

This agenda belongs to:

Name _____

Advisory Class (P3) _____

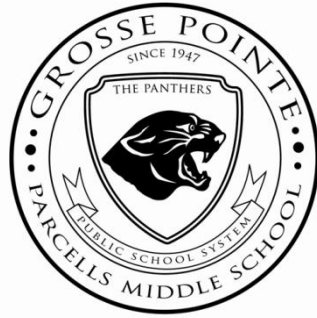
PARCELLS
MIDDLE SCHOOL
STUDENT HANDBOOK 2014-2015

Cathryn M. Armstrong, Principal
Steven Wolf, Assistant Principal

20600 MACK AVENUE, GROSSE POINTE WOODS, MI 48236
(313) 432-4600

24 hour Attendance Line (313) 432-4601

Web Page: www.gpschools.org/parcells



Welcome to Parcels Middle School!

This handbook will help answer questions about all aspects of middle school. We believe parents and students will find it useful and informative.

Be sure to check our website for current information and updates.

Teachers, counselors and administrators work cooperatively to advise and help students reach their educational goals. This can only be accomplished as long as all students realize that they have an obligation to study and conduct themselves in such a manner that will help them derive the greatest benefit from their middle school experience.

If you have questions regarding school programs, or if you encounter problems, please contact us. You have our very best wishes for a successful year!

Cathryn M. Armstrong, Principal

Steven Wolf, Assistant Principal

www.gpschools.org/parcells

Parcells Middle School

Standards of Excellence

Respect

We are respectful of each other and our school.

Responsibility

We exhibit personal responsibility in meeting our obligations.

Self Discipline

We behave in a way that does not interfere with our own learning or that of others.

Integrity

We demonstrate honesty and ethical standards in decision making.

Personal Best

We give our best effort in school work and behavior.

ABSENCES AND TARDIES

ABSENCES AND LATE ARRIVALS

Absences and late arrivals should be called into our attendance line before 9:00am on the day of the occurrence. Voicemail is available 24 hours a day at 313.432.4601. For an early dismissal, students must bring a note to the attendance office between 8:10 and 8:25 a.m.

Student academic success is our highest priority. We can experience a high number of students arriving late to school each day. When students are tardy to school, it is disruptive to classroom instruction and detrimental to the learning process for all students. **Our school day begins classes at 8:20 a.m. on Tuesday through Friday. On Monday mornings, school begins at 9:05 a.m.**

TARDIES

1. Tardiness includes late arrival to school or to individual classes during the day that are unexcused.
2. Excused tardiness to school will relate only to medical or unavoidable appointments. Oversleeping or heavy traffic, for example, are not acceptable reasons for excusing tardiness. **A parent telephone call does NOT determine excused or unexcused status.**
3. Students are expected to be in their seats when the bell rings to avoid being tardy. Consequences may also be assigned by the teacher (phone calls home, classroom detentions, etc.).

Description	Consequence		
Unexcused tardy to any class	Lunch detention the following school day		
Unexcused tardy to class (> 6 min = skipping)	After School Detention		
Unexcused Tardy to 1 st p./P3 (> ½ class time)	After School Detention		
10 th + Tardy/semester	After School Detention (each tardy beyond 10)		
Skipping class	1 st = After School Detention	2 nd = Saturday School	3 rd = ISS
Skipping School	1 st = Saturday School	2 nd = OSS	
More than 10 absences/school year	Truancy letter sent home; Saturday School Detention		

- *Skipping lunch detention may result in 2 lunch detentions or after school detention(s), if behavior continues.*
- *10th tardy per semester may also result in parent/counselor/student conference and a behavior plan.*
- *Continued tardiness beyond 10 per semester may result in incremental levels of OSS (one, three and five day separation).*

ABSENCES

1. If a student absence is not called into the attendance line from a guardian for excusal, the student absence will be marked as unexcused.
2. ANY unexcused absence from classes or school for any portion of the day is considered skipping. Students and parents should understand that leaving campus without permission constitutes as an unexcused absence.

TRUANCY

If a student accumulates an excessive number of unexcused absences throughout the school year, a referral will be made to the Wayne County Erase Truancy program in accordance with the Michigan Compulsory Attendance Act.

EARLY DISMISSALS FROM SCHOOL

When a student needs to be dismissed early from school, the parent must send a signed note identifying the time, date and reason for dismissal. **The student must present their note to the attendance office before school begins.** 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 attendance office to sign the student out.

ASSIGNMENTS FOR STUDENTS ABSENT DUE TO ILLNESS

We encourage all students to have a "study buddy" in each class who can be called for assignments and updating. In addition, team calendars and staff websites can be used as a general guide and are available on the Parcels Webpage: www.gpschools.org/parcells. Parents of students absent from school due to illness may request assignments from the attendance office or via email. The office will request assignments from teachers. Any assignments submitted by teachers will be available for pick-up after 24 hours.

ASSIGNMENT REQUESTS FOR PREARRANGED ABSENCES

While teachers are not required to prepare detailed assignments in advance, general assignments which allow a student to keep abreast of class content can be given to avoid major problems when a student returns. Occasionally, a parent or guardian may decide to remove a student from school for family reasons. The school does not encourage such absences. If the parent or guardian gives the school (teachers) two days or more lead time, an effort will be made to provide information regarding assignments for a student to be up to date upon return. It is the responsibility of the student to become informed of specific requirements to be made up after the period of absence and to make arrangements to complete the makeup work with individual teachers. Returning students are expected to resume normal classroom work without receiving special help and must arrange to complete makeup work/tests within a reasonable time (usually not more than the number of days absent).

GENERAL INFORMATION

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 information is posted on the district website, an automated call is made to the home and the closing is announced on radio and television stations.

If school is closed during the school day, parents will be notified using the automated telephone message system.

TRAFFIC

Students are subject to all community traffic rules. They are to cooperate with and respect the authority of crossing guards. Heavy traffic around the schools requires special vigilance and total observance of rules. Designated crosswalks must be used. Students must walk their bicycles through crosswalks.

LOCKERS

Each student is furnished with a hall locker and a gym locker. **Students are not allowed to share lockers for any reason.** All lockers are equipped with combination locks. **To prevent loss, it is imperative that combinations be kept confidential and lockers be kept locked.** Students are responsible for materials brought to school. Parcels is not responsible for articles lost or stolen from lockers or anywhere else in the building. Lockers are school property and are inspected quarterly. Students are responsible for locker contents and locker inspection. Students are not allowed to use individual locks. All lockers are assigned by the office, 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.

VALUABLES

The school cannot be responsible for items missing from lockers. Therefore, we strongly urge students NOT to carry large amounts of money, valuables, personal items, jewelry or electronic equipment. Students should not leave belongings that may contain valuables unattended at any time. We also recommend that students not place valuables on the restroom counters that become unattended when using a restroom stall. When exceptions are necessary, students may arrange for safekeeping with the school office. **Student lockers should be kept locked at all times. Locker combinations should be known only to the student to whom the locker is assigned.**

LOST AND FOUND

If you miss any belongings, check the lost and found located near the main office. Remember, unclaimed articles are disposed of regularly. **Items of greater value will be kept in the office until claimed i.e.: eye glasses, electronics, cash, keys, etc.**

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. Parcels 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. Cyclists should walk their bicycle to and from the corner of Mack and Vernier due to congested sidewalks.

SKATEBOARDS, ROLLERBLADES and SCOOTERS

For safety reasons, we discourage the use of skateboards, rollerblades and scooters to and from school. They are not to be used inside school, in the school parking lot, or on sidewalks on school property.

PICTURES AND IDENTIFICATION CARDS

Pictures are taken during registration and again later in the fall. Students and parents can purchase pictures, but they are in no way obligated to do so. An identification card is supplied, which is helpful identification in many situations.

STUDENT VIDEO PERMISSION

Video productions have become a regular part of Parcels' educational activities. When students or staff produce videos, it becomes necessary for parents to give permission for their child to be on screen for a publicly aired school-related video, Channel 20, etc. Permission is provided through the online registration process.

VISITORS

All visitors are required to observe the general Board of Education Policy for "Visitors in School Buildings"

This requires that all visitors check into the main office according to the building policy and sign the official register. They will be issued a visitor's pass to be worn while in the building.

In addition visitors must 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 or 4,5,6).
2. The only adequate reasons for visitation by secondary school students are the following:
 - (a) A student from a foreign country who wishes to observe an American school and who may be of use as a resource person.
 - (b) A student (students) from another secondary school who presents an administrative request to visit the school for an approved educational reason.
 - (c) A house guest 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 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.
5. Alumni of Grosse Pointe middle schools who wish to visit a school may receive a visitor's pass when they have been identified by a counselor or administrator and must limit their visit to before or after school.
6. No student visitors are allowed during the last 2 weeks of school.

CLINIC VOLUNTEERS

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

CLINIC

Injured or ill students should report to the clinic or office after notifying the classroom teacher. 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.

COMMUNITY/PARENT VOLUNTEERS

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

SCHOOL DAY

SCHOOL HOURS

Please see the schedules provided below. Once students arrive at school each day they may not leave without adult supervision. At the close of the 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 generally open for student use the beginning of the school day.

Late-Start Monday Bell Schedule	
1 st Hour	9:05 – 9:56
2 nd Hour	10:01 – 10:52
3 rd Hour	10:57 – 11:48
4 th Hour A Lunch	11:53 – 12:23
4 th Hour B Class	11:53 – 12:44
4 th Hour A Class	12:28 – 1:19
4 th Hour B Lunch	12:49 – 1:19
5 th Hour	1:24 – 2:15
6 th Hour	2:20 – 3:11
<i>Announcements</i>	3:11 – 3:18

Tuesday P3 Schedule	
P3 / Advisory	8:20 – 9:00
1 st Hour	9:05 – 9:56
2 nd Hour	10:01 – 10:52
3 rd Hour	10:57 – 11:48
A Lunch	11:53 – 12:23
4 th Hour B Class	11:53 – 12:44
4 th Hour A Class	12:28 – 1:19
B Lunch	12:49 – 1:19
5 th Hour	1:24 – 2:15
6 th Hour	2:20 – 3:11
<i>Announcements</i>	3:11 – 3:18

Wednesday – Friday Schedule	
1 st Hour	8:20 – 9:18
2 nd Hour	9:23 – 10:21
3 rd Hour	10:26 – 11:24
A Lunch	11:29 – 11:59
4 th Hour B Class	11:29 – 12:27
4 th Hour A Class	12:04 – 1:02
B Lunch	12:32 – 1:02
5 th Hour	1:07 – 2:05
6 th Hour	2:10 – 3:08
<i>Announcements</i>	3:08 – 3:18

LUNCH

A thirty minute lunch period is provided during the school day. Students are assigned to one lunch period in conjunction with their 4th hour class 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. No requests for the student to eat lunch at commercial establishments will be honored. All students are restricted to the school campus during their lunch period. Appropriate behavior is expected in the lunchroom, and rules of courtesy and appropriate behavior are enforced by the school administration.

We no longer allow parents to bring large treats for students to share with friends or with their lunch table in the cafeteria. (e.g. cupcakes, brownies, pizza, etc.) This is difficult to manage and can cause lunchroom disruptions. Parents may contact a teacher in advance if they wish to coordinate treats to be distributed to students in a classroom (only) during the student's assigned lunch period. Teachers may choose whether they wish to assist with hosting students and distributing treats.

If your student forgets their lunch and you wish to bring it to the school, please check into the front office, per school board policy. Your lunch will be brought down to the cafeteria and given to your child by a lunchroom supervisor.

If a student forgets their lunch or lunch money, a basic lunch may be provided. Students are expected to reimburse the cafeteria the next day that they are in school. Students who do not repay promptly, or who borrow habitually, will forfeit their right to this emergency privilege.

MEDICATION IN SCHOOL

The Grosse Pointe Public School System's medication policy requires the following procedures:

1. A Medication Authorization Form signed by parent and physician must be in the school files prior to the administration of the medication.
2. Medication will be administered by a designated staff member, with a second adult in attendance whenever possible.
3. Prescribed medication and over the counter medication from home must be in the original pharmaceutical container, labeled with the student's name and dosage.
If the medication and/or dosage changes, a new prescription bottle and a new Medication Authorization Form is required.
Pills, tablets or other medication are not to be in school without being approved under the above procedures.

TECHNOLOGY

Students will have access to technology in all learning environments. Students and parents are asked to read and electronically sign online the Technology Usage Agreement. This agreement will explain student usage of technology guidelines, responsibilities and consequences for misuse. Students may not access or use school computers until this agreement is signed.

LIBRARY MEDIA CENTER

With almost 11,000 books and DVD's, 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 ADVISORY** so that they are available for research during the school day. Students should observe all regulations carefully, so all students can enjoy full library benefits. Checkout procedures require a Grosse Pointe Public Library card. Students should not accumulate unused books in lockers and should return books on time, including any you may find.

HONOR ROLL

A three-tiered honor roll is now in place at Parcels. Students will be recognized for their achievement at the following levels:

- 3.0 to 3.49 Merit Honors
- 3.5 to 3.99 Academic Excellence
- 4.0 to 4.33 Academic Hall of Fame

6th and 7th grade students who are placed on the various levels of the honor roll for three consecutive marking periods in one school year will receive recognition at the Parcels honors assembly on May. 28th grade students receive their honors at the 8th

grade promotion ceremony the last day of school in June. The average of the GPA's for the first three quarters will determine the level of honors achievement. Please note that students with a grade of 'D' or 'E' during the year do not qualify for honors recognition. The Counselor Award honor roll recognizes students with outstanding citizenship by ratings of all "1's" per quarter.

GYM UNIFORMS

The Grosse Pointe middle school physical education department requires students to wear appropriate clothing for PE classes. A plain t-shirt with sleeves and gym shorts constitute appropriate clothing for gym classes. The shorts must be athletic type shorts with a 5-7 inch inseam. Students must have their last names printed on the front of the t-shirt and on the inside of the waistband of their shorts. Students have the option of purchasing PE uniforms here at Parcels from the office. That uniform consists of a grey t-shirt and green shorts with the Parcels school name printed on each. If students elect to purchase the uniform at school, the cost is \$25.00 for the set or \$10.00 for a gym shirt and \$15.00 for gym shorts. Uniforms may be purchased during registration in August and throughout the school year.

FIELD TRIPS

Field trips are part of many class experiences, offering instruction not available in the classroom. During field trips all school rules on student behavior apply, in addition to the rules of the facility visited. Students are responsible for meeting travel/attendance expectations for each trip. If a student fails to meet these expectations, eligibility for future trips may be denied. Some education field trips may require parental supervision for the student to attend. 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, without limitation, including policies and regulations barring smoking, consumption of alcoholic beverages, or possession of weapons on school premises, in school-related vehicles, and/or at school-sponsored activities and trips.

STUDENT COUNCIL

Your Student Council represents all students. Students are urged to participate actively in Student Council.

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.

The Student Council consists of advisory representatives and faculty advisors. Council meetings are held twice a month unless otherwise announced. Special meetings may be called as needed.

STUDENT ACTIVITIES CLUBS, INTRAMURALS AND AFTER-SCHOOL ACTIVITIES

A wide variety of activities and athletic opportunities are available to students. Please read the Parcels PTO newsletter and the school website for details. Students interested in any of these should see the coach or advisor. Athletic fees are \$90 per student per year. Activity fees are \$50 per student per year. Athletic and activity fees are payable to the coach or online.

BEFORE SCHOOL SUPERVISION

Students are asked to arrive at school no earlier than 7:45 am unless they are participating in a supervised activity. Students arriving before 7:45 am will not be allowed to enter the building until 7:55 am on Tuesday through Friday and 8:45 am on Mondays. Students who arrive to school before the above times are subject to all school rules and behavior expectations.

AFTER SCHOOL SUPERVISION

Students are asked to leave the school building and campus each day by 3:30pm unless they are participating in a school sponsored activity. **It is important that parents coordinate transportation arrangements with their students in advance of the school day.** If involved in after-school activities, students are expected to leave the building promptly at the conclusion of the activity. Loitering on campus after that time will result in phone calls to parents and possible consequences to be determined by administration. At the conclusion of any school sponsored activity, parents are responsible for transportation and are asked to be available to pick up their child and/or make arrangements for transportation.

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. The Counseling Office usually is open to students and parents from 8:30 a.m. to 3:30 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 telephone.

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. As appropriate, an educational plan will be recommended.

School Social Worker

The school social worker delivers service to students in need of counseling in various manners: direct counseling, counseling with parents or the educational community. Any student who is anxious or who has a crisis and is seeking help is eligible for counseling.

Speech and Language

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 certified teacher is assigned to students who qualify.

Non-discrimination Contact

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

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

Stefanie Hayes,
Director of Student Services
389 St. Clair
Grosse Pointe, MI 48230
(313) 432-3851
Stefanie.Hayes@gpschools.org

FREQUENTLY CALLED NUMBERS

General Information.....	432-4600	School Social Workers	432-3855
Curriculum Information.....	432-3040	Special Education Services	432-3854
Support Services (student records, work permits, transfer requests, new students).....	432-3080	School Psychologists.....	432-3856
School-Age Child Care (Pointe After).....	432-3067	Community Education	432-3880
Central Library.....	343-2074	Park Branch Library.....	343-2071
Woods Branch Library.....	343-2072		

COMMUNICATIONS WITH PARENTS

COMMUNICATION WITH THE HOME

Each middle school uses many means of communicating with the home: e-mail, voicemail, Parcels School website, web access to teacher Pinnacle grade books, school newsletters, the local news media, the school system newsletter, Back to School night each fall, regular PTO meetings. If a parent wishes to discuss a child's progress with a teacher, the parent should call the teacher. If a conference with a student's teacher is needed, parents can request one through the counselor.

REPORTING TO PARENTS

Formal progress reports of student work are issued to parents quarterly during the year. These reports are sent home with students and are not returned. The final progress report for the year is mailed to parents. 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
- E—Unsatisfactory
- N--Not graded in this subject

Grade Point Equivalents

A+	4.33	C+	2.33
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	.67
		E	.00

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:

<u>Conduct</u>	<u>Work Habits</u>
1. Consistently: Respectful of teachers/peers Follows instructions Exhibits self control Encourages and assists peers Has a positive influence on the class	1. Consistently: Demonstrates organizational skills Follows directions Produces quality work
2. Frequently: Respectful of teachers/peers Follows instructions Exhibits self control Encourages and assists peers Has a positive influence on the class	2. Frequently: Demonstrates organizational skills Follows directions Produces quality work
3. Sometimes: Respectful of teachers/peers Follows instructions Exhibits self control Encourages and assists peers Has a positive influence on the class	3. Sometimes: Demonstrates organizational skills Follows directions Produces quality work
4. Infrequently: Respectful of teachers/peers Follows instructions Exhibits self control Encourages and assists peers Has a positive influence on the class	4. Infrequently: Demonstrates organizational skills Follows directions Produces quality work
5. Rarely/Never: Respectful of teachers/peers Follows instructions Exhibits self control Encourages and assists peers Has a positive influence on the class	5. Rarely/Never: Demonstrates organizational skills Follows directions Produces quality work

MARKING PERIODS

Report cards will be sent out within two weeks of the end of the quarter. Supplementary reports, conferences, and telephone conversations are other important channels of communication, the responsibilities for which are jointly shared by home and school.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled shortly after first and third quarter report cards are distributed. Five to seven minute conferences with individual teachers are available. Parents are encouraged to attend arena style, first-come first-served conferences during afternoon and evening sessions.

Parent Teacher Conferences will be held on the following dates:

November 20 from 5 PM - 7:30 PM AND November 25 from 1 PM - 3:30 PM and 5 PM - 7:30 PM

March 5 from 5 PM - 7:30 PM AND March 12 from 1 PM - 3:30 PM and 5 PM - 7:30 PM

CODE OF CONDUCT AND ELIGIBILITY

CODE OF CONDUCT

The Grosse Pointe Public School District Student Code of Conduct and the Middle School Code of Conduct for Athletics and Extra Curricular activities will be available on our website and online registration.

APPROPRIATE PHYSICAL BEHAVIOR

Parcells students are expected to display appropriate physical behavior at all times. Physical contact with other students including public displays of affection (PDA's), roughhousing, shoving, hitting, slapping and other similar behaviors are not acceptable. Consequences for these behaviors will be assigned by administration and include a warning through suspension based on the severity and/or frequency of such actions by students.

OPTIONS ROOM

This program is designed to provide an opportunity for students to further reflect on behaviors which have disrupted the teaching/learning in any classroom. There is a prescribed sequence to the process that is followed by our staff with the intent for students to be aware and acknowledge their behavior(s) and revisit our expectations. Staff uses a simple pattern to address disruptive behavior:

What are you doing?

What should you be doing?

If after using 2 classroom time out interventions, the student is sent to the Options Room staffed with a certified teacher for further behavior interventions, support and parent contact.

DETENTIONS

Detentions are served after school on Mondays through Thursday of each week. Students are expected to arrive by 3:25 pm. Detentions end at 4:15 each day. While in detention, students are expected to sit quietly and work on homework or classroom assignments. When assigned a detention, students must attend unless prior arrangements are made by parents. Failure to attend an assigned detention will result in additional consequences as well as rescheduling of the original detention. Students are given a copy of the office referral for which a detention has been assigned. They may be required to return their office referral slip, with a parental signature, to the office or detention room before the detention is served.

SATURDAY SCHOOL

1. Students in Saturday School will observe a 3 hour schedule, 8:30 am until 11:30 am.
2. If a student in Saturday School becomes difficult to manage, a parent will be called and the student sent home. The student may be suspended for 1 to 3 days.
3. Coats, school supplies, etc. should be left in the assigned room. Students will not be permitted to make trips to his/her locker. Lavatory periods will be provided. Credit will be given for school work completed while serving Saturday School.

IN-SCHOOL SEPARATION (ISS):

Students may be assigned in school separations for violations of school rules. Credit will be granted for all work assigned during separation. In school separation will be held in a designated classroom, supervised by a certified teacher. During separation students are expected to complete all assignments given to them. It is the responsibility of the student to ask for and complete any classroom work not completed during ISS.

EXCLUSION, OUT OF SCHOOL SEPARATION (OSS):

Students who are suspended from school are encouraged to keep up with the work of their classes. Teachers are not required to give credit for homework and classwork, however, arrangements may be made by the discretion of the teacher if contacted and submitted within the specified time. Students will receive credit for long-term projects and assignments if made up on the date of the student's return to school or as soon thereafter, as scheduled by the teacher. Teachers are not required to assist these students in preparing for tests or completing projects.

CLASSROOM DISRUPTIONS

Students are expected to contribute to the classroom learning environment in a positive manner. Classroom disruptions compromise the educational opportunities for everyone in the class. Those students who are not cooperating and causing disruptions will be held accountable for their actions. Parcels has implemented an "Options" program to support student success and classroom learning environment. The program allows students to understand clearly defined classroom behavior expectations. They are asked to reflect on their behaviors when they do not meet the classroom expectations. Immediate classroom interventions, behavior plans written by the students, and parent calls are also incorporated. The benefits of this program include better behavior choices by students and a more effective learning atmosphere. If a student is written up (office referral) or sent to the office for being uncooperative or disruptive, the student's parents will be contacted immediately. Repetitive classroom disruptions will result in detentions, Saturday School, behavior plan and/or out-of-school suspension.

GUEST TEACHERS

Guest teachers (substitutes) play an important role in the education of all Parcels students. When a guest teacher is present in a classroom, behavior expectations are high. Students must cooperate fully and not cause distractions or disruptions. If a student is written up (office referral) or sent to the office for being uncooperative or disruptive, the student's parents will be contacted immediately. Repetitive misbehavior for a guest teacher will result in detentions, Saturday School, behavior plan and/or out-of-school suspension.

CELL PHONES & ELECTRONIC DEVICES

Electronic devices (i.e. smart phones, ipods, tablets) are exceptional tools for learning. However, they can also cause distractions to the learning environment and cause classroom and school disruptions. Teachers may allow students to use their personal electronic devices within the classroom for education purposes. During such times, the teacher will specify when it is appropriate to use an electronic device. GPPSS refers to this privilege as BYOT (bring your own technology). Outside of teacher permitted times, electronic devices should not be viewable and should be set on silent throughout the school day. Students may use their cell phones and electronic devices for non-educational purposes before entering school or after the school day ends.

Parents are encouraged to communicate with their student before and after school hours. Parents may call the school if they wish to communicate with their child or leave them a message during the school day. Student names will be placed on a board outside the main office to notify students they have a message. Texting students or calling their cell phone during the school day can cause disruptions to the classroom and the learning of others. If students wish to communicate with parents during the school day, permission may be granted by a staff member at an appropriate time.

Device is VIEWABLE without teacher permission during school hours:

1st offense: Warning by faculty; student must put device away and ensure it is silenced.

2nd offense: After 1st faculty warning—Insubordination. Device is confiscated by faculty and returned to the front office (when possible) where a discipline referral is issued. Student's parent will be contacted and student must serve an After School Detention before the device is returned.

Device is IN USE or SOUNDS without teacher permission during school hours:

1st offense/year: Device is confiscated by faculty and returned to the front office (when possible) where a discipline referral is issued. Student's parent will be contacted and student must serve an after school detention before the device is returned.

2nd offense/year: Device is confiscated by faculty and returned to the front office (when possible) where a discipline referral is issued. Student's parent will be contacted. Student will serve 2 After School Detentions or a Saturday school detention.

3rd offense/year: Device is confiscated by faculty and returned to the front office (when possible) where a discipline referral is issued. Student's parent will be contacted. The parent must pick up the device from school to be returned. Additional consequences will be issued as deemed appropriate by administration.

STUDENT DRESS GUIDELINES

The Parcels Middle School community believes that standards of neatness, modesty and appropriateness in clothing and accessories encourage an atmosphere conducive to learning, work, and discipline. Adherence to the dress code is expected of all students. Parents should assist the school in enforcing these standards by sending students to school each day in proper attire.

1. Determination of appropriate dress is made by the administration. However, any faculty member may question whether attire is acceptable and direct students to the office.
2. Skirts and shorts must be of satisfactory length (no more than 3" above the knee). Pants must be worn so that underwear cannot be seen.
3. Tight skirts, skirts with slits, tight shorts and tight or low cut tops are not allowed. Clothing should be clean and in good repair, **i.e. Without holes in jeans**. Yoga pants and leggings must be worn with an appropriate top.
4. Shirts and blouses must have either sleeves or a collar. Bare midriff blouses are not permitted.
5. T-shirts with alcohol, cigarette, drug, violent messages, hate messages or other inappropriate messages are not allowed.
6. Shoes are to be worn at all times in school.
7. Outerwear such as coats, hats and bandanas must be kept in lockers during the school day.
8. For safety reasons, i.e., crowded hallways, excessive weight on students' backs, backpacks/book bags may be carried to school but must be stored in lockers during the school day. Students may not carry backpacks/book bags, Large purses or shoulder strapped trapper keepers into classrooms while classes are in session.
9. School dress standards are applicable while attending extracurricular or school-related activities, including field trips.
10. Exceptions to the dress standards will be allowed for "Spirit Days", "Dress Up Days" or other exceptions approved by the administration.

Any apparel worn by students that administrators consider inappropriate or unacceptable in fit, style or message will result in a loss of a pride point. Offenders may be required to change clothes or remain in the office until appropriate clothing is brought from home. Students who have repeat dress code offenses may be assigned detention, Saturday School, or suspension. Please refer to Grosse Pointe School Board Policy 5511 – Dress and Grooming.

PROMOTION CEREMONY ELIGIBILITY

Parcels 8th grade students are afforded the privilege of participating in an 8th grade promotion ceremony at the end of their 8th grade school year. During that ceremony, students receive their promotion certificate. Students who fail two or more of their core academic classes will not be eligible to participate in the promotion ceremony. Class failure is defined as receiving the grade of 'E' in one core academic class in two or more marking periods of the school year.

RETENTION & SUMMER SCHOOL

Parcels Middle School students who fail one or two core academic classes ("E's" in two or more marking periods) will be required to take a summer school course (or two) in the same content as the course(s) failed. Students who fail three or more core academic classes will not be passed on to the next grade but will be required to repeat the same grade level.

GUIDELINES FOR STUDENT ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Parcels Administration reserves the right to review eligibility for students removed from school due to behavior. The following information sets behavior guidelines for student eligibility to participate in school-related sports and all extracurricular activities. These activities include dances, fun nights, field trips (non-academic), after-school clubs, 8th grade party, 8th grade trip and promotion. The goal is to create a clear set of measurable guidelines for determining student eligibility. This measurement system would be tied directly to report card number grades for conduct. See section REPORTING TO PARENTS for definition of conduct grade points.

ELIGIBILITY FORMAT FOR 6th GRADE:

- 17 or less conduct points for two consecutive weeks - automatic eligibility (no weekly eligibility sheets required)
- 18 and 20 points - eligible after review of weekly eligibility sheets by coach, expected behaviors reviewed with administrator, counselor and parent and parent chaperone if activity is a field trip.
- 21 or more points - No participation until two weeks of eligibility sheets with 20 points or less, parent chaperone required for academic field trips.

ELIGIBILITY FORMAT FOR 7TH & 8TH GRADE:

- 15 conduct points or less for two consecutive weeks: automatic eligibility (no weekly eligibility sheets required)
- 16 and 17 points: eligible after review of weekly eligibility sheets by coach, expected behaviors reviewed with administrator, counselor and parent, parent chaperone if activity is a field trip.
- 18 or more points: automatic disqualification, no weekly eligibility sheets required, parent chaperone for academic field trips.

GUIDELINES FOR ATHLETIC ELEGIBILITY

Parcells Administration reserves the right to review eligibility for students removed from school due to behavior.

The MHSAA requires student athletes to be present for at least half of the instructional school day (3 periods) to be eligible to participate in an athletic event or participate in practice.

The MHSAA requires student athletes to be passing no less than 4 classes in a six class school day. If a student athlete is not passing 4 classes at the time of the tryouts, they are deemed ineligible to try-out for the team and participate.

If a student athlete becomes ineligible after a team is selected:

- The athlete will be deemed ineligible for competition, beginning the Monday following recognition of such case.
- The student athlete will remain ineligible for a two week period.
 - During the two week period, a grade sheet must be signed weekly by all of the student athletes' teachers. It is the responsibility of the student athlete to obtain weekly grades and conduct from their teachers and hand in to their coach.
 - The ineligible student will continue to practice, attend all events and sit on the bench without dressing out while on suspension from competition. Eligible status will resume after two consecutive weeks of passing four classes.
 - The grade sheet must be completed weekly for the remainder of the season. Failure to complete the grade sheet will result in a suspension for the following week.

PARCELLS MIDDLE SCHOOL POINTS OF PRIDE PROGRAM

We operate a program at Parcells called the Parcells Pride Program. The program was designed by Parcells' faculty members to help maintain a positive school climate, encourage positive student behavior, and reinforce the Parcells Standards of Excellence; Respect, Responsibility, Self-Discipline, Integrity, and Personal Best. In summary, here are some overview details of the program.

- We have placed tape down the middle of our hallways and asked students to walk on the right side of the halls to help 'traffic' flow and diminish unintentional bumping or jostling.
- We have designated stairways as 'up' stairways or 'down' stairways for the same reasons. Students must use the appropriate 'up' or 'down' stairway at class passing time. A student may use any stairway (up or down) during an emergency or if in the hallway on a pass from a teacher during normal class time.
- Students receive 9 Parcells Pride Points per quarter. Students who maintain Pride Points may receive rewards throughout the school year. **Students must maintain at least one Parcells Pride Point during each quarter to be eligible for the end-of-year reward activity we will plan for the year.** Our 6th and 7th grade students who maintain their point levels enjoy an end of the year field trip and our eligible 8th grade students are able to participate in the 8th grade Cedar Point trip. The specific cost, dates, destinations, and other information will be available later in the school year. In addition to Parcells Pride Points, Parcells Administration may use other existing requirements (grades, conduct points, office referrals, behavior) to serve as eligibility criteria.
- Students lose points for the following reasons:
 - Coming to class unprepared (materials, pen, pencil, book, etc.)
 - Inappropriate school behavior
 - Minor dress code infractions
 - Electronic device violations
 - Students will lose additional pride points for detentions and/or suspensions
- If a teacher takes a point away from a student, the teacher will inform the student at the time of the point loss.
- At a time when a teacher determines that a student should lose a Pride Point, but the teacher discovers that the student has lost all 9 Parcells Pride Points for the quarter, the teacher will write a discipline office referral in place of deducting a Pride Point.
- **Students are responsible for maintaining their own Parcells Pride Point totals.** Students are expected to monitor and maintain their Parcells Pride Point totals and communicate point totals to their parents. Advisory teachers (P3) will have point totals for their advisory (P3) students.
- The Grosse Pointe Public Schools Student Code of Conduct will continue in place and will continue to guide student behavior expectations and our decisions regarding behavior consequences.

CAFETERIA EXPECTATIONS

The gym/cafeteria is considering a classroom for all behavior expectation purposes. Inappropriate behavior in the cafeteria can cause an increased disruption due to the number of students present and the size of the gym/cafeteria.

1. Students will exhibit respect and cooperation towards all faculty and staff. Students will respond to all directions.
2. Students will be assigned seats during each semester and may not change seats at any time unless approved by a lunchroom supervisor, counselor or administrator. Students are required to remain seated at all times unless their table has been called to purchase food or they are throwing trash away.
3. It is the student's responsibility to keep their seating area clean and throw away all garbage. We encourage students to advocate the same expectation to all others at their lunch table. As a result, all students may be required to wipe down their table or sweep the floor if found especially dirty or trash is present near dismissal.
4. Throwing of food, paper or any other objects in the gym/cafeteria will be treated especially serious.
5. Students will keep their hands and feet off other students and their food.
6. Students should walk at all times while in or the cafeteria or lunch line. Running causes an increase in accidents and disruptions.
7. All food will remain in the cafeteria. This applies to all unopened and partially consumed food and drink.

Consequences for inappropriate lunchroom behavior include lunch clean up, lunch detention, in school separation, Saturday school and suspension.



Panther Pride Program

P3

Student

Staff

Family

PARCELLS

What is it?

- A system of rewards and consequences for ensuring positive behavior.
- Staff works to teach and encourage responsible skills and behaviors.
- A tiered discipline program that will help students who have trouble choosing desirable behaviors.

How does it work?

- 40 minute P3 class sessions for ALL students and ALL staff, every Tuesday.
- Reward programs include Parcels Green and White cards, Panther Power Coupons, and more.
- Consequences include an *options* program which encourages students to turn negative behaviors into acceptable behaviors, with teacher assistance.
- Parcels Pride Points program will continue to discourage negative behaviors.

Why do it?

- Improved conduct resulting from taught expectations.
- Fewer distractions result in higher achievement.
- Positive environment for student growth.
- Life long lessons about self, others, and responsibility.

We believe all students have the right to a positive learning environment
— *every day, every class, every place.*

We believe that all students can exhibit positive behaviors
— *every day, every class, every place.*

Parcells Middle School P3 Behavior Expectations

[illegible]

THE GROSSE POINTE PUBLIC SCHOOL SYSTEM STUDENT COMPUTER & NETWORK ACCEPTABLE USE AGREEMENT
(GPPSS REGULATION JCD-R) 6/2006

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

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

1. My use of school's computers is a privilege, subject to revocation.
2. Any text or graphics I place on the Internet or other computer network via email, Usenet news, Internet relay chat, World Wide Web, or other technologies may reflect upon my school and the school's image.
3. School computers were purchased and the network was established for a limited educational purpose—activities involving schoolwork or personal growth—and were not provided as a public access service or public forum.
4. I will be given an individual account, which will allow me to use my school's computers and the Internet.
5. Teachers and administrators will be the judge of the value or appropriateness of my use of my account.
6. Teachers and administrators may monitor my account, electronic files, and Internet access for appropriateness of the language and images I look at or use, without my prior consent.
7. Teachers and administrators may monitor my e-mail messages sent and received for appropriateness of the language and images I look at or use, without my prior consent.
8. Teachers and administrators may look at, without my prior consent, any data or files of mine that exist on the system and monitor and modify the system resources and storage space used by my data and files.
9. Teachers and school administrators reserve the right to remove any files on the system without prior notification to system users.
10. Teachers and administrators will only release sensitive, confidential, or identifiable information about me to third parties when required by law or when, in their judgment, release is required to prevent serious injury or harm that could result from violation of this agreement.
11. I, and possibly my parents, will be informed whenever I am found in violation of this agreement.
12. My parents may request an opportunity to review the data that I have created and stored on the school's computer systems or networks.
13. I have the privilege of using my account as long as my use is within the limits of this agreement, other school and district policies or rules, and applicable local, state, and federal laws.
14. I or my parents or guardian will reimburse the school for any costs or damages that result from misuse or damage that occurs while I am, or anyone else is, using my password-protected account.
15. I must immediately report to a teacher or administrator if I receive obscene, profane, lewd, vulgar, inflammatory, threatening, degrading, harassing, or dangerous words, phrases, messages, files, or images directed towards me.
16. These policies apply to my school e-mail account and any e-mail account if I use a school computer to access it.
17. Depending on the nature and severity of any violation of this agreement, the administration may take one or more of the following discipline actions (pursuant to Code of Conduct):
 - a) Warning b) Punishment not access or usage restrictions
 - c) Probation related to access d) Temporary access denied
 - e) Permanent access denial f) School exclusion (possible fine)
18. If warranted, an administrator will refer a violation of this agreement to an appropriate school, local, state, or federal authority for further disposition.
19. Evidence of attempted or actual system security, integrity, or performance related violation incidents will be cause for immediate access denial. The purpose of access denial in these cases is to prevent further damage to the system or data while an investigation is conducted. The users involved will be required to meet with the principal or appropriate administrator. After investigation, the case may be referred for disciplinary action.
20. Demonstrated *intent* to violate this agreement will be considered the same as an actual violation. Demonstrated intent means evidence of action that if successful or if carried out as intended, would result in a violation of this agreement.

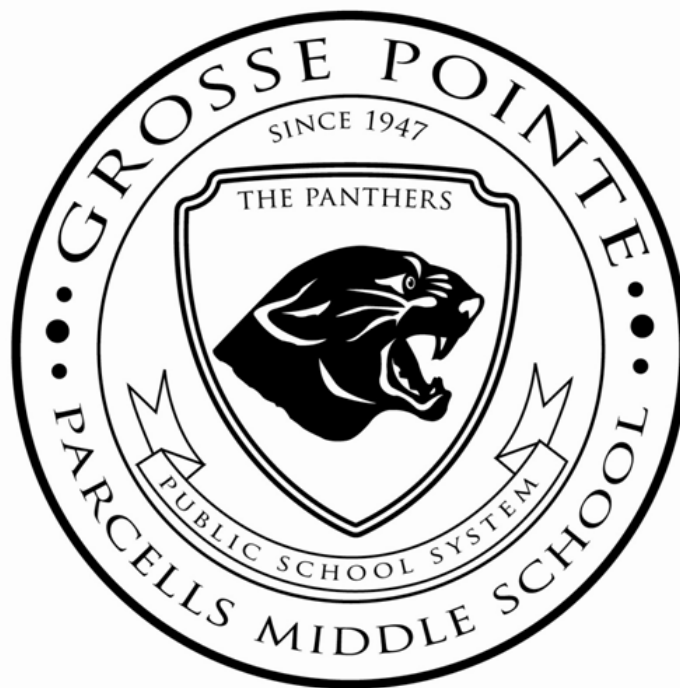
I promise I will:

1. Use only the account assigned to me, and log off my account prior to leaving the computer.
2. Immediately notify a teacher or administrator when I discover a computer that is logged on and not being used.
3. Keep my password confidential.
4. Access resources for valid educational purposes, at such time and in such manner as determined by a teacher, a school official, or an administrator.
5. Stop what I am doing and leave a computer immediately when a teacher or administrator asks me to do so.
6. Immediately report to a teacher or administrator any obscene, profane, lewd, vulgar, inflammatory, threatening, degrading, harassing, or dangerous words, phrases, messages, files, or images I see.
7. Modify, change, or delete only my own data and files and create them only in my own directories unless given explicit permission to modify another user's data or files.
8. Immediately report to a teacher or an administrator anything that has been misused, broken or is missing.
9. Use my real name (first name and last initial only) in every e-mail I send or forward, and limit my e-mail activity to reasonable levels in time and number.
10. Leave switches, buttons, icons, and other operational settings as they are.
11. Be polite and treat others with respect and courtesy when using e-mail, Usenet news, chat rooms and other communication forums.
12. Get approval from the principal or other administrator for all work done on behalf of my school for Internet publication.
13. Follow all district policies and all laws regarding copyright and intellectual property.
14. Use only the first name and last initial to identify another student, another student's work, my work, or myself when I publish on the Internet.

THE GROSSE POINTE PUBLIC SCHOOL SYSTEM STUDENT COMPUTER & NETWORK ACCEPTABLE USE AGREEMENT
(GPPSS REGULATION JCD-R) 6/2006

I promise I will NOT:

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



Important Dates to Remember for 2014-2015

September 2	6 th Grade Parent Night	6:00-7:00 pm Parcels Auditorium
September 10	Back to School Night	6:30-8:30 pm
October 31	End of 1 st Quarter	Report Cards electronically sent week of November 10 th
November 4	No School	Election Day
November 20	Parent Teacher Conferences	5:00-7:30 pm
November 25	Parent Teacher Conferences	1:00-3:30 pm and 5:00-7:30 pm
½ DAY FOR STUDENTS		11:34am DISMISSAL
November 26-28	No School	Thanksgiving Break
December 1	Classes Resume	9:05am Late Start Monday
Dec. 22-Jan. 2, 2015	No School	Winter Break
January 5	Classes Resume	9:05am Late Start Monday
January 19	No School	Martin Luther King Jr. Day
January 23	No School	Records Day
End of 1 st Semester	Report Cards electronically sent week of February 2 nd	
February 11	Count Day	
February 16-20	No School	Mid-Winter Break
February 23	Classes Resume	9:05am Late Start Monday
March 5	Parent Teacher Conferences	5:00-7:30 pm
March 12	Parent Teacher Conferences	1:00-3:30 pm and 5:00-7:30 pm
½ DAY FOR STUDENTS		11:34am DISMISSAL
April 2	End of 3 rd Quarter	Report Cards electronically sent week of April 20 th
April 3-10	No School	Spring Break
April 13	Classes Resume	9:05am Late Start Monday
April 29-May 1	8 th Grade Washington DC Trip	
May 15	½ DAY FOR STUDENTS	11:34am DISMISSAL Staff Development
May 28	6 th -7 th Grade Honors Night	6:30 pm Parcels Auditorium, Reception following
May 25	No School	Memorial Day Holiday
June 9	End of the year Field Trips	
June 10	½ DAY FOR STUDENTS	11:34 am DISMISSAL
June 10	8 th Grade Promotion Party	11:30 am – 1:30 pm
June 11	8 th Grade Promotion & Honors Ceremony	8:00am Parcels Auditorium - Reception following
	½ Day for 6th and 7th grade students	11:00am DISMISSAL

Please check our website calendar for updates through the school year:

www.gpschools.org/Parcells