

Pierce Middle School
2004-2005
Phone – 313-432-4700

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STANDARD PROCEDURES

ABSENCES

Absences should be called in before 9:00 AM on the day of the absence. The attendance line (432-4701) is available 24 hours a day. For an early dismissal, students must bring a note to the office before 8:30 AM.

ASSIGNMENTS FOR ABSENT STUDENTS

Homework assignments are an important component of the educational program, but are not equivalent to class attendance, participation in regular daily classroom activities or completion of additional projects. Once a request for homework is made, an appropriate and reasonable time must be allowed for the teacher to prepare assignments that can be completed outside of school.

SHORT TERM, UNPLANNED EXCUSED ABSENCE such as an absence due to illness, parents and students have the following options:

- 1) a student may call a classmate for assignments,
- 2) a student may get assignments from teachers upon return,
- 3) a student may access electronic communication of assignments where available.

UNEXCUSED ABSENCES

If it is determined by an administrator that a student's absences are not school-related, or are not authorized by the school in advance, or are not accepted by the school as necessary and unavoidable, a formal referral to appropriate authorities may be made.

ADVISORY

Fifteen minutes of the school day will be devoted to the Advisory Program. This is the student's home base while he/she is in school. Advisory serves as a program for teachers and students to discuss and plan activities dealing with two main subjects, "self" and "others." Curriculum, activities, and concerns vary according to grade level.

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. Riders should be aware that the police will ticket students if they do not ride in single file in the street or do not use school crossings.

BUS TRANSPORTATION

Where special bus service is available, operating schedules and fare requirements will be given to students in September. Such service is public transportation, neither financed nor controlled by the school. Parents, school officials, and bus companies work cooperatively for proper student conduct on public transportation vehicles.

CLINIC

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

Clinics are staffed by parent volunteers. Parents or one of the persons listed on the Emergency Card will be contacted when necessary. School health services are limited to basic first aid.

COMPUTER USAGE - NETWORK, AND E-MAIL ACCEPTABLE USE AGREEMENT

Students and their parents or guardians are expected to read and sign an agreement (distributed in the registration packets). The signatures represent their understanding of and promise to abide by it. The signed agreement remains in effect as long as the student is enrolled in the Grosse Pointe Public School or until a new version of the agreement is issued and signed.

****Students will not be permitted to use school computers or related equipment prior to the return of a signed agreement.***

Highlights of that agreement include:

- Teachers and administrators will be the judge of the value or appropriateness of my use of my account and they may monitor my email messages sent and received for appropriateness of the language and images I look at or use, without my prior consent.
- I must immediately report to a teacher or administrator if I receive obscene, profane, lewd, vulgar, threatening, harassing or dangerous words, phrases, messages, files, or images directed towards me.
- Depending on the nature and severity of any violation of the computer agreement that was signed, the school administration may take disciplinary actions ranging from warning through school expulsion.
- Evidence of attempted or actual system security, integrity or performance related incidents will be cause for immediate access denial.
- Students **must leave** switches, buttons, icons, and other operational settings as they are.
- Students **may not** use their accounts for any illegal activity, send or forward email chain letters or petitions, try to open, look at, or change the information that controls a school computer, the school network or any other network,
- Students **may not** make, use, or show to another student any obscene, profane, lewd, harassing vulgar, inflammatory, threatening, degrading, or dangerous words, phrases, messages, files, or images.
- Students **may not** install or download any software to a computer or the network, play games, except in the presence of a teacher or administrator who gives me permission, store or transmit programs or files that I do not legally own or that use too much storage space, or make copies of any software or commercial diskettes.

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 a.m. to 4 p.m. Referrals to the counselor may be by the student himself, parent, teacher or administrator. The best time to meet with a counselor is before or after school. If a student needs to see his/her counselor during the school day, they need to use a hall pass.

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

EARLY DISMISSALS FROM SCHOOL

When a student needs to be dismissed early from school, the parent must send a signed note identifying the time and date of dismissal. This note is presented to the office before 8:30 a.m. that day. A pass is then given to the student, permitting him/her to leave class at the designated time. Students will not be released without a parent, guardian, or person designated on the emergency card coming to the school office to sign the student out.

ELECTRONIC DEVICES

The use of CD players, MP3 players, audio tape recorders and players, radios and cell phones is prohibited during the school day. They must be put in your locker upon arrival in the building and not be used until after school.

FIELD TRIPS

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

FOOD, CANDY, GUM DURING SCHOOL HOURS

Students **may not** chew gum or eat candy in classrooms or in the halls at any time during the school day. A one-hour after school detention will be assigned if students violate this rule.

HONOR ROLL

Two honor rolls are prepared each marking period. One recognizes student academic achievement; the other, student conduct and good citizenship. The academic honor roll is for students with a 3.0 or better grade point average. The good citizenship honor roll recognizes students rated outstanding in citizenship by ratings of "1" or "2" for conduct, effort and work habits per quarter and citizenship nomination from at least two teachers.

IN-SCHOOL SEPARATION

1. Students who have been temporarily removed from the classroom(s) in most cases will remain in the school setting rather than be sent home. In-school separations will be for a period of one or more class periods or may extend to a period of five consecutive school days. Separated students will not be permitted to attend the class or classes from which they have been separated until they have spent the assigned period of time in a supervised setting working on appropriate assignments
2. Students serving an in-school separation will observe a modified daily schedule. Exact starting and dismissal times will be determined by building administrators; a full day ISS will start at 8:15am and end at 3:30pm. Lunch time will be provided when the rest of the students are in classes. Lunch may be brought from home or purchased from the cafeteria.

LIBRARY BOOKS AND MATERIALS

Students should carefully observe all library regulations. Unused books are not to be in student lockers. Return books on time, including any books you find.

LOCKERS

Each student is furnished with a hall locker and a gym locker. All lockers are equipped with combination locks. **To prevent loss, it is imperative that combinations be kept confidential and lockers be kept locked.** Students are responsible for materials brought to school. Pierce 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. Tape and stickers should not be used inside lockers. Students are not allowed to share lockers or to use individual locks. Valuables should not be kept in lockers --see your counselor for safekeeping. All lockers are assigned by the administration, and combinations are changed every year. Students who need help with their lockers should ask their advisors. Repairs are made by contacting the counseling office.

LOST AND FOUND

If you miss any belongings, check the lost and found lockers located across from the school office. Remember, unclaimed articles are disposed of regularly.

LUNCH

A forty-minute lunch period is provided during the school day. Students are assigned to one lunch period in conjunction with their 4th period class and eat during that specific time period.

Students may bring a lunch from home, purchase a hot lunch in school (\$2.75), or order a-la-carte items such as sandwiches, milk, salad, etc. **All students are expected to clean up after themselves each day.**

Appropriate behavior and rules of courtesy will be enforced by the school administration.

In an emergency, students may be given a lunch pass by the office. Students are expected to reimburse the office the next morning that they are in school. Students who do not pay promptly, or who borrow habitually, will forfeit their right to this emergency privilege.

MOTORIZED VEHICLES (Motorbikes, Mopeds, and Motorcycles)

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

PHYSICAL EDUCATION DRESS

The Grosse Pointe middle school physical education department requires students to wear appropriate clothing for PE classes. Students will be able to purchase uniforms at school or they may wear plain white t-shirts with sleeves and their last name printed on the front. Students must wear boxer type shorts with a 5-7 inch inseam with last name written inside the waistband.

PICTURES AND IDENTIFICATION CARDS

Early in the school year annual pictures are taken of all students. Students and parents can purchase pictures, but they are in no way obligated to do so. Each student will receive a school Identification Card.

REPORT CARDS

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
- U--Unsatisfactory
- N--Not graded in this subject

Effort

- 1—Excellent
- 2—Good
- 3—Satisfactory
- 4—Poor
- 5—Unsatisfactory

Work Habits

- 1--Excellent
- 2--Good
- 3--Satisfactory
- 4--Poor
- 5--Unsatisfactory

Conduct

- 1--Excellent
- 2--Good
- 3--Satisfactory
- 4--Poor
- 5--Unsatisfactory

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
		U	.00

Marking Periods

1 st	August - October
2 nd	November - January
3 rd	January - April
4 th	April - June

Report cards will be given to students within two weeks of the end of the quarter.

SCHOOL DAY AND HOURS

The school day for pupils begins promptly at 8:30 a.m. and ends at 3:15 p.m. The doors to school open at 8 a.m. for students having music rehearsals, club activities, intramurals, and in case parents wish to drop students off on their way to work. Classrooms open at 8:15 a.m. Unless students are involved in music rehearsals, intramurals or other activities under the direct supervision of a teacher, we ask that they arrive no earlier than 8:15 a.m. Once students enter the building they may not leave to visit the local market or similar establishments.

Five minutes are allowed between classes for passing from one room to the next. 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 at 8 a.m. and closes at 3:30 p.m. Students who participate in sports or other supervised activities usually remain in the building after school until 4:30 or 5:00 p.m. Students should arrange in advance to be picked up at a particular time after these activities.

DAILY SCHEDULE

Rooms open.....	8:15
1st Period.....	8:30-9:15
2nd Period.....	9:20-10:05
3rd Period.....	10:10-10:55
4th Period/Lunch A.....	10:55-11:35
Class A.....	11:35-12:20
Class B.....	11:00-11:45
Lunch B.....	11:45-12:25
5th Period.....	12:25-1:10
6th Period.....	1:15-2:00
7th Period.....	2:05-2:50
Advisory.....	2:55-3:15

SKATEBOARDS AND ROLLERBLADES

For safety reasons, we discourage the use of skateboards and rollerblades to and from school. **They are not to be used inside school, in the street, or on sidewalks around the school.**

STUDENT ACTIVITIES - BEFORE AND AFTER SCHOOL

A wide variety of activities is available to middle school students. There is a coordinated effort between the school system and community organizations to provide a program as comprehensive as possible. Activities include: boys and girls basketball, girls volleyball, boys wrestling, boys and girls track and field, journalism, plays, jazz band, student council, yearbook, science club, games club, fun nights, early bird gym activities, honors choir. Students interested in any extra-curricular activities, should see their counselors. Ideas for new activities are always welcome.

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, the faculty advisor and elected officers.

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

STUDENT DRESS

The Pierce Middle School community believes that standards of neatness, modesty, and appropriateness in clothing and accessories encourage an atmosphere conducive to learning, work, and orderliness. Adherence to the dress code is expected of all students. Parents should assist the school in implementing 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 a student to the office.
2. Clothing should be clean and in good repair; undergarments may not be visible.
3. Students may wear slacks, jeans, skirts or shorts to school.
 - a. Waistbands of pants or skirts may not be rolled down so midriff is showing.
 - b. Shorts may be no shorter than fingertip length.
 - c. Pants must be worn so that underwear cannot be seen
 - d. No pajama pants
 - e. Skirts and dresses cannot be shorter than 5" above the knee
 - Slits in skirts or dresses may not be too revealing
 - f. Tight skirts and shorts are not allowed
4. Shirts and blouses must be the appropriate size; undershirts, low-cut, see-through or bare midriff blouses are not permitted
 - a. Sleeveless shirts must be at least 3 fingers in width at the shoulders
5. T-shirts with alcohol, cigarette, drug, violence, hate, sexual or other inappropriate messages or symbols are not allowed.
6. Shoes are to be worn at all times in school. Bedroom slippers are not allowed.
7. Outerwear such as jackets and hats should be removed prior to class; rollerblades must be removed before entering the building.
8. To reduce distractions in school, hairstyle, jewelry and make-up should be worn in moderation. No chains are allowed.
9. For safety reasons, backpacks/book bags may be carried to and from school but must be stored in lockers during the school day.

Consequences for inappropriate dress:

1. Student will be asked to change into other clothing
 - a. If suitable clothing is not available
 - i. Student may call home and have parents bring different clothing
 - ii. Students will wear clothing provided by administration and returned to office the following morning.

TARDINESS

Students reporting to school later than 8:30 a.m. will be marked tardy. **Excused tardiness will relate only to medical or unavoidable appointments. Oversleeping or car troubles are not acceptable excuses. A parent telephone call does NOT determine excused or unexcused status.** Penalties relating to tardiness are:

- (a) 5th tardiness in one semester: 1 hour after school detention
- (b) 7th tardiness in one semester: 1 hour after school detention.
- (c) 10th tardiness in one semester: Saturday School.
- (d) 15th tardiness in one semester: Saturday School
- (e) 20th tardy: Out of School Suspension

Students who report to any of their classes later than the prescribed time will be recorded as tardy and may be assigned

detention by the teacher. **Tardy records are not erased at the end of a quarter.**

TELEPHONE

Students may use the pay telephone before school, at lunch, after school, or in special emergencies

TEXTBOOKS AND SUPPLIES

All textbooks and basic supplies are furnished by the school. Numbered books are issued by classroom teachers. When issued, students sign a receipt for specific books. In case of loss or damage to books, payment is required by the student as soon as possible. **Payments for damage must be made before final reports are issued when the school year ends.** If students use supplies beyond the usual amounts, they will be charged for the extra, or they must buy their own.

Fines

Students will be assessed for lost textbooks as follows:

New--100% of current price

Excellent--80% of current price

Good--60% of current price

Fair--40% of current price

All other items will be assessed at fair market value, with consideration given to depreciation and circumstances related to the situation. This includes textbooks and library books that are damaged.

TRAFFIC

Middle school students are subject to all community traffic regulations. They are to cooperate with and respect the authority of crossing guards and student safety patrol members. Heavy traffic on all sides of the schools requires special vigilance and total observance of rules. Only designated crosswalks must be used. Parents expecting to drop off or pick up children should use the designated areas.

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, electronic equipment or jewelry. 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.**

VISITORS

All visitors are required to observe the general Board of Education Policy for "Visitors in School Buildings" March 1992. This requires that all visitors check into the main office according to the building policy (see #5) and sign the official register and receive a Visitor Pass. In addition to this, Grosse Pointe middle schools insist that visitors observe the following guidelines:

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

2. The only adequate reasons for visitation by secondary school students are the following:

- (a) 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 that there will be no disruption (or detriment) to the educational process. Adults who simply wish to tour the building should generally arrange such visitations in advance and at a time when an adequate tour may be arranged conveniently.

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