

Pierce Middle School
15430 Kercheval
Grosse Pointe Park, Michigan 48230
(313)432-4700
2024-2025
PIERCE STANDARD PROCEDURES

Advisory

The Advisory program is designed to support the growth of our students through lessons and activities conducted in small group settings. Students meet in their Advisory classes on Tuesday mornings.

ACADEMIC INTEGRITY

Pierce students are expected to display a high degree of academic integrity at all times. Plagiarism is a serious breach of academic integrity. Plagiarism includes the use and attempt to pass off as one's own, the ideas or writings of another. Plagiarizing another student's work is as unacceptable as plagiarizing a professional writer's work. Sharing one's work with another is also unacceptable. According to the GPPSS Student Code of Conduct, the penalty for plagiarism is loss of credit for the assignment, possible disciplinary consequences and/or additional academic penalties.

ATTENDANCE

Absences should be called in before 9:00 AM on the day of the absence. The attendance line (432-4701) is available 24 hours a day.

EXCUSED ABSENCE

Absences that are school-related or are unavoidable will be recorded as excused. Excused absences include absences due to illness, extreme family emergency, necessary medical appointments and religious holidays.

UNEXCUSED ABSENCE

Absences that are not school-related, are not authorized by the school in advance, or are not accepted by the school as necessary and unavoidable, will be recorded as unexcused. Unexcused absences include absences due to oversleeping, car trouble, weather, or vacation. Academic work missed as a result of an unexcused absence can be made up at the discretion of the teacher. If a student accumulates an excessive number of unexcused absences a referral will be made to the Wayne County Erase Truancy program.

PRE-ARRANGED ABSENCE

If you know in advance that your student will be absent for 3 or more days: a) contact the attendance office and b) get a form to be given to all of your student's teachers prior to the absence. If there is notification ONE WEEK IN ADVANCE, some work will be provided prior to the absence. Students will be responsible for meeting with teachers upon their return.

EARLY DISMISSALS FROM SCHOOL

When a student needs to be dismissed early from school, the parent must send a signed note identifying the time and date of dismissal. This note is presented to the attendance office before 8:30 a.m. that day. A pass is then given to the student, permitting him/her to leave class at the designated time. Students are not released until a parent, guardian, or person designated on the emergency card comes to the school office to sign the student out.

LATE ARRIVAL

Students reporting to school later than 8:25 a.m. will be marked "Late". **Excused "Late" relates only to medical or unavoidable appointments. Oversleeping or car troubles are not acceptable excuses. A parent telephone call does NOT determine excused or unexcused status.**

TARDINESS

During the school day, students are expected to arrive at class on time. Students who arrive at class after the tardy bell has rung will be marked "Tardy" and given a signature on their signature card.

AFTER SCHOOL SUPERVISION

Students are asked to leave the school building each day by 3:30pm, unless they are participating in a school sponsored activity. If involved in after-school activities, students are expected to leave the building promptly at the conclusion of the activity. Loitering after that time will result in phone calls to parents and possible consequences to be determined by administration. **Pierce students are not allowed on the Defer Campus or on the sidewalks around Defer until their school day ends at 3:38.** Any Pierce student found on the Defer Campus before the end of the school day will be assigned consequences to be determined by the administration. Parents are responsible for transportation and are expected to pick up their child and/or make arrangements for transportation.

BACKPACKS

Students are allowed to carry backpacks during the school day.

BELL SCHEDULE

MONDAY		TUESDAY		WEDNESDAY-FRIDAY	
1st Period	9:00-9:53	1st Period	8:15-9:08	1st Period	8:15-9:14
2nd Period	9:58-10:50	2nd Period	9:13-10:06	2nd Period	9:19-10:18
3rd Period	10:55-11:47	3rd Period	10:11-11:09	3rd Period	10:23-11:26
		Advisory	11:14-11:44		
A Lunch 4th Period	11:52-12:22 12:27-1:19	A Lunch 4th Period	11:49-12:19 11:49-12:42	A Lunch 4th Period	11:31-12:01 11:31-12:30
4th Period B Lunch	11:52-12:44 12:49-1:19	4th Period B Lunch	12:24-1:17 12:47-1:17	4th Period B Lunch	12:06-1:05 12:35-1:05
5th Period	1:24-2:16	5th Period	1:22-2:15	5th Period	1:10-2:09
6th Period	2:21-3:13	6th Period	2:20-3:13	6th Period	2:14-3:13

BICYCLES

There are bicycle parking areas located behind the school. Cyclists are required to park bicycles in the racks provided. Bicycles must be locked and chained whenever they are parked in school bicycle racks. For the safety of cyclists, we recommend helmets be worn while riding.

BINDERS

All Pierce students are expected to have a single binder with appropriate dividers that will be used to organize class materials and assignments.

BYOD/CELL PHONES/ELECTRONIC DEVICES

BYOD

Students are expected to bring their BYOD device to school each day charged and ready for use. Examples of acceptable BYOD devices include Chromebooks or laptops. Cell Phones are NOT BYOD devices.

CELLPHONES

Cell phones must be off and out of sight during the school day. If a student is using his/her cell phone, it will be confiscated and turned into the office. After the first violation, the student may retrieve the device after school. After a second violation, a parent/guardian will be required to pick up the device and additional consequences may be assigned. During the school day, emergency phone calls may be made from the school office.

ELECTRONIC DEVICES

Other electronic devices such as wired or wireless headphones, e-readers, tablets must be off and out of sight during the school day unless otherwise instructed by a teacher.

CLINIC

Injured or ill students should report to the clinic or office, with their planner, after notifying the classroom teacher. If unable to report to the clinic or office, students should stay where they are until help arrives. Any student aware of someone who needs help should inform the nearest teacher. The clinic is staffed by parent volunteers. Parents or one of the persons listed on the Emergency Card will be contacted when necessary. School health services are limited to basic first aid.

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

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

COUNSELORS

Each student is assigned to a Guidance Counselor for his/her entire time at Pierce. The counselor is available to help with academic and scheduling concerns, educational plans, as well as transition and adjustment concerns. Parents and students may share information regarding health concerns and personal matters that may affect a student's well-being and performance in school. The counseling center is usually open to students from 8:15 am-4:00 pm. Referrals to the counselor may be made by the student, parent, teacher or administrator. The best time to meet with a counselor is before or after school. A hall pass is

needed if a student needs to see a counselor during the school day. Appointments may also be made by telephone or e-mail.

DETENTIONS

After school detentions may be assigned for behavior concerns. After-school detentions begin at 3:22 and end at 4:17. If a student arrives at the detention room past 3:22, he/she may be asked to leave and additional detention time will be assigned. Individual teachers may assign after-school detentions varying in length. If a student skips an assigned detention, a Friday or Saturday Detention will be assigned. **If a student is asked to leave detention for disruptive behavior, a Friday or Saturday Detention will be assigned.**

Friday detentions may be assigned for academic or behavioral concerns. If a Friday detention is assigned, students must stay after school on Friday from 3:20-5:20. Students must bring academic materials and/or work to last the entire detention period. Computers are not available. Students who arrive later than 3:30 or without academic materials are sent home, parents contacted, and a more severe consequence is assigned. Friday detentions may be assigned by teachers or administrators. A student will automatically be assigned a Friday detention if he/she skips a previously assigned after school detention or if his/her name is left by a substitute teacher for disruptive behavior. A student may be assigned an academic Friday detention upon teacher recommendation for missing assignments/make-up work. **If a student skips Friday detention, In-School Separation will be assigned for the first offense.**

FIELD TRIPS

It is a privilege to participate in school field trips. Students are expected to conduct themselves in such a manner that exhibits the responsible behavior and respect that occurs during the school day at Pierce. A student will NOT be eligible for any field trip(s) for the current AND following quarter when he/she accumulates 3 disciplinary office referrals, any ISS (In School Suspension) / OSS (Out of School Suspension), or more than 4 hours of detention assigned for any reason.

If a student accumulates 3 disciplinary office referrals, any ISS (In School Suspension) / OSS (Out of School Suspension), or more than 4 hours of detention assigned for any reason, yet still wants to participate in an educational field trip experience he/she must:

Complete a community service project that is approved by the principal and write a one-page summary explaining his/her participation at the completion of the project **AND** Obtain administrative recommendation for attendance and participation in field trip, activity, or competition **AND** Upon discretion of the administration be accompanied on the trip by his/her parent or other designated adult/legal guardian who is responsible for ALL costs related to their own trip.

FRIDAY SCHOOL

Friday school may be assigned, at the discretion of the classroom teacher, to students who are missing one or more assignments. When possible, students will be notified of their Friday School assignment by Thursday afternoon. If students complete the missing work by the end of the day Friday, they will be excused from Friday School. Students who do not complete the work prior to Friday School must remain after school until the work is complete or 5:15, whichever comes first. An unexcused absence from Friday School will result in the assignment of a Friday Detention.

HALLWAY BEHAVIOR

Pierce hallways are an extension of the classroom and students are expected to behave appropriately at all times while in the hallway.

1. When walking in the hallway, students are required to **"Stay to the Right"** of the hallway.
2. No Bodily Contact (**NBC rule**) – students may not touch each other for any reason while they are in the hallway. The following behaviors are prohibited: horseplay, wrestling, grabbing, and physical displays of affection.
3. Yelling and shouting are prohibited. Students are expected to use language that is appropriate for a school environment and speak in a normal tone of voice.
4. Stairwells remain one way. Students must follow the direction signs on the stairwells.

HOMEWORK REQUESTS

Each student is expected to have a "study buddy" that can be contacted when an unforeseen absence occurs. Students who are absent for one or two days will receive, upon return, ESSENTIAL ONLY make up work with two days to complete assignments. When a student is absent for three or more days, a call to the attendance office requesting ESSENTIAL ONLY make-up work should be made by **9:00am**. Work and books will be on the counter in the main office between **3:30 and 4:00pm** that afternoon. The student will have the same number of days to make-up work that he/she was absent. Students or parents are also encouraged to check the Pierce website for teacher homework assignments.

HONOR ROLL

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

IN-SCHOOL SEPARATION

Students who have been temporarily removed from the classroom(s) in most cases will remain in the school setting rather than

be sent home. Separations will be for a period of one or more class periods. Separated students will not be permitted to attend the class or classes from which they have been separated until they have spent the assigned period of time in a supervised setting working on appropriate assignments. Students serving an in-school separation will observe a modified daily schedule. Exact starting and dismissal times will be determined by building administrators; a full day ISS will start at 8:15am and end at 3:30pm. Lunch may be brought from home or purchased from the cafeteria. **If a student is asked to leave ISS due to disruptive behavior, he/she will be sent home.**

LOCKERS

Each student is furnished with a hall locker and a gym locker. All lockers are equipped with combination locks. **To prevent loss, it is imperative that combinations are kept confidential and lockers are kept locked.** Students are responsible for materials brought to school. Pierce is not responsible for articles lost or stolen from lockers. Lockers are school property and are inspected and cleaned out quarterly. Students are responsible for locker contents and locker clean out. Tape and stickers should not be used inside lockers. **Students are not allowed to share lockers** or to use individual locks. Valuables should not be kept in lockers. All lockers are assigned by the administration. Students who need help with their lockers should inform their teacher or the main office.

LOST AND FOUND

Lost items are regularly placed in the lost and found lockers located across from the school office. Unclaimed articles are disposed of regularly.

LUNCH

A thirty minute lunch period is provided during the school day. Students may bring a lunch from home, purchase a hot lunch in school or order a-la-carte items. **Students are required to clean up after themselves and practice good manners each day. Misbehavior in the cafeteria may result in students being assigned clean-up duty at the conclusion of the lunch period. Students who throw food or other items will be required to leave the lunchroom immediately ("You throw, you go") and will be assigned detention or other consequences.** Approximately 15 minutes of outside lunch recess is available daily.

MEDIA CENTER/LIBRARY BOOKS

The school Media Center is generally open for student use at 8:15am and closes at 3:30pm. Students should carefully observe all Media Center regulations. Library books, including any books that are found, are to be returned on time. Lunch passes to the Media Center are available for pick up before the start of the school day.

NATIONAL JUNIOR HONOR SOCIETY

Admission to the Pierce National Junior Honor Society (NJHS) is a privilege. Eligible students are invited to apply for membership in the NJHS by providing information to be used by the Faculty Council to support their candidacy for membership. Membership is granted to those students selected by the Faculty Council of Pierce Middle School. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. The Pierce NJHS is more than just an honor roll. Emphasis is placed on additional components of the selection process (character, leadership, citizenship and service) as described in the selection procedures guidelines.

PICTURES AND IDENTIFICATION CARDS

Early in the school year annual pictures are taken of all students. Students and parents may choose to purchase pictures. Each student will receive a school Identification Card. Replacement ID cards will cost \$5.00.

REPORT CARDS/ACADEMIC PROGRESS

Formal academic grade reports are available to parents quarterly. These reports are available on-line and may be printed by parents. Report cards are accessible to students and parents within two weeks of the end of each quarter.

Each grade report consists of three ratings as follows:

Achievement	Conduct and Work Habits	Grade Pointe Equivalents					
A—Excellent	1 – Excellent	A+	100-98	4.33	C+	79-77	2.33
B—Good	2 – Good	A	97-93	4.0	C	76-73	2.0
C—Satisfactory	3 – Needs Improvement	A-	92-90	3.67	C-	72-70	1.67
D—Poor	4 - Poor	B+	89-87	3.33	D+	69-67	1.33
U—Unsatisfactory	5 - Unsatisfactory	B	86-83	3.0	D	66-63	1.0
N--Not graded		B-	82-80	2.67	D-	62-60	.67
					U	59>	.00

Parents and students are encouraged to check Schoology for more frequent updates on academic progress.

REMINDER/REWARDS CARDS

A reminder/rewards card will be issued to each student. Any time there is a minor disciplinary infraction, a teacher or adult supervisor may ask for the reminder card. The card will be dated and signed by the teacher or adult who witnessed the infraction. When a student fills his reminder card, the teacher will notify the assistant principal. The first full reminder card guarantees a one hour detention, and the student will receive a new card. Each quarter students will receive a fresh card. Students are expected to leave this card in their binder at all times. If a student loses this card or removes it from the binder,

he/she may get a new card from the front office and a detention may be issued. Positive behaviors will be noted on the rewards card. These positive signatures may be accumulated throughout the quarter and redeemed for Pierce Pride coupons or other rewards.

STUDENT ACTIVITIES

A wide variety of activities is available to middle school students. Students interested in any extra-curricular activities, should see their counselors. Ideas for new activities are always welcome. Students must demonstrate grade and conduct eligibility to participate in these activities. Students who do not attend at least 50% of school classes during the day may not participate in extracurricular activities. There is a one time per school year \$90.00 athletic and a \$50.00 activities participation fee. This fee is payable at registration. Students who do not pay this fee will not be eligible to try out for any team sports or join any school activities or clubs. Students who pay the fee and do not participate will receive a refund at the end of the year.

STUDENT DRESS CODE-GPPSS-Revised AG 5511 Dress and Grooming

Philosophy:

The Grosse Pointe Public Schools dress code is in place to support a positive, safe, and respectful learning environment for all students. The Grosse Pointe Public Schools dress code allows for comfort, individuality and choice as long as such clothing and manner of dress does not interfere with and/or disrupt the educational process, endanger health and safety or violate the student code of conduct.

We want students to take pride in their appearance, pride in their performance and pride in their school. Students should dress and groom in a manner which demonstrates respect for themselves and others. It is the responsibility of parents/guardians and students to see that school dress is appropriate and not disruptive to the educational process. The district does, however, set certain limitations which reflect appropriate attire for a school/business setting. Building administration will exercise sound judgement when working with students, parents/guardians to ensure the dress code is enforced per the district code of conduct while treating students with dignity. The district reserves the right to revise dress code guidelines throughout the year, as deemed appropriate.

Elementary/Middle/High School:

- Students should come to school prepared to go outside each day, even in the winter
- Clothing should not contain pictures, graphics, or language which are inappropriate for the school environment per the student code of conduct
- Students are expected to wear clothing that does not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other marginalized group per district policy [5517 - ANTI-HARASSMENT](#)
- Students are expected to remove caps, hats and hoods in the building (religious or health-related headwear excluded)
- Students are expected to wear clothing that adequately covers the chest, back and midsection
- Students are expected to wear clothing that is non-transparent
- All tops must have sleeves or straps. Straps must fit sufficiently so they do not fall off shoulders
- Clothing must cover undergarments (bra straps excluded)
- Shorts worn to school must cover undergarments, have an inseam and adequately cover a portion of the thigh at all times
- Skirts and dresses worn to school must cover undergarments and adequately cover a portion of the thigh at all times
- Students are expected to wear shoes that enable them to safely participate in all school activities (Flip flops and other shoes without a strap on the heel are only allowed at the middle and high school levels)
- Specialized courses/activities (physical education, science labs, industrial technology etc.) may require specialized attire, such as athletic wear or safety gear

VALUABLES

The school cannot be responsible for items missing from lockers. Therefore, we strongly urge students NOT to carry large amounts of money, valuables, personal items, electronic equipment or jewelry. When exceptions are necessary, students may arrange for safekeeping with the school office. **Student lockers should be kept locked at all times. Locker combinations should be known only to the student to whom the locker is assigned.**

VISITORS

To gain admittance to the building, visitors must ring the bell located at the entrance and announce their identity. Once admitted, visitors must check into the main office. The only acceptable reasons for visitation by secondary school students are the following: A student from a foreign country who wishes to observe an American school and who may be of use as a resource person, a student from another secondary school who presents an administrative request to visit the school for an approved educational reason. Students from other schools who are coming out of curiosity, or simply because their own schools are not in session, may not visit during school hours. Any student who wishes to tour the facilities may arrange to do so after school. Such a tour is scheduled through the office. All adults wishing to visit a middle school for educational reasons must request permission from the office 48 hours in advance. Adults who simply wish to tour the building should generally arrange such

visitations in advance and at a time when an adequate tour may be arranged conveniently. Alumni of Grosse Pointe middle schools who wish to visit a school may receive a visitor's pass when they have been identified by a counselor or administrator. They must limit their visit to before or after school.

NONDISCRIMINATION STATEMENT

The Grosse Pointe Public Schools System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Stefanie Hayes, Director of Student Services; 20090 Morningside; Grosse Pointe Woods, MI 48236; Phone: (313) 432-3851

Stefanie.Hayes@gpschools.org. If the individual filling the grievance alleges that the Section 504/ADA coordinator has engaged in discrimination, then the individual filing the grievance must provide the documentation to the: Deputy Superintendent for Educational Services; 389 St. Clair; Grosse Pointe, MI 48230; Phone: (313) 432-3016