



**THE 2022-2023 STUDENT HANDBOOK**  
for

**NORTH LAKE HIGH SCHOOL**

An Alternative Education program administered by  
Lake Shore Adult & Community Education

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

North Lake High School 2022 – 2023 Academic Calendar\*

2022

Monday	August 29	Orientation
Tuesday	August 30	Orientation
Wednesday	August 31	Teacher Professional Development (Half Day)
Thursday	September 1	Teacher Professional Development (Full Day)
Friday	September 2	Breaks and Holidays (No School)
Monday	September 5	Labor Day (No School)
Tuesday	September 6	First Day Students (Half Day) – Teachers (Full Day)
Wednesday	September 14	Early Release – Teacher PLC
Monday	September 19	Teacher Professional Development (No School)
Friday	September 23	End of Minimester 1
Monday	September 26	Start of Quarter 1
Wednesday	September 28	Early Release – Teacher PLC
Wednesday	October 12	Early Release – Teacher PLC
Wednesday	October 26	Early Release – PT Conferences 1:00-3:00 & 5:00-7:00
Monday	November 7	Teacher Professional Development (No School)
Tuesday	November 8	Election Day – (No School)
Wednesday	November 16	Early Release – Teacher PLC
Wednesday	November 23	Half Day – End of Quarter 1
Thursday	November 24	Thanksgiving Recess, Holiday Break (No School)
Friday	November 25	Thanksgiving Recess, Holiday Break (No School)
Monday	November 28	School Resumes – Start of Quarter 2
Wednesday	November 30	Early Release – Teacher PLC
Wednesday	December 14	Early Release – Teacher PLC
Friday	December 16	Last Day before Holiday Break
Monday	December 19	Holiday Break Begins

2023

Tuesday	January 3	Teacher Professional Development (No School)
Wednesday	January 4	School Resumes
Monday	January 16	MLK Day (No School)
Wednesday	January 18	Early Release – Teacher PLC
Wednesday	February 1	Early Release – Teacher PLC
Friday	February 3	End of Quarter 2
Monday	February 6	Start of Quarter 3
Wednesday	February 15	Early Release – Teacher PLC
Friday	February 17	Mid-Winter Break – No School
Monday	February 20	Mid-Winter Break – No School
Tuesday	February 21	Teacher Professional Development (No School)
Wednesday	February 22	School Resumes
Wednesday	March 1	Early Release – PT Conferences 1:00-3:00 & 5:00-7:00
Monday	March 13	Teacher Professional Development (No School)
Wednesday	March 15	Early Release – Teacher PLC
Friday	March 24	End of Quarter 3
Monday	March 27	Start of Quarter 4
Monday	April 3	Spring Break Begins (No School)
Monday	April 10	School Resumes
Wednesday	April 19	Early Release – Teacher PLC
Wednesday	May 3	Early Release – Teacher PLC
Monday	May 17	Early Release – Teacher PLC
Friday	May 26	End of Quarter 4 – Seniors Last Day
Monday	May 29	Memorial Day – No School
Tuesday	May 30	Start of Minimester 2
Wednesday	May 31	Early Release – Teacher PLC
Monday	June 12	Commencement Ceremony
Thursday	June 15	Last Day for Students (Half Day) – Teachers (Full Day)
Friday	June 16	Teacher Professional Development – No School

\*Tentative Calendar – subject to change – rev 7/27/22

## Bell Schedule for Mini-Mesters (MM)

**Mini-Memsters (MM) 1 & 2 - \*\*Students are REQUIRED to attend each day in the 1<sup>st</sup> Week**

### Daily Schedule (Mini-Mester)

<b>Monday-Thursday</b>				
Period	Start Time	End Time	Passing	Class Length
1st- Odysseyware	8:00 AM	10:00 AM	5:00	1:55
2nd- Teacher Taught / Career Foundations	10:05 AM	11:05 AM		1:00
Lunch	11:05 AM	11:40 AM	5:00	35:00
3rd- Teacher Taught / Career Foundations	11:45 AM	12:45 PM	5:00	1:00
4th- Odysseyware	12:50 PM	PM 1:50	5:00	1:00
5th- Teacher Taught/Career Foundations	1:55 PM	2:40 PM		45:00

### Odysseyware Support Schedule Based on Mentorship Class

**Monday**  
Mr. Carito

**Tuesday**  
Mrs. Karwowski

**Wednesday**  
Mrs. Pearl

**Thursday**  
Mrs. Willis & Mr. Hunt

### Fridays/Half Days (Mini-Mester, First and Last Day of School, First Day of MM2)

<b>Friday</b>				
Period	Start Time	End Time	Passing	Class Length
2nd - Teacher Taught	8:00 AM	8:50 AM	5:00	50:00
3rd - Teacher Taught	8:55 AM	9:45 AM	5:00	50:00
Mentorship	9:50 AM	10:35 AM	5:00	45:00
4th - Odysseyware	10:40 AM	11:30 AM		50:00

### PLC Early Release (Mini-Mester)

<b>PLC Days</b>				
Period	Start Time	End Time	Passing	Class Length
1st - Odysseyware	8:00 AM	10:00 AM	5:00	1:55
2nd - Teacher Taught	10:05 AM	10:35 AM	5:00	30:00
3rd - Teacher Taught	10:40 AM	11:10 AM	5:00	30:00
4th - Teacher Taught	11:15 AM	11:45 AM		30:00

## Bell Schedules for Quarters (Q)

**Quarters 1-4 - \*\*\*Students are REQUIRED to attend each day in the 1<sup>st</sup> Week**

### Daily Schedule (Q1-Q4)

<b>Monday-Thursday</b>				
Period	Start Time	End Time	Passing	Class Length
1st- Odysseyware	8:00 AM	10:00 AM	5:00	1:55
2nd- Teacher Taught	10:05 AM	11:05 AM		1:00
Lunch	11:05 AM	11:40 AM	5:00	35:00
3rd- Teacher Taught	11:45 AM	12:45 PM	5:00	1:00
4th- Teacher Taught	12:50 PM	1:50 PM	5:00	1:00
5th- Career Foundations	1:55 PM	2:40 PM		45:00

### Odysseyware Support Schedule Based on Mentorship Class

**Monday**

Mr. Carito

**Tuesday**

Mrs. Karwowski

**Wednesday**

Mrs. Pearl

**Thursday**

Mrs. Willis & Mr. Hunt

### Fridays/Half Days (Q1-Q4, Day Before Thanksgiving)

<b>Friday</b>				
Period	Start Time	End Time	Passing	Class Length
2nd - Teacher Taught	8:00 AM	8:50 AM	5:00	50:00
3rd - Teacher Taught	8:55 AM	9:45 AM	5:00	50:00
Mentorship	9:50 AM	10:35 AM	5:00	45:00
4th - Teacher Taught	10:40 AM	11:30 AM		50:00

### PLC Early Release (Q1-Q4)

<b>PLC Days</b>				
Period	Start Time	End Time	Passing	Class Length
1st - Odysseyware	8:00 AM	10:00 AM	5:00	1:55
2nd - Teacher Taught	10:05 AM	10:35 AM	5:00	30:00
3rd - Teacher Taught	10:40 AM	11:10 AM	5:00	30:00
4th - Teacher Taught	11:15 AM	11:45 AM		30:00

## Message to Students:

Welcome to North Lake High School. 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

Dr. Jeff Lip	Director of Special Programming/Principal
Karen Szep	Administrative Assistant
Diane Dymczyk	Counselor
Ginny Willis	Teacher Consultant/Odysseyware
Cameron Hunt	Teacher / Social Studies Special Programs Coordinator / Virtual Mentor
Daniel Carito	Teacher / Mathematics / Odysseyware
Suzanne Karwowski	Teacher / English Language Arts / Odysseyware
Denise Pearl	Teacher / Science / Odysseyware Teacher /
Det. J. Drulia	St. Clair Shores Police Liaison

Staff may be reached via e-mail using the following format:

First initial and last name @lsp.org = [jdoe@lsp.org](mailto:jdoe@lsp.org)

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

## **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**

Lake Shore 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.

## **SCHOOL ENVIRONMENT 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. Credit deficient and unable to earn the required number of credits to earn High School Diploma.
2. Any student with a mental health and/or physical health ailment that has caused them to miss a significant amount of school.
3. Have the ability to reach the North Lake High School credit requirement during the student's graduation year.
4. 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.
5. 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.
6. 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 High School Equivalency Exam Prep Classes.
7. 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 located on the North Lake High School website.
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.

### **DESIGNATION OF A FULL-TIME STUDENT**

The designation of a full-time student at North Lake High School is one who is registered for 5 periods.

## **GRADUATION REQUIREMENTS AND INFORMATION**

Students entering North Lake High School and graduating from our program must earn the specified twenty (20) 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 Lake Shore Adult & Community Education program in order for Lake Shore 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 Lake Shore 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 graduates will be honored at the annual commencement ceremony in June.

### **GRADUATION REQUIREMENTS**

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
Foreign Language	<u>2.0 credits</u>
<i>Required Course Total</i>	18.5 credits
<i>+ Electives</i>	<u>1.5 credits</u>
<b>Total Required</b>	<b>20.0 credits</b>

### **GRADING SCALE**

The approved grading scale for North Lake High School is as follows:

A = 93-100, A- = 90-92

B+ = 87-89, B = 83-86, B- = 80-82

C+ = 77-79, C = 73-76, C- = 70-72

D+ = 67-69, D = 63-66, D- = 60-62

F = 0-59

\*\* Grades are based on percentages \*\*

### **ODYSSEYWARE CLASSES**

Any course taken on the Odysseyware online platform counts as .5 credits. Within a quarter a student may complete more than one Odysseyware class within a specific hour. If a student passes their originally scheduled class, and begins a second that class will be placed on hold at the end of a quarter. This course can then be reassigned after they complete their newly assigned classes the following semester. Foreign language classes will be transferred if a student has 50% progress or more completed.

### **Career Foundations**

Students will build a foundation for employment in the global marketplace. The focus will be to build employability skills-problem solving, critical thinking, and decision-making. Students will also work at developing a positive work ethic and personal management techniques. After exploring the six Michigan career pathways, students will design an education plan (with the assistance of the high school counseling staff and Michigan Works!) that maximizes their future goals and guides them in choosing their courses. Study skills, test taking strategies, and report/letter writing will also be developed in this class. Students will begin to build a resume and portfolio of their high school accomplishments.



## **COMMUNITY SERVICE**

To graduate from North Lake High School, you will be required to complete a designated number of community service hours. 10 hours of community service will be required per school year.

North Lake will provide a list of community service opportunities.

## **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 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.
- d. Work permit status is reviewed on basis of student academic performance and attendance. Status of work permit is reviewable at any time.

## **STUDENT EVALUATION**

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 mini-mester/quarter.

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.

Honor Roll: Students achieving an overall GPA of 2.0 or higher will be recognized at the completion of each quarter.

## **ATTENDANCE**

Regular student attendance is expected. To earn credit for a course, the student may not exceed the allowable limit of three (3) absences in a mini-mester and six (6) in a quarter. After absence limit has been exceeded in a mini-mester or quarter, a student could be dropped or have a reduction in schedule until the following mini-mester or quarter. Students may appeal this decision to the building principal.

## **1. Excused Absences and Dismissals**

Contact must be made between the school and parent/guardian on the day of the absence or confirmation of absence must be secured upon the student's return to school. The school can be notified of a student's absence by calling (586) 285-8782.

The following constitutes excused absences/dismissals:

- A. Medical/illness or injury which requires the student's presence at home. Three or more absences in a week or a pattern of excessive absence due to illness may require a physician's note at the discretion of the principal or his/her designee.
- B. Death in the family which requires the student's presence at home.
- C. School sponsored activities, including field trips, interscholastic competitions.
- D. Court appearances.
- E. In-school appointments (counselor, administrator, nurse, etc.).
- F. College visits.
- G. Such others that the principal deems as warranted.
- H. Any out of school suspensions.

In case of illness or other emergencies necessitating early dismissal, the school will notify parent/guardian or designated emergency person, if it is possible to do so, before dismissing the pupil. No pupil under 18 shall be dismissed from the school grounds without the approval of the principal or his/her designee.

## **2. Unexcused Absences**

- A. No phone call or without written explanation shall be considered unexcused.
- B. Family vacations/trips are considered unexcused.
- C. Leaving class without permission or over 15 minutes.

## **3. Tardies**

A student is considered tardy if they are late to class up to 15 minutes. A student will receive one unexcused absence per class for every three (3) tardies that he/she accumulates in that particular class. Tardies/early dismissals with proper documentation\* will not count as a class absence. A student is considered absent if they are late beyond 15 minutes without a pass from a staff member.

#### 4. Responsibility

It is the teacher's responsibility to:

- A. Keep accurate attendance records.
- B. Provide a schedule of assignments and make-up work when appropriate.

It is the principal's or his/her designee's responsibility to:

- A. Assist the teacher, students, and parents by establishing clear procedures.
- B. Communicate this policy to staff, students, and parents.
- C. Enforce this policy.
- D. Follow through on unexcused absences and scheduled deadlines.

It is the student/parent/guardian's responsibility to:

- A. Complete missed classwork assigned on the day of the absence within five (5) days of return to school. Students returning from an absence must be prepared to participate in previously announced tests/quizzes/assignments immediately upon return to school, unless other arrangements have been made with the teacher prior to an excused planned absence or extended illness.
- B. All absences should be reported by a parent/guardian through a phone call, parent note, doctor note, and/or court documentation.

**\*\*Documentation is defined as authentic and original correspondence regarding the following:**

- Medical appointments
- Legal meetings
- Bereavement
- Passes from a teacher, counselor, or administrator

**Note:** Parents may access student attendance at any time through the Parent Portal.

## **5. School Procedure**

- A. For students losing credit due to attendance, the grade earned will appear on the report card with a comment that no credit earned is due to attendance.
- B. Warning letters and/or calls home are sent/made prior to the allowable limit of three (3) and six (6) absences in a mini-mester and quarter. It is the responsibility of the student and family to be conscious of the attendance of their child(ren) and initiate the appeals proceedings, if warranted. Attendance for students can be monitored via the Power School parent portal.
- C. A doctor's note may be requested for contagious illnesses, accidents, and extended school absences of a medical nature.
- D. Administration or their designee shall track attendance regularly.
- E. If interventions are unsuccessful and academic progress is affected, a student may be referred to a summer school program at the expense of the parent.

### **Options for Credit Recovery:**

A student who has lost credit due to excessive absence as defined by the Attendance Policy may recover credit in one of four ways:

1. Through a successful attendance appeals process.
2. Retaking the course the next semester or school year.
3. Taking the course in summer school (if offered).
4. Attending our on-line credit recovery program in the evenings.

### **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 student
- 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 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 Al-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, before or after school or during lunch time, 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. Loss of Credit in Classes

Students may lose credit in one or more classes due to not meeting classroom and grade expectations. Students may also lose credit due to violating other school rules. Students who lose credit are invited to return the following mimi-mester/quarter upon review by the Principal.

#### 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 and/or suspension, see Classroom Behavior

## ARSON

State of Michigan General School Laws MCL.380.1311 and MCL.380.1313 and Board of Education Policy 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 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 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 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 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, potential referral to Superintendent. Threat Assessment is conducted and St. Clair Shores Police are notified.

## 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.

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.
- 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 parent/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 mini-mester/quarter and/or referral to Director of Special Programming

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

*Consequence:* suspension to drop for remainder of mini-mester/quarter and/or referral to Director of Special Programming

## 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 Special Programming

## 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 Special Programming

## 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.

*Consequence:* detention to suspension and/or referral to Director of Special Programming

## 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 Special Programming

## 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 on the west side (Harper side) of building. Students should not be picked up or dropped off in the faculty lot or at the faculty entrance to the building.

*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 Special Programming

### SEXUAL ASSAULT

State of Michigan General School Laws MCL.380.1311 and MCL.380.1313 and Board of Education Policy 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 "nonalcoholic" beverages, and also product misuse which can result in intoxicating effects (example: inhaling glue or aerosol can content) 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 North Lake 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/THREATS

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

*Consequence:* Suspension, potential referral to Superintendent. Threat Assessment is conducted and St. Clair Shores Police are notified.

### 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

## VAPING/E-cig

Students may not be in possession of any substance in a form which can be smoked or inhaled. For the purpose of this policy it will include the use of any vaping device or e-cigarettes or cig-a-likes

*Consequences:* Suspension up to referral to Superintendent. Ticket issued by St. Clair Shores Police

## Marijuana (Possession, Use)

Students may not be in possession of any substance containing THC. This includes vapes, edibles, drinks, and any other form of consumption.

*Consequences:* Suspension up to referral to Superintendent. Ticket issued by St. Clair Shores Police

## 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 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 Superintendent. Threat Assessment is conducted and St. Clair Shores Police are notified.

## **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 Special Programming. The decision of the Director is final.

### **RESTORATIVE PRACTICE/JUSTICE**

Our objective is to be proactive in building and managing relationships within our community and restore those relationships when they are harmed by conflict.

Students will be required to take part in restorative practices/justice when discussions need to be had and/or conflicts and behavior need to be resolved.

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

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

Lake Shore 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.
2. Your right to request amendment to records if you think records or portions thereof are inaccurate and misleading and, therefore, violates 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 Lake Shore 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

## 2022-2023 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 Student Handbook.

The following items must be followed without fail:

1. It is essential that I attend all classes. Upon exceeding limit of three (3) and six (6) absences in a mini-mester and quarter, I may lose credit in any/all courses affected and/or the North Lake program until the next mini-mester/quarter.
2. It is essential that I complete all coursework as assigned each day. Failure to maintain a passing grade in all courses will result in a loss of credit 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.