.
- No bras or underwear showing. Pants must be at waistline.
- No clothing with inappropriate messages: sexual references, profanity, alcohol and/or drugs.
- No bare midriff for males or females.
- Short skirts and shorts must be at least mid-thigh (no shorter than 3 inches above the knee. (No short-shorts or short skirts)
- Shoulders must be covered.
- No hair grooming attire or sleepwear may be worn in school.
- No hoods or ski masks may be worn in school.
- Any dress is deemed disruptive to the learning experience.
- Clothes with excessive rips above the knee

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EARLY DISMISSAL

No student can leave school prior to dismissal time without a written request signed by the parent or guardian or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or included on the emergency contact form. Students will only be dismissed from the Northbank Center.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

Defined Campus

The Flint Cultural Center Academy recognizes the following locations as part of its Defined Campus. These locations are regularly used for educational purposes, enrichment, or dual enrollment, and are considered extensions of the school environment:

Primary FCCA Locations:

- Flint Cultural Center Academy (K–8 Building)
- Flint Cultural Center Campus:
    - Flint Institute of Arts (FIA)
    - Flint Institute of Music (FIM)
    - Sloan Museum of Discovery

Community Learning Sites:

- University of Michigan–Flint Campus
- Factory Two
- Flint Farmers' Market
- Genesee Career Institute (GCI)

Common Off-Campus Field Trip Locations:

- Food Bank of Eastern Michigan
- Greater Flint Arts Council
- Buckham Art Gallery
- Kettering University

Students are expected to uphold FCCA behavioral expectations at all of these locations as they are considered part of the extended learning environment.

CLOSED CAMPUS/RESTRICTED BUILDING

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Students are to remain in approved areas at the Northbank Center throughout the school day, including their lunch period, unless otherwise authorized by the Administration or accompanied by an approved FCCA staff member. Students found in violation will be subject to the FCCA discipline policy.

SCHOOL SPONSORED CLUBS AND ACTIVITIES

The Flint Cultural Center Academy gives students the opportunity to broaden their learning through extra-curricular related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. Extracurricular activities do not reflect the School District curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. FCCA cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

SCHOOL CLOSING

(Snow Days – Severe Weather) Final determination concerning all FCCA closings are made by an FCCA administrator and is based on information received from city/state law enforcement agencies, K-12 districts, and other agencies or information sources. Parents are advised to listen to local radio and television programs for school closing announcements. If the University of Michigan-Flint is closed for inclement weather, FCCA high school will also be closed.

UNITED STATES ARMED FORCES

Flint Cultural Center is required to provide the United States Armed Forces recruiters with at least the same access to student directory information as is provided to other entities offering educational or employment opportunities to those students as is permitted and/or required by law. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard. An eligible student or the parent may submit a signed, written direction to FCCA administration that the student's directory information is not accessible to United States Armed Forces recruiters. In such a case, the information will not be disclosed.

ATTENDANCE PHILOSOPHY

We believe in the value of every student in every class, every day. Regular attendance is necessary if students are to receive full benefit from their educational experiences. The benefits of class discussion, individual student participation, teacher interactions, and other classroom activities cannot be made up by those who are absent. School attendance is the joint responsibility of the students, parents and school. ***FCCA will have a dedicated attendance liaison to track and communicate attendance concerns with students and their family.***

INTERVENTIONS AND CONSEQUENCES DUE TO EXCESSIVE ABSENCES:

1. After **eight (8)** full day (or equivalent) absences, a call will be made home notifying parents of the excessive absences.

2. After **twelve (12)** full day (or equivalent) absences, a certified letter will be sent home notifying parents, requesting a meeting with a school attendance liaison and/or administrator.

3. After **sixteen (16)** full day absences (or equivalent), or failure to attend the requested attendance meeting, a referral to Genesee Health Systems will be made.

4. After **twenty (20)** full day (or equivalent) absences, a referral to Genesee County Prosecutor's Office will be made. You will receive notice from the Genesee County Prosecutor's Office acknowledging that you are in violation of Compulsory Attendance Laws and outlining the possible consequences for this violation. Your family must return the letter in person at the meeting date and time outlined in the letter (or at a time that you reschedule within 24 hours of receiving the letter), with administration to address attendance concerns and outline and amend the action plan for your student's success.

- Please note that the attendance policy does not differentiate between "Excused or Unexcused" absences. Only absences accompanied by doctor's note will be recognized and excused from the attendance policy.

WITHDRAWAL BY NON-ATTENDANCE

After an absence of ten (10) days without notification or explanation, we will deem your child to have withdrawn from the FCCA. The CEO or designee will send an official letter explaining that ten consecutive absences is considered a withdrawal of a student from the FCCA. The parent/guardian will be given the opportunity to respond. If there is no response within the designated time period, we will notify your district of residence of your child's withdrawal so that his or her educational program can be continued without delay. The open slot on our roster may be filled with the next child on our waiting list.

AFTER SCHOOL POLICY

Students must be picked up or in a supervised activity by 2:50 p.m., 20 minutes after dismissal. Additionally, students must be picked up 20 minutes after supervised school activities end. After-school programming will be offered through the Boys & Girls Club located at 1205 W. Bristol Rd, Flint MI 48507 (Located in Flint Central Church of the Nazarene's Central Community Center). Students are not allowed at the UM- Flint University Center or Recreation Center without FCCA supervision.

LUNCH DELIVERY POLICY

No food ordering or delivery services (Uber Eats, Grub Hub, Door Dash etc.) ordered by parents, family members or students will be allowed to deliver food to students. These services pose a safety risk due to unknown individuals entering and exiting our building. Parents and family members can continue to drop off lunch to students personally at our office during lunch hours. Students will not be allowed to leave class to meet family members on the ground floor.

ATHLETICS

FCCA provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For a complete list of activities offered in the athletics program, contact

the FCCA Athletic Director 810-339-8750. All athletic programs of the Flint Cultural Center Academy will comply with the concussion protocols of the MHSAA, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes. All students must have an up-to-date physical on file to participate.

FCCA High School Sports Eligibility

To participate in FCCA high school athletics, students must maintain good academic standing. Eligibility is monitored weekly. If a student is **failing any class**, the following steps will be taken:

Week 1 – Academic Warning

- Students receive a warning and have **1 week to improve** their grade(s).

Week 2 – Limited Participation

- If the student is still failing, they may **attend practices but cannot participate in games**.

Week 3 – Ineligible

- If there's still no improvement, the student is **not allowed to practice or participate in games** until the grade is passing.

Athletes are expected to demonstrate responsibility both on the field and in the classroom.

GUEST SPEAKER POLICY

Guest speakers are welcomed as a valuable way to enhance student learning, provide real-world connections, and support curriculum goals. To ensure a safe and educational experience for all, the following guidelines apply:

1. Pre-Approval Required
All guest speakers must be approved in advance by the Director. Teachers must submit a Guest Speaker (ICHAT) Request Form including the speaker's name, organization, topic, and how it aligns with learning goals.

2. Background and Relevance
Guest speakers must have appropriate expertise or experience related to the subject matter being taught. Content must be suitable for the students' age and developmental level.

3. Visitor Check-In
All guest speakers must check in at the main office upon arrival, provide identification, and wear a visitor badge while on campus.

4. Staff Supervision
A certified FCCA staff member must be present at all times during the guest speaker's visit.

5. Respectful and Non-Partisan Content
Guest speakers are expected to present information in a professional, non-biased, and inclusive manner. FCCA does not permit promotion of political agendas, religious doctrine, or personal beliefs during instructional time.

6. Student Interaction
Speakers should encourage respectful dialogue and may engage students in discussion or Q&A sessions, as appropriate.

FCCA/UM-FLINT M-CARD POLICY

Students participating in programs or classes on the UM-Flint campus are required to carry their UM-Flint issued M-Card at all times. The M-Card serves as a form of identification and provides access to key campus areas, including:

- The UM-Flint Recreation Center
- The 8th Floor of the Northbank Center
- The Riverfront Center

Students must present their M-Card upon request by school staff or campus personnel.

Lost or Damaged M-Cards
If a student loses their M-Card, they will need to purchase a replacement from UM-Flint Campus Security for a fee of $10. Students are responsible for replacing their M-Card promptly to avoid disruption in access or participation.