



# **THE 2016-2017 STUDENT HANDBOOK**

**for**

## **NORTH LAKE HIGH SCHOOL**

**An Alternative Education program administered by  
St. Clair Shores Adult & Community Education**

**23340 Elmira  
St. Clair Shores MI 48082  
(586) 285-8780  
Fax (586) 285-8783**

**North Lake High School**  
**2016 – 2017 Academic Calendar**

**2016**

August 29 – Returning student registration 9-11AM & 1-3PM  
August 29 – New Student orientation (mandatory) 6PM, NLHS Gym

September 8 – First Day of School - Half Day for Students  
September 15 – Open House – 5:30-7:30PM

October 5 – Fall Count Day  
October 20 – Parent/Teacher Conferences 5:30-7:30PM

November 8 – No School for Students – Election Day  
November 24-25 – No School – Thanksgiving Break

December 2 – End of First Trimester  
December 5 – Start of Second Trimester  
December 22 – January 3 – Holiday Break

**2017**

January 4 – Back to school  
January 16 – No School – MLK Day

February 2 – Parent/Teacher Conferences – 5:30-7:30PM  
February 8 – Spring Count Day  
February 17-20 – Mid Winter Break

March 10– End of Second Trimester  
March 13 – Start of Third Trimester

April 3-7 – Spring Break

May 29 – No School – Memorial Day

June TBD – Graduation – Lake Shore High School – 7PM  
June 15 – Last Day of School – Half Day for Students

Comment [am1]:

Comment [am2]:

**DAILY  
BELL SCHEDULE**

Monday - Thursday

1 <sup>st</sup> Period	8:00 am	8:56 am
Passing	8:56 am	9:00 am
2 <sup>nd</sup> Period	9:00 am	9:56 am
Passing	9:56 am	10:00 am
3 <sup>rd</sup> Period	10:00 am	10:56 am
LUNCH	11:00am	11:30 am
Passing	11:30 am	11:34 am
4 <sup>th</sup> Period	11:34 am	12:30 pm
Passing	12:30 pm	12:34 pm
5 <sup>th</sup> Period	12:34 pm	1:30 pm
Passing	1:30 pm	1:34 pm
6 <sup>th</sup> Period	1:34 pm	2:30 pm

Fridays & 1/2 Days

1 <sup>st</sup> Period	8:00 am	8:30 am
Passing	8:30 am	8:34 am
2 <sup>nd</sup> Period	8:34 am	9:04 am
Passing	9:04 am	9:08 am
3 <sup>rd</sup> Period	9:08 am	9:38 am
Passing	9:38 am	9:42 am
4 <sup>th</sup> Period	9:42 am	10:12 am
Passing	10:12 am	10:16 am
5 <sup>th</sup> Period	10:16 am	10:46 am
Passing	10:46 am	10:50 am
6 <sup>th</sup> Period	10:50 am	11:20 am

## **Message to Students**

Welcome to North Lake High School at the Born Center. The North Lake staff is committed to providing an innovative and quality curriculum that meets the ever-changing needs of our students. We look forward to helping you make your educational dreams come true. This booklet contains important information about your school. Please take the time to read it carefully, and, if you have any questions, we encourage you to ask any staff member for clarification.

## **North Lake High School Staff**

Chad Johnson	Principal
Tom Kosal	Student Life Administrator
Robin Dennis	Office Manager/Pupil Accounting
Nina Giacona	Born Center/North Lake HS Principal's Secretary
Diane Dymczyk	Counselor
Allyson Moore	Social Worker
Glenn Stadts	Teacher Consultant
Cameron Hunt	Teacher / Social Studies / Odysseyware
Daniel Carito	Teacher / Odysseyware / Mathematics
Suzanne Karwowski	Teacher / English Language Arts
Barbara Honold	Teacher / Science
John Fowler	Teacher / Odysseyware / Social Studies
Danielle Sutton	Teacher / Odysseyware /Health / Math
Det. C. Mascarello	St. Clair Shores Police Liaison

Staff may be reached via e-mail using the following format:  
First initial and last name @lsps.org = [jdoe@lsps.org](mailto:jdoe@lsps.org)

## **NOTE: THIS HANDBOOK DOES NOT CONTAIN EVERY RULE OR POLICY OF THE SCHOOL.**

Rules, policies and procedures, and/or activities are subject to change during the school year. Students should notify their parents and updates to the handbook will be done accordingly.

### **MISSION STATEMENT**

North Lake High School will provide an education with a learning community tailored to meet individual student needs, support a sense of belonging, and development of a positive self-image. Each student acquires the ability, knowledge, and character to excel in meeting the challenges and opportunities of a rapidly changing world.

### **NON-DISCRIMINATION POLICY**

St. Clair Shores Adult & Community Education does not discriminate against, or exclude participation by any person in its programs, activities, or employment on the basis of race, gender, sexual orientation, national origin, creed, religion or disability.

### **PHILOSOPHY**

**Lake Shore Public Schools is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents and students are responsible for promoting behavior that enhances academic and social success. Courteous, respectful and responsible behavior fosters a positive climate for the learning community.**

The Code of Conduct sets forth student rights and expectations for student behavior while at school and school-related activities. When determining the appropriate intervention strategies and/or progressive restorative actions, school officials may consider the severity or repetition of misbehavior, age and grade level of the student, circumstances surrounding the misbehavior, impact of student's misbehavior on others in the school community, and any other relevant factors. Due process rights will be afforded each student before and/or during disciplinary action.

### **ELASTIC CLAUSE**

The school administration will establish fair and reasonable rules and expectations for circumstances that may arise requiring action that is not covered in the Code of Conduct. In all cases, rules, expectations and consequences shall be as consistent as possible with previously established incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and therefore, the school's authority in dealing with any type of misbehavior that may not be in the best interest of the safety and welfare of students.

These rules and policies apply to any student who is on school property, who is in attendance at school or any school sponsored activity, who is using school telecommunication networks, accounts or other district services and whose behavior at any time or place directly interferes with the operations, discipline, or general welfare of the school, students and staff.

## **NORTH LAKE HIGH SCHOOL GUIDELINES FOR STUDENT ADMISSION**

The North Lake High School Alternative Education program is designed for students not completing credit requirements on time at their home school and those who are unable to fulfill all needed credit requirements the year of that person's graduation. A potential candidate for the North Lake High School Alternative Education program will need to meet the following requirements:

1. Be at least one year behind in credit and not be able to earn the required number of credits for graduation.
2. Have the ability to reach the North Lake High School credit requirement during the student's graduation year.
3. Any student admitted to the North Lake High School Alternative Program must pass all required Michigan Merit Curriculum course requirements within the specified time frame as stated in #2.
4. Consideration will be given to an individual over the age of eighteen (18) who is past their year of graduation and can complete all credit requirements within the academic year of enrollment at North Lake High School.
5. Any student who is unable to complete the MMC course requirements within the time frame stated above will be given the opportunity to transfer into either the High School Completion Program or the General Education Prep Classes.
6. Rare exceptions may be made to these requirements on a case by case basis.

## **ADMISSION PROCEDURES**

Please note that receiving an admission application does not guarantee acceptance to the program. Students may be denied admission based on information provided. To be admitted to North Lake High School, a potential student must:

1. Complete the application form.
2. Participate in an interview.
3. Bring to the interview a parent or guardian who will be responsible for assisting them in successful completion of the goals they set.
4. Receive approval of the principal and staff. Last school of attendance may be contacted as part of the process.
5. Sign for student receipt of handbook (adult signature also required). Individual student contracts may include specific conditions.
6. Have all required paperwork (immunizations, etc.) up-to-date.

## **RECORD REQUIREMENTS**

Students will be required to have their permanent and temporary address and telephone numbers on file at the office. It is the student's responsibility to keep the office informed of changes in residence, address or telephone number for themselves or the involved adult. Emergency contact people and telephone numbers must also be kept up-to-date.

## **GRADUATION REQUIREMENTS AND INFORMATION**

Students entering the North Lake High School program must earn the twenty-two (22) credits required for graduation. This includes the required Michigan Merit Curriculum courses. The date of a student's graduation is determined by the student's 9th grade entry.

A minimum of one (1) credit must be completed through the St. Clair Shores Adult & Community Education program in order for St. Clair Shores Adult Education to grant a diploma. To be eligible to apply for a scholarship through this program, you must earn a minimum of two (2) credits through St. Clair Shores Adult & Community Education.

Students planning to graduate this school year should make regular appointments with the Counselor to confirm their progress toward graduation. Information regarding scholarships and caps and gowns will be made available in early March. All 2017 graduates will be honored at the annual commencement ceremony in June 2017.

### **GRADUATION REQUIREMENTS BEGINNING WITH THE CLASS OF 2017**

English – Language Arts	4.0 credits
Health and Physical Education	1.0 credits
Mathematics	4.0 credits
Technology	0.5 credits
Science	3.0 credits
Social Studies	3.0 credits
Visual, Performing, Applied Arts	1.0 credits
<u>Foreign Language</u>	<u>2.0 credits</u>
Required Course Total	18.5 credits
+	
<u>Electives</u>	<u>3.5 credits</u>
Total Required	22.0 credits

### **COMMUNITY SERVICE**

To obtain status of graduation from North Lake High School, you will be required to complete a designated number of community service hours based on credits needed for completion.

For example, if a student needs 10 credit hours to complete their academic requirements, they will need 10 hours of community service.

All hours will be logged by students on community service form(s), and must be approved by Mr. Johnson.

North Lake High School will provide a list of community services opportunities with the community service form.

### **OUT OF SCHOOL CREDITS/ONLINE CLASSES**

If a student is enrolled full-time at North Lake High School, other credits may be accepted from outside sources including, but not limited to, American School, Michigan Virtual High School, etc.

In some situations, a student may only be enrolled part-time in our program. If that is the case, then we will only accept one (1) full credit from outside sources (American School, Michigan Virtual High School, etc.) that are taken after the student is enrolled at North Lake.

## **WORK PERMITS**

Michigan law requires minors between the ages of 14 and 18, who have not graduated from high school, to obtain an employment certificate before they are allowed to accept employment of any kind. Students must adhere to the State of Michigan regulations on the back of the permit.

### **The procedure is as follows:**

- a. Obtain a work permit from the office.
- b. Employer completes the Employment/Employer section. Student completes the Applicant section.
- c. Present the completed permit, along with proof of age, to the school office for completion of school section and signature of school official.

## **STUDENT EVALUATION**

Letter grades and credit reports will be issued at the end of each trimester (see calendar). Completion of each teacher's minimum requirements is required to obtain 1/2 credit in a class. Your grades will be affected by your attendance, academic performance, attitude, and effort. **You have the responsibility, as a student, to put forth your best effort to meet classroom expectations, perform according to your ability, meet deadlines and complete required coursework.** Courses must be completed by the end of the marking period.

Parents/guardians may request a conference or progress report on attendance, achievement and behavior during regularly scheduled school hours. Parents/guardians may also access the Parent Portal in PowerSchool to follow student progress. Complete transcripts are kept and updated in the Counseling Office. Any credits from other schools need to be brought to the Counselor to be added to student records.

**Grade checks:** Grade checks will be completed every 3 weeks. Students must be passing 4 out of 6 classes and have an overall grade point average (GPA) of 2.0, which is a "C" average.

**Academic Probation:** Students not meeting the bare minimum grade check requirements will be put on academic probation. They will have 3 weeks to raise their grade. If they do not improve their work ethic and GPA within three weeks, they may be dropped from some or all classes.

**Progress Reports:** Students on academic probation will be required to carry weekly progress reports, take them to each class, and make sure they are completed each hour by classroom staff. Progress reports must be turned in every Friday or the last day of each week. Progress reports give staff members the opportunity to briefly report on a student's effort and participation in class. Progress reports will be reviewed by administrative staff.

**Honor Roll:** Students achieving an overall GPA of 2.0 or higher will be recognized at the completion of each trimester. Honor roll names will be posted and those students and their families will be invited to a celebratory dinner. Dinners will take place in December or January and March or April.



## **ATTENDANCE**

**Absences:** Students are expected to attend the full school day. Parents/Guardians are asked to notify the school the day a student is absent (586-285-8782). If you are tardy to school, a late slip from the office is required. Regular attendance is critical to a successful learning experience. To be eligible for credit in any class, a student may not exceed eight (8) absences during a trimester. Students who accumulate eight (8) absences in a course may lose credit for that trimester. Students may appeal this decision to the building Principal. **Students who accumulate 12 absences are subject to being dropped from those and all other classes.**

**Tardies:** A student is considered tardy if they are late to their first class of the day up to 15 minutes. Throughout the school day, students will be marked tardy but allowed to remain in class if they are up to five minutes late. Students will be allowed to enter the classroom with a pass after these times, but it will be considered an absence. Three tardies in a class equals 1 absence.

**Late Arrivals:** In order to be successful, students must arrive to school on time. Unless students have a documented reason (doctor, court, etc.) they will not be allowed late entry into the building after second period.

**Students under age 18 must have parent/guardian permission to leave school grounds.** If the parent/guardian is not available to grant this permission, only those responsible adults listed on the Student Emergency Form will serve as alternates. A student who leaves school before dismissal time may not return the same school day to the school property without pre-approval of the administrative staff.

## **FIRE, LOCK-DOWN, AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills, fire drills and lockdown drills will be conducted using the procedures provided by local and state authorities.

## **INCLEMENT WEATHER**

In the event of school closing due to weather or other conditions, announcements will be broadcast over WJR (760AM) and WWJ (950AM) radio stations as well as local television channels. North Lake High School is closed when "Lake Shore Public Schools" are announced as closed. An automated recording, regarding school closings, will also be sent to the first phone number listed in the student's emergency contacts.

## **TITLE VI, TITLE IX, SECTION 504, ADA INFORMATION**

Lake Shore Public Schools is obligated under the law to make reasonable accommodations for individuals with disabilities. Certain due process procedures are in place to protect the rights of students and parents. If any person believes that the District has violated the law in regard to its compliance with Title VI, Title IX, Section 504 or the Americans with Disabilities Act, he/she may file a complaint with the Compliance Coordinator.

### **EXPECTATIONS FOR STUDENT BEHAVIOR**

Students' behavior and responsibilities must support the safety, health and welfare of all students in school. Expectations of student behavior should be within the bounds of reasonable behavior expected of all members of the community. Students should have the freedom and encouragement to express their individuality in school as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of the school. All students should recognize the consequences of their language, manners, and actions toward each other and school staff.

### **EXPECTATIONS FOR PARENTS/GUARDIANS**

- Ensure punctual and regular school attendance for your son/daughter
- Communicate with school officials regarding attendance, academics, concerns

### **EXPECTATIONS FOR ADMINISTRATION**

- Implement the Code of Conduct to ensure the safety, health and welfare of all students and staff
- Communicate with all stakeholders

### **EXPECTATIONS FOR TEACHERS**

- Implement classroom guidelines to create a positive and supportive learning environment
- Implement the Code of Conduct
- Communicate with all stakeholders

### **EXPECTATIONS FOR STUDENT LIFE ADMINISTRATOR COUNSELOR, and SOCIAL WORKER**

- Support individual students to ensure their academic and social success
- Communicate with all stakeholders

## STUDENT CODE OF CONDUCT

Providing an environment conducive to learning is our priority and we recognize that learning is enhanced when students feel safe. It is essential that all students understand and follow our Behavior Code. This Code of Student Conduct is in force on school property at any time; at all school-sponsored or approved events and activities; with respect to any misconduct toward any school representative or damage to his/her property, whether on or off school premises. All students and parents will sign an academic, attendance, and behavioral contract at the time of enrollment. Failure to follow this contract will result in suspension and / or dismissal from the program.

**Definition of misbehavior:** Misbehavior shall be regarded as those actions which do or may interfere with the operation of school, its classes or functions; endangering the health or safety of others; infringing upon the rights of others, including disrespect, or interfering with the learning process; causing loss or destruction of property and/or facilities; and acting in a manner which is otherwise in violation of laws, school district policy or classroom guidelines.

### TYPES OF SUSPENSIONS/DETENTIONS

#### 1. Loss of Activity Privileges

- a. Administrators may suspend students from participating in or being present at AI-Net and school activities.
- b. Students under school suspension shall not enter school property without prior permission from school authorities.
- c. Students under suspension shall not participate in or be present at school functions.

#### 2. Detention

Detentions of up to one hour may be issued to students who create minor classroom disruptions or commit minor violations against the Student Code of Conduct.

#### 3. Out of School Suspension

Students will be suspended out of school for all major violations against the Student Code of Conduct, especially those involving violence, threats, defiance, extreme misbehavior, safety violations or substance abuse. Students may be suspended indefinitely and/or required to provide documentation that he/she has been assessed and determined not to be a risk to themselves or others.

#### 4. Dropped from Class(es)

Students may be dropped from one or more classes due to not meeting classroom and grade expectations. Students may also be dropped due to violating other school rules. Students who are dropped are invited to return the following trimester.

#### 5. Expulsion

Permanent removal of a student due to major infractions of the Student Code of Conduct, i.e., arson, sexual misconduct, possession of a weapon, etc. Although the principal and/or superintendent may recommend expulsion, only the Board of Education has the authority to expel a student.

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**ACADEMIC MISCONDUCT**

All students are expected to practice and uphold standards of academic integrity and honesty. Students must assume that individual work on exams, reports and documentation of sources is expected. Academic integrity means representing oneself and one's work honestly. Academic dishonesty will impact a student's grade.

Cheating/Plagiarism: Plagiarism is defined as presenting someone else's words or ideas as your own. It is a form of stealing and is a serious offense. Students must credit their sources for any ideas that are not common knowledge and are not their own.

Consequence: failing grade on assignment to suspension, see Classroom Behavior

**ARSON**

State of Michigan General School Laws MCL.380.1311 and MCL.380.1313 and Board of Education Policy 4500 apply. Under MCL.380.1308, local police must be notified.

Setting fire to or attempting to set fire to school/personal property. This includes persuading another to commit such an act.

Consequence: possible recommendation to the Superintendent

**ASSAULT (Physical)**

State of Michigan General School Law MCL.380.1311a and Board of Education Policy 4615 apply. Under MCL.380.1308 local police must be notified.

Physical assault means intentionally causing or attempting to cause physical harm to another through pre-meditated force or violence.

Consequence: Given the occurrence of the above, a student that commits physical assault against a district employee, volunteer or another student will be referred to the Superintendent/Board of Education for action. This action may include suspension or expulsion. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to the students.

**ASSAULT (Verbal, Written, Bomb Threat)**

State of Michigan General School Law MCL.380.1311a and Board of Education Policy 4615 apply.

Verbal assault is defined as any intentional threat or offer to do bodily injury to another by force, whether oral or written, under circumstances that create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented. This also includes bomb threats and any serious threat to school property or activities. Under MCL.380.1308, local police must be notified of bomb.

Consequence: Warning to referral to the Superintendent. Disabled students under IDEA or Section 504 shall be suspended only in accordance with Board Policy 2461 and Federal law due process rights appropriate to these students.

**BEHAVIOR, Endangering**

Conduct that threatens the health, life or safety of the school population.

Consequence: suspension and/or referral to Director of Adult and Community Education.

**BEHAVIOR, Extreme**

Behavior which is extremely inappropriate for the school setting or detrimental to the functioning of the school or school activities.

Consequence: detention to suspension

**BEHAVIOR, Uncooperative**

Unwillingness to carry out a reasonable request by school personnel.

Consequence: see Classroom Behavior

**CAFETERIA ETIQUETTE**

Lunches and all food and beverage items are to be consumed in the cafeteria only. Students may not leave school for lunch. Students are expected to maintain proper etiquette in food service lines and at the lunch tables and are to dispose of their trash in the proper waste receptacles.

Consequence: warning to suspension.

### **CLASSROOM BEHAVIOR**

Students are expected to follow classroom guidelines for academic performance and conduct established by individual teachers. When a student violates these guidelines, the student may be subject to disciplinary actions from the teacher and/or administration.

Food and beverages may be consumed in classrooms at the discretion of the teacher. Beverages may not be consumed at any time in computer labs and other special use rooms.

Consequence: Warning to suspension

### **CLOSED CAMPUS**

A student is not permitted to leave the school building without signing out (18 and over), being signed out (under 18), or permission from a building administrator. A student is not permitted to leave campus for the purpose of lunch.

Consequence: detention to suspension

### **DEFIANCE**

Bold resistance to authority.

Consequence: detention to suspension

### **DRESS CODE**

Research shows appropriately dressed students create a better learning and teaching environment. We believe that a great majority of students at North Lake take pride in good appearance and dress in a manner that reflects favorably upon their school, their class and themselves. Sometimes, however, we find students improperly dressed for school. Therefore, the following guidelines (developed by a committee of students, parents, teachers, administrators, and Board of Education members) are meant to ensure that a student's attire does not interfere with the learning environment. Because the guidelines may not address all possible situations, the administration reserves the right to make final decisions (refer to Board of Education Policy #4511).

The Michigan School Code allows schools to set the standards for student dress and grooming. In the Lake Shore Public School District, specific applications of the dress code are dependent upon North Lake's environment, class requirements, and age and characteristics of the student. As such, specific guidelines may differ between the elementary, middle and high school dress codes.

A. Students are expected to dress in a manner that will ensure a proper educational atmosphere and decency.

B. A student's choice of clothing and accessories should be acceptable and safe for the school setting and activities in which students participate. Exceptions may be made for special events such as formal dances, extra-curricular events and athletic events.

C. Students will be expected to follow these specific guidelines regarding dress:

- All shirts/tops must have a minimum of 1" straps, cover the midriff and back, and not be too low-cut or revealing.
- Undergarments must be covered.
- The length of shorts, skirts, and dresses must be to approximately mid-thigh.
- Pants must be worn at the waist and not reveal undergarments.
- Bare feet or any type of footwear that could constitute a safety hazard is not allowed.
- Clothing that encourages, supports or emphasizes improper behavior or the use of illegal drugs, alcohol, tobacco or chemical substances is prohibited.

**DRESS CODE** continued

- Clothing with sexual connotations or inappropriate language/graphics, including those of an intimidating or hostile nature with respect to race, gender, religion, color, creed, disability, or topic deemed offensive by administration is prohibited.
- Students will not be permitted to wear gang related clothing.
- Attire must not reveal undergarments or be too revealing. (Examples of clothing that are prohibited are: clothing that is see-through or has holes, contains a low neckline, or exposes the midriff or undergarments.)
- Clothing and accessories must not pose a safety threat (i.e. spikes, heavy chains, etc.)
- Students may not wear sunglasses indoors. Hats are allowed but eyes must be visible.
- Guidelines cover anything worn by a student or on a student's body including, but not limited to, clothing, jewelry, tattoos, shoes, hats, purses, belts, etc.

Consequence: Students may be required to change clothes and be given a warning up to suspension

**ELECTRONIC DEVICES**

Students may be in possession of electronic devices. So as not to interfere with the education process, students in possession of a device must adhere to the following guidelines while in the school building or during school hours. Under certain circumstances, teachers may give permission for use of these devices as the classroom curriculum allows. Students who use electronic devices to disrupt the educational process (ex. Bullying, threats, cheating, causing tardiness) will be subject to disciplinary consequences. The only exception to these procedures is in the case of a bona fide health or safety emergency.

Consequence: Confiscation of the device, returned to the student for the 1st offense, parent/guardian notification. Further consequences will require parents/guardian pick-up, with detention to suspension possible for habitual offenders.

**EXTORTION**

The forcing of a student or staff member to surrender money or property or to pursue a course of action by use of intimidation, threat of physical violence or misuse of authority.

Consequence: suspension to referral to the Superintendent

**FAILURE TO SERVE DETENTION**

Consequence: referral to principal, possible suspension

**FALSE ALARMS (Emergency, Fire)**

Consequence: suspension to referral to Superintendent and involvement with the St. Clair Shores Fire Department

**FIGHTING (Inciting, Planning, Engaging in)**

The act of engaging in hostile physical contact with another individual while on school property and/or at any school sponsored activity.

Consequence: suspension to drop for remainder of trimester and/or referral to Director of Adult and Community Education

Inciting/Planning a fight that occurs on school property or at a school sponsored activity.

Consequence: suspension to drop for remainder of trimester and/or referral to Director of Adult and Community Education

**FIREWORKS/SMOKE BOMBS, ETC.**

Possession and/or use of fireworks, smoke bombs, stink bombs, pepper spray, mace, etc., on school property at any time are prohibited.

Consequence: suspension to referral to Superintendent

**FORGERY**

The act of fraudulently using, in writing or verbally, the name of another person or falsifying times, dates, grade, address, absences, or other data pertaining to school.

Consequence: warning to suspension

**GAMBLING**

Games of chance for money or sports and/or betting on school property.

Consequence: warning to suspension

**GANG ACTIVITIES**

Use of gang signs, wearing of gang clothing or symbols and recruiting of gang members.

Consequence: warning to suspension and/or referral to Director of Adult and Community Education

**HABITUAL DISREGARD OF SCHOOL GUIDELINES/AUTHORITY**

The high school administration determines the point at which the student reaches the category "Habitual Disregard for School Guidelines/Authority" and at what point the student is referred to the superintendent; this decision is based on the types and number of infractions against the Student Code of Conduct.

Consequence: suspension; behavior contract and/or referral to Director of Adult and Community Education

**HARASSMENT/INTIMIDATION/BULLYING**

Any action that harasses or threatens a student or staff member, such as bullying, hazing, intimidation etc., is prohibited. These actions include words, written or verbal, gestures, or any other behavior that causes another student to question their safety or security. 36

Consequence: detention to suspension and/or referral to Director of Adult and Community Education

**HARASSMENT/ SEXUAL**

Harassment of student (s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. The District will not tolerate sexual or other types of harassment. This includes unwelcome sexual advances or any form of improper physical contact or sexual remark. Harassment shall also include speech or any action that creates a hostile, intimidating, or offensive learning environment. Victims of harassment are encouraged to come forward with appropriate allegations. Complaints shall be filed with the building administrator. The privacy of the charging party and the person accused will be kept confidential.

Consequence: suspension to referral to the Superintendent

**LANGUAGE/GESTURES (Abusive, Disrespectful, Profane)**

Language or gestures that are rude, demeaning, abusive, degrading, profane or disrespectful directed toward a student or staff member.

Consequence: detention to suspension

**LEAVING CLASS WITHOUT PERMISSION**

Students may not leave class prior to receiving teacher permission.

Consequence: see Classroom Behavior and Attendance Policy

**LOITERING**

Violations of city ordinances on loitering include being in an unauthorized place on school grounds, aimlessly lingering in any Lake Shore district school building or property, being on school property without proper permission during an assigned suspension from school.

Consequence: potential police contact, detention to suspension; please see Attendance Policy



**MISCONDUCT**

Misconduct is any conduct that may not be covered by any other category in the Student Code of Conduct.

Consequence: Depending on the severity of the conduct and the number of infractions against the Student Code of Conduct, the student may be issued anything from a warning to a referral to the Director of Adult and Community Education

**OBSCENITIES (Gestures, Language, Pictures, Sounds)**

Consequence: see Classroom Behavior

**PANHANDLING/SPARE CHANGING**

The forcing of a student or staff member to surrender money, property, or to pursue a course of action, by use of intimidation, threat of physical violence or misuse of authority.

Consequence: detention to suspension

**PARKING LOTS**

Students with a valid driver's license and vehicle insurance may register their car in the main office. Parking passes must be displayed in the vehicle's designated area. Students are not permitted to park in the faculty/visitor parking lot or on 13 Mile in front of the building. Students should not be picked up or dropped off in the faculty lot or at the faculty entrance to the building. Parking fees are \$15 for school year. Parking is a privilege, and parking registration will be closed for the school year when all numbered spots have been sold.

Consequence: warning to suspension; potential loss of parking and driving privileges, and/or removal of vehicle at owner's expense

Hazardous driving which may include, but is not limited to, speeding, hood surfing, failure to heed posted signs.

Consequence: detention to suspension; potential police contact

**PASSES (Misuse, Abuse)**

Students' academic achievements are closely related to being in class and on time for each class. Students are expected to bring books, assignments, and other necessary materials to class. A pass may be issued, at the discretion of the classroom teacher. A pass may not be abused or misused.

Consequence: warning to detention; possible loss of privilege

**PRANKS/PRACTICAL JOKES**

A prank or practical joke is any act that may result in harm or potential harm to a person or school property and/or cause disruption to the educational process.

Consequence: warning to suspension to referral to the Director of Adult and Community Education

**SEXUAL ASSAULT**

State of Michigan General School Laws MCL.380.1311 and MCL.380.1313 and Board of Education Policy 4500 apply. Under MCL.380.1308, criminal sexual assault must be reported to local police.

Consequence: possible recommendation to the Superintendent and School Board for expulsion

**SLANDER**

False statement that deliberately does harm to another's reputation.

Consequence: detention to suspension

**SLURS (Disability, Ethnic, Racial, Religious, Sexual Orientation)**

Consequence: detention to suspension

**SUBSTANCE ABUSE/MISUSE**

The possession, use or sale of anabolic steroids, illegal or controlled substances and their "look-alikes", the equipment or devices utilized in the preparation or use of controlled substances, and/or alcoholic beverages, including "non alcoholic" beverages, and also product misuse which can result in intoxicating effects (example: inhaling glue or aerosol can contents) on school property, in school owned vehicles or at school sponsored activities is prohibited.

Attendance at school sponsored activities following consumption of alcoholic beverages, illegal drugs or product misuse which can result in intoxicating effects/mood altering is prohibited. Under MCL.380.1308, local police must be notified.

Consequence: suspension, potential referral to the Superintendent

**TARDINESS**

The staff of Lake Shore High School believes in the importance of staff and students being on time for all classes. Please refer to Tardy Policy.

Consequence: Warning to suspension

**TAUNTING/TEASING/SPREADING RUMORS**

Name calling, mocking, inappropriate comments directed to or about other students.

Consequence: warning to suspension

**TECHNOLOGY (Misuse, Abuse)**

Tampering with, altering school records, misuse of school computers which includes Internet and Network programs, files or equipment, as well as misuse or inappropriate use of technology, such as digital cameras, video equipment, etc. (See Acceptable Use Policy which all students are required to sign.)

Consequence: potential loss of privileges and detention up to suspension with restitution where necessary, and possible referral to Superintendent

**THEFT/ROBBERY**

Under MCL.380.1308, theft over \$100 will be reported to local police.

Consequence: restitution and suspension; potential referral to the Superintendent

**TOBACCO (Possession, Use)**

Students, regardless of age, may not smoke tobacco, use vaporizers (vape), or use smokeless tobacco products while on school property, in school owned vehicles or at school sponsored activities as mandated by Michigan Youth Tobacco Act/Public Act 140. Under MCL.380.1308, local police must be notified.

Consequence: warning to suspension and/or ticket issued

**TRUANCY**

Truancy is the act of unauthorized absence from school or classes for a specified period, as outlined in the attendance policy. Students who are truant will be reported to the County attendance office for further action that may include prosecution.

Consequence: detention to suspension

**VANDALISM**

Vandalism is the willful or malicious destruction, damage, injury, disfigurement or defacement of school or personal property. Under MCL.380.1308, vandalism over \$100 must be reported to local police.

Consequence: restitution and suspension; potential referral to the Superintendent

**WEAPONS/EXPLOSIVES**

State of Michigan General School Laws MCL.380.1311 and M.380.1313 and Board of Education Policy 4500 apply.

Possession of a dangerous weapon, explosives or facsimiles of weapons in a school building or on school grounds at any time is prohibited. Under MCL.380.1308, local police must be notified.

Consequence: suspension; referral to the Superintendent

Possession of weapons not meeting State of Michigan General School Laws (small pocket knives, sticks, paddles, etc.) is prohibited on school grounds or in school buildings at all times.

Consequence: suspension; potential referral to the Superintendent

## **ADDITIONAL SCHOOL POLICIES**

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment (including, but not limited to, phones), large amounts of money and the like, are tempting targets for theft and extortion.

**The school cannot be responsible for their safekeeping and will not be liable for loss of or damage to personal valuables.**

### **SCHOOL PROPERTY SEARCH AND SEIZURE**

- To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities have the right to search a student and/or their belongings, desks, and/or vehicles, and may seize any illegal or unauthorized materials discovered during the search. Under the "reasonable suspicion" provision of the law, the aforementioned items are subject to a search at any time by a school official without student or parent consent.
- A student's failure to permit searches and seizures will be considered grounds for disciplinary action. Professional and ethical standards will be maintained when such searches are conducted.

### **STUDENTS RIGHTS AND DUE PROCESS**

If a student has a disagreement with a teacher or counselor regarding attendance, grades, discipline, etc., the student should request an appointment (not on class time) to discuss the problem with the individual staff member. If the issue cannot be resolved, the Principal should be notified of the difficulty and an appointment will be arranged so that all parties may discuss the issue. If further action is warranted, the final step is to contact and discuss the problem with the Director of Adult Education. The decision of the Director is final.

### **RIGHT TO CONFIDENTIALITY OF STUDENT RECORDS**

For students 18 or older and parent of students under 18 years old:

St. Clair Shores Adult & Community Education has compiled records for use in our program. Federal and State legislation provides you with certain rights regarding the confidentiality of these records. These rights include:

1. Your right to access education records, which includes the right to inspect and review them, to request explanation or interpretation of portions you do not fully understand, and to request copies of portions thereof. Requests for access shall follow specific procedures as specified in Board Policy 7330.
2. Your right to request amendment to records if you think records or portions thereof are inaccurate and misleading and, therefore, violate their confidentiality and your rights to a due process hearing. Notice of hearing and corresponding process shall follow procedures established in the agency policy.
3. Your right to limit disclosure of educational records which includes the "right to know persons" who shall have access to records, together with specific records or portions thereof and proposed uses of records disclosed.
4. Your right to request the destruction of educational records, if and when the educational agency has decided they are no longer needed for the educational purposes for which they were collected, including your rights to be notified at such times as graduation or other forms of termination or enrollment, or when your child reaches age 26.
5. Your right to protest if you think that the administrative procedures of St. Clair Shores Adult Education are not in compliance with the law to:

The Family Educational Rights and Privacy Act Office  
United States Department of Education  
330 Independence Avenue, S.A.  
Washington, D.C. 20201

### **GENERAL LIMITATIONS OF FREEDOMS**

Because educational institutions must be orderly, the freedom in each school may be reasonably restricted to protect the rights of all.

1. No idea or belief may be communicated in such a way as to cause a disruption of normal school activities.
2. The advocacy of immediate action, as opposed to the advocacy of ideas or beliefs, is not permitted when such action would disrupt normal school activities, violate any laws, or interfere with the rights of others.
3. No communication of a commercial, obscene, or defamatory nature, nor any communication advocating racial or religious intolerance, is permitted.

### **IMMUNIZATION RECORDS**

To be legally enrolled in school, a student's immunization record must be current and on file in the office.

### **MANDATORY REPORTING**

One of our first concerns is always for our students' safety and well being. For this reason, staff members are required to report to counselors or administration any observation that suggests a student may be harmful to herself/himself or to others. In the event that any student discloses such information directly to a staff member, or indirectly through written assignment or communications, this information must be reported to the appropriate authorities. The information is confidential and used exclusively for the purpose of protecting all students and staff.

### **SCHOOL IMPROVEMENT**

In accordance with PA 25, North Lake High School has an active school improvement process. Typically, each school improvement cycle lasts for approximately five years. Every staff member is an active member of one of the school improvement committees; students and parents are welcome to join a committee as well. The purpose of school improvement is to improve student achievement and the overall school environment.

### **NON-DISCRIMINATION POLICY**

Lake Shore Public Schools does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of race, gender, national origin, creed, religion or disability.

### **RIGHTS OF EIGHTEEN (18) YEAR OLDS**

Students who are 18 years or older, who wish to assert the following rights must register their intent on the appropriate form (located in the main office). Until such time as the eligible student registers this intent, school officials will not apply the following exceptions to school policies and procedures.

1. Students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their student records.
2. Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.
3. Students 18 years and older may sign themselves in and out of school and may verify their own absences. **All school attendance standards continue to apply to students regardless of their age.**

A copy of the completed form will be sent to the student's parent/guardian as notification.

### **RELEASE OF DIRECTORY INFORMATION**

School Board policy allows for the release of certain information (names, addresses, etc.) regarding students to groups and individuals with a legitimate need to know. Requests for such information should be directed to the Superintendent who reserves the right to decline any such request at his sole discretion. Parents and/or students may request that such information not be released. Such a request should be submitted in writing to the Building Principal.

**North Lake High School  
23340 Elmira  
St. Clair Shores, Michigan 48082  
(586) 285-8780**

**2015-2016 NLHS Student Academic, Attendance, Behavior Contract  
Receipt of Handbook**

This contractual agreement is between \_\_\_\_\_,  
and the staff of North Lake High School.

I, \_\_\_\_\_, understand that my failure to fulfill the requirements of this contractual agreement may result in dismissal from North Lake High School. I have received a copy of North Lake High School's Student Handbook.

The following items must be followed without fail:

1. It is essential that I attend all classes. Upon reaching twelve (12) absences, I may be dropped from any/all courses affected and/or the North Lake program until the next marking period.
2. It is essential that I complete all course work as assigned each day. Failure to maintain a passing grade in all courses will result in a loss of credit and being dropped from that specific course or the North Lake program.
3. It is essential that I follow all guidelines stated in each teacher's classroom and in the NLHS student handbook. Failure to do so may result in being suspended and/or dismissed from the North Lake program.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Unless I have attached to this form a specific request **not** to release information, and have obtained the age of eighteen, my parent/guardian has complete access to my school records. I understand that this handbook is subject to change during the school year, and will be updated accordingly.*