

COPPIN ACADEMY HIGH SCHOOL

2500 W. North Avenue
Baltimore, Maryland 21216

#432



Student Handbook 2013-2014



August 13, 2013

We are excited to welcome many of you back to our school community and greet others who are joining our family for the first time. As the new and proud principal of Coppin Academy, I can ensure you of our school's commitment to excellence and the success for your student, as well as making Coppin Academy an exemplary college-preparatory high school in the district, state, and nation.

Here at Coppin Academy we are determined to provide students and families opportunities that translate into options for their next steps in life—college and the world of work. We are “nurturing potential and transforming lives” in the classroom because of our dedicated and knowledgeable faculty and staff. We are “nurturing potential and transforming lives” on the field or court where students are top performing student athletes and a part of championship winning teams. What's more, students are given the chance to explore their future endeavors in science, technology, engineering, mathematics, as well as the arts, alongside Coppin State University professors. This work is crucial and life saving for our clients—the students.

With 10 years of tradition, the vision for our school is to offer rigorous courses and rich cross-curricular activities that will enhance the educational experience of all children. We are a part of the “Urban Education Corridor” where our school offers pathways for children to graduate from colleges or universities. Not only are we on the campus of Coppin State University, but we have the full support of Coppin State University's President Dr. Mortimer Neufville.

There are many new initiatives and programs planned this year through the work of the staff and leadership team this summer. In order to attain our goals, we expect families and community members to be partners in the work of our school. As a school, we will be working hard with you to improve with consistent and effective communication, including everyone in our decision making process, and collaborating to coordinate community resources.

We are looking forward to your input as we put the finishing touches on this school year to be prepared for the work of educating our students.

School begins on Monday, August 26, 2013 and the doors open at 7:55 am. There is strict adherence to the uniform policy and we expect that all students and families understand the importance of your child being prepared for their “job” each and every day.

I cannot wait to get started and look forward to working with everyone—as we, the Golden Eagles, are soaring above and beyond. If you have any questions, comments, or concerns, you may contact me at 410.951.2602 or aalmond@bcps.k12.md.us.

Your Partner in Education,

Aisha Almond, Principal

INTRODUCTION

ACADEMY DESCRIPTION

Coppin Academy is an innovative public charter high school in the Baltimore City Public School System founded on the premise that all Academy students will further their education at an institution of higher learning upon graduation. Operated by and located on the campus of Coppin State University, the Academy opened in July of 2005 and serves a population of 350 students in grades nine through twelve. Each year a lottery-selected cohort of 100 students is identified. This cohort participates in a two-week Academy Prep Summer Orientation Program. Throughout the school year, data driven, focused, and academic interventions are used to insure steady and accelerated student achievement. After school extra-curricular activities help provide a well-rounded student program.

To reach individual academic goals, every Academy student takes responsibility for his or her high school graduation and college preparation by:

1. working regularly with University faculty and student mentors to enrich areas of intellectual giftedness and focus attention to intervene in areas of academic need;
2. participating in regular, off-site “life experiences” that enrich the frame of references from which the student is able to apply what he or she has learned in courses to real world situations; and by;
3. completing rigorous academic courses that prepare him or her for acceptance into the college program of choice.

SMALL LEARNING COMMUNITIES/PROGRAMMATIC THRUSTS

Coppin Academy is designed as a high school charged with understanding and supporting each student in his or her pathway to college success. Key to this journey is one-on-one and small group tutoring and mentoring. We are small enough to assist each student with their challenges and large enough to provide students with an area of personal interest for in-depth investigation.

VISION

Coppin Academy will provide students with a rigorous and nurturing educational environment where a culture of achievement is valued. With the support of our stakeholders, our expectation is that graduates will be productive and responsible citizens, life-long learners, and positive contributors to society in this global economy.

MISSION

Coppin Academy is committed to identifying those students from underserved communities to attend our school. We seek to improve academic performance and raise the competency level of each student. We will provide an assessment of each child's strengths and needs, and develop a personalized prescription of activities, services, and programs to foster intellectual, artistic, social, and emotional growth. As a result, students will receive an appropriate educational program which prepares them to enter the workforce or attend college without a need for remediation.

ENTRANCE REQUIREMENTS

Admission to Coppin Academy is open to all students citywide. Student applications are submitted then reviewed by BCPSS Office of Student Placement. A lottery process is used to select 100 in-coming ninth grade students. Students and their parents are required to participate in an orientation program and attend an interview with the Academy and Coppin State University staff. Each new student must complete the Academy Prep Summer Orientation Program.

IDEAL COPPIN ACADEMY STUDENT

The ideal Coppin Academy student is one who is aware of the important role education plays in our society and has the personal desire and/or family commitment to complete his or her education at the bachelor level and beyond.

- Accelerate and expand your knowledge and horizon
- Work with college level material and equipment
- Interact with college professors
- Remediate and strengthen your weak academic areas as you prepare for the next level
- Earn college credits, get a head start on your future
- Be a part of unique experiences in Maryland, the United States and abroad

COPPIN ACADEMY HIGH SCHOOL STUDENT PLEDGE

As a member of the Coppin Academy High School family, I pledge to lead our school towards excellence. I will accept responsibility for my actions and abide by school rules. I promise to be loyal to my school and to be respectful to my classmates, school officials, and others that I encounter. I am committed to my success and the success of my peers. With the support of Coppin Academy, I am confident that I will have a prosperous future. I am a Coppin Academy High School scholar.

EXTRA-CURRICULAR PROGRAMS AND ACTIVITIES

(Essential features of Coppin Academy)

- AVID
- Chess
- Debate Team
- Study Abroad
- Choir
- Early College Credit
- Step Team
- Robotics Team
- Sports Teams & Cheerleading
- Student Government

POLICES AND PROCEDURES

CAMPUS ARRIVAL

- All students are to be in **FULL** Coppin Academy Uniform **UPON** arrival on the campus. There are **NO EXCEPTIONS**.
- Upon arrival to campus, students must remain on campus until dismissal. Students in violation of leaving campus will receive disciplinary actions.
- Early arrival prior to entry line-up, students are to report to the designated grade level waiting area.
- Entry into the building is reserved for students who wish to purchase breakfast only between 7:30 a.m. and 7:50 a.m.
- Eagle Hall is the designated area for students to report in the event of inclement weather only. (rain, sleet, hail, snow).
- General supervision of students except for those purchasing breakfast starts at 7:50 a.m.

BUILDING ENTRY

- Freshmen and sophomores are to form class lines at the blue canopy and wait silently for entry. *Be mindful of the college students in the dormitory near the Murphy Building.*
- Juniors and seniors are to form a straight and quiet line at the designated entry area and wait for directions to enter.
- Upon entering students will be given a uniform inspection and are to proceed directly to their 1st period class.
- Restroom use is prohibited during morning entry.

ATTENDANCE

- All students are expected to be present and on time every day. Students should arrive to school by 7:55 a.m. class begins promptly at 8:00 a.m.
- Attendance will be taken at 8:00 a.m. in the first period class.
- Perfect attendance is highly encouraged and rewarded.

LATENESS

- Students who arrive after 8:00 a.m. are late.
- A record of student lateness will be kept by grade level administrators and students will serve late detentions after school.
- Students who have two or more unexcused lateness in a quarter will have to meet with their grade level administrator. Additional lateness will result in a parent telephone call, detention and parent conference.
- Habitual lateness will ultimately lead to failure in the first period class.

ABSENCES

- Students are required to bring a written note from a parent or guardian after each absence.
- Absences are closely monitored by the Board of Education, therefore documentation is required as proof of absence.
- Parents are asked to notify the grade level administrator in the event of a student's extended absence.
- Students are responsible for getting missed assignments upon returning to school.
- Missed assignments must be submitted in a timely fashion.

DISMISSAL

- Dismissal will take place at 2:50 p.m.
- Students are to remain in full uniform until they are completely off of the campus grounds. (Uniform shirts should remain tucked inside of skirts and pants. In addition ties and buck shoes should remain on and ID's remain visible.)
- Students must leave the campus **immediately** unless participating in an after school activity.
- Students still on campus after **ten minutes** will receive a verbal warning from an administrator and a parent telephone call.
- Students waiting for parent pick-up must wait in the designated area.
- Students from other schools **are not** permitted on campus. Outsiders will be **removed** by the campus police. Outsiders are not to be invited on campus by a Coppin Academy student. Should an outsider be invited by a Coppin Academy student, both parties will be arrested by the campus police.
- Horse playing, loud noises and "hanging out" on campus is strictly prohibited.
- Coppin Academy students are not permitted to visit the Subway, CSU Book store, vending areas, and other eating facilities. Dormitories are off limits to all Coppin Academy students, violators will be suspended.
- Any student participating in an after school program must report immediately to the designated area and must adhere to the policies and regulations of Coppin Academy High School. Violators risk suspension from the activity.

EARLY DISMISSAL

Baltimore City Public Schools has instituted an early dismissal policy. For the safety of our students and the protection of parents and guardians, please adhere to the policy rules:

- All students having an early dismissal must have written permission from a parent or guardian. The note should include the time of dismissal and a working telephone number. The grade level dean or office personnel will have

to contact the author of the note, who is listed on student emergency card only before early dismissal permission will be granted.

- Students under the age of 16 will not be allowed to leave school unless a parent or guardian reports to the main office, shows a valid ID, and signs the student out.
- Students 17 and older must have a written early dismissal note and telephone verification from a parent or guardian. After verbal verification, students 17 and older can sign themselves out in the office of the grade level dean.
- In case of an emergency we ask parents and guardians to make every effort to pick up their child from the main office.

FIRE ALARMS

Fire drills will be held periodically during the school year. Students must observe the following rules:

- Stop all work immediately.
- Walk briskly with the teacher to the assigned exit.
- Remain quiet and stay in line with your class.
- If you are not with a teacher, get into the nearest moving line and **REMAIN** with that group and teacher.
- When a signal is given re-enter the building quietly with teacher.

ASSEMBLIES

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

GENERAL RULES AND REGULATIONS

- Gum, candy, and soda are not permitted in school.
- Glass containers are not permitted in school.
- Students are expected to show respect by being silent and by listening to all adults during announcements.
- All forms distributed by Coppin Academy which require parent signatures or other information must be completed and returned by the specified time.

- Students are **never** to leave the school campus without telephone or written permission from a parent and a written street pass from an administrator.
- Coppin Academy students are not permitted to leave the campus for lunch. Violators will be suspended.
- Coppin Academy students are not to order lunch deliveries or have parents order lunch deliveries for them.
- Coppin Academy students **are not** Coppin State University students and should not associate or socialize with the college students.

CLASSROOM RULES

- Enter the room and take your seat quickly and quietly
- During the **first fifteen minutes** of class and the **last fifteen minutes** of class no students are allowed to leave the classroom.
- Students are expected to have paper, pencil/pens and other required supplies every day.
- Follow the directions of the teacher or adult in charge the first time the directions are given.
- Respect the property of others.
- Loud talking, horse-playing and disrespect **are unacceptable behaviors and will not be allowed** in the classrooms.
- **Profanity is Prohibited.** Students using profanity will receive an office referral.
- Specific classroom or team rules will be given by individual teachers.

HALLS

- Students are **NOT allowed** to stop or linger in lavatories between classes.
- Students are not allowed to loiter in halls or on stairways.
- Students must have a pass when out of class.
- Students will be allowed to use the rest room on the floor on which the class is located and only with a written pass.
- There is absolutely **no loud talking or use of profanity** when moving about in stairways or halls.
- Students are expected to walk on the right side of the hall in an orderly manner.
- Students are expected to form a single file line on the right side of the door of the teacher's class before entering.

CAFETERIA

- Students are expected to walk quickly and quietly to the cafeteria
- Loud noises, horse playing, and the use of profanity are prohibited.
- Follow the directions of the adult in charge.

- Students are not allowed to socialize behind the cafeteria preparation area.
- Leaving the cafeteria or any other site is not permitted unless a pass or permission has been given by an adult in charge.
- Lunch is officially over when cafeteria doors have been closed. Students will not be allowed to re-enter the cafeteria line.
- Sit in designated area.
- Wait your turn in the serving lines.
- Microwave use is limited to two minutes, and students are responsible for cleaning up behind themselves after use.
- Talk in quiet, conversational tones.
- There is no walking around or visiting of other tables during lunch
- Remain seated until your table has been called for lunch.
- Lunch area, table and floors must be clean before lunch dismissal

CELL PHONE & ELECTRONIC DEVICES

- **Cell Phones and all Electronic Devices are PROHIBITED**, however we recognize that for safety reasons when traveling to and from school parents may elect to have their child carry a cell phone. Upon entry to school cell phones are to be turned off. Students are not permitted to call **a parent using a cell phone**. All parent calls must be made from the grade level unit office. If cell phones are seen or heard they will be confiscated by the teacher and given to grade level administrator.

First offense: student will receive cell phone from administrator at 3:05 with verbal warning.

Second offense: cell phones will be returned to parent or legal guardian with parent conference at 3:05

Subsequent offenses will result in administrative disciplinary actions.

Recent cell phone offenses across the city and state causes us to note that video recording of activities/ incidents from the time students leave home and to the time they return home is a violation of an individual's civil rights. Coppin Academy is not responsible for cell phones or any electronic device, if brought to school it is brought at the student's own risk. (*this includes iPods, mp3 players, etc.*)

- **Cyber bullying is - PROHIBITED** The use of information and communication technologies- Facebook, email, cell phones, pagers, text messages, instant messages, defamatory personal web sites, personal polling sites or a combination of these to support deliberate, repeated and hostile behavior by an individual or

group with the intention of physical or psychologically intimidating others. Coppin Academy strictly prohibits cyber bullying and offenders will be prosecuted to the fullest extent of the law.

Computer Technology Policy

Students are not to:

- Post or transmit photographs or personal information about themselves and/others.
- Bypass the school system’s filtering server or in any way “hack” into the system.
- Install personal software on computers.
- Access or distribute abusive, harassing, obscene, offensive, profane, libelous, pornographic, threatening, sexually explicit or illegal material.
- Deliberately waste or overload computer resources, such as printing large quantities of a document from a work station.
- Use telecommunication for commercial, purchasing or illegal purposes.
- Attempt to monitor or tamper with another user’s electronic communications, or alter another user’s files or software without the explicit agreement of the owner.
- Use telecommunication in any other manner that would violate Board disciplinary policies.

Penalties:

Violations of the Technology Acceptable Use Policy may be a violation of the law, civil regulations or Board Rule 812. Suspension of telecommunication privileges, school disciplinary action and/or legal action may result from infringement of this policy.

COPPIN ACADEMY UNIFORM POLICY

In accordance with Baltimore City Public School’s Code of Conduct Dress Code Policy, Coppin Academy High School is a **full dressed uniform** school. Our main focus is **academics**. The uniform policy serves two purposes: to encourage students to focus on the importance of academics and to provide a **measure of security and safety**.

COPPIN ACADEMY UNIFORM

YOUNG MEN	YOUNG WOMEN
Student picture ID's must be worn daily	Student picture ID's must be worn daily
Canary Yellow oxford short or long-sleeved shirts. Shirts must be tucked in at all times.	Canary Yellow oxford short or long-sleeved shirts. Shirts must be tucked in at all times. No peter-pan or round collared shirts are allowed. No printed tees are to be worn under uniform shirts. Wear appropriate under garments under uniform shirts. Uniform shirts should be the appropriate size and length.
Solid navy blue uniform ties, no patterns or designs.	Solid navy blue or plaid uniform ties or Solid navy blue or plaid crisscross uniform ties.
Navy blue uniform pants with belt. All young men must wear a solid black or brown leather belt. Rag, cloth or other belts are not permitted. Pants with logos, patches, cargo pockets, or rivets are not permitted. Pants must be worn at waist level. NO EXCEPTIONS	Coppin Academy plaid or navy blue skirts or navy blue uniform pants. No skorts, or substituted skirts are allowed. Skirts must be worn at the knee. Skirts which appear to be excessively short, or pants with patches, logos, or cargo pockets are not permitted. Skirts are not to be altered. (Cut off , ragged hemmed or rolled up shirts are not permitted. Leggings, shorts, or pants are not to be worn under uniform skirts.
Coppin Academy navy blue uniform sweaters. ONLY Types of sweaters may include cardigan or v-neck sweater, and the v-neck vest sweater. Coppin Academy logo may be placed on the approved uniform sweater. <i>*See office for logo template.</i> Jackets, hoodies, and argyle sweaters are not a part of the uniform.	Coppin Academy navy blue uniform sweaters. ONLY Types of sweaters may include cardigan or v-neck sweater, and the v-neck vest sweater. Coppin Academy logo may be placed on the approved uniform sweater. <i>*See office for logo template.</i> Denim jackets, hoodies, and argyle sweaters are not a part of the uniform.
Navy blue or black socks Tan buck shoe with tan shoestrings Buck shoes are not to be defaced. (Graffiti writing or coloring on Buck or the sole of the shoe is prohibited- new/clean shoes will be required.)	Navy blue socks or tights Tan buck shoes with tan shoestrings. Buck shoes are not to be defaced. (Graffiti writing or coloring on Buck or the sole of the shoe is prohibited- new/clean shoes will be required.)
STUDENTS MAY NOT SUBSTITUTE ANY PORTION OF THE UNIFORM.	

COPPIN ACADEMY UNIFORM RULES

Uniforms will be checked daily prior to entry. **Uniforms** must fit properly. No over-sized or under-sized clothing is allowed.

Jewelry- Stud size earrings only, no hoop or dangling earrings. A single, simple bracelet or necklace is permitted. No chains or medallions are allowed.

Hair- Must be neat and presentable at all times. Bows, hats, scarves, headbands, and extreme hair color, or hair jewelry are not permitted. Unfinished hair is not permitted. Cornrows should be neat and complete. Undone braids are not permitted.

Coats and jackets are not to be worn in the classrooms. Outside wear is to be worn only when entering and exiting the building.

Students NOT in Full uniform compliance upon arrival at school will be sent to their grade level administrator and parents will be contacted so arrangements can be made to resolve the issue. **In addition after-school or Saturday school detention will be assigned.**

Students who repeat uniform violations will be referred to the grade level administrator and will be subject to the loss of privileges and access to school activities.

All parents are requested and expected to support their children with adherence to the Coppin Academy uniform policy.

Remember, students must be in full uniform upon arrival and DISMISSAL. As soon as students enter the Coppin University Campus they must have on the full Coppin Academy High School uniform attire. Shirts must be tucked; ties and belts must be on. **This rule will be strictly enforced.** Students are ambassadors of Coppin Academy High School and are representatives at all times.

Later in the school year, sweaters, belts, and ties can be purchased from the Coppin Academy School Store. Please look for communication from the Coppin Academy PTO for the opening date and list of items.

ACADEMIC POLICIES

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

COPPIN ACADEMY ACHIEVERS

Coppin Academy High will exemplify a school community in which 9 character traits are expected, modeled, taught, practiced, and celebrated.

- Accountability
- Commitment to learning
- Honesty
- Integrity
- Excellence
- Visionary
- Effort
- Respectful
- Self discipline

REPORT CARDS GRADES

Components of student evaluation are:

Assessments	Quizzes
Notebook Checks	Homework
Projects/Reports	Drills
Class work	Class Participation

ACADEMIC REQUIREMENTS

In order to receive a Maryland High School Diploma and to graduate, the following requirements must be met:

- 21 Earned Credits
- 75 Hours of Service Learning
- HSA Requirements : Students must pass all three of the HSA's

HSA	Passing Score
American Government	394
English II	396
Biology	400
Algebra I	412

ATTENDANCE

- All students are expected to be present and on time every day. Students should arrive to school by 7:50 a.m., class begins promptly at 8:00 a.m.
- Attendance will be taken at 8:00 a.m. in the first period class and electronically submitted to central office. Attendance will also be taken during each class period of the day and parents will be notified if there are issues with absenteeism.
- The attendance goal at Coppin Academy High School is for each student to attend school at an annual rate of at least 94%. Students who attend regularly generally achieve high grades, enjoy school, and are more successfully employed after completing school. Regular school attendance enhances academics and social development. We feel that students must make a commitment to their academic development to be successful both in school and in their later life choices.

LATENESS

- Students are considered late upon arriving to school after 8:00 a.m.
- A record of student lateness will be kept by the grade level administrator.
- Students are expected to serve late detentions. Parents will receive a telephone call.
- Habitual lateness will ultimately lead to failure in the first period class.

ACADEMIC ACHIEVEMENT

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

THE PRINCIPAL'S LIST

Average GPA of 90 or above

THE DEAN'S LIST

Average GPA of 85-89

THE HONOR ROLL

Average GPA of 80-84

PROGRESS REPORTS

Progress reports are issued quarterly to inform students and parents about academic progress.

2013-2014 Progress Report Distribution Dates
1 st Quarter- September 25-26, 2013
2 nd Quarter- December 4-6, 2013
3 rd Quarter- February 19-21, 2014
4 th Quarter- May 6-8, 2014

2013-2014 Report Card Distribution Dates
1 st Quarter - November 1 - 6, 2013
2 nd Quarter - January 21 - 23, 2014
3 rd Quarter - April 1 - 2, 2014
4 th Quarter - June 9- 11, 2014 Report Cards will be mailed

HOMEWORK

Students are expected to complete and turn in all home assignments. Homework will be given in most classes each night.

Long-term home assignments may require special reading assignments, preparing a project or completing a term or research paper.

LUNCH APPLICATIONS

Completed lunch applications provide additional funds for Coppin Academy use.

All students are required to have a completed lunch application submitted by **the end of the first week of school**. Lunch applications must be turned in whether or not students will receive free or reduced lunch.

BUS TICKETS/S-PASS

Students will receive a new MTA student ID card, along with an S-Pass to use for MTA transportation. Then, each month at school, new S-Passes will be distributed. The S-Pass can be used on school days between 6 a.m. and 8 p.m., all month long. It's about the size and shape of a credit or ATM card. Students just slide it through the fare box on any local MTA bus, insert it at the fare gate at a Metro subway station or have it ready to show to an inspector on the Light Rail.

TEXTBOOKS

Students will be issued a take home textbook in most classes. It is the student's responsibility to have the textbook when requested by the teacher. Lost or damaged textbooks must be paid for before final grades are issued.

(School Board Rule #707.02)

Students will receive a textbook contract that must be signed by the student and parent and returned to school before textbooks are issued. Quarterly textbook checks will take place. Students will receive a grade when a successful book check is completed.

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

RELATED SERVICES AND RESOURCES

SCHOOL COUNSELOR

The school counselor is available to help you with problems at school, problems at home, educational opportunities, college placement, financial aide, and summer jobs.

If you have concerns about your schedule, classes, electives, or academic progress see the counselor for assistance.

Counselor: Ms. J Anene

Location: Suite 208

SCHOOL SOCIAL WORKER

Ms. Vannoy

Location: Room 207

SCHOOL POLICE OFFICERS

The administrators and staff of Coppin Academy High School are committed to the belief that all children should receive the very best education in a safe, orderly environment. school police officers are on duty to assist us in this endeavor. They are available for all students and parents to discuss and prevent potential problems, such as fights, threats and intruders. The school police officer's job also involves stopping disorderly behavior when and where necessary. School police officers possess the same powers as Baltimore City Police Officers and will search or arrest in appropriate situations.

