



THE GROSSE POINTE  
**ACADEMY**

**2017-18 STUDENT HANDBOOK**

**Last update August 17, 2017**

### **The Mission of The Grosse Pointe Academy**

The mission of The Grosse Pointe Academy is to nurture the potential of each child, allowing students to discover their unique strengths and passions in an environment framed by Christian values. We challenge students to achieve excellence in academics, character, athletics, and the arts. We inspire students to acquire the skills required for their future success and to develop the confidence to communicate, contribute, and lead.

**Adopted September 2013**

### **About The Grosse Pointe Academy**

The Grosse Pointe Academy is an independent, co-educational day school serving children age 2 ½ through grade 8. We foster an inclusive environment that respects all cultures and religious beliefs. We seek to remain faithful to our heritage as a former Academy of the Sacred Heart and to those who through their Catholic faith and perseverance sought to preserve and enhance the legacy of this past for future generations. Incorporated as a non-profit institution, The Grosse Pointe Academy is directed by a Board of Trustees working together to serve the Southeastern Michigan community.

## **Introduction and Purpose**

The Grosse Pointe Academy is committed to the development of every boy and girl as a caring, responsible human being, as well as a competent student.

Because the school is a voluntary community, we expect that each family that enrolls its children will actively support and promote the goals of the Academy, including those that concern standards of academic performance and the personal behavior expected of our students set forth in this handbook.

We believe that each member of the community, including families and their enrolled children, bears a share of the responsibility in our parent/school collaboration to make the Academy the best learning environment possible for our students.

No effective collaboration within the Academy community is possible without a set of expectations, objectives, and a shared commitment to them.

The purpose of this handbook is to communicate our expectations about the school's standards, which we expect our students and their families to understand and adhere to.

It is an important function of involvement in this community for parents to familiarize themselves with the rules and policies set forth in this handbook and to discuss them with their children.

Rather than attempt to outline every conceivable "rule," we have set forth in this handbook the general principles, as well as specific rules, under which we operate. It is the spirit and intent of these principles, rather than their specific wording, with which we wish all members of our community to become familiar.

If you have a question about any policy or specific rule contained in this handbook or any other school policy, please feel free to discuss your concerns with the Head of School or Principals.

## **Organization and Aims**

Since its founding in 1969 as a Pre-K through Grade 8 independent school, The Grosse Pointe Academy has operated as a non-profit organization under the care and guidance of a revolving body of trustees. The school functions within four levels:

Early School - Preschool and Kindergarten

Lower School - Grades 1-3

Intermediate School - Grades 4-5

Middle School - Grades 6-8

The Grosse Pointe Academy has a vital interest in keeping close contact with the broad field of education by maintaining membership in professional associations, both national and regional. The school is a member of the National Association of Independent Schools, the Educational Records Bureau, the Independent Schools Association of the Central States, and the Association of Independent Michigan Schools. The Early School is a member of the American Montessori Society and is licensed by the Michigan Department of Social Services.

In order to provide a sound education for its students, we maintain high academic and social standards with emphasis on creating a lasting enthusiasm for learning. Within a challenging environment, a capable and devoted faculty recognizes individual needs and strengths and encourages each child's growth as a person and as a responsible member of a community.

The school provides opportunities for young people to learn to accept and value themselves and to respond to the needs of others. Teachers and administrators work together to guide each student individually, not only in a formal classroom structure, but also throughout the school day in informal association and conferences. In addition, teachers and administrators place special importance on a mutual understanding between home and school and are dedicated to the achievement of trust and cooperation between these two influential forces in the lives of our children.

### **The Grosse Pointe Academy Expectations**

The following expectations form the basis for all other rules and guidelines, and may be invoked in response to any situation not specifically covered in this handbook. Violations of The Grosse Pointe Academy Expectations may be deemed major violations of the Code of Conduct.

We believe each member of the community, including families and students, shares in the responsibility of making the Academy a safe and secure place that promotes a positive learning environment. As members of The Grosse Pointe Academy community, students should actively contribute to the educational and spiritual goals of the school and be good ambassadors of the Academy in the greater community and on all school trips.

Parents, faculty, administration, and staff of The Grosse Pointe Academy have high expectations for student behavior and decorum. Our fundamental expectation is that students treat others as they expect to be treated.

We expect our students, when confronted with a situation in which others are behaving improperly, to try to be a positive influence to change the behavior or action of others or to remove themselves from the situation and seek adult assistance.

We expect that students in all situations are:

#### **Respectful**

Students are expected to treat each other, faculty, administration, and staff with respect and in a manner that ensures all members of The Grosse Pointe Academy enjoy a safe, orderly, and productive environment. Students should be considerate of others and responsive to faculty and staff direction. At all times, students should be inclusive, compassionate, and courteous. Physical or verbal harassment, profanity, and other unkind actions have no place at school. Students should always show good citizenship and sportsmanship in the classroom, on the playing field, and in the community.

#### **Responsible**

Students need to be responsible for their behavior and personal belongings. At all times, students should be punctual, prepared, and willing to help others. Responsibility also includes community responsibilities such as not entering in to restricted portions of a school building without specific

permission, contributing to the basic upkeep and cleanliness of their surroundings, and following the uniform requirements. Students should carefully consider their involvement in and postings to social networking sites and other electronic/digital communications to ensure that they are good ambassadors of the Academy. Good judgment and common sense are essential criteria for all behavior. Honesty in all matters is fundamental. The faculty expects that all students are trustworthy and truthful in all situations, particularly when answering questions posed by adults.

### **Safe**

Students should make choices that will keep themselves and others safe. They should try to be a positive influence to change the behavior or action of others.

### **Code of Conduct**

Maintaining a positive academic environment and a community that promotes the enduring values of life requires a clear and consistent code of conduct. Students meet with teachers on a regular basis in homeroom or advisory class to discuss school, community, and student concerns. Together, they seek and share solutions and insights. Students are also encouraged to talk to any teacher, dean, or administrator on a one-to-one basis whenever they feel it would be beneficial. The school faculty and staff will partner with parents when problems or concerns arise.

Our code of conduct is intended to provide a safe, nurturing environment for all students. Responses to disciplinary situations will recognize the differences in age, maturity, and developmental needs of the student involved. Parent supervision notwithstanding, if a student is on the school grounds, participating in a school activity (on or off campus), or otherwise representing GPA, or other activity that is or could be disruptive to the school community, students and parents should understand that The Grosse Pointe Academy expectations are in force and violations of those expectations may subject the student to disciplinary actions.

It is the responsibility of each teacher to encourage, through word and example guided by our character development program, the moral development of Academy students. Teachers are encouraged to address disciplinary issues as they arise, and they may document their disciplinary efforts, inform a parent, or involve the administration as appropriate. Beyond the discipline maintained by a teacher within the classroom, the school may impose time away from the classroom or detentions for minor infractions. Repeated offenses or more serious violations may necessitate a more stern response, such as an after school detention or a suspension.

Violations of major school rules may result in suspension or expulsion if the Head of School believes it is warranted after consulting with the dean and assistant heads of school. A violation of expectations not detailed in the code of conduct may still be subject to disciplinary measures, as determined by the Head of School after consulting with the dean and assistant heads of school. Student misbehavior on Academy property, even if involved in a non-Academy activity, may be considered a violation of school expectations.

### **Major Violations**

Violations related to any of the following will result in disciplinary measures, up to and including expulsion from school if the Head of School believes it is warranted after consulting with the dean and assistant heads of school.

## **Safety**

An act which seriously endangers a student's safety or the safety of others is considered a major disciplinary offense. Physical victimization of others will not be tolerated. While under the jurisdiction of the school, on campus, or in attendance at school sponsored events, students are forbidden to be in possession of firearms, fireworks, knives, slingshots, matches, lighters, laser pointers, or any object intended for use as a weapon or potentially dangerous article.

## **Harassment**

Harassment occurs when a person is mocked or insulted because of his or her race, gender, gender identity, sexual orientation, sex, ancestry, national origin, color, religion, height, weight, physical or mental disability, or other legally protected categories.

Harassment of a sexual nature is also strictly prohibited. Such prohibited conduct includes, but is not limited to, the following:

- making unwelcome comments of a sexual nature
- making unwelcome sexual advances
- using words, sounds, looks or gestures to communicate unwanted sexual messages
- use of pictures, drawings or any other medium to expose an unwanted image or message of a sexual nature
- pinching, patting, disrobing or any other inappropriate touching of another person
- telling or repeating jokes with a sexual theme

## **Respect for Others**

The manner by which students treat each other is a critical part of belonging to the educational community of The Grosse Pointe Academy. Accordingly, it is important that each student commit to the shared goal that every student at The Grosse Pointe Academy will always strive to be courteous and respectful in all of his or her behaviors with fellow students, with visitors, and with members of the community at large.

Any activity or abusive language by an Academy student which produces mental or physical discomfort, causes embarrassment, humiliation, ridicule, degradation or harassment of any other student is strictly forbidden and will not be tolerated. Moreover, making physical threats, bullying, reciting demeaning jokes or participating in practical jokes with the effect of directing unwanted attention to any student or group of students, any or all of which results in intimidating, shaming, humiliating or ostracizing any Academy student or students, is considered a violation of major school rules.

Negative social interactions between individuals - even if mutual and considered to be normal social conflict - may be considered a violation of major school rules. Bullying is a form of victimization that involves an imbalance of social or physical power between an aggressor(s) and an individual who is regularly the repeated target of intentional, one-sided, negative and undesired behaviors. This includes cyber bullying, which involves bullying via the sending or posting of cruel or harmful words or images by Internet or by any other digital device.

Student arguments with a teacher or disregard for the direction a teacher or other adult has given, may be considered a major violation. Use of profanity or demeaning language directed toward others is an example of a major violation.

### **Respect for Property**

Respect for the property of other students (physical or virtual), faculty, administration, staff and the school is required. Any acts of intentional or reckless destruction of school property such as the defacing of walls, textbooks, desks, or computers, student work (physical or virtual), property of others and other acts of vandalism will not be tolerated. All textbooks and library books need to be returned in good condition by the end of the school year. Students who do not return school books will be billed for the cost to replace them.

Additionally, families will be financially responsible for any damage of school property including school issued iPads.

### **Honesty**

No forms of cheating, lying, stealing or plagiarism will be tolerated. Cheating is defined as the giving or taking of an unfair advantage on tests, quizzes, assignments, or homework; examples include copying another's work, giving or receiving aid without the consent of the teacher, falsifying data on assignments. Plagiarism is defined as copying someone else's work and declaring it one's own; examples include directly copying someone else's words without proper citation, paraphrasing someone else's work without proper citation, or taking and presenting someone else's idea or concept without proper citation.

### **Substance Abuse**

Strictly forbidden is the possession, sale, distribution, or use (including students who are "under the influence") of drugs, alcohol, tobacco, or any other mind or behavior-altering substance or substance that is illegal for a minor to possess or consume at school, on campus, or at a school function off campus.

### **Absences and Truancy**

In order for students to demonstrate sufficient progress during the school year, students are expected to be in attendance each day of the school year. In certain circumstances, permission may be granted by the Head of School or Division Principal for students to be absent for an extended amount of time. Students are required to attend all of their classes. Skipping classes will not be tolerated.

### **Acceptable Use Policy for Technology**

Violations of the Acceptable Use Policy for Technology may be considered a major violation of school rules.

### **Supervision and Restricted Areas**

Students must be in supervised areas at all times. Students are not allowed in restricted areas without permission. Students are not to leave the school grounds without permission while under the school's supervision. Early School students are never to leave the Early School building or the playground during school hours. Before and after school, students are required to attend after care or be under the supervision of a teacher, coach or activity sponsor.

Restricted areas include:

- Buildings not usually used for instruction, including the Lake Shore Building, the barn, and

on-campus houses

- Kitchen, food storage, and preparation areas  
The cafeteria is a restricted area, except during assigned lunch periods.
- Academic and athletic locker rooms
- Lavatories of the opposite sex
- The fieldhouse at any time other than the student's scheduled class or sports activity
- Teacher areas, including teachers' desks, without their express permission
- Other students' lockers, cubbies, or desks without their express permission

### **Minor Violations**

Ordinarily violations related to any of the following will be considered a minor violation and will result in disciplinary measures including warning, alternative recess activity, payment of property damage (if applicable), and/or a conduct referral. Three minor violations will result in a detention. Severe or repeated violations may be treated as a major violation.

### **Disruptive Behavior**

Disruptive behavior includes things such as blurting, roughhousing, horseplay, getting up or leaving a room without permission, talking during Chapel, Morning Meeting or class, etc. including all behaviors which disrupt learning for the student or classmates. Respect for others is expected at all times.

### **Non-deliberate Destruction of Property**

Any minor infraction including careless, non-deliberate destruction of property.

### **Tardiness**

Students are expected to be on time to school commitments and classes. Tardies to class may affect student academic and citizenship grades. Students may be required to make up time with teachers before or after school. In some cases, students may receive additional disciplinary consequences.

### **Class Preparation**

All students must be prepared to enter each class period with their necessary classroom materials and completed homework assignments.

### **Chewing Gum**

Students are not to chew gum while at school or at school-sponsored activities.

### **Uniform Violations**

Students are expected to comply fully with the school uniform requirements. Dress code violations may result in the loss of free time or non-uniform privileges, detentions after school, or other appropriate consequences. Students who repeatedly violate the dress code may be provided uniforms from our used uniform office with the expectation that they are returned washed the following day.

### **Cell Phones, Games, iPads, and Electronic Devices**

The Grosse Pointe Academy bans the use of electronic devices, such as cell phones, MP3 players, portable gaming devices, etc. during the school day or during school-sponsored activities, unless express permission has been given by the teacher or administrator. **Cell phones, if at school, must be locked in academic lockers from 8:00 a.m. - 3:25 p.m.** The school day begins when the student



enters the building in the morning and ends when he or she is dismissed outside at the end of the day. As a 1 to 1 iPad school, students will often have access to iPads during the day. Minor violations such as playing games, sending texts or emails without permission, non-school business, etc. fall under our standard hierarchy of conduct consequences.

**Students need to follow the proper channels when contacting parents during the school day. Students may not call or text parents during the school day without permission from a faculty member. Students who feel sick during the school day must be seen by the school nurse who will determine if the parent should be contacted.**

Use of electronic devices during after school sports is at the discretion of the coach. Students may not use cell phones in locker rooms. Students are reminded that improper use of electronic equipment, cell phones or digital media, including viewing, distributing, or interacting with inappropriate digital media, may be considered a violation of a major school rule.

All devices brought to school are brought at the owner's risk, and the Academy assumes no responsibility for their safety or use.

Violation of the Cell Phones, Games, iPads, and other Electronic Devices policy may result in confiscation of the device. The device will only be returned to a parent or guardian.

### **Eating Outside Dining Room**

Food is to remain inside the dining room.

The Middle School Principal and/or Head of School may conclude that any minor violation constitutes a major rules violation and handle it as such, which may include detention, suspension from school, or, in extreme cases, expulsion from school at the sole discretion of the Head of School. Middle School students who commit a major violation typically receive a suspension or in some cases, dismissal from school at the sole discretion of the Head of School.

### **Disciplinary Procedures**

Given that we have one Code of Conduct, ES – grade 8, disciplinary action will be applied according to individual circumstances, student age, and developmental needs. Generally, in the case of violations of minor regulations, students will initially be given a warning. Procedures for the various grade levels are spelled out in subsequent sections.

The following procedures have been instituted as guidelines in the application of discipline:

#### **Detention**

With a single act of violation of GPA school rules, it is possible that a student earns an immediate detention to be served as soon as is practicable. Some detentions may be served on Saturdays from 9 a.m. to 12:00 p.m. or on scheduled days off as circumstances warrant. There are varying levels of detention. School day detention may involve an alternate lunch/recess plan (lunch will be served). Students may also serve after school detentions from 3:30 p.m. to 4:30 p.m. on the day of the incident or as soon as is practicable. Students who receive more than one after school detention or are suspended during a trimester are excluded from the Citizenship Honor Roll.

The Middle School Principal and/or Head of School may conclude that any minor violation constitutes a major rules violation and handle it as such, which may include detention, suspension from school, or, in extreme cases, expulsion from school at the sole discretion of the Head of School. Middle School students who commit a Major Violation typically receive a suspension or in some cases, dismissal from school at the sole discretion of the Head of School.

If a student has three minor violations, that will require a detention.

### **Suspension**

Suspension from school activities may be in-school or at-home and the length will depend upon the offense.

- When a suspension has been completed, the student and parents must meet with the Head of School and/or principal before returning to class to discuss the ramifications of further Code of Conduct violations, required restitution, and counseling requirements.
- A suspended student will be responsible for all work missed during his or her suspension.
- A suspended student will serve a week moratorium on extracurricular activities, athletics, and school-sponsored social activities per day of suspension.
- A student may be placed on behavioral probation after a suspension. Any subsequent violations will result in a suspension for a longer period of time or may even result in dismissal from the school.
- A student who is suspended during the school year may be ineligible for end-of-year awards.
- A suspended student may lose leadership positions.

### **Disciplinary Probation**

The Head of School and the Principal may place a student on probation. The Principal or Head of School will meet with parents and the student to explain probation. Probation is serious and places the child's status as a student at risk. A student on probation may be suspended, dismissed, or not asked to return the following year if his or her behavior/attitude/academic performance does not improve. Only with sustained improvement will a student be removed from probation status. A student placed on probation twice in two years may be asked not to return for the following year.

Disciplinary probation may include:

- A suspension at home or at school.
- A weekly progress report from all teachers or an after school daily check-up session with written review of the day.
- Privileges revoked for period of probation (revocation of the right of participation on teams, or other extracurricular activities such as Bell Choir, Student Council, captaincy, elected office, etc.).

## **Dismissal**

A violation related to any of the Major Violations as described in this Handbook under the Code of Conduct may result in dismissal from the school as determined by the Head of School.

## **Division Disciplinary Procedures**

### **Early School Procedures**

Children who misbehave are asked to sit in a chair for a few minutes to think about their behavior. A student who becomes a detriment to others or who consistently poses a disciplinary problem, or who indicates by his or her general attitude and behavior that he or she is at odds with the school's philosophy of education or discipline, may be requested to withdraw from The Grosse Pointe Academy, in consultation with the principal.

### **Grades 1-3 Procedures**

The students in grades 1-3 are to abide by all of the discipline regulations in all classrooms (homerooms and specials), the lunchroom, throughout The Grosse Pointe Academy campus, and on field trips. The rules are based on the goal of all GPA faculty members to encourage self-discipline in our students. The four steps are put in place if a child misbehaves.

1. Discussion with teacher
2. Sit out for five minutes and complete a "Time to Think" sheet
3. Teacher calls home
4. See Division Head

In some cases, the principal for that grade level may decide that a student's behavior warrants a recess detention, absence from class or the activity for a period of time, or suspension from school.

### **Grades 4-8 Procedures**

The students in grades 4-8 are to abide by all of the discipline regulations in all classrooms (homerooms and specials), the lunchroom, throughout The Grosse Pointe Academy campus, and on field trips. The rules are based on the goal of all GPA faculty members to encourage self-discipline in our students. The four steps are put in place if a child misbehaves.

1. Discussion with teacher (information documented & shared with Dean of Students on the same day)
2. Discipline conduct referral to Dean of Students with parent contact
3. Parent conference with Dean of Students
4. See Division Head

After three conduct referrals, the student will receive a detention.

## Acceptable Use Policy for Technology

### Definitions

- **User** includes anyone; employees, students, and guests, using Grosse Pointe Academy (GPA) technology, including, but not limited to, computers, networks, wifi, Internet, email, chat rooms and other forms of technology services and products while on the campus of The Grosse Pointe Academy or under school jurisdiction.
- **Network** is wired and wireless technology networks including school networks, cellular networks, commercial, community or home-based wireless networks accessible to students.
- **Equipment** includes cellular phones, PDAs, MP3 players, iPod type devices, portable computers such as laptops, iPads, desktops, tablets and netbooks, portable storage devices, and all other electronic devices.

The Grosse Pointe Academy (GPA) provides technology resources with a commitment that the educational advantages outweigh the potential for misuse. GPA expects students to exercise appropriate personal responsibility in their use of these resources. Our goals are to provide and facilitate access to educational tools and resources, to improve communication, and to encourage innovation and collaboration. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of these tools.

It is one of the technology goals of the school to ensure that each User's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology inside or outside of our school that degrades or defames other Users, or members of our community is unacceptable. GPA also recognizes that Users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Policy (AUP).

**Access to GPA's network is a privilege, not a right.** The use of technology whether owned by The Grosse Pointe Academy or devices supplied by the Users entails personal responsibility. It is expected that Users will comply with GPA rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, and The Grosse Pointe Academy. Failure to comply with such terms and conditions may result in loss of access as well as other disciplinary consequences as outlined later in this document or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school administration.

Users should have no expectations of privacy on the campus of The Grosse Pointe Academy. GPA reserves the right to monitor Users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary, especially when inappropriate use has been documented.

### Google Apps for Education

Google Apps for Education is the term for the overall suite of tools provided for free to educational institutions. Core Google Apps for Education suite includes:

- **Google Mail:** A secure, dedicated school email address through which teachers can send announcements, and students can collaborate on assignments with one another.

- Google Calendar: Students can organize their schedules and share events and calendars with others.
- Google Drive/Docs: Students can create, edit, and share documents, spreadsheets, forms, drawing tools, and presentations.

The Grosse Pointe Academy and its employees and assignees are not liable for student or staff misuse of Google Apps for Education or for communications via [@gpacademy.org](mailto:@gpacademy.org) issued gmail accounts. The Grosse Pointe Academy reserves the right to delete, freeze, or confiscate @gpacademy accounts when those accounts are used in violation of the Acceptable Use Policy or upon graduation or termination of employment or for any reason it deems necessary.

### **Publishing to the Internet**

The Grosse Pointe Academy may publish student works, images or likenesses on the Internet, on the GPA website, social media sites, and elsewhere.

Students agree to respect all work done by others. Students publishing both individual and collaborative work and creative content made for classes taught at The Grosse Pointe Academy may only attribute other students by their first name and last initial.

### **Prohibited Activities**

These are categories of inappropriate activity on The Grosse Pointe Academy network and GPA reserves the right to take immediate action regarding activities 1) that create security and/or safety issues for the GPA network, Users, network or computer resources; 2) that expend GPA resources on content lacking legitimate educational content or purpose; or 3) other activities as determined by GPA as inappropriate.

The following will result in disciplinary action:

1. Illegal use or distribution of copyrighted materials
2. Any action that violates existing Board policy, Student Code of Conduct, or public law
3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
4. Use of any messaging services without permission
5. Logging in as another user. Accessing, modifying, or deleting files/data that do not belong to you
6. Sharing personal information or passwords
7. Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components)
8. Deliberate attempts to circumvent monitoring/filtering
9. Use of electronic devices for the purposes of cheating or other forms of academic dishonesty
10. Sending or publishing offensive or harassing messages
11. "Hacking" or other illegal activities in an attempt to gain unauthorized access to restricted files, other computers, or computer systems
12. Saving inappropriate files (any file that is not needed for academic purposes or a class assignment) to any part of the school network or school accounts
13. Photographing or recording any member of The Grosse Pointe Academy community (faculty, staff,

- students, and families) for any malicious purpose.
14. Having inappropriate images, backgrounds, screensavers, or designs on the iPad, school computer desktops, or school issued accounts such as gmail.
  15. Unauthorized installation or use of software, scripts or code on any Academy owned or controlled computer, network, or other system or device

Disciplinary issues range from minor to more severe and require the school to remain flexible, yet, fair, when determining appropriate consequences. The following stages outline our progression of disciplinary consequences. However, we reserve the right to skip any of these steps depending upon the egregious nature of the action.

**Every offense warrants a conduct referral and parent notification.**

**1st Offense:** iPad/device will be given to the Dean of Students until the end of the school day. Access to technology is also restricted for the day. iPad/device will be returned at the end of the day to the student.

**2nd Offense:** iPad/device may not be used at school for one week. The device will remain at school until a parent signs for it. The student must make arrangements with faculty to complete all assignments.

**3rd Offense:** Loss of iPad/device privileges for a period of time to be determined by the Division Head and Dean of Students.

For major infractions including, but not limited to cyber bullying, vandalism, sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials, copyright infringement, the school will make decisions based on the circumstances. Depending on the situation, consequences might include parent conferences, detention, suspension, or dismissal from school.

In the event that any of these disciplinary steps are necessary, students will still be responsible for all required work.

**CIPA (Children's Internet Protection Act) Update/Internet Safety Instruction**

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

A. Age appropriate materials will be made available for use across grade levels.

B. Training on online safety issues and materials implementation will be made available for administration, staff, and families.

**Copyright**

Downloading, copying, duplicating and distributing software, music, sound files, videos, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is

permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

## **Cybersafety and Cyberbullying**

**All Users** - Despite every effort for supervision and filtering, all Users and Students' parents/guardians are advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every User must take responsibility for his or her use of the network and make every effort to avoid inappropriate content. Every User must report security or network problems to a teacher, administrator, or system administrator.

**Personal Safety** – In using the network and Internet, Users should not reveal personal information such as home address or telephone number.

**Confidentiality of User Information** – Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

**Active Restriction Measures** – The Grosse Pointe Academy will utilize filtering software or other technologies to prevent Users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or 'get around' the content filter are strictly prohibited, and will be considered a violation of this policy. GPA will also monitor the online activities of Users through observation and/or other technological means.

**Cyberbullying/Harassment** - The Grosse Pointe Academy reserves the right to maintain a culture and climate that is safe for all learners. Therefore, GPA reserves the right to take disciplinary action for any form of electronic communication, display, dissemination, or storage that threatens, demeans, harasses, or otherwise causes harm to any individual or group, whether or not such actions occurred during school hours. Disciplinary action will only occur after an investigation and will be in accordance with the Student Handbook. When applicable, law enforcement agencies may be involved.

School wide, students in Grades 1-8 will be instructed not only in Internet Safety but also in the tenets of excellent Digital Citizenship. Age appropriate curriculum will be taught to inform students of the forms of Cyberbullying and empower them to take appropriate action as both a bystander and a victim.

## **Interactive Web 2.0 Tools**

Technology provides an abundance of opportunities for Users to utilize interactive tools and sites on public websites that benefit learning, communication, and social interaction.

Users may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school(s). From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge are legitimate and safe. As the site is "public" and the teacher, school, and The Grosse Pointe Academy is not in control of it, all users must use their discretion when accessing information, storing, and displaying work on the site. All terms and conditions provided in this AUP also apply to user-owned devices utilizing the GPA network.

## **Student Use of Interactive Web 2.0 Tools**

Online communication and content creation is critical to the students' learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers.

Therefore, teachers need to ensure the use of Google Documents, Learning Management Systems such as Edmodo, classroom blogs, student email, podcast projects, email chat features, back channel discussions, or other Web interactive tools follow all established Internet safety guidelines including:

- Students using such tools agree to not share their personal information including username or password with anyone except their teachers or parents.
- Speech that is inappropriate for class is also inappropriate for web posting spaces.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

## **Student Use of Mobile Devices**

- School administration and The Grosse Pointe Academy Technology staff may search the student's device or devices if they feel school rules have been violated, including but not limited to, audio and video recordings, photographs taken on school property that violate the privacy of others, photographs or video recorded at school sponsored events, or other issues regarding public safety, bullying, harassment, defamation, or cheating.
- These rules apply to student-owned devices as well. Students may use the student-owned mobile devices in class only with the teacher's expressed permission.

## **Student Supervision and Security**

The Grosse Pointe Academy provides content filtering controls for student access to the Internet through the GPA network, as well as reasonable adult supervision. Inappropriate, objectionable, or offensive material may occasionally become accessible due to technical limitations or failures. Students will be held accountable for any deliberate attempt to circumvent or defeat any content or filtering controls.

Students using mobile and cellular devices while at school or during school sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use as applied in the Student Code of Conduct per the Student Handbook.

## **Middle School Students**

### **1:1 iPad Responsibilities**

1. Bring a fully charged iPad to school every day unless otherwise instructed.
2. Adhere to The Grosse Pointe Academy Acceptable Use Policy at all times.
3. Backup data and files.



4. Report any problems, damage, or theft immediately to Division Heads so she is aware of the problem.
5. Provide a cover to protect the screen and allow for safe transport of the iPad from class to class and to and from school.
6. iPads are to remain in advisory classroom cubbies unless requested by teacher.

*Please note that this document is subject to change and updating without notice.*

*Last updated August 9, 2016.*

## **GENERAL INFORMATION**

### **Before School Care**

Students should not arrive before 8:00 a.m. If it is necessary for the child to arrive early, our Before Care Program starts at 7:30 a.m. and is located in the Early School gym.

Early School door personnel will return to the Early School classrooms for the start of classes at 8:25 a.m. Students in grades 1-5 should go to their lockers first and will be permitted to go to their classrooms at 8:10 a.m. Middle School students should go to their lockers first and may go to the library as early as 8:00 a.m.

For additional information about our before care program, please contact the Early School Office at (313) 886-1221.

### **After School Care**

The Aftercare Program is held in the cafeteria from 3 p.m. until 6 p.m. Monday through Friday. For additional information, please contact the main school or Early School Office at (313) 886-1221.

A fee will be charged for after school care. All billing will be done by the Business Office. There is no fee for before care.

Students who are not picked up at their dismissal times will be placed in the After School Care Program, which runs until 6:00 p.m. Students who are participating in after-school activities such as sports, intramurals, chess, or special classes or clubs will also be placed in the After School Care Program if they are not picked up at the designated time.

**No student should be in an unsupervised area before, during or after school.** Failure to meet this expectation may leave a student liable for disciplinary action. We also ask that parents cooperate in helping us to maintain a safe environment during Academy sponsored activities occurring before and after school hours by reminding their children that they should remain only in those areas off campus where there is adult supervision. Parents may pick up students in the After Care room or go to the School Office to have the child paged on the intercom system.

## **Student Health**

The school nurse will administer first aid and will notify parents or guardians immediately should illness or injuries occur during school hours. It is very important that we have correct phone numbers on file. We also ask that you leave the number of a relative, friend or neighbor in the event that we are unable to reach you.

If a child has serious allergies or requires medication for other conditions during the day, a written consent should be forwarded to the school nurse. Medications are kept in the infirmary and are administered by the nurse.

It is in the best interest of your child and his or her classmates that we ask students who are not feeling well to remain at home.

Students with serious health issues such as asthma, severe allergies, diabetes, etc. need to make the school nurse aware of these conditions. If there is any change in a student's health during the school year, please update the school nurse.

*Students sent home from school by the school nurse may not return to school on the same day for school/clubs/sports.*

## **Food Allergy Policy**

In an effort to maintain a safe environment for all students, the following guidelines have been developed for students with severe food allergies, recognizing that it is impossible for the school to ensure that the environment is completely risk-free at all times. We have adopted a "Reduced Risk Environment Policy" in the big school building. The Early School building is nut-restricted. Parents should work with their child to educate them as to what foods should be avoided and what to do in case of suspected or known ingestion of an allergen.

- Parents of children with severe food allergies must provide a Severe Allergy Medical Action Plan (MAP) before the first day of school.
- Parents must provide two EpiPens for their child, where appropriate.
- EpiPens will be kept in the lunchroom and clinic, or Early School classroom and Early School Office where appropriate.
- Student allergy lists will be posted in the lunchroom area, classrooms, and clinic as needed.
- An EpiPen and a copy of the student's MAP should accompany the student on all field trips and athletic events.

## **"Reduced Risk Environment Policy"**

The Grosse Pointe Academy strives to maintain a nut reduced risk environment. Nut reduced risk is defined as reducing exposure to food that may contain tree nuts or peanut products in the ingredient list.

- Plum Market attempts to exclude prepared foods that include tree nuts or peanuts in the ingredient list.
- A separate table is provided in the lunchroom for students with a nut allergy. No nuts or nut products are allowed to be consumed at that table.
- A specific cleaning protocol has been developed for this table.
- To avoid contamination, foods containing nuts are not to be consumed outside of the lunchroom and students are discouraged from sharing food.

- Parents should provide a lunch from home if they are concerned about the suitability of school lunches for their child.
- Parents of students with severe allergies are encouraged to contact the appropriate division principal or the school nurse with additional concerns.

The following foods should not be provided for class or holiday parties, snacks, bag lunches for field trips or snacks at athletic events.

- Food with peanuts or tree nuts in the ingredient list
- Food that has been produced on the same equipment as food containing peanuts or tree nuts
- Food with a warning on the label that it may contain peanuts or tree nuts

### **Homeroom Placement Policy**

The placement of students at each grade level is made by a committee of the grade level teachers and the principal. A thorough process weighing variables, such as gender, aptitude, leadership, diversity, learning style, and social chemistry, is followed each spring and again in August in assembling each homeroom for the next year. Our goal is to provide the best possible balanced learning environment for all students at each grade level.

The placing of students in homerooms is the ultimate responsibility of the professional staff, teachers and administration. This policy honors our faculty's professionalism as educators and the care with which each child is placed in a homeroom.

Parents who would like to share information about their child's learning and/or social needs for consideration in this placement process may do so by writing a letter before April 30 to the division principal highlighting his or her student's characteristics and needs. Parents are asked not to request specific teachers, class groupings or advisories, but to trust the school's professional judgment.

### **Parent Conferences: Grades ES-8**

It is our intent to keep parents fully informed of their child's progress. Parents spend an evening with the faculty and staff during Parent Information Night in the opening weeks of school to learn about their child's program. Reports will be sent home during the school year. Formal parent-teacher conferences are regularly scheduled two times a year. Should any questions arise, parents may schedule a parent/teacher conference at any time during the school year.

### **Parent Visits**

All visitors must come to the front office to sign in and receive a visitor pass before going to classrooms or other offices in the building. Parents are always welcome on campus, but we respectfully ask that you limit your visits to times that are necessary or requested by a teacher. It is important for children to have social time with their peers apart from their parents. Parents are invited to occasionally have lunch with their children, but we ask that you limit those visits to no more than twice a month. If you need to drop anything off for your children, please bring it to the school office, and we will make sure it gets to them. Any extenuating circumstances requiring parents to be on campus more often should be brought to your child's division principal.

### **Books and Materials**

Some materials and textbooks are distributed to the students by their classroom teachers at the

beginning of the school year. It is expected that all textbooks which are lost or damaged be paid for by the student responsible for them.

### **Lunch/Snacks**

A nutritious lunch is included in the cost of tuition for all students in Grades 1-8. No school lunch is offered in the Early School. Children who remain for the afternoon bring their lunches daily.

A morning snack is provided for all students in Early School through Grade 8.

### **Classroom Representatives**

Your volunteer help is greatly appreciated. A Parents' Coordinating Council representative may contact you to assist with parties, field trips, etc.

### **Field Trips**

Notices will be sent home prior to field trips. No student will be permitted to attend any off-campus activity without written parental permission. Transportation is provided by an Academy bus.

### **Labeling**

All articles of clothing or other personal items that your child brings to school should be clearly labeled with his or her first and last names.

### **Lost and Found**

Lost and found boxes are located in the Early School garden level and the fieldhouse.

### **Bikes and Scooters**

Leave bikes and scooters at the bike rack located by the tennis courts. All bikes and scooters should be locked to the rack. Use of bikes and scooters is prohibited during the school day. The Academy assumes no responsibility for the loss or theft of any item left at the bike rack.

### **Private Parties and Other Social Events**

Invitations to birthday or other private social events hosted off campus may not be distributed at school. We also ask, given the small class sizes, that parents be as inclusive as possible with their guest lists.

### **Personal Possessions**

No student should ever carry significant sums of money or valuable objects to school. Students, not the school, are responsible for all personal items. Students in grades 4-8 will be issued an assignment book at the beginning of the year. This must be kept and used each day for the entire year. Lost assignment books will be replaced at a charge of \$5 per book.

**Before/After School Activities** Throughout the year, enrichment classes and organizations such as chess club, cooking and music classes may meet before or after school. All students who wish to participate in these programs will need parental permission. Some special classes will have fees; letters with specific details about classes will be sent home.

An after school sports program is available to students in the Middle School, and in some instances for those in Grades 1-5. Students will be notified of these activities by the athletic department. Teams participate in interscholastic competition with area schools and within an organized Independent Middle School Athletic Conference.

## **EARLY SCHOOL**

### **School Office**

The Early School Office is located on the first floor of the Early School building. The secretary should be contacted regarding absences, early dismissals, student messages, and appointment requests.

### **School Hours**

Morning Program	8:25 a.m. - 11:10 a.m.
Thursday	9:00 a.m. - 11:10 a.m.
Extended Day & Kindergarten Program	11:10 a.m. - 3:00 p.m.

### **Dismissal**

Staff members will supervise the dismissal area for the morning and afternoon sessions. Two staff members will be at the door. One will call your child to the car as you arrive and the other will accompany him or her to the car displaying the properly numbered card when that car reaches the head of the line. Please do not exit your car at any point when you are in the line. Early School dismissals will be from 11:10 to 11:25 a.m. and from 3:00 to 3:20 p.m.

Each family will receive numbered cards representing your child's dismissal number. This number is very important and must be displayed on the driver's side of your windshield. For your child's safety, no student may go home with a carpool or an individual other than his or her assigned driver without your permission in a written note or by phone.

### **Naps**

Children who take naps must bring a small pillow and blanket.

### **Toys**

Please do not encourage your child to bring toys to school. Books, rocks, interesting shells, etc. are acceptable as long as they are not a distraction to the classroom.

### **Parent Conferences: Early School**

It is our intent to keep parents fully informed of student progress. Formal parent-teacher conferences are scheduled two times a year. Reports will be sent home during the school year. If a child is having difficulty in a given area, an additional conference request will be made. Parents are welcome to call the school office and arrange a teacher conference or additional observation, should questions arise through the course of the year.

### **Boundaries: Early School**

Students are never to leave the Early School building or the playground during school hours without the permission of a teacher or parent.

## **GRADES 1-8**

### **School Hours and Attendance**

The school day begins promptly at 8:25 a.m. for Grades 1-5, while grades 6-8 begin at 8:20 a.m. with Chapel or morning meeting. Students will be allowed in their classrooms beginning at 8:10 a.m. Students who arrive before 8:00 a.m. are to report to before school care in the Early School gym. On Thursday, school begins at 9:00 a.m. On Thursdays students who arrive before 8:45 a.m. must attend before care in the Early School gym.

In case of tardiness, a student is to report to the School Office before entering class. All students should sign in at the School Office when they arrive late and should sign out if they have to leave early or have an appointment during the day.

A written note to the principal is required for all early dismissals; we ask that it be turned into the School Office before the school day begins. Parents are asked to report to the School Office when picking up their child prior to school dismissal time.

All students are expected to be in attendance in order to make consistent progress. Days missed for vacations, other than those scheduled for the entire student body, are discouraged. Students are expected to make up work after an absence.

Parents should notify the school office or e-mail [attendance@gpacademy.org](mailto:attendance@gpacademy.org) by 8:30 a.m. in the event of an absence and must provide the reason for the absence. This is a safety issue as well as an attendance matter.

### **School Dismissal Hours: Grades 1-8** **Grades 1-8 are dismissed at 3:25**

No child may go home with a carpool or an individual other than his or her normally assigned ride without a written or oral confirmation from a parent or guardian. The dismissal area will be supervised until 3:40 by the teachers in Grades 1-8. Any student not picked up by dismissal time will be placed in the After Care Program. Following school dismissal, no student is to remain in the building except at the request of a teacher or as a participant in an after school program.

## **ACADEMICS (GRADES 1-8)**

### **Homework: Grades 1-5**

Homework is assigned on a daily basis to students as a means to review skills taught during the day through their classroom curriculum and assist in developing organizational skills and responsibility. The Grosse Pointe Academy homework policy asks for ten minutes times the student's grade level. This would calculate to 10 minutes for first grade, 20 minutes for second grade, and so on. While it is a benchmark, there are times when homework might exceed the recommended amount, as well as the possibility that certain assignments will vary in time frame from student to student. We understand that students work hard all day and are involved in after school activities and, therefore, do not expect students to spend inordinate amounts of time on homework. If you find that your child requires a

longer time than set for his or her grade level, please contact the classroom teacher to discuss your concerns. Certain homework/long-term assignments may require additional time and will be outlined in advance by each teacher.

### **Homework: Grades 6-8**

Students have homework Monday - Thursday and it generally takes 1 - 1 1/2 hours per night. Major tests and long term assignments may require additional time. If your child is doing an excessive amount of homework each night, please contact his or her advisor to discuss the situation and develop strategies to address this concern. No homework is to be assigned over breaks lasting three days or more.

Daily homework will be graded for accuracy and timeliness. Quality homework that is turned in on time will receive 100% of possible points. Quality homework that is one day late will receive a maximum of 70% of possible points, two days late 50% of possible points, and after that, no credit will be given and a zero mark will be entered into the grade book. Quality work is considered 90% or more correct.

If a student is absent, their absentee folder with classroom work will be available for pick up in the main school office by 3:00 p.m. Long absences are treated on a case-by-case basis.

Long term assignments (work not due the next day) are penalized 10% for each day late. The teacher will notify parents if work is not completed.

Students have the option to arrange for a lunch study hall to complete work prior to its due date. Students may not participate in after school sports or activities if their work is not up to date, at the discretion of the Dean of Students and Division Head.

### **Study Hall**

Middle School students may attend study hall Monday, Tuesday, Thursday, and Friday from 3:25 - 4:15 p.m. in the Fisher Library. Students may arrange for additional help with teachers when necessary to support daily learning.

### **Midterm Reports: Grades 6-8**

Midterm reports are an effective way to let parents know about a student's progress midway through a trimester and well ahead of the issuance of report cards and are issued to all students in grades 6-8. New students and sixth graders will receive a written midterm comment in their report during the first trimester to assist in their transition to the Middle School. Additionally, midterm comments are written if a student is earning an academic grade below a "B-", a citizenship grade below a 2, or having some special difficulty in a class.

### **Academic Probation: Grades 6-8**

If a student receives a mark of "F" in any course or "D" or below in two or more courses in a trimester, he or she will be placed on academic probation. The terms of probation, such as required tutoring, remedial work, ineligibility for athletics, etc., will be established by the Middle School Division Head in consultation with the Dean of Students. If a student has not achieved success by the end of the probationary period, the student, at the discretion of the Head of School, may be asked to leave the school. The school reserves the right to determine that a student has not demonstrated the progress

necessary to complete the school year.

**Assessment**

Testing is a part of The Grosse Pointe Academy program as a means of assessing students’ understanding of the curriculum. Assessments include, but are not limited to, quizzes, informal observation, Fountas and Pinnell reading fluency, and knowledge gathered during classroom periods. During the year, students in grades 2-8 will participate in a formal assessment through the ERB CTP 4. Testing dates, scores, and instructions on how to interpret the results are shared by the Division Head.

**Citizenship at The Grosse Pointe Academy**

All Academy students are expected to exhibit good citizenship and will earn a citizenship mark in each of their classes. Good citizenship is characterized by a student working toward improving the Academy through active and positive participation in all aspects of school life. Students should be respectful, responsible and safe members of the Academy community. In order to encourage and acknowledge this type of behavior, the Middle School has established a Citizenship Honor Roll.

**CITIZENSHIP RUBRIC**

**Student directions:** Highlight the description that best describes your skills in the areas of Safety, Respect, and Responsibility.

	<b>Excellent (1)</b>	<b>Good (2)</b>	<b>Needs Improvement (3)</b>	<b>Unsatisfactory (4)</b>
<b>Safety</b>	<ul style="list-style-type: none"> <li>❖ Shows a high degree of self-control</li> <li>❖ Always follows classroom procedures</li> <li>❖ Always uses materials safely and appropriately</li> <li>❖ Always treats schools’ property with respect</li> </ul>	<ul style="list-style-type: none"> <li>❖ Consistently shows self-control</li> <li>❖ Consistently follows classroom procedures</li> <li>❖ Consistently uses materials safely and appropriately</li> <li>❖ Consistently treats schools’ property with respect</li> </ul>	<ul style="list-style-type: none"> <li>❖ Will demonstrate self-control when asked</li> <li>❖ Occasionally follows classroom procedures</li> <li>❖ Occasionally uses materials safely and appropriately</li> <li>❖ Occasionally treats schools’ property with respect</li> </ul>	<ul style="list-style-type: none"> <li>❖ Often needs several reminders to use self control</li> <li>❖ Often needs reminders to follows classroom procedures</li> <li>❖ Often needs reminders to use materials safely and appropriately</li> <li>❖ Often needs reminders to treat schools’ property with respect</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>❖ Has exemplary attitude and is enthusiastic about school</li> <li>❖ Is polite to others and always uses manners</li> <li>❖ Always contributes to the benefit of others</li> <li>❖ Takes initiative to help others</li> <li>❖ Always maintains a positive relationship with peers</li> </ul>	<ul style="list-style-type: none"> <li>❖ Has a positive attitude and takes an interest in school</li> <li>❖ Is kind to others</li> <li>❖ Consistently contributes to the benefit of others</li> <li>❖ Willing to help others when asked</li> <li>❖ Consistently maintains a positive relationship with peers</li> </ul>	<ul style="list-style-type: none"> <li>❖ Occasionally has a positive attitude and takes an interest in school at times</li> <li>❖ Is kind to others at times</li> <li>❖ Occasionally will help others when asked</li> <li>❖ Needs support maintaining positive relationships with peers</li> </ul>	<ul style="list-style-type: none"> <li>❖ Struggles to maintain a positive attitude and has a limited interest in school</li> <li>❖ Often needs reminders to be kind to others</li> <li>❖ Requires support from a teacher to help others</li> <li>❖ Often needs support maintaining positive relationships with peers</li> </ul>



<b>Responsibility</b>	<ul style="list-style-type: none"> <li>❖ Always arrives on time with required class materials</li> <li>❖ Stays on task at all times</li> <li>❖ Always contributes to class discussions</li> <li>❖ Takes initiative in one's learning</li> <li>❖ Demonstrates leadership</li> </ul>	<ul style="list-style-type: none"> <li>❖ Consistently arrives on time with required class materials</li> <li>❖ Consistently on task</li> <li>❖ Consistently contributes to class discussions</li> <li>❖ Shows an interest in one's learning</li> <li>❖ Demonstrates some leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>❖ Occasionally arrives on time with required class materials</li> <li>❖ Needs reminders to stay on task at times</li> <li>❖ Occasionally contributes to class discussions without a prompt</li> <li>❖ Will show an interest in one's learning at times</li> <li>❖ Occasionally demonstrates some leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>❖ Often needs reminders to arrive to class on time with required class materials</li> <li>❖ Needs multiple reminders to stay on task</li> <li>❖ Only contributes to class discussions when called on by teacher</li> <li>❖ Rarely shows an interest in one's learning</li> <li>❖ Struggles to demonstrate some leadership skills</li> </ul>
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**Overall Grade:** \_\_\_\_\_ **What area(s) are you going to work on next trimester:**

**Teacher Signature:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_

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

**Levels**

- 1- Excellent - consistent in all areas of criteria, actively contributes to the well-being of others and the school climate
- 2 - Good - usually consistent in all areas of criteria, but needs occasional reminders
- 3 - Needs improvement - lacks consistency in some criteria, necessitating frequent reminders
- 4 - Unsatisfactory - does not meet the basic standards of criteria

**Honor Rolls: Grades 6-8**

Students qualify for an Honor Roll if they meet one of the following criteria:

**Academic High Honors**

- Their grade point average is 3.8 or above.
- They have no grade below a B-.

**Academic Honors**

- Their grade point average is 3.5 or above.
- They have no grade below a B-.

**Citizenship Honor Roll**

Students qualify for the Citizenship Honor Roll if:

- They have all 1's and 2's.
- They have not served a detention or suspension during a trimester.

### **Head of School Honor Roll**

Students qualify for the Head of School Honor Roll if:

- They qualify for either Academic Honor Roll **and** Citizenship Honor Roll.

### **National Junior Honor Society**

Middle School students in grades 7 and 8 are eligible for membership in the National Junior Honor Society if they maintain a GPA of 3.8 or above each trimester in the current school year and demonstrate leadership, service, character and citizenship. Students meeting the academic requirements will be asked to complete an information form to give evidence of these qualities. A Faculty Council, appointed by the Division Head, will carefully review the information sheets submitted by eligible students and make the final decisions for membership in the National Junior Honor Society. Suspended students are not eligible to apply for the National Junior Honor Society during the year in which the suspension occurs.

### **Student Council**

A Student Council, composed of four elected officers from grades 7 and 8, directs student activities and serves as a clearinghouse for new initiatives. The officers work in conjunction with the Division Head and the Faculty Advisor. Opportunities for leadership and involvement are afforded other middle school students who volunteer to assist in the various activities sponsored by the Student Council.

Major violations to the Code of Conduct may result in the loss of leadership positions.

## **SCHOOL UNIFORMS**

The Academy requires a school uniform, and all students are expected to arrive and depart in full school uniform. On Mondays and during special occasions specified by the school, students wear a formal dress uniform. On Tuesdays through Fridays, students wear the regular uniform.

Uniforms should be clean and in good condition. Shirts, blouses and turtlenecks are to be tucked in during the school day. Shoes should be polished, hair combed and nails clean. Cosmetics are discouraged. Personal grooming, which includes hair style, is left to the discretion of the student. However, extreme styles and hair coloring are considered inappropriate and the school reserves the right to monitor both. Hair styles should not be distracting in any way. No lines, patterns, multi-levels, shaved Mohawks, facial piercings, etc. are permitted. Hair color must be consistent with natural hair colors.

A gym uniform is required during gym periods for all boys and girls in grades 4-8. These may be purchased at Lands' End. All students must wear sneakers to gym class. Early and Lower School girls also purchase and wear blue shorts for under their jumper.

All clothing should be labeled with the student's name. All students will be instructed during the first week of school on what is considered proper school uniform. If the situation warrants, parents will be called to bring proper clothing to school for their child. Incidents of improper uniform will result in a conduct referral.

The last Friday of each month may be declared a non-uniform day. Students may wear clothing of their choice provided it is clean, in good condition and appropriate for school (i.e., no inappropriate slogans, signs, language, etc.).

### **Formal Dress Uniforms**

Students wear the formal dress uniform every Monday or when requested by the school for special events (e.g., Grandparents' Day).

### **Uniform Restrictions**

No oversized or stretched sweaters or sweatshirts without logos are permitted. Sweaters must cover waist and belt. Jumpers, kilts and khaki shorts must be knee length. T-shirts worn underneath Oxfords and polo shirts should be solid white. All polo shirts, sweaters, vests and half zip fleeces must have the GPA monogram or logo.

Low-heeled leather shoes are required for safety reasons. Sneakers worn during gym class must have non-scuffing soles. Socks may be shorter than traditional crew length but must be slightly above the ankle bone. Socks that are barely visible are not allowed.

### **Non-Uniform Days**

Non-uniform days are scheduled for the last Friday of each month or as listed on the school activity calendar. Leggings are permitted when worn with a long shirt. All shirts must cover midriffs. Shoes need to have a heel strap and flip flops are not permitted. Tank tops must have a full strap of two or more inches. Clothing should be clean, in good condition, and not revealing. Undergarments must be

covered. Loose fitting athletic jerseys must be worn over a t-shirt. Pajamas are not permitted. All clothing needs to be school appropriate. Students who violate the dress code regulations could be asked to change to their PE clothes or school uniform from the PCC uniform room.

### **Gym Uniforms**

Students in Grades 4-8 are required to wear approved GPA athletic apparel for their Physical Education classes. Whereas various choices do exist, each student is required to have:

- Shorts
- Wind or sweatpants
- Short-sleeved shirt
- Long-sleeved apparel for colder weather

## **E.S. - Grade 3 (Girls)**

### **Formal Dress Uniform (Mondays)**

- Plaid jumper
- White short-sleeved blouse with navy piping
- Navy cardigan sweater
- Navy or white knee socks or tights (no leggings)
- Navy, brown or black dress shoes (E.S. girls may wear red shoes.)

### **Regular Uniform (Tuesdays-Fridays)**

- Plaid jumper, khaki dress slacks, khaki dress Bermuda length shorts, or khaki skort
- White or navy turtleneck or long-sleeved polo shirt may be substituted for the white blouse.
- Half-zip fleece may be substituted for the cardigan sweater.
- White socks may be worn (with khakis only).
- Navy tights or leggings may be worn under the jumper, but navy or white socks must be worn with leggings.
- Navy, brown, black shoes (E.S. girls may wear red shoes.) or sneakers
- School appropriate belt

### **Gym Uniform**

Girls wear school clothes to gym class but it is recommended that they wear GPA navy blue cotton shorts under their jumpers. Lower School students must bring sneakers with non-scuffing soles to school for gym class or keep a pair in their lockers. E.S. students wear sneakers to school on gym days.

## **E.S. - Grade 3 (Boys)**

### **Formal Dress Uniform (Mondays)**

- Khaki dress slacks
- White or navy blue turtleneck, white or navy blue long-sleeved polo shirt, or long-sleeved white or light blue Oxford shirt
- Navy blue crewneck sweater or vest (long-sleeved polo shirt or Oxford must be worn under the vest)
- Brown or black leather or GPA belt
- Black or navy socks
- Brown or black dress shoes (E.S. boys may wear blue shoes.)

### **Regular Uniform (Tuesdays-Fridays)**

- Khaki dress slacks or khaki dress Bermuda length shorts
- School appropriate belt
- White or navy blue turtleneck, white or navy blue short or long-sleeved polo shirt, or long-sleeved white or light blue Oxford shirt
- Navy blue sweater, sweater vest, or half-zip fleece (optional)
- Brown or black shoes (E.S. boys may wear navy blue shoes.) or sneakers
- School appropriate socks

### **Gym Uniform**

Boys wear school clothes to gym class. Lower School students must bring sneakers with non-scuffing soles to school for gym class or keep a pair in their lockers. Early School students wear sneakers to school on designated gym days.

## **Grades 4/5 (Girls)**

### **Formal Dress Uniform (Mondays)**

- Plaid kilt
- Long-sleeved white or light blue Oxford shirt
- Navy blue sweater or sweater vest
- Navy blue knee socks or tights
- Brown or black dress shoes

### **Regular Uniform (Tuesdays-Fridays)**

- Plaid kilt, khaki kilt, khaki dress slacks, khaki skort, or khaki dress Bermuda length shorts
- School appropriate belt
- White or navy blue turtleneck, white or navy blue short or long-sleeved polo shirt, or long-sleeved white or light blue Oxford shirt
- Navy blue sweater, sweater vest, or half-zip fleece (optional)
- Brown or black dress shoes or sneakers
- School appropriate socks

### **Gym Uniform**

- GPA approved athletic wear
- Sneakers

## **Grades 4/5 (Boys)**

### **Formal Dress Uniform (Mondays)**

- Khaki dress slacks
- Long-sleeved white or light blue Oxford shirt
- Navy blue crewneck sweater or sweater vest
- Brown or black leather belt or GPA belt
- Black or navy socks
- Brown or black dress shoes

### **Regular Uniform (Tuesdays-Fridays)**

- Khaki dress slacks or khaki dress Bermuda length shorts
- School appropriate belt
- White or navy blue turtleneck, white or navy blue short or long-sleeved polo shirt, or long-sleeved white or light blue Oxford shirt
- Navy blue sweater, sweater vest, or half-zip fleece (optional)
- Brown or black dress shoes or sneakers
- School appropriate socks

### **Gym Uniform**

- GPA approved athletic wear
- Sneakers



## **Grades 6-8 (Girls)**

### **Formal Dress Uniform (Mondays)**

- Gray kilt
- Long-sleeved white or light blue Oxford shirt
- Navy blue sweater, sweater vest or blazer
- Navy blue knee socks or tights
- Brown or black dress shoes

### **Regular Uniform (Tuesdays-Fridays)**

- Gray kilt, khaki kilt, khaki dress slacks, or khaki dress Bermuda length dress shorts
- School appropriate belt
- White or navy blue turtleneck, white or navy blue short or long-sleeved polo shirt, or long-sleeved white or light blue Oxford shirt
- Navy blue sweater, sweater vest, or half-zip fleece (optional)
- Brown or black dress shoes or sneakers
- School appropriate socks

### **Gym Uniform**

- GPA approved athletic wear
- Sneakers

## **Grades 6-8 (Boys)**

### **Formal Dress Uniform (Mondays)**

- Khaki dress slacks
- Long-sleeved white or light blue Oxford shirt
- Navy crewneck sweater, sweater vest or blazer
- Tie (solid or print)
- Brown or black leather or GPA belt
- Black or navy socks
- Brown or black dress shoes

### **Regular Uniform (Tuesdays-Fridays)**

- Tie is optional.
- Khaki dress slacks or khaki dress Bermuda length shorts
- School appropriate belt
- White or navy blue turtleneck, white or navy blue short or long-sleeved polo shirt, or long-sleeved white or light blue Oxford shirt
- Navy blue sweater, sweater vest, or half-zip fleece (optional)
- Brown or black dress shoes or sneakers
- School appropriate socks

### **Gym Uniform**

- GPA approved athletic wear
- Sneakers

### **Uniform Purchasing Information**

All uniform items should be purchased from Connie's Children's Shop or Lands' End Uniform Store.

While Connie's Children's Shop is the only source for jumpers and kilts for all ages and for blouses for Early and Lower School students, pants, shorts, shirts (Oxfords and polos) and sweaters (crew-neck and vest) will be available from Lands' End.

#### To contact **Connie's Children's Shop**

586.777.8020

Store located at 23340 Greater Mack Ave., St. Clair Shores

On-line at [shopconnies.com/grpoac.html](http://shopconnies.com/grpoac.html)

#### To contact **Lands' End:**

Customer Service Department 800.469.2222

800.741.6311 ext. 8413

On-line at [www.landsend.com/school](http://www.landsend.com/school)

**Our preferred school number is: 900035775**