



# **THE 2011-2012 STUDENT HANDBOOK**

**for**

## **NORTH LAKE HIGH SCHOOL**

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

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

## **Message to Students**

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

## **North Lake High School Staff**

Mr. Pat Donohue	Principal
Tom Kosal	Student Life Administrator
Robin Dennis	Office Manager/Pupil Accounting
Lori Wenzlaff	Born Center/North Lake HS Principal's Secretary
Diane Dymczyk	Academic Advisor
Helen Buyse	Social Worker
Dwight Clyne	Teacher / Art
Kyle Gerald	Teacher / Social Studies
Suzie Gilbertson	Teacher / Mathematics
Suzanne Karwowski	Teacher / English Language Arts
Christina Petz	Teacher / Science
Jessica Turner	Teacher / Education 2020 / Social Studies
Terri Sexton	Hallway Monitor
Detective D. Spens	St. Clair Shores Police Liaison

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

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

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

Rules, policies and procedures, and/or activities are subject to change during the school year.

Students should notify their parents and updates to the handbook will be done accordingly.

### **Mission Statement**

The mission of North Lake High School is to accept you with positive regard. You can expect respect, caring and trust. You can experience success and improve your skills in smaller classes with more individualized instruction. Our goal is to provide you with an opportunity to earn your high school diploma.

### **Non-Discrimination Policy**

St. Clair Shores Adult & Community Education 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.

### **North Lake High School /Guidelines for Student Admission**

Under no circumstances will an individual be admitted to the North Lake High School Alternative Education program if the student is completing credit requirements on time at their home school and will fulfill all needed credit requirements the year of that person's graduation. A potential candidate for the North Lake High School Alternative Education program will need to meet the following requirements:

1. Be at least one year behind in credit in either their Junior or Senior year and not be able to earn the required number of credits for graduation.
2. Have the ability to reach the North Lake High School credit requirement during the student's graduation year.
3. Any student admitted to the North Lake High School Alternative Program must pass all required Michigan Merit Curriculum course requirements within the specified time frame as stated in #2.
4. Consideration will be given to an individual under the age of eighteen (18) who is past their year of graduation and can complete all credit requirements within the academic year of enrollment at North Lake High School.
5. Any student who is unable to complete the MMC course requirements within the time frame stated above will be given the opportunity to transfer into the General Education Diploma program offered at St. Clair Shores Adult and Community Education.

### **Admission Procedures**

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

1. Complete the application form.
2. Receive an interview.
3. Bring to the interview an involved, caring adult 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 should also be kept up-to-date.

## **Graduation Requirements**

Students entering the North Lake High School program must earn the twenty-two (22) credits required for graduation. This includes the required Michigan Merit Curriculum courses. See the counselor for the number of credits you will need. The date of a student's graduation is determined by the student's original date of graduation based upon 9th grade entry. Any student whose original graduation date from their high school is June 2012 cannot finish prior to May 2012. They must take at least one (1) credit from February to May 2012 in order to receive a diploma.

A minimum of one (1) credit must be completed through the St. Clair Shores Adult & Community Education program, regardless of how many credits a student has earned prior to entering the program, in order for St. Clair Shores Adult Education to grant a diploma. To be eligible to apply for a scholarship through this program, you must have earned a minimum of two (2) credits through St. Clair Shores Adult & Community Education.

## **North Lake High School Seminar program**

This program meets Monday through Thursday for 30 minutes. All students are expected to participate in this program. The program will cover activities such as, Education Development Portfolios using "Career Cruising" and other options. Regular attendance and participation in the Seminar activities will offer each student the ability to earn .25 credits each marking period.

## **Work Experience Credit**

1. One-half (1/2) credit shall be awarded for 750 hours of work experience. The hours shall be verified by the Counseling Office. Work credits will not be requested from an employer unless a **minimum** of three (3) months or 300 hours has been accrued at the business.
2. Verified hours may begin accruing at age 16.
3. Credit may not be awarded until **after** a student's date of graduation (based on their entry into 9th grade).
4. Work credit verification forms must be returned by the employer to the Counseling Office **before January 4th** for first semester graduation and **before May 2nd** for June graduates. Work credits are handled by mail only and may **not** be hand-carried to an employer by the student.
5. Credits for Work Experience may be counted as elective credits.

If you have any questions on work experience credit, please check with the Counseling Office.

## **Work Permits**

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

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

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

## **Student Evaluation**

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

Parents/guardians may request a conference or progress report on attendance, achievement and behavior during regularly scheduled school hours. Parents/guardians may also access the Parent Portal in PowerSchool to follow student progress. Complete transcripts are kept and updated in your file in the Counseling Office. Any credits from other schools should be brought to the Counselor to be added to student records. 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 2012 graduates will be honored at the annual commencement ceremony in June 2012.

### **Attendance**

**Students are expected to attend the full school day. Parents/Guardians are asked to notify the school the day a student is absent (586-285-8782). If you are tardy to school, a late slip from the office is required. Regular attendance is critical to a successful learning experience. To be eligible for credit in any class, a student may not exceed eight (8) absences during a quarter. Students who accumulate 8 (8) absences in a course will lose credit for that marking period. Students may appeal this decision to the building Principal through the Absentee Appeal Process.**

**A student is considered tardy if they are late to class.**

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

### **Fire/Tornado Alarms and Warnings**

**Fire Alarms:** All students and teachers must leave the building when the fire alarm rings. The evacuation routes are posted in each classroom. The school bell will ring as an all-clear signal. It is illegal to willingly and knowingly cause a fire alarm.

**Tornadoes:** In case of threatening weather, students are expected to follow established safety procedures.

**Inclement Weather:** In the event of school closing due to weather or other conditions, announcements will be broadcast over WJR (760AM) and WWJ (95AM) radio stations as well as local television channels. North Lake High School is closed when "Lake Shore Public Schools" are announced as closed.

### **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.

### **North Lake School Hours / 2011 – 2012 Bell Schedule**

#### **Monday – Thursday / Full Day Schedule**

1<sup>st</sup> Period - 8:00AM-9:30AM

2<sup>nd</sup> Period 9:35-11:05AM

3<sup>rd</sup> Period SEMINAR/LUNCH  
11:10-11:40 Lunch  
11:40-12:10 Seminar

4<sup>th</sup> Period – 12:15PM-1:45PM

5<sup>th</sup> Period – 1:50PM-3:20PM

#### **Friday (Optional Flexible Schedule)**

8:00-11:00 OPEN LEARNING LAB

#### **½ Day Schedule**

1st Period – 8:00AM-8:45AM

2nd Period – 8:50AM-9:35AM

**Visitors: All visitors to the school building, including former students, must first report to the Main Office, sign in and receive a visitor's pass to be worn throughout their stay in the building.**

### **Student Driving Practices/Parking Lot**

To be granted the privilege of using the student parking lot, all students must register their vehicles in the main office. A parking sticker will be issued and must be displayed in the vehicle's windshield. All Born Center students must drive safely. Students **will not** speed or drive in an erratic or unsafe manner (in the Born Center vicinity) which places others in a dangerous situation. Failure to follow these procedures or the guidelines and regulations governing the lot may result in loss or restriction of parking privileges, including the following consequences: warning to suspension; potential loss of parking and driving privileges, and/or removal of vehicle at the owner's expense. **Hazardous driving which may include, but is not limited to, speeding, hood surfing, failure to heed posted signs may result in a warning to suspension and potential police contact.** Students are not allowed to loiter in vehicles/parking lot anytime during the school day.

### **Harassment, Sexual/Stalking**

Sexual harassment, such as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature is prohibited. Victims of harassment are encouraged to come forward with appropriate allegations. Complaints shall be filed with the Building Administrator and/or the Director of Human Resource Services for Lake Shore Public Schools at (586) 285-8490. The privacy of the charging party and the person accused will be kept strictly confidential.

### **Dress And Appearance Rules:**

**These rules apply during school and at all school activities.**

1. Dress and appearance must respect the rights of all persons in school.
2. Dress and appearance must be appropriate for each educational setting.
3. Dress and appearance must not present health, cleanliness or safety problems.

### **The Following Is Not Appropriate:**

- Underwear showing
- Pants not worn at the waistline and/or not fastened with a belt – exposing underwear and/or sagging
- Shorts and skirts worn above mid-thigh
- Excessively oversized clothes
- Bare midriff (Stomach) and / or backs – this includes shirts that rise up to expose skin
- Revealing see-through, or low-cut clothing
- Shoulder straps less than 3" in width
- Chains, spikes, handcuffs, etc.
- Headwear including but not limited to bandanas, nylon (doo) head rags, scarves, combs, and picks, while in the building
- Sleepwear – slippers, pajamas
- Cutoffs – shirts and pants
- Ripped clothing
- Beachwear, spandex
- Clothing which designates a membership in an unauthorized organization deemed to be in conflict with school policies, practices, deviates from community norms, or is threatening to others, or anything else deemed inappropriate by administration

- Clothing that advertises or condones the use of drugs, alcohol, or tobacco, or states inappropriate language or promotes violence
- Clothing with designs/pictures/symbols or language that are sexually suggestive, vulgar/profane and/or offensive
- The following footwear styles: bare feet, house slippers, flip-flops, athletic sandals or any other type of footwear that could constitute a safety hazard

### **School Property Search & 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, student lockers and desks and may seize any illegal or unauthorized materials discovered during the search.
- Further, student lockers and desks are school property and, under the "reasonable suspicion" provision of the law, are subject to a search at any time by a school official without student or parent consent and without a search warrant. In addition, the school administration may deem it necessary to search student vehicles in the school parking lots.
- 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.

## **Behavior Code\***

**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.**

**Please read carefully and understand. Any student or students involved in any incident where a verbal threat or a physical assault against any student(s) and/or staff member(s) of the North Lake High School Alternative Education program occurs, that or those individual(s) will be dismissed from the program immediately with no return.**

### **We expect that:**

- Students will exhibit reasonable, respectful and responsible behavior to adults, peers and property.
- Students will, upon request, identify themselves to all school authorities and respond to reasonable requests from all staff members.
- Students must obey the lawful instruction of school personnel and their designated representative.
- Students will respect the rights and property of others. Bullying, profane, abusive, racial/ethnic, gang, drug or put-down language, intimidation, intimate displays of affection, gang symbols or obscene gestures will not be tolerated under any circumstances.
- Students will treat school property with care and respect. Purposeful destruction of school property will result in student or parent/guardian responsibility for repair and/or replacement. Under MCL.380.1308, vandalism over \$100.00 must be reported to the local police. Use of Internet requires parent/guardian permission form signature.
- Students will come prepared to class, be active participants in class and will not disrupt the learning process in the classroom. Students are expected to remain in the classroom during classroom hours or must have permission from the instructor to leave and a hallway pass.
- Students will only receive credit for work that is a result of their own effort.
- Students will maintain a safe environment. Our school has a **"Zero Tolerance for Violence"** policy. Weapons, ammunition, explosives or other dangerous objects or reasonable facsimiles of such will not be brought on school property. Action against any individual in possession of the above-mentioned while on school property will be subject to the fullest extent of the law and permanent expulsion.
- Students have the right to expect an environment that is free of sexual or other types of harassment. Students are encouraged to report bullying and/or harassment to building staff. In cases of sexual assault, State of Michigan General School Laws MCL.380.1311 and MCL.380.1313 and Board of Education Policy 4601.01 apply. Under MCL.380.1308, criminal sexual assault must be reported to local police.
- Students will be in an alert mental state during class. Students will not be under the influence of alcohol or illegal substances. If a student is suspected of being under the influence, they will be sent home and parent/guardian will be notified.
- Students will be aware of "Drug Free" school zone policies which prohibit use, possession, concealment or distribution of drugs on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-alike" controlled substance. Any student who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

•Students will not use tobacco products on school grounds (in compliance with Public Act 140, 1993).

**•Students may have their electronic devices (ED's) such as cellular phones, iPods, CD players, etc subject to Board policy and administrative procedures, however, such devices are to be turned off and kept out of sight during class hours and passing time. They may be used before and after school and during the lunch period only. When in violation, students will be asked to surrender the electronic device to the Principal for the remainder of the day. Refusal to comply will result in a suspension from school for the remainder of the day. In no case will any personal ED be allowed that provides for a wireless, unfiltered connection to the Internet, or has photographic capability. Backpacks/book bags/knapsacks or any other packages are subject to search in cases of "reasonable suspicion".**

•"Laser Pointers", gambling/gambling paraphernalia, are not allowed at any time.

•Student use of hallway restrooms should be limited to passing time and lunch. Office phones are to be used for business purposes and emergencies only.

•Students will enter and exit the building only at the designated North Lake exit. **Students will not sit in cars during break or anytime during the school day.**

•Students will practice safe driving practices and proper speeds when approaching or leaving the school (Elmira Street). Students must park in the west lot and must have a school-parking permit. Car stereos must be inaudible. (Please refer the section on "Student Driving Practices")

**\*Failure to comply with any of the above will result in a student disciplinary referral and subsequent penalty, which may include suspension or termination of full-time status. Students have the right to appeal actions according to due process procedures (See "Students' Rights").**

### **Students' Rights and Due Process**

If a student has a disagreement with a teacher or counselor regarding attendance, grades, discipline, etc., the student would request an appointment (not on class time) to discuss the problem with the individual staff member. If the issue cannot be resolved, the Principal should be notified of the difficulty and an appointment will be arranged

so that all parties may discuss the issue. If further action is warranted, the final step is to contact and discuss the problem with the Director of Adult Education. The decision of the Director is final.

### **Right to Confidentiality of Education Records**

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

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

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

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

**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**

**2011-2012 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 will result in dismissal from the North Lake High School alternative education program. I have received a copy of the North Lake High School Student Handbook.

The following items must be followed without fail:

1. It is essential that I attend all classes. Upon reaching eight (8) absences, I will be dropped from any/all courses affected and/or the North Lake program until the next marking period.
2. It is essential that I complete all course work as assigned each day. Failure to maintain a passing grade in all courses will result in a loss of credit and being dropped from that specific course or the North Lake program.
3. It is essential that I follow all guidelines stated in each teacher's classroom and in the NLHS student handbook. Failure to do so will result in being suspended and/or dismissed from the North Lake program.

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

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

Principal Signature: \_\_\_\_\_

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