Cass Tech Decorum
2019 - 2020

In addition to the rules and procedures outlined in the Student Code of Conduct, Technicians are expected to cooperate fully with the policies set forth in this document.

Dress Code:

Student apparel should not be revealing, tight, see-through, or distracting in any manner and must meet the following:

- Tops/Shirts: solid green, solid white or solid black with no writing or graphics
- Pants: full length, solid khaki, solid black or solid green with no rips, cuts or tears, no leggings, no jeggings, sweatpants, joggers
- Dresses: professional (at the knee) length or longer, solid khaki, solid black, solid white or solid green
- Skirts: professional (at the knee) length or longer, solid khaki, solid black, solid green with no rips, cuts, or tears
- Lightweight Jackets/Sweaters: These items may be worn as long as they are solid and are of the colors outlined above. NO DENIM JACKETS. All other outerwear must be removed and placed in lockers.
- Cass Tech Club/Team Paraphernalia: These items may be worn as long as they are within the uniform colors.
- Shoes: These items must be closed toed and closed heeled no sandals, flip flops or house shoes are allowed
- Business Professional Attire is acceptable at all times as long as it is within the guidelines of dress code. Exceptions will be made for ties and scarves. All other components must meet Dress Code guidelines.

Elevators:

- Students are not to use elevators without a valid elevator pass.
- Student aides are allowed elevator usage only during the period for which they are aiding and must have a valid elevator pass provided by the staff member to whom they are assigned.

Hallways, Lockers, Restrooms & other Non-Classroom Areas:

- Students are allowed to use the restrooms and lockers before 8:00 am and during the 5 minute hall passing times between classes. Students may not be in the hallways, restrooms, or any areas outside of those designated on their schedule without a pass.

Personal Electronic Devices:

- Students may use personal electronic devices during lunch period and when instructed or permitted to do so by a teacher. Any student found using a device in the hallways will be subject to having that device confiscated.

Lunch:

Students may use their lunch hour to meet with teachers or counselors, or attend the book store or media center. Students are expected to adhere to the following:

- Students must follow the rules stated above regarding hallway etiquette during their lunch hour.
- Students must have their planner signed by a staff member if they leave the dining commons prior to the end of lunch dismissal.
- Students may not roam outside of the Dining Commons and must remain in the Dining Commons until the bell sounds at the end of the period.
- Students may not take food out of the Dining Commons.
- Students are expected to take responsibility for keeping their area clean and must deposit lunch trays and all waste in the trash receptacles provided.

Arrivals, Late Arrivals and Dismissal and Early Dismissals:

- All students should plan to arrive by 7:45 AM as Instruction for First Hour begins at 8:00 AM. Students are considered Tardy when entering class at 8:05 AM or later. Late arrivals are those arriving to the School Building at 8:15 AM or later. Those students will not be permitted to attend their first hour class and will be detained in the vestibule until the bell sounds for Second Hour.
- The school day concludes at 3:15 PM each day unless otherwise noted. All students are expected to attend school until the completion of the school day. ALL Early Dismissals must have an authorized parent or guardian sign the student out in the main office. Parents must be in the office BEFORE the start of 7th hour (2:15 PM) to have their student called from class for Early Dismissal. Absolutely NO early dismissals will be granted after 2:15 PM.
- All Late Arrivals and Early Dismissals will be recorded on the student’s attendance record and are not considered as Excused.
- Students are not allowed to stay on Cass Tech’s campus beyond 3:30 unless they are participating in an approved after school activity with an adult sponsor present.

Leaving the Building:

- Students are not permitted to leave the building during the school day prior to dismissal without being signed out by a parent or guardian for any reason.

Failure to comply with these directives or any other given by a staff member will lead to detention, suspension, or further disciplinary actions!!!