This planner belongs to:

NAME ________________________________________________________________

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<th>Room</th>
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### BROWNELL BELL SCHEDULE 2018-19

#### Monday Late Start Schedule (51 minutes classes)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1st Hour</td>
<td>1st Hour</td>
</tr>
<tr>
<td>9:05-9:56</td>
<td>9:05-9:56</td>
</tr>
<tr>
<td>2nd Hour</td>
<td>2nd Hour</td>
</tr>
<tr>
<td>10:01-10:52</td>
<td>10:01-10:52</td>
</tr>
<tr>
<td>Lunch A</td>
<td>3rd Hour</td>
</tr>
<tr>
<td>3rd Hour</td>
<td>Lunch B</td>
</tr>
<tr>
<td>11:32-12:23</td>
<td>11:53-12:23</td>
</tr>
<tr>
<td>4th Hour</td>
<td>4th Hour</td>
</tr>
<tr>
<td>12:28-1:19</td>
<td>12:28-1:19</td>
</tr>
<tr>
<td>5th Hour</td>
<td>5th Hour</td>
</tr>
<tr>
<td>1:24-2:15</td>
<td>1:24-2:15</td>
</tr>
<tr>
<td>6th Hour w/announcements</td>
<td>6th Hour w/announcements</td>
</tr>
<tr>
<td>2:20-3:18</td>
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#### Tuesday Advisory Schedule (51 minute classes/40 minute advisory)

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<td>10:01-10:52</td>
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<td>6th Hour w/announcements</td>
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<td>2:20-3:18</td>
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#### Wednesday-Friday Schedule (59 minute classes)

<table>
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<td>8:20-9:19</td>
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<tr>
<td>2nd Hour</td>
<td>2nd Hour</td>
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<tr>
<td>9:24-10:23</td>
<td>9:24-10:23</td>
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<td>3rd hour</td>
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<td>Time</td>
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</tr>
<tr>
<td>A Lunch</td>
<td>11:32-12:02</td>
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<tr>
<td>4th Hour</td>
<td>12:07-1:06</td>
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<tr>
<td>5th Hour</td>
<td>1:11-2:10</td>
</tr>
<tr>
<td>6th Hour w/announcements</td>
<td>2:15-3:18</td>
</tr>
</tbody>
</table>
# STUDENT HANDBOOK
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PBIS will allow us the opportunity to provide a consistent and fair behavior plan. Research shows us that students achieve at a higher level when they know the expectations and feel safe. Positive Behavior Support will help us improve both of these. Our plan provides expectations in every area of the school while putting an emphasis on safety, responsibility and respect.

The success of our plan will improve with time and with the participation of our families. Research also shows us that school behavior plans that are followed in the home greatly improve their effectiveness in the school.

**Process For PBIS/Planner**

1st – 4th Quarter
- In every student planner there will be two PBIS Signature Pages that include a log for each quarter.
- Students will be required to present planner when asked by staff members.
- Teachers will record infractions on Google Form. Students are expected to record infractions in their planner.
- The 7th infraction will result in a conference with the counselor and/or administration. The 8th infraction will result in student being sent to office for discipline and referred to Tier 2 intervention.
- Students may be able to earn stamps, as designated by staff members, for following and/or exceeding the PBIS expectations. Stamps may be redeemed for Bronco Bucks and used for various rewards.

Lost/Forgotten Planners
- If a student does not present a planner upon request, a signature may be required.
- Lost planners can be replaced in the office for $5.00.

Pages 14-15 provide an outline of the tried interventions, the process for referral, and the matrix of behavioral expectations.
## PBIS Infractions
(Student is responsible for entering information)

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Infraction</th>
<th>Teacher</th>
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Office Referral

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**BROWNELL FIRST QUARTER RESPONSIBILITY CARD**

NAME________________________________________

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**PBIS Infraction Codes**

- Unprepared for Class
- Behavior (Disruptive, Unsafe)
- Behavior (Off Task, Not Using Time Well)
- Unauthorized use of Cell Phone/Electronics

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**PBIS Reward #1**
(Twenty Positive Stamps is a PBIS Reward)

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**PBIS Reward #2**
(Twenty Positive Stamps is a PBIS Reward)

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Office Referral

BROWNELL SECOND QUARTER RESPONSIBILITY CARD

NAME_____________________________________

PBIS Infraction Codes

- Unprepared for Class
- Behavior (Disruptive, Unsafe)
- Behavior (Off Task, Not Using Time Well)
- Unauthorized use of Cell Phone/Electronics
## PBIS Reward #2
(Twenty Positive Stamps is a PBIS Reward)

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**PBIS Infraction Codes**

- Unprepared for Class
- Behavior (Disruptive, Unsafe)
- Behavior (Off Task, Not Using Time Well)
- Unauthorized use of Cell
BROWNELL FOURTH QUARTER RESPONSIBILITY CARD

NAME____________________________________

PBIS Infraction Codes

- Unprepared for Class
- Behavior (Disruptive, Unsafe)
- Behavior (Off Task, Not Using Time Well)
- Unauthorized use of Cell
Phone/Electronics

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PBIS Reward #1
(Twenty Positive Stamps is a PBIS Reward)
PBIS Reward #2
(Twenty Positive Stamps is a PBIS Reward)

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**PBIS Signature Class Criteria:**

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**PBIS Signature Class Criteria:**
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<td>Behavior</td>
<td>Bathrooms</td>
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<tr>
<td>Be Responsible</td>
<td>Only go when needed.</td>
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<tr>
<td></td>
<td>Report all problems, such as graffiti, damage, or disturbances to a staff member.</td>
</tr>
<tr>
<td>Be Respectful</td>
<td>Only go with permission.</td>
</tr>
<tr>
<td></td>
<td>Respect the privacy of others.</td>
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<tr>
<td></td>
<td>Clean up after yourself.</td>
</tr>
<tr>
<td>Be Safe</td>
<td>Flush the toilet.</td>
</tr>
<tr>
<td></td>
<td>Wash your hands with soap and warm water.</td>
</tr>
<tr>
<td></td>
<td>Keep windows closed.</td>
</tr>
<tr>
<td></td>
<td>Use appropriate physical contact.</td>
</tr>
</tbody>
</table>
**ABSENCES**

Absences should be called in before 8 a.m. on the day of the absence. An answering machine is available 24 hours a day at 432-3901. For an early dismissal, students must bring a note to the office before school to receive an early dismissal pass.

**CLINIC**

Ill or injured students should report to the clinic or office after notifying the classroom teacher. If unable to report to the clinic or office, students should stay where they are until help arrives. Any student seeing someone who needs help should inform the nearest teacher.

Clinics are staffed by parent volunteers. Parents or one of the persons listed on the Emergency Card will be contacted when necessary. School health services are limited to basic first aid. Please see "Medication in School" for additional information.

**COMMUNICATION WITH THE HOME**

Brownell Middle School uses many means of communicating with the home: school newsletters, the local news media, the school system newsletter, Back-to-School Night each September, interim reports, regular PTO meetings, monthly Principals’ Roundtable Meetings, and Parent/Teacher Conferences in November and March. School information can also be found on our Facebook page and Twitter feed, which can be accessed through links on the Brownell website: www.gpschools.org/brownell.

**EARLY DISMISSALS FROM SCHOOL**

When a student needs to be dismissed early from school, the parent must send a signed note identifying the time and date of dismissal. This note is presented to the office when the student arrives at school that day. A pass is then given to the student permitting him/her to leave class at the designated time. Students will not be released without a parent, guardian, or person designated on the emergency card coming to the school office to sign the student out and providing picture identification of him/herself.

**EMERGENCY CLOSING OF SCHOOLS**

Every effort is made to determine an emergency closing of school due to inclement weather no later than 6:30 a.m. As soon as an emergency closing or delayed opening is determined, the following radio and television stations are notified:

- **Radio AM**
  - CKLW (800)  
  - WCXI (1130)  
  - WCZY (1500)  
  - WJR (760)  
  - WWJ (950)  
  - WXYT (1270)

- **Radio FM**
  - CKLW (93.9)  
  - WCZY (95.5)  
  - WJR (96.3)  
  - WNIC (100.3)  
  - WOMC (104.3)  
  - WWJ (97.1)

- **Television**
  - GP Cable (Ch.18)  
  - WJBK (Ch. 2)  
  - WDIV (Ch. 4)  
  - WXYZ (Ch. 7)

No media announcements will be made when schools are open as usual. Unless conditions are extremely bad, the public libraries will remain open.

**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/ trips. Please note Field Trip Eligibility on page 28.

**ADVISORY**

This is the student’s home base while he/she is in school. Advisory serves as a program for teachers and students to discuss and plan activities dealing with respect, responsibility, and teamwork. Curriculum, activities, and concerns
vary according to grade level.

**HONOR ROLLS**

There are four honor rolls each marking period. Three honor rolls are academic honor rolls. The academic honor rolls are for students with a 3.0, 3.5, and a 4.0 or better grade point average. The fourth honor roll is the citizenship honor roll. The citizenship honor roll recognizes students rated outstanding in citizenship by at least one rating of "1" in the area of conduct or work habits out of all her/his scheduled classes. The remainder of the conduct and work habit ratings must be no lower than a “2.” (See student handbook, page 22.)

**LIBRARY BOOKS AND MATERIALS**

Students should observe all regulations carefully, so all students can enjoy full library benefits. Checkout procedures require a Grosse Pointe Public Library card. Do not accumulate unused books in your locker. Return books on time, including any you may find.

**LOCKERS/VALUABLES**

Each student is furnished with a hall locker and a gym locker. All lockers are equipped with combination locks. **To prevent loss, it is imperative that combinations are kept confidential and lockers are kept locked.** Students are responsible for materials brought to school. Brownell is not responsible for articles lost or stolen from lockers or anywhere else in the building.

Lockers are school property and are inspected frequently. Students are responsible for locker contents and locker inspection. Tape should not be used inside lockers. Students are not allowed to share lockers or to use individual locks.

Valuables should not be kept in lockers—see your counselor for safekeeping. All lockers are assigned by the administration and combinations are changed every year. Students who need help with their lockers should ask their advisors. Repairs are made by contacting the school office.

**LOST AND FOUND**

If you miss any belongings, check the lost and found area in the main office. Remember, unclaimed articles are disposed of regularly.

**LUNCH**

A thirty minute lunch period is provided during the school day. Students are assigned to one lunch period and eat during that specific time period.

Students may bring a lunch from home, purchase a hot lunch in school, or order a-la-carte items such as sandwiches, milk, salad, etc.

Do to the safety of our students, we are a closed campus. Students will be restricted to the school campus during their lunch period. No requests for the student to eat lunch at commercial establishments will be honored. Furthermore, lunch deliveries are permitted by parent/guardians only.

Appropriate behavior is expected in the lunchroom, and rules of courtesy and appropriate behavior are enforced by the school administration. Students will go outside each day at lunch and are expected to dress accordingly.

**MEDICATION IN SCHOOL**

The Grosse Pointe Public School System's policy on administering prescription and over-the-counter medication requires the following:

1. The Permission Form for Medication must be in the school files prior to the administration of medication. **This form must be completed and signed by a parent/guardian AND the physician.**

2. Medication will be administered by a designated staff member, with a second adult in attendance whenever possible.

3. Prescribed medication must be in the original pharmaceutical container, labeled with the student's name and dosage. Any changes in type of drugs, dosage, and/or time of administration must be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

**NON-DISCRIMINATION POLICY**

The Grosse Pointe Public School 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.

PICTURES AND IDENTIFICATION CARDS

Early in the school year annual pictures are taken. Students and parents can purchase pictures, but they are in no way obligated to do so. An identification card is supplied and can be helpful in many situations.

REPORTING TO PARENTS

Formal progress reports of student work are issued to parents quarterly during the year. Each progress report consists of four ratings as follows:

Achievement—Level of achievement in relation to departmental standards.
- A--Excellent
- B--Good
- C--Satisfactory
- D--Poor
- U--Unsatisfactory
- N--Not graded in this subject

Work Habits
See page 19

Conduct
See page 19

Grade Point Equivalents

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.33</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>.67</td>
</tr>
<tr>
<td>U</td>
<td>.00</td>
</tr>
</tbody>
</table>

Supplementary reports, conferences, and telephone conversations are other important channels of communication, the responsibilities for which are jointly shared by home and school.

HOMEWORK COMPLETION

Student’s Failure to complete homework may result in the following:

Step 1: Teacher addresses the student and documents accordingly.
Step 2: Chronic homework completion problems will result in parental contact by teacher/counselor and/or administrator. Homework Help in the library is strongly recommended and is available from 3:20-4:20 p.m. Monday, Wednesday and Thursday each week.
Step 3: Continued habits of homework incompletion will result in a Tier 2 intervention plan as identified on page 13. Homework completion will impact a student’s work habit grade on their report card.

SCHOOL HOURS

The school day begins at 8:20 a.m. and ends at 3:18 p.m. Tuesday through Friday. School hours are 9:05 a.m. to 3:18 p.m. on Monday.

At close of school day, the halls should be clear of students within 15 minutes. Students remaining after 3:30 p.m. must be with an assigned teacher.

The school library is open for student use at 8:05 a.m. Tuesday through Friday and closes at 3:30 p.m. on Monday, Wednesday, Thursday, and Friday.

PARENT CONNECT/PINNACLE

Passwords are issued at the time of student enrollment if parents provide an email address. To obtain a pin/password, send an email request to parentconnect@gpschools.org.

TARDINESS

Students reporting to school unexcused later than 8:20 a.m. on Tuesday through Friday or 9:05 a.m. on Monday will be marked tardy and recorded as part of student responsibility towards PBIS (Positive Behavior Intervention System.) Students who report to any of their classes later than the prescribed time will be recorded as tardy. An office discipline referral form will be issued for students that accumulate 8 tardies.

FRIDAY/SATURDAY SCHOOL - Additional Reasons

Friday (two hours after school) or Saturday School may be used, at the discretion of Brownell administration as a consequence for repeated infractions of school rules.
TEXTBOOKS AND SUPPLIES
All textbooks and basic supplies are furnished by the school. Numbered books are issued by classroom teachers. When issued, students sign a receipt for specific books. In case of loss or damage to books, payment is required by the student as soon as possible. **Payments for damage must be made before final reports are issued when the school year ends.** In cases where students use supplies beyond the usual amounts, they will be charged for the extra supplies or they must buy their own.

**Fines**
Students will be assessed the full replacement cost for lost textbooks.

TRAFFIC
Students are subject to all community traffic rules. They are to cooperate with and respect the authority of crossing guards and student safety patrol members. Heavy traffic around the schools requires special vigilance and total observance of rules. Only designated crosswalks must be used. **Students are not to be dropped off or picked up in the parking lot behind the school at any time.**
CONDUCT AND WORK HABITS

In addition to letter grades in academic courses, students will be numerically graded for conduct and work habits:

1 – Excellent
2 – Good
3 – Needs improvement
4 – Poor
5 – Unsatisfactory

The following chart will be used to determine the grades in conduct and work habits.

<table>
<thead>
<tr>
<th>CONDUCT</th>
<th>WORK HABITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Consistently:</td>
<td>Consistently:</td>
</tr>
<tr>
<td>Respectful of teachers/peers</td>
<td>Demonstrates organizational skills</td>
</tr>
<tr>
<td>Follows instructions</td>
<td>Follows directions</td>
</tr>
<tr>
<td>Exhibits self-control</td>
<td>Produces quality work</td>
</tr>
<tr>
<td>Encourages and assists peers</td>
<td></td>
</tr>
<tr>
<td>Has a positive influence on the class</td>
<td></td>
</tr>
<tr>
<td><strong>2</strong> Frequently:</td>
<td>Frequently:</td>
</tr>
<tr>
<td>Respectful of teachers/peers</td>
<td>Demonstrates organizational skills</td>
</tr>
<tr>
<td>Follows instructions</td>
<td>Follows directions</td>
</tr>
<tr>
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<td>Produces quality work</td>
</tr>
<tr>
<td>Encourages and assists peers</td>
<td></td>
</tr>
<tr>
<td>Has a positive influence on the class</td>
<td></td>
</tr>
<tr>
<td><strong>3</strong> Sometimes:</td>
<td>Sometimes:</td>
</tr>
<tr>
<td>Respectful of teachers/peers</td>
<td>Demonstrates organizational skills</td>
</tr>
<tr>
<td>Follows instructions</td>
<td>Follows directions</td>
</tr>
<tr>
<td>Exhibits self-control</td>
<td>Produces quality work</td>
</tr>
<tr>
<td>Encourages and assists peers</td>
<td></td>
</tr>
<tr>
<td>Has a positive influence on the class</td>
<td></td>
</tr>
<tr>
<td><strong>4</strong> Infrequently:</td>
<td>Infrequently:</td>
</tr>
<tr>
<td>Respectful of teachers/peers</td>
<td>Demonstrates organizational skills</td>
</tr>
<tr>
<td>Follows instructions</td>
<td>Follows directions</td>
</tr>
<tr>
<td>Exhibits self-control</td>
<td>Produces quality work</td>
</tr>
<tr>
<td>Encourages and assists peers</td>
<td></td>
</tr>
<tr>
<td>Has a positive influence on the class</td>
<td></td>
</tr>
<tr>
<td><strong>5</strong> Rarely/never:</td>
<td>Rarely/never:</td>
</tr>
<tr>
<td>Respectful of teachers/peers</td>
<td>Demonstrates organizational skills</td>
</tr>
<tr>
<td>Follows instructions</td>
<td>Follows directions</td>
</tr>
<tr>
<td>Exhibits self-control</td>
<td>Produces quality work</td>
</tr>
<tr>
<td>Encourages and assists peers</td>
<td></td>
</tr>
<tr>
<td>Has a positive influence on the class</td>
<td></td>
</tr>
</tbody>
</table>

**Citizenship Honor Roll**

**Quarterly:** A student automatically qualifies for the “Citizenship Honor Roll” if she/he earns at least one rating of “1” in the areas of conduct or work habits out of all her/his scheduled classes. The remainder of the conduct and work habit ratings must be no lower than a “2.”

A student will not be eligible for the Citizenship Honor Roll Award if he/she has served an in-school or out-of-school suspension.

**School Year Award:** A Citizenship Honor Roll Certificate is awarded to students who have earned “Citizenship Honor Roll” status on the first three report cards.
VISITORS

All visitors are required to observe the general Board of Education Policy for “Parental Visitation of Classrooms” (August 1998). This requires that all visitors check into the main office according to the building policy and sign the official register.

In addition to this, Grosse Pointe Public Middle Schools insist that visitors observe the following guidelines:

1. Any student who wishes to have a visitor attend school as a guest must make such arrangements in written form at least 2 days in advance of the day of visitation. Any student bringing a guest without such prior permission will be asked to see that the guest is taken home. Students will be asked to carry a slip to obtain teacher permission to bring a visitor to their classes before approval is granted. Such approved visits are normally limited to a half-day (periods 1, 2, 3, 4 or 4, 5, 6, 7).

2. The only adequate reasons for visitation by secondary school students are the following:
   - A student from a foreign country who wishes to observe an American school and who may be of use as a resource person.
   - A student (students) from another secondary school who presents an administrative request to visit the school for an approved educational reason.
   - A houseguest out of the tri-county area.

3. All students from other schools who are coming out of curiosity or simply because their own schools are not in session may not visit during school hours. Any student who wishes to tour the facilities may arrange to do so after school. Such a tour is scheduled through the office.

4. All adults wishing to visit a middle school for educational reasons must request permission from the office. Such permission must be requested in advance so that there will be no disruption (or detriment) to the educational process. Adults who simply wish to tour the building should generally arrange such visitations in advance and at a time when an adequate tour may be arranged conveniently.

5. Alumni of Grosse Pointe Public Middle Schools who wish to visit a school may receive a visitor’s pass when they have been identified by a counselor or administrator. They must limit their visit to before or after school.

REGULATIONS

ANNUAL NOTIFICATION OF PARENT AND STUDENT RIGHTS RELATED TO SCHOOL RECORDS

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, 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 related to student records.

Information concerning these rights is available in the Student Records Policy (JR) and related administrative procedures of the Grosse Pointe Public School System.

BICYCLES

There are bicycle parking areas on school
grounds. Cyclists are required to park bicycles in the racks provided. Bicycles must be locked and chained whenever they are parked in school bicycle racks. Parents should know that there are no security guards available for bicycles. Brownell Middle School is not responsible for damage to or theft of bicycles. Riders should be aware that the police may ticket students if they do not ride in single file in the street or do not use school crossings.

**STUDENT DRESS**

The Grosse Pointe Public Schools dress code is in place to support a positive, safe, and respectful learning environment for all students. The Grosse Pointe Public Schools dress code allows for comfort, individuality and choice as long as such clothing and manner of dress does not interfere with and/or disrupt the educational process, endanger health and safety or violate the student code of conduct.

We want students to take pride in their appearance, pride in their performance and pride in their school. Students should dress and groom in a manner which demonstrates respect for themselves and others. It is the responsibility of the parents/guardians and students to see that school dress is appropriate and not disruptive to the educational process. The district does, however, set certain limitations which reflect appropriate attire for a school/business setting.

Building administration will exercise sound judgement when working with students, parents/guardians to ensure the dress code is enforced per the district code of conduct while treating students with dignity. The district reserves the right to revise dress code guidelines throughout the year, as deemed appropriate.

In order to maintain a healthy, safe, and orderly learning environment, the following guidelines shall be used as standards at school and all school-sponsored events (including, but not limited to: after-school parties, athletic events, field trips, and graduation).

**Elementary/Middle/High School:**

- Students should come to school prepared to go outside each day, even in the winter
- Clothing should not contain pictures, graphics or language which are inappropriate for the school environment per the student code of conduct
- Students are expected to wear clothing that does not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other marginalized group per district policy 5517 – ANTI-HARASSMENT.
- Students are expected to remove caps, hats and hoods in the building (religious or health-related headwear excluded)
- Students are expected to wear clothing that adequately covers the chest, back and mid-section
- Students are expected to wear clothing that is non-transparent
- All tops must have sleeves or straps. Straps must fit sufficiently so they do not fall off shoulders
- Clothing must cover undergarments (bra straps excluded)
- Shorts worn to school must cover undergarments, have an inseam and adequately cover a portion of the thigh at all times
- Skirts and dresses worn to school must cover undergarments and adequately cover a portion of the thigh at all times
- Students are expected to wear shoes that enable them to safely participate in all school activities (flip flops and other shoes without a strap on the heel are only allowed at the middle and high school levels)
- Specialized courses/activities (physical education, science labs, industrial technology, etc.) may require specialized attire, such as athletic wear or safety gear.

**Appropriate administrative action for inappropriate dress:**

1. Any apparel worn by students that school faculty consider inappropriate, unsafe, or unacceptable in fit, style, or message will result in a referral to an administrator.
2. Students may be required to change clothes, remain in the office until appropriate clothing is brought from home, or wear clothing provided by the school.
MOTORIZED VEHICLES
(Motorbikes, Mopeds, and Motorcycles)

Students desiring to ride these vehicles to school are required to obtain permission of the school principal, register these vehicles at the school office, and use designated parking places.

SKATEBOARDS AND IN-LINE SKATES

For safety reasons, we discourage the use of skateboards and in-line skates. They are not to be used inside the building.

SELECTED PROVISIONS

FROM THE MICHIGAN SCHOOL CODE

It is the responsibility of the parents to see that children between the ages of six and sixteen attend school.

Written requests from parents to excuse students from units dealing with sex education will be honored.

Authorities selecting textbooks "shall give special attention and consideration to the degree to which the textbook fairly includes recognition of the achievements and accomplishments of all ethnic and racial groups and shall select those books which fairly include such achievements and accomplishments."

STUDENT ACTIVITIES

CLUBS, INTRAMURALS, AND AFTER-SCHOOL ACTIVITIES

A wide variety of activities are available to students. There is a $52.00 one-time fee for the school year to join a club(s) and $92.00 one-time fee for the school year to join an athletic team(s), payable on school website. There is a coordinated effort between the school system and community organizations to provide a program as comprehensive as possible. In past years the following activities have been offered:

Activity Nights
Art Club
Book Club
Competitive Basketball for Boys
Competitive Basketball for Girls
Debate Club
Drama Club
Fashion Club
Honors' Choirs
Instrumental Music Ensembles
Intramurals for Boys and Girls
Jazz Band
Junior National Honor Society
Robotics Club
Sixth Grade Boys' and Girls' Basketball
STAND (Students Taking A New Direction)
Student Lyfe
Swimming
Track
Volleyball
Wrestling
Yearbook
You Be The Chemist
Zumba
Students interested in any of these should listen for announcements. Ideas for new activities are always welcome.

**STUDENT LYFE**

Your Student Lyfe represents all students. Students are urged to participate actively in Student Lyfe. Its purpose is to:

(a) Plan and promote student-directed school activities.
(b) Act as a permanent and official means of communication between student body and administration.

(c) Serve as an advisory board to the administration.
(d) Provide opportunities for student participation in school government.

Student Lyfe consists of advisory representatives, the faculty advisor, and elected officers.

Council meetings are held once a week unless otherwise announced. Special meetings may be called as needed.

**RESOURCES**

**COUNSELORS**

Each student is assigned to a counselor who is concerned primarily with the student's total success at school. Current achievement, schedule problems, educational plans, and general adjustment become part of the counselor's work.

Knowing about an emotional problem, family emergency, health factor, or attendance problem will be of great value to the counselor. Parents and students are encouraged to talk things over with the counselor. If your child’s last name begins with A-F, Mrs. Fachini-Kurily is the counselor (432-3914). If your child’s last name begins with G-Z, Dr. Niforos is the counselor (432-3915).

The Counseling Office usually is open to students and parents from 8 a.m. to 4 p.m. Referrals to the counselor may be by the student himself, parent, teacher, or administrator. Students may be called to the Counseling Office by a written pass and returned to class in the same manner. Students may also request a conference with the counselor by signing up in the counselor's office. The counselor will send for the student at the earliest available time. Every attempt will be made by the counselor to meet with each student at least once during the year.

Many home-to-school contacts develop through the counselor and appointments can be made by phone.

**LIBRARY MEDIA CENTER**

With almost 11,000 books plus records, tapes, and filmstrips, the library media center supports and supplements the classroom learning experiences of students. In addition to regular class time, the center is also open before and after school.

Books circulate for two weeks. A fine is charged for each day a book is overdue (not counting weekends and days absent). There is a liberal policy regarding special reserve and reference books. These materials circulate overnight, but it is extremely important that they be returned in the morning **BEFORE SCHOOL BEGINS** so that they are available for research during the school day.

**COMMUNITY/PARENT VOLUNTEERS**

The middle school has had parent helpers for various responsibilities and activities throughout the school year. Parents and community volunteers are invited to indicate their willingness and availability. The Grosse Pointe Board of Education honors outstanding volunteer service by presenting deserving individuals with Volunteer Awards.

**CLINIC VOLUNTEERS**

A dedicated group of parents serves as clinic aides. If you are interested in becoming a clinic volunteer or desire more information regarding the program, please call the school.
OTHER RESOURCES AVAILABLE

Parents or school officials may request the following services:

School Psychologist

If a student is a possible candidate for Special Education placement, upon request from school officials, a psychologist will administer a battery of tests to assess educational and psychological needs. These findings will be interpreted to parents, teachers, counselors, and building administrators. An appropriate educational plan is recommended.

Social Worker

The student assistance specialist delivers service to students in need of counseling in various manners: direct counseling, counseling with parents, or the educational community. One of the former may be the focus of service or any combination may be utilized. Any student who is anxious or who has a crisis and is seeking help is eligible for counseling.

Speech Pathologist

Following requests by staff members or parents for testing, students may be eligible for speech and/or language therapy. Parents are notified and must consent to the service offered before it is initiated.

Learning Resource Teacher

Students screened through the Individualized Educational Planning Committee process will be eligible to receive individual or small group instruction and/or modification of their curriculum as an adjunct to the regular curriculum. This program involves direct teaching for students.

Hearing and Visually Impaired

A specially certified teacher is assigned to students who qualify.

STUDENT CENTER

The Student Center provides an opportunity for students to receive additional academic support. Teachers may send individuals or small groups of students to the Student Center for assignment completion, testing, additional computer work, etc. Counselors should be contacted for more information.
GENERAL INFORMATION

FREQUENTLY CALLED NUMBERS

General Information 432-3000
Curriculum Information 432-3040
Information Services (new students) 432-3083
Special Education Services; (learning disabilities, behavior disorders, emotionally or mentally impaired, hearing or vision impaired, speech and language intervention, psychological testing, homebound teaching, Special Olympics) 432-3850.

Central Library 343-2074
Park Branch Library 343-2071
Woods Branch Library 343-2073

BROWNELL PTO

The PTO is an active and viable part of the Brownell community. Parents not only provide the moral support needed by any organization, but are in charge of projects that directly benefit the school. Such projects supplement the instructional program or add to the comfort and appearance of the building and grounds. Fundraising projects are enjoyed by the entire community. All parents are invited to join this active and supportive group. Your membership will be greatly appreciated. PTO meetings are normally held on the third Monday every other month in the Brownell library beginning at 6:00 p.m. (September, November, January, March, and May).

PTO EXECUTIVE BOARD

PRESIDENT: Kim Monts (313-799-9888)
monts_kim@hotmail.com

VICE-PRESIDENT: Tracy Sullivan
(313-939-2883)

SECRETARY: Jane Nugent
(313-231-9925)
jnugent@comcast.net

TREASURER: Jessica Brooks
(313-939-0456)
jessica82brooks@gmail.com

tlsulli2@comcast.net

TRUSTEES

SCHOOL BOARD OBSERVER: Rebecca Fannon
(417-0032)
fannonr@gpschools.org

FACULTY REPRESENTATIVE: Nicole Fekin
nicole.fekin@gpschools.org

STUDENT LYFE/PBIS REPRESENTATIVES:

Shelley Garland
garlans@gpschools.org

Melissa Currier
curriem@gpschools.org

PRINCIPAL:
Rodger Hunwick
(432-3904)
hunwicr@gpschools.org

ASST. PRINCIPAL: Holli McNally (432-3911)
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Committee Chairpersons

Tin Can Auction: Kim Monts (313-799-9888)
SURVEILLANCE

Middle School premises are under surveillance at all times.

SCHOOL DAY

The school day for pupils begins promptly at 8:20 a.m. and ends at 3:18 p.m. Tuesday through Friday. School begins at 9:05 a.m. on Mondays. Unless students are involved in music rehearsals or intramurals under the direct supervision of a teacher, we ask that they plan to arrive no earlier than 8:05 a.m. The doors to school open at 8 a.m. for students having music rehearsals, club activities, intramurals, and in case parents wish to drop students off on their way to work. Students must remain in the lobby outside the main office until 8:05 a.m. Students may talk with their friends in the school lobby. Classrooms open at 8:10 a.m. Once students enter the building they may not leave to visit the local market or similar establishments. Food and drinks are to be consumed in the cafeteria during lunch. Five minutes are allowed between classes for passing from one room to the next. Students who participate in sports or other supervised activities usually remain in the building after school until 4:30 or 5 p.m. Students should arrange in advance to be picked up at a particular time after these activities.
STUDENT ELIGIBILITY REQUIREMENTS FOR FIELD TRIPS

It is a privilege to participate in school field trips. Students are expected to conduct themselves in such a manner that exhibits the responsible behavior and respect that occurs during the school day at Brownell. A student will NOT be eligible for any field trip(s) when she/he accumulates 3 disciplinary office referrals in a school year. All final decisions for eligibility will be determined by the administration.

With your continued commitment and support of proper student behavior, we anticipate that all Brownell students will have the opportunity to participate and benefit from these educational experiences.

DISCIPLINE FOR FIELD TRIPS THAT INVOLVE PARTICIPATION IN CLASS COMPETITIONS AND EDUCATIONAL FIELD TRIPS

If a student accumulates 3 detentions in a school year, yet still wants to participate in an educational field trip experience, he/she must:

1. Complete a community service project that is approved by the principal and write a one-page summary explaining his/her participation at the completion of the project.

AND

2. Be accompanied on the trip by his/her parent or other designated adult who is responsible for all costs related to their own trip.

AND

3. Obtain teacher and administrative recommendation for attendance and participation in competition or activity.

FORMULA FOR FIELD TRIP ELIGIBILITY

Three detentions in a school year determines a student’s ineligibility for field trips. The formula utilized to determine eligibility is:

• One Lunch detention is worth .5 Detention
• One after school Detention is worth 1 Detention
• One Saturday School is worth 2 Detentions
• One day In-school separation is worth 2.5 Detentions
• One day Out-of-school separation is worth 3 Detentions

HOMEWORK HELP

Two Brownell staff members will be available in the library, to assist students with homework outside of the school day.

During the Week: Staff members will be available Mondays, Wednesdays, & Thursdays from 3:20-4:20 pm. Only students seeking homework help or a quiet place to study will be eligible to remain in the library. Homework help will not be available during student vacations or days before holidays/vacations.
GPPSS DISTRICT POLICIES

5200 - ATTENDANCE

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

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 such statements and to investigate the cause of each absence.

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of sixteen (16). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

STUDENT ABSENCES

Excused Absences:
The Board considers the following examples of Excused Absences, provided that the parent or guardian gives proper notification to the school attendance office no later than 10:00 a.m. of the morning following the absence:

A. medical
B. college visits
C. required court attendance
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 building principal

Exempt Absences:
With appropriate written documentation as outlined in Administrative Guideline 5200, certain excused absences may be considered Exempt Absences. Exempt absences are not included in the total of absences used in determining a student's eligibility for course credit, as defined in Administrative Guideline 5200.

Unexcused Absences:
All absences which are not Excused Absences or Exempt Absences are considered Unexcused Absences.

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.
The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Board authorizes, but does not encourage the Superintendent, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

The Superintendent shall develop procedures for the attendance of students which:

A. ensure a school session which is in conformity with the requirements of the law;
B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
C. ensure the student is not given a failing grade or his/her credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor;
D. govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;
E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973;
G. establish consequences for excessive unexcused absences.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

M.C.L.A. 380.1561, 380.1561(3a-3c), 380.1586(3)
Revised 3/09

5230 - LATE ARRIVAL AND EARLY DISMISSAL

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require, to the extent possible, that the school be notified in advance of such absences by request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the building administrator.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights
of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

**5200A – ELEMENTARY AND MIDDLE SCHOOL ATTENDANCE**

Within the framework of The Grosse Pointe Public Schools Attendance Policy JB, the following guidelines aimed at highlighting and corrective excessive absences from school will be employed:

<table>
<thead>
<tr>
<th>ABSENCES</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-9 missed classes per semester</td>
<td>When appropriate, a counselor/social worker, teacher, or administrator meets with the student and calls the parents to discuss the impact of student attendance on his/her learning and grades.</td>
</tr>
<tr>
<td>10-12 missed classes per semester</td>
<td>When appropriate, an administrator meets with the student, parent, and counselor/social worker to attempt to identify the reason(s) for the absences. Their meeting focuses on learning progress, the negative impact of excessive absences, and the possibility of retaining the student at the same grade level. This is a definite option when a student fails to make acceptable learning progress in his/her elementary or middle school class or classes; a teacher(s) may be part of the discussion.</td>
</tr>
<tr>
<td>UNEXCUSED ABSENCES</td>
<td>If it is determined by an administrator that a student’s absences are not school-related, or are not authorized by the school in advance, or are not accepted by the school as necessary and unavoidable, a formal referral to appropriate authorities may be made.</td>
</tr>
</tbody>
</table>
7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE FOR MIDDLE AND HIGH SCHOOL STUDENTS

The Grosse Pointe Public School System (GPPSS) provides a wide variety of technology to its students and staff for educational purposes and research. This technology includes but is not limited to computers, a network, presentation tools, Internet access and electronic mail (e-mail) accounts. In order to access and use this technology, students and parents must read and agree to the following Acceptable Use Policy.

GPPSS provides access to the World Wide Web (Internet) for all students. Internet access is monitored by staff and is filtered to block inappropriate information from reaching the GPPSS network and its student users. However, no filtering system is fail-safe and it is technologically impossible to block everything that should be blocked. GPPSS believes that the value of using the Internet for education strongly outweighs the possibility that students may obtain material that is not appropriate for the educational setting. GPPSS educates its students about proper Internet safety precautions and etiquette. However, it is the responsibility of the student to refrain from trying to access inappropriate information and to follow the guidelines set forth in the Acceptable Use Policy. The extent of access varies depending on the grade-level and abilities of the student and specific needs of a class.

Access to and use of technology is a privilege, and is subject to all rules and regulations found in the Student Code of Conduct. Use of technology is considered an extension of a student’s presence in school. Students that abuse technology or violate the terms of the Acceptable Use Policy are subject to loss of access to technology and other disciplinary action in accordance with the Student Code of Conduct. Abuse or intentional disruption of technology services is considered a disruption of the educational process. Demonstrated intent to violate the Acceptable Use Policy is treated as an actual violation thereof.

GPPSS makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District will not be responsible for damages such as loss of data or service interruptions, or for the accuracy or quality of information obtained through Internet resources. This policy is subject to change or modification and all students will be informed when this occurs.

General Policies

1. GPPSS technology is to be used for approved educational purposes consistent with the provisions of the Student Code of Conduct. Use of technology for private or personal purposes is expressly prohibited. Students may be liable for expenses incurred by using technology for private, personal or illegal purposes.
2. Storage and bandwidth usage quotas will be established by GPPSS. Only school-related files are to be uploaded to or stored on the GPPSS network.
3. Report any threatening or unwelcome communications, internal or external to your teacher or administrator immediately.
4. There is no expectation of privacy when using the District’s technology. Students’ browsing history, e-mail accounts, storage space and access records can be reviewed by the appropriate GPPSS staff at any time.
5. External storage space or personal technology (hard-wired or wireless) connected to GPPSS technology or its network is considered a part of the GPPSS network and is subject to the Acceptable Use Policy. This includes the District’s right to review any and all material on its network. External storage or personal technology previously connected to the GPPSS network or its technology falls under this guideline. External storage includes but is not limited to flash drives, CDs, DVDs, external hard drives and web-based storage. Personal technology included but is not limited to laptops, net books, cell phones, personal data assistants and handheld devices.
6. If a student identifies a security issue, he or she shall inform a teacher or administrator immediately.
7. Never share your password with anyone. It is prohibited to allow another person access to the GPPSS network with your log-in and password.

8. It is prohibited to access the GPPSS network using the log-in and password of another student.
9. Students will not download and/or install any software, malicious or harmless, on any district computer under any circumstances.
10. GPPSS will cooperate fully with authorities investigating criminal activity conducted with GPPSS technology.

**Care and Use of Equipment**

1. Students will not tamper with or in any way alter the physical or virtual setup of any technology unless expressly directed to do so under direct supervision by a staff member.
2. Any vandalism will result in disciplinary action including but not limited to loss of all privileges for use of technology. Vandalism is any attempt to physically or virtually disable or damage technology, including hardware and software.

**Internet Access**

1. Students will only use the Internet for approved educational purposes consistent with the provisions of the Student Code of Conduct. Educational appropriateness of materials will be determined by staff as it relates to the given class in which those materials are being used and accessed.
2. Students shall not intentionally seek or view obscene, vulgar or otherwise inappropriate material. Students are expected to use good judgment and report any infractions to a teacher or administrator.
3. No person shall attempt to circumvent filtering technology established by GPPSS.
4. Use appropriate language when on the Internet. Students are representatives of GPPSS when using the Internet for learning and are expected to behave in a manner consistent with that representation. Never use vulgarities or otherwise inappropriate language. Never engage in threatening, disparaging or bullying behavior.
5. Students will keep personal information private. Do not reveal your home address, phone number or those of others under any circumstances. When using external web-based resources that require registration, only give information that is required and ensure that the privacy settings of the external resource are set to minimize the information available to other students.
6. Respect copyrights and fair usage when using material obtained on-line. Cite sources and give credit every time. Do not use technology to plagiarize any materials.
7. GPPSS is not responsible for financial obligations or any other obligations resulting from unauthorized use of its technology.

**E-mail**

1. Students that are provided with a district e-mail account shall use that account only for purposes consistent with the educational process and the Student Code of Conduct.
2. When accessing GPPSS or external (personal) e-mail accounts, the Acceptable Use Policy is still in effect.
3. Never reveal personal information in e-mails.
4. Use appropriate language. Students are representatives of GPPSS when using e-mail for learning
and are expected to behave in a manner consistent with that representation. Never use vulgarities or otherwise inappropriate language. Never engage in threatening, disparaging or bullying behavior.

5. Never open attachments unless you are sure of their origin. If you are unsure, ask your teacher or technology staff for assistance.

6. Any e-mail and its associated attachments sent or received via the GPPSS network are subject to review by appropriate district personnel and are subject to the Acceptable Use Policy.

7. If you inadvertently receive inappropriate material, report it immediately to your teacher or an administrator.

Revised 3/26/12

7540.03 F1 STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

I have read and understand the Grosse Pointe Public Schools Technology Acceptable Use Policy. I agree to keep aware of and abide by all policies contained in the Acceptable Use Agreement. Failure on my part to follow the Acceptable Use Agreement may result in disciplinary action and loss of access to technology.

I acknowledge that all use of District technology may be monitored.

______________________________________________  _______________________
Student name (please print)  Grade

______________________________________________  _______________________
Student signature  Date

______________________________________________
Parent or guardian name (please print)

______________________________________________  _______________________
Parent or guardian signature  Date

3/2012

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5500 - STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one’s work; achievement within the range of one’s ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish guidelines, including a Code of Conduct consistent with Board of Education policy and philosophy, which shall hold students responsible for their conduct on school premises, in school vehicles, or at school-related events.

Student conduct shall be governed by the rules and provisions of the guidelines, including the Student Code of Conduct, which shall be reviewed periodically.

The Superintendent shall establish a means of annually assessing the effectiveness, consistent implementation, and uniform enforcement of the Code of Conduct. This assessment should strive to obtain feedback from administrative and teaching staff as well as community members and other groups of individuals who, in the Superintendent’s judgment, observe the behavior of students in the school environment or at school related events. The assessment format should generally strive to be consistent from year to year and site to site so criteria can be compared on a relative basis. The Superintendent shall deliver a report annually to the Board regarding the assessment of the Code of Conduct. The report should include any recommended changes in guidelines or procedures that would further improve aspects contributing to a positive learning environment.

M.C.L.A. 380.1311, 380.1312

5516 - STUDENT HAZING
The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

A. illegal activity, such as drinking or drugs;
B. physical punishment or infliction of pain;
C. intentional humiliation or embarrassment;
D. dangerous activity;
E. activity likely to cause mental or psychological stress;
F. forced detention or kidnapping;
G. undressing or otherwise exposing initiates.

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

The Superintendent shall distribute this policy to all students and District employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

5517 - ANTI-HARASSMENT

NOTE: Policy 3362, Policy 4362 and Policy 5517 address harassment by professional staff, classified staff and students, respectively. The policies are generally similar and are intended to be applied collectively, as applicable.

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil
rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take appropriate action reasonably calculated to stop the harassment and prevent further such harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

DEFINITIONS

General Definition of "Harassment"

"Harassment" means any threatening, insulting, bullying or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee
that:

A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;

B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or

C. has the effect of substantially disrupting the orderly operation of a school.

"Harassment" may include, but is not necessarily limited to, the following:

**Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;

B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;

C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

A. Unwelcome sexual propositions, invitations, solicitations and flirtation

B. Unwanted physical and/or sexual contact.

C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or
extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.

F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited. See Board Policy 3210 and Policy 3213.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile,
or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

**National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

**Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

**Reports and Complaints of Harassing Conduct**

Students and other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer promptly.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the District's complaint process as established in the administrative guideline that accompanies this policy. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged harassment, the Principal believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the
Principal informed of the status of the investigation and provide him/her with a copy of the resulting written report.

The names and titles of the Anti-Harassment Compliance Officers with whom complaints of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published on the School District’s web site.

The Compliance Officers will generally be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist members of the District community and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. Administration shall identify in the administrative guideline for this policy a formal and informal process for investigating the complaint. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must promptly report incidents of harassment that are reported to them to the Compliance Officer.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student’s parents if under the age eighteen (18), to advise s/he/them of the Board’s intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Sanctions and Monitoring

The District shall vigorously enforce the Board’s prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Superintendent may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with consistent with applicable State law and the terms of the relevant collective bargaining agreement(s).

Retaliation

Retaliation against a person who has made a report or a claim of unlawful harassment or participated
in the investigation of a report or claim of unlawful harassment is prohibited. "Retaliation" is any adverse action, including retaliatory harassment, against a person because that person has in good faith made a report or filed a complaint alleging unlawful harassment, or because that person has in good faith participated in an informal or formal complaint procedure (as described in the Administrative Guideline created under this Policy) for investigating a report or complaint of unlawful harassment.

**Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

Pursuant to Michigan’s Child Protection Law, MCL § 722.621, et seq., any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children’s services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

**Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board’s policy and harassment in general, will be age and content appropriate.

29 U.S.C. 621 et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
Title IX of the Educational Amendments of 1972, 20 U.S.C.
The Americans with Disabilities Act of 1990, 42 U.S.C.
12101 et seq. The Handicappers’ Civil Rights Act, M.C.L.
37.1101 et seq.
The Elliott-Larsen Civil Rights Act, M.C.L. 37.2101, et seq.
Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006
National School Boards Association Inquiry and Analysis – May 2008
5517.01 - BULLYING AND CYBERBULLYING

Bullying

The Board of Education believes that a safe and nurturing educational environment in school is necessary for students to learn and achieve high academic standards. Therefore, it is the policy of the District to provide a safe and nurturing environment for all of its students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

Bullying and Cyberbullying are Prohibited

Bullying and cyberbullying of a student, whether by other students, staff, visitors, Board members, parents, guests, contractors, vendors, and volunteers, is prohibited. All students are protected under this policy, and bullying and cyberbullying are prohibited without regard to its subject matter or motivating animus.

Definition of Bullying

"Bullying" means any written, verbal, or physical act, or any electronic communication, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
B. Adversely affecting the ability of a pupil to participate in or benefit from the School District’s or public school’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
C. Having an actual and substantial detrimental effect on a student's physical or mental health.
D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
B. Adversely affecting the ability of a student to participate in or benefit from the School District’s or public school’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
C. Having an actual and substantial detrimental effect on a student's physical or mental health.  
D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.  

Since "bullying" also includes "cyberbullying", any reference in this policy to "bullying" shall also be deemed to refer to "cyberbullying."

Bullying and cyberbullying are prohibited at school. "At school" is defined as on school premises, at school- sponsored activities or events, in a school-related vehicle, or using a telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the School District. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Michigan Penal Code (M.C.L. 750.219a).  

Bullying and cyberbullying that does not occur "at school," as defined above, but that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.  

5517.01 – BULLYING AND CYBERBULLYING cont.  

Reporting and Investigating Reports of Bullying  

Every student is encouraged to promptly report any situation that s/he believes to be bullying behavior directed toward himself/herself or another student to a teacher, a counselor, a building principal, or an assistant principal. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the building principal. Complaints against the building principal shall be reported to the Superintendent. Complaints against the Superintendent shall be reported to the Board President.  

Under State law, a school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official who is responsible for implementing this policy or for remedying the bullying, when acting in that capacity.  

Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.  

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The building principal or the principal’s designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, and up to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.
Where the investigation results in a finding that bullying has occurred, both the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification.

Each school shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parents or guardians and any discipline and referrals.

The Superintendent is the school official responsible for ensuring that the policy is implemented.

**Confidentiality**

The District will comply with all applicable laws regarding confidentiality of personally identifiable information from education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The principal, or the principal’s designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator’s parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publicly disclosed.

**Notification**

This policy will be annually circulated to parents and students, and shall be posted on the District website.

**Reporting**

As required by State statute, the Superintendent shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department.

As required by State statute, the District’s procedures with respect to bullying are contained within this policy, and thus no administrative guidelines accompany this policy.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

Revised 4/23/12
Revised 10/27/14
Revised 5/18/15
PLEASE REFER TO THE GROSSE POINTE PUBLIC SCHOOL SYSTEM DISTRICT WEBSITE FOR THE STUDENT CODE OF CONDUCT BOARD ADMINISTRATIVE GUIDELINES FOR POLICY 5500 (Revised May, 2018)
This document only pertains to extracurricular activities. This document does not apply to co-curricular activities.*

All school sponsored activities that are not co-curricular are considered extracurricular.

The Grosse Pointe Public School System’s Extracurricular Code of Conduct identifies the purpose of extracurricular activities, defines eligibility, explains attendance procedures, and identifies behavior expectations and disciplinary consequences for all participants.

Participation in extracurricular activities in the Grosse Pointe Public Schools System (GPPSS) is considered an honor and a privilege that entails a commitment by a student to an individual school, the District and the community. The Extracurricular Code of Conduct is in effect from the first day a student joins a GPPSS extracurricular activity. 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 extracurricular activities.

The Grosse Pointe Public Schools System Extracurricular Code of Conduct has been developed to provide a common set of rules for all students participating in athletics and extracurricular activities. The Extracurricular Code of Conduct deals with specific violations that apply within every program; however, the code is not intended to be all-inclusive. If an infraction occurs that is not included in the code, the coach or advisor has the authority to determine the consequence.

All Grosse Pointe students are governed by the Student Code of Conduct. In addition, students who participate in extracurricular activities may be further governed when applicable by the rules and regulations of the Michigan High School Athletic Association (MHSAA), National Federation, league rules and specific team/activity rules. For complete rules pertaining to athletics visit www.mhsaa.com.

I. Purpose:
GPPSS believes that a dynamic program of student activities is vital to the educational development of the student.

Extracurricular activities play an important part in the life of our students. Young people learn a great deal from their participation in extracurricular activities. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of each team in our
extracurricular program. Extracurricular activities also help the individual student develop a healthy self-concept as well as a healthy body. Competition adds to our school spirit and helps all students - spectators, as well as participants, develop pride in his or her school.

The major objective of the GPPSS extracurricular program is to provide wholesome opportunities for students to develop favorable habits and attitudes of social and group living.

Leadership should be of the highest quality so as to exemplify the desired type of behavior to be developed from the extracurricular program. Measurement of leadership success should not be in terms of the tangible evidence of the victory and defeat record, but rather in the intangible personality development factors that are an outgrowth of the major objectives of the extracurricular program.

The extracurricular program offerings should always be in conformity with the general objectives of the school. At no time should the program place the total educational curriculum secondary in emphasis; the program should constantly strive for the development of well-rounded individuals, capable of taking their place in society.

The District believes that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community and to the student themselves.

II. Opportunity to Participate

The following applies to both athletic and non-athletic extracurricular activities.

Eligibility:
1. To be eligible to participate in extracurricular activities a student must meet the following:

   a. A student must have passed four out of six classes if taking six classes or five out of seven classes if taking seven classes the previous semester.

   b. A student must currently be passing four out of six classes if taking six classes or five out of seven classes.
When evaluating a student's eligibility status grades of D- or better and a mark of G are considered passing.

2. **If the student is ineligible based on the previous semester final grades, the student will be ineligible for participation for the complete following semester.**

Note - all new 9th graders are initially eligible for extracurricular activities for the Fall season of their freshman year.

Deficiencies, including incompletes and failures from a previous semester, may be made up using an appropriate credit recovery process. Eligibility may be reinstated when the school accepts the credit.

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 who receive a grade point average of at least 3.0 receive a league Academic Team Certificate. Junior Varsity and Freshman level athletes receive a Grosse Pointe Public School System Academic Certificate.

**Grade Checks:**

Administration shall conduct grade checks of all extracurricular participants every three weeks. Additionally, administration shall review grades after progress reports and report cards are distributed. Administration shall identify for advisors, coaches, teachers and students the dates for grade checks at the beginning of each school year.

If after any grade check, progress report or report card the student falls below ‘eligibility’ as defined above he or she will have one week to reestablish eligibility. During this week students may participate in extracurricular activities if the coach and administration feels it is appropriate. If after one week the student has not reestablished eligibility, the student must sit out at least one week from competitions to allow the student to focus on academic obligations. At any point after sitting out for one week the student may re-establish eligibility as defined under #2 above.

**Academic Probation:**

If at any point (either the start of a season or after a grade check) a student falls below the Academic Extracurricular Expectations listed below the student will be placed on Academic Probation.
Once on Academic Probation a student will have 3 school weeks to demonstrate he or she has met the Academic Extracurricular Expectations identified below. At the conclusion of the three week period if the student has met the Academic Extracurricular Expectations he or she will be removed from Academic Probation. If after three weeks the student has not met the Academic Extracurricular Expectations below he or she will be considered ineligible for all extracurricular activities until he or she establish that he or she has met the requirements to be removed from Academic Probation.

In the event the student starts the Fall season on Academic Probation based on his or her performance during the spring semester of the preceding year he or she will have three school weeks to meet the expectations listed below.

**Academic Extracurricular Expectations:**
A student shall be successfully passing five out of seven classes or four out of six classes if taking a tutorial, of which at least three classes must be a grade of C- or better (a “G” is a passing grade and will be counted towards the three “C-‘s”).

**III. Attendance for Competition Based Extracurricular Activities**

**A. Regular Practices:** Practices are essential for proper conditioning, improvement of techniques, and acquisition of teamwork skills. Therefore, participants are required to attend scheduled practices. Participants who are absent from school are excused from practice on the same day as the absence. Participants who are suspended or temporarily separated from school may not participate in practices or competition during the suspension. Participants assigned a partial day of in-school separation may not participate on the same day unless granted the privilege by administration. Participants suspended from school or temporarily separated from school twice during the same season are suspended from the team/activity for the remainder of that season. Participants must attend a minimum of 3 classes in middle school and 4 in high school the day of a competition unless the absence is approved administratively.

**B. Vacation Practices:** Practice schedules and attendance rules are set by coaches and advisors in a consistent and fair manner and are approved by the assistant principal before implementation. Attendance procedures are developed for the protection of both the student and the coach/advisor 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.
IV. Attendance for Non-Competition Based Extracurricular Activities
Participation and attendance expectations for non-competition based extracurricular activities shall be determined on an activity specific basis by the faculty advisor.

V. Acceptable and Unacceptable Behavior
Students participating in extracurricular activities are expected to maintain good conduct at all times and all locations, whether on or off-campus, and not to engage in any conduct or behavior which brings discredit to themselves, their family, their team, school, or the District.

Offenses and Consequences

Extracurricular Attendance Violation: Unexcused absence from a practice, event or contest.
Consequence: Warning through removal of activity for up to one year
Determiner of Discipline: Coach/advisor in consultation with assistant principal

Failure to Cooperate with an Investigation: Impeding or intentionally failing to support the investigation of a potential violation of the Extracurricular Code of Conduct.
Consequence: Warning through removal from the activity for up to one year
Determiner of Discipline: assistant principal

General Misconduct: Engaging in illegal, unethical or inappropriate conduct including insubordination.
Consequence: Warning through removal from the activity for up to one year
Determiner of Discipline: Coach/advisor in consultation with the assistant principal

Lack of Sportsmanship: Extracurricular participants are expected to demonstrate the highest level of sportsmanship at all times. Extracurricular participants are to display personal control under practice and game conditions toward their teammates, opponents, coaches, officials, and spectators. In addition, it is understood that any harassment, racial or ethnic slurs said at any time, is unacceptable and will be dealt with accordingly.
Consequence: Warning through removal from the activity for up to one year
Determiner of Discipline: Coach/advisor in consultation with the assistant principal
**Possession or Use of Illegal Substances:** Possessing, using, being under the influence of tobacco, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician.

Consequence:

First Offense of the School Year:

1. The student will be suspended from a set number of the season’s competitions or organization’s activities (see consequence range chart below). Suspensions from games or activities could impact two sports seasons or two terms.

2. The student will lose captaincy, leadership positions or leadership role for the current school year.

3. The student who violates this policy after club, sport or school government elections in the spring will be removed from office, captaincy or leadership positions for the next school year.

Second Offense During a School Year:

Removal from all Extracurricular Activities for an amount of competitions double the first offense per the range chart below.

Third Offense During Secondary Enrollment:

Permanent removal from all Extracurricular Activities for the remainder of the student’s school career.

Determiner of Discipline: assistant principal

**Supporting the Use of Illegal Substances:** Intentionally being in the presence of tobacco, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician without using the illegal substance. A student will not be in violation of this portion of the Extracurricular Code of Conduct if the student makes a reasonable effort to remove himself/herself from the inappropriate situation.

Note: 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.

Consequence:

First Offense of the School Year:
1. The student will be suspended from Extracurricular Activities for half of the noted period of time identified for Possession or Use of Illegal Substances (see consequence range chart below). Suspensions from games or activities could impact two sports seasons or two terms. In the event a suspension results in a fraction of a competition, the student shall sit out for that fraction.

2. The student will lose captaincy, leadership positions or leadership role for the current school year.

3. The student who violates this policy after club or school government elections in the spring will be removed from office, captaincy or leadership positions for the next school year.

Subsequent Offenses in the Same School Year:

Further suspension from participation in activities through removal from all activities for the remainder of the season.

Determiner of Discipline: assistant principal

Activity Specific Consequence Chart for First Offense for Possession or Use of Illegal Substances

Understanding that each extracurricular activity offered in GPPSS schools has a different number of competitions and activities, the following chart that includes ranges will be used to determine the consequence metered out to students for violating the Possession or Use of Illegal Substances portion of this code of conduct.

<table>
<thead>
<tr>
<th># of Competitions</th>
<th>Length of Suspension from Competition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 9</td>
<td>2 games/competitions/performances</td>
</tr>
<tr>
<td>10-18</td>
<td>3 games/competitions/performances</td>
</tr>
<tr>
<td>19-27</td>
<td>4 games/competitions/performances</td>
</tr>
<tr>
<td>28-36</td>
<td>5 games/competitions/performances</td>
</tr>
</tbody>
</table>
| Definition of ‘competition’: For the chart above a competition is defined as one complete activity. For example, one competition in football would be equal to one game. One competition in wrestling would be equal to all the matches in one specific meet/invitational. One competition in theater would be equal to one performance (not dress rehearsal.) All calculations using this chart shall be based on the initially scheduled number of competitions identified at the start of the season or activity.

| Consequence for Year Round Activities: For extracurricular activities that are year round such as French Club the student shall be suspended from participation for one quarter. For extracurricular activities that are less than year round, but that do not have competitions the administrator shall identify an appropriate period of time for the student to be suspended from participation that is consistent with the ranges below.

| Applying Consequences for Students in Multiple Activities: For students that participate in multiple extracurricular activities the assistant principal shall have the authority to apply consequences as appropriate. If at the time of the consequence being determined the student is participating in multiple extracurricular activities the student’s participation in all of these activities shall be impacted.

| Students shall be impacted in both the competition/performance based extracurricular activities as well as year-round activities. Examples of competition/performance based extracurricular activities include all sports, DECA and musicals. Examples of year round extracurricular activities include SADD, the Diversity Club and the German Club.

| Timing of Consequences: To avoid a student simply electing to participate in an activity solely to complete their consequence as identified below, an administrator has the discretion to ensure that the student legitimately serves their consequence. For example, a student who joins a sport with a suspension previously in place must serve the suspension and legitimately complete the season of that sport. The student cannot simply serve the suspension and quit the track team. Additionally, a student with a consequence in place shall not join a year round based extracurricular activity (such as French Club) to simply complete his or her suspension.

| It is important to note that if a student receives a consequence for violating the extracurricular code of conduct the consequences shall be applied in such a way that participation in performance based activities is impacted rather than a student simply serving a consequence in a non-performance based activity. For example if a student is provided a 3 game suspension from
a performance activity, that suspension will not be fulfilled solely by not participating in a non-performance based activity.

Administration shall use good judgement and reason when making decisions regarding the application of suspensions. In general, suspensions shall not carry on beyond one year from the incident occurring. For example, a 9th grader in the Diversity Club who consumes alcohol is suspended from Diversity Club for one quarter. If in her junior year she tries out for volleyball and makes the team she does not have a suspensions to serve and can participate in matches at the start of the season.

Suspensions that cross multiple seasons shall be prorated across those seasons. For example, a football player who receives a 2 game suspension prior to the final football game of the year shall sit out one football game. If the student then elects to play basketball in the winter he or she would still have an outstanding suspension of one football game which equates to a two basketball game suspension.

When a student is suspended from competing in an extracurricular activity for violation of this code of conduct they may participate in practices at the discretion of the coach/advisor. Students may not be in team uniform while suspended from participating in a competition.

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.

Examples of the Extracurricular Code of Conduct Being Applied:

Example #1:

In September a GPPSS student who is currently participating in boys soccer and French Club is identified as having consumed alcohol on the weekend. The student is simultaneously serves a 3 game suspension from the soccer team as well as is suspended from the French Club for one quarter.

Example #2:

In December a student who is in the French Club is identified as drinking on the weekend. The student is removed from French Club for one quarter. Additionally, when the student joins the track team in the spring the student must serve a 3 meet suspension from the track team.

Example #3:

In November a student in the Diversity Club is identified as having violated the code of conduct of the consumption of alcohol. This student is suspended from Diversity Club for a quarter since Diversity Club is a non-performance activity. The student then is selected to be in the
chorus of the musical. The musical has 5 performances (excluding dress rehearsal). Per the chart below, the student is not permitted to perform in the first two performances of the musical. Since this student served his suspension via the musical he can participate in baseball games at the start of the season.

The examples above may not consider or address all possible permutations. Administration shall have the discretion to apply consequences in a manner consistent with this code.

VI. Appeal of Discipline
Students who receive a consequence of discipline greater than the loss of 2/9ths of a season or participation period may appeal within five days of the imposition of discipline to the building principal. The principal shall meet with the student and his/her parent(s) as well as the coach/advisor and/or assistant principal. During this meeting the student will be provided by the principal an opportunity to explain his/her rationale for the alteration of the discipline imposed. Within five school days of this meeting the principal shall issue a written decision that either upholds the imposed discipline or refers the matter back to the assistant principal for some other level of discipline less than the previously imposed discipline. The principal shall also have the discretion to administer some other level of discipline consistent with this code.

The principal has the final authority to hear all appeals. Students may not appeal a disciplinary decision resulting from this code of conduct beyond the building level.

VII. Reinstatement
A student who is permanently removed from all extracurricular activities due to a violation of this code of conduct may apply to the principal for reinstatement after one full year. The principal has the final authority to determine reinstatement.