

GROSSE POINTE NORTH HIGH SCHOOL

Board Members

Judy Gafa
Ahmed Ismail
Cindy Pangborn
Daniel Roeske
Brian Clark Summerfield
Lois Valente
Margaret Weertz

Superintendent

Dr. Gary C Niehaus

Information (Main Office) - (313) 432-3200

FAX - (313) 432-3202

Attendance (For calling in absences) - 432-3201

Counseling Office - 432-3224

707 VERNIER ROAD GROSSE POINTE WOODS, MICHIGAN 48236

MAIN OFFICE

(313) 432-3200

COUNSELING CENTER

(313) 432-3224

ADMINISTRATION

Principal – MRS. KATHRYN MURRAY 432-3204

Secretary – MRS. MARY TOCCO 432-3203

Assistant Principal – MR. DAVID REED-NORDWALL 432-3211

Secretary – MRS. DEBRA DONNELLON 432-3212

Assistant Principal – MR. TOM BEACH 432-3213

Secretary – MRS. KATHY BYRON 432-3215

Assistant Principal – Athletics – MR. Brian Shelson 432-3216

Secretary – MRS. LAURA HUFF 432-3217

DEPARTMENT CHAIRS

Art (6-12) Robert Thies

Business Education Michelle Davis

English Geoffrey Young

World Languages Michael Spears

Guidance & Counseling Barbara Skelly

Lifeskills & Health (6-12) Ann Starinsky

Mathematics Greg Johnson/Katy Vernier

Music (K-12) David Cleveland

Physical Education (6-12) Ann Starinsky

Science Don Pata

Social Studies Terri Steimer

FACULTY 2015-2016

Gary Abud

Shari Adwers

Chris Amore

Brad Armbruster

Mary Beaupre

Bruce Bentley

Marcel Borja

Jonathan Byrne

Andreea Ciocovenrau

David Cleveland

Bridget Cooley

Devin Cox

Charlie Crimando

Jill Davenport

Michelle Davis

Michael DeCenso

Brian Degnore

Tracy D'Hondt

Sheila Doss

Joe Drouin

Karin Eberhard

Susan Forrest

Dan Gilleran

Patty Gough

Kristen Grimshaw

Jaime Hainer

Ben Henri

Ardis Herrold

Patrick Hicks

Carol Holmes

Shannon Holmes

Gregory Johnson

Jane Kithier

Steven Kosmas

Stacy Krzyminski

Michael Lamb
Kristen Lee
Brian Levinson
Lisa Lucas
Sean McCarroll
Elizabeth Michaels
Andrew Montague
Diane Montgomery
Barry Mulso
Ann Marie Muto
Heather Neal
Lauren Nixon
Julie Pappas
Amanda Pata
Donald Pata
Milissa Pierce
Andrew Pola
Deane Preston
Daniel Quinn
Nancy Rieth
Nancy Ringler
Jessica Roman
Rebecca Ruth
Kathy Sexton
Tamara Shepard
Barbara Skelly
Christopher Skowronski
Sheryl Smith-Russell
Jennifer Spears
Michael Spears
Susan Speirs
Brian Stackpoole
Ann Starinsky
Terri Steimer
Lisa Steiner
Marti Steiner
Nicole Sturgeon
Andrew Taylor
Albina Trumza
Andrew Tucker
Alma Luisa Turk
Eric Vanston

Catherine Vernier
 Jennifer Weisbrodt
 Brian White
 Brendan Williams
 Greg Wolff
 Jason Wolfsen
 Geoffrey Young
 Noah Zogas

COUNSELORS

Mrs. Jennifer Sherman..... 432-3223
 Mr. Brian White 432-3222
 Ms. Barbara Skelly..... 432-3221
 Mrs. Milissa Pierce..... 432-3226
 Mrs. Jill Davenport 432-3225
 Mrs. Julie Brewster–Social Worker 432-3227
 Mrs. Christine Kuhl–Psychologist..... 432-5418

BELL SCHEDULES

REGULAR BELL SCHEDULE

8:00AM - 8:49AM (1ST Period)
 8:56AM - 9:45AM (2ND Period)
 9:52AM - 10:45AM (3RD Period) - (Includes Announcements)
 10:52AM - 11:28AM (Early Lunch)
 11:28AM - 12:17PM (4TH Period)
 10:52AM - 11:41AM (4TH Period)
 11:41AM - 12:17PM (Late Lunch)
 12:24PM - 1:13PM (5TH Period)
 1:20PM - 2:09PM (6TH Period)
 2:16PM - 3:05PM (7TH Period)

PLC MONDAY BELL SCHEDULE

| Period | Time | |
|--------|---------------|--------------------------|
| 1 | 8:42 - 9:25 | |
| 2 | 9:32 - 10:15 | |
| 3 | 10:22 - 11:09 | (Includes Announcements) |
| 4E | 11:16 - 11:52 | FIRST Lunch Period |
| | 11:52 - 12:35 | Class |
| 4L | 11:16 - 11:59 | Class |
| | 11:59 - 12:35 | SECOND Lunch Period |
| 5 | 12:42 - 1:25 | |
| 6 | 1:32 - 2:15 | |
| 7 | 2:22 - 3:05 | |

NO SCHOOL – November 3, 2015, December 2, 2015, April 26, 2015
FULL DAY STAFF DEVELOPMENT

PARENT ACCESS

| | |
|---|---|
| <p><u>Parent Connect</u></p> <p>Allows viewing of your student’s schedule, attendance, demographic information, credits earned, and also displays report card summaries and health-related information.</p> <p>Access it via <u>http://zangle.gpschools.org</u></p> <p>You must have your parent PIN number and password as assigned by the district in the Spring of 2005. In addition, pop-ups must not be blocked. AOL users must open Internet Explorer in a separate window because ParentConnect will not open while using the AOL Browser.</p> <p>If you have questions, please send an e-mail message to <u>ParentConnect@gpschools.org</u></p> | <p><u>Pinnacle Gradebook</u></p> <p>Allows viewing your child’s grades in classes where the teacher uses Pinnacle Gradebook Not all teachers use this online Gradebook.</p> <p>Access it via <u>https://pinnacle.gpschools.org</u></p> <p>Your child’s ID is his/her student number. The PIN code is the same as the login password at school, which was given to your child at the beginning of the school year.</p> |
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MISSION OF GROSSE POINTE PUBLIC SCHOOLS

Excellence in Education: learning and leading for today and tomorrow.

The Grosse Pointe Public Schools, in partnership with students, staff, parents and community, will be at the forefront of education. An evolving curriculum and the highest standards of instruction and learning in every class, every day, will ensure that each student is challenged to fully develop individual abilities, skills and character to succeed in life. We are committed to creating an environment that cultivates knowledgeable, responsible, and caring citizens who embrace life’s possibilities with a passion for continuous learning.

MISSION OF GROSSE POINTE NORTH

Grosse Pointe North High School provides a learning environment that values academic achievement, personal development, and social responsibility, thus empowering all students to participate constructively in a changing world.

BELIEFS

CORE BELIEFS

- Every student can learn.
- Learning must be a lifelong process
- Every student is entitled to the best possible education

- Education is a shared responsibility among educators, parents, and community.
- Students are responsible for their own learning.
- Every student is entitled to be respected, nurtured, and valued.
- Individuals are responsible for the choices they make.

THE SCHOOL’S FUNCTION IS:

- To educate each student by assisting intellectual, social, emotional, and physical development in the acquisition of basic skills, in the use of knowledge to solve problems, in the creation of new knowledge, in the pursuit of academic goals which challenge each student to the limits of potential.
- To promote the appreciation of our heritage as well as other cultures and the acceptance of individual differences.
- To encourage leadership, service, civic responsibility, and democratic ideals.
- To respond to a rapidly changing world.
- To confront the issues related to human survival.
- To enhance learning with resources of the community.

SCHOOLS REQUIRE:

- A shared commitment among educators, parents and community.
- A safe, supportive environment
- Prudent use of fiscal resources.

POLICY OF NONDISCRIMINATION

The Grosse Pointe Public School System is committed to a policy of nondiscrimination in relation to race, color, religion, or national origin (Title VI of the Civil Rights Act of 1964); Sex (Title IX of the Educational Amendments of 1972); or Handicap (Section 504 of the Rehabilitation Act of 1973). Grievance Regulations (G.P.P.S. Policy AC) are available for those who believe that this policy has been abused.

**GROSSE POINTE HIGH SCHOOL
GRADUATION REQUIREMENTS**

Graduation Requirements and Related Rules

Candidates for graduation must have earned a minimum of 21 units of approved credit and have been in a Grosse Pointe High School for at least the senior year. Special problems may be resolved by agreement between the Grosse Pointe principal and the principal of a student’s previous school. Limited English proficient students should expect an additional year of study in order to complete all graduation requirements. Some modifications to the state requirements are allowed (indicated by an asterisk) under Personal Curriculum Plans. The Grosse Pointe Schools graduation requirements incorporate the full Michigan Merit Curriculum.

| CREDIT NEEDED FOR GRADUATION | |
|-------------------------------------|----------|
| English | 4 |
| • Freshman English | 1 |

| | |
|---|---|
| • American Literature and Composition | 1 |
| • Juniors Only – Either: o Power of Language AP Lit or AP Lang | 1 (A student may fulfill this requirement with another English credit after their Counselor has determined that an alternate English credit is in the students' best interest and it is approved by both the Principal and English Department Chair) |
| • Electives | 1 |
| Mathematics | 4* |
| • Algebra | 1 |
| • Geometry | 1 |
| • Algebra II | 1 |
| • Math or math related credit in senior year | .5 (if 3.5 credits or more have been earned prior to senior year) 1 (if less than 3.5 credits have been earned prior to senior year) |
| Science | 3 Strongly recommended in 9th grade but one year must be taken by 10th grade |
| • Biology | 1 |
| • Chemistry or Physics | 1 |
| • One additional science | 1 |
| Social Studies | 3* |
| • Government and Economics | 1 (See Program of Studies for listing of courses and course combinations) |
| • U.S. History and Geography | 1 |
| • World History and Geography | 1 |
| World Languages | 2 - Must be same language series – i.e. Spanish 1& Spanish 2 |
| Health Education | .5* |
| Physical Education | 1* |
| Visual, Performing, | 1* |

| | |
|----------------------------------|---|
| or Applied Arts | |
| Computers/Technology | .5 Computer class or competency demonstration |
| *Personal Curriculum Plan | <p>A plan developed by the parent(s), high school counselor, Principal or designee and agreed to by the parent(s) and superintendent or designee. It allows the following modifications:</p> <ul style="list-style-type: none"> ▶ Math may be modified if to .5 credit Algebra II, Statistics, or Functions and Data Analysis. Note: Students may earn 2 math credits for Algebra II when the credit is earned over 2 years of 1.5 credits over 1.5 years without requesting a personal curriculum. ▶ Social Studies may be modified only after completing 2 credits including Government and Economics. The student may then complete the requirement with 1 additional credit of English, Math, Science, or World Languages. ▶ Health and Physical Education may be modified if the student completes 1 additional credit of English, Math, Science, or World Languages.. ▶ Visual, Performing, or Applied Arts may be modified if the student completes 1 additional credit of English, Math, Science, or World Languages. |

VISUAL, PERFORMING, AND APPLIED ARTS REQUIREMENTS

Applied arts: an inclusive term that refers to the application of design and aesthetics to the artistic/creative process and resulting in products of function and everyday use, such as ones that could be created through the Industrial Technology programs.

Performing arts: a broad category that includes dance, music, and theatre, recognizing that each of these encompasses a wide variety of forms and sub-disciplines.

Visual arts: a broad category that includes the creation of two and three dimensional works which are primarily visual in nature.

(See Program of Studies for a complete listing of qualifying courses.)

COMPUTER COMPETENCY REQUIREMENT

The district requires that students demonstrate competency with basic computer skills before entering high school. Grade 8 students are given a test which assesses basic skill with word processing, spreadsheets, e-mail and online research. Those who do not demonstrate competency in each of these areas are given additional opportunities to learn these skills while in middle school through after school tutorials and/or summer school. Middle school students are given multiple opportunities to pass this computer competency test.

Students who enter the high school and have not demonstrated basic computer

skill mastery are required to successfully take Keyboarding and Information Processing (#617) during their freshmen or sophomore year. This course is a requirement and satisfies the technology requirement for graduation.

(See Program of Studies for a complete listing of qualifying courses.)

Limited English proficient students may require more than four years of study in order to complete all graduation requirements. Newly arrived, limited English proficient students, who are entering the School System in grade 12, should expect to take at least two years to complete all graduation requirements.

STANDARD HIGH SCHOOL PROGRAM

When a seven period schedule is in effect, students are required to enroll in six units in grades 9 through 12. The principal may allow a reduced schedule in extraordinary circumstances. All students are encouraged to earn state endorsements in all areas designated by the state.

MAXIMUM CREDITS ALLOWED DURING THE SCHOOL YEAR

The maximum number of credits a student may typically earn toward graduation in any academic year in grades 9-11 shall not exceed the number that may be earned in full time attendance. However, with the principal's advance permission, a student may enroll in an approved accredited school at his or her own expense and earn credit.

COMPLETION OF GRADUATION REQUIREMENTS EARLY

Students who complete graduation requirements early and leave school after the first semester of senior year may receive a letter from the principal certifying graduation. However, the official diploma will not be issued or graduation ceremonies held until June. Students who desire to complete their requirements in less than four years must apply at the end of the first semester of the junior year and must receive APPROVAL BY THE PRINCIPAL.

RECOMMENDATION FOR EMPLOYMENT, EDUCATION, OTHER OPPORTUNITIES (see also JR Student Records)

Students who meet the following standard are eligible to receive the recommendation of the principal. The high school counselor will make an official recommendation for a student based on the student's high school experiences including the academic record. A program of study must be completed which the principal believes will adequately prepare the student for the proposed future studies.

DETERMINATION OF A STUDENT'S GRADE POINT AVERAGE

A grade point average (GPA) is a mathematical average of all Grosse Pointe-approved letter grades earned by a student (including approved credit transferred from another school). Pass-fail grades including test-out results, are not included in the GPA. Grades from military science or religious courses are also not included in the GPA. course.

DETERMINATION OF HIGH SCHOOL CREDIT EARNED BY MIDDLE SCHOOL STUDENTS

Grosse Pointe-approved high school courses taken by a middle school student on the campus of either GP North or South High School will appear on the student's high school transcript and will be computed in the student's high school GPA unless the student chooses to audit the class as described in the next sentence. Those middle school students taking high school courses have the option to file an audit form (i.e. choose to audit rather than to earn credit) with the middle school principal and counselor during the first two weeks of the course.

Dual Enrollment Credit

District-approved dual enrollment courses taken by a student through a college or university will appear on the student's high school transcript and will be computed in the student's GPA.

RULES FOR STUDENTS TRANSFERRING INTO A GROSSE POINTE HIGH SCHOOL

Recognizing that different schools / different countries utilize different scales for assigning values and credits, every attempt will be made by the Grosse Pointe high school administration to reconcile grade/course credit equivalents for a student transferring into a Grosse Pointe high school.

The final judgment for determining grade/course credit equivalency rests with Grosse Pointe administration. In general, Grosse Pointe credit is granted equivalent to the credit granted by the sending school with the normal limitation of 70 credit hours earned per year. In determining equivalent credit from a "4 x 4" block scheduled sending school, up to 80 credit hours per year maximum may be transferred.

SUMMARY OF GRADE/COURSE CREDIT TRANSFER-IN RULES:

- All courses, except religious and military science courses, are given equivalent credit;
- Transcripts of students who have attended school in a foreign country are evaluated by the administration on an individual basis and generally given credit equivalent to that which would have been awarded by the district.
- Credit earned in other high schools based on pass/fail courses or credit/no credit grading systems are not computed in grade point averages; test-out results are always pass/fail.
- Upon enrolling in high school, transfer students must meet all high school graduation and course load requirements with the exception of health and physical education for students entering the 11th and 12th grades. Students entering in grade 11 need only complete 1 year of physical education; students entering in grade 12 are exempted from health and physical education requirements. Grade 12 entering students are also exempt from the Communication Skills requirement.

TRANSFERS FROM PUBLIC AND NONPUBLIC SCHOOLS

Grade/course credit equivalency for transfer students from both public and non-public schools are evaluated by Grosse Pointe administrators in the same manner.

GENERAL EDUCATIONAL DEVELOPMENT TEST (G.E.D.)

In keeping with the policies and standards of the North Central Association of Schools and Colleges, the district encourages students who have terminated their formal educational experiences to take and pass the General Educational Development Test. However, the Board of Education does not recognize passing of the G.E.D. test for credit and the Board of Education does not issue diplomas or certificates indicating graduation from high school on the basis of the test.

OTHER PROCEDURAL REQUIREMENTS:

- Student transferring from schools that do not grant credit for physical education either will be awarded credit as awarded in the district or will have the requirement waived.
- The administration will determine the status of students who transfer out of Grosse Pointe and then return later to the district.
- Summer school credit from other schools will be accepted only with prior

permission.

- Senior students who have spent 4 years in high school and need extra time to graduate may take fewer than the number of courses normally required for seniors.

COMMENCEMENT EXERCISES

The high school principal is responsible for approving all commencement exercises. To participate in the commencement ceremony, a student must have met all graduation requirements.

Participation in commencement exercises is a privilege, not a right. A student does not have to participate in commencement exercises in order to receive a diploma. However, students who do participate in commencement exercises are subject to the standards of dress and decorum set forth by the high school administration for commencement.

There will be no identification of a single valedictorian and salutatorian

GRADUATION WITH HONORS OR HIGHEST HONORS

Academic scholars are announced at commencement ceremonies as members of the Academic Hall of Fame for graduating with a cumulative GPA of 4.0 or higher.

Seniors with a cumulative grade point average of 3.5 and above at the end of the first semester, will receive a diploma with the words "Graduated With Highest Honors" inscribed on the diploma.

Seniors who have achieved a 4-year grade point average (GPA) of between 3.0 and 3.49 as of the end of the first semester of their Senior Year, will have the words "Graduated With Honors" inscribed.

A final determination of qualification for an honors diploma will be made at the end of the Senior Year. Any student who qualifies for an honors diploma on the basis of completion of the Senior Year may request such a designation after graduation from the high school administration.

CLASS RANK REPORTING

Class ranking is not reported by the Grosse Pointe Public School System and will need to meet that requirement in some other manner.

STATE-ENDORSED TRANSCRIPTS

MME High School Test results do not go on the diploma. No endorsement stickers will appear on the diploma. According to new legislation, "...the Board shall include on the pupil's high school transcript all of the following: (a) the pupil's scaled score on the assessment, (b) If the pupil's scaled score on a subject area assessment falls within the range required for a category established, an indication that the pupil has achieved state endorsement for that subject area, (c) the number of school days the pupil was in attendance at the school each school year during high school and the total number of school days in session for each of those school years.

CREDITS EARNED IN SUMMER SCHOOL AND EVENING SCHOOL

Credits earned outside the regular program of the Grosse Pointe Public Schools will be given equivalent credit if prior arrangements have been made with the high school principal.

EARLY GRADUATION

Students who desire to complete their high school course of study in less than four years must make application with the building principal no later than the time of registration for his or her Senior year course schedule so that, in appropriate

cases, programs may be designed for early high school completion which are in keeping with the best interests of the students and the school.

REPORT CARD AND INTERIM PROGRESS REPORTS

Report cards are paperless and are available in the “Marks” section of Parent Portal and Student Portal. Grades for the most recently completed marking period will become visible approximately 6 school days after the marking period ends, but the report card remains accessible throughout the school year. In Parent Portal’s email notification area, parents can select to receive an email alert at the end of each quarter when those grades have been posted to the report card. A print button is available in the left menu area.

If you still need a paper report card because of issues with accessibility to technology, please make this request in writing to your school. These requests should be made well in advance to ensure a timely delivery. Marking periods will be announced at the beginning of the school year. The end of each quarter is listed in the student handbook.

FINAL ASSESSMENTS/EXAMINATIONS

Information regarding final assessments/ examinations will be published in a separate bulletin to students and parents well in advance of assessment time.

On the rare occasion that a student cannot take the assessment at the assigned time a written request by the parent identifying the specific situation which includes: dates, specific events, and students’ responsibilities at the events should be sent to the principal. In conjunction with the teachers involved, the principal will determine whether a final assessment can be administered at an alternate time.

It is important to note that reasonable requests do not include family vacations.

GRADING

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District’s program.

The Board believes that the District’s grading system should be a reliable system and one that ensures each student’s grades signify accurately his/her degree of accomplishment toward their expected learning outcomes.

The Board directs the Superintendent to develop guidelines for grading containing clear, consistent criteria and standards which:

- A. **help each student understand in each course or program what behavior and/or** achievement is needed to earn each grade as well as what will produce a failing grade;
- B. provide frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- C. provide for a pass/fail grade in programs for which it is appropriate;
- D. provide students the opportunity to assess both their own achievements and their areas of difficulty

The teacher responsible for a student’s instruction in a particular course or program shall determine the student’s grade. That grade may not be changed without the permission of the Superintendent.

GRADING ADMINISTRATIVE GUIDLINES

The District’s grading system is explained in faculty and student handbooks. It is

recommended that teachers review their criteria for determining grades every year and communicate them to students, parents, and the community. At the end of each school year, principals shall collect and store teachers' grade records for five (5) years.

DETERMINING STUDENT GRADES – ELEMENTARY, MIDDLE, AND HIGH SCHOOL

In evaluating student work such as tests, papers, speeches, oral reports, products, and performances, teachers shall apply the concept of fairness and reasonableness and shall use criteria developed cooperatively by teachers and administrators. As determined by the teacher, a grade may reflect mastery of content, learning progress, skill development, and other criteria such as form and structure. While poor attendance may diminish a student's learning performance, the student's attendance record shall not be used in the computation of a grade. Teachers shall explain to students the value of all grades assigned and maintain a record of the values. The record shall be open to appropriate examination by a student, parent, or administrator upon request.

A student's grades shall always be treated as confidential.

HIGH SCHOOL – INCOMPLETE GRADES

Students must complete and submit all incomplete work (e.g., projects, assignments, exams) no later than three (3) weeks after the end of the card marking period and date. A mark of Incomplete is to be changed by the teacher to a grade no later than three (3) weeks after the grade entry cutoff date. Exceptions to the three (3) week rule must be approved by a school administrator.

HIGH SCHOOL – PASS/FAIL GRADES

Students in grades 11 or 12 may take a maximum of twenty (20) credits on a PASS/FAIL basis. Courses eligible for a grade of PASS/FAIL are those other than the courses designated in specific subject areas and beyond the total number of credits required for graduation. Requests to take more than twenty (20) credits of PASS/FAIL in a student's high school career must be approved in advance by the counselor and administrator.

The decision to elect a course on a PASS/FAIL basis must be made during scheduling or no later than the fifth week of the class. A change from PASS/FAIL to a graded basis must occur no later than the fifth week of the class. A change to a PASS/FAIL or to a graded basis must be approved by the student's counselor and signed by the teacher, parent, and student. After five (5) weeks, no changes in grading status will be made.

Students who elect to take a course on a PASS/FAIL basis are expected to meet all regular classroom obligations with respect to attendance and assignments. Teachers will keep the usual grade average with the standard grading scale. An equivalent of C- or higher is required before a course is recorded as PASS and credit is posted. A grade equivalent below C- is recorded as FAIL. RESULTS WILL BE REPORTED AS PASS/FAIL ON THE REPORT CARD AND TRANSCRIPT.

HIGH SCHOOL COURSE WITHDRAWAL PROCEDURES

A. At the end of each school year, a student's record must show evidence of a minimum of sixty (60) credits attempted in grades 9 - 12, with an accumulated total as indicated below:

| By End of Grade | Required Attempted Credits |
|-----------------|----------------------------|
| (9) | sixty (60) |
| (10) | 120 |

(11) 180

(12) 240

- B. Course substitutions are not considered withdrawals.
- C. With the exception of an IEP which specifies something different, a student may withdraw from a course without penalty of a failing grade for the course if the withdrawal occurs:
1. No later than the first two (2) weeks after the issuance of the first report card of each semester provided that the attempted credits do not fall below sixty (60) credits or below required minimum accumulated credits for the grade level.
 2. If the student's attempted credits fall below required minimums, the student may still withdraw without penalty if the course is replaced with another course within the first two (2) weeks after the issuance of the first report card each semester.
 3. The student's transcript and report card will reflect only earned grades. Following counselor confirmation, the student's transcript will no longer reflect the attempted-and-withdrawn semester course or semester portion of the year course. The teacher shall be notified immediately of the student's withdrawal.
- D. When a student withdraws from a course at any time later than the times specified in "C" above but before the final assessment of the course:
1. The student's transcript shows a "W" (withdrawn) to reflect the attempted-and-withdrawn semester course or semester portion of the year course. However, the student's grade point average will not be impacted by the "W".
 2. The teacher is notified immediately of the student's withdrawal.

AUDITING A CLASS

With the written permission of the school principal, a student may audit a class rather than earn credit for it. The audited class fulfills the student's requirement to attempt sixty (60) hours. However, no grade is assigned for an audited class, and no credit is earned. An audited class is shown on the student's transcript as AUDIT.

A request for permission to audit a class must be submitted to the school principal in writing in advance of the class. The principal will grant permission if the class is an appropriate placement for the student and there is room in the class. To receive permission to audit, the student must agree to maintain good attendance, observe all class rules, keep up with assigned work, and take all class tests. If a student does not meet these requirements in reasonable fashion, s/he is subject to immediate loss of the audit privilege for this class.

HIGH SCHOOLS – MID-YEAR AND FINAL ASSESSMENTS

A final assessment shall be administered at the end of the semester. Teachers shall convene all classes for full, scheduled periods during final assessments. A final assessment may consist of a comprehensive test, project, paper, speech, or other appropriate demonstration of course mastery. Projects, papers, speeches, or take-home assessments should be assigned sufficiently far in advance of the assessment period so that they will not require a disproportionate amount of student preparation time during the assessment period, relative to time needed to study for other final assessments.

HIGH SCHOOL – FINAL GRADES

Mathematical grade values are computed by assigning each marking period the value of two-fifths of the final grade for the course and the final assessment is

valued at one-fifth of the final course grade.

Mathematical grade values for a course level change are computed using only the grades earned at the new level, not grades earned in the previous level, when a student moves to the new level any time from the beginning of the course to within two (2) weeks following the issuance of the first report card unless the first teacher files a Discrepancy Explanation within two (2) weeks following the first report card. If the level change occurs at the end of the first card marking, the grade for the new level is calculated by assigning the second report card grade the value of two-thirds and the final assessment, the value of one-third of the final grade for a semester course or the semester portion of a year course.

HIGH SCHOOL – COMPUTING A GRADE

For purposes of assigning a grade, the teacher of the course is the judge of the adequacy of a student's learning. A mathematical average is not ever the sole determiner of a grade and does not serve as an automatic indicator of passing or failing work.

In determining a course grade, each marking period counts as two-fifths, and the final assessment grade counts as one-fifth of the final course grade.

A grade for a marking period, final assessment, or a course may have a plus or a minus.

In calculating a course grade, teachers take a student's marking period grades and assessment grade(s), accord each grade the proper value from Step One below, and follow the two-step process.

A. Step One

Compute the mathematical grade average using the values in the scale below:

| | | | | | | | | |
|----|------|----|------|----|------|----|------|---|
| A+ | 4.33 | B+ | 3.33 | C+ | 2.33 | D+ | 1.33 | E |
| | 0 | | | | | | | |
| A | 4.00 | B | 3.00 | C | 2.00 | D | 1.00 | |
| A- | 3.67 | B- | 2.67 | C- | 1.67 | D- | .67 | |

B. Step Two

Teachers use the results of Step One (the mathematical average) along with their own best judgment, and determine where a student's grade falls in the grade ranges below. A grade is usually assigned within the same grade range as the mathematical average. Assigning a grade lower than the grade range of Step One (the mathematical average) is permissible but requires a Discrepancy Explanation.

| | | | |
|-----------|------|----|------|
| A Range = | 3.50 | to | 4.33 |
| B Range = | 2.50 | to | 3.49 |
| C Range = | 1.50 | to | 2.49 |
| D Range = | .50 | to | 1.49 |
| E Range = | 0 | to | .49 |

COMMUNICATING LEARNING PROGRESS

Teachers are encouraged to communicate both early and regularly with students and parents regarding a student's learning progress throughout the course. Such early communication will allow students and parents to respond constructively while there is sufficient time to address problems or concerns. Teachers are encouraged to communicate this information by sending interim reports home by mail, making telephone calls, sending written notes, or exchanging e-mails with parents. Board Policy 2624 requires that teachers provide regular meaningful

feedback in their courses and to return a substantial amount of student work so that students and parents may be kept apprised of student progress in the course.

GRADE EXPECTATIONS

Students are expected to pass each marking period of a course and the final assessment. In order to maintain the District's high standards, it is expected, as a minimum, that a student achieves passing grades for the two (2) marking periods or one (1) of the two (2) marking periods and the final assessment. However, attaining or not attaining two (2) passing grades for a course does not automatically equate to passing or not passing a course; the teacher's judgments about the adequacy of learning achievement in the course is the determiner of the grade. These expectations are published in student handbooks and clearly communicated to students and parents on a regular basis by teachers.

DISCREPANCY EXPLANATION

A final grade that is mathematically higher than the computed average range of all the student's individual marking period grades plus the final assessment grade, will be accepted by the school system. A teacher's final grade for a course that is lower than the computed average range will not be accepted unless the teacher has submitted to the principal a Discrepancy Explanation form.

IMPROVEMENT OF A GRADE

If a student re-takes a high school course, the new grade, if higher, replaces the previous grade as long as the student has not passed a course higher in sequence since first taking the course. The replacement grade becomes the grade of record for the transcript and is used in computing the student's grade point average. Students who take an online course or course outside of the District for the purpose of grade replacement must obtain approval before registering for the course.

SUMMER SCHOOL

A course taken outside the District by a student who expects to transfer the course credit into the District, must be pre-approved by a counselor or high school administrator. If a student re-takes the same high school course in a summer school session or in a pre-approved summer school outside the District, the new grade, if higher, replaces the previous grade as long as the student has not passed a course higher in sequence since first taking the course.

REVIEW OF A GRADE

Determination of a student's grade is the responsibility of the teacher. However, a student or parent may request a review of a grade no later than fifteen (15) school days after receipt of the report card. Exceptions to the fifteen (15) school days rule must be approved by the principal.

- A. Step 1** – The first level for resolving a disagreement about a grade is a conference with the teacher and the student and/or parent. The teacher may consult with the principal or other administrator for assistance in resolving a disagreement.
- B. Step 2** – If the disagreement is not satisfactorily resolved at Step 1, a request for a further review may be made in writing, to the principal within fifteen (15) calendar days of the Step 1 meeting. The principal's role is to facilitate the further review of the grade.

If a student and/or parent request a review of a grade after the close of the school year, the principal shall attempt to contact the teacher and follow the procedures described in Step 1 above. If the teacher is not available, the review shall normally

be delayed until the opening of school. However, special circumstances may exist which, in the judgment of the principal, make it desirable to conduct a review immediately. For example:

1. The teacher will not be available in the fall at the start of the new school year.
2. The student and/or parent demonstrates a pressing need to conduct the review promptly for purposes of college enrollment or employment.
3. If an agreement about a grade change is reached or if other extenuating circumstances are evident.

In conducting a grade review, the principal may examine the record book and/or student work.

Appeal of a Grade

If the disagreement is not satisfactorily resolved by the end of Review Step 2, an appeal of the grade may be made in writing, to the principal within fifteen (15) days of the step 2 meeting. The matter shall then be referred to a Grade Appeal Panel that is composed of one (1) administrator designated by the Superintendent, one (1) teacher selected by the teacher bargaining unit, and one (1) teacher mutually agreed upon by the administration and the teacher bargaining unit. The teachers on the panel should be selected from the same level as the appealed grade (elementary, middle school, or high school) and should be tenured staff members. No panel member should work in the same school at which the appeal is made and no panel member should have been involved in the appeal at its earlier stages. The panel hearing shall not be open to the public.

The panel shall evaluate the reasons for the proposed grade change by conducting a hearing and then deliberating the matter among panel members. In the process of making its determination, the panel may review such documents and interview such witnesses as, in its discretion, it deems appropriate. The panel may make a recommendation to the teacher about the proposed grade change. However, determination of the student's grade remains the responsibility of the teacher. The student and/or parent making the appeal shall be informed in writing of the outcome of the review as soon as possible after the panel completes its work. The determination of the teacher following the review panel shall be final.

Weighted Grades

Grades and courses, which have the designation of advanced placement in their titles and follow the particular course content specified by the Educational Testing Service, are weighted with multiplier of 1.1 in determining student grade point averages. The weighted grades are awarded only to students in courses designated advanced placement who take the appropriate advanced placement examinations. Weighted grades are reflected on student report cards for each marking period.

STUDENT PLEDGE OF ACADEMIC INTEGRITY

Students in The Grosse Pointe Public School System sign a pledge of academic integrity confirming that the assignments they submit are their own creation. The Pledge certifies that if research is included in a student's submitted assignment, phrases, sentences, paragraphs, verses, charts, tables, graphics, etc. that are taken from another writer or another source, whether quoted or paraphrased, are properly credited to the creator following documentation rules in the "Grosse Pointe Guide to Communication." (Online)

TO PLAGIARIZE

- 1. to use and attempt to pass off as one's own, the ideas or writings of another

er

- 2. to appropriate for use as one's own, passages or ideas from another
- 3. to plagiarize the ideas or words of another

Plagiarism is inappropriate, **never** acceptable, and always a very serious academic offense.

If you ever have any doubt about the integrity of your completed assignment or the correctness of your documentation of sources, ask your teacher before submitting the work.

IMPORTANT: Plagiarizing another student's written work is as unacceptable as plagiarizing a professional writer's work. Likewise, having someone else write your assignment, in full or in part, for a fee or at no charge, is also defined as plagiarism and is subject to the same serious penalties.

According to the Grosse Pointe Public School System Student Code of Conduct, the penalty for plagiarism is loss of credit for the assignment, possible temporary separation from school and, depending on the seriousness of the case, an additional academic penalty up to and including potential loss of credit for the quarter. The penalty will be determined by school administration in consultation with the student and the teacher. Community service may also be required.

I understand the concept of academic integrity and the penalties I will suffer if I violate the Grosse Pointe Public School System Student Code of Conduct. I hereby pledge that the written work I submit is my own creation and that all inclusions in it from other writers or sources is properly documented.

Student's Printed Name

Course Title

Date

Student Signature

Parent Signature

As a sign of my understanding of academic integrity and a certification of the fact that I have followed the rules of documentation, I include this statement on written assignments as directed by my teacher:

The work I am submitting is my own creation. I followed the "Grosse Pointe Guide to Communication" in properly documenting any material I included in my work that was written/produced by someone else.

Signed: _____ Date: _____

FEES, TEXTBOOKS, INSTRUCTIONAL SUPPLIES

The Grosse Pointe Public School System provides all educational textbooks, supplies, and services with the exceptions of those listed below.

While there is no charge for class materials, a student is expected to replace such materials if lost or damaged. In accordance with State guidelines, students rent or pay for the following items:

1. Class or organizational dues.

2. Admissions fees to extracurricular activities.
3. Student athletic passes on a voluntary basis.
4. Fees for external tests, such as college entrance examinations.
5. Club dues.
6. Lunch.
7. Yearbooks.
8. Shoes for participation in interscholastic athletics.
9. Gym shoes and gym suits and all other items of personal wearing apparel.
10. School sponsored education trips, unless such trips are a requirement of the course.
11. Summer school courses.
12. Graduation caps and gowns (rental).
13. Insurance fees for interscholastic athletics consistent with present statutes.
14. School publications.
15. Such medical certificates required by statute to indicate the immunization and tuberculin status for children entering a Michigan school for the first time. In previous years, the school system has required pupil physical examinations at the elementary, middle and senior high school level. Although a continuation of this policy is desirable and recommended, the examination is no longer required. However, it shall continue to be the policy of the school system to require evidence of a physical examination prior to participation in interscholastic athletics.
16. Parking Permit

TEXTBOOK RETURN

1. Books are on loan to students from the school district. The basic responsibility for book return belongs with the students borrowing the books. Students should note that signing for a book at the time it is issued implies accepting it in the condition designated on the book loan card. If there are any questions about book condition, these should be noted on the reverse side of the book card.
2. Books must be returned during the designated times and by the proper deadline. Textbooks will be evaluated during the final examination period.
3. Fines for books lost, damaged, or not returned will be fairly assigned by bookstore personnel after the book has been turned in.
4. Students should note that our textbook records must be cleared by June 30th. It is a student obligation to clear loans by that date. New materials for replacement must be ordered immediately in order to arrive by September.
5. Students will not be eligible to receive new schedules in September unless all obligations from the previous year have been cleared.

TUITION AND FEE SUPPORT

The local district or public school academy is responsible for the lessor of:

1. The tuition, mandatory course fees, materials fees and registration fees required by the postsecondary institution, and any late fees that result from the school's failure to make a required payment.
2. The state portion of the student's foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution. **Students who are interested in taking college courses while attending North High School should see their counselor for further details.**

INDEPENDENT STUDY PROGRAM

An Independent Study Program may be elected by students who wish to pursue any special subject interest for high school credit. Enrollment in this program is to be arranged through the counseling center with administrative approval. A contract is drawn up by the instructor and the student designating the outcome to be accomplished and the process to be followed.

SCHEDULE CHANGES

Course changes are sometimes necessary. They are, however, disruptive to the instructional program, expensive, and consume hours of staff time. We urge you to think through course selections with care.

Every effort will be made to complete all schedule changes by the end of the 2nd week of school. This deadline does not apply to level changes in mathematics, biology, chemistry, physics.

Students making schedule changes after the start of the school year **must remain in all classes until the request for a schedule change is approved.**

Absences from class while a request for a drop is being processed are considered UNEXCUSED and may result in an attendance F. All schedule changes are processed through your counselor.

Schedule changes will be approved for the following reasons only:

1. Staff error.
2. Computer-generated problems, not of a student's making.
3. Lack of prerequisite class/grade requirements.
4. Moving to a more challenging course level.
5. Failure to complete a course in the spring semester or in summer school which makes the student ineligible for a course chosen.
6. The work which was completed by the student in summer school necessitates a change.
7. The transcript received for a new student indicates a change is necessary.
8. Significant change in educational plans.

TUTORIALS

All students who elect fewer than seven (7) classes each semester will automatically be assigned to tutorials during the periods they do not have regular classes. Students may request to attend available departmental learning centers, computer labs or library. Students who are removed from a class due to an attendance Drop/Fail will be assigned to that period's tutorial. The purpose of the tutorial is to gain extra help from the teacher in charge, do homework and improve studies. Students who do not abide by the policies and procedures of the tutorials will be assigned to a more restrictive program.

LIBRARY (LIBRARY MEDIA CENTER)

The Library Media Center is located on the second floor directly above the main offices. It is open daily from 7:30 a.m. to 4:00 p.m. Before and after school and during the lunch hours any student may use the facility without a pass. During regular class periods a pass is required. Students wishing to use the facility in lieu of their tutorial hour must obtain a pass from their tutorial teacher. The library media staff is always eager to have students spend study and browsing time in the media center. Students are encouraged to read for pleasure and to enrich their class assignments with further independent research.

Students enjoy an "open stack" privilege that allows convenient access to all

materials. The collection of available materials includes books, periodicals, newspapers, video and audio tapes, CD's, laser disks, and art reproductions. A state of the art computer lab with forty-three workstations has internet access.

The Library Media Center uses the same library card that is used at all school and public libraries in the district. The computer catalog provides access to the holdings in all the libraries in Grosse Pointe. Interlibrary loan between the schools and public libraries is encouraged so as to provide students with access to infinitely more resources.

All books, except reference and reserve books, may be borrowed on a two-week basis. Books and art reproductions may be renewed if there is no immediate demand for them. A five cents (\$.05) fine per day is assessed for each overdue book or art reproduction circulated for a two-week period.

Overdue notices will be sent to the student as a reminder of their obligation. All materials being returned must have the date-due card pulled and the original book card replaced in the pocket before the student leaves the charging desk; otherwise the material has not been officially returned. Each student is responsible for all materials checked out on his/her library card.

Periodicals, reference and reserve books, vertical file material, and audiovisual materials circulate only on an overnight basis. Check out time for these materials is after school and they must be returned prior to the **first class**. If a student is absent, materials should be sent with a friend or parent. The fine for overnight materials is \$.50 per day.

GUIDANCE AND COUNSELING

A comprehensive guidance program is offered to the student body. It reaches out through five guidance counselors into the homerooms and classrooms of a guidance-conscious teaching staff. Counselors are always at hand to assist students in framing college plans, making career choices, and identifying personal problems.

Each student is assigned to a guidance counselor who will be his/her advisor throughout high school. The counselor makes all school resources available to the student and parents in order to help the student plan a worthwhile program of studies. To enable him/her to make college and career recommendations and to supply needed references, the counselor keeps a record of the student's academic achievement, attendance and extracurricular activities.

Additional assistance is available to students through the services of several support personnel. The school social worker and psychologist help in concerns regarding achievement and/or adjustment. Students who do not speak the English language may receive assistance in obtaining the necessary skills. Those who are certified as eligible for assistance because of an identified learning disability may receive the help of a special teacher.

Extensive files of college and career information are available in the Counseling Center, the Career Resource Center, and the school library. College representatives visit our school throughout the year and are available for interviews with both students and parents. Their visits are announced each Monday in the Daily Bulletin.

Students are encouraged to become acquainted with their counselors as soon as possible. The student may come to the Counseling Center for a private conference before school, at lunchtime, during study periods, or after school. He/she may see the counselor during class periods by first obtaining permission from the teacher. Facilities are available for leaving a message or requesting an appointment if the counselor is busy at the time the student visits the center.

HOMWORK GUIDELINES

Guidelines for Parents:

- Set a regular time and place for study.
- Remove distractions.
- Have supplies and resources on hand.
- Set a good example.
- Show an interest.
- Encourage student to keep track of assignments in an organized way.
- Be available to help student with assignments when necessary.
- Review completed assignments with student as needed.
- Avoid the temptation to do the work for the student.
- Monitor and limit television viewing and telephone/computer usage.
- Guide student as he/she chooses classes and schedules activities, keeping in mind the homework load and time commitment each will entail.
- Recognize that the amount of time spent on homework will depend on a student's ability and work/study habits.
- Communicate openly with teachers, guidance counselors, and administrators

Guidelines for Students:

- Take responsibility for ethical practices in completing homework assignments.
- Seek a study buddy/partner/group for each class.
- Keep track of materials and assignments using organizers.
- Have a clear understanding of homework assignments before leaving school.
- Communicate homework with family and ask for help when needed.
- Complete assignments and turn in on time.
- Take advantage of study aides and before/after school programs when available.
- Find out about missed assignments in a timely manner.
- Consider a **balance** of activities such as athletics, clubs, etc. due to the demands made on time.
- Understand that **selection** of courses implies some expected differences in work load such as for AP and honors classes.
- Seek support and advice from school counselors at the middle and high school when needed.

STUDENT ASSISTANCE SERVICES

The Student Assistance Program is designed to recognize and offer help to any student in the Grosse Pointe School System who is experiencing personal or family problems with particular emphasis on problems related to alcohol and other drugs.

Alcohol and other drug abuse intervention and prevention services are available for students, K-12, who: (1) have alcoholic parents, (2) have been abusing alcohol or other drugs, and/or (3) exhibit behavioral, or academic problems or are experience stress that could be related to family or student alcohol or other drug abuse.

The purpose of the Student Assistance Program is to better serve the needs of all students and particularly to assist those whose lives are being affected by alcohol and other drugs. Methods will include:

1. Identifying students in need or at risk.
2. Assessing the nature and severity of the problem.
3. Intervening or motivating students to accept help.
4. Providing appropriate referrals either within or outside the school system.
5. Supporting students in any adjustments for a new life-style.
6. Helping parents understand the nature of the problem and the help and support needed.
7. Ensuring strict confidentiality.

Students are referred to the program through one of three ways:

1. Confidential referral - Any student or adult within or outside the school can make a confidential referral if he/she thinks a student may have a problem.
2. Self-referral
3. Mandatory referral - through disciplinary action

The primary method of providing assistance to students participating in the program is through counseling groups. However, individual sessions are available for students and parents.

A weekly parent support group meeting is also available.

To make a referral or gain more information, contact an administrator or your counselor.

COLLEGE ADMISSION RECOMMENDATION

The high school principal or designee will make an official recommendation for a student who wishes college or university admission based upon an assessment of that student's ability, potential, and high school record as related to the college or university to which the student makes application.

COMMENCEMENT

Commencement is a school district function. All Seniors who expect to take part in the Commencement ceremony must plan to be present for the rehearsal. Those who might have completed their high school education in January and who wish to take part in the official ceremony must notify the Principal and must make plans to be at the rehearsal also. Any Senior who is not at the Commencement ceremony may pick up the diploma on the day following Commencement. Seniors who have not satisfied the requirements for graduation may not participate in the Commencement program.

All Seniors must assume the responsibility to order caps and gowns and Commencement announcements at the proper time. They must also pick up their diploma cards, fill in properly, and promptly return to counseling center.

FIELD TRIPS

All field trips and excursions are regarded as school activities, and are therefore governed by Board policies and regulations pertaining to school activities. Students are subject to all provisions of the Student Code of Conduct while on field trips and excursions. Adult supervisors and other participants are likewise subject to policies and regulations which pertain to school events, including, without limitation, policies and regulations barring smoking, consumption of alcoholic beverages, or possession of weapons on school premises, in school-related vehicles, and/or at school-sponsored activities and trips.

RECORDS

ANNUAL NOTIFICATION OF PARENT AND STUDENT RIGHTS RELATED TO SCHOOL RECORDS

In accordance with the provisions of the Family Education Rights and Privacy Act, eligible persons; i.e., students eighteen years of age or older, or the parents or guardians of students under the age of eighteen, have the right to examine the official records of the school district which are directly related to that student.

Specifically this Act mandates the following additional rights:

- (1) The right to have no records released to non-eligible agencies, institutions, or persons without prior consent.
- (2) The right to be informed of the release of records to all eligible agencies, institutions, or persons.
- (3) The right to challenge at any time the accuracy and fairness of student records.
- (4) The right of due process in matters to student records.

Full information concerning these rights is available in the **Student Records Policy** and accompanying administrative procedures of the Grosse Pointe Schools.

WORK PERMIT

For those high school students, who are under the age of 18 and desire to obtain employment, the following procedures apply:

1. Secure employment
2. Obtain an "Offer of Employment and Request for Working Permit" form from the secretary in the Counseling Center at North.
3. Students and employees should be aware of the two passages listed below from the Standards for Issuance of work permits, which state:
"R409.5(5) Upon written notice to the minor and the employer, the issuing officer shall place a minor on a 30-calendar-day probationary period when a minor's poor school attendance results in a consistent academic performance at a level lower than that which preceded the minor's employment. (6) Following the 30-calendar-day probationary period, and upon written notice to the minor and the employer, the issuing officer may suspend a minor from work for a period of not more than 30-calendar-days when a minor's poor school attendance results in a consistent academic performance at a level lower than that which preceded the minor's employment."
4. Complete the work permit form. (The prospective employee and employer must fill out their respective sections of the work permit.)
5. Return the completed form to the secretary in the Counseling Center at North.

LUNCH - CAFETERIA

Students are assigned one of two lunch periods as part of an extended fourth period. The times are listed below. The high school cafeteria serves a variety of hot and cold foods. The daily special lunch is well-balanced and reasonably priced. Students wishing to bring lunches from home may supplement them by purchasing beverage, desserts, or other foods. Students who bring their complete lunch from home will find space to eat in the student commons. All **lunches** or **snacks** must be eaten **in** the cafeteria, commons, or "A" patio.

Those students permitted to leave the campus during the lunch period are expected to respect the rights of area property owners and should not litter or loiter in residential, business or school areas.

Since the lunch shift is only 36 minutes in length, many students who go out to lunch have difficulty in making it back to their fourth or fifth period class on time or at all. These absences are treated like any other unexcused absence, with the potential for receiving a grade reduction or being dropped from class with an attendance F.

Students are allowed to visit lockers and be on various floors only during the passing times at lunch. When classes are in session during 4th hour, students are not allowed in C building or on the 2nd and 3rd floors of B building.

FIRST LUNCH SHIFT 10:52 A.M. to 11:28 A.M.

SECOND LUNCH SHIFT 11:41 A.M. to 12:17 P.M.

Any student who wishes to apply for financial assistance in paying for lunch, through a government-funded program, should see the Principal.

Parents have the option of requesting that their sons or daughters be excluded from fourth hour lunch open campus privilege.

In May 1988, the Grosse Pointe Board of Education approved an open campus during 4th period lunch at both high schools, with the understanding that open campus is a special privilege and a program which will be continuously reviewed by the administration.

EMERGENCY PROCEDURES

Any emergency condition occurring during the school day will be handled by following **established** procedures. If additional information is available, it will be given over the public address system. Emergency conditions occurring when school is not in session, and which affect school opening/closing, will be announced over local radio and TV stations.

EMERGENCY PROCEDURES - FIRE

1. When the fire alarm sounds please evacuate the building immediately. Hurry, but do not run, to the exit indicated for your room unless a change has been indicated over the P.A.
2. The first two pupils reaching each exit will hold inside doors open for the other pupils. The next pupils will hold the outside doors open.
3. If any particular stairway or exit is blocked, go the nearest exit that is not blocked.
4. All classes leaving from the "C" Building and from the "B" Building **must go to Morningside and remain on the softball, soccer field. DO NOT STAND IN THE DRIVEWAY OR IN ANY AREA BETWEEN THE DRIVEWAY AND THE BUILDING.**
5. All classes leaving from the "A" Building **must go to the Physical Education Field.** The students going out the rear of the building go through the gate that is used for vehicular traffic. Those in front go through the Student Admission Gate.

NOTE: If you are the first class out to the assigned area, move well into the assigned area so that remaining classes can get to this assigned area.

6. Students should leave the building at the nearest exit when the fire alarm sounds at a time other than during regular class periods. (Before school, during the passing of classes, lunch periods, and after school).
7. Students will return to the building upon a signal from the exit supervisor.
8. The Nurse will be **IN** the Clinic during a Fire Drill, Tornado Drill, or a Tornado. If it is not a drill and building **IS EVACUATED**, the Nurse will take a first aid kit and will be stationed behind "B" building (Southeast exit) teachers' parking lot.

EMERGENCY PROCEDURES - SEVERE WEATHER AND TORNADO DRILL

(ALSO CIVIL DEFENSE)

Alarm Signal Ten (10) short rings of the regular bell system.

All Clear Signal Three (3) short rings of the regular bell system.

Form rows on each side of the hall and remain standing.

A clear passageway — at least four feet wide — down the middle of the hall should be maintained.

Do not take a position in front of an open doorway on either side of the hall. If you are opposite a doorway and can see windows directly across from you, **THERE IS DANGER.**

Stay out of the line of sight of exterior windows to avoid being struck by flying glass.

BE SURE THAT YOU AVOID A DIRECT LINE WITH ANY WINDOWS.

DO NOT RUN - but WALK FAST - to your assigned place.

Do not stop to talk or loiter. Do not make any unnecessary noise. It must be quiet so that any announcements may be heard.

NOTE: IN CASE OF FIRE ALARM during an air raid, or tornado drill, **GO OUT THE NEAREST DOOR.**

Pupils south of the building should move east and west to lawn areas clear of the building. Fire apparatus and police cars will use this driveway and need all possible space.

PARKING

Student parking is available on a limited basis. Requests for student parking far exceed the spaces available for student parking. Because of limited parking lot facilities, parking is a privilege granted only to **seniors and juniors**. No sophomores will be permitted to park on school property. Class standing is determined by credits earned, not by years of attendance. To have junior standing a student must have earned 90 hours of credit. Juniors and seniors may obtain one sticker for their registered cars.

The entrance to the student parking lot is from Vernier Road only. No student parking is allowed in the Morningside lot, which is restricted to staff parking only.

Parking stickers will cost \$50 (\$25 for semester 2) and are issued only if the following conditions are met:

- (1) Student has no outstanding debts to the high school.
- (2) Completed and signed parking application form by the student and parent
- (3) Valid driver's license
- (4) Registration for each automobile
- (5) Current and in force proof of insurance

The student parking lot will be patrolled from 7:45 a.m. to 3:15 p.m. each school day. The only cars permitted to leave the lot will be those driven by students who may legitimately leave. An attendant will be on duty at all times.

NOTICE TO PARENTS: If you are considering giving permission for your child to drive to school, please review the following school parking regulations with them. The following guidelines have been developed for the proper usage of the parking facility:

1. Courtesy, respect and cooperation must be demonstrated to parking lot at-

- tendants. Violations of the above may result in one of the following:
- a. Forfeiture of usage of the lot for one week on the first offense.
 - b. Revocation of parking lot permit and forfeiture of privilege to use parking lot facilities on the second offense.
2. Students will be notified upon purchase of parking sticker that:
- a. Parking sticker must be permanently affixed to the lower corner of the driver side windshield.
 - b. Selling or giving parking sticker to another student may result in one- to three-day separation and loss of on-campus parking privileges.
 - c. Parking stickers lost or stolen must be reported immediately to Assistant Principal. Failure to do so will result in loss of parking privileges.
 - d. Replacement of parking sticker will be subject to decision of the Assistant Principal. Generally, there will be a waiting period, after which a new parking sticker may be purchased at a replacement cost of \$50 (\$25 for semester 2).
3. Violations of the above will result in the following:
- a. Notices issued by the parking lot attendant if car does not have a parking sticker and is parked in the lot.
 - b. Deny usage of the parking lot facility for a specific period of time.
 - c. Car towed away at the driver's expense.
4. A **MAXIMUM SPEED LIMIT OF 5 MILES PER HOUR** must be observed in the parking area. Speeding, reckless driving, and/or squealing tires will result in loss of parking privileges for a specific period of time that will be determined by the Assistant Principal Administrative Services. Further action up to and including suspension from school for a period of time may also result from this violation.
5. There will be no parking on grassy areas of the school grounds, in the triangular areas at the end of each lane, in handicapped spaces without proper authorization, or in the "no parking" areas of the lot. **Cars illegally parked may be ticketed by the Grosse Pointe Woods Police Department.**
6. There is no guarantee that there will always be adequate parking areas for all drivers who purchased parking stickers. For example, heavy snowfalls may reduce the numbers of parking spaces that are available in the winter season. If the lot is full and you have a parking permit, see the parking lot attendant for assignment of temporary parking in unauthorized areas. Only these cars will be exempt from being ticketed for illegal parking.
7. Loitering in cars is prohibited. With the exception of the lunch hour, students are NOT PERMITTED TO GO TO THEIR CARS without a **written pass** from an administrator.
8. With the exception of the lunch hour, students are not permitted to exit from the parking lot without a **written pass** from an authorized person, (attendance, nurse, administrator). Co-op students will receive a permanent pass for exiting earlier than 6th hour. Violations will result in a 1-5 day suspension from school and a loss of parking privilege.
9. At all times, keep your doors locked and valuables out of sight. Every effort will be made to keep unauthorized people out of the lot; however, the school is not responsible for any theft or damages which may occur.

IMMUNIZATION

State Law and the Wayne County Immunization Code prohibit a principal or teacher

from admitting children to school without the required immunizations. All health records will be reviewed upon entering high school and those students whose records are not up to date will be notified by the school nurse and face possible exclusion.

I.D. CARDS

I.D. cards are issued to all students. This card is used for riding the SMART BUS, library use and identification to enter dances and sporting events. If this card is lost, the student will have to pay **\$5.00** to have it replaced. **Students must wear student ID's on lanyards at all times.**

NOTE: HIGH SCHOOL PREMISES ARE UNDER SURVEILLANCE AT ALL TIMES

SEARCHES OF LOCKERS

All lockers in school buildings, whether assigned to students or unassigned, are the property of the School System. The lockers in the school buildings shall be under the supervision and control of the school principal or designee. Lockers are assigned to students for the storage of school materials and authorized personal items. Students shall not use lockers for any other purpose, unless specifically authorized in advance by Board policy or the principal.

The principal or designee shall have custody of the combination or key to all locker locks, which shall be stored in a place and manner designed to guard against unauthorized access or use. Only regularly issued school locks may be used on school lockers.

The principal or designee may search any locker at his or her discretion while respecting the student's privacy and dignity. Such a search may be made without notice to, and without obtaining the prior consent of, the student to whom such locker is assigned or the student's parent(s) or guardian.

When conducting a locker search, the principal or the principal's designee may seize any illegal or unauthorized items, items in violation of district or school policies or rules, or any other items reasonably determined to be a potential threat to the safety or security of others. Where appropriate or required by law, law enforcement officials shall be notified of items seized. The parent(s) or guardian of a minor student, or a student eighteen (18) years of age or older, shall be notified by the principal or the principal's designee of items removed from the student's locker.

LOST AND FOUND

All lost and found articles should be turned in to the Counseling Center Office. They will be returned to owners after being properly identified.

MESSAGES

Messages for students will be taken or delivered only in case of emergency. Please do not ask to have classes interrupted for such messages as reminders of after-school appointments or requests from friends to borrow materials. In general, messages will be considered emergencies only when they come from parents **who absolutely must reach the student.**

PHYSICAL EDUCATION REGULATIONS

It is recommended that all students in physical education will wear a uniform. These may be purchased through the bookstore. Lockers and combination locks will be issued to everyone enrolled in these classes. Care should be taken to put clothes and valuables into these lockers and to be sure that lockers are locked.

Safety lenses are required for all students who wear glasses.

Students who expect to be excused from any particular unit for a medical reason known in advance (allergies, for example) must present the doctor's note, clearly stating the reason, **before the unit begins**.

PAGERS AND ELECTRONIC COMMUNICATION DEVICES

Cellular Telephones

A **middle school or high school student** may have a cellular telephone in his or her possession on school premises. Except as provided below, however, a cellular telephone may not be used in any manner in a school building or on property being used for instruction during the school day. During all times when its use is not permitted, a cellular telephone's power, including its ring and vibrate functions, must be completely turned off, telephone calls may not be made or answered, and electronic communications or exchanges of information may not occur. Classroom teachers may, in their discretion, prohibit the possession of cellular telephones in their classrooms in particular circumstances, such as during examinations, demonstrations, or presentations. Use of cellular telephones is allowed in high schools during lunch periods in areas designated by the building principal. Use of cellular telephones during before-school or after-school activities is at the discretion of the coach, director, or other adult in charge.

An elementary school student may not have a cellular telephone in his or her possession on school premises without the express permission from a school administrator in response to a parent's written request that is based on a student's health or other unusual reasons.

Personal Digital Assistants

A middle school or high school student may possess and use a personal digital assistant on school premises. To the extent they can be used as cellular telephones or communication devices, personal digital assistants are subject to the rules governing cellular telephones. Notwithstanding the general rule permitting the possession and use of personal digital assistants on school premises, classroom teachers may, in their discretion, prohibit the use and possession of personal digital assistants in their classrooms in particular circumstances, such as during examinations, demonstrations, or presentations.

An elementary school student may not have a personal digital assistant in his or her possession on school premises without the express permission of a school administrator in response to a parent's written request that is based on a student's health or other unusual reasons.

Other Personal Communications Devices

A student may not possess on school premises during the school day any other electronic paging device or communication device (*i.e.*, other than a cellular telephone or a personal digital assistant as described above) without the express written permission of a school administrator following a parent written request (or the student's request if over 18) that is based on the student's health or other unusual reasons.

NORTH HIGH SCHOOL DRESS CODE

Grosse Pointe North High School's dress code is intended to promote an atmosphere of learning, and respect for self and others.

North's Dress Code Requires:

1. Clean and School Appropriate Clothing
2. No visible undergarments
3. Skirts and shorts must be at least fingertip length (with arms extended straight downward at sides, shorts and skirts must reach the end of the thumb or beyond).
4. Pajamas and slippers are prohibited.
5. Bare feet are prohibited.
6. Tank tops are prohibited.
7. For girls, shoulder straps must be at least two fingers wide.
8. No low cut tops or excessive visible cleavage.
9. Clothing must be free of advertising for, or reference to, alcohol or tobacco products, and must not have drug references, depict weapons, or violence, or display inappropriate language.
10. No hats or head coverings.

The dress code is in effect on school premises, in a school-related vehicle, at school sponsored activities and trips, and at all times during the school day.

Exceptions may be made for special events (such as Homecoming week, spirit days etc.), but only with the permission of the principal or designee.

Consequences

1st Offense - Warning, requirement to change or cover-up.

2nd Offense - Detention, requirement to change / cover up.

3rd offense - In School Suspension, requirement to change / cover-up, requirement to check in with the office before school every day for two weeks to ensure appropriate attire.

Subsequent Offenses could result in separation and/or suspension.

HATS

No hats in the school building. Hats and head coverings must be removed upon entering the building.

PUBLIC ADDRESS ANNOUNCEMENTS

Announcements will be made each day at the end of the third period. These messages will focus on student activities, athletics and other pertinent information for students and faculty.

Announcements should be brief and bear the signature of a faculty member, ad-

visor or coach.

SMOKING

No person, regardless of age, shall use a tobacco product on school property or at any school related function. Students found smoking on school property will face a separation from school and may be referred to the Student Assistance Counselor on the first or second offense. In addition, a police report will be filed with the Grosse Pointe Woods Police Department and they will issue a ticket with a fine up to \$50. See Student Code of Conduct.

ALCOHOL/DRUG ABUSE

Date of Adoption: August 14, 1995

The Grosse Pointe Board of Education recognizes the serious societal problem of alcohol/drug abuse and dependency and also recognizes that the dependency state of chemical use is a primary illness. Chemical misuse, abuse or dependency seriously impedes the health, safety, well-being and welfare of students and employees. The Board of Education further recognizes the special needs of those living with a chemically dependent person.

The Grosse Pointe Board of Education recognizes its responsibility to provide a healthy, supportive and safe school atmosphere. For this purpose, it has approved and supports a master plan for alcohol and other drug related problems in order to provide prevention and intervention services and to provide a drug free environment for students, employees and volunteers. The use or possession of alcohol and other drugs, chemicals, or paraphernalia undermines that atmosphere and interferes with the educational process. Recognizing its responsibility, the Grosse Pointe Board of Education believes that prevention through education and supportive interventions are appropriate objectives for the school system.

Intervention will include comprehensive student and employee assistance programs as well as educational programs for the entire school community. Substance abuse curricula will be taught on a regular basis to all age groups, K-12. Staff and parents shall be educated not only of the preventative aspects, but also on identification of and intervention in the addiction process.

The Grosse Pointe Board of Education recognizes that the misuse/abuse of alcohol/drugs and other chemicals is a violation of student standards of conduct. The Board of Education will not condone use of alcohol or other drugs or chemicals by students. It is the expectation of the Board of Education that those violating these standards will be treated in accordance with the district regulations.

Further, the Grosse Pointe Board of Education understands that making a determination that a student has used alcohol is sometimes difficult without some objective criteria short of a urine and/or blood test. In those cases, administrators are authorized to use an alcohol detection device in order to make that determination. Administrative regulations to implement this policy follow. The Board expects that the policy and regulations will be communicated to students and parents each year.

DISTRICT REGULATIONS REGARDING ALCOHOL USE AND THE USE OF DETECTION DEVICES

An alcohol detection device is a device that can give an objective determination of whether someone has consumed alcohol. It is our intent to use the alcohol detection device only as a determinant of such. If an administrator feels that there is reasonable suspicion that a student is under the influence of alcohol, the procedure below will be followed:

- The student will be removed from the class/activity and interviewed by an administrator in the presence of at least one other adult in a private setting regarding the suspicion of alcohol consumption. If the student denies having consumed alcohol, he/she can choose to have a test. If the test is positive, the student's parent will be called and appropriate consequences from the Student Code of Conduct will follow.
- If the student chooses not to take the test, the parents will be called and, in the presence of the parent, the student will be given another opportunity to take the test.
- If the student still chooses not to use the alcohol detection device and the parent supports that decision, a determination will be made by the administrator as to whether or not the student has consumed alcohol prior to or during the class/school sponsored activity, based on those objective facts which are available to the administrator. If the administrator determines that the student has consumed alcohol, the student will be sent home with the parent and the appropriate consequences will follow from the Student Code of Conduct.

STUDENT SEXUAL HARASSMENT

The Board of Education is committed to creating an environment free from harassment where respect for the individual exists and is safeguarded.

It is the policy of the school system that all contact between students, teachers and other adult employees of the school system be in keeping with respect for the individual student, be of a nature which does not make a student feel uncomfortable and be conducive to creating a stable learning environment. Sexual harassment of students by other students or by employees of the school system is unlawful under both Michigan and Federal law, and is contrary to the commitment of the school system to provide a stable learning environment.

All students and all school system employees are expected to conduct themselves with respect for the dignity of others.

Student sexual harassment consists of overt activity of a sexual nature when that activity has an adverse effect on a student in the school or creates an intimidating, hostile or offensive learning environment. Such overt activity may include, but is not limited to, the following:

1. making unwelcome sexual advances;
2. making unwelcome comments of sexual nature;
3. telling jokes having a sexual theme;
4. showing pictures or drawings of a sexual nature;
5. making demands for sexual favors accompanied by threats;
6. making demands for sexual favors accompanied by promises of preferential treatment;
7. verbal, written, visual, auditory, or graphic communication of a sexual nature.
8. patting, pinching or unnecessary contact with a student's body.

If a student has concerns about the nature of any conduct or physical contact by an adult employed by the school system, by a fellow student, by a member of the board or by a member of the public in a school context, the student should, without fear of reprisals or other adverse consequences, immediately report this concern to a social worker, counselor, building administrator or the Superintendent, as well as discuss this concern with his/her parent or guardian. All such reports shall will be investigated immediately by the administration. The administration shall promulgate procedures which facilitate the reporting of alleged acts of sexual harassment and which protect

the reporting person from reprisals or other adverse consequences. In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the harassment, and the context in which the alleged incidents occurred will be evaluated. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school or termination from employment.

If any student believes that he/she has been subjected to sexual harassment, has knowledge of another student being subjected to sexual harassment or has concerns that certain activities may, if continued, lead to the development of a sexually hostile learning environment, a report should be made to a social worker, counselor, building administrator or the Superintendent. Such a report will be investigated and pursued in a way that will minimize reprisals or other adverse consequences of making the report. The report may be made orally, however a written report on a form to be made available to all students is encouraged.

A form for reporting sexual harassment is available in any of the administrative offices.

INSURANCE

An accident insurance policy is offered by the Grosse Pointe PTO Council to the students at the beginning of the school year at nominal premium. The insurance is not compulsory, but students who do not have the policy must assume the responsibility for all medical expenses that occur as a result of a school injury. Students must report all injuries immediately to the teacher, the coach, or at the school clinic. All students taking part in the extracurricular athletic program are encouraged to purchase school insurance.

The applications for insurance are enclosed in the Parent Club packet at the beginning of the school year. Completed applications and premiums are to be returned to the principal's office. In case of injury, claims for insurance and procedures for filing a claim are available in the office.

ADVERTISING IN SCHOOLS

No political advertisements may be displayed in or on School System facilities.

No commercial advertisements may be displayed in or on School System facilities without the prior approval of the superintendent or the superintendent's designee. Any commercial advertising that involves a written contract requires the approval of the Board.

However, commercial and political advertisements may be displayed for instructional purposes only, and in a manner not disruptive to the educational environment

The placement within school buildings of informational material regarding activities of interest to student in the School System shall be governed by of Policy EGA.

Upon application to and approval of the superintendent or the superintendent's designee, the advertising of non-commercial, non-political, community-related events may take place in specially designated locations on School System property.

Advertising in student or school-sponsored publications or in conjunction with school-sponsored events may promote products by brand name according to rules and regulations developed by the superintendent. Such advertising may not promote controlled substances, drug paraphernalia, pornography, or any other items or services that would be dangerous or inappropriate for students.

STUDENT SALES

Only recognized school groups may hold in-school sales. The guidelines are available in the Student Activities office.

PARENTAL VISIT OF CLASSROOMS POLICY

The board recognizes the central role that parents play in the education of their children, and the board supports the active involvement of parents in the educational process and encourages parents to maintain regular contact with their children's teachers. The board further recognizes that parents may wish to familiarize themselves with their child's learning environment and observe the instructional activity by making parental observations of classrooms in which their child may be enrolled, considering enrollment, or present. In making such observations, parents are asked to understand the school board's responsibility to safeguard the learning environment for all students, and be sensitive to the disruption that may result. The frequency of observations by one parent will be limited to ensure that no parent develops inappropriate knowledge of the behavior or academic progress of other students. Accordingly, Administrative Regulations shall be developed by the superintendent of schools and approved by the board which permit parents to be present to observe instructional activity in a class or course in which the pupil is enrolled, considering enrollment, or present.

PARENTAL VISIT OF CLASSROOMS - GUIDELINES

Parents (including legal guardians) of current and prospective students who wish to make classroom

observations of instructional activity in a class or course in which the parent's or guardian's student is enrolled, or is considering enrollment, or is present shall do so in accordance with the following guidelines:

1. All parent observations are subject to the approval of the school principal. Except in an emergency, parents should make arrangements at least two days in advance of the observation.
2. A Request for Classroom Observation Form (JFAD-R2) must be completed and submitted to the principal or assistant principal.
3. To protect the privacy rights and instructional needs of all students, parent observations shall be kept to a minimum.
4. To protect the privacy rights and instructional needs of all students, parents may be accompanied by the principal or professional staff.
5. Parent observers are required to check in at the school office prior to the start of the class they wish to observe, and to follow individual school procedures for observer sign-in passes, escorts, etc. *Parents are to arrive before the start of class and stay for a limit of 45 minutes or 1 class period.
6. Parent observers are to quietly observe classroom activities, from a location designated by the teacher.
7. Bearing in mind the need to safeguard the learning environment, a school administrator shall have the discretion to set a limit on the number of parents permitted in a given classroom on given day.
8. The Request for Classroom Observation Form (JFAD2) shall require parents to agree to keep any information gained about the behavior or performance of other students strictly confidential.
9. Observation shall not be allowed during tests or other student examination/evaluation sessions.
10. Because teachers are expected to use the time between classes for preparation, meetings with students, and discussion with colleagues, observing parents are to refrain from using classroom observations for impromptu parent-teacher confer-

ences either during or outside the class time. An appointment should be made with the teacher if the parent wishes to discuss an observation or his or her child's educational progress.

- 11. Parents who fail to abide by these regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future observations.
- 12. Under certain circumstances, the principal may need to cancel the observation and reschedule for another time/day.

**Grosse Pointe Public Schools
Request for Classroom Observation**

Date of Request: _____

Class/Teacher I wish to observe _____

Purpose of the observation _____

I have a child currently in the classroom I want to observe? ____ YES ____ NO

If Yes – Child's Name _____

Date(s) proposed for the observation _____, _____, _____

My signature below indicates that I understand I must respect the privacy rights of students/families/staff. I agree I will not discuss with others the behavior or academic status of any student in this classroom other than my own child. No photographs or recordings of any kind will be taken. I understand that failure to abide by this confidentiality agreement may result in denial of permission for future observations.

Signature _____

Administrative Action

Date received _____

Contact Person for observation _____

Date(s) agreed for observation _____

Escort assigned: _____

Comments:

STUDENT VISITORS

Any North student who wishes to have a visitor attend school as a guest must make such arrangements in written form through an assistant principal at least two days in advance of the day of visitation. Students will be asked to obtain each teacher's written permission to bring a visitor to class before approval is granted. **Any student simply bringing a guest without such prior permission will be asked to see that the guest is taken home.**

The only adequate reasons for visitation by high school aged students are the following:

- 1. A student from a foreign country who wishes to observe an American school

and who may be of use as a resource person.

2. A student (students) from another high school who **presents an administrative** request to visit the school for an approved educational reason.
3. A house guest from out of the Tri-County area (Wayne, Macomb, Oakland Counties).

All students from other schools or young adults who are coming out of curiosity or simply because their own schools are not in session may not visit during school hours.

SKATEBOARDING, IN-LINE SKATING, AND ROLLER SKATING

Skateboarding, in-line skating, and roller skating are not permitted on school property.

TRANSPORTATION

There is transportation available through SMART buses. Please phone the SMART offices for a schedule and rates (313-962-5515).

| |
|--|
| <h2>ATTENDANCE INFORMATION</h2> |
| <p>432-3201 To Report Daily Absence/Early Dismissal Or Late Arrival</p> |

To Review A Student's Attendance:
(Last Name)

A – J Mrs. Bonbrisco 432-3235

K - Z Mrs. Topper 432-3229

GROSSE POINTE PUBLIC SCHOOLS ADMINISTRATIVE GUIDE-LINES

HIGH SCHOOL ATTENDANCE

The District believes that students should be in class, on time, every school day. The District believes that a good school attendance program is necessary in order to uphold standards, support academic success, and promote responsible, lifelong attendance habits. Early intervention and personal assistance with attendance problems by counselors, social workers, administrators, teachers, and office staff are offered whenever appropriate. This guideline is primarily directed at attendance at the high school level.

Responsibilities

The school system believes that a school attendance program is possible when accountability for class attendance is mutually shared on a daily and hourly basis among students, parents, teachers, counselors, administrators, and attendance office staff. These daily attendance responsibilities are:

- A. Students attend all classes on time each day, follow the attendance guide-lines, and monitor their attendance on the District web application, Student Connect.
- B. Parents report a student's absence and the reason for absence by 10 a.m. on the day following absence, or before the student leaves the building for an

unavoidable appointment or illness. Parents monitor student attendance on the District web application, Parent connect.

- C. Teachers encourage good attendance by shaping classroom strategies that motivate student attendance and punctuality.
- D. Counselors communicate with staff and parents and provide supportive assistance when appropriate.
- E. Administrators communicate concerns, collect data, observe patterns, and monitor classroom attendance.
- F. Office staff members maintain accurate attendance records and work together with students, parents, and staff.

Definitions

Unexcused Absence

An unexcused student absence is an absence 1) that is not an excused absence as defined below, 2) an otherwise excused absence with no parent/guardian call, at the latest, by 10 a.m. on the day following the absence, 3) arrival to class without a note more than six (6) minutes after the bell, or 4) leaving the building without prior permission from a parent/guardian call.

Excused Absence

An excused absence is defined as an absence that the parents notify the school about in a timely way. Some excused absences may be exempt from the cap of ten (10) total absences, as listed below. The following excused absences are considered exempt from the cap of ten (10), provided that documentation is submitted for each exempted absence within one (1) week of a student's return to school:

- A. medical
- B. college visits
- C. required court appearances
- D. professional appointments
- E. school related absences: field trips, athletics, guidance counselor, or other special circumstances
- F. observation or celebration of a bona fide religious holiday
- G. funerals
- H. such other good cause as may be acceptable to the Superintendent or principal

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any assigned place where school is in session by authority of the Board.

Tardiness

Tardiness is defined as entering a classroom **without an official pass from a staff member** after the bell, up through the first six (6) minutes of class.

Regulations

- A. The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a statement and/or confirmation of the cause for such absence. The Board reserves the right to verify through its administrators such statements and to investigate the cause of each absence.
- B. The District distinguishes between excused and unexcused absences. Parents are notified of every unexcused absence. The School may impose disciplinary consequences for any unexcused absence.
- C. Absences will be capped at three (3) unexcused or ten (10) total absences in each class per semester unless exempt from the foregoing because they are

excused absences defined on page 2. Students will not be allowed to make up work, including tests or quizzes, for an unexcused absence. Homework, assignments, quizzes, tests, projects, etc. that is due on the day of an unexcused absence may be recorded as a 0 in the teacher's gradebook. The following consequences will serve as interventions when these thresholds are exceeded:

1. third unexcused absence: one (1) day in-school separation, direct parent contact, and written correspondence to the parent
 2. eighth total absence: written correspondence sent to the parent
 3. fourth unexcused or eleventh total absence: Students may be removed from the class. If a student is removed from the class, s/he will be placed in a tutorial and issued a letter "R" grade, indicating removal from the course for attendance reasons, with no credit assigned. This grade will not count against a student's grade point average. The student will continue to have an opportunity to earn credit in the class if s/he is able to pass (with a C+ or better grade) the District-approved test-out assessment. In this case, the student will be issued a "G" (passing) grade indicating credit earned. This grade will not be computed in the student's semester or cumulative grade point average.
- D. Tardy policies will continue to be the responsibility of individual classroom teachers.
- E. Arrival to class without a note more than six (6) minutes after the bell constitutes an unexcused absence. Arrival to class less than six (6) minutes after the bell constitutes a tardy.
- F. Parents will continue to be contacted daily by the automated calling system for any unexcused absence including six (6) minute tardies. Attendance records will also be available to parents daily through Parent Connect.

Communicating Attendance Issues

- A. Parents are required to report a student's absence and the reason for absence by 10:00 a.m. on the day following absence, or before the student leaves the building for an unavoidable appointment or illness.

North High School Attendance Office: 432-3201

- B. The District uses an automated call-out system to notify parents of any unreported absence from school at the end of the school day. Parents have until 10:00 a.m. on the day following the absence to communicate with the school before the absence is recorded as unexcused.
- C. Upon a student's third unexcused absence in a class, parents will receive a personal phone call from attendance personnel and will receive written notification through e-mail or U.S. mail.
- D. Students who must leave school during the school day must have their parent/guardian phone the Attendance Office before the student is excused from school. The student must sign out through the attendance office prior to leaving the school building. Students who do not check out properly through the Attendance Office will be considered unexcused for all class periods that are missed. Upon returning to school, the student is responsible for checking back in to school through the Attendance Office.
- E. Students will not be allowed to make-up work, including tests or quizzes, for unexcused class periods.
- F. Students will be allowed to do make-up work for disciplinary separation(s) per District student policies.
- G. Please note: A parent/guardian cannot excuse any absence or tardy for a

student who is on campus, or a student who leaves campus without properly signing-out in the high school attendance office.

Appeals to Administrators and the Attendance Review Board

To appeal removal from a class for poor attendance, a student must complete an application available in the attendance office that is signed by his/her parent or guardian within five (5) school days of removal in order to present a case to the Attendance Review Board (ARB) in a timely way. Appeals must first be heard by the building administrator. Technical and procedural errors should be brought to the administrator's attention as quickly as possible. Building administrators have the prerogative to review any attendance case at any point, and have the discretion to exempt student absences and/or grant appeals. For appeals denied by a building administrator, further appeal may be made to the ARB if the student's parent or guardian makes a written request within three (3) school days of an appeal being denied by an administrator.

After filing an attendance appeal, a student continues to attend his/her class and to do all work in the class until the attendance appeal is heard.

When the Attendance Review Board is acting during an intervention or on the appeal of a student, parent, or advocate, the ARB reviews each situation on an individual case basis. An ARB is comprised of one (1) administrator and one (1) teacher. It meets as often as necessary during the school year.

The Attendance Review Board examines the facts of each appeal to determine if a student is to be retained in a class. The ARB will include in its written decision a statement about how the student's grade and credit for the course will be computed for the semester/year. A parent or guardian or adult advocate for the student (e.g. the student's counselor) must accompany the student during the scheduled ARB or the appeal is dropped due to lack_of support, or rescheduled due to an unexpected conflict.

Appeals options may include:

- A. uphold the removal from class;
- B. allow a student to audit a class;
- C. design a set of specific criteria for "another chance" known as a performance contract;
- D. reinstate the student in the class.

Vacations and Other Pre-arranged Absences

The school system does not condone vacation absences that exceed school-scheduled vacation periods although a student may be excused if approved by the principal. Parents are responsible for restricting vacations to designated times. If absences beyond the school-scheduled vacation period become necessary, prior to his/her absence, a student must:

- A. obtain a pre-arranged absence form from his/her counselor;
- B. have his/her teachers sign the form as acknowledgement but not approval of the absence;
- C. obtain the permission of the principal

If this process is not followed, teachers are not obligated to allow a student to make up missed work. If this procedure is followed, students have the opportunity to complete assignments and make up tests, but teachers are under no obligation to provide extra help after vacations. Students have three (3) days to make up assignments and tests after they return. If assignments and tests are not completed within three (3) days, a failing grade for the test or assignment may be given.

Make-up Privileges

Make-up privileges are allowed for absences that are excused. Grades can be

earned if students make up their work within a reasonable time after the absence. A reasonable time is defined as generally no more than twice the number of days of the absence, subject to health or other extenuating circumstances. If work is not made up within this time, a failing grade for the test or assignment may be given.

Tardiness

All tardies are to be dealt with by the individual teacher(s) within their classroom rules understanding that consequences may differ. It is recommended that teachers refer students to the administration after six (6) tardies in a class have been issued, and every three (3) tardies beyond the original six (6). Teachers are to present their practice to parents at Back-to-School Night with a copy provided to the administration. Teachers are to continue to use the Attendance Code "R" for arrival past six (6) minutes, which is an unexcused absence, and a "T" for the daily tardy.

Clinic

Visits during a class to the school clinic may constitute an unexcused absence unless it is the result of an injury or a medical situation requiring documented medical care.

Please Note: An administrator has the discretion to exempt student absences as special circumstances may dictate during the school year. When a sensitive or personal issue is involved in an attendance matter, a parent, a student, or a student's advocate may request that an administrator deal directly with the case. In such situations, administrator confidentiality and an exemption may be requested.

STUDENT COMPUTER & NETWORK ACCEPTABLE USE AGREEMENT

Note: This agreement is subject to provisions of the Grosse Pointe Public Schools Policy JCD Student Code of Conduct

As a student in the Grosse Pointe Public School System who plans to use the district's computer equipment and facilities, and as a parent of this student, we understand:

1. My use of school's computers is a privilege, subject to revocation.
2. Any text or graphics I place on the Internet or other computer network via e-mail, Usenet news, Internet relay chat, World Wide Web, or other technologies may reflect upon my school and the school's image.
3. School computers were purchased and the network was established for a limited educational purpose—activities involving schoolwork or personal growth – and were not provided as a public access service or public forum.
4. I will be given an individual account, which will allow me to use my school's computers and the Internet.
5. Teachers and administrators will be the judge of the value or appropriateness of my use of my account.
6. Teachers and administrators may monitor my account, electronic files, and Internet access for appropriateness of the language and images I look at or use, without my prior consent.
7. Teachers and administrators may monitor my e-mail messages sent and received for appropriateness of the language and images I look at or use, without my prior consent.
8. Teachers and administrators may look at, without my prior consent, any data or

- files of mine that exist on the system and monitor and modify the system resources and storage space used by my data and files.
9. Teachers and school administrators reserve the right to remove any files on the system without prior notification to system users.
 10. Teachers and administrators will only release sensitive, confidential, or identifiable information about me to third parties when required by law or when, in their judgment, release is required to prevent serious injury or harm that could result from violation of this agreement.
 11. I, and possibly my parents, will be informed whenever I am found in violation of this agreement.
 12. **My parents may request an opportunity to review the data that I have created and stored on the school's computer systems or networks.**
 13. I have the privilege of using my account as long as my use is within the limits of this agreement, other school and district policies or rules, and applicable local, state, and federal laws.
 14. I or my parents or guardian will reimburse the school for any costs or damages that result from misuse or damage that occurs while I am, or anyone else is, using my password-protected account.
 15. **I must immediately report to a teacher or administrator if I receive obscene, profane, lewd, vulgar, inflammatory, threatening, degrading, harassing, or dangerous words, phrases, messages, files, or images directed towards me.**
 16. **These policies apply to my school e-mail account and any e-mail account if I use a school computer to access it.**
 17. Depending on the nature and severity of any violation of this agreement, the administration may take one or more of the following discipline actions (pursuant to Code of Conduct):
 - a) Warning
 - b) Probation related to access
 - c) Permanent access denial
 - d) Punishment not access or usage restrictions
 - e) Temporary access denied
 - f) School exclusion (possible fine)
 18. If warranted, an administrator will refer a violation of this agreement to an appropriate school, local, state, or federal authority for further disposition.
 19. **Evidence of attempted or actual system security, integrity, or performance related violation incidents will be cause for immediate access denial. The purpose of access denial in these cases is to prevent further damage to the system or data while an investigation is conducted. The users involved will be required to meet with the principal or appropriate administrator. After investigation, the case may be referred for disciplinary action.**
 20. Demonstrated intent to violate this agreement will be considered the same as an actual violation. Demonstrated intent means evidence of action that if successful or if carried out as intended, would result in a violation of this agreement.

I promise I will:

1. Use only the account assigned to me, and log off my account prior to leaving the computer.
2. Immediately notify a teacher or administrator when I discover a computer that is logged on and not being used.
3. Keep my password confidential.
4. Access resources for valid educational purposes, at such time and in such

manner as determined by a teacher, a school official, or an administrator.

5. Stop what I am doing and leave a computer immediately when a teacher or administrator asks me to do so.
6. Immediately report to a teacher or administrator any obscene, profane, lewd, vulgar, inflammatory, threatening, degrading, harassing, or dangerous words, phrases, messages, files, or images I see.
7. Modify, change, or delete only my own data and files and create them only in my own directories unless given explicit permission to modify another user's data or files.
8. Immediately report to a teacher or an administrator anything that has been misused, broken or is missing.
9. Use my real name (first name and last initial only) in every e-mail I send or forward, and limit my e-mail activity to reasonable levels in time and number.
10. Leave switches, buttons, icons, and other operational settings as they are.
11. Be polite and treat others with respect and courtesy when using e-mail, Use-net news, chat rooms and other communication forums.
12. **Get approval from the principal or other administrator for all work done on behalf of my school for Internet publication.**
13. Follow all district policies and all laws regarding copyright and intellectual property.
14. Use only the first name and last initial to identify another student, another student's work, my work, or myself when I publish on the Internet.

I promise I will NOT:

1. **Use classroom phones unless directed by an adult in charge.**
2. **Knowingly allow another person to use my account.**
3. Use my account for any illegal activity.
4. Use my account to offer or provide any product or service for commercial gain.
5. Look at other people's personal messages or files.
6. Post on the Internet personal messages or files without the original author's consent.
7. Post on the Internet anonymous messages, send anonymous e-mail, or use pen names.
8. **Use or send my home address or phone number in e-mails.**
9. Send or forward e-mail chain letters or petitions.
10. **Try to open, look at, or change the information that controls a school computer, my school's network or any other network.**
11. Make, use, or show to another student any obscene, profane, lewd, harassing, vulgar, inflammatory, threatening, degrading, or dangerous words, phrases, messages, files, or images.
12. Install or download any software to a computer or the network.
13. Use any program or enter any information that slows, disables, stops, or harms another program, a computer, or the network.
14. Play games, except in the presence of a teacher or administrator who gives me permission.
15. Store, transmit programs or files that I do not own or that use too much space.
16. Make copies of any software or commercial diskettes.
17. Give any information beyond a first name and initial that specifically identifies

or would allow one to

determine the specific identity of another student or myself in a picture, movie, or sound recording that I put on the Internet except as allowed by an adult in charge relative to an approved on-line course of study.

18. Misuse, break, or take any part of a computer or the network.
19. Try to repair things myself.
20. Use school computers, Internet access, or network accounts, to order any commercial product for which there is a fee, cost, or charge.

GENERAL INFORMATION ABOUT THE STUDENT CODE OF CONDUCT

A. PURPOSE OF THE CODE

The mission of the Grosse Pointe School System, in partnership with parents and community, includes ensuring that each student is challenged to fully develop individual abilities, skills and character to succeed in life. In addition, the vision of the district includes the creation of a school environment that cultivates the development of knowledgeable, responsible and caring citizens. To create and maintain such a school environment, respect for the rights of others, consideration of their privileges and cooperative citizenship shall be expected of all members of the school community. Students are expected to show respect for real and personal property, pride in their work, attain high achievement within the range of their ability, and demonstrate exemplary personal standards of courtesy, decency and honesty.

The Code of Conduct identifies standards of conduct needed to support the educational objectives of the School System and to protect each student's right to a safe, orderly, and productive learning environment. While reasonable rules and regulations regarding behavior are necessary for a safe and orderly school environment, the district affirms its commitment to support the efforts of all students to manage their own behavior. Support for students may be demonstrated in a variety of ways, including the following examples:

- A. School practices and policies that promote appropriate school behavior and respectful learning environments
- B. Communication of student behavioral expectations to parents
- C. Communication of clearly stated expectations for student behavior to students
- D. Teachers using effective instructional and classroom management strategies
- E. Appropriate consequences for unacceptable behaviors
- F. Interventions and alternatives to exclusion from school whose purpose is to prevent the reoccurrence of inappropriate behavior. A sampling of alternatives to exclusion is listed elsewhere in this document.
- G. Specialized, intensive and individualized interventions for students whose pattern of unacceptable behavior warrants it.

When a student violates the expected standards of behavior, it is important that the district respond in a manner that restores the conditions that promote learning for all students while at the same time allowing the disciplined student to meet his/her learning obligations. The district should provide interventions and/or alternatives that are appropriate to the offense and proportional in degree, consistent with current law, normally progressive in nature, and constructive and limited to that which is reasonably necessary to promote the

district's educational objectives.

The Board believes that the Code of Conduct must provide a clearly defined opportunity for a student who stands accused of unacceptable conduct to a fair appeal process and allow opportunity for the student's learning to continue.

B. APPLICATION AND SCOPE OF THE CODE

The Code of Conduct covers all students enrolled in The Grosse Pointe Public School System. The Code applies to a student who is on school premises, in a school-related vehicle, or at a school-sponsored activity or trip. While the School System is not responsible for supervising or regulating off-campus activities, the School System may impose disciplinary or remedial measures in the event that off-campus activities of students, including travel to and from school, directly interfere with the operations, discipline, or general educational environment of The Grosse Pointe Public School System.

C. IMPLEMENTATION OF THE CODE

Implementing the Code is primarily the responsibility of the principal. When used in the Code, the term "principal" is the assigned principal, an acting principal, an assistant principal, or any other individual so designated by the principal or central administration. Principals shall keep records of disciplinary action and notify central administration of disciplinary action that involves exclusion of a student from school.

When the nature of an offense permits, disciplinary consequences will occur progressively, with the intent to provide guidance and counseling whenever possible. In cases of severe offense, however, it may be necessary to proceed directly to an advanced level of disciplinary action.

D. THE CODE AND STUDENT ASSISTANCE

When a principal deems it appropriate under certain circumstances, the Code supports the use of an assistance program for a student whose conduct suggests a need for assistance. Student assistance programs are designed to intervene as early as possible when a student's conduct indicates specific need. In providing assistance, program staff may work with counselors, social workers, and psychologists.

E. REMOVAL OF A STUDENT FROM SCHOOL PENDING INVESTIGATION

When an administrator deems it necessary, the administrator may temporarily remove from school a student charged with, suspected of committing, or suspected of being involved in, an infraction or incident, for a reasonable period of time necessary:

- A. to complete the investigation of an alleged infraction or incident,
- B. to defuse a situation that could become worse without such removal, or
- C. for other reason(s) as renders such a removal in the best interests of a particular student, a school, its students, or its staff.

Such a removal shall not constitute disciplinary action, although the infraction or incident that prompts it may conclude in disciplinary action. If the incident that has prompted removal results in discipline, the time during which the student has been removed from school shall be credited to any disciplinary time imposed.

F. THE CODE AND CONFIDENTIALITY OF DISCIPLINARY RECORDS

A student's record of disciplinary action is confidential. Parents may request and receive a copy of a school record of disciplinary action about their own

child. Except as required by law or State mandate, or in keeping with a parent's written request, or a student's written request if age 18 or older, a student's record of disciplinary action is not released.

G. THE CODE AND REPORTING CERTAIN OFFENSES TO LOCAL POLICE

In compliance with MCL 380.1308 and the Michigan School Safety Response Guide, the Grosse Pointe Public Schools report certain incidents of student misconduct to local police agencies within the limits of the Family Educational Rights and Privacy Act. Listed on the next page are examples of offenses that **must be reported** to police and other offenses that **may be reported** depending on individual circumstances.

Column A – Reporting is **required**.

Column B – Reporting **may be required** depending on the specific circumstances of each incident and the corresponding requirements of MCL 380.1308.

Column C – Reporting these offenses will occur **only when** a school administrator believes a police report is **in the best interests of the student, school, or community**.

H. NONDISCRIMINATION STATEMENT

The Grosse Pointe Public Schools System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Stefanie Hayes, Director of Student Services

20090 Morningside

Grosse Pointe Woods, MI 48236

Phone: (313) 432-3851

Stefanie.Hayes@gpschools.org

If the individual filing the grievance alleges that the Section 504/ADA coordinator has engaged in discrimination, then the individual filing the grievance must provide the documentation to the Deputy Superintendent for Educational Services at:

Deputy Superintendent for Educational Services

389 St. Clair

Grosse Pointe, MI 48230

Phone: (313) 432-3016

For further information on notice of nondiscrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

In judging whether to report an offense to local police, administrators consider multiple criteria including current law, severity of the incident, the pattern of the student's behavior over time, and specific context of each incident. Whenever police are contacted, central administration is notified, and a record of the contact is kept.

| <p style="text-align: center;">A</p> <p style="text-align: center;">Under MCL 380.1308, the School System <u>Must Report</u> to the Local Police</p> | <p style="text-align: center;">B</p> <p style="text-align: center;">Under MCL 380.1308, the School System <u>May Report</u> to the Police Administrative discretion is used on a case-by-case basis</p> | <p style="text-align: center;">C</p> <p style="text-align: center;">Examples of other offenses that the School System <u>May Report</u> to Police Administrative discretion is used on a case-by-case basis</p> |
|---|---|---|
| <ul style="list-style-type: none"> • Minor in Possession (MIP) Alcohol, tobacco products; Include under influence | <ul style="list-style-type: none"> • physical assault | <ul style="list-style-type: none"> • gang or other hate-related activity |
| <ul style="list-style-type: none"> • possession, use, dealing drugs or other controlled substances | <ul style="list-style-type: none"> • verbal assault | <ul style="list-style-type: none"> • hazing • demonstrations / strikes |
| <ul style="list-style-type: none"> • <u>Reportable Weapons</u>: “firearms, bombs, silencers, double-edged, stabbing, non-folding instruments, a switchblade, a blackjack, a slingshot, a billy club, a bludgeon, metallic knuckles, a sand club, a sand bag, a taser or stun gun, a gas ejecting device that is not a self-defense spray device or any other article carried or possessed for use as a weapon e.g., a tire iron or baseball bat carried for purposes of assault or defense.” | <ul style="list-style-type: none"> • theft – under \$100 | <ul style="list-style-type: none"> • smoking |
| | <ul style="list-style-type: none"> • vandalism – under \$100 (intentional destruction of property) | <ul style="list-style-type: none"> • other weapons (not shown in Column A) <u>not</u> required to be reported under MCL 380.1308 or MI School Safety Response Guide |
| | <ul style="list-style-type: none"> • bus with students involved in accident or incident | <ul style="list-style-type: none"> • fighting; inciting or prompting others to fight; gang fighting |
| <ul style="list-style-type: none"> • arson | <ul style="list-style-type: none"> • bus with students involved in accident or incident | <ul style="list-style-type: none"> • making a false alarm (such as pulling a fire alarm) |
| <ul style="list-style-type: none"> • explosion | | <ul style="list-style-type: none"> • a student on campus during an out-of-school suspension |
| <ul style="list-style-type: none"> • vandalism – over \$100 (intentional destruction of property) | | <ul style="list-style-type: none"> • inappropriate use of vehicle on school premises |

| | | |
|---------------------------------------|--|--|
| • theft – over \$100 | | • suspicious intruders |
| • robbery / extortion | | • unauthorized removal of student |
| • bomb threat | | • suspected child abuse – must call Wayne County Family Independence Agency: 1-855-444-3911 |
| • criminal sexual conduct | | • harassment / bullying / threats |
| • suicide threat or attempt | | • other activities or behaviors that school administrators deem advisable |
| • suspected / armed student / hostage | | |
| • intruder if he/she refuses to leave | | |
| • death or homicide | | |

OFFENSES AND CONSEQUENCES

The following pages contain a list that includes, but is not limited to, the types of student conduct that the Board of Education considers inappropriate and the corresponding disciplinary consequences for offenses. Restitution may also be required as appropriate. Any attempt to commit an offense may be treated as a completed offense.

| A. UNACCEPTABLE CONDUCT | B. CONSEQUENCES |
|--------------------------------------|-----------------|
| ALCOHOL / DRUGS – CONSUMPTION | |

| A. UNACCEPTABLE CONDUCT | B. CONSEQUENCES |
|---|---|
| <p>Use of alcoholic beverages or illegal drugs,* on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.</p> <p>Being under the influence of alcohol or illegal drugs* on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.</p> <p>Willful misuse of medication or abuse of other substances, including over-the-counter treatments or products (e.g., inhaling glue or aerosol can contents), that results in or could result in intoxicating effects on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.</p> | <p>Five (5) day temporary separation up through expulsion. Participation in a student assistance program may be required. Under MCL 380.1308, local police must be notified. Any suspension over five (5) days for a first offense must first be approved by the superintendent.</p> <p>-----</p> <p>DETECTION: The Board understands that determining if a student has used alcohol can be difficult without objective criteria short of administering a urine and/or a blood test. In those cases, the Board authorizes the use of alcohol detection devices <u>by school officials</u>.</p> |
| ALCOHOL / DRUGS – POSSESSION | |
| <p>Possession of alcoholic beverages, illegal drugs,* or drug paraphernalia on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.</p> | <p>Five (5) day temporary separation up through expulsion. Participation in a student assistance program may be required. Under MCL 380.1308, local police must be notified. Any suspension over five (5) days for a first offense must first be approved by the superintendent.</p> |
| ALCOHOL / DRUGS – SUPPLY | |
| <p>Selling, supplying, or arranging for the sale or supply of alcoholic beverages, illegal drugs,* drug paraphernalia, or “look-alike” substances that are misrepresented as drugs to another person on school premises, in a school-related vehicle, or a school-sponsored activity or trip.</p> | <p>Ten (10) day suspension up through expulsion. Participation in a student assistance program may be required. Under MCL 380.1308, local police must be notified.</p> |
| <p>*Illegal drugs include, but are not limited to, cocaine, heroin, marijuana, steroids, and any other illegal substance.</p> | |
| ARSON | |

| A. UNACCEPTABLE CONDUCT | B. CONSEQUENCES |
|---|--|
| Deliberately burning or attempting to burn any property, whether owned by the school or others, on school premises, in a school-related vehicle, or at a school-sponsored activity or trip. | Permanent expulsion from the school district. Under MCL 380.1308, local police must be notified. |
| Assault –PHYSICAL See Disruptive Behavior, Fighting, Harassment / Threats, Hazing | |
| <p>Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence while on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.</p> <p>NOTE: Ordinarily, a fight will not rise to the level of a physical assault, although an act which causes or incites a fight may constitute a physical assault if it is sufficiently serious, i.e., unprovoked, unanticipated, or unusually violent. Physical altercations that are not serious enough to be classified as a “physical assault” will generally be classified as “fighting” or “disruptive behavior.”</p> | <p>For students in Grades K-5: Temporary separation up through expulsion. Under MCL 380 1308, local police may be notified.</p> <p>For students in Grades 6-12: an exclusion for up to 180 school days is required under state law (MCL 380.1310) for physical assault against another student.</p> <p>For students in Grades 6-12: expulsion is required under state law (MCL 380.1311a [1]) for physical assault against a school employee, volunteer, or contractor of the School System.</p> <p>----- -----</p> |
| ASSAULT-VERBAL see Disrespect, Profanity, Harassment | |
| <p>Verbal assault means a communication by a student directed at another person that, in the judgment of administration, is hostile and threatens to do harm to another person or to property on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.</p> <p>Also, communication by a student that causes a reasonable sense of fear.</p> | <p>For all students: Warning up through expulsion. Under MCL 380.1308, local police may be notified.</p> <p>For students in Grades 6-12: Under MCL 380.1311a[2], a suspension or expulsion is mandatory for verbal assault against a school employee, volunteer, or contractor of the School System.</p> |
| BOMB THREAT | |
| <p>Threatening to set off an explosive device or other dangerous device on school premises, in a school-related-vehicle, or a school-sponsored activity or trip.</p> <p>Making a threat of danger that causes</p> | <p>Temporary separation up through expulsion. Under MCL 380.1308, local police must be notified.</p> <p>For students in Grades 6-12: under MCL 380.1311a, suspension or expulsion is mandatory.</p> |

| A. UNACCEPTABLE CONDUCT | B. CONSEQUENCES |
|--|--|
| an evacuation of a building or event. | |
| CHEATING (SEE FORGERY AND PLAGIARISM) | |
| Copying or supplying class work, homework, tests, etc. for personal benefit. | Failing grade on the assignment or test up through suspension. |
| CLOSED CAMPUS VIOLATION | |
| Leaving school property without proper dismissal through the Attendance Office or school clinic. | Counted as unexcused absence and detention assigned. |
| Clothing – Inappropriate Attire | |
| Lack of appropriate clothing, or wearing clothing that interferes with the health and safety of students or creates, or potentially creates, a disruptive influence on the educational environment (e.g., bare feet, tank tops [except primary grade students], short shorts, and clothing with inappropriate messages) on school premises, in a school-related vehicle, or at a school-sponsored activity or trip in accordance with district guide-lines established for elementary, middle and high school levels which may be updated from time to time. | <p><u>Secondary</u> First offense: student is told to change into appropriate attire and is assigned detention for class time missed. Second (and any subsequent) offense: student is told to change into appropriate attire and is assigned detention(s) through temporary separation.</p> <p><u>Elementary</u> K-5 students will be directed to change into appropriate attire. Continuation of inappropriate attire may be considered insubordination and a consequence assigned.</p> |
| CRIMINAL SEXUAL CONDUCT | |
| A sexual act in violation of Michigan Criminal Sexual Conduct law (MCL 750.520a-g) on school premises, in a school-related vehicle, or at a school-sponsored activity or trip. | Permanent expulsion from the school district. Under MCL 380.1308, local police must be notified. |
| DEMONSTRATIONS / STRIKES | |

| A. UNACCEPTABLE CONDUCT | B. CONSEQUENCES |
|--|---|
| <p>Strikes by students are prohibited. A strike shall mean the concerted effort by two (2) or more students in any of the following activities:</p> <p>A. Refusal to go to a class, refusal to leave a class, refusal to obey an order of a teacher, principal, or other person having authority to give the order.</p> <p>B. Refusal to leave school premises, a school-related vehicle, or a school-sponsored activity or trip when ordered to do so by a person have the authority to give the order.</p> | <p>Warning and/or intervention alternatives to exclusion up through expulsion. Local police may be notified as appropriate.</p> |

DESTRUCTION OF PROPERTY

| | |
|---|--|
| <p>A. Negligent, but not intentional, damage of property.</p> <p>B. Deliberate or intentional damage of property (e.g., vandalism).</p> | <p>A. Restitution and warning up through temporary separation.</p> <p>B. Restitution and temporary separation up through expulsion. If damage exceeds \$100, under MCL.380.1308, local police must be notified. If damage is under \$100, police may be notified as appropriate.</p> <p>C. In addition to the discipline described above, a student and the student's parents, pursuant to MCL 600.2913, may be required to make full restitution for damages caused by the student's malicious or willful destruction of district property.</p> |
|---|--|

DISRESPECT

| | |
|--|--|
| <p>Abusive language that is intimidating or hostile in reference to, among other factors, race, gender, religion, color, creed, disability, height, weight, physical appearance, sexual orientation, nationality, or ancestry, on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.</p> | <p>Warning and/or intervention alternatives to exclusion through expulsion. Participation in a specified assistance program may be required.</p> |
|--|--|

DISRUPTIVE BEHAVIOR

| A. UNACCEPTABLE CONDUCT | B. CONSEQUENCES |
|--|---|
| <p>Failing to follow approved classroom and school rules that are consistent with Board policies and administrative regulations while on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.</p> | <p>Warning and/or intervention alternatives to exclusion up through suspension.</p> |
| FALSE ALARM | |
| <p>Communicating a false alarm, tampering with fire or other alarm or emergency equipment that results in, or potentially results in, disruption of the educational environment on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.</p> | <p>Intervention alternatives to exclusion through suspension. Local police may be notified as appropriate.</p> |
| FIGHTING | |
| <p>A. The act of engaging in hostile physical contact with another individual while on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.</p> <p>B. The act of inciting or prompting others to fight. Planning or pre-arranging, while on school premises, in a school-related vehicle, or at a school-sponsored activity or trip, for a fight to occur at any location.</p> | <p><u>Secondary:</u> First offense: Intervention alternatives to exclusion up through ten (10) day suspension. Second or subsequent offenses: Temporary separation through expulsion. Local police may be notified as appropriate for any involvement in an incident of fighting.</p> <p><u>Elementary:</u> Intervention alternatives to exclusion through suspension. Progressive discipline shall apply. Temporary separation up through expulsion.</p> |
| FORGERY/MISREPRESENTATION See Cheating, Plagiarism | |
| <p>Falsely producing or altering writing with the intent to have others believe something untrue.</p> | <p>Warning and/or intervention alternatives to exclusion up through 10-day suspension.</p> |
| GAMBLING | |
| <p>Engaging in an illegal game of chance or betting; or possessing gambling paraphernalia, on school premises, in a school-related vehicle, or at a</p> | <p>Warning and/or intervention alternatives to exclusion through suspension and confiscation of paraphernalia. Local police may be notified as appro-</p> |

| A. UNACCEPTABLE CONDUCT | B. CONSEQUENCES |
|--|--|
| school-sponsored activity or trip. | ropriate. |
| HARASSMENT / BULLYING / THREATS See Disrespect, Assault-Verbal, Hazing, Pranks/Practical Jokes | |
| Threatening violence, bullying, directing unwanted attention, by any means of communication, whether or not directed toward any specific individual or group, when that action has an adverse effect on another individual or creates an intimidating, hostile, or offensive learning environment, on school premises, in a school-related vehicle, or at a school-sponsored activity or trip. | Warning and/or intervention alternatives to exclusion through expulsion. Participation in a student assistance program may be required. Local police may be notified as appropriate. |
| HARASSMENT-SEXUAL form for student or staff member to report sexual harassment or discrimination is 5517 | |
| <p>Overt activity of a sexual nature when that activity has an adverse effect on another individual or creates an intimidating, hostile, or offensive learning environment on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.</p> <p>Prohibited activity includes, but is not limited to: making unwelcome sexual advances; making unwelcome comments of a sexual nature; telling jokes having a sexual theme; using words, sounds, looks, gestures, or pictures to communicate an unwanted sexual message; showing pictures or drawings of a sexual nature; making demands for sexual favors accompanied by threats or accompanied by promises of preferential treatment; patting, pinching, unnecessary physical contact, or inappropriately touching another person.</p> | Warning and/or intervention alternatives to exclusion through expulsion. Participation in an assistance program may be required. Local police may be notified as appropriate. |
| HAZING See Disrespect, Harassment/Bullying/Threats, Assault | |

| A. UNACCEPTABLE CONDUCT | B. CONSEQUENCES |
|--|---|
| Any activity which endangers the physical safety of a student, produces mental or physical discomfort, causes embarrassment, fright, humiliation, harassment or ridicule, or degrades the student, regardless of whether the hazing is done with or without the consent of the person/s being hazed. | Temporary separation up through expulsion. Local police may be notified as appropriate. |
| INAPPROPRIATE CONSUMPTION OF FOOD AND/OR BEVERAGES See Throwing Food, Littering | |
| Eating and/or drinking in unauthorized areas on school premises, in a school-related vehicle, or at a school-sponsored activity or trip. | Warning and/or intervention alternatives to exclusion through temporary separation. |
| INAPPROPRIATE PHYSICAL BEHAVIOR | |
| Including roughhousing, shoving, hitting, slapping and other behaviors that are inappropriate. | Warning and/or intervention alternatives to exclusion through suspension. |
| INSUBORDINATION See Demonstration/Strikes, Disrespect, Profanity/Vulgarity | |
| <p>A. Failing to carry out a reasonable request by school personnel.</p> <p>B. Defiance toward school personnel.</p> <p>C. Failing to complete an assigned disciplinary action; failing to leave school premises, a school-related vehicle, or a school-sponsored activity, when told to by school personnel.</p> <p>School personnel: adult w/ supervisor responsibility.</p> | Warning and/or intervention alternatives to exclusion through suspension. |
| LITTERING See Inappropriate Consumption of Food and/or Beverages, Throwing Food, Disruptive Behavior | |
| Improperly disposing of food or refuse. | Warning and/or intervention alternatives to exclusion through temporary separation. |
| PERSONAL COMMUNICATION DEVICES (e.g., cell phones, netbooks, tablet computers, camera phones, etc.) | |

| A. UNACCEPTABLE CONDUCT | B. CONSEQUENCES |
|---|---|
| <p>A student may have a cellular telephone and / or most other electronic communication devices on school premises. During all times when its use is not permitted, an ECD's power, including its ring and vibrate functions, must be completely turned off, telephone calls may not be made or answered, and electronic communications or exchanges of information may not occur. Classroom teachers may, in their discretion, prohibit or allow the possession and use of electronic communication devices in their classrooms in particular circumstances.</p> | <p><u>First offense:</u> Warning through confiscation of the device.</p> <p><u>Second (and subsequent) offense/s:</u> Warning up through temporary separation. The device will be confiscated, and parent must contact the school administration before the device is returned. The school or district will not be responsible for damage or loss of any personal communication device.</p> |
| <p>Use of ECDs is allowed in high schools at such times and in areas designated by the building principal. In the middle school ECDs must be turned off and kept in a student's locker during the school day. Use of electronic communication devices during before-school or after-school activities is at the discretion of the coach, director, or other adult in charge. Elementary schools shall establish guidelines for storage and use of electronic communication devices.</p> | |
| <p>Use of video, audio or photographic functions found on many ECDs to record is permitted only when the permission of those being recorded is obtained before the recording takes place and is consistent with provisions in the Student Code of Conduct. Use of video, audio or photographic functions to record in places where there is an expectation of personal privacy is prohibited. Additional information about restrictions on recording may be found in Policy 9160 - Public Attendance at School Events.</p> | |
| <p>The district is not responsible for the loss, theft, damage or vandalism to student ECD's as well as other student property. Students and parents are strongly encouraged to ensure that if</p> | |

| A. UNACCEPTABLE CONDUCT | B. CONSEQUENCES |
|--|--|
| students have ECDs in their possession, they should not leave them unattended or unsecured. | |
| Pursuant to state law, a student may not possess on school premises during the school day any electronic paging device without the express written permission of a school administrator following a parent's written request (or the student's request if over eighteen (18)) that is based on the student's health or other unusual reasons. | |
| Using an electronic communication device in an unauthorized manner or in violation of the Student Code of Conduct may result in disciplinary action, depending upon the nature of the prohibited activity and / or whether it is a repeat offense for that student. The administration reserves the right to modify the consequences as appropriate. | |
| PLAGIARISM See also Cheating; Forgery / Misrepresentation | |
| To present deliberately as the product of one's own ideas the words or ideas of another without clearly attributing the source. | Failing grade on assignment and possible temporary separation up through failure for the quarter. |
| PRANK / PRACTICAL JOKE | |
| Mischief or antic which results in harm, or the potential of harm, to person or property or which disrupts the educational environment on school premises, in a school-related vehicle, or at a school-sponsored activity or trip. | Warning and/or intervention alternatives to exclusion through expulsion. Local police may be notified as appropriate. |
| PROFANITY / VULGARITY On school premises, in a school-related vehicle, or at a school sponsored activity or trip: | |

| A. UNACCEPTABLE CONDUCT | B. CONSEQUENCES |
|--|---|
| <ul style="list-style-type: none"> • Intentional use of abusive, profane, or vulgar words, gestures, pictures, or sounds when such profanity and/or vulgarity is specifically directed toward another person or group. • Unintentional or incidental use of such language or gesture as described above and/or when the use of such language or gesture is not specifically directed toward another person or group. | <ul style="list-style-type: none"> • Warning and/or intervention alternatives to exclusion through ten (10) day suspension. Local police may be notified as appropriate. • Warning and/or intervention alternatives to exclusion up through temporary separation. |

| A. UNACCEPTABLE CONDUCT | B. CONSEQUENCES |
|---|--|
| SMOKING | |
| <p>Possession or use of tobacco products, including smokeless tobacco or paraphernalia, while on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.</p> | <p><u>First offense:</u> Temporary separation until administrator contacts parents</p> <p><u>Second offense:</u> Three (3) day temporary separation until parent confers with administrator.</p> <p><u>Third offense:</u> Five (5) day temporary separation.</p> <p><u>Fourth and any subsequent offenses:</u> up to ten (10) day suspension. Under MCL 380.1308, a minor in possession of tobacco must be reported to local police.</p> |
| TECHNOLOGY MISUSE see Student Acceptable Use of Technology Agreement | |
| <p>Any violation, in whole or in part, of the Grosse Pointe Public School System Student Acceptable Use of Technology Agreement</p> | <p>Warning and/or intervention alternatives to exclusion through expulsion.</p> <p>Restitution is required for some offenses.</p> <p>Local police may be notified as appropriate.</p> |
| THEFT | |

| A. UNACCEPTABLE CONDUCT | B. CONSEQUENCES |
|---|---|
| Any unauthorized taking or possession of money or personal or public property of another on school premises, in a school-related vehicle, or at a school-sponsored activity or trip. | Warning and/or intervention alternatives to exclusion through expulsion. Under MCL 380.1308, theft over \$100 must be reported to local police. Theft under \$100 may be reported to local police as appropriate. |
| THROWING FOOD see also Littering and/or Consumption of Food / Beverages – Unauthorized | |
| Throwing food at an object or at an individual anywhere on school premises, in a school-related vehicle, or at a school-sponsored activity or trip. | Warning and/or intervention alternatives to exclusion through suspension. Inappropriate lunchroom behavior may result in separation from the school lunch program. |
| TRESPASSING / LOITERING | |
| Being in an unauthorized place or aimlessly lingering on school premises in a school-related vehicle, or at a school-sponsored activity or trip; being on school premises during an assigned exclusion from school. | Warning and/or intervention alternatives to exclusion up through temporary separation. Under MCL 380.1308, a trespasser or loiterer who refuses to leave must be reported to police. |
| VANDALISM See DESTRUCTION of PROPERTY- page 42 | |
| VEHICLE USE – INAPPROPRIATE | |
| Unsafe driving, inappropriate parking, violation of other vehicle or traffic regulations on school premises or at a school-sponsored activity or trip. | Warning and/or intervention alternatives to exclusion up through expulsion. Local police may be notified as appropriate. |
| WEAPONS - THREE (3) CATEGORIES | <ol style="list-style-type: none"> 1. Dangerous Weapons / Materials 2. Toy Weapons / Look-Alike / Replica 3. Other Weapons / Other Materials |
| 1. DANGEROUS WEAPONS / MATERIALS | |

| A. UNACCEPTABLE CONDUCT | B. CONSEQUENCES |
|--|---|
| <p>possession, use, sale, or distribution of any dangerous weapon or dangerous material on school premises, in a school-related vehicle, or at school-sponsored activity or trip:</p> <ol style="list-style-type: none"> 1. Includes, but is not limited to, a firearm, a dagger, a dirk, a stiletto, a knife with a blade over three (3) inches in length, a pocket knife opened by a mechanical device, an iron bar, a razor blade, brass knuckles, any other similar object. 2. Also includes a device (e.g. a starter gun) that will, or is designed to, or may readily be converted to, expel a projectile by action of an explosive; or a destructive device including an incendiary charge, poison gas, a bomb, a grenade, a rocket with a propellant charge of more than four (4) ounces, a missile having an incendiary charge of more than one quarter (1/4) ounce, or a mine. | <p>Confiscation of dangerous weapon or material and expulsion from school district unless student can prove in a clear and convincing manner that at least one (1) of the following statements is true:</p> <ol style="list-style-type: none"> A. The object or instrument possessed by student was not possessed by student for use as a weapon, or for direct or indirect sale, or delivery to another person(s) for use as a weapon. B. The weapon was not knowingly possessed by the student C. The student did not know or have reason to know that the object or instrument in the student's possession was a dangerous weapon. D. The weapon was possessed by the student at the suggestion, request, direction, or permission of police or school authorities. <p>Under MCL 380.1308 police must be notified.</p> |

2. TOY WEAPON / LOOK-ALIKE / REPLICA

| | |
|--|---|
| <p>Possession, use, sale, or distribution of a toy weapon, a look-alike or a replica weapon except with the prior approval of a teacher or an administrator for appropriate educational use.</p> | <p>Intervention alternatives to exclusion through expulsion. Local police may be notified as appropriate.</p> |
|--|---|

3. OTHER WEAPONS / MATERIALS

| | |
|--|---|
| <p>Possession, use, sale, or distribution of any other weapon or material used as a weapon, including but not limited to, a martial arts weapon; a knife with a blade three (3) inches long or less; any material which inherently, or by its use in a particular case, endangers personal health or safety.</p> | <p>Confiscation and warning up through expulsion. Under MCL 380.1308, certain other weapons / materials must be reported to local police; other such weapons or materials may be reported to local police as appropriate.</p> |
|--|---|

| A. UNACCEPTABLE CONDUCT | B. CONSEQUENCES |
|--------------------------------|------------------------|
|--------------------------------|------------------------|

OTHER INAPPROPRIATE BEHAVIOR

The superintendent and principal of each school are each authorized to take appropriate action, including the imposition of discipline, in the case of other student conduct that endangers, or has the potential to endanger, the student's self, other students, staff members, other persons, or property, or that otherwise disrupts, or has the potential to disrupt, the educational environment on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.

Warning and/or intervention alternatives to exclusion through expulsion.
Local police may be notified as appropriate.

OTHER SCHOOL RULES

The superintendent and the principal of each school are authorized to develop such other school rules and regulations as may be necessary or appropriate to govern the conduct of students of The Grosse Pointe Public School System. Included in this authority is the imposition of discipline for violations of such rules and regulations.

Warning and/or intervention alternatives to exclusion through expulsion.
Local police may be notified as appropriate.

III. ADMINISTRATION OF THE CODE OF CONDUCT

A. Progressive Levels of Disciplinary Action

The principal determines appropriate and necessary disciplinary action that usually involves three (3) progressive levels of disciplinary action described below. Each specific offense contains a range of permissible consequences. In determining the appropriate consequence for a particular offense, the principal may consider all relevant factors, including the nature of the offense, whether the violator has previously committed the same or a similar offense, the violator's overall disciplinary record, and other pertinent circumstances. In the case of graduating seniors who are suspended at an advanced disciplinary action level during the final days of the school year, the appeal process may be accelerated so that written notice of reasons for the suspension, a conference with the principal, and all stages of the appeal are implemented as rapidly as possible.

1. Discipline Not Involving Exclusion from Class/School

a. Level I

Warning, conference with the student and/or the student's parent(s) or guardian,

detention, referral to a school counselor, social worker, psychologist, and/or the services of a student assistance program.

b. Level I

A student may be assigned to an in-school separation (assigned area of study in school).

c. Level I

Alternative interventions that more appropriately fit the nature of the offense may be imposed.

2. Discipline Involving Exclusion from Class/School

a. Level II

Temporary Separation by principal (up through five (5) days) or teacher (up to one (1) class) means the in-school exclusion of a student from one (1) or more classes, subjects, or activities or the exclusion out-of-school, for any period of time, up to and including five (5) school days.

Temporary Separation includes exclusion from extracurricular activities and school activities and trips except when the temporary separation is imposed by a teacher under MCL 380.1309.

b. Level III Suspension by a principal (more than five (5) days) means:

The exclusion of a student from school, activities, and trips for a period of more than five (5) school days and terminating at a time specified. Suspension includes exclusion from extracurricular activities and school activities and trips.

c. Level IV Expulsion by the superintendent means:

The exclusion of a student from the School System and the severance of all rights of and responsibilities to that student

B. Intervention Alternatives to Exclusion from School

When imposing consequences for unacceptable student conduct the administrator generally is given wide latitude of disciplinary alternatives. The administrator is guided by a sense of the intended effect of the consequence and imposed after consideration of all relevant factors, including the nature of the offense, whether the violator has previously committed the same or a similar offense, the violator's overall disciplinary record, and other pertinent circumstances. In some situations the administrator may determine that there are equally satisfactory consequences that do not entail a student's exclusion from school. Listed below are examples of some possible intervention alternatives to exclusion from school, with appropriateness dependent upon the type of infraction:

1. Classroom time out
2. Lunch time detention (s)
3. Before or after-school detention (s) with twenty-four 24-hour parent notification
4. Denial of participation in school or extracurricular events/activities
5. In-school restriction (where the student is not in the classroom but is supervised and allowed to do school work).
6. Saturday school
7. Parent-student-school contractual arrangements
8. Referral to a mental health specialist
9. Coordination of efforts with local social service agencies
10. A required written assignment specific to the unacceptable conduct
11. Confiscation of materials or items that are part of the unacceptable

conduct

12. General cleanup or repair work assignment around the school
13. Required community service
14. Required, regular attendance at a smoking, alcohol and/or substance abuse workshop/clinic
15. Full financial restitution required when there is property damage involved
16. Denial of permission to operate or park on school property
17. Towing of student vehicle at student expense
18. Student may be suspended from school until receipt of a statement from a qualified mental health professional that the student is not likely to be disruptive or dangerous to himself/herself or others upon re-entry
19. A student may be placed on probation status by the school, with required monitoring through required attendance at scheduled conferences
20. Referral to the local law enforcement agencies

C. Authority to Exclude a Student from Class/School

1. **Level II** - Temporary Separation

Any principal may temporarily separate a student. Under MCL 380.1309, a teacher has the authority to temporarily separate a student for up to one (1) school day from a class, subject, or activity for which the teacher has responsibility if the student engages in disruptive behavior, as defined in Section III C.1.d. A teacher who exercises this authority must immediately report the student's exclusion to the principal, must send the student to the office, and must arrange a conference about the separation with the student's parent or guardian as soon as possible.

2. **Level III** - Suspension

A principal may suspend a student from school; such action must be reported to the superintendent or designee without delay. The building administrator is required to consult with the superintendent to review the disciplinary action taken, and the length of the suspension. The superintendent shall report all exclusions of three (3) days or more to the Board of Education.

3. **Level IV** - Expulsion

The superintendent is authorized to expel a student from the School System. A principal who believes that a student should be expelled should first remove the student, and then make the recommendation to the superintendent that the student be expelled. The superintendent shall report expulsions to the Board.

D. Reasons for Exclusion of a Student from Class/School

1. **Level II** - Temporary separations will normally be applicable to:

- a. Students sent home to return on the same day for reasons such as a change of attire.
- b. Students whose immediate exclusion is necessary to protect the health and welfare of the student or the student population. A temporary separation may be imposed when a student's conduct has prompted legal action, when the student has admitted to a violation of the law, or when the student's conduct disrupts normal activities of the school.

- c. Students determined to be in violation of rules, and one (1) to five (5) days of separation is the appropriate disciplinary action.
 - d. Conduct which is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the class, subject, or activity effectively, or interferes with the ability of other students to learn.
 - e. The building administrator shall report all temporary separations of three (3) or more days to the superintendent, who in turn shall report this information to the Board.
2. **Level III** - Suspensions will normally be applicable to:
- a. Students whose conduct is in violation of rules of the school, whose conduct deprives other students of reasonable pursuit of their legally constituted rights, or whose conduct may have an adverse effect upon the health and welfare of the student or the school population.
 - b. Students whose conduct has resulted in an accumulation of lesser offenses, resulting in cause for suspension. In such cases, the principal shall attempt to confer with the student's parents, prior to the suspension being assigned. When such a conference cannot be held, a letter setting forth the details of the case shall be mailed or delivered to the parents.
 - c. Students whose temporary separation is extended due to the failure of the student to meet the conditions accompanying the temporary separation, or when it is determined that an extended period of time is necessary to correct the problem associated with the separation in question, or when the conduct of the student has otherwise shown cause for suspension. The principal shall make reasonable efforts to confer with the student's parents in cases involving such extensions.
3. **Level IV** -Expulsion will normally be applicable to:
- a. Students whose conduct is in gross or persistent violation of rules and regulations, or whose conduct may have an extremely adverse effect upon health and welfare.
 - b. Students who have not satisfactorily fulfilled the conditions of a suspension within an appropriate period of time.
 - c. Students whose expulsion is mandated by law.

E. Exclusion of Students with Disabilities

The rules governing student conduct apply to all students. The School System will, however, fully comply with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 and the Michigan Mandatory Special Education Act when disciplining students with disabilities.

F. Responsibility of the Excluded Student

1. **Level I**: Students who are assigned to in-school separation, which includes students excluded by teacher-initiated separation for one (1) class, subject, or activity under MCL 380.1309, are allowed make-up privileges with credit for homework, quizzes, and tests. This work will be completed on the due date if assignments have been promptly provided by the teacher; if not, the work will be completed upon the student's return to class.
2. **Levels II-III**: Students who are assigned out-of-school exclusion for

more serious or repetitive infractions are encouraged to keep up with the work of their classes, and may receive credit for homework and assignments if arrangements can be made to submit work to the teacher within the specified time. These students receive credit for long-term projects and assignments, if submitted on due dates, and for unit or major tests, if made up on the date of student's return to school or as soon thereafter, as scheduled by the teacher. Teachers are not required to assist these students in preparing for tests or completing projects.

3. **Levels III-IV Michigan Compulsory Education Law**: Students under sixteen (16) years old who are excluded for lengthy periods (e.g. 180 days) or expelled from school are still subject to the state compulsory education law, MCL 380.11. It is the responsibility of the student and the student's parent(s) or legal guardian(s) to locate a suitable alternative educational program and to enroll the student in such a program unless/until the student is reinstated to school in The Grosse Pointe Public School System or elsewhere or the student reaches the age of sixteen (16). The Michigan Dept. of Education Office of Safe Schools is charged with compiling information and options for alternative schooling.
4. Students who are expelled or assigned lengthy exclusions (e.g. 180 days) are required to return to the principal, as soon as possible, all school-owned property such as I.D. passes, permits, books, learning materials, technology equipment, special education equipment, library materials, music equipment, athletic equipment and uniforms, and other school supplies/ materials/ equipment.
5. **District Responsibility with Respect to Students Expelled under State "Zero Tolerance" Laws**: With respect to students expelled under the provisions of MCL 380.1311 (possession of a weapon, arson or criminal sexual conduct on school grounds) or 380.1311a (assault against a district employee, volunteer or contractor), the district shall: 1) enter on the student's permanent record that he or she has been expelled pursuant to state law; 2) provide the student with information from the Michigan Department of Education about alternative school opportunities; and 3) refer the student to the appropriate county department of social services or county community health agency within three (3) days after the expulsion, and notify the student or parent of such referral. With respect to students expelled under the provisions of MCL 380.1310 (assault against another student), the district shall provide the student with information from the Michigan Department of Education about alternative school opportunities.

G. Summer School

All of the foregoing procedures of the School System's Student Code of Conduct shall be applicable to students attending any summer school program conducted by the School System with the following exceptions:

1. Temporary separation from summer school includes the exclusion of a student for any period up to and including two (2) consecutive school days. In addition, the provisions of MCL 380.1309, applicable to teacher exclusions, as defined in Section III.B.1 of this Code, remain in full effect during summer school. A teacher who exercises this authority must immediately report the student's exclusion to the director, must send the student to the summer school office, and must arrange a conference

- with the student's parent or guardian as soon as possible.
2. Suspension is the exclusion from summer school for a period of more than two (2) school days. Students who are assigned a suspension of such length that completion of their summer school studies is not likely or possible, are required to return all school-owned materials such as books, materials, equipment, etc. to the summer school director as soon as possible.
 3. The summer school director is required to consult with the superintendent or designee for any suspension beyond two (2) school days. The Board will be informed of any summer school suspension beyond three (3) school days.
 4. The determination of the summer school director affirming or modifying the suspension or other serious disciplinary action shall be made in writing and shall be presented to the student and parent within one (1) school day following the conference, together with a written notice to the student and parent of the right of appeal to a Disciplinary Review Panel.
 - a. Disciplinary Review Panel will be composed of one (1) administrator, one (1) teacher, and one (1) Special Education representative who are convened as rapidly as possible to hear the appeal. The Disciplinary Review Panel shall be conducted in accordance with the following rules and procedures:
 - 1) Written notice shall be given of the time, date, place where the hearing will be held.
 - 2) The student may be represented by an attorney or advisor of the student's choosing.
 - 3) Witnesses may be presented at the hearing and the student or the student's representative may question witnesses testifying against the student.
 - b. A stenographic or electronic record of the Discipline Review Panel hearing will be made.
 - c. Discipline Review Panel Hearings shall be closed to the public.
 5. Discipline Review Panel may:
 - a. Reinstate the student with or without any limiting conditions.
 - b. Modify the terms and conditions of such suspension.
 - c. Affirm the suspension.
 6. The decision of the Disciplinary Review Panel shall be subject to appeal to the Superintendent or designee. An appeal brought by the student, parent, or director must be submitted to the Superintendent or designee within two (2) school days after receipt of the decision of the Disciplinary Review Panel.
 7. The decision of the Superintendent or designee shall be made within five (5) school days after receipt by the superintendent or designee of a request by the student or parent, or by the director for such appeal. The decision of the Superintendent or designee is final.

IV. DUE PROCESS AND APPEAL RIGHTS

A. Notice of an Exclusion

In the event of the disciplinary exclusion (i.e., temporary separation, sus-

pension or expulsion) of a student, the following notices shall be given:

1. The student shall be provided a hearing, during which the student shall be presented with a) notice of the charges and the discipline being imposed; b) a summary of the evidence supporting and reasons for the exclusion; and c) an opportunity to be heard in his/her own defense. The hearing shall ordinarily be conducted prior to the exclusion. If the principal determines to exclude a student from school, written notice of the right to appeal along with the procedures to do so shall be given to the student at the time of exclusion. In cases where holding the hearing prior to exclusion is not feasible (such as when the student is not in attendance or the student's continuing presence endangers persons or property or threatens disruption of the academic process), the hearing shall be conducted as soon as practicable.
2. The student's parent(s) shall, whenever feasible, be notified of the exclusion and the reasons by the principal prior to the student's removal from school. A written notice of temporary separation, suspension, or expulsion shall be provided to the parent promptly after exclusion.

B. Review of a Temporary Separation

1. A student or parent may request a conference with the principal for the purpose of reviewing the reasons for a temporary separation. The conference shall be scheduled as soon after the receipt by the principal of such request as may be reasonable under the circumstances.
2. The principal may, at his/her discretion, stay enforcement of a separation pending the conference.
3. The principal's decision affirming or modifying the terms or conditions of a separation shall be final.

C. Review of a Suspension

1. A student or parent wishing review of a suspension shall first request a conference with the principal to review the suspension within five (5) school days of the mailing of written notice of the suspension. If no such conference is requested, the suspension shall be deemed final.
2. If a conference takes place, the principal shall issue a written determination affirming or modifying the suspension. The determination shall be mailed to the student and parent within 5 (five) school days following the conference, along with a written notice of the right of appeal to a Disciplinary Review Panel.
3. A suspension which has been the subject of a review conference with the principal may be appealed to a Disciplinary Review Panel by the student or parent by filing with the superintendent's office a written request for appeal within 5 (five) school days following mailing of the principal's written determination affirming or modifying the suspension. If no such appeal is filed, the suspension shall be deemed final.
4. The Superintendent or designee may stay enforcement of a suspension pending appeal.
5. Upon receipt of a request for appeal to a Disciplinary Review Panel, the superintendent or designee shall provide the student or parent written notice of the following:
 - a. The time, date, and location of the appeal hearing to be conducted by the Panel.

- b. That the student may be represented by an attorney or advisor of the student's choosing.
 - c. That witnesses may attend the hearing and present evidence to the Panel.
6. A Disciplinary Review Panel shall consist of the following persons:
- a. The superintendent or a designee, who chairs the Disciplinary Review Panel.
 - b. An administrator selected from the School System by the superintendent.
 - c. A classroom teacher selected from the School System by the superintendent.

The administrator and teacher panelists shall be from the same school level, but not from the same school, as the student.

7. The principal and other administrators from the student's school, Board attorney, and any other persons the Panel believes are necessary may attend the appeal hearing as witnesses or advisors to the Panel, but shall have no vote in the decision.
8. A stenographic or electronic record of the Disciplinary Review Panel's hearing shall be made.
9. Disciplinary Review Panel Hearings shall be closed to the public.
10. During the hearing, the principal or other administrator shall first present to the Panel the facts of the case and the basis for the suspension. Thereafter, the student, (and/or the student's representative and parent(s)) may present their defense. Panel members and other participants in the hearing may ask questions of witnesses. While the hearing process is subject to due process and may have some similarities to a court proceeding, it is not conducted in a court of law and court rules are not applicable.
11. After conducting a hearing, a Disciplinary Review Panel may:
 - a. Affirm the suspension; or
 - b. Modify the terms and conditions of such suspension, with or without new conditions. In modifying the suspension, the Panel may impose consequences that are greater, lesser or different than imposed by the principal; or
 - c. Set aside the suspension.
12. The Disciplinary Review Panel shall issue its decision in writing within a reasonable time following the appeal hearing. The decision of the Disciplinary Review Panel may be appealed to the Board of Education.

D. Imposition and Review of an Expulsion

1. Upon receipt of a recommendation from a principal that a student be expelled, the Superintendent shall promptly schedule a hearing to review the recommendation, and shall provide the student or parent written notice of the following:
 - a. the time, date and location of the hearing.
 - b. that the student or parent may be represented by an attorney of advisor at the hearing.
 - c. that witnesses may attend the hearing and present evidence to the Superintendent.

If the student or parent fails to attend a hearing after receiving notice, the Superintendent may proceed with the hearing and to a determination of whether to accept the recommendation.

2. The principal and/or other administrators from the student's school, the Board attorney, and any other persons the Superintendent believes are necessary may attend the hearing as witnesses or advisors to the Superintendent.
3. At the hearing, the student or parent shall be provided:
 - a. notice of the charges against the student;
 - b. a summary of the evidence supporting the recommendation and the reasons for the recommendation; and
 - c. an opportunity to be heard in his/her own defense.
4. During the hearing, the principal or other administrator shall first present to the Superintendent the facts of the case and the basis for the expulsion recommendation. Thereafter, the student, the student's parent and/or the student's representative may present their defense. The Superintendent and other participants in the hearing may ask questions of witnesses. While the hearing process is subject to due process and may have some similarities to a court proceeding, it is not conducted in a court of law and court rules are not applicable.
5. After conducting the hearing, the Superintendent shall mail to the student or parent a written decision with respect to the recommendation within five (5) school days following the hearing. The Superintendent may:
 - a. accept the recommendation and expel the student;
 - b. impose consequences other than expulsion (including a suspension of each duration and with such terms as the Superintendent believes are justified);
 - c. return the matter to the principal for imposition of consequences other than expulsion; or
 - d. decline to impose discipline.
6. An expulsion may be appealed to the Board of Education by the student or parent within fifteen (15) days of the mailing of the letter of expulsion or the letter following a review conference with the superintendent, pursuant to the provisions of Board Policy **5610.01**. A suspension issued by the Superintendent following a recommendation of expulsion may be appealed to the Board of Education using the procedure for appeals of suspensions from a disciplinary review panel as specified in Board Policy **5611**. A suspension imposed by the principal after a review by the Superintendent may be appealed to a disciplinary review panel in accordance with the provisions of Section C above.
7. The Superintendent may stay enforcement of the expulsion or discipline pending the appeal.

V. REINSTATEMENT FOLLOWING EXPULSION

A. Application for Reinstatement

1. Expulsion from The Grosse Pointe Public School System is regarded as permanent. Under the procedures set forth in this section, however, a student or the student's parent(s) may petition the Board of Education in writing for reinstatement of the student.

2. Following its receipt of a written petition to reinstate a student after expulsion, the Board may grant or deny such petition, in its discretion.

B. Time Limit for Applications

1. Students in Grade 5 or Below

Parents or legal guardians of a student in grade 5 or below who has been expelled may petition the Board for reinstatement no earlier than sixty (60) days following the expulsion. Reinstatement may occur not earlier than ninety (90) school days following expulsion.

2. Students in Grade 6 or Above

Parents or legal guardians of a student in grade 6 or above who has been expelled may petition the Board for reinstatement from expulsion no earlier than 150 school days following the expulsion. Reinstatement following such an expulsion may take effect not earlier than 180 school days following the expulsion.

C. Determination of Petition

1. Within ten (10) days of receiving a petition for reinstatement, the Board shall appoint a Reinstatement Review Panel of two (2) Board members, one (1) administrator, one (1) teacher, and one (1) parent.
2. Upon the appointment of a Reinstatement Review Panel, the superintendent or designee shall prepare and submit to the Panel information regarding the circumstances of the student's expulsion and any mitigating factors.
3. Within ten (10) school days from appointment of a Reinstatement Review Panel, the Panel will review the petition and any supporting information; may, in its discretion, provide the student, parent(s) and/or guardian(s) an opportunity to appear and address the Panel; and shall submit a written recommendation to the Board:
 - a. Against Reinstatement
 - b. For Unconditional Reinstatement
 - c. For conditional Reinstatement, with a list of recommended conditions for reinstatement
4. The Panel shall provide the Board with a written explanation for its recommendations. The Panel's recommendations shall be based on consideration of the following risk factors.
 - a. potential risk of harm to students or staff
 - b. potential liability risk to School System or individual
 - c. individual's age and maturity
 - d. individual's school record before the expulsion
 - e. individual's attitude toward the expulsion incident
 - f. individual's behavior since the expulsion and prospects for remediation
 - g. degree of parental cooperation and support, including receptiveness to possible conditions
 - h. whether the federal Gun-Free Schools Act of 1994, which requires at least one (1) year expulsion for a student who brings a firearm to school, is applicable to the misconduct in question.
5. Upon its receipt of the Reinstatement Review Panel's recommenda-

tions, the Board will determine whether to approve, conditionally or unconditionally, or deny the reinstatement petition at its next regularly scheduled meeting or sooner.

6. The Board may require the written agreement of parents (or student at age eighteen (18)) to specific reinstatement conditions prior to approving a conditional reinstatement. Costs incurred implementing conditions shall be borne by the student, parents, and/or guardian.
7. The Board Secretary shall promptly notify the petitioner of the Board's decision in writing.
8. The decision of the Board of Education with respect to the petition for reinstatement shall be final.
9. Following Board denial of a petition for reinstatement, a new petition for reinstatement on behalf of that student may be filed after the expiration of one year following the Board's denial.

VI. REINSTATEMENT OF FORMER STUDENTS

Students for whom suspension or expulsion is recommended and who leave the school district prior to the completion of the disciplinary process shall not be reinstated until the disciplinary process is completed and any consequences, if imposed, are served.

TELEPHONE NUMBER FOR INCIDENTS REQUIRING REPORTS TO AUTHORITIES:

Wayne County Family Independence Agency – Protective Services (incidents of child abuse) 1-855-444-3911

ATHLETIC CODE OF CONDUCT

The Grosse Pointe Public School System's High School Athletic Code of Conduct defines eligibility, explains attendance procedures, and identifies behavior expectations and disciplinary consequences for all high school student athletes.

IMPORTANT

The High School Athletic Code of Conduct is in effect from the first day a student joins a GPPS high school athletic team. The Code remains in effect 24 hours a day, 365 days a year (regardless of time of day, week, month, or year, location of events / place of events, and/or particular sport season) until completion of a student's participation in high school athletics.

I. Academic Eligibility

To be deemed eligible for athletic participation during the season of a sport, the Michigan High School Athletic Association (MHSAA) requires that student athletes earned at least 20 credit hours the previous semester and are passing at least 20 credit hours the present semester. The Grosse Pointe Public School System, as a member of the MHSAA, abides by this eligibility standard.

The Grosse Pointe Public School System, however, encourages much higher academic achievement. As an incentive for academic excellence, those athletes achieving a grade point of at least 3.0 during their season of competition are honored at their season-ending Athletic Awards program. Varsity athletes

receive a league Academic Team Certificate. Junior Varsity and Freshman level athletes receive a Grosse Pointe Public School System Academic Certificate.

II. Attendance

A. Regular Practices

Practices are essential for proper conditioning, improvement of techniques, and acquisition of teamwork skills. Therefore, athletes are required to attend scheduled practices. Athletes who are absent from school are excused from practice on the same day as the absence. Athletes who are suspended from school may not participate in practices or competition during the suspension. Athletes assigned a partial day of in-school separation may not participate on the same day unless granted the privilege by administration. Athletes suspended from school twice during the same season are suspended from the team for the remainder of that season. Athletes must attend a minimum of 3 classes the day of a competition unless the absence is approved administratively.

B. Vacation Practices

Practice schedules and attendance rules are set by coaches in a consistent and fair manner and are approved by the Athletic Director before implementation

Attendance procedures are developed for the protection of both the athlete and the coach and for the orderly progression and development of the total team. Athletes who do not train during an extended vacation could be seriously injured if allowed to participate under highly competitive game conditions. Teams cannot be developed to their fullest potential when all members are not present.

III. Acceptable and Unacceptable Behavior

Any student who makes the decision to act in an unacceptable manner is disciplined by the School System as set forth in this Code of Conduct and is offered rehabilitation as indicated. Corrective/rehabilitative action is uniformly applied to each Grosse Pointe Public School System athlete.

Students who are not cooperative or who impede an investigation face additional penalties up to and including permanent suspension from athletics.

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| <p><u>UNACCEPTABLE BEHAVIOR - Attendance</u> Unexcused absence from practice. Subsequent <u>unexcused</u> absences from practice. Unexcused absence from a contest as determined by coach.</p> | <p><u>GUIDELINES FOR DISCIPLINARY ACTION</u> Discretion of coach. Coach will contact the athlete's parent(s). Corrective action will be at the discretion of coach. Suspended from participation for remainder of season.</p> |
| <p><u>UNACCEPTABLE BEHAVIOR - Substance Abuse</u></p> | <p><u>GUIDELINES FOR DISCIPLINARY ACTION</u></p> |

FIRST OFFENSE for **possession and/or use** of: tobacco, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician.

Immediate suspension from participation in 20% * of the MHSAA allowed competitions, served consecutively, for the athlete's current or next sport.

* For baseball and softball, 20 days will be used as the MHSAA allowable competitions. Therefore, 20% equals four competition days and 40% equals eight competition days of game suspension.

The student and parents are responsible for making an appointment with the Student Assistance Program Coordinator/ Facilitator. Following the suspension, the student may continue to take part in athletic competition if he/she is actively complying with the Coordinator's / Facilitator's recommendations. Failure to successfully complete the rehabilitation program may entail a delay in re-entering, or suspension from, all athletic activities. Participation in the Grosse Pointe Schools Substance Abuse Education Program "Choices," or a referral to an outside substance abuse program may be required. All costs of an outside referral will be the responsibility of the participant.

SECOND OFFENSE for **possession and/or use** of: tobacco, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician.

Immediate removal from the team with a minimum suspension from 40% *of the MHSAA allowed competitions, served consecutively, for athlete's current/next sport.

* For baseball and softball, 20 days will be used as the MHSAA allowable competitions. Therefore, 20% equals four competition days and 40% equals eight competition days of game suspension.

The student and parents are responsible for making an appointment with the Student Assistance Program Coordinator/ Facilitator. Following the suspension, the student may continue to take part in athletic competition if he/she is complying with the Coordinator's / Facilitator's recommendations. Failure to successfully complete the rehabilitation program may entail a delay in re-entering, or mean suspension from all athletic activities. Recommendations at this level may include a referral to an outside substance abuse program. All costs of an outside referral will be the responsibility of a participant.

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| <p><u>THIRD OFFENSE</u> for <u>possession and/or use</u> of: tobacco, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician.</p> | <p>Suspension from all athletic participation for the remainder of the athlete's high school career. A career suspension appeal will be heard after one calendar year pending re-enrollment and completion of a substance abuse program approved by the Student Assistance Program Coordinator/Facilitator. All costs of the rehabilitation program will be the responsibility of the participant.</p> |
| <p><u>UNACCEPTABLE BEHAVIOR</u> <u>- Other Misconduct</u> All other offenses will be referred to the Athletic Director or the Athletic Council.</p> | <p><u>GUIDELINES FOR DISCIPLINARY ACTION</u> Decision of the Athletic Director or the Athletic Council. The Athletic Director may request an Athletic Council session whenever the Director deems it necessary.</p> |

IV. DISCIPLINARY GUIDELINES-SUBSTANCE ABUSE OFFENSES

1. The Athletic Director will contact the parents of any athlete who is suspended, and will describe the incident and the subsequent action taken.
2. During periods of suspension from competition, attendance at team practice is required. Attendance at athletic contests will be at the discretion of the coach. However, suspended athletes are not to be dismissed from school to attend contests and are not allowed to be in team uniform.
3. If a substance abuse infraction occurs before the competitive season or during the "off" season, the competitive suspension will begin during the next competitive season. The summer vacation period is part of the "off" season.
4. Failure to complete the rehabilitative program or to attend practices regularly during a suspension period will result in removal from the team for the remainder of the season. The rehabilitation program must be fulfilled before joining another sport team.
5. Substance abuse offenses will be cumulative over the student athlete's entire high school career.

V. Athletic Council

The Athletic Council shall consist of:

1. The Athletic Directors
2. Another Assistant Principal
3. The Coach of the sport involved
4. Two coaches of other sports as selected by the Athletic Director

VI. Additional Notes

1. An athlete who leaves or is removed from one team before the end of the season cannot join another team without the consent of both coaches. The Athletic Director may intercede when the coaches do not agree.
2. An athlete suspended for substance abuse cannot join another team during that same season.
3. Awards programs are considered the same as a contest and the athlete's

attendance is required. A suspended athlete may not attend any awards program.

4. If an athlete's competitive suspension will terminate during a new sports season, the athlete may try out for the sport, but may not begin competing until the suspension is completed.

*5. * For baseball and softball, 20 days will be used as the MHSAA allowable competitions. Therefore, 20% equals four competition days and 40% equals eight competition days of game suspension.

VII. Appeal Process

Athletes disciplined for attendance infractions may appeal their penalty to the Athletic Director within 2 school days. Parents of a suspended athlete who is disciplined for substance abuse or other unacceptable behavior or a suspended athlete who is disciplined for substance abuse or other unacceptable behavior may appeal the penalty to the school principal within 2 school days.

NOTE: In compliance with MCL 380.1308 and the Michigan School Safety Response Guide, the Grosse Pointe Public School System works cooperatively with police agencies in sharing certain information. Under appropriate circumstances, High School Athletic Directors may seek out and gather information about possible code violations from appropriate sources, including the police.

EXTRACURRICULAR ACTIVITIES

ATHLETIC PROGRAM

PHILOSOPHY AND VALUES

We believe that athletics is an important part of the educational program of Grosse Pointe North. Proper utilization of the athletic opportunities provides a primary means through which participants develop health, happiness, social and moral growth, and emotional maturity. Further, athletics recognizes the individual worth of each person, regardless of sex, color or creed, and attempts to develop and exemplify the attitudes, ideals, and values of fair play and team effort

SPORT OFFERINGS

Grosse Pointe North High School offers a comprehensive athletic program for boys and girls.

| Fall Sports | | | | | | | |
|--------------------|----------|-----------|-----------|---------------|----------|-----------|-----------|
| BOYS | V | JV | FM | GIRLS | V | JV | FM |
| FOOTBALL | X | X | X | VOLLEYBALL | X | X | X |
| SOCCER | X | X | X | CHEERLEADING | X | X | |
| CROSS COUNTRY | X | | | CROSS COUNTRY | X | | |
| | | | | FIELD HOCKEY | X | X | |

| Fall Sports | | | | | | | |
|--------------------|----------|-----------|-----------|----------------------|----------|-----------|-----------|
| BOYS | V | JV | FM | GIRLS | V | JV | FM |
| TENNIS | X | X | | SWIM- MING/DIVING | X | | |
| | | | | GOLF | X | | |

| WINTER SPORTS | | | | | | | |
|----------------------|----------|-----------|-----------|----------------|----------|-----------|-----------|
| BOYS | V | JV | FM | GIRLS | V | JV | FM |
| BASKETBALL | X | X | X | BASKETBALL | X | X | X |
| WRESTLING | X | | | CHEERLEADING | X | | |
| SWIM- MING/DIVING | X | | | GYMNASTICS | X | | |
| ICE HOCKEY | X | | | ICE HOCKEY | X | | |
| | | | | FIGURE SKATING | X | | |
| | | | | SYNCHRO SWIM | X | | |

| SPRING SPORTS | | | | | | | |
|----------------------|----------|-----------|-----------|---------------|----------|-----------|-----------|
| BOYS | V | JV | FM | GIRLS | V | JV | FM |
| BASEBALL | X | X | X | SOFTBALL | X | X | X |
| LACROSSE | X | X | | LACROSSE | X | X | |
| GOLF | X | | | SOCCER | X | X | X |
| CREW | X | | | CREW | X | | |
| TRACK & FIELD | X | X | X | TRACK & FIELD | X | X | |
| SAILING | X | | | SAILING | X | | |

| SPRING SPORTS | | | | | | | |
|---------------|---|----|----|--------|---|----|----|
| BOYS | V | JV | FM | GIRLS | V | JV | FM |
| | | | | TENNIS | X | X | |

X = OFFICIAL TEAM AND ASSIGNED COACH

U = TEAM EXISTS UNOFFICIALLY - NO ASSIGNED COACH

LEAGUE AFFILIATION

We are very proud of our athletic program at Grosse Pointe North. In the short time our school has been in existence, our teams have won many league, district, and regional championships in several sports, as well as state championships. These accomplishments are the result of great student involvement, excellent coaching, and exceptional community support.

North is a member of the thirty-two school, Macomb Area Conference. This conference offers exciting competition in eighteen sports. Schools are placed in divisions according to school size and program strength. Member schools include:

Anchor Bay, Center Line, Chippewa Valley, Clintondale, Cousino, Dakota, East Detroit, Eisenhower, Fraser, Grosse Pointe North, Grosse Pointe South, Henry Ford II, L'Anse Creuse, L'Anse Creuse North, LakeShore, Lakeview, Marysville, Marine City, Mott, Mt. Clemens, Port Huron, Port Huron Northern, Romeo, Roseville, South Lake, St. Clair, Sterling Heights, Stevenson, Utica, Warren Fitzgerald, Warren Lincoln, Woods Tower.

REQUIREMENTS FOR EARNING A VARSITY LETTER

Varsity letters are awarded upon completion of specific participation requirements. These requirements are determined by the Athletic Department before competition is begun in any given sport.

REQUIREMENTS FOR COMPETITION IN ATHLETICS

Standards for athletic eligibility are set up by the Michigan High School Athletic Association. This association requires the following standards for all secondary high school athletes in the State of Michigan.

1. **ENROLLMENT** - Must have been enrolled in a high school by Monday of the fourth (4th) week of present semester.
2. **AGE** - Be under nineteen (19) years of age at time of contest unless nineteenth (19th) birthday occurs on or after September 1st of a current school year, in which case student is eligible for balance of that school year in all sports.
3. **PHYSICAL EXAMINATIONS** - Have passed a current year physical examination. Record must be on file in school office.
4. **SEASONS OF COMPETITION** - Have not more than four (4) first and four (4) second semester seasons of competition in a sport in a four (4) year high school or three (3) first and second semester seasons, each, in a sport in a three (3) year high school, including present season. When two seasons leading to a state championship of the same sport are offered, an athlete may participate in only one.
5. **SEMESTERS OF ENROLLMENT** - Not have been enrolled for more than eight

- (8) semesters in grades nine to twelve (9-12), inclusive. Seventh and eighth (7 and 8) semesters must be consecutive. Three weeks enrollment or participation in one (1) or more athletic contests constitutes a semester of enrollment.
6. **UNDERGRADUATE STANDING** -Not be a high school graduate.
 7. **PREVIOUS SEMESTER RECORD** - Have received at least twenty (20) credit hours for work taken during the previous semester of enrollment.
 8. **CURRENT SEMESTER RECORD** - Be carrying and doing passing work in at least twenty (20) credit hours during present semester up to within seven (7) days of contest.
 9. **TRANSFERS** - Generally, have had an accompanying change of residence by the athlete's parent, guardian, or other persons with whom the athlete has been living during the period of his or her last high school enrollment, into the district or service area of the school, to be eligible during the first semester in attendance. Undue influence rule defined. A student may not compete for two different schools in an M.H.S.A.A. Meet or Tournament in the same sport even though a legal transfer has been completed.
 10. **AWARDS** - Must not have accepted any award of merchandise exceeding \$15.00 in value for athletic performance. Athletes accepting memberships, privileges, services, negotiable certificates or money are in violation.
 11. **AMATEUR PRACTICES** - Not have accepted money, merchandise, memberships, privileges, services, or other valuable consideration for participating in any form of athletics, sports, or games, or for officiating interscholastic athletic contests, or have signed a professional baseball contract. (Reinstatement will not be considered for one (1) year).
 12. **LIMITED TEAM MEMBERSHIP** - Not have participated in any outside competition in a sport during the season after the athlete has represented his or her school in that sport except individual participation in a maximum of two individual sports meets or contests. Not have participated in a so-called all-star, charity, or exhibition football, basketball or ice hockey game during the school year.
 13. **CITIZENSHIP** - A student is eligible to participate in athletics if in the judgment of the principal, coach, and teachers, he/she exemplifies the school's ideals in matters of citizenship, scholarship, and sportsmanship.
 14. Any boy or girl wishing to represent the high school in an athletic contest or other special activity such as a concert or a play must be in attendance on the date of the event **no less** than **three (3) classes of that day**. Any exceptions to this rule must be prearranged with the approval of the administration.

GUIDELINES FOR SPECTATORS

We are extremely proud of our athletes as they demonstrate their athletic skill and good sportsmanship in their competition. Through their coaches they have benefited from special training to strengthen them in athletic skill and emotional control while under the pressure of competition.

Many spectators at our athletic contests have not had the same opportunities as these athletes. Consequently, the following guidelines may be of value to all spectators.

1. Treat our visitors as we would treat guests in our home.
2. Show respect for game officials. They have been trained in their field and are people of integrity.
3. Demonstrate positive attitude toward your team. Do not demonstrate negative behavior to our opponents.

4. Give credit to our opponents when they demonstrate excellent play and if they win the contest.
5. Use language that is not vulgar or obscene.
6. Refrain from behavior that is potentially dangerous such as throwing objects or pushing and shoving other spectators.
7. The use of alcohol, narcotics, drugs, or other behavior altering substances is not allowed at our games. Those deemed to be under the influence will be asked to leave and face further school disciplinary action.

A schedule of athletic events for the school year is printed on the Parent Club calendar. Other schedules are available through the office of the Assistant Principal - Athletics.

ADMISSION PRICES FOR ATHLETIC EVENTS

1. **Single admission** - Varsity - \$3.00, J.V. & 9th grade \$1.00 Babies in arms admitted free.
2. **Student passes** are \$30.00 per year and admit the bearer to all varsity, junior varsity and freshmen events.

COACHES CLUB - Family memberships are \$100.00. This membership provides a season pass to each family member. A Norsemen gift (jacket, umbrella, sweatshirt etc.) valued at \$20-\$25 is also part of this package.

Grosse Pointe North
"Home of the Norsemen"

<http://north.gpschools.org/Athletics/>

707 Vernier Road Grosse Pointe Woods, MI 48230
 Athletic Office 313-432-3216 Athletic FAX 313-432-3218
 Ben Bandfield - Athletic Director

WEB ACCESS TO YOUR ATHLETES SPORTS SCHEDULE MADE EASY

| | |
|------------------------|--|
| GO TO | http://north.gpschools.org/Athletics/ |
| CLICK ON | <u>Grosse Pointe North Athletic Schedules</u> under the "Schedules" heading on the right side column. This connects you to the HighSchoolSports.net website. |
| ROLL YOUR MOUSE | Roll over any date on the calendar – you will see location of event and bus time |
| SCROLL DOWN | You can click to view monthly schedule or select your team of preference. Example: Varsity-Soccer-boys |
| CLICK ON | "View Schedule" |
| DOUBLE CLICK | On any away game and "Map Quest" will appear with map & directions. PRINT YOUR SCHEDULE, MAPS AND DIRECTIONS |
| SCROLL DOWN | <i>SIGN UP TODAY!</i> Get immediate notification to schedule changes! You will be notified of any cancellations or changes to the events you sign up for!! Great option incase |

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| | of in-climate weather. |
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| ANY updates done in the Athletic Office automatically update the website. Check frequently for any changes. |
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CLUBS

ACADEMIC QUIZ BOWL provides interested students with the opportunity to participate in the

Macomb-Area Quiz Bowl League of fifteen high schools in “Jeopardy” style competition from October through May. The team also participates in regional tournaments on weekends and the state championship competition sponsored by McDonalds.

ANIME IMAGE CLUB – Students meet discuss and draw anime illustrations

ART CLUB – Students work after school to develop their artistic talents.

BAND AND ORCHESTRA - North’s instrumental program consists of the Band and Orchestra, Jazz Band, Pep Band and Pit Orchestra.

BROTHERHOOD – An organization of young male students who mentor and do community service

CHOIR - North CHOIRS have dazzled their audiences with their annual community Christmas concert and musical, and their occasional out of state performances such as Carnegie Hall in New York.

CLOSE UP club increases awareness in the political process by visiting Washington D.C. for a week. Participants learn about our government first hand by interacting with political figures and students from across the United States. Members are Junior and Seniors recommended by Social Studies Teachers.

COPS – Chemistry Outreach Program Services develops the inquisitiveness of the students and develops outreach programs to students outside of North

DANCE TEAM – The dance team at North was formed in 1998. It is open to all girls with some dance experience. Team members are judged at try-outs on strength, speed, agility and stage presence. The team performs at the varsity basketball half times and competitions. Try-outs are open to all interested North women.

DECA is a club sponsored by the Business Education Department as part of its curricular program. Membership is limited to students in the Distributive Education class. This group undertakes many projects that benefit the school and the community.

DIVERSITY TEAM – Students plan Diversity Day, Mix it Up Day, and other forums to bring an awareness regarding diverse cultural and social issues.

FOREIGN LANGUAGE CLUBS – French, German and Spanish all have their own club. They sponsor various activities enabling students to increase their knowledge of the language and culture of other countries. Students also take part in regional group competitions, field trips and interesting building exercises

FUTURE EDUCATORS of America – Designed to promote careers in education

HARBINGER LITERARY JOURNAL – The primary venue for creative literary and artistic publication and for inclusion and demonstration of literary talent of students and other members of the high school community.

HEALTH CAREERS INVESTIGATION CLUB – The Health Careers Investiga-

tion Club (HCIC) serves both North students and the community. The club is open to all freshman, sophomore, junior and senior students interested in the medical profession. Guest lecturers from a variety of disciplines participate in the HCIC monthly meetings. We explore interesting cases learning from the experts in neurosurgery, trauma care, oncology, pediatrics, medical physiology research, nutrition, general surgery, veterinary medicine and more. Students work on service projects to increase and advance physiological understanding (PhUN), promote awareness of health and disease, and support selected charities. The opportunities to link with medical professionals from a variety of areas is a hallmark of this club. Students interested in health-related careers benefit from membership in the HCIC.

HUMAN RELATIONS CLUB – Students work with the Center for Racial Justice of Grosse Pointe in an attempt to bring students of all backgrounds together to discuss the importance of the individual and to establish common goals for interaction.

IMPACT – An organization of students formed to do community service.

MAC/SAC – Macomb Area Conference/Student Activity Commission is an organization that involves students from all over the MAC Conference. These students meet once a month to plan leadership conferences and share information.

MUSICAL ACTIVITIES – The student with musical talent will find many musical activities, including band and orchestra, pep band, and pit orchestra, mixed chorus, and concert choir. In addition, there are special vocal and instrumental groups, such as Pointe Chorale (16 mixed voices), Girls' Ensemble, Mens' Ensemble, and the jazz band. Each year the Music department presents a major musical play ("Grease", "Annie", "Sound of Music" etc.) which is open to all students.

NATIONAL ART HONOR SOCIETY – The club is open to all art students with a 3.0 average or above. It strives to encourage and enhance art appreciation among North Students.

NATIONAL HONOR SOCIETY – The Grosse Pointe North High School Chapter of the **NATIONAL HONOR SOCIETY** was granted a charter and organized in 1969. To be considered for membership, Juniors and Seniors must have a cumulative grade point average of 3.33. Election to membership by the faculty will be based upon service, character, and leadership in a manner consistent with the national constitution of the National Honor Society. Induction is held annually in the fall.

NORSEMEN COUNCIL – The Norsemen Council is a group of student-athletes who are committed to volunteering in the school and local community. Members participate in school activities, assist at elementary school special events and assist in a variety of different fundraisers and special causes. This is our way of showing appreciation and giving back to the community.

NORTH POINTE – The North Pointe is a school-sponsored newspaper and is available to all students and staff. The staff consists of members of the class in journalism.

PARENT CLUB provides support for many school programs. The printed school calendar is one of the club's many contributions, as is scholarship help for students. The Athletic Boosters Club, the Band and Orchestra Parent Club, and Choral Parent Club are three other parent groups that support those special areas. All parents are urged to become involved in the activities of the four organizations.

R.A.T.S (Radio Astronomy Team) – Science 301 at North High School. The

RATS are a group of North and South High School students whose focus is on astronomy and other earth science related activities. Open to all students the club's primary activity is the operation of the student built radio telescope at North High School. Members also do astronomy and earth science field trips, night observing, research projects, tours, and education programs.

ROBOTICS/GEARHEADS – A combined North and South club that studies and competes in robotics.

S.A.D.D. (Students Against Drunk Driving). As an integrated part of the State of Michigan's SADD/MADD chapters, this program provides community and school awareness of the dangers of drinking and driving. Educational programs provide a lightened awareness for "Youth At Risk." Membership is open to North students.

SCIENCE OLYMPIAD – Available to students grades 9-12. For curious students interested in all sciences: physical, earth, biology, chemistry and physics. Projects are done at home and involve self discipline. Students compete in the spring

SPIRIT COMMITTEE is open to all students interested in enhancing school spirit throughout the school year. Activities sponsored by the Spirit Committee include pep assemblies and several spirit competitions.

STUDENT ASSOCIATION is the organized student body that relates student activities, encourages communication between the faculty and student body, promotes responsible school citizenship and assists in formulating and expediting school policy. The Student Senate is composed of elected representatives of the Freshmen, Sophomore, Junior and Senior classes. Typical activities sponsored by the Student Association are Homecoming activities, Adopt-A-Family Christmas project, Red Cross Blood Drives and Crop Walk for World Hunger.

THEATRE NORTH – All students are invited to participate in the wonderful theatrical productions offered twice a year.

VIDEO CLUB – Students interest in video production and making the Video Yearbook are members.

VOLUNTEER SERVICE is available through a program offered by the Superintendents' office (343-2028), which coordinates volunteer programs. Requests for help with underprivileged, emotionally disturbed, or physically challenged children are referred to this organization and students are assigned service projects in their particular field of interest.

WILLOW – Women In Leadership Leading Our World is a girls support program. Girls of all grade levels meet monthly to discuss topical women's issues often bringing in professional women

YOUNG AMERICANS FOR FREEDOM – Foster independent thinking and discussion of current events and politics, encourage student confidence in their beliefs and ensure increasing numbers of young Americans are aware of ideas of individual freedom, free enterprise and traditional values

IMPORTANT PHONE NUMBERS

| | |
|----------------------|----------------|
| Al-Anon Family Group | 1-800-813-3105 |
| Alcoholics Anonymous | 1-877-337-0611 |
| Suicidal Prevention | 1-800-784-2433 |

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|-------------------------------------|----------------|
| Depression Hotline | 1-800-231-1127 |
| Families Anonymous | 1-248-852-8310 |
| Marijuana Anonymous | 1-800-766-6779 |
| Narcotics Anonymous | 1-877-338-1188 |
| Nar-Anon | 1-586-447-2868 |
| Poison Control | 1-800-222-1222 |
| Michigan Problem Gambling Hotline | 1-800-270-7117 |
| National Domestic Violence Hot-line | 1-800-779-7233 |