

CRANBROOK KINGSWOOD UPPER SCHOOL

STUDENT HANDBOOK 2013-2014

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Cranbrook Education Community admits students and makes its services, activities and education programs available to students without regard to sex, race, color, creed, religion, national or ethnic origin, disability, sexual orientation or any other protected status as required by applicable state or federal law.

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This Student Handbook is a general guide to Cranbrook School's policies and procedures. While enrolled, including but not limited to, the time period between course completion and graduation, students and their parents are expected to abide by the policies and rules established by the school. This Student Handbook is not a contract and its provisions may be revised, modified or deleted by Cranbrook Schools at any time in its sole discretion.

All decisions regarding admissions, academic progress, grade level or classroom placement, curriculum, discipline and participation in athletics or other programs or activities are at the sole discretion of Cranbrook Schools. Cranbrook Schools reserves the right to discipline, suspend or dismiss a student from school at any time for conduct that is inconsistent with the expectations described in this Handbook or is otherwise detrimental to the reputation and best interests of Cranbrook Schools or its students. The policies or procedures in this Student Handbook do not restrict or prevent Cranbrook Schools from making these decisions.

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WELCOME

Cranbrook Kingswood is an exciting and dynamic community in which to live, learn and study. Based on founders George and Ellen Booth's dream of providing educational opportunities for youth, the school offers an array of academics, athletic and personal paths to pursue. We hope that this academic year will see you accept the challenges that are ahead of you.

This Handbook provides the basis for the code of conduct underlying the schools' two mottoes, "Aim High" and "Enter to Learn, Go forth to Serve." In familiarizing yourself with this Handbook, you will become more aware of your own role and the school's commitment to excellence, social responsibility and community living.

On behalf of the faculty and staff, I wish you the best, as you become part of this extraordinary educational community.

Arlyce M. Seibert
Director of Schools

This Handbook is our commitment to shaping a creative and inclusive community in which students, parents, faculty and staff all strive together to reach our highest aspirations. Please read carefully the section on mission, principles, and goals. These are important cultural agreements that apply broadly across all boundaries of our community.

In our school family, we reflect continuously on shared values and expectations. Yet we also are a community of diverse individuals with many dreams, skills, and experiences. This creative tension is a source of great strength to our school.

To sustain and strengthen a community, a school needs policies and procedures that articulate goals, responsibilities and expectations. These statements assist us in both our individual and collective pursuits. Each of us needs to make a commitment not only to the prescribed standards contained herein, but also to the spirit of our school community.

We work hard to be a welcoming and open place. If you have a question, concern or idea, please share it. By working collaboratively we continue to improve student outcomes and enrich our legacy.

I share your excitement and energy, as we look forward to another great year at Cranbrook Kingswood.

Charles T. Shaw
Head of Upper School

CRANBROOK KINGSWOOD UPPER SCHOOL COMPETENCIES

The Cranbrook Kingswood Upper School expects that each student will gain the following outcomes or core competencies from the experience of the Cranbrook community.

Cranbrook Kingswood students:

- Become an independent life-long learner who confidently employs the skills of critical thinking, creativity, writing, and investigation;
- Demonstrate at all times the school's core values of respect, integrity, health and safety, and responsibility;
- Learn skills of empathy and community-building in order to sustain and strengthen the values of Cranbrook and to take a leadership role in the larger community;
- Celebrate the exceptional diversity of Cranbrook and its unlimited expression in the cultures of the world, the arts, and all fields of academic and community endeavors;
- Gain empowerment through self-expression, innovation, and self-advocacy in order to take part in a fulfilling and entrepreneurial future.

DIRECTOR'S MESSAGE

On behalf of Cranbrook Schools, I would like to extend a very warm and heartfelt welcome to you and your family. You have selected an excellent school for your child. We invite you to join with us in making these coming years of association, friendship and growth indeed the very best possible. There are no more significant vocations than being a parent and being a teacher. Parents and teachers provide the guidance, the opportunities, the tools and the conditions out of which children develop hope, dreams of possibilities, competencies and knowledge to enable them to become successful, productive and responsible members of society and to enjoy their lives. There is no more important task in this world. It is critical that we work together to provide experiences that help our children become good and intellectually sound people. Our committed faculty and staff know this is their challenge. Teaching and caring for students, like parenting, is an art, and we have assembled a group of talented artists who hold your child's growth and development as their primary goal and end.

There are three key elements that lead students to good personal and intellectual development. High expectation of students, clearly stated, is the first factor. Secondly, the student must find a relationship with a concerned and caring faculty member. And finally, students must be provided with regular and clear information about their progress. This we will do. We want your child to experience the joy of learning and the joy of discovery and achievement. You can help in this process by reinforcing with your child our belief that from an early age children must be taught to develop a sense of responsibility for their learning. Encourage them to struggle, to have patience, to persist, not to expect easy answers, to be curious, to explore, to investigate, to offer ideas, to work hard and to enjoy the struggle to achieve.

Cranbrook as a National Historic Landmark

As you know by now, this is a very special place. Architecturally it is of international interest and people from around the world visit Cranbrook regularly because of its architecture and the influence that Cranbrook's design achievements have had in the world. It is a special place for your child to study. It is the very place that will be influential on what your child senses to be possible. You can imagine, therefore, that much of what is here cannot be replaced. Dining hall chairs, tables, statuary, leaded windows, fine woodwork, dormitory furniture, brickwork - most are original and unique. To have a school in this special place is remarkable. We ask that you help us impress upon your child the need to preserve what we have for future generations. It is here for you and your child to enjoy and use and to draw upon for inspiration. Please help us to impress upon your child that this is a place we cannot use up, but must use with respect.

Cranbrook as an Outstanding Resource

You and your child have the privilege of joining a community that is larger than our outstanding schools. We invite you and your child to use the resources of our nationally known science museum and all the educational programs that are offered here. The Art Museum offers numerous contemporary shows each year and there is an outstanding art library. The Cranbrook Institute of Science provides unique collections for our families to explore and discover. Your child will find occasions to take advantage of these resources as part of the academic program, and we invite you to do so as well.

Cranbrook Schools as a Diverse Community

The Schools' mission statement clearly affirms our commitment to educating children from diverse backgrounds. Our community includes students and families from many racial, ethnic, religious, social and economic contexts. Although the School is nonsectarian, throughout the year we gather at Christ Church Cranbrook for ceremonies such as Convocation, Baccalaureate, and Commencement and for the Thanksgiving assembly. As students and faculty file through the entrance, they pass under an arch inscribed with a symbol designed by the son of Cranbrook's founders. Representing our community's inclusive spirit, this symbol features the Christian Cross, the Hindu Prayer Wheel, Judaism's Star of David, the Native North American Supreme Spirit, the Yin and Yang of Taoism and the Star and Crescent of Islam.

At Cranbrook Kingswood Upper School we strive for a level of civility and respect that will promote cohesiveness and generosity of spirit in our community. Students and staff are expected to create an environment that acknowledges the worth of each individual and each individual's background. This is an essential component of preparing our children for the future, as well as strengthening our community.

Diverse segments of the world in which we live are becoming more closely interrelated. Our children need to learn about differences and come to know and understand people of different races and religions so they can help

construct a positive future. We look forward to your support for our approach, our programs and our commitment to helping your child live in and contribute to a multi-racial, multi-religious, multi-ethnic society.

Volunteer Opportunities for Parents

We are appreciative of the many ways parents have contributed their experience, their skills and their time in support of the Upper Schools' many programs and we encourage all parents to join in the excitement. Mothers' Council, the Dads' Club, the Booster Club, Bravo, SCRIP, and the All Schools' Diversity Committee are the primary parent organizations interfacing with the Upper School. The general areas in which volunteer involvement makes all the difference are: the Welcoming Picnic, Homecoming, hosting International students, greeting visitors at the three Open Houses, assisting in organizing grade activities including the Passage of Leadership, the Junior Ring Ceremony, the Junior Fundraiser, Kaleidoscope, working in the library, working the concession stand at athletic events and accompanying the team, arranging car pools, working on the Book Fair and helping arrange special events.

Commitment to the Annual Fund

Key to the success of independent schools is the generosity of parent, alumnae/i, friends, and parents of graduates, corporations and trusts. Private schools do not have governmental support. Each year our development staff must raise the needed funds to run our programs. Tuition and fees **do not cover** our costs. Our parents are organized to support our annual fund solicitation and you can expect to receive a call or a letter at some point from a fellow parent. I hope that you will make a gift, in the tradition of private schools, to the annual fund, which is so critical to our programs.

I am proud to report that for eight consecutive years there has been 100% faculty participation in the Annual Fund.

Fund Raising Events

In addition to our annual fund efforts, parents, parents of graduates, alumnae and alumni dedicate their time and talents to raising money in support of the schools through events that also provide fun for those who participate. There are two major fund raising events for the schools, Booster Club Golf Outing and Kaleidoscope, and I hope you will support them. The funds raised from these events, along with the results of our annual fund gifts, make what we do possible and benefit all levels of our schools. Please watch for announcements of the events, which have been scheduled as follows:

| | |
|--------------------------|-----------------|
| Booster Club Golf Outing | October 7, 2013 |
| Kaleidoscope | March 8, 2014 |

Conclusion

The tradition of independent education is a very strong one, and those students who have attended private schools have benefited greatly, as have their families. Generations within families have attended private schools because of the benefits accrued. You and your child are now a part of the Cranbrook tradition and as such share in the responsibility of carrying it forward for future generations. We welcome your partnership and your talents in creating the best possible opportunities for your child personally and intellectually.

Arlyce M. Seibert
Director of Schools

GUIDING PRINCIPLES

Cranbrook Schools comprise a college preparatory day and boarding educational institution, early childhood through 12th grade, consisting of three divisions: a lower, a middle and an upper school. We are structured to recognize and respond to the developmental, cognitive and creative needs of boys and girls and are dedicated to excellence in all aspects of education.

The following principles guide us:

- We offer a college preparatory curriculum designed to inspire and promote intellectual curiosity, creativity, and individual growth through the integration of academics, fine and performing arts, athletics, physical education and a variety of enrichment activities.
- We seek to attract, retain and enrich an outstanding faculty and staff who are dedicated to the teaching and development of students.
- We provide an educational environment, which fosters teaching excellence, stimulates learning and facilitates communication and trust among students, faculty and parents.
- We seek to attract families and students of diverse backgrounds who value and support excellence in education.
- We recognize and benefit from the opportunity to be part of an exceptional educational community, which integrates uniquely beautiful physical facilities with an unusually comprehensive educational program.
- We expect to graduate young adults who have developed well above-average academic skills, are well-rounded and emotionally-maturing, and who have, as a result of their Cranbrook experience, enhanced significantly their potential to make a meaningful contribution to society.

MISSION STATEMENT FOR CRANBROOK SCHOOLS

Cranbrook Schools are independent day and boarding schools that provide students with a challenging and comprehensive college preparatory education. We motivate students from diverse backgrounds to strive for intellectual, creative, and physical excellence, to develop a deep appreciation for the arts and different cultures, and to employ the technological tools of our modern age. Our schools seek to instill in students a strong sense of personal and social responsibility, the ability to think critically, and the competence to communicate and contribute in an increasingly global community.

UPPER SCHOOL GOALS

The following are the goals of Cranbrook Kingswood Upper School:

- To provide all students with a challenging academic program through which they can develop those intellectual and communication skills, which will best prepare them to meet the expectations of their chosen college programs.
- To foster an appreciation for the breadth and richness of the liberal arts tradition by offering a program which incorporates a full range of academic performing and fine arts opportunities.
- To nurture in each student a sense of respect and personal responsibility for learning and the process of inquiry, and to promote a desire to confront intellectual problems with imagination, resourcefulness, common sense, critical reasoning and academic and moral integrity.
- To hold as central those characteristics of a boarding school which embrace and celebrate the unique relationship between a residential faculty and a student body.
- To encourage students to explore and appreciate their own physical potential, and to recognize their responsibility to a team or a group, by participation in intramural and interscholastic athletic competition.
- To offer co-curricular and extracurricular opportunities that extend the challenge of learning beyond the classroom, and promote personal initiative, individual creativity, student leadership, and a sense of service to the school and the broader community.
- To provide a program and a climate which encourage students to develop a personal framework for making moral decisions, while accepting such community values as respect for every individual, appreciation of personal and cultural differences, and the importance of equality of opportunity.
- To inspire in students those qualities of honesty, perseverance, sensitivity, compassion and selflessness, which promote the fulfillment of personal challenge and enhance the life of a community.

THE RESIDENTIAL LIFE MISSION STATEMENT

The mission of the residential life program is to provide a safe and healthy community, a partnership between adolescents and adults, of learning and personal growth. This is best accomplished in an environment of:

- Respect for self and others
- Personal integrity
- Cooperation
- Independence balanced with Responsibility.

These qualities will be achieved through the development of communication skills, providing opportunities for leadership, the understanding that growth occurs with the assumption of risk, and valuing the richness of diversity.

TRADITIONS AND SPECIAL EVENTS

The traditions valued at Cranbrook Kingswood school serve to acknowledge the events of today and provide a tie to the past. Once two separate schools, the school now retains those aspects of the past that exemplify the values still essential to the present.

Honor is given to the seals and mottoes that were originally associated with each campus. The Cranbrook seal, designed by Eero Saarinen, displays an archer. The motto, "Aim High," has its roots in Virgil's "Aeneid." The Kingswood seal, which displays a tree and crown, and the school motto, "Enter to Learn, Go Forth to Serve," is celebrated annually in the White Gifts Assembly. Both mottoes serve to symbolize the goals of the School today: excellence and service. It is the custom not to walk on the plaque in the Gateway of Friendship Arch at Cranbrook or on the motto on the Kingswood Porch, reflecting the community's respect for the message of the mottoes, for the values that they signify. The custom continues for senior boys to wash the stone plaque of the Gateway of Friendship.

Traditional events and memorials also reflect the shared values of the past. The War Memorial plaque, at the base of the Cranbrook Tower, the engraved names of Cranbrook graduates in Alumni Court at Cranbrook, the engraved names of Kingswood graduates in the Kingswood Auditorium and on outer walls, and the porch plaque at Kingswood serve as tangible reminders of the many students who have participated in the School experience.

New and old traditional events fill the school year from the opening in September through the ending with graduation related activities.

The following list includes the major events:

- Convocation, a non-denominational celebration of beginnings bringing students and faculty together at Christ Church.
- Homecoming/Parents' Weekend welcoming present and past members of the community to participate. Highlights include sports events, homecoming dance, and parent seminar programs.
- White Gifts Assembly at Thanksgiving, at which Cabinet prepares and presents the White Gifts symbolizing the commitment to give to others.
- Performing Arts production of the fall play.
- Winter Festival of vocal and instrumental music and dance by the Performing Arts Department.
- Senior boys' annual Christmas Pageant presented by the Performing Arts Department in the Cranbrook Dining Hall, to celebrate the Wassail of the holiday season in December.
- Wilderness Expedition occurring each March for interested sophomores and faculty to participate in a hiking and camping experience in the Smokies.
- Performing Arts production of the spring play.
- Recognition assemblies in the fall, winter and spring to honor athletes, academicians and artists
- Junior leadership ceremonies: Formalization of the juniors' rise to leadership in the annual Junior Ring ceremony at Kingswood and the Passage of Leadership ceremony at Cranbrook.
- Performing Arts: spring vocal and instrumental and dance concerts.
- Studio Play directed and performed by students (Performing Arts Department).
- Senior May Project for qualified senior students to end their academic obligations early in order to participate in experiential projects outside the School for a period of two weeks.
- Baccalaureate Service, a time to celebrate the senior class as they gather together to begin their final days as undergraduates of the Cranbrook Schools and as they look forward to becoming our newest alumni/ae.
- End of the year Awards Assembly for 9th, 10th and 11th graders.
- Awards Night (before graduation) for seniors and their parents; Prom for juniors and seniors.
- Commencement ceremonies, one for boys and one for girls at Christ Church Cranbrook.
- Alumni Reunion, the last special event of the year celebrating all Cranbrook Kingswood alumni.
- The Community Read identifies a book to be read over the summer by students, faculty, and parents, for the purpose of carrying forward a common topic for the year.

SCHOOL SONGS

Kingswood Song (to "Finlandia")

Beside a lake, beneath an oak-clad hill,
Stands Kingswood School, a mission to fulfill,
Of leading youth to great nobility,
Gladly to serve humanity.

The lake reflects the blue of spacious sky
The pure white swans go calmly gliding by;
The greensward stretches far away until
It blends into that verdant hill.

Our banner flaunts the blue, the white, the green,
E'er to remind us of this happy scene.
To be a challenge to a tireless strife
For better things and better life.

Cranbrook Hymn

O God of Light and Universal Truth!
Thou patient Guide and Friend of Joyous Youth
Before Thee now we humbly stand and pray
To guard our steps and rule our lives always.

Grant us to do our daily task with zeal,
May all our work a common service seal,
From base design, from selfish aim set free
Mould Thou our lives, O Lord, in loyalty.

Give strength to tread the rugged path of Right,
To falter not, but wage a noble fight,
To know a friend, to live the words "Aim High,"
To play the man, and fearlessly to die.

Cranbrook! Whose sculptured stone and iron shaft
Bespeaks the skillful hand of every craft,
One perfect Unity shall ever stand
To bless the purpose of a generous hand.

Cranbrook! Thy name a glowing symbol live!
To future sons an inspiration give.
Tho' eyes grow dim, tho' strength be past, yet we
Till life is done shall ever cherish Thee. Amen

RECOGNITIONS AND AWARDS

The faculty takes immense pride in the talent and achievement of each and every student in our school. They recognize that the demands and expectations, not only in academic life, but also throughout all areas of school life, are exacting and rigorous. The School continually seeks to reinforce this recognition in ways large and small. Through CranNet, the daily bulletin, newsletter, school publications such as The Crane Clarion, Cranes Illustrated and Traditions, recognition assemblies, external media and other means, the School tries to highlight and promote excellence in all of its students. Ultimately, the receipt of a diploma is symbolic of this recognition of each and every student's achievement.

Each spring the Awards Assembly celebrates the efforts of 9th, 10th and 11th grade students; later, on the evening before Commencement in June, the Senior Awards Night acknowledges the contributions and successes of our always-remarkable senior class. These events begin with a reminder that the specific accomplishments of certain individuals and teams would not be possible without the work and efforts of the entire Upper School community. At these assemblies the School seeks to recognize outstanding achievement in all areas of school life: academic, performing arts, fine arts, athletics, residential life and community life. At the spring Awards Assembly, the outstanding junior students - a boy and a girl - are honored along with students who have won departmental prizes and college book awards. There are a great many of these, and this assembly tends to be joyous and lively. Senior Awards Night recognizes the outstanding senior girl and boy, the students with the highest grade point averages, and students admitted to the Cum Laude Society, a national honors society. George G. Booth Citations, named for the founder of Cranbrook, note unique and essential service provided by the students to the school. The outstanding athletes receive their deserved attention, as well. A variety of local, regional and national awards are also presented at this time along with the recognition for outstanding teachers and others who have made noteworthy contributions to the school during the year.

UPPER SCHOOL AWARDS

2013-2014

DESCRIPTION AND CRITERIA

Every year the School recognizes students who have demonstrated extraordinary performance in areas such as scholarship, intellectual curiosity, leadership, service, integrity, fine arts, performing arts, school organizations, sportsmanship, and athletics. Award ceremonies occur in spring. Some examples of these awards are listed below. Student accomplishments are also celebrated in the Recognition Assembly, which takes place in fall, winter, and spring of each year.

| | |
|--|---|
| Alumni Science Awards | Strickland Dance Award |
| Athlete of the Year Sportsmanship Award | Studio Art Awards |
| Bausch & Lomb Science Award | The George Trumbull Sports Journalism Award |
| Bobby Tremain Award | The Strickland Award in English |
| Brookwinds Yearbook Award | Thistle Award for Art |
| Brown University Book Award | University of Chicago Book Award |
| Computer Prize Programs | Walter A. Bagdade Scholar in Physics |
| Cum Laude Society | Wellesley College Book Award |
| Curtis Seichter History Book Award | Wills Barnett "Pursue A Dream" Award |
| Dads' Club Recognition Award | World Language Award |
| Dartmouth College Book | Yale Book Award |
| David F. Mullins Latin Award | |
| David Knight Award (Math) | |
| Evan Shapiro Award | |
| Excellence in Journalism | |
| Faculty Senior Award | |
| Forensics Award | |
| George G. Booth Citations | |
| Grace Fry Award | |
| Harvard University Book Prize | |
| History Award | |
| International Student Awards | |
| Jan Werstein Art Award | |
| Jessica Sinclair Award | |
| John Phillip Sousa Band Award | |
| Kathryn Myers Gossett Language Award | |
| Kingswood Sweater | |
| Levin Family Award for Courage and Character | |
| Louis Armstrong Jazz Award | |
| Margaret Avery Auger Pins for Scholarship Excellence | |
| Margaret E. Prance Language Award | |
| Marion Goodale Marsh Scholar | |
| Mary Jane Palmer Award | |
| Math Club Book Award | |
| Michelle Foster Award | |
| Mount Holyoke Book Award | |
| National Achievement Scholarships | |
| National Merit Scholarship | |
| National School Choral Award | |
| National School Orchestra Award | |
| Religion and Philosophy Award | |
| Rensselaer Math & Science Award | |
| School Scholarship Medal & Margret Avery Auger Cup | |
| Senior Tribute Award | |
| Shin/Welch Award | |
| Stephen Rosenquist Latin Award | |

ACADEMIC LIFE

INTRODUCTION

Cranbrook Kingswood Upper School offers students a challenging and comprehensive academic experience, one which first and foremost prepares them for college even as it exposes them to a broad liberal arts program. Year after year our graduates return to tell us how well prepared they were for the college experience, and they inevitably comment on the warmth and significance of their relationships with members of the faculty. In addition to responding to the high academic standards, students are expected to become involved in the arts, in athletics and in co-curricular and extracurricular activities. Colleges and universities are looking for students with deep and proven interests who are eager to accept challenges and who desire to learn about the world around them. Cranbrook Kingswood Upper School asks students to be scholars, artists, and athletes—that is, knowers of truth, makers of culture, and seekers of competition.

Summer reading is required for all English and some History classes, grades nine through twelve. Students are also expected to read the School's Community Read selection. The rationale for this summer requirement is to encourage reading of significant works during a time of year when this activity may be neglected. When classes begin in the fall, the reading provides an early opportunity for instructors to evaluate their students' reading abilities and writing proficiency.

The mission of the Academic Office is to monitor academic activities and practices in the Upper School, and to oversee carefully the academic health of each individual student. The academic dean for grades nine and ten works with students entering those grades, seeing them through the transition to the Upper School and on through the expanding horizons of their grade 9 and grade 10 experiences. The eleventh and twelfth grade dean counsels students regarding the crucial-for-college-admission junior year, and on through the college application process and into graduation from the Upper School.

CURRICULUM GUIDELINES

In order to be responsive to the interests and goals of each student, the curriculum of Cranbrook Kingswood Upper School offers academic flexibility and choice.

The Distributional Requirements are based on a liberal arts format and emphasize fundamental skills within departments. The program developed for each student is the result of a comprehensive process involving:

- The personal interests and goals of the student
- The careful assessment of skill development in the disciplines
- The recommendations of departments based on placement tests, standardized tests, and the evaluation of previous academic experiences
- The advice of the Academic Deans
- The college aspirations of the student
- The suggestions of the student's adviser
- The concerns of the student's parents

This process of determining each student's schedule is vital because it provides thorough and thoughtful support to the student, and it assures that the student benefits from the richly varied curriculum of Cranbrook Kingswood Upper School.

It is important to note that the strength of a student's program is a major factor in college admissions. Highly competitive colleges generally look for an academic program which includes four years of English, four years of mathematics, three or four years of one world language, three or four years of laboratory science and three years of history/social science. In addition, such institutions are interested in evidence of significant involvement in such areas as performing arts, fine arts, athletics, and community service. These suggestions should be carefully considered for they are not a guarantee of admission to any particular college or university.

Upper School Distributional Requirements

In choosing courses, students should follow the academic policies listed on the following page:

1. Students carry five academic courses each semester selected from at least four different departments. Any change in this program requires permission from parent, adviser, appropriate academic dean and (in the case of seniors) college counselor. An additional course may be selected from the performing arts, fine arts or computer departments.
2. Any student who wishes to take six academic courses must write a petition and obtain approval from the appropriate academic dean.
3. Credit is earned at the completion of a course; no partial credit is awarded for partial completion of a course unless approved by the department and academic dean and supported by the Educational Policies Committee. A student who withdraws from a course will not receive any credit for that course.
4. All students must pass a minimum of four credits distributed each year among four departments to move to the next grade level or to graduate.

It is highly recommended that all 9th and 10th grade students be in six courses. During the 9th and 10th grade years, students must earn the minimum number of credits by department as indicated below:

| Departments | Credits |
|---------------------------|----------------|
| English | 2.0 credits |
| Mathematics | 2.0 credits |
| World Language* | 2.0 credits |
| Science | 2.0 credits |
| History/Social Science | 1.5 credits |
| Religion and Philosophy | 0.5 credit |
| Arts (Fine or Performing) | 0.5 credit |
| Health | pass/fail |

During the 11th and 12th grade years, a student must earn the minimum number of credits by department as indicated below:

| Departments | Credits |
|----------------------------|----------------|
| English** | 2.0 credits |
| Mathematics*** | 2.0 credits |
| Science | 1.0 credit |
| History/Social Science**** | 1.0 credit |
| Religion and Philosophy | 0.5 credit |
| Arts (Fine or Performing) | 0.5 credit |

* These credits must include two successive years of sequential levels of the same language.

** These credits must include American Literature.

*** The mathematics sequence includes first-year algebra, geometry, and second-year algebra

**** This credit must include a course designated "American Studies" (AS) unless the student has already passed a course in United States History in high school above the ninth grade and has department head approval.

New students entering either the 10th or 12th grade are expected to fulfill the requirements starting with the grade they are entering. During the initial academic counseling session, a program of studies is planned to fulfill requirements according to the student's previous school experience and ability.

Awarding Diplomas

In June of each school year, faculty convene to vote on the awarding of diplomas. The academic dean presents the current senior class and confirms that each one has met all the requirements (academic, social, and athletic) for graduation. At the Commencement ceremony the Dean of Faculty acknowledges that the seniors have met all the criteria for graduation, permitting the Director of Schools to present the diplomas to members of the graduating class.

ACADEMIC POLICIES

Advanced Placement (AP) Courses

Students are recommended for Advanced Placement (AP) courses through individual departments. Students interested in taking two or more APs must have the approval of their adviser, their parents, the academic dean and in some instances the College Counselor. Cranbrook students may not take more than 3 AP classes in a school year.

Registration

Returning students register in the spring for courses for the next academic year. Departments make recommendations placement in sequential courses. Returning students who wish to question their course placement must do so before the 1st week of May. Students make course choices under the guidance of their advisers, parents, academic dean and college counselor. Placement of new students in required and sequential courses is determined by placement tests and standardized test scores, which are evaluated by Department Heads.

Requesting Course Changes

Students may change courses either before the semester begins or during the Drop/Add period (first six days of class).

Procedure

1. To change an elective or add a course:

- a. Fill out a Request to Change Schedule form on Crannet.
- b. Obtain a signature from a parent (if required).
- c. Obtain a signature from an academic dean **(if required)**.
- d. Submit to Registrar.

2. To drop any course:

- a. Fill out a Drop form on Crannet.
- b. Obtain signatures from a parent and adviser.
- c. Obtain a signature from a college counselor **(seniors)**.
- d. Obtain a signature from an academic dean **(if required)**.
- e. Submit to Registrar

The Registrar may accommodate requests, space permitting. **Students are expected to continue to attend the scheduled class until a new schedule is confirmed by the Registrar. Failure to do so will be considered an unexcused absence.**

After the Drop/Add period (the first six days of class), adding courses is not permitted. Students may change levels in a course if advised to do so by the Department Head. **A student who wishes to withdraw from a course after the drop/add period becomes ineligible for either the Dean's List that semester or Honors recognition for the whole year.** Any decision to withdraw from a course after the drop/add period should be carefully reviewed with the adviser and the Academic Dean. Students may not withdraw from a semester course after 12 weeks or from a year-long course after the 3rd quarter.

Homework and Testing

In every full-credit course, students should expect to spend a similar amount of time preparing for class as they spend in class each week. Half and quarter-credit courses will require less preparation and AP and Honors Level courses may require more. Graded assignments can only be collected if the class meets that day. Teachers will make special arrangements if students report to them that they have more than two major assignments due or tests scheduled on the same day. This notice must be made to the teacher of the third major assignment; furthermore, students must indicate their situation by notifying the teacher of the third major assignment or test at least 24 hours in advance. Assignment order will be determined by the post-date as indicated on the Assignment Channel of CranNet class pages. Assignments not posted to the Assignment Channel will be considered most recently assigned. During Thanksgiving, winter, and spring vacation breaks, a teacher may assign no more than one day's homework. Major assignment (tests, paper, projects) deadlines may not be set for two school days following the Thanksgiving, winter and spring breaks or on the day following a religious holiday.

Examinations

Semester and final examinations are given in most academic courses. Review Days and Examination Days are scheduled at the end of each semester. ***Students are expected to remain at school throughout all of their**

scheduled exams. No new material may be introduced during Review Days, although oral examinations in world language are permitted. In addition, quizzes no longer than 15 minutes may be given during Review Days.

The six school days prior to review days and some vacations will be set aside for testing on a rotational basis among departments. Semester and final examinations are weighted according to departmental policy, but the examination grade may not count for more than 25% of the semester grade.

***All students are required to take exams at the scheduled times. On the rare occurrence that an exam must be rescheduled, written documentation is required.**

Testing Policy for Extended Time/Special Accommodations

Only students with documented disabilities may request an accommodation for extended time testing for in-class tests, semester and final examinations. To be eligible for this support, students must have on file in the Academic Office either a current Individualized Education Program (IEP) or a Reasonable Accommodation Plan based upon test results within the past three years, obtained from a learning disability specialist. **If you have an expectation for a specific testing date, we must have all documentation in the Academic Dean's Office no later than seven weeks prior to the date.** When the documentation has been received and reviewed by the Academic Office, the student becomes eligible for a Reasonable Accommodation Plan, based on Section 504 of the Rehabilitation Act of 1973. All Reasonable Accommodation Plans, which must be updated yearly, should be completed during the summer. **Students who do not follow through with the classroom learning supports will not be eligible for extended time on finals and standardized testing.**

Students with this documentation may also become eligible for standardized test accommodations. **Final determination of eligibility for extended time testing is made by the testing agencies.** These tests include the following: PSAT, SAT, SAT Subject, ACT and AP exams. Juniors and seniors who have been counseled to apply for accommodations on SAT or ACT must provide the required documentation **no later than eight weeks before the desired test date.** The SAT and ACT are administered on dates established by the College Counseling Office using guidelines set by the national testing services.

Standardized Testing

Cranbrook Kingswood Upper School both requires and recommends the taking of standardized tests during the student's Upper School career. Some of these tests are for the continued review of the School's programs as well as a part of the measure of a student's progress. The following is a schedule of the required/recommended testing opportunities for Cranbrook Kingswood Upper School students.

Freshmen (9): PLAN Pre-ACT Test. The school registers all 9th graders for this test, which is taken in the fall.

Sophomores (10): Preliminary Scholastic Aptitude Test (PSAT). The school registers all 10th graders for this test, which is taken in the fall. Some students will begin registering for and taking the Scholastic Aptitude Test II (SAT II), depending on their course placement and recommendation of their classroom teacher. Students are responsible for registering and paying for these subject-based tests. They should see the Academic Dean's Office for more information.

Juniors (11): PSAT. This is the final administration of this test, which is used to qualify students for the National Merit Scholars program. The school registers all 11th grade students for this test, which is taken in the fall. Students should discuss their plan for taking the ACT, SAT and SAT Subject tests with their teachers, Academic Dean, and College Counselor. These tests are given on national testing dates and must be pre-registered and paid for by the student. ***It is recommended that students take both an ACT and an SAT the second semester of junior year.**

Seniors (12): ACT, SAT, and SAT Subject Tests. Students should discuss their results and options with their college counselor. Some students may still be taking these tests, depending on their previous results and their current programs. These tests are given on national testing dates and must be pre-registered and paid for by the student. Addresses: www.collegeboard.com and www.act.org.

Extra Help

Students are encouraged to approach their teachers for extra help. Teachers are available during the academic day or after school; resident faculty are available in the residence halls, the libraries and the science building in the evening. Teachers are not expected to provide more than 45 minutes of extra help per student per week.

Tutoring

Private tutoring is recommended only when the School's resources are insufficient to meet the student's need.

Parents are asked to make tutoring arrangements only in collaboration with the teacher or the Department Head. Any private tutor is expected to initiate and maintain contact with the teacher. Tutors

are expected to guide the independent work of the student and to avoid editing or redoing the student's work. Department Heads usually maintain a list of recommended tutors.

During summer vacation, a Cranbrook Kingswood Upper School teacher may tutor any student through a private arrangement. Upper School faculty may not tutor Upper School students while school is in session. During the school year, Middle School teachers may tutor Upper School students and Upper School teachers may tutor Middle School students.

Best Practices for Tutoring and Assistance

Cranbrook Kingswood Upper School English and History Department Guidelines

Before a tutor is sought:

- Students should always seek help from their teachers first.
- Parents should secure a tutor **only** after conversations with the student's teacher.

If a tutor is secured:

- Parents should inform their child's teacher that a tutor has been obtained and instruct the tutor to contact the teacher.
- The tutor should keep the teacher informed of the work she or he is doing with the student in accordance with the wishes of the teacher.

Understanding the process by which students develop writing skills:

- The mastery of clear expression requires lots of practice, careful thought, intentional instruction, and a desire on the student's part to communicate effectively.
- Tutors should foster the student's understanding that writing the critical essay involves a process that includes most, if not all, of the following steps: topic selection, pre-writing/brainstorming, exploration/discussion of topic, thesis formation, organization of ideas (through such methods as outlining, mind-mapping, note organization, webbing, etc.), identification of supporting information, writing the initial draft, editing, and revision.
- The intention behind each writing assignment is to improve the student's ability to express ideas clearly.
- Learning to write well is not a matter of a few meetings with a tutor or for that matter the meetings of a quarter, a semester, or even a year. Developing this skill can take years of concerted effort.

Understanding the research process for the History Department semester research papers:

- Students learn how to search the school's library catalogue and how to locate books on the shelves.
- search the library's subscription databases for relevant articles.
- assess websites for reliability and accuracy of information.
- keep notes on the information they glean from sources using note cards which contain the source and page number.
- properly quote and paraphrase the information they acquire from sources and how to properly footnote that information to avoid plagiarism.

Guidelines for parents, family members, tutors, etc. (in no particular order):

- Help students improve their strategies for outlining, organizing and/or developing their ideas prior to writing an essay;
- shape their ideas through discussion (ask questions rather than supplying answers);
- paraphrase and summarize;
- identify key or important ideas in reading assignments;
- annotate as they read;
- organize and manage their time;
- practice timed writing exercises so that the tutor has samples of the student's work under these conditions.

Specific "Do's and Don'ts" of assisting students with their assignments:

- **Assistants, parents, tutors** may point out awkwardly constructed sentences, mechanical/ grammatical errors, and/or awkwardly phrased ideas **and suggest corrections** in the first few paragraphs of an assignment.
- should identify problem areas but not correct them.
- should feel free to discuss ideas with the student in any part of the paper.
- should encourage students to read their papers aloud as an editing practice.
- should **not** dictate words, phrases, sentences and/or paragraphs, or revisions.
- should **not** act as editors for student papers.

- should **not** conduct research on behalf of their students.

Violation of these guidelines can make an accurate assessment of the student's work virtually impossible and can also undermine the student's integrity of scholarship.

Make-up Work

Students are responsible for all assignments, quizzes, tests and other obligations. If a student is absent from school due to illness, a family emergency, school activity or school approved college visit, he/she will be allowed make-up days equivalent to the number of days missed. For all other absences, students are expected to submit all work at the time of return.

College Visits

College information sessions hosted on campus by the College Counseling Office may be attended by seniors and second semester juniors. We expect students to do so during their free periods. If it is necessary for a student to attend an information session during a class period, the student (senior or second semester junior only) must notify the classroom teacher in advance, assume the responsibility for material missed and sign in at the college information session.

Senior students planning college campus visits are encouraged to use weekends and school holidays for this purpose. If it is essential that classes be missed, seniors **must complete an Absence Permission Form, available in the College Counseling Office.** Once the form is completed and all necessary signatures obtained, it must be submitted to the dean of boys (for male students) or the dean of girls (for female students) for approval **two weeks prior to when the visit will occur.** Excused absences for college visitation are a senior privilege. Seniors are allowed a total of five days in the senior year for college visits. **No more than three days may be taken consecutively.** Remember, your classroom experience and performance in senior year, are most important.

Academic Penalties and Loss of Credit Due to Absences

Please see *Attendance Policy* for this information.

Grading Policies and Teacher Comments

Grades are compiled quarterly and should reflect the student's performance in respective quarters. At the end of the first and third quarters, grades are accompanied by written comments from each teacher. Mid-quarter comments are also requested for students in academic difficulty.

In all full-credit courses, grades of A-E must be assigned. P (Pass) or F (Fail) grades are given only in certain partial-credit courses. (In certain cases, English as a Second Language students are exempt from this policy.) Report cards reflect grades for each quarter or semester and semester exams. **School transcripts report only the final grades in semester and full-year courses.** Students must pass the minimum number of credits required by the departments. (See Upper School Distributional Requirements in this section or the 2012-2013 Curriculum Guide.) A failure in a course generally means retaking the same or a similar course.

Cranbrook Kingswood Upper School Grading Scale

| | |
|----|---------|
| A+ | 98-100% |
| A | 92-97% |
| A- | 89-91% |
| B+ | 86-88% |
| B | 82-85% |
| B- | 79-81% |
| C+ | 76-78% |
| C | 72-75% |
| C- | 69-71% |
| D+ | 66-68% |
| D | 62-65% |
| D- | 59-61% |
| E | 58-0% |

Dean's List and Honors

Academic achievement is recognized at the end of each semester by a Dean's List. Students who have a weighted grade point average of 3.15 or better are named. At the end of the year, students who have a final

weighted grade point average for the year of at least 3.3 will receive Honors recognition. The designation Honors will be placed on the transcript. Seniors with at least a 3.3 in January will have Honors recognition placed on their transcripts. **Any student who has a grade below C-, who has withdrawn from a course after the Drop/Add period or who is on Conduct Probation at any time during the semester is automatically disqualified from the Dean's List that semester and Honors recognition for the whole year.**

The Cum Laude Society

The Cum Laude Society, an international honor society founded in 1906 and modeled on Phi Beta Kappa, encourages and recognizes outstanding scholarship. Before the merger of the schools in 1985, both Cranbrook School and Kingswood School had Cum Laude Society chapters. Today, we have one chapter, one in a total of 332 in the United States, Canada, England, France and Spain.

Guidelines for admission:

The Cum Laude Society may admit up to 10% of the senior class at the beginning of the year (based on the average of sophomore and junior year GPA's) and up to another 10% at the end of the year (based on the average of sophomore, junior, and senior semester 1 and semester 2 GPA's). Senior students are encouraged to strive for admission right through their senior year, and care is taken to recognize students whose programs and efforts in the senior year indicate exceptional commitment to scholarship. All courses are included in the calculation of the Cum Laude GPA.

GRADING SYSTEM

| Grade Assigned | | Point Equivalent (for GPA) | Credit Information |
|-----------------------|--|-----------------------------------|---------------------------------|
| A+ | | 4.00 | Full credit |
| A | | 4.00 | Full credit |
| A- | | 3.70 | Full credit |
| B+ | | 3.30 | Full credit |
| B | | 3.00 | Full credit |
| B- | | 2.70 | Full credit |
| C+ | | 2.30 | Full credit |
| C | | 2.00 | Full credit |
| C- | | 1.70 | Full credit |
| D+ | | 1.30 | Full credit |
| D | | 1.00 | Full credit |
| D- | | .70 | Full credit |
| E | | .00 | No credit |
| P | Passing in non-grades course | Not averaged | Full credit |
| F | Fail in non-graded course | .00 | No credit averaged |
| WP | Withdrawn Passing | Not averaged | No credit appears on transcript |
| WF | Withdrawn Failing | .00 averaged | No credit appears on transcript |
| W* | Withdrawn/ No Penalty | Not averaged | No credit |
| AB** | Absent: No grade assigned temporarily. AB should be made up before the end of the next quarter except in extenuating circumstances. | Not averaged | No credit |
| I** | Incomplete: Grade not assigned at the end of any quarter changes automatically to an E two weeks after the end of the quarter. | .00 | No credit |

- * Indicates a student was transferred to a different level course within that department. The original course and grade will not appear on the transcript.
- ** An I is assigned because of the student's failure to complete work; an AB is given when the student's absences resulted in the student's falling behind.

Academic Probation

Students receive academic demerit points for any semester grade below a C- in a credit earning course, as follows:

E = 7 points D- = 5 points D = 4 points D+ = 3 points

A student with 7 or more academic demerit points at the end of a semester is placed on Academic Probation for the following semester. During this time, the student and parents are notified of academic progress at mid-semester and other times.

If a student receives 7 academic demerit points for two consecutive semesters, dismissal will occur unless the faculty reviews the student's performance and makes a special recommendation, approved by the Head of the Upper School, that the student remain at the school.

Grade Point Average (GPA)

A student's grade point average (GPA) is calculated at the end of each semester by multiplying the numerical value of the letter grade earned in each course by the credit completed in that course, adding the products, and dividing the sum by the total number of credits completed.

For AP and H Level courses an additional 1.00 and .50, respectively, will be included in the calculation. Studio Art classes will also have an additional .50 included in the calculation.

COLLEGE COUNSELING

Mission Statement for College Counseling

The College Counseling Department fosters a student-centered process that prepares students to move to higher education with competence and confidence. In this environment of support and advocacy, students acquire the ability to identify personal goals, explore post-secondary educational options and manage the complex process of applying to college. This process is one of collaboration between counselor and student, in partnership with parents. Our common purpose is college selection and self-actualization for the student.

College counselors assist students and parents with the college search and application process. As part of our four-year, Comprehensive College Counseling Program, the college counselors join with the Academic Deans to provide age appropriate information to our students and their families. Through advisory meetings, class meetings and special programming our students are prepared to embrace the college search and application process. Information is disseminated about the selectivity of colleges and universities, the calendar of the application process and the academic preparation and personal qualities considered important by college and university admission officers.

College counselor assignments are made during the winter of the junior year. Students are provided with planning outlines and relevant information about review and preparation for standardized testing. All juniors must schedule at least one meeting with their College Counselor before the end of the academic year. Students are expected to be actively involved in the college application process and to provide their counselor with detailed information for use in planning appropriate college applications.

Seniors are asked to complete required forms well in advance of stated deadlines:

- **Students applying to the University of Michigan and Michigan State University must complete and submit the online version of the application, print the application verification forms and bring the verification forms to the College Counseling Office by September 18, 2013.**
- **Secondary School reports with deadlines of November 1 through November 15 (early decision/action) are due in the College Counseling Office no later than October 08, 2013.**
- **Students who are applying to institutions with deadlines of December 1 through January 15 must submit completed secondary school reports to the counselors by November 05, 2013.**
- **All other application materials must be submitted to the counselors at least three weeks before deadlines imposed by the colleges and universities.**

These deadlines are established to enable the staff to process hundreds of applications and supporting documents in a timely manner. Failure to follow these guidelines may result in forfeiture of the supporting evaluation that usually accompanies each application. Because of heavy demands on the support staff, **materials received after the above deadlines cannot be processed immediately, or sent by Federal Express, Overnight Mail or FAX.**

Each senior applying to more than six colleges will have a \$35.00 fee charged to his or her student account for each application over the allotted six. The office collects this fee to support the additional clerical help necessary to handle the large volume of documents that are processed each year.

We encourage all students, freshmen through seniors, and their parents to utilize CK CollegeNet throughout their Upper School experience. CK CollegeNet is a website that we have selected to assist our students and families in the college planning, search and application process. This website is linked to Counselor's Office, a software service that we use to track and analyze data about students' college and career plans. CK CollegeNet is also an up-to-date source for information from the college counseling office.

Announcements and current information on events or updates may be found on CK CollegeNet, CranNet, and the College Counseling bulletin boards on each campus (as well as each dormitory).

At the end of this process students are required to report all final admissions decisions to the College Counseling Office. This enables us to send the required final transcript to the appropriate college.

Policy for Reporting Disciplinary Matters

Because colleges place a high value on personal and academic integrity, college counselors are sometimes asked to report to the colleges any conduct probation, suspension or violations of academic integrity incurred by the applicant. If requested by a college or university, it is the school's policy to report violations of academic honesty such as cheating, plagiarism and other forms of dishonesty, such as stealing and offenses involving use of drugs or alcohol. As a rule, such reports do not cause automatic denial of admission. Admission officers will often seek additional information from the college counselors to determine whether the violation was an isolated incident or part of a pattern of behavior. As a School, we believe the primary responsibility for explanation of any such incident lies with the student and the family. However, the School reserves the right to share with a college or university information about any significant change or deviation in a student's behavior that may be considered detrimental to the community.

UPPER SCHOOL LIBRARY

The Cranbrook and Kingswood Campus libraries provide a quiet environment for serious study and research; encourage collaborative student work, in and outside of class; and promote recreational reading. The library faculty and staff are present to assist students throughout the school day. During the evening hours both campus libraries are open for use by students and faculty, and are supervised by the Schools' residential faculty.

Library Hours:

| | <i>Cranbrook Campus</i> | <i>Kingswood Campus</i> |
|---------------------------|--------------------------------|--------------------------------|
| Monday-Thursday | 7:30 a.m. - 4:30 p.m. | 7:30 a.m. - 4:30 p.m. |
| Friday | 7:30 a.m. - 4:00 p.m. | 7:30 a.m. - 4:00 p.m. |
| Evenings: Sunday-Thursday | 7:00 p.m. - 10:00 p.m. | 7:30 p.m. - 10:00 p.m. |

Students and faculty may borrow materials from all library facilities on the Cranbrook Educational Community campus, including the Brookside Lower School, the Cranbrook and Kingswood Middle Schools and the Cranbrook Kingswood Upper School. Materials from the Art Academy, Cranbrook Archives, Booth family collection, and Christ Church theological collection are also available with some restrictions.

Within the Schools' libraries, students and faculty have access to over 80,000 volumes and 327 periodicals and newspapers. Additional resources include 31 online databases, a substantial video/DVD film collection, and professional and parental information collections. Users are expected to be responsible for library materials, returning materials on time and in good condition.

Check Out Periods

General Collection: 21 days (three weeks)

Intercampus Loan, CEC Libraries: 21 days (three weeks) or as set by the lending library

Video/DVD Collection: seven days (one week)

Reference: overnight or the weekend at the discretion of the librarian. Materials are to be returned by the beginning of the first hour on the due date.

Reserve: faculty determination

Periodicals/Daily papers: Current issues do not circulate; past issues may be checked out as part of the general collection.

Overdue Material policy: Several courtesy reminder e-mails are sent to the student after the due date, informing them of their overdue material(s) and fine(s).

- General collection: 25 cents per day, \$5.00 maximum
- Intercampus loan, CEC libraries: 25 cents per day, \$5.00 maximum
- Video/DVD: \$1.00 per day, \$5.00 maximum
- Reference Reserve: \$1.00 per day, \$5 maximum

Billings: General circulation materials not returned in five weeks are considered lost and the student's account is billed for fines, replacement and handling charges. Reference and audiovisual materials not returned in one week are considered lost and the student's account is billed immediately for fines, replacement, and handling charges. If the lost materials are returned, the student's account is credited for the cost of the replacement.

Renewals: All materials may be renewed unless another user has placed a "hold" on the material.

OFF-CAMPUS AND SUMMER PROGRAMS

Study Abroad

Any student who wishes to pursue a Study Abroad Program for credit must petition the Academic Dean several months prior to participating in the program. Students must obtain a form from the Academic Office for information from teachers regarding current standing in their course work. The Cranbrook Kent Exchange Program is handled through the Academic Office. The Irmak School Teacher Exchange Program is coordinated by the Dean of Faculty.

Senior May Project (SMP)

The Senior May Project (SMP) allows qualified Senior students to participate in experiential projects outside the school community. In-depth development of long-standing skills and interests, serious exploration of possible career choices and acquisition of technical proficiency in a new field are encouraged. Interested seniors must submit a written proposal to the Senior May Project Committee by a specified time in February. The proposal will then be reviewed for approval. In order to participate in the program, seniors must be in good academic and social standing at the School and must have achieved a final grade of a C- or better in all academic course work before beginning their projects in mid-May. Students on probation for a time period that extends into the project time, must submit a written petition to the appropriate Dean of Students for approval to pursue a project.

Students should be aware that involvement in any disciplinary action, after they have been approved for a project, or while they are on a project, could result in forfeiture of the opportunity to continue with their project. The Campus Deans, in conjunction with the Head of the Upper School, will determine if the school's discipline action would disallow a student from pursuing or continuing a project.

The Wilderness Expedition

Approximately eighty interested sophomores participate in the annual Wilderness Expedition, a hiking and camping experience in the Great Smoky Mountains. Participants, including junior and senior co-leaders, are excused from classes in March, approximately a week before Spring Break. Students participating in the program must make arrangements to obtain assignments before they depart, must plan to use part of their vacation to make up work missed and be ready to take tests and quizzes missed upon return to school.

Horizons-Upward Bound

Horizons-Upward Bound is a program that provides educational opportunity for students from families of limited means who come from the public school system in Detroit, Pontiac, Highland Park and Berkley. Horizons-Upward Bound has been active on campus for over 30 years. Currently twelve HUB students attend Cranbrook. Students generally enter the program at the end of the eighth grade. Candidates are nominated by their schools, tested in reading and mathematics and interviewed by members of the HUB staff. They are measured also against federal guidelines that include age, income and need for academic support. Those selected make a commitment to stay in the program through their high school years. Students must maintain minimum grade point averages and participation is reviewed annually.

The HUB program is active twelve months a year. During the summer there is a six-week residential phase on the Cranbrook Kingswood Upper School campus. Along with a strenuous academic program, there is cultural enrichment, college counseling and career guidance available.

Other Summer Programs

During the summer Cranbrook Kingswood Upper School students may participate in a variety of programs including Cranbrook Theatre School, Athletic day camps, and ACT Prep & Study Skills courses. These programs are under the direction of the Office of Summer and Special Programs.

STUDENT LIFE

As a residential and day school community, Cranbrook Kingswood Upper School strives to provide wholesome and supportive activities and services beyond the classroom setting. Day students are welcome to return to campus in the evening to use the libraries and science building. Weekend activities are planned for both residential and day students. The gyms, ice arena, natatorium, and playing fields are available for recreational use on the weekends.

STUDENT SUPPORT

Health Services

Health centers on both campuses, staffed daily by school nurses, address students' medical needs. Information and counseling regarding nutrition, physical fitness, sleep habits, stress, and other personal health matters are available on request.

All students are required to have on file in the health center an *Authorization for Medical Treatment and Physical Examination* form dated after **April 15, 2013**, and a current immunization history. *Emergency Action Plans* are also required for students with diabetes, asthma, severe allergies, bee stings, and seizure disorders. **These forms are due before participating in pre-season athletics or attending classes this fall.**

Ideally, medications should be given at home. Day students who need to take prescription medication during the school day must have a written *Medication Order Form/Authorization for Prescription Medication* form on file in the health center (forms can be obtained from the school nurse). The school recognizes that some students (residential or day) may need to self-administer/carry their own supply of medication. Students who have the completed physician's order form on file may carry a one-day supply of their medication with them. The school requires spare medication, properly labeled in its original container, be kept in the health center in case the student runs out or forgets their medication.

Minor symptoms can occur that require the use of non-prescription medications for treatment. Parents can complete an *Authorization for Non-Prescription Over-The-Counter Medications* form (forms can be obtained from the school nurse), which allows the nurse to administer a single dose of in stock medication such as Ibuprofen or cough syrup. This form is for day students only since boarding student's medication or treatments are classified under our physicians' standing orders.

An athletic trainer, affiliated with the sports medicine center at Henry Ford Hospital, is available on campus for student consultation at regularly scheduled times. A student who has received a sports injury may be referred to Henry Ford Hospital for evaluation and treatment; there is a fee for that service.

Student Concerns Committee

This committee of the deans, nurses, international student coordinator, head house advisers, and counselors meets weekly to review and support students' progress. Members of the committee, especially the counselors and the nurses, are available to students for matters of study skills as well as private health concerns.

Counseling Services

As part of a comprehensive personal and academic support system, the School provides counseling services for students. Counselors provide assistance and guidance in a private or confidential manner to students with academic, social and personal issues. Any student who is experiencing emotional or psychological difficulty or issues involving the use of alcohol, tobacco or other drugs is encouraged to seek the services of the counselor. Counselors also serve as consultants to parents and faculty.

Counseling Referrals

School counselors and psychologists work with students, parents, faculty and administrators. When necessary, the counseling staff makes outside referrals for purposes of assessment and professional treatment.

Adviser/Advisee System

Students are assigned a faculty adviser to whom they can turn for informal counsel on matters of academic, social or personal concern. The adviser helps students plan their academic, athletic, and extracurricular programs. The adviser makes periodic reports to parents about adjustment and progress at the School and participates as an advocate of the advisee in all discipline proceedings. Advisee groups meet during the school day throughout the school year.

Drug and Alcohol Counseling

Together with parents and other concerned community members, the School strives to provide a healthy, alcohol- and drug-free environment for students. The school also supports the provision of resources and programs to encourage students to make healthy and responsible decisions. At times, students may be referred to outside counseling, treatment or support groups. (See *Student Concerns Committee* above.)

ATHLETICS

Athletic Programs and Co-Curricular Activities

Participation in the Upper School's athletic program is an integral part of each student's day at Cranbrook Kingswood. Students' growth and development are enhanced through involvement in activities which promote teamwork, self-discipline, commitment, and physical fitness. The program is varied to accommodate a wide range of student interests and abilities.

- Interscholastic sports occur over *three seasons* each school year (fall, winter, and spring) and encourage the student-athlete to develop their skills as they participate at a high level of competition. Interscholastic student-athletes learn the importance of commitment to teamwork and team play through team practices that meet daily for approximately two hours. NOTE: team travel and competitions require an additional significant time commitment.
- Intramural sports occur over *four, seven week sessions* each school year (fall, winter1, winter2, and spring) and allow the student to develop skills while playing in a less competitive atmosphere meeting for four hours each week.
- Co-curricular Activities occur over *four, seven week sessions* each school year (fall, winter1, winter2, and spring) and allow the student to participate in a non-athletic activity for four hours each week.

When students enroll at Cranbrook Kingswood Upper School, they are committing themselves to the full school program. Therefore, it is the School's expectation that students will complete their credits obligation.

Graduation Requirement: Cranbrook Kingswood Upper School students are required to earn a number of athletic credits. Each season or session earns one credit. The total number of credits required for graduation and the suggested number of credits to be earned in a particular school year are listed below. For the student entering Cranbrook Kingswood in the:

- Ninth grade: eight credits total, three completed during this school year
- Tenth grade: five credits total, three completed during this school year
- Eleventh grade: two credits total, both completed during this school year
- Twelfth grade: none

Although credits may be earned during the senior year, it is recommended that this graduation requirement be completed by the end of the student's junior year.

Credits: Although it is possible for the student to participate in four sessions, the student can only earn a **maximum of three credits in any given school year**. Intramural and Co-curricular session credit is based on 75% attendance and completion of the session. Interscholastic season credit is determined by the head coach of each sport.

Waivers: A student may apply for an athletic waiver for off-campus activities (ex: off-season club sports, martial arts, equestrian, etc.) or for extenuating circumstances that prevent participation (medical restrictions/injury. NOTE: must be accompanied by a medical physician's note). **The waiver form must be completed and approved by the athletic department before the session begins.** Waiver activity requirements are the same as that for Intramural or Co-Curricular Activities and must be supervised. Waivers for competitive sports teams (club) will not be granted during an interscholastic sport season where Cranbrook Kingswood fields that sport.

Co-curricular Activities

Listed below are the approved activities that may be substituted for **one** interscholastic or after-school credit each year. Credit is based upon the time committed to the activity.

Archive Internships, Community Service, Computer Team, Forensics, Michigan Youth in Government, Model UN, Science Internships, Newspaper Associate Editors and Editors-in-Chief, Robotics, Wilderness Prep co-Leaders, Yearbook Editors-in-Chief.

Ill and Injured Student Policy

In the event of an injury the following procedure will be followed:

- If a school physician is present, the physician will take charge.
- If a school physician or an athletic trainer is not present, then the coach will provide first aid, if certified, while summoning the athletic trainer or nurse on-call for assistance. When the athletic trainer or nurse arrives on the scene, she/he will take charge of the situation.
- A student, except in special circumstances, must attend at least a 1/2 day of classes to be eligible to practice or compete in a contest or performance.

STUDENT-ATHLETE COMMITMENT

Cranbrook Kingswood Upper School strives to develop exceptional intellectual and athletic skill along with fostering the highest standards of character. Honesty, integrity, safety, self-respect, and respect for others are the foundations of our community values.

Athletes should emphasize academic quality and strive to maintain outstanding success in their academic work.

Participation on an athletic team is a privilege that carries with it responsibilities to the team and to the school. Athletes should realize that they represent the school and therefore should display proper conduct at all times.

Harassment of any student is unacceptable. Harassment includes any unwanted touching, name-calling, ridicule, references to sexual or gender orientation, sexual innuendo, rating of someone's appearance, hazing or team initiations. Athletes should treat everyone with respect and require the same of other student-athletes.

A student who sees another student begin to violate a school value or behavior standard has the responsibility to exercise leadership by championing the relevant value or standard. A student is expected to do what is right even when it is unpopular or personally costly.

MHSAA rules require that when a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld for at least the next day of competition in that sport. A student who was disqualified during a contest must meet with the athletic director before returning to practice. Further suspension from contests can be added following a review of the incident by the coach and the athletic director.

Athletes must understand that steroids, alcohol and other performance drugs as defined by the NCAA, are harmful to their body and hinder athletic performance and are expressly forbidden by school rules and sensible athletic conditioning. Dedication to be one's best does not include taking substances that detract from excellence.

Violations of these policies or any other behavior standard will bring the following consequences:

- School Suspension – Students who have been suspended from school **may not** practice, compete, or participate in any way with the team during the days the student is suspended.
- In addition to any sanctions/penalties assessed by the school, a student-athlete will have additional penalties assessed as follows:

Substance Abuse – Suspension from the team for two consecutive contests or one week, whichever comes first. If there are no contests during the week of practice, the student will miss the next scheduled contest. End of season party penalties, including game suspensions, will be enforced during the next season in that sport for underclass students and during the next season for seniors. If a second violation occurs, the athletic director, dean and the coach(es) will determine future athletic team status.

Tobacco Use – Suspension from the team for one interscholastic contest. If a second violation occurs, the athletic director, dean and the coach(es) will determine future athletic team status.

CRANBROOK KINGSWOOD UPPER SCHOOL & CATHOLIC LEAGUE FAN'S CODE OF CONDUCT

Cranbrook Kingswood Upper School and the Catholic League entrust spectators at our contests with the noble task of being exemplary models of behavior, sportsmanship and integrity. To that end, we ask our fans (parents, relatives and friends) to read and abide by the following precepts.

I hereby pledge to live up to my responsibilities as a fan of Cranbrook Kingswood Upper School and the Catholic League by adhering to the following Code of Conduct.

- I will show respect for players, coaches, and other spectators.
- I will not use obscenities, expletives, or display any behavior that is critical, distracting or derogatory towards opponents or officials or that might reflect poorly upon our athletic program, students or Cranbrook Kingswood Upper School.
- I will respect the integrity and judgment of the game officials and I will make only positive and encouraging comments.
- I will place the emotion and physical well-being of the student-athlete above any personal desire to win.
- I will be a role model of good sportsmanship and character. I will help student-athlete meet his/her responsibilities to the team, coach, school and conference.
- I will not interfere or coach from the sidelines. I will never enter the field or court of play unless officially instructed to do so.
- I will remember that I am a high school sports fan, and that the game is for the student-athletes. Accordingly, I will encourage students to play sports by providing a supportive atmosphere.

I understand that by adhering to this code of conduct, I exemplify the integrity and sportsmanship that is so highly valued by Cranbrook Kingswood Upper School and the Catholic League.

RESOURCES

Lockers

Day students are assigned lockers, as long as the supply lasts, to provide space for books and personal items. It is the students' responsibility to keep their lockers secure with locks. Lockers are school property and the responsibility of school authorities; they may be inspected when there is reasonable cause to do so.

Security and Safety

The Cranbrook Educational Community employs a 24-hour Public Safety staff. Any suspicious activity should be reported to a Cranbrook/Securitas Public Safety Officer or other adult immediately at (248) 645-3170.

Students are discouraged from bringing valuables to school. The School does not assume responsibility for losses due to fire or theft. Families are advised to have their children's personal items (including musical instruments) covered by a homeowner's policy. Any valuable personal item that must be brought to the School by day students should be stored in a locked locker. Public Safety staff regulate and monitor the use of motor vehicles on campus. (See *Motor Vehicles*.)

School Store

Students may purchase school supplies or personal items at the Cranbrook campus store, which also sells refreshments and provides an informal gathering spot for students.

I.D. Charge Card

Each student is issued a photo I.D. card, which is used for identification and charging fees and purchases within the community. **The I.D. card will be used at all meal services.** Students should carry their I.D. cards and be willing to show them to school and Public Safety Officials on request. A \$25 fee will be assessed for replacement.

Miscellaneous Account

Each student has a miscellaneous account which parents are asked to maintain on a monthly basis. Books, course and lab fees, supplies, athletic equipment, activity and entertainment fees, bookstore, and dining hall purchases as well as driving and parking tickets are charged to this account.

Tremain Common Room/Lounge Areas

The Tremain Common room on the Cranbrook campus is open daily for student use during and after the academic day. The room is provided for students to study and to socialize. Students are reminded to be

respectful of all others who use the room. Students are not permitted to use the Kingswood bowling alley, the residence hall, or residential lounges during the school day. Additionally, students may not use areas of CAA or CIS unless accompanied by a faculty member.

Cabin

The Cranbrook Senior Cabin, on Faculty Way, is available for student and faculty gatherings, parties or cookouts by calling 248-645-3678.

STUDENT ACTIVITIES AND ORGANIZATIONS

Campus dances, athletic events, musical performances, and plays take place on weekends. Regular assemblies and social events that celebrate cultural holidays or traditions are held throughout the year. The Cranbrook Institute of Science and the Cranbrook Museum of Arts are open at no charge to students; reduced fees are available for special events. Weekend trips to concerts, plays, museums, local attractions and professional and intercollegiate sporting events are scheduled regularly for our residential students.

The School believes that extracurricular activities provide an important opportunity for students to pursue a special interest and to learn leadership skills and group cooperation. Students are encouraged to participate in one or more of the extracurricular activities listed here. Some student organizations are founded by students with faculty sponsorship. Meetings occur routinely with the faculty adviser. It is the adviser's role to help guide and direct the students. They are also responsible for the fiduciary aspects of the club's fundraising activities. Students interested in starting a club activity need to find a faculty adviser and submit a description of the club to the Student Council.

* The Grimaldi Fund for Excellence in student programs, established in 2002, allows the award of grants (not to exceed \$1,500 per request) to clubs and organizations that have submitted an application and proposal that demonstrates positive and constructive impacts on the Upper School Community. The award process is handled by Student Council. The following clubs received Grimaldi Fund grants in the 2012-13 school year: Michigan Youth in Government, Ergastarion, and Beekeeping.

African American Awareness Association

Our mission in 4A is to serve as a resource for all students and a support group for African Americans. We strive to instill social responsibility and the ability to communicate in an increasingly global community.

President: Kasey Coleman **Vice-Presidents:** Maia Collins, Shannon Moore **Adviser:** TBD

Anime Club

The Anime Club gathers students weekly to watch and discuss anime and manga – Japanese movies, television, comic books and other media. When possible, the club travels to local anime conventions. The club also works to produce an anime and manga guide based on the media discussed at club meetings. **President:** Annie Lemberg. **Vice-President:** Trisha Patel **Adviser:** Rajendra Sood.

Archery Club

In the intramural sport of Archery, students learn the technique and art of the bow and arrow. After learning the basics of technique and safety while using this ancient weapon, one may choose to shoot either for points or simply for their own improvement. A tournament is held at the end of the season for the honor of champion. Participants must attend practice every day. **President:** Finnegan Powers **Adviser:** Benjamin Ludwig

Armenian Club

The Club's mission is to teach the Cranbrook community about Armenian culture and history and examine the current state of Armenia. It also puts a great emphasis on the history of the Armenian people. Members will learn about this small yet proud nation's place in the world today. Armenian cuisine, dancing, and language will be all introduced to the members. **Co-Presidents:** Jacqueline Anusbigian, Jennifer Meer **Co- Vice-Presidents:** Carl Conyers, James Hartunian, Natalie Keoleian, Lisa Sheehan **Secretary/Treasurer:** Spencer Keoleian **Adviser:** Audrey Armoudlian

BeeKeeping Club (CKBK)

The Cranbrook Kingswood BeeKeeping Club (CKBK) is an organization that sprang forth from the Environmental Club. The purpose of the organization is to further understand the complexities of beekeeping, to cultivate a beehive, to produce usable honey, and to educate the community on the environmental and economic importance of beekeeping. **Co-Presidents:** Serena Bian, Claire Erwin **Adviser:** TBD

Bible Club

The CK Bible Club provides an open opportunity for students of all faith backgrounds to study and discuss the Bible from a variety of perspectives. It welcomes students who range from believers in the Judeo-Christian tradition to those who would like to learn more, and it seeks to serve the greater Cranbrook community through service projects. **Adviser:** Frank Wiswall

Book Club

The CK Book Club's mission is to bring together people who enjoy reading to discuss selected books; to promote a lifelong love of reading; and to hold fundraisers which will benefit public libraries in need. **Officers:** Pippa Russell, Julian Tahyar **Adviser:** Linda Stone

Boys Mentoring

The Boy's Mentoring Program consists of sophomore and junior boys mentoring fourth and fifth grade Brooksidiers respectively. This program has a two year commitment to develop a relationship between the mentor and mentee. To show glimpses of an upper school student while preparing them to transition into the middle school. The campus and community are utilized to foster the mentor relationship. **President:** Spencer Purdy **Vice-President:** Trey Heine **Adviser:** Dr. Darryl Taylor

Brook-Woodwinds Yearbook

Brook-Woodwinds is the Cranbrook Kingswood Upper School yearbook. Its editors and staff contribute in areas including layout, photography, writing, proofreading and soliciting advertising revenue. **Editors-in-Chief:** Madison Staples, Xiefangzheng "William" Sun **Advisers:** Debra Viles, Joe Smith, Linda Stone

CK Brown

Through special programs, including field trips and presentations, this group pursues an interest in education about the diverse cultures and traditions of India. **President:** Alanna Brannam **Vice President:** Ragav Maripudi **Secretary:** Adarsh Rachmale **Treasurer:** Sean Anderson **Adviser:** Karen Turlay

Cabinet

This group plans and organizes volunteer efforts for community service, reaching out to a variety of causes in the metropolitan area and sometimes beyond. Cabinet organizes and presents the annual White Gifts Assembly, runs two Red Cross blood drives annually, and raises funds for emergency relief as occasion arises. **Co-Presidents:** Radwan Munkarah, Rohin Patel, Yoshiki Yamamoto **Advisers:** James Ladd, Eric Linder

Chess Club

Provides an opportunity to learn about and enjoy the game of chess. We have friendly pick-up games and also compete in tournaments. Club officers offer instruction to those who want to develop their understanding of the game. There is no obligation to compete in tournaments, though they are a fun team experience. There is also no attendance obligation. Come as often as you like, everyone is always welcome. **Adviser:** Ara Brown

Community Service

Students provide direct personal service, such as tutoring or visiting nursing homes. Participation requires a weekly commitment of 4 or 5 hours and may be used as a co-curricular alternative in the athletic program. **Adviser:** Portia Hedgespeth

Conduct Review Board

Seniors and faculty members serve on rotational assignments to review major rule violations by students. Junior students apply each spring for selection. Conduct Review Board members work with the Deans of Students.

Crane-Clarion

Maintaining a high standard of journalistic performance, the school newspaper provides opportunities for newsgathering, writing, editing, photography, design, graphics and cartooning, and business management. **Editors-in-Chief: News:** Stephanie Liu, Linda Zhou **Student Life:** Mina Taylor, Maria Magidenko **Sports:** Harrison Chen **Photography:** Schirin Rangnick **International Student Life:** Cordelia Chan **Opinion:** Nihal Shetty **Adviser:** David Watson

Dance Club

The dance club provides a friendly environment where male and female students of all skill levels can meet. Classes in various dance styles such as contemporary, jazz, hip hop are taught by students and guest teachers.

Members have opportunities to attend dance concerts performed by professional companies and participate in outside master classes and workshops. **Adviser:** Kay Rediers

Diversity Club

The Diversity Club creates a tolerant, nurturing atmosphere on campus in order to raise awareness and spread a message of unity among students and faculty. Our meetings consist of group discussions where our diverse membership contributes their ideas to current local and global issues. The club participates in fund-raising events, including our annual Dodgeball Tournament, to benefit local diverse charities and the Cranbrook community.

Co-Presidents: Carl Conyers, Sam Orley **Adviser:** TBD

Docent Club

The CK Docent Club connects students to the Cranbrook art scene. Student docents give tours to fellow students at the Cranbrook Art Museum shows and collaborate with the Art Academy & Museum staff in preparation for these shows. Docents also produce presentations for upper, middle, and lower school students on Cranbrook art objects and history, and explore together the Detroit area on field trips. Members gain public speaking skills, and will be asked to assist at venues like the Institute of Science, Saarinen House and the Cranbrook Collections.

Co-Presidents: Jacqueline Honet, Jennifer Meer, Katie Rithstein, Chase Sui Wonders **Adviser:** Dr. Jeffrey Welch

Ergasterion

An organization representing the theater program at the schools, the group provides support services for annual theater productions. Activities include box office, lighting, set construction, costumes, make-up, sound engineering, house, and stage management. Casts for plays are selected from auditions open to all students.

Co-Presidents: Jacob Feord, Maxwell Pang **Adviser:** Daniel Dobrovich

Forensics

As a member of the Michigan Interscholastic Forensic Association, the Forensics Team competes in speech contests during the winter season from early December until early spring. There are twelve different speaking events. Students participating receive one interscholastic credit for the season. **Adviser:** Gordon Thompson

French Club

As an extension of foreign language studies, students and faculty plan after-school programs that focus on the cultural life and use of French. **Co-Presidents:** Austin Fregene, Skyla Matthews, Jeff Park **Adviser:** Corrine Minart

Gallimaufry

This award-winning School literary arts magazine provides a showcase for outstanding student literary and artistic work. The literary pieces, art, and photography are selected by students from work produced throughout the year. The group meets each week (open to all Cranbrook Kingswood Upper School students) to discuss student work and do writing exercises. Art editors and interested students meet each week to work out plans for the magazine's design, and in April select the works to be included for publication in May. **Advisers:** Rick Bowdy (writing) and Gary Kulak (art)

Girls Mentoring Program

The girls' mentoring program is designed to guide 7th grade girls through their year healthily, with self-confidence and perspective, through the leadership of sophomore and junior mentors. **Co-Presidents:** Julianna Docking, Isabelle Georgeson, Maria Malinowski **Advisers:** Kathy Riegle and Joanne Parker

Glass Onion

The Video Yearbook is an annual production which chronicles the school year on tape. Students use digital cameras to collect scenes of school life and activities, and edit that tape at the end of the year in a presentation which includes professional quality effects and titles. **President:** Hannah Davidson, Kathryn Bick **Adviser:** Fred Higgins

Gold Key

A service organization affiliated with the Admission Office of approximately 200 students who act as hosts for prospective students and their families by providing class visits and tours. Membership is open to all classes. New members apply and are selected at the end of September. **Presidents:** Ben Schneider, Maxwell Li, Eric Xi,

Jeehyun Kim, Schirin Rangnick, Stephanie Liu, Lauren Lanzon, Holly Meers, Audrey Elkus, Miranda Scott, Isabelle Georgeson, Lexi Freeman, Mitchell Buccalo, Naveen Karthik, Sukh Dhillon, John Whiting
Adviser: Eileen Hilliard

Investment Club

By creating an awareness of the many financial instruments available within the marketplace, the CK Investment Club seeks to equip young investors with a “toolbox” through which they might build investment portfolios that will last a lifetime. The club will regularly invite investment professionals to speak and share their perspectives on issues related to investing and the economy. **Advisers:** Kurt Godfryd, Scott Strickland

Jazz Band

A co-curricular ensemble composed of students at the top of their respective sections in Symphony Band class, the Jazz Band performs concerts on and off campus. **Adviser:** Sarkis Halajian

Judaism Awareness Club

JAC seeks to provide a well-rounded view of Jewish culture through both community service and holiday centered events. Club members experience Jewish life in an informal and relaxed way. **Co-Presidents:** Audrey Elkus, Beth Schwartz **Vice-President:** Alexis Darmon, Lauren Lanzon **Secretary:** Ayesha Karim **Treasurer:** Taylor Blau **Adviser:** Shelley Chinn

Junior Statesmen

This group consists of students interested in the workings of the United States government and the political process. They attend conferences with other Junior Statesmen throughout the Midwest. **President:** Anna Du **Adviser:** Bruce Kohl

Korean Club

This group introduces its cultural elements to others by promoting national traditions and food through the Chusok Festival. The club, through its fundraising, supports White Gifts and World Night. **Co-Presidents:** Fiona Chun, Ella Han, Jongho Shin, Jack Song **Adviser:** Ben Ludwig

Latin Club:

The Latin Club educates students about the Latin Language and ancient Roman culture. It supplements what students learn in classes using group activities, discussion, and informative presentations. The Latin club aims to encourage active study of Roman history, language, and mythology. **Co-Presidents:** Gabrielle Iorio, Nihal Shetty **Vice-Presidents:** Alec Chapman, Demetri Kevadas **Adviser:** Brent Heard

Leaders in The Environment

LITE members inform the community concerning environmental issues and engage in activities that support the local and global environment. LITE is active throughout the year, with Earth Day as its main event. The club has received Green/Emerald School status through the Michigan State Government each year. **Co-Presidents:** Serena Bian, Claire Erwin, Kunal Kedar, **Adviser:** Suzanne Tennent

Math Club

Prepares students for the MMP and the American Mathematics Competition. Members compete in both the Michigan League Contests and the American Scholastic Mathematics Association Contests. Selected members represent Cranbrook Kingswood Upper School at the U of M sponsored Math Field Day. Members achieving high academic success in Honors level mathematics classes, or who become eligible for the second round of the AMC or MMPC, are nominated for membership in Mu Alpha Theta. **Co-Presidents:** Yi-Chieh Huang, Bo Yuan Peng **Officers:** Sicheng Li, Daniel Lin, Stephanie Liu **Adviser:** Shelley Chinn, Cynthia Lisuk

Michigan Youth in Government

Offers students a hands-on opportunity to become familiar with state-level government, political debate, and the legal process. Students participate by drafting bills and learning parliamentary procedure; others become involved in the Mock Trial program. All club activities are focused on an annual trip to Lansing, to participate in a statewide Youth in Government conference. **Co-Presidents:** Brock DuCoin, Kayla Lumpkin, Joe Myrick **Adviser:** Troy Dostert

Model UN

Model UN is a co-curricular activity that provides students an opportunity to research and debate world political and economic issues. Students participate in regional and national debate competitions. **Co-Presidents:** Stephanie Liu, Bo Yuan Peter Peng **Co-Vice Presidents:** Sophia Chen, Gabbie Iorio **Adviser:** Joanne Parker, Mark Karinen

Namtenga Club

The Namtenga Project works with a small village in Burkina Faso, Africa called Namtenga that supports a sister weaving studio that Cranbrook established in 2007. Namtenga employs thirty women weavers from the village and offers entrepreneurial opportunities, economic development, and a chance for a higher quality of life for women through weaving. The club's primary activity is to find ways to market and sell the striking Namtenga textiles and products in our local community. **President:** Claire Erwin **Vice President/Outreach:** Chase Sui Wonders **Vice President/Fashion Coordinator:** Stephanie Grove **Secretary/Treasurer:** Jacob Schwartz **Adviser:** Lynn Bennett-Carpenter

Photography Club

Encourages our upper school students to embrace both the beautiful Cranbrook campus as well as the world around us through the fine-tuning our photographic skills. Though the primary focus is digital photography involving the use of photoshop, the club looks to blend this with film photography and developing. **Adviser:** Mark Karinen

President's Council

The President's Council is composed of all organizational, club and class presidents. The council meets with the Campus Deans to discuss and plan school activities. **Advisers:** Sharon Peacock, Ara Brown

Quiz Bowl

Quiz Bowl's purpose is to gain knowledge and experience in various subjects. Quiz Bowl is a competitive, academic, interscholastic activity, where students can attend practices and then represent their school at tournaments. It is a wonderful way to inspire great minds and make new friends while challenging the mind and learning about a plethora of subjects. Quiz Bowl is a well-known national organization allowing for more structured competitions and recognition by various colleges and universities. The club's goal is to attend the NAQT state championship. **Co-Presidents:** Annie Chen, Sophia Chen, Nihal Shetty **Co-Vice Presidents:** Hattie Knapp, Allen Luo **Secretary/Treasurer:** Meghna Menon **Adviser:** Ara Brown

Radio Club

The main mission of the CK Radio Club is to impart appealing stories to its listeners. Throughout the year, the club will interview and feature a wide range of the CK community. Based on the forefront of digital media era, CKR strives to connect the Cranbrook community through acquiring, writing and producing invigorating interviews and stories to build a deeper understanding, as well as appreciation, for events, ideas and the culture around us. The club brings current news and opinions by communicating with students, teachers and faculty—underlining the essential fact that voice is a form of leadership. **President:** Anna Du **Adviser:** Eglee Rodriguez-Bravo

Random Acts of Kindness

Random Acts of Kindness Club is a club dedicated to inspiring good will in the community by committing random good deeds. By doing little things in the Cranbrook and Detroit community, RAKS strives to give back to deserving people as well as strangers. **Co-Presidents:** Julianna Docking, Miranda Scott **Adviser:** Debra Viles

Residence Hall Councils

The Councils address residential life issues, provide leadership in the residential community, and sponsor social events and fund-raisers. (See *Residential Life*)

Robotics Club

Students participate on teams in programs such as VEX, FIRST FTC, & Robofest. Teams design, build and program their robots. The teams also need specialists in CAD, web-page design, public relations, & fundraising. Meetings generally take place weekends and work throughout the school year. One intramural or one interscholastic credit may be earned. **Advisers:** Betsy and Rich Lamb, Fred Higgins, Raj Sood, Al Cole, Alan Binkow

Science & Engineering Club

The Science & Engineering Club is dedicated to promoting the study of all science and engineering areas through afterschool study and practice sessions. The Club will participate in several state and national science competitions throughout the year. Membership is open to anyone with an interest in science regardless of their background in the sciences. **President:** Daniel Lin **Adviser:** Frank Norton

Sino Club

Sino Club seeks to introduce and present Chinese history and culture to all interested students and faculty. It is a great addition to the Chinese language course and a great tool for the school's current Chinese and Taiwanese international students to share their cultures with us. Various activities include watching Chinese films, trying foods, discussions, activities, and celebrating important Chinese holidays. **Co-Presidents:** Annie Chen, Golden Pan **Co-Vice Presidents:** James Liu, Ziwen Zhang **Treasurer:** Maxwell Li **Secretary:** Lizzy Xiong **Adviser:** Michelle Tang

Spanish Club

Strives to provide enriching activities for students interested in the Spanish language and culture such as trips to Mexican Town, Salsa dancing classes, movies, authentic dinners and music. Each year Spanish Club participates in community service projects including the Adopt-A-Family program, as well as other local endeavors. We also raise funds to provide deserving students scholarships to study abroad during the summer months. **President:** Meghan Koehler **Co-Vice Presidents:** Jennifer Karr, Anne Xiong **Secretary/Treasurer:** Charlotte Tan **Adviser:** Carolyn Esquivel

Spectrum

Spectrum, founded in 2001, exists to give students a place to discuss issues of sexuality and sexual orientation, in the context of the school's core values: health, safety, respect and integrity. **President:** Hannah Davidson **Adviser:** Karen Turlay

Student Council

Student Council acts as a liaison among students, faculty, and administration. The elected members review issues in school life and policies; including the dress code, and plan school-wide activities for the student body. Members are elected at spring class meetings but weekly meetings are open to all students and faculty. The organization selects the annual recipient of the Mary Jane Palmer Award and distributes financial awards from the Grimaldi Fund. **Advisers:** Suzanne Tennent, Lynne Sullivan

Teenage Republicans

Exists to promote political dialogue and debate among the student body, including participation in political activities within the community. The club also works to raise awareness of current political issues. **Adviser:** Frank Wiswall

Tutor Club

CranbrookKingwood students serve as volunteer tutors for Horizons-Upward Bound students. These tutors assist HUB students from 9 AM to 12:30 PM at Saturday study halls in the Tremain Common room from September to May. They help HUB students to complete their homework assignments in various subjects, often providing that "extra" explanation. The tutors are a great resource for the program and its students. **Co-Presidents:** Kunal Kedar, Joo Yung "Jeff" Park **Vice-Presidents:** Piper Batey, Serena Bian, Hattie Knapp **Adviser:** Dr. Darryl Taylor

World Club

An organization of students from the many countries represented in the student body. World Club promotes greater cross-cultural understanding through presentations across schools and its Annual World Night. **Adviser:** Katherine Apsey

Young Entrepreneurs

The club provides students interested in business an opportunity to develop an understanding of the local business community. We focus our attention on current developments within the region and what Michigan entrepreneurs are doing. We also explore trends by attending the Detroit Economic Club and having local entrepreneurs speak on campus. **Co-Presidents:** Sam Orley, Robert Van Voorhis **Vice-President of Programs:** Maxwell Hermelin **Vice-President of Fundraising:** Ittai Svidler **Corresponding Secretary:** Ryan Rosenthal **Secretary/Treasurer:** Matthew Gerard **Adviser:** Gary Kulak

2013-2014 CLASS OFFICERS

Senior Class

Girls

President
Vice President
Vice President
Secretary/Treasurer
Advisers

Anna Du
Annie Chen
Skyla Matthews
Leah Israel
Deborah Rutzen, Jo Jo Macey

Boys

President
Vice President
Vice President
Secretary/Treasurer
Adviser

Henry Wiswall
Nihal Shetty
Robert Van Voorhis
Jongho Shin
Audrey Armoudlian, Robert Greene

Junior Class

Girls

President
Vice President
Vice President
Secretary/Treasurer
Advisers

Jacqueline Honet
Kathryn Rothstein
Gabriella Shuert
Seeneen Meroueh
Kathy Riegle, Julie Kang

Boys

President
Vice President
Vice President
Secretary/Treasurer
Advisers

Ziwen Zhang
Sukh Dhillon
Trey Greissing
Sean Gu
Ashley Weber, Eric Lorey

Sophomore Class

Girls

President
Vice President
Vice President
Secretary/Treasurer
Advisers

Grayson Cieszkowski
Aditi Adhikari
Sauma Du
Madison George
Lynne Bennett-Carpenter, Alexis Pollock

Boys

President
Vice President
Vice President
Secretary/Treasurer
Advisers

Jacob Schwartz
Giorgio DelGrosso
Basanth Sadasivan
Evan Arora
Senghor Reid, Frank Wiswall

Freshman Class

Girls Adviser
Boys Advisers

Cindy Lisuk, Shelley Chinn
Joe Smith, Troy Dostert

Student Council

Officers: Alex Adams, Annie Chen, Nick Grandelius, Trey Heine

Members

Seniors: Trajan Heine, Jed Kogler, Tricia O'Brien

Juniors: Mina Ansari, Bryan Chang, Emily Lynch, Xi Rui Qi

Sophomores: Laurel Cook, Andrew Guan, Gillian Levine, Rajav Maripudi

Resident Advisers

Cranbrook Campus

Coulter: Brock DuCoin, Sam Lewis, James, Liu, Jongho Shin, William Sun, Ross Wright, Eric Xi

Page: Trenton Manns, Charlie Peck, Peter Peng, Uzair Shah, Ziwen Zhang

Marquis: Carl Conyers, Steven Ji, Zach Lebeda, Jeff Park, Carl Wilburn, Zad Zreik

Stevens: Sean Bogue, Jeehyun Kim, Clayton Kramp, Maxwell Li, Ben Schneider, John Thavornwongwongse, Felix Ying

Kingswood Campus

Janice Aduhene, Winter Brooks, Nina Capuzzi, Fiona Chu, Hannah Davidson, Julianna Docking, Lauren Lanzon, Ana Sperling, Charlotte Tan, Mina Taylor

Residence Hall Councils

Cranbrook Campus

Sean Anderson, Evan Arora, Daniel Joh, Adam Lewis, Trenton Manns, Ricardo Rodriguez, Basanth Sadasivan, Charles Stormes, Carl Wilburn, Jad Zreik

Kingswood Campus

Holly Meers, President, Schirin Rangnick, Vice President, Meg Phyle, Secretary, Stephanie Liu, Treasurer, Kyla Cherry, Hannah Eibner, Monica Huang, JooHee Jin, Meghan Koehler, Hailee Kwapisz, Charlotte Lee, Rika Mikitani, Gabby Roehr, Daisy Underhill

International Mentors

Girls: Fiona Chu, Ella Han, Rachel Li, Sara Selenica, Angel Tang, Anne Xiong

Boys: Bryan Chang, Lixiong He, Maxwell Li, Kedong Pan, Basanth Sadasivan, Jack Song, Danny Zhang

Conduct Review Board 2013-2014

Girls: Laine Chan, Greer Clausen, Kasey Coleman, Isabelle Georgeson, Mara Jackson, Lauren Lanzon, Maria Magidenko, Tatum Mannion, Skyla Matthews, Dee Dee Morrow, Leah Reed, Esme Roddy, Sydney Shuert, Yasmina Taylor, Daisy Underhill, Claire Yerman

Boys: Robin Buttar, Alec Chapman, Jacob Feord, Brad Forbes, Demetrios Kavadas, Belvin Liles, John Luciani, Joseph Myrick, Jeff Park, Parth Sonata, Jack Song, Ittai Svidler, Nathan Tatttrie, Ali Turfah, John Whiting

RESIDENTIAL LIFE

Approximately 260 students, 100 girls at Kingswood and 160 boys at Cranbrook, live and learn together at Cranbrook Kingswood Upper School. The most important attributes of the residential community must be respect and trust. Rules and procedures are in place to support the values of the community and to provide cooperative living between students and with faculty. Every resident student is expected to know and understand the rules of the community. Special orientation programs take place at the beginning of the school year to help new students learn their responsibility.

Philosophy of the Residential Program

The Residential Program supports the mission, principles and goals of the Upper School. Specifically it seeks to achieve the following:

- Provide a safe and healthy experience in group living
- Encourage residents to make new friendships; foster respect and appreciation for one's neighbors
- Develop an awareness of the interdependence of individuals in a community
- Support students' developing sense of self
- Support and enrich the values and diverse experiences that residents and faculty bring to the School
- Encourage the discovery of new interests beyond the stated expectations of the School
- Establish opportunities for leadership in residential programs designed to support the goals of the community

Residence Hall Administration

The House Advisers, the Dean of Girls and the Dean of Boys work with the entire community to provide the structure, tone and support that are essential to a residential program. The Head House Advisers, in conjunction with the Deans of Students, are responsible for the daily operation of the residence halls, supervision of House Advisers and duty faculty and communication with parents. Each campus maintains a residence hall office whose administrative assistant responds to daily concerns of the residents.

House Advisers

House Advisers and Assistant (Associate) House Advisers serve as heads of their individual halls and/or provide a supervisory presence in the residence hall. Each House Adviser and Assistant (Associate) House Adviser works closely with resident students and supervises a residential duty team. House Advisers are responsible for permissions, enforcement of residence hall rules and the general tone of the floor/hall.

Resident Faculty

The majority of the Cranbrook Kingswood Upper School faculty reside on campus and work to support the residential community. These men and women do evening and weekend duty in the residence halls, share meals, participate in dorm activities and chaperone and provide transportation to school sponsored events. Faculty on duty also offer academic assistance in informal help sessions.

Resident Advisers

Resident Advisers are chosen each year from the junior class by current RAs and House Advisers to serve as leaders supportive to other students. Students are selected for their citizenship, leadership abilities and commitment to the quality of the residential community. Each RA has a group of advisees and develops close relationships with members of the group. Students are urged to seek out their RAs to take advantage of their experience. RAs work closely with the dorm staff including House Advisers and counselors to help create a positive sense of community life.

Residence Hall Councils

On each campus there is an active Residence Hall Council, which helps create the community life. Each of the two councils has some campus-specific duties, but both help to formulate residential policy, supervise internal residential functions, plan special events, and organize work duty. The Cranbrook Residence Hall Council plans calendar events and participates in discussions regarding changes in community policies.

Members are selected to represent each grade and each residence hall or floor. Each Council meets formally with a House Adviser once a week. House meetings and floor meetings are held regularly to discuss new procedures, upcoming events and items of general interest and concern to resident students.

STUDY HOURS

The primary interest at the heart of residential life is the support of the academic welfare of the students living in the residence halls. In this light, all resident students must be aware of others' needs and be considerate of the residential atmosphere. Specific study hours are necessary for developing good study habits. Rarely will a student be able to complete a day's assignments in a two-hour study period. Good organization and conscientious use of free time are necessary for academic success. **Quiet** and **Study Hours** in the residence halls are designed to support and encourage students' academic efforts.

Evening Schedule: Sunday through Thursday

| | |
|-----------------|--|
| 5:30 p.m. | Visiting hours end (5:00 p.m. on Sunday). Visitors must leave the dorm and academic buildings. |
| 5:30-6:45 p.m. | Dinner available (until 7:15 p.m. at Cranbrook. On Saturday and Sunday dinner is available from 5:00 p.m.-6:15 p.m.) |
| 6:45 p.m. | Sign-in |
| 7:00-11:00 p.m. | Quiet hours |
| 7:00 p.m. | Cranbrook Library opens |
| 7:30 p.m. | Kingswood Library opens |
| 8:00-10:00 p.m. | Study Hall |
| 10:30 p.m. | Freshman/Sophomore Room Check |
| 11:00 p.m. | Junior/Senior Room Check, Lights out for 9 th and 10 th graders |
| 11:30 p.m. | Lights out for 11 th and 12 th graders |

Extracurricular Activities/Early Study Hours: 7:00 p.m.-7:45 p.m.

This is a time intended to give those residents who need extra time to study an opportunity to do so without disruption. Residents may also attend club meetings, meet with their RAs, do laundry, meet with teachers for assignments, visit with other residents in the lounge areas and do other necessary activities during this time. No loud music or noise is permitted during this hour. Students are not allowed to use the academic building for socializing during this time. Residents may sign out of the residence hall to go to the library, science building or seek extra help from on-campus faculty members. They are not allowed to leave the campus without special permission.

Study Hall: 8:00 p.m.-10:00 p.m.

Study hall is designed to meet the varied needs of individual students. Most residents will be expected to study quietly in their rooms at this time. Parents and friends are asked to avoid making calls to students during evening study hall from 8:00 p.m. to 10:00 p.m. Depending on grades at the end of the quarter, a student is assigned one of these study modes.

- Students with a 3.5 GPA or better are in **Independent Study**. These students may organize their own study time and may sign out from the residence hall to use the libraries and science building. It is the School's expectation that students will use this time for studying.
- **Regular Study Hall** is intended for students who have no academic points and who are not on academic probation. The full two hours of study hall must be used appropriately (**no telephone calls, movie viewing or computer games are permitted**) and before the study hall begins, the resident must have duty faculty permission to study in other academic areas.
- **Restricted Study Hall** is intended for students who have any academic points, are on academic probation or have a C- or lower. They must use the full two hours in their own room, in designated study areas or in the case of a Kingswood resident, in the library. **No telephone calls, movie viewing or computer games are permitted.**

Quiet Hours: 10:00-11:00 p.m.

Students may visit with other residents, make and receive phone calls, and meet personal responsibilities during this time, but no loud music or voices will be permitted. **Students are not permitted to leave the building unless granted permission by the duty faculty.** This is also a time when residents are responsible for putting the residence hall in order. At the time of room check, students must be in their rooms for the night. Quiet hours for 9th and 10th graders are 10:00-10:30 p.m.; for 11th and 12th graders, 10:00-11:00 p.m.

Room Check and Lights Out

The benefits of good sleep habits in the School's academically challenging environment are immeasurable. Residents may receive permission from duty faculty for "late lights" when circumstances merit it. Residents will not be granted late lights if they have not made good use of quiet hours and study hall. Lights out for 9th and 10th graders is 11:00 p.m. and for 11th and 12th graders, 11:30 p.m.

RESIDENCE HALL SERVICES

Residence Hall Office

There is a residence hall office on each campus, which is open all day. The following daily services and activities are arranged through the office, including:

- mail distribution and pick-up
- phone and fax machine messages for residents
- sign-ins/sign-outs during the day
- maintenance/work orders and key requests
- purchase of school supplies
- coordination of residence hall activities
- sign-up for weekend activities and rides

Personal Finance

Students are encouraged to have an ATM card or personal checking account to deal with expenses or cash needs. Parents should plan in advance of major holiday breaks to make certain that students have access to sufficient funds for travel purposes. **Resident students are strongly discouraged from keeping large sums of money in their rooms.**

Valuable Personal Items

The school strongly discourages students from bringing items of great monetary or personal value. The school is not responsible for the loss or theft of any item. Lost or stolen items must be reported by the student to the House Adviser and Public Safety. Families are expected to include coverage of such items in their personal insurance policies. Additionally, students must lock their doors when they leave their rooms.

Furnishings

Each room is furnished with a twin bed, desk, dresser and chair. At Kingswood, a bedside table, lamp, and vertical window treatments are also provided. Residents may bring items to furnish their rooms. Waterbeds are not permitted. Residents must supply bed linens, blankets, towels, bathroom rug, and shower curtain.

When the residents move in, they and their House Advisers sign a room inventory sheet. A refundable \$200 deposit will be billed to the resident's account; any damage done to the room in the course of the year will be paid for from that deposit. Parents will be notified if repairs exceed \$50. At no time should room furnishings block doorways or present a safety hazard.

Safety Restrictions on Appliances

1. Cooking appliances, immersion heaters, television sets, electric blankets, sun lamps, VCRs, DVD players, coffeepots, hot plates, hot pots, tea pots, refrigerators, irons, microwaves, space heaters, are not permitted in students rooms. Candles, incense burners, and halogen lamps/string lamps (which are serious fire hazards) are not permitted in rooms or hung on the outside of the resident's door, i.e., holiday lights.
2. Power strips must be UL approved and electrical wires should not be run below carpets or rugs. Posters and wall hangings must not be situated in front of wall outlets/plugs, or against light fixtures; they must not hang from pipes, smoke/heat detectors. Electrical wires should not run across or behind posters or wall decoration.
3. The use of an extension cord as a substitute for an electrical receptacle is prohibited. The use of power strips with over-current protection is allowed.
4. Seniors only are permitted to have dorm-room sized refrigerators. Tape recorders, stereos, disc players, radios, clocks, hair dryers and hair curling irons are permitted. Any prohibited appliance found in a room will be removed. More than one offense may result in the student receiving a more serious consequence.

Decorations

Walls should not be damaged. Drawing or marking is not permitted; nor is tape of any kind. Wall putty may be used to attach decorations; nails, clear tape, or screws may not be used. Decorations may not be hung on or

stuck from the ceiling. Items may not be pasted to doors or furniture. **Due to fire and safety concerns, no item should be placed on radiators or lamps; tapestries or synthetic material of any kind may not be attached to ceilings (including hanging electric paper lanterns) or used as room dividers, fabric wall hangings are not permitted. The house adviser will remove inappropriate decorations (e.g. posters, flags, empty alcoholic beverage containers).** Rooms, hallways, and common areas are to be kept clean and uncluttered. There must be a clear pathway and line of sight to the farthest part of any student room from the entry door, i.e., beds should be situated longitudinally against a wall so as not to block that line of sight.

Keys

All residents receive keys to their rooms and/or closets at the beginning of the year. Residents **must** keep their keys with them at all times and they must lock their doors when leaving their rooms. It is each resident's responsibility to keep her/his valuable possessions secure. Lost or misplaced keys will be replaced at the resident's expense (a minimum charge of \$20.00). **Possession or use of any school key that is not assigned to the student is a major school rule violation.** Residents will also receive a key card identification card which will give them access to the dormitory. This card must be surrendered at the end of each year.

Storage

Suitcases, trunks and boxes must be stored in the designated areas of each residence hall. Athletic equipment must be kept in the locker rooms. Bicycles are stored in basement areas or other designated areas, not hallways.

Meals

Breakfast, lunch and dinner are served each school day and continental breakfast, brunch and dinner on Saturday and Sunday. During the weekdays students are expected to eat breakfast and dinner at their home campus; lunches are eaten in either dining hall, depending on the student's academic schedule. Students who miss meals due to athletic commitments will have meals provided. Well-balanced, nutritional meals are planned and prepared; vegetarian dishes are available at all meals. **The School expects residents to eat in a healthy manner and to attend dinner each night.**

Appropriate attire and decorum are expected in the dining halls at all times. More specifically, except for morning boarder girls, students must wear attire that is in line with our general dress code, i.e. no halter tops, strapless, spaghetti straps, too short shorts, skirts or backless dresses, no bare midriffs or revealing attire, hats, do-rags or bandanas. Food, china and eating utensils may not be taken from the dining halls. Students are responsible for payment for meals eaten by their guests or family members. While most meals are served cafeteria style, family style sit-down dinners are held periodically. Students will be informed of appropriate dress for these meals.

Food in Rooms

Residents may keep food in their rooms if it is stored in airtight containers. Food may not be removed from the dining halls. Kingswood residents may store food in the kitchenettes at Kingswood. Some students purchase a refrigerator lock box.

Health Services (See also *Student Life*)

Resident students have 24-hour medical attention available. School physicians have office hours on Monday and Thursday mornings. During the week, nurses are available throughout the day and are on call during the night.

On weekends the nurse maintains office hours and is on call after hours. While routine first aid and medical care are provided by the school physician at no extra cost, there are charges for lab work, prescription medications, x-rays, transportation and services obtained from physicians outside of Cranbrook. Students' families should schedule routine medical, dental and optical care during vacations at home. Residents needing elective surgeries, including wisdom teeth extraction, should plan to reside out of the residence hall for several days following the procedures.

All students must have American-based medical health insurance to cover the costs of additional health care needs. Parents will be billed directly for expenses not covered by insurance. Parents are asked to keep the health center informed of any changes in health insurance coverage. A medical health insurance policy, which includes hospitalization, can be purchased from the school. A supplemental student accident policy is also available for purchase through the School at a very nominal charge. Parents should check with their insurance plans to make sure their policies will cover out of area expenses and what maximum benefits there are per injury.

Students must report any medications that they possess or use to the nurse. Students should not have over-the-counter or prescription medications in their possession without the nurses' knowledge and approval. Failure to comply with the above may lead to disciplinary action.

The nurse-not parents-excuses resident students for illness. If parents have concerns about their student's health as it affects class attendance, they are welcome to contact the nurse.

The student is to report to the health center before missing any classes and at any time they are ill when returning from weekends or holidays. The health centers open at 7:30 a.m., Monday-Friday. Students should report to their House Adviser, duty faculty or to the residence hall office to request nursing care for illness or injuries that occur in the evening, during the night, or on weekends. **If a resident student misses half or more of her/his classes during the day due to illness, she or he may not leave the residence hall after school hours for any activity, including sports and work.**

Parents must call the residence hall office or House Adviser if the student becomes ill while at home and is unable to return to school at the specified time.

TELEPHONES AND COMPUTERS IN RESIDENTS' ROOMS

Residents receive a voice and e-mail account, network storage space, filtered Internet access, and phone use for all local and non-toll calls. Each resident room is equipped with one active telephone jack and has wireless access to Internet through the Cranbrook network. It is important to note that the telephone, network and Internet restrictions (as determined by Cranbrook School) will apply. Students will receive instructions on how to configure their computers to access the Internet through the Cranbrook network when they move into the dorm and each student will receive his/her network ID on registration day.

Long distance service will be accessible via calling cards available on campus or at numerous local vendors. Cranbrook Schools assumes no responsibility for charges made to residents' phones by the use of phone calling cards, long distance carrier services, Internet service providers, or any other services contracted by the student. Questions regarding telephone/network line problems should be directed to the appropriate Residence Hall Administrative Assistant (Girls: 248-645-3452/Boys: 248-645-3646).

Phones and computers are not provided by Cranbrook School for use in student dorm rooms. Families must provide a touch-tone phone. Families should provide a computer if their student(s) plan to have access to this device in their rooms. Both PC and Apple computers can be connected to the Cranbrook Network, although Cranbrook Schools uses PC computers exclusively. The School does not provide repair or installation services for telephones or computers.

The Cranbrook wireless network in the dorm will support any computer system that has a 802.11 B/G, and/or N-rated wireless adapter. Most newer laptop computers have this type of built in wireless adapter. Cranbrook does not support 802.11a connectivity, which is much less commonly used.

Desktop computers typically do not have wireless capabilities. If you are planning to bring a desktop computer and wish to connect it to the Schools network, you will need to purchase and install a wireless adapter. This can be purchased at computer or electronics stores such as CompUSA, Best Buy, etc. Two wireless cards that have performed well are: the Linksys Wireless-G PCI Card WMP54G Network Adapter (\$40 range) and the Linksys WMP300N Wireless-N PCI Adapter (\$80 range), however other brands and models should work as well. Note: Wireless-N has higher bandwidth capability, i.e. faster, than Wireless-G, though either should provide acceptable performance for the student.

You will probably need more electrical outlets than you have in your room. To protect your equipment, we recommend a power strip with built-in protection against electrical surges. These can be purchased in the computer or electrical section of most stores.

Conditions of Use

Resident students are expected to exercise responsible and ethical use of their personal telephones and the Cranbrook network. The use of these resources is a privilege, not a right, and must be treated as such by all users. The following list identifies the conditions for the use of phones and the Schools' network by students living in the dormitories. These conditions are specific to the special needs of the residential program and are supplemental to the Schools' Technology Use Policy.

By accessing these resources from within the dormitory, you agree to abide by all of the following conditions in addition to those policies stated in the Schools' Technology Use Policy. Any breach of these conditions will be sufficient cause for the suspension and/or termination of service and/or review by the Conduct Review Board.

- The security of my computer system is my responsibility. I am responsible for all network activity originating from my computer system, including traffic generated by viral software, malicious applications, or other users who have gained access to my computer.
- I will not perform any action that would impair the function or compromise the integrity of the computer network.
- I will be responsible for installing and maintaining anti-virus software on my computer in accordance with Cranbrook network guidelines and ensure that the latest critical updates and/or service packs from Microsoft are installed.
- I will observe all other applicable regulations regarding information technology resources including policies established by the School, our Internet Service Provider (AT&T), and our Network Operator (Cranbrook IT).
- Because of limitations on network capacity, I will not operate servers or other services that might make high demands upon the Cranbrook network resources. I understand that servers and other services are only permitted if they utilize a sufficiently small portion of network resources and contain material created solely by me as the author or a team including me.
- I will not provide any type of access to my system that allows a user of my system to access remote systems.
- I am aware that as a condition of connecting my system to the network, my system may be subject to network monitoring to ensure the security and reliability of the network. This can include, but is not limited to, remote scanning, network usage monitoring, virus and security exploit checking. I further agree I will not perform these types or remote vulnerability scans on other systems on the network.
- I understand I am not guaranteed a network connection or a specific amount of network bandwidth.

With the health and best interests of students in mind, Cranbrook, as owner of the network, reserves these rights:

- to review and monitor network use by any student;
- to terminate a student's access to the network;
- to determine hours of access; and to restrict or prohibit computer activities that negatively impact the use of the network by others.
- to restrict the use of a student's phone.

Other Computing Resources

Cranbrook campus: Computers are available in the library and computer labs during the day and from 7:00-10:00 in the evening, Monday through Friday.

Kingswood campus: Computers are available in the library during the day and from 7:30-10:00 in the evening, Sunday through Thursday.

Residence Hall Phone Numbers (see *Directory*)

Mailing Address (mail should be sent to)

Your Student's Name
Cranbrook Schools
Cranbrook Campus (Boys)
Kingswood Campus (Girls)
P. O. Box 801
Bloomfield Hills, MI 48303-0801

United Parcel Service/Federal Express/DHL Courier (letter or package)

Your Student's Name
Cranbrook Schools
Cranbrook Campus (Boys)
Kingswood Campus (Girls)
39221 Woodward Avenue
Bloomfield Hills, MI 48304-3368

Transportation

Before and after Thanksgiving vacation, the December Winter Holiday and Spring Break, the School will provide group transportation (individual transportation is always the responsibility of each student) to and from the Detroit Metro Airport (according to a fixed schedule). **Please note: Families should take all measures to arrange departing flights after 5:30 p.m. on the last day of school prior to our major holiday breaks.**

Families should also be aware of the following shuttle services, which their students may contact for transportation:

Detroit Metro Airport Taxi 800-745-5191
Metroride..... 800-320-1683
Michigan Green Cab..... 877-476-8294

Laundry

Washers and dryers are available in the residence hall basement area for resident use. Appliances are fee based. To avoid lost items, residents are urged to remove their laundry from the area as soon as it is washed and dry. Residents must provide their own laundry supplies. Laundry debit cards may be purchased in the dormitory offices on each campus. Dry cleaning or laundry service is available locally.

Television and Wii

The residence halls have TV lounges for the use of residents. Television viewing or enjoying the Wiis are not permitted during the academic day. Weekend viewing is unrestricted until midnight after which special permission must be obtained by the student.

Food Delivery

Residents may order food from take-out restaurants to be delivered to the residence hall before study hall (8:00 p.m. and after study hall until 10:30 p.m.). On weekends, deliveries can be made until 11:00 p.m.

Shopping and Errand Rides

A school van transports resident students to local malls and grocery stores in Birmingham on weekends. A school van is also available to transport resident students and faculty to and from special events on campus (e.g., plays and museums).

Pets

Health and space considerations **do not** permit students to keep pets of any type in the residence hall.

Activities

A weekend calendar listing available activities is published weekly. School van rides and some activities require sign-up in the residence hall office. Facilities such as Keppel Gym, the weight room, and the Williams Natatorium are open on weekends.

Permission Forms

Before the school year begins, students and parents are asked to sign a form giving permission to participate in the activities planned by the School in the greater community. Health information forms are required by the School's Health Services. Most forms can be found on CranNet.

RESIDENCE HALL RULES

The rules of the residence hall are in place in order to provide safety and trust and to encourage personal responsibility in academic and social behavior. These rules have been put in place by the residential faculty in collaboration with Head House Advisers, Deans of Students and Head of the Upper School.

SIGN-INS AND SIGN-OUTS

The Importance of Signing In and Signing Out

Because of safety considerations, the expectations of signing in and signing out must be regarded very seriously. Forgetting is not an acceptable excuse. Failure to follow the rules of signing in and signing out (e.g., signing for someone else) will result in discipline consequences including conduct warning or conduct probation. Failure to sign out when leaving campus is a major school rule violation. For distances greater than 25 miles, students must have travel approved by a House Advisor. (Please see *Major School Rules and Violations*)

Monday through Friday Routine

- Morning check-ins occur Monday-Friday from 7:00-7:30 a.m.
- Early evening sign-ins occurs between 6:45 p.m.-7:10 p.m. every day of the week.
- At curfew, students are expected to be in their rooms for check-in.
- If the resident student plans on not being present for sign-in, he/she must have an approved reason and have signed out ahead of time to explain this absence.
- If a resident student is going to be late for a sign-in, she/he must telephone the residence hall to explain the delay. Unexcused late sign-ins are penalized.
- In the event of school cancellation (e.g., on snow days), students must sign in at noon; they may not leave campus without permission of the House Adviser. Weather emergencies mean no travel.

Weekend Routine

Residents must sign in at the times listed below unless they are signed out on their personal sign-out cards. (Note: With the exception of school activities, residents may not miss a sign-in obligation without permission.)

- Between 6:45 p.m. and 7:10 p.m. on Friday
- Friday night sign-in at curfew
- Between 10 a.m. and 12 noon on Saturday
- Between 6:45 p.m. and 7:10 p.m. on Saturday
- Saturday night sign-in at curfew
- Between 10 a.m. and 12 noon on Sunday
- Between 6:45 p.m.-7:10 p.m. on Sunday night
- Sunday night at curfew

Leaving and Returning to Campus: Signing Procedures

- Any time resident students leave the residence hall other than for classes or their own campus-dining hall, they must sign out on their personal sign-out card.
- Students who attend school activities regularly (e.g., sports or play practice, community service) are allowed to write the schedule on their sign-out card instead of signing out daily. This schedule must specify their times of departure and return.
- Each column of the personal sign-out card must be completed accurately and legibly. Students must include date and time of departure from the Residence Hall, destination, phone number, name of the person with whom the student is leaving and estimated time of return.
- Should weekend plans change and students return to campus, they must notify the House Adviser assigned to that weekend.
- On return to campus, resident students must initial their own card to indicate their return; and after 7 p.m., obtain a faculty member's initials.
- During school hours, permission must be secured to leave campus from the dean or nurse for special circumstances; the only exception is that 12th graders have off-campus lunch privileges.
- During weekdays (Monday through Thursday) students must follow sign-out procedures to leave the campus.

Senior privileges: Seniors in good academic standing are also accorded the privilege of being off campus up to two evenings until 10 p.m. except the night proceeding the last day before a major break. If they are in regular study hall, they may sign out once a week to return at 10 p.m. Seniors in Independent Study are permitted two 10 o'clocks per week. Seniors on restricted study are not permitted **any** 10 o'clock.

Evening Curfews, Sunday through Thursday

Freshmen and sophomores must be in their rooms for the night by 10:30 p.m. (They are not allowed to have junior or senior visitors at this time.) "Lights-out" for freshmen and sophomores is 11:00 p.m. Juniors and seniors

must be in their rooms *by* 11:00 p.m. and are expected to observe “lights-out” at 11:30 p.m. unless they have late lights permission.

Weekend Curfews

Students are required to be back in the residence hall and sign in before the following curfew times on weekend nights:

| | | | |
|-------------|------------|----------|----------------|
| Freshmen: | 11:00 p.m. | Juniors: | 11:30 p.m. |
| Sophomores: | 11:00 p.m. | Seniors: | 12:00 Midnight |

Once resident students have signed in, they must stay in their residence hall for the night and may not leave the residence hall before 6:00 a.m. the following morning.

Permission for Special Events

During the week (Sunday through Thursday), 9th, 10th and 11th grade resident students may receive special permission one time per year to be excused from evening study hall to attend a professional entertainment or sporting event. Seniors may receive this permission one time a semester (for a total of two times per year). Resident students must request this permission from their House Adviser and parent seventy-two hours in advance of the event, be in good academic standing, make plans for study at another time and verify their transportation arrangements. **Before permission can be granted, resident students must either commit to returning to the residence hall by 11:30 p.m. or they must arrange appropriate overnight arrangements. Permission will not be granted to students on Conduct Probation or on Restricted Study.**

Weekend Permission

Resident students are expected to remain on campus one weekend each month during September, October, (considered together), January, February, April and May. A resident student must use the following procedures when signing out for a weekend:

1. Fill out the weekend permission form indicating destination (include names and phone number), time of departure, means of transportation and date and time of return.
2. Arrange to have both your parents/guardian and the host parents (if you are sleeping elsewhere besides home) call for permission. These calls must be made by 10 p.m. **Wednesday** before the weekend a resident student will be away. Parents, see also *Sign-Out Procedures*, in *Parent Information*.
3. Check to see that House Adviser has signed permission form before leaving the residence hall.
4. Students may not sign out to a hotel unless accompanied by a parent or with parental permission, an adult over 21 years old.

As a school that includes both boarding and day students, we welcome opportunities both for day students to be involved on campus and for boarding students to visit the homes of day students whether for an evening or overnight. We have rigorous policies on campus to provide a safe social environment for students and expect that parents will provide an adult supervised and drug and alcohol free environment whenever Cranbrook students are in their homes. When a day or boarding parent/guardian extends an invitation to a boarding student as an overnight guest, the school assumes the invitation means that a parent will be at home and will not permit student use of alcohol or drugs. Parents and guardians are urged to communicate with each other to insure that all student gatherings are supervised and substance free.

No resident student may stay in a home when a parent or guardian is not present. The school expects the guardian or host to be of majority age. Prior to major vacations (Thanksgiving, Winter Holiday, Spring Break), residents must complete and submit a parent or guardian verified travel plan form indicating departure and return times and means of transportation.

Resident students must return from these holiday breaks by 9:00 p.m. on the day before classes resume.

Failure to sign out properly on weekends/overnights (i.e., not completing both the weekend form and personal sign-out card) before leaving is a violation and may result in a serious discipline consequence including a Conduct Review Board meeting.

On a long weekend (3 days), residents may remain away from campus until 9:00 p.m. on the night before the first day of class. Students who sign out are expected to remain out of the dorms for the duration of their indicated time away. If they return to the dorm before the specified time of return, they must check in with the house adviser on duty. Students whose departures are delayed are required to change their sign-out cards to reflect this

change. **Remaining in the dorm or returning to the dorm when signed off campus is a violation of school policy.**

Guest Rules

Guests are welcome in the residence hall but must follow the residential rules. All visitors are expected to exhibit proper decorum while in the dormitories or risk having their visitor status revoked.

- Members of the opposite sex may visit in the first floor common areas of the residence halls during posted visiting hours. They may not be in residents' rooms or private areas of the residence halls. Such actions are violations of major school rules and can lead to serious discipline consequences including a Conduct Review Board meeting.
- Day students may not be in the residence hall during the academic day and are only allowed in designated areas after school. They should sign-in at the dorm office. When a day student is in the residence hall after school, she/he must be accompanied by a resident student.
- Students must request permission from the House Adviser (by the Wednesday preceding the visit) to have an overnight visitor.
- Overnight visitors on weekends are welcome but arrangements must be made with the House Adviser by the Wednesday preceding the visit. Visitors under the age of 13 are not permitted.
- Overnight guests are not permitted on a school night unless they are Admissions visitors and hosted by a resident Gold Key Member.
- There is a fee for meal service for guests.
- Visitors must have parental permission to stay in the residence hall and have a completed emergency permission form, which includes a medical authorization from the guest's parents.
- Students who have been dismissed from school are not allowed in the residence hall.

Visiting Hours

| | |
|-----------------|----------------------|
| Monday-Thursday | 3:30 p.m.-5:30 p.m. |
| Friday | 3:30 p.m.-11:00 p.m. |
| Saturday | Noon-11:00 p.m. |
| Sunday | Noon-5:00 p.m. |

Escorts

No resident needs an escort during the daylight hours in the immediate home campus area, defined as the academic, residence hall and immediate athletic areas of the campus on which the student lives. After dark it is expected that students not leave the home campus unaccompanied. At Kingswood, rides between campuses are available after 7:00 p.m.

Room Inspections and Condition of the Room

Residents are responsible for the general appearance of their rooms. Once a week, in preparation for room inspection by the House Adviser or Assistant House Adviser, residents are required to clean their rooms thoroughly. Beds are to be made, all surfaces dusted, floor vacuumed, wastebaskets emptied, leftover food and dirty dishes removed and cleaned and all belongings neatly stored in appropriate areas. The corridor bathrooms are cleaned daily in the Cranbrook residence. Girls are responsible for the condition of their individual bathrooms, which are cleaned weekly by the housekeeping staff, after all articles are removed from sinks, window ledges, showers and floors.

Resident students and House Advisers are asked to sign a room inventory form when moving in at the beginning of the school year and at the end of the school year. Any excessive damage to the dorm room, common areas or Residence Hall will be charged to the student or students who are responsible. Any temporary or permanent modifications to the dorm room (furniture, walls, etc) must be approved by the Dorm Office or else the student may be charged. A charge for the replacement of lost keys will be assessed at the time of the replacement. Students are encouraged to lock doors when they leave their room unoccupied.

Room Searches

Residence hall rooms are the property of the school; the school reserves the right to search the rooms at any time if there is reasonable cause to do so. When possible, two adults representing the school accompany the student for this search.

Residence Hall Infractions

The following infractions are non-exclusive examples of major school rule violations and may subject a student to probation, suspension, work duty or dismissal as determined by the school in its discretion. (See *Major School Rule Violations*).

- Failing to sign out when leaving the residence hall; leaving the residence hall after having signed in for the night.
- Helping to arrange a dishonest permission to leave (e.g., signing, phoning or having someone do either).
- Signing in for another student.
- Being in the residence hall room of a student of the opposite sex.
- Possession or use of candles, incense and other combustibles in the residence rooms.
- Returning to campus when on an overnight; failing to notify the House Adviser of changes in overnight plans.

Other violations will typically lead to work duty, kitchen duty, early sign-ins or weekend campusment/ restrictions (with or without hourly sign-ins).

An accumulation of such offenses will be referred to the Deans of Students for a discipline response including but not limited to a Conduct Review Board meeting or placement on Conduct Probation.

Those infractions include the following:

- Violation of quiet hours by excessive noise.
- Failure to be present for room checks.
- Failure to comply with safety drills (evacuation/tornado).
- Failure to pass room inspections.
- Being out of one's room during the study hall or after weeknight curfew hours without permission.
- Failure to sign in at any of the required times.
- Failure to sign out of the residence hall properly (e.g. time, place, etc.).
- Behaviors disruptive, disrespectful or demeaning to others or to the tone of the residence hall.
- Failure to comply with faculty instructions.
- Removal of window screens.

Use of Motor Vehicles

Transportation for errands and appointments is provided by the School on a limited but regular basis. For example, there are several weekend runs to local shopping centers. Some students request and are granted permission to drive and keep a vehicle on campus based on the following criteria: **Senior and Junior resident students** are allowed to have a car on campus if they submit a letter of parental permission and proof of insurance to the dean of students; they should also have a good academic and social standing. (Students on restricted study hall or conduct probation may have their privilege suspended). Seniors and Juniors who have cars on campus can occasionally be expected to help transport non-drivers (e.g., a ride to a local appointment or a necessary errand).

Students must park their cars in their designated parking area. On campus, students may drive only those cars registered to them or those of their visiting parents. **The Deans of Students may revoke the privilege of having a car on campus if the student uses the vehicle in inappropriate ways including incurring driving or parking violations. If there is reasonable cause, the School reserves the right to search cars. Student failure to register his or her car can lose privilege of driving/parking on campus.**

Evacuations and Tornado Drills

These drills are mandated by State Laws. Because of the seriousness of these drills, ignoring them is considered to be a major school rule violation. When the alarm sounds students are expected to follow the procedure that is posted in their rooms.

Public Safety

The Cranbrook Educational Community employs a full-time public safety staff on a 24-hour basis. Students are asked to cooperate to the fullest with this staff by adhering to the following guidelines:

1. Call Public Safety at extension 3170, the residence hall office or duty faculty immediately to report suspicious circumstances or strangers in the buildings or on the grounds.
2. Do not prop open doors leading out of the residence hall.
3. Do not remove screens from windows.

4. Do not go into vacant areas of the academic buildings without permission from duty faculty.
5. Do not leave room unlocked for any period of time; do not lend room key to anyone.
6. Do not walk in unsupervised areas of the campus alone at night.
7. All injury and incidents, such as lost, stolen/damaged property should be reported to Public Safety.
8. Public Safety reserves the right to ID a student on Cranbrook property for safety reasons.
9. Public Safety monitors all traffic and therefore will cite for traffic and parking violations.

Places of Worship

The following is a partial list of churches, mosques, synagogues and other places of worship in the area. Cranbrook Kingswood Upper School recognizes the value of the religious dimension of an individual's life and appreciates the fact that each person has the right to realize this spiritual dimension in his or her own way. The residence hall offices will provide transportation (upon request) to weekend religious services within a ten minute drive. Any student wishing more information about places of worship not listed here is asked to call Dr. Timothy Furry, School Chaplain (645-3643).

Baptist (248) 656-3355

Korean First Baptist Church
127 E. Avon, Rochester Hills

Baptist (248) 647-3851

Bloomfield Hills Baptist Church
3600 Telegraph Rd., Bloomfield Hills

Baptist (248) 646-2000

Grace Baptist Church
280 E. Lincoln, Birmingham

Buddhist (248) 544-2147

Buddhist Association of Metro Detroit
1848 Robina, Berkley

Congregational (248) 646-4511

Congregational Church of Birmingham
United Church of Christ
1000 Cranbrook Rd., Bloomfield Hills

Congregational (248) 642-2290

Pilgrim Congregational Church
3061 N. Adams Rd., Bloomfield Hills

Episcopal (248) 644-5210

Christ Church Cranbrook
470 Church Rd., Bloomfield Hills

Hindu (248) 879-2552

Bharatiya Temple
6850 N. Adams, Troy

Islamic (248) 852-5657

Islamic Association of Greater Detroit
879 W. Auburn Rd., Rochester Hills

Jewish (248) 851-1100

Temple Beth El
7400 Telegraph Rd., Bloomfield Hills

Jewish (Conservative) (248) 357-5544

Congregation Shaarey Zedek
27375 Bell Rd., Southfield

Lutheran (248) 646-5886

Cross of Christ Lutheran Church
1100 Lone Pine Rd., Bloomfield Hills

Methodist (248) 644-5708

Embury Methodist
6435 Telegraph Rd., Birmingham

Methodist (248) 646-1200

First United
1589 W. Maple, Birmingham

Mormon (248) 647-7337

Church of Jesus Christ of Latter Day Saints
37425 N. Woodward, Bloomfield Hills

Presbyterian (248) 626-2515

Kirk in the Hills
1340 W. Long Lake Rd., Bloomfield Hills

Quaker (313) 441-1414

Religious Society of Friends
Brookside School Theatre, Bloomfield Hills

Roman Catholic (248) 644-5460

St. Hugo of the Hills
2215 Opdyke, Bloomfield Hills

Roman Catholic (248) 646-2244

Holy Name
630 Harmon, Birmingham

Unitarian (248) 547-2380

Birmingham Unitarian Church
38651 N. Woodward, Bloomfield Hills

CONDUCT RULES AND EXPECTATIONS

Community Standards

Students are expected to help create a community of trust by adhering to high standards of conduct in and out of the classroom. **Inherent in these standards is the belief that honesty, integrity, safety, self-respect, and respect for one another are the principles that our community values most.** The protection of these values depends on common sense, courtesy, individual participation in constructive behavior, and thoughtful and sensitive awareness of others. Members of our community come from diverse cultural, religious, economic, and ethnic backgrounds, and it is the responsibility of all to honor the individual differences of others.

The goal of the school's disciplinary system is to provide a student with a set of common standards which define expectations, set limits for social behavior, and foster a sense of responsibility for the school community and for one's self. All decisions concerning student discipline, including but not limited to, suspension, probation, or dismissal (i.e. expulsion) are at the sole discretion of Cranbrook Schools.

Behavior Violations

- **Students are held accountable for their participation in actions that violate the values and standards of the community.** Disruptive, disrespectful and demeaning behavior in the classroom or in any area of school life will be addressed.
- In addition to a meeting with the Dean of Students (and/or faculty, adviser and parents), the student should expect consequences including but not limited to, suspension, conduct warning, work duty, detention, conduct probation or dismissal (i.e. expulsion) which are at the sole discretion of Cranbrook Schools.
- Repeated behavior violations after meeting, warning or initial consequence will result in further discipline, including but not limited to, refusal of enrollment for the following year. In some situations an initial warning may not be sufficient consequence and more severe penalty will be imposed as determined by Cranbrook Schools.

Major School Rule Violations

Community standards of integrity, respect, and personal and community health and safety, are integral to school life in and out of the classroom. Each of the following actions is an example of a violation of one of these common standards and, thus, a major school rule violation. Such violations are typically addressed through a meeting with the Dean of Boys or Dean of Girls; a hearing before the Conduct Review Board; or, in certain cases, a process of Administrative Review. In all situations, identifying a major school rule violation and selecting the procedure to best address any violation is to be determined by Cranbrook Schools in its discretion.

Violations of respect for people and property include but are not limited to the following:

1. Use of inappropriate, demeaning, vulgar, profane or obscene language, writing, or gestures that imply disrespect; also inappropriately intimate gestures or behaviors, including acts of sexual intimacy between adolescents.
2. Vandalism or abuse of school or personal property.

Integrity Violations include but are not limited to the following:

1. Lying. N.B. lying in the course of any part of a disciplinary process may result in dismissal.
2. Cheating, including plagiarism or intent to cheat. (See *Academic Integrity*)
3. Stealing (or possessing items known to belong to others); also includes unauthorized use of student I.D., telephone codes, computer I.D., computer accounts, or keys.
4. Any violation of the Cranbrook Technology Use Policy. (This policy is found on pages 66-67)

Initiation, hazing, bullying or harassment (as defined in Cranbrook School's policy against harassment), including but not limited to the following:

Any student whose behavior compromises the authority, safety or security of the School or any of its members is subject to immediate dismissal.

1. Verbal or physical abuse, threatening language or behavior, dangerous physical contact.
2. Initiation, hazing, bullying, cyber bullying or harassment, (as defined under Cranbrook School's policy against harassment) and including but not limited to, misuse of computers, social websites, phones, photo phones, disposable or digital cameras and video cameras.
3. Possession or use of any school key or entry device not assigned to the student.

4. Failure to obtain permission of the teacher to take pictures or recordings of notes, presentations, lectures, extra-help sessions or individuals in the classroom.
5. Tampering with fire extinguishers, smoke alarms or emergency light equipment.
6. Driving recklessly on campus.
7. Not complying with procedures required during evacuation drills or other safety related measures.
8. Accessing construction sites closed to the public.
9. Violation of the school's policy against weapons, drugs, alcohol, or dangerous items including, but not limited to, possession or use of weapons, firearms, air or BB guns, paint-pellet or spring-loaded pellet guns, knives or cutting instruments. Cranbrook Schools reserves the right in its discretion to notify law enforcement authorities of any incident involving alcohol, weapons, drugs or dangerous items. Please refer to the schools policy on Weapons, Drugs, Alcohol or Dangerous Items.
10. Any violation of a State or Federal law while under the jurisdiction of the school. The School also reserves the right, in extenuating circumstances, to hold students accountable for public behaviors (i.e., away from school) that are a violation of the standards of the school community. (See also *Jurisdiction*)

The following are violations for all students, but are of special relevance to resident students and their guests. Examples of behavior violating school policy include but are not limited to the following:

1. Failure to sign out properly when leaving the residence hall; leaving the residence hall after curfew or returning to the residence hall without proper sign-in and notification.
2. Engaging in a sexually intimate relationship within the residence halls.
3. Possession or use of candles, incense or other combustibles in the residence hall.

Use of substances as a health and safety issue. Examples of behavior violating this policy include but are not limited to:

1. Use or possession of alcohol or any controlled substance or dangerous drug as defined by State and Federal law, including but not limited to marijuana, K2 or spice, any narcotic drug or hallucinogen, shisha, or any synthetic drug, inhalant, any stimulant or depressant, steroids or look-alike drugs/beverages.
2. Improper use of over-the-counter medications or improper use of any form of inhalant.
3. Possession of paraphernalia for use of drugs or alcohol.
4. Facilitating the use of drugs or alcohol, or otherwise participating in any event where alcohol or drugs are possessed or being used by minors (even if not using, i.e., being in the presence of drugs or alcohol violates this health and safety standard). Note: For health and safety reasons, school officials reserve the right to notify parents or local authorities when they receive information concerning an off-campus event at which drugs or alcohol will be available to minors.
5. Use of any tobacco product on school grounds or while on school-sponsored trips. Possession of tobacco products will result in a discipline response.

Academic Integrity

To maintain an atmosphere of mutual trust and confidence amongst students and faculty and to ensure that each student is judged solely on her or his own performance, Cranbrook Kingswood Upper School adheres to a strict code of academic integrity. Central to this code is the expectation that students develop their work honestly and fairly. The scope of actions that fall under this code is intentionally broad. They include, but are not limited to, plagiarism in all its forms, cheating, manipulating and/or destroying the work of others and improper use of technology. Some examples of academic dishonesty include:

- giving or receiving aid on any assigned work (including homework) before or during a quiz, test, exam, or other assessment exercise or intent to give or receive aid before during a quiz, test, exam or other assessment exercise, unless otherwise advised by the teacher. Cheating on a semester or final exam will result in the omission of the exam grade and the lowering of the semester grade by one full letter. The Dean of Students Office will be contacted to initiate a conduct review for cheating on the exam.
- failing to distinguish carefully and clearly between one's work and ideas and information from another source, i.e., plagiarism (see below).
- misrepresenting the type or amount of work completed (e.g., fabricating laboratory data/reports, falsifying footnotes or endnotes).
- misusing school resources, including the library, computers or the school's technology network.
- possessing any teacher's editions of texts (or other teacher's instructional materials) without permission of the teacher.
- improper use of cellular photo phones or electronic listening devices.
- Use or possession of a crib sheet, cheat sheet or notes.

Response to Violations of Academic Integrity

Academic dishonesty is a violation of a major school rule and may result in the appearance of the student before the Conduct Review Board or the Administrative Review process. Cranbrook Schools will record and respond to acts of academic dishonesty through discipline, up to and including dismissal from school, as it deems appropriate. Generally, cheating on homework and quizzes will result in a zero, with a recording of the incident by the Dean of Students Office. Cheating on a test or a lab practicum will result in the withdrawal of the assessment opportunity and the lowering of the quarter grade by one full letter. A major paper that is determined to have been plagiarized will result in the lowering of the quarter grade by one full letter. Additionally the student will be required to write a new paper, according to departmental standard. The new paper will be graded according to the value of the original assignment. Plagiarism of a term paper will result in the lowering of the semester grade by one full letter. The student will be required to re-write the term paper and re-submit it for grading. Cheating on a mid-term or final exam will result in the withdrawal of the exam grade and the lowering of the semester grade by one full grade.

Plagiarism

Plagiarism is a form of stealing which is a fundamental breach of ethics in an academic community. Students are expected to know what plagiarism is and to ask their teachers if they have any questions concerning the proper use of resources. There are many examples of plagiarism; for instance, a student plagiarizes when:

- the same work is submitted to two separate classes, or if the work has been previously submitted
- work is submitted that has been done by a tutor, another adult or another student
- work is submitted as one's own without proper citations
- work is submitted that is copied from any other source, including other students, the Internet, etc.

N.B. The same expectations of correct attributions apply on projects and powerpoint presentations.

Disciplinary Procedures

There are several ways in which the School responds to a violation of a major school rule or to a pattern or repetition of other behavior violations (for example, unexcused absences, driving or parking violations, dress code violations, etc.). Cranbrook Schools has the discretion to choose the disciplinary procedure it determines best meets the particular circumstances, including but not limited to, the right to suspend or adjourn any pending disciplinary procedure.

1. **Conduct Review Board Procedures:** A student who violates a major school rule or has a pattern/repetition of other violations may be called before the Conduct Review Board, made up of either or both of the Deans of Students and appointed faculty members and senior students as selected by Cranbrook Schools in its discretion. Parents are notified of the hearing beforehand, if possible, and informed of the decision after the recommendation of the Conduct Review Board has been approved.

Parents or any other parties not associated professionally with school, including but not limited to, personal lawyers, are not permitted to attend the Conduct Review Board meeting. The student's adviser, house adviser (if appropriate), or upper school faculty member are invited to attend the meeting. Conduct Review Board meetings are not open to other students, staff or faculty unless specifically invited or requested to attend by the Conduct Review Board. Unless otherwise provided by the Head of the Upper School, the Deans of Students generally determine the process to be followed in any particular Conduct Review Board meeting.

CRB meetings are conducted in a manner that teaches. The student is given an opportunity to discuss the discipline matter with peers and adults in ways that will help her or him amend behaviors. The student is expected to explain the circumstances of the rule violation in an honest and forthright manner. **If the student is dishonest, she/he should expect to be dismissed.** The adviser is permitted but not required to speak on the student's behalf. In private, members of the Conduct Review Board assess the incident and provide advisory recommendations to the Head of Upper School and/or the Director of Schools, who may accept, reject or modify these recommendations as they deem appropriate.

2. **Administrative Review:** The school reserves the right to implement this process in lieu of a Conduct Review Board meeting. In this situation Upper School Deans of Students meet with the Head of the Upper School to make a recommendation to the Director of Schools.
3. **Meeting with the Deans of Students:** The Deans meet with students to discuss problem behavior and violations of various kinds. These meetings are intended to help the student make appropriate changes and avoid future, more serious consequences. Students who violate a major school rule or have a

pattern of other violations may be placed directly on conduct probation or similar form of discipline at the discretion of the Deans of Students. Generally, any consequence involving lengthy probation, a suspension of two or more days or dismissal from school, must be initially considered through either Administrative Review or the Conduct Review Board.

Disciplinary Reactions

All decisions concerning the nature and scope of discipline, up to and including dismissal (i.e., expulsion) are at the sole discretion of Cranbrook Schools based on the circumstances. Students are not entitled to and should not expect any particular order or “steps” for discipline. Consequences will vary according to the seriousness of the behavior and the student’s record of conduct. Disciplinary consequences include, but are not limited to, the following:

- **Conduct Warning Level 1:** A student who is unexcused from class or excessively tardy, is disruptive in class, has dress code violations, or a driving or parking violation, or in minor ways violates community standards, will receive a Conduct Warning level 1 for a specified amount of time generally by the appropriate Dean. The student will receive consequences for the behavior and may be required to meet with a school counselor to discuss strategies to curtail the behavior.
- **Conduct Warning Level 2:** The student who commits more serious infractions or continues to violate community standards will receive consequences and a Conduct Warning level 2 for a specified amount of time. The student may also be required to meet with a school counselor to discuss strategies to curtail the behavior. This may be a final warning prior to more serious discipline, e.g., conduct probation, suspension or dismissal.
- **Conduct Probation:** Students who violate a major school rule or have a pattern of other behavior violations can expect to be placed on Conduct Probation for an extended length of time (they may also be dismissed). The student may be required to meet with a school counselor to discuss strategies to curtail the behavior. During Conduct Probation, if the student violates any school rules, she or he is subject to immediate dismissal.

Conduct Probation can negatively affect certain privileges, including re-enrollment, Honor Roll, Prom, Cum Laude, Team Captaincy, Senior May Project and the process of college admission.

- **Suspension of one or more days:** A student is suspended for repeated violations or for a more serious major school rule infraction. Any student suspended from school may not participate in any school activity through the term of the suspension. The student is not allowed on campus unless the suspension is an in-school suspension. A suspended student must contact teachers for work assigned during her or his absence and be responsible for its completion upon return to school. Deadline extensions will not be given to the suspended student. Individual teachers may choose to deny credit for work done during suspension, particularly in instances involving cheating or plagiarism.
- **Suspension and consequences on student leadership positions:** A student who is suspended for two or more days will lose her/his leadership positions (e.g., as officer in a school organization, or captain of a school team). A one-day suspension will not result in the loss of a leadership position unless there is a recommendation coming from the discipline process. If there is no recommendation, the appropriate faculty and administrators generally decide to withdraw the student’s leadership. (For teams, the faculty involved in making the decision include the head coach and athletic director; for organizations, the adviser to the activity and the appropriate dean of students typically decide.)
- **Restrictions, work duty, community service, etc:** In addition to being given a Conduct Warning or being placed on Conduct Probation, a student is expected to fulfill conditions related to the school’s response to the offense.
- **Special conditions attached to discipline consequences:** In conjunction with receiving a warning, being placed on Conduct Probation and/or being suspended, students may be expected to comply with other requirements including but not limited to, (a) exclusion from activities such as school-related events, performances, graduation or other ceremonies, and athletic participation; (b) participation in school service (such as work duty on campus) or community service; (c) the School reserves the right to require outside counseling or medical assessments.

- **Dismissal:** A dismissal requires the approval of the Head of the Upper School and Director of Schools. A student who has been dismissed or who has withdrawn from school for discipline reasons cannot be on campus without the specific permission of the Dean of Boys, Dean of Girls, or the Head of the Upper School. Parents, adviser and house adviser are notified in writing on any of these discipline consequences. See College counseling for information on reporting discipline matters to colleges or universities.

Jurisdiction

These policies and procedures apply to all students while on campus or attending school-sponsored activities away from school. Resident students are under the school's jurisdiction at all times during the school year, except when off campus on holiday breaks or when properly signed out to a responsible adult (i.e., guardian, parent or parents of a classmate). Cranbrook Schools reserves the right to discipline, suspend or dismiss a student (boarding or day) from school for off-campus behavior or assisting others in behavior that is inconsistent with the expectations described in this Handbook, and is otherwise detrimental to the reputation and best interests of Cranbrook School or its students.

Weapons, Drugs, Alcohol, or Dangerous Items

Students may not use, possess, conceal, sell, distribute or bring to campus (or any school-sponsored activity) any materials that are dangerous, illegal, inappropriate or disruptive to the educational process or the athletic or school-sponsored activity. Examples include, but are not limited to: illegal drugs (including prescribed and over-the-counter medications used in an inappropriate manner), alcohol, firearms, weapons and explosives. Dangerous weapons include but are not limited to, a gun or other firearm, a knife with a blade 3 inches or longer, an axe, a dagger, a pocket knife, box cutter or similar item. Air, paint-ball and "BB" guns are examples of prohibited items. Use of any weapon or similar item in a threatening or assaulting manner is strictly prohibited, and any weapons, drugs, alcohol or dangerous items will be confiscated by the school. Possession, use, sale, or distribution of a toy weapon, a look-alike or replica of a weapon or dangerous item is also prohibited except with the prior approval of a teacher or administrator for appropriate educational use.

The decision whether items are dangerous, inappropriate, disruptive, or are used in a threatening or assaulting manner is within the sole discretion of the school. Cranbrook Schools may search a students' possessions (including by way of example and not limitation, desks, lockers, backpacks, cars, rooms, etc.) any time the school determines that it is appropriate to do so to protect the health, safety, and welfare of others, or where the school has any reason to believe that inappropriate, illegal, or dangerous weapons, drugs, alcohol or similar materials are possessed, used, sold, distributed, carried or concealed by a student. Violation of this policy will result in disciplinary action, up to and including dismissal from school, as determined by Cranbrook Schools in its discretion. Cranbrook Schools reserves the right to notify law enforcement authorities concerning any violation of this policy and will comply with any mandatory reporting obligations. In an effort to maintain a safe environment for our students, Cranbrook Schools also requires that parents or visitors refrain from carrying or bringing concealed weapons, drugs, alcohol or other dangerous materials onto school property.

Medical Withdrawal

A medical withdrawal is reserved for the student who, for reasons of physical or emotional illness, cannot meet the attendance requirements of the school. In certain situations when it is determined that a student is in serious difficulty and requires intervention, Health Services may be asked to evaluate a student for a possible medical withdrawal rather than consider disciplinary action. Medical details surrounding the withdrawal will be considered confidential. Release of medical information will require consent and will not be part of the academic record.

ATTENDANCE POLICY

Attendance is a basic expectation. Unnecessary absences and tardiness are strongly discouraged; they diminish the student's educational experience and are disruptive to individual students, classes, teachers, and the School community. Besides classes, a student's academic day obligations also include assemblies, class meetings, adviser-advisee meetings, and special programs (including Day of Dialogue, World Affairs Seminar, etc.). Outside the academic day, obligations may include intramural or interscholastic sports (see *Athletic Requirement* in the Handbook).

Students may miss obligations if they are ill, or are away due to family emergencies, school-related activities or school-approved college visits. Other absences are strongly discouraged.

All class absences are reported to families at the end of each quarter. Parents are urged to contact one of the Deans (Deans of Students or Academic Deans) if they have concerns about their student's ability to attend obligations, or if they have any questions on the policy detailed on the next pages.

Reminders for Day Students and Their Parents

- Parents of day students are required to report their daughter's/son's absence on each day of an absence (before 9:00 a.m.). A message can be left on voice mail at either Deans of Students Office 24 hours a day.
Cranbrook (Boys): 645-3620 Kingswood (Girls): 645-3400
- Assignments/daily work can be found on CranNet.
- It is important for parents to indicate reason for the absence (e.g., "_____ is ill today"). Absences which are not identified by parents as illness, doctor's appointment, college visit, travel, etc. will be recorded as personal reasons and need documentation if a student is in jeopardy of losing credit for a class due to excessive absences. *See Academic Penalties and Loss of Academic Credit Due to Excessive Absences* in this *Handbook* section.)
- Students should expect unexcused absences for any "skips." **Seniors and their parents:** Please note that the School does not recognize skip days; such absences are disruptive and are considered unexcused.
- **Families should schedule off-campus appointments during the student's open periods or after school.**
- **It is essential that not only classes but also other obligations be respected: Assemblies, class meetings, adviser-advisee meetings, and special programs (Day of Dialogue, The World Affairs Seminar, etc.) are an essential part of curriculum, student support and community life.**
- Students may not miss classes in order to study, or to complete other assignments or work (including the preparation of college admissions materials, etc.).
- Once at school, day students are expected to see the nurse or come to the Dean of Students Office if they feel they need to miss a class due to illness or other personal reason. In these circumstances, parents do not excuse the student without communication with the nurse or the Dean's Office. **For health and safety reasons, students are not allowed to leave campus without such communication.** (Note that students who leave campus without permission are breaking a major school rule.)
- If a student is absent due to a doctor's appointment, the School requires that a doctor's note be brought to the dean's office upon his/her return to school or the absence will be considered personal.
- Students are expected to carry their I.D. at all times while on campus. Students must also show their I.D. promptly upon the request of any CEC employee who properly identifies his/herself.

Reminders for Resident Students and Their Parents

- Resident students who are ill must see the nurse, or if not available, the dorm office administrative assistant or Dean of Students if they need to miss an obligation; otherwise, they will be considered to have an unexcused absence for each class missed. **A call from a resident student's parents is not sufficient; the student must see the nurse.**
- **The same policy applies to students who face personally demanding or urgent situations. A call from the resident student's parents is not sufficient to excuse a student from class. For health and safety reasons, it is important that a responsible adult on campus (nurse, counselor, Dean of Students, dean's assistant) be aware of any problem that would cause a student to miss class.**
- Students may not miss classes in order to study, or to complete other assignments or work (including the preparation of college admissions materials, etc.).
- **Families should schedule off-campus appointments during the student's free periods or after school. It is essential that not only classes but also other obligations be respected: Assemblies, class meetings, adviser-advisee meetings, and special programs (Day of Dialogue, World Affairs Seminar, etc.) are an essential part of curriculum, student support, and community life.**

Academic Penalties and Loss of Credit Due to Excessive Absences

Teachers notify students of their course policies (consistent with School practice) on absences, including make-up work on return from absences, as well as penalties (e.g., diminished/no credit) for work missed because of unexcused absences.

At any time during the semester, a teacher may raise a concern about a student's attendance (i.e., the number of absences or tardies; the pattern of absences on certain days, including those on which assignments are due). This concern may result in some consequences, including a close monitoring and documentation of future absences.

Loss of Credit: Faculty depends on students' presence and participation in class for their own learning and for the progress of the class as a whole. Sometimes absences, notably those due to illness, are unavoidable. In other instances, the absences (i.e., when based on personal choice) may be avoided. It is the student's responsibility to make choices, which do not remove her/him from class excessively, i.e., fifteen or more times during a semester. Students and their parents are encouraged to contact the Academic Dean or Dean of Students if they have concerns about choices of activities in or out of school which could remove the student from numerous classes.

Students should expect to lose academic credit in any course once they accrue fifteen or more absences within the semester. According to this policy, both excused and unexcused absences (including tardies of fifteen or more minutes) are counted. Before notification of loss of credit (that is, when the student's absences reach eight or more), the family will receive a reminder of this loss of credit policy. At that time the parents or student may request a meeting to review the student's attendance.

When the student reaches 15 absences, an administrative review occurs. At this time, the Academic Deans, Department Chair and the Deans of Students review the case to determine loss of credit or other school sanctions.

Upon notification of loss of credit, it is the responsibility of students and their parents to petition if they wish to appeal the loss of credit. This petition must be directed to the appropriate Academic Dean and Dean of Students for consideration. If the family appeals, the student's attendance will be the subject of an administrative review. For this purpose it is essential that parents present documentation of the reasons for their student's absences.

The student who loses credit in the course receives either a WP (withdrawn passing) or a WF (withdrawn failing), depending on her/his academic status at the time of withdrawal. It is the student's obligation to attend all classes prior to and throughout the petitioning process. (Note for seniors: In the event a withdrawal jeopardizes the fulfillment of graduation requirements, a recommendation will be taken to the faculty for discussion and vote; the Head of the Upper School will determine the final decision.)

Unexcused Absences

1. All unexcused absences are reported by the Dean of Student's Office to parents by e-mail, telephone, or mail.
2. **An unexcused tardy of fifteen or more minutes in a class is considered to be an unexcused absence.**
3. If the absence is unexcused, the student should expect to receive diminished or no credit, i.e., an E (50%) for any assignment such as a homework, quiz, test, or paper due that class period.
4. A student with an unexcused absence in a school obligation is assigned to a class period of study detention for each period of class or obligation missed. Note on detentions: Students are expected to serve detentions no later than one week from the missed obligation. **Failure to serve detention may result in an additional unexcused absence and/or a Conduct Warning level 1.**
5. A student who accumulates three unexcused absences should expect a meeting with the Dean of Students and or adviser. The student also receives a Conduct Warning level 1. Additional absences (fourth - sixth) result in a Conduct Warning level 2. or other discipline as deemed appropriate by the school.
6. **In addition to other discipline, any student with seven or more unexcused absences should expect to be placed on Conduct Probation by the Dean, or as a result of a recommendation by the Conduct Review Board.**
7. Additional unexcused absences may result in dismissal.

Unexcused Tardies

Whenever a student is tardy to class, she/he should verify with the teacher whether the tardy is excused or unexcused. Three unexcused tardies will be considered an unexcused absence. (See above: *Unexcused Absences*.) A tardiness of fifteen or more minutes is considered to be an unexcused absence.

Passes to Return to Class After Absences

Students who have been absent must come to either Dean's Office for a pass before returning to any class. The pass authorizes the teacher to readmit the student and count this absence as either excused or unexcused. (Rather than miss class time to go to the Dean's Office, students should pick up their passes before school or during their breaks.)

Illness or Emergencies During the School Day

Students who become ill during the day must see the nurse before going home or returning to the residence hall.

If a nurse is unavailable, students must report to the Dean's Office. Day students should never leave campus without securing permission (leaving campus without permission is a violation of a major school rule). Even if a parent is aware and has given permission, the student must first report to the nurse or the Dean's Office. If students do not follow this procedure, their absence will be considered unexcused and may also have a disciplinary response. Students with emergencies or urgent needs (e.g., to leave campus) must first report to the Dean's Office.

Absences for College Visits

See the policy outlined in *College Visits* in the *Academic Life* section of this *Handbook*.

Absences for Travel or Family/Student Activities and Non-Essential Reasons

Unnecessary absences are strongly discouraged; they diminish the student's academic experience and are greatly disruptive to individual students, classes, teachers and the School community. **Missing school for reasons other than illness or family emergencies is strongly discouraged. The following important guidelines should be heeded:**

- **Off-campus appointments** should be scheduled during the student's free periods or after school. It is essential that not only classes but also other obligations be respected: Assemblies, class meetings, adviser-advisee meetings, and special programs (Day of Dialogue, World Affairs Seminar, etc.) are an essential part of curriculum, student support, and community life.
- **Family/student travel and school vacations:** Families are expected to observe the scheduled holiday breaks in the yearly school calendar when they remove the student from school. In particular, before making any plans to remove the student from a class, they should review *Academic Penalties and Loss of Academic Credit Due to Excessive Absences*. The policy states that students should expect to lose academic credit in any course once they accrue fifteen or more absences within the semester.
- **The Proposed Absence due to Travel or Student/Family Activity.** This form is secured directly from either the appropriate Academic Dean or Dean of Students. It must be turned in to the same dean at least one week (seven days) before the absence. If the absence is properly verified, make-up work (including tests, quizzes and papers) is due on the day of return. **If the absence is not properly verified and turned in on time, the student should expect to receive a discipline consequence (such as a Conduct Warning level 1) and/or an academic consequence: diminished or no credit (i.e., an E [50%] for any assignment, such as a homework, quiz, test, paper due the class period she/he misses class.**
- **Regarding early departures before (or late returns after) long weekends or major breaks:** There are three major breaks scheduled in the school year as well as several long weekends. Families are strongly discouraged from removing students from class either before or after these breaks. **Students should miss classes only in extenuating circumstances such as when international flights are not available. If a student must be absent, s/he must turn in the *Proposed Absence due to Travel or Student/Family Activity* form no later than one week (seven days) before the absence.**
- **Before making any plans to remove the student from classes, families should review *Academic Penalties and Loss of Academic Credit Due to Excessive Absences* in this section of the *Handbook*.** The policy states that students should expect to lose academic credit in any course once they accrue fifteen or more absences within the semester.
- **Recreational and other unnecessary travel is strongly discouraged.** If a student must be absent, she/he must turn in the *Proposed Absence due to Travel or Family/Student Activity* form no later than two weeks school (fourteen days) before the absence. Before making any plans to remove the student from classes, families should review *Academic Penalties and Loss of Academic Credit Due to Excessive Absences*. The policy states that students should expect to lose academic credit in any course once they accrue fifteen or more absences within the semester.

- Sometimes parents make the decision to remove the student from classes. In these situations the student does not have a choice and therefore will not be penalized with unexcused absences. However, when the student has a choice to remain in school and does not, she/he should expect to receive unexcused absences with all the appropriate consequences (see *Unexcused Absences*).
- Absences for College Visits are approved and verified through the College Counseling Office. Students are allowed academic make-up days equal to the number missed for the visit.
- Absences which are not verified by *College Visit or Proposed Absence due to Travel or Family/Student Activity* forms will be considered unexcused.

Severe Weather Procedures

The decision to close school because of weather conditions will normally be made prior to 6:00 a.m. (In case of rapidly changing weather conditions, the decision could be made as late as 6:45 a.m.) Parents and students will be notified by “Alert Now” and are advised to listen to the local radio and television stations for school closing information. **The following television and radio stations broadcast school closings for the Detroit area:**

| | | |
|-----------------|-----------------|----------------|
| WJBK-TV (Ch. 2) | WJOI-FM (97.1) | WJR-AM (760) |
| WDIV-TV (Ch. 4) | WNIC-FM (100.3) | WMJC-FM (94.7) |
| WXYZ-TV (Ch. 7) | WDET-FM (101.9) | WHYT-FM (96.3) |

DRESS CODE

During the academic day and in our dining hall, Cranbrook Kingswood Upper School students are required to dress according to standards that respect our learning environment. While students have the right to express their individuality, their clothing and footwear should be **appropriate, neat and clean**, and should also comply with the expectations described below.

Regular Dress Days (usually Tuesday-Friday):

Boys: dress shirts, turtlenecks, knit shirts, sweaters, T-shirts (plain or CK or college), slacks, shorts when seasonably appropriate (Sept.-Oct. & Apr.-June).

Girls: dresses, skirts, blouses, sweaters, appropriate T-shirts (plain, CK or college), slacks, and shorts when seasonably appropriate (Sept.-Oct. & Apr.-June).

Some clothing is never allowed during the academic day:

- No denim or denim-like pants, including blue jeans or jeans of another color, skirts, jackets. Students may wear denim on designated Jeans Days with a top that meets dress code standards.
- No undershirts, T-shirts or sweatshirts are permitted (T-shirts and sweatshirts with Cranbrook Kingswood Upper School or college names are permitted).
- No sweat pants, warm-up pants, velour, spandex/lycra, pajama bottoms, sleepwear or athletic shorts, boxer shorts.
- No camouflage.
- No revealing or tight clothing which includes tight pants, skirts, dresses or shorts, sheer and/or see through tops; no bare midriffs.
- Due to the large number of infractions of the dress code, we will be using the 3” rule regarding dresses, skirts and shorts, i.e. none of the above items should be more than 3” above the knee.
- No tops with spaghetti straps, strapless, no tank tops or tops that do not reach the end of the shoulder.
- No frayed clothing.
- No head coverings (for example, bandanas, do-rags, hats, caps, hoods) in the academic buildings and the dining halls. (Headbands are allowed).
- No bare feet.
- No leggings unless worn with an appropriate length dress, skirt, slacks or shorts, i.e. the fingertips should not extend beyond the clothing.
- No HardTails, HardTail-like stretch pants, or any tight pants even if they have a zipper or pockets.

Formal Dress Days (Every Tuesday is a Dress Day unless otherwise noted):

Students are expected to use a higher level of standards for all clothing—including outerwear—and footwear.

Boys: Dress shirts with ties and dress slacks. No flip-flop sandals. On special formal occasions, boys may be expected to wear sports jackets. Boys are expected to tuck in their shirts.

Girls: Dresses, or dressy tops with dressy slacks or skirts. No T-shirts. No flip-flop sandals.

Game Days: Do not wear CK game day attire that does not fit the dress code; only team jerseys or uniform tops are permitted. No warm-up pants or athletic shorts. Most team attire is not appropriate for formal dress days. Team attire must have approval from the Athletic Director and the Campus Deans.

Jeans Days: On Jeans Days (monthly, typically the last Friday), students are expected to be in regular dress code except for denim pants, skirts or dresses.

Dance Attire: For all dances, except for the Prom, the following dress code should be followed: no halters, strapless dresses or tube tops; no cleavage, exposed bellies or bare back; dresses should be appropriate in length, spaghetti straps are permitted.

Prom Attire: The same as above except that the formal strapless dresses and halter dresses will be permitted. Attire should be in good taste and appropriate.

Violations: Students who violate the dress code are reported to the Dean's Office. The typical discipline consequence is detention. More serious or repeated violations will lead to more serious consequences such as being excluded from class or being placed on Conduct Warning.

USE OF MOTOR VEHICLES

The privilege of student driving allows students convenient, even necessary transportation to school. However, driving is also a serious responsibility for students and their families. Parents and students alike are expected to know the School's expectations.

Permissions

Due to limited parking areas, only **Junior and Senior day students** are allowed to drive to school. The only exceptions are those sophomores who have applied to the Dean of Students and have been granted permission "in writing" due to special family circumstances. Senior/Junior resident students in good standing are allowed to register a car on campus. Shuttle bus service between Cranbrook and Kingswood is provided throughout the academic day.

Students may drive only vehicles registered under their families' or their own names. All cars must be identified by student parking tags. No motor scooters, cycles of any variety are permitted on campus.

Vehicle Registration

All students so permitted (as stated above) must register their vehicle with the Public Safety Department. Public Safety will issue a permit to each student. This permit will identify the location where they are designated to park. All student vehicles must display the parking permit anytime they are on campus. **Student failure to register his or her car on campus can lose the privilege of driving/parking at school.**

Parking

During the academic day, junior and senior student drivers are expected to park in the 550 lot on the Cranbrook campus. **Sophomores are required to park in the Wallace Ice Arena lot.** Parking in the Kingswood lots will be relegated to individuals with special circumstances as determined by the deans and Public Safety. **(Driving between campuses during the academic day has never been permitted except for the situations described in *Use of Vehicles During the Academic Day*.)**

Students should remove their school needs from their vehicles when they park; they should not go to the parking lot to retrieve books or other belongings from their vehicles.

In case of an urgent need to move a car, the student is expected to see the Public Safety officer on duty or to present written permission in the form of a blue slip from the Dean of Students to the officer on duty. Reserved parking spots are always off limits.

Use of Vehicles During the Academic Day

Students are not allowed to drive or ride in vehicles during the school day unless they fall into one of these categories: (1) seniors who leave campus for lunch (between 11:20 a.m. and 1:30 p.m.); (2) students who have been given special permission by the Dean of Students or Public Safety to drive between campuses or leave campus; (3) students with off-campus appointments which have been cleared through the Dean's Office; (4)

students who leave campus when their academic obligations end; (5) students who are sent home by the nurse due to illness. Students who need permission (i.e., those in #2 and #3) must secure passes from the dean's office. Violations of these expectations include restriction or suspension of the driving privilege (including not being allowed to drive/park on campus).

First Offense: Conduct Warning Level 1 will be assigned to students and passengers driving between campuses without Blue slips; keys will be taken and detention assigned.

Second Offense: Conduct Warning Level 2 will be assigned to students for leaving campus without permission and for repeating driving between campuses.

Beyond the first and second offense, students may be subjected to Conduct Probation or more severe disciplinary responses, which include loss of all driving privileges.

Use of Motor Vehicles by Resident Students

Junior/Senior resident students may have a car on campus. Parental permission and good academic and social standing determine whether or not this permission is granted.

The Campus Deans may revoke the driving privilege if driving or parking violations take place. Cars must be parked in designated areas. Boy boarders are required to park in the 550 lot. Students may drive only those cars registered to them or to their parents. Students who have signed out for an overnight or weekend may not drive on campus after midnight.

Gaming

To sustain an environment conducive to the academic day, card playing, gambling, and electronic gaming are all prohibited. Students who have been asked to stop, and continue, should expect a disciplinary response.

Senior Lunch Privilege

Between fourth and sixth periods (11:20 a.m.-1:30 p.m.) Seniors may be off campus for lunch, but they are prohibited from having 9th, 10th or 11th graders with them. All students leaving campus must have and show their Senior ID cards to the Public Safety Officer. No 9th, 10th or 11th grade students may leave campus during the academic day.

Public Safety

Vehicles must be driven with care and in observance of speed limits and traffic flow (e.g., one-way streets). Students should expect that Public Safety Officers are on duty to enforce the School's driving rules.

At the request of any officer (or bus driver), students are expected to identify themselves with their CK identification cards. Students may not drive on campus after 10:00 p.m. on Sunday through Thursday, and after midnight on weekends.

Violations

Use of a vehicle is a privilege for a student, not a right. Driving, riding and parking violations will result in tickets issued by Public Safety Officers and school discipline including Conduct Warnings, Conduct Probation and Conduct Review Board. The tickets are placed on the vehicle's windshield and are the student's responsibility.

Ticket appeals must be received by the Parking Supervisor, (in writing); within (10) working days of the date the citation was issued. The appeal should be based on a factual error that occurred in issuing the parking violation.

Reckless driving, which threatens the safety of others, will not be tolerated and will result in discipline such as Conduct Probation and revocation of the driving privilege (e.g., for a semester). The behavior may also be reviewed by the Conduct Review Board.

Failure to register vehicle; 1st offense fine will be waived upon immediate registration on vehicle. Subsequent violations will follow the above schedule and include Wheel Lock (Immobilization Warning) 3rd violation failure to register vehicle will include the above and vehicle will be Wheel Locked (Immobilized.)

Students who have registered vehicles and violate parking and driving standards will be subject to the following:

1st Violation: ticket from the Public Safety Department.

2nd Violation: ticket from the Public Safety Department (this ticket and subsequent tickets carry an increased level of fine).

1st offense \$35.00

2nd offense \$70.00

3rd offense \$140.00

4th offense \$250.00

3rd Violation: ticket from the Public Safety Department; upon arrival to school, keys are collected in the Dean's Office for two weeks: Conduct Warning Level 1, and a letter sent home to parent(s).

4th Violation: ticket from the Public Safety Department: student will come before the Conduct Review Board, which may include loss of parking/driving privilege.

Parking violations may be subject to ticketing by the Bloomfield Hills DPS and handled by the their legal system and not our internal system.

STUDENT USE OF ELECTRONIC DEVICES INCLUDING PHONES

During the academic day, students should not use cellular telephones, iPods, or electronic games or other devices in the classrooms. Failure to obtain permission of the teacher to take pictures or recordings of notes, presentations, lectures, extra-help sessions or individuals in the classroom is considered a major school rule violation. The School appreciates the need for contact between parent and child especially in urgent situations, and encourages students to use office phones for such contacts.

PARENT INFORMATION

PRINCIPLES OF GOOD PRACTICE FOR MEMBER SCHOOLS (National Association of Independent Schools)

Parents Working with Schools, Schools Working with Parents

Parents and independent schools work together to create and sustain effective partnerships. The following principles of good practice describe the respective roles and responsibilities of both partners.

Parents Working with Schools

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect and a common vision of the goals to be reached.
2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations and the philosophy and programs of the school.
3. Parents are familiar with and support the school's policies and procedures.
4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
8. Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

Schools Working with Parents

1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect and a common vision of the goals to be reached.
2. The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
3. The school seeks and values the parents' perspective on the student.
4. Teachers and administrators are accessible to parents and model candid and open dialogue.
5. The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
6. The school defines clearly how it involves parents when considering major decisions that affect the school community.
7. The school offers and supports a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process.
9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

PARENT ORGANIZATIONS

Mothers' Council

The Cranbrook Kingswood Upper School Mothers' Council is a service organization that provides a communication link among parents, students, and the School. The Council promotes volunteer and financial support which is ultimately returned to the students in the Upper School. As a parent of a Cranbrook Kingswood Upper School student, you are a member, although dues will not be collected until October. We thank you in advance for your support, both financially and/or with your participation. Please be sure to "register" on Crannet, under "Affinity" for Upper School Mothers' Council to keep informed. Contact **Tonya Collier** (248) 770-7379 or **Chevelle Roman** (248) 650-7919, if you have any questions.

Dads' Club

The Cranbrook-Kingswood Middle & Upper School Dads' Club is dedicated to supporting the current student body through a coordinated effort with the schools' administration, other parent organizations, and the Cranbrook Educational Community. By donating our time and talents we, as fathers, seek to use our leadership and other skills to enhance the educational experience of our children.

We hold monthly meetings on the second Wednesday of each month where we meet the Heads of the Upper and Middle Schools for updates on school activities, and usually we will have a guest speaker. Evening meetings are held at various Cranbrook locations and they start with drinks, followed by dinner and a program/tour of the campus building.

All Dads are automatically members of the Dads' Club and are welcome to attend the meetings. There is no fee to join or attend. Please opt-in to the Dads' Club Group on Crannet and feel free to contact any one of the Officers for more information on the Club and its programs. We look forward to seeing you at the meetings!

Booster Club

The Cranbrook Kingswood Booster Club is an organization of parents, faculty, administrators and friends of the Schools. Its mission is to encourage school spirit and participation, insure tangible recognition for athletic achievement, promote sportsmanship and leadership, and assist in the improvement of athletic equipment and facilities.

Booster club volunteers host fund-raising events and activities that include the Annual Golf Outing, the State Lacrosse Tournament, gift baskets for boarding students and concessions at sporting events.

Funds raised, in turn, provide support for campus projects, refreshments for athletic teams, socials for the Middle Schools, a quarterly newsletter, intramural sports, FCD programs and long-term capital projects. In addition, Booster Club supports the Athletic Directors and coaches with recognition banquets and awards, training clinics and athletic equipment.

All Middle School and Upper School parents are members of the Booster club, with dues of \$25 appearing on September C/K statements. You may show your "Super" support by becoming a "Super Booster" for an additional \$50.

General membership meetings and Speaker Programs are held throughout the school year. Booster Club welcomes your participation in its activities and support of our student athletes. If you have any questions, please feel free to call Co-Presidents **Meegan McRoberts** (248) 723-1237 or **Lee Ghesquiere** (248) 821-9595.

BRAVO Friends of Cranbrook Schools' Performing Arts

BRAVO is an organization of parents from Brookside, Middle and Upper Schools, dedicated to supporting the Performing Arts Programs at Cranbrook Schools. BRAVO membership dues and fund raising projects are ongoing and supplement the Performing Arts Department's fiscal operating budget. We need your help in two ways. First, please join us as a member. Second, please get involved and be a part of one of our committees. For more information, please contact **Suzanne Lewand** at slewand@ameritech.net.

The All Schools Diversity Committee

The All Schools Diversity Committee was formed in August, 1994. The purpose of this committee is to provide leadership and support through resources and programs that make Cranbrook Schools a welcoming, respectful, safe, and healthy place for all who choose to come here.

The objectives of the committee are: (1) to promote ethnic, religious, cultural, socio-economic and racial understanding and respect; (2) to work in collaboration with the Director of Community and Multicultural Programs and Heads of each division to design and support programs in multicultural education for all; (3) to support the work of parent organizations in their diversity activities; (4) to encourage parents to share resources and provide support to enhance multicultural education and sensitivity; and (5) to serve as a resource for the community in matters of multicultural concerns and to make recommendations regarding such concerns.

The committee membership consists of faculty, administrative, board and parent representatives from the entire school community. This committee seeks a diverse membership of adults invested in the issues of pluralism, equity and justice that affect the quality of community life. All representatives work very closely with each division's leadership team in identifying and developing programs supportive of the school's mission. Parent members of The All Schools Diversity Committee serve as liaisons to the parent diversity sub-committees established by Mothers' Councils and Dads' Clubs in each division. If you would like to know more about this committee, please contact Carla Young, Director of the Office of Community and Multicultural Programs (645-3683).

PARENT-SCHOOL COMMUNICATION

Parents play the crucial role in the educational life of their child and in the life of an independent school. In fact, independent schools cannot survive without meaningful, yet appropriate, parental involvement. The school, therefore, welcomes parental interest and participation. Both the school and the various parent organizations (e.g., Mothers' Council, Dads' Club, Booster Club) offer many opportunities to serve within the school community. The parent organizations meet throughout the year and encourage all parents to attend. Among their responsibilities are fundraising, supporting social activities, and assisting at special school events.

Integral to the philosophy of the school is active and constructive communication between the home and school. Frequent and direct communication and strong collaboration are essential for the realization of our educational goals. We therefore urge you to read thoroughly and carefully all written communication promptly. Parents also are encouraged to seek information and counsel often from teachers, advisors, coaches, house advisers and administration

Upper School Resources

There are many resources available to parents within the Upper School, including teachers, advisers, and coaches as well as:

- Academic Deans who share responsibility for the academic lives of the students
- Deans of Students who share responsibility for the non-academic lives of the students
- College Counselors who offer advice and counsel regarding college admission
- An Athletic Director who is responsible for the physical activity of our students
- Nurses who provide for the health care of students
- Counselors who provide services to our students
- House Advisers who are responsible for the residential lives of our resident students
- Faculty advisers who meet with students to discuss issues or concerns

Parent Visiting Days

Twice each year, days are designated for parents to spend time with their child at school. Participation in these days offers parents an opportunity to experience the daily life of their child while meeting their teachers and learning about their academic program. **We strongly urge parents to attend these visiting days.**

Problem Solving

If an issue or problem develops in any aspect of your child's life in the Upper School, we ask you follow these steps:

1. Contact immediately and personally the teacher, adviser, coach, house adviser or other person most closely involved and discuss the problem privately.
2. Discuss how both the parent and the teacher together can guide the student or students involved to resolve the situation.
3. If the problem cannot be resolved through this process, contact the appropriate administrator, who will assist in the facilitation of a resolution.

Please attend to concerns promptly to help us to meet each student's needs.

Safety Concerns

The school strives to provide a safe and healthy learning environment for all our students. When the school has concerns about student health or safety, it will contact the student's parents or guardian as it deems appropriate. The school reserves the right to contact parents or local enforcement authorities if it receives information concerning an off-campus event, at which drugs or alcohol are or will be available to minors.

Jurisdiction

These policies and procedures apply to all students while on campus or attending school-sponsored activities away from school. Resident students are under the school's jurisdiction at all times during the school year except when off campus on holiday breaks or when properly signed out to a responsible adult (e.g., guardian, parents, or parents of a classmate.) Cranbrook Schools reserves the right to discipline, suspend or dismiss a student (boarding or day) from school for off campus behavior that is inconsistent with the expectations described in this Handbook, and is otherwise detrimental to the reputation and best interests of Cranbrook Schools or its students.

Day Students' Evening and Weekend Use of the Campus

Day students and their families are asked to know the limits to which day students can use the campus in the evening and on weekends. For example, while day students are invited to participate in scheduled activities or

get extra help in the evenings, parents must understand that day students' movements cannot be supervised. It is recommended that parents' expectations about when and where a child can and cannot go be made very clear. It is possible for a student to be dropped off and then leave the campus without any adult contact. Please see the *Directory* at the end of the *Handbook* for the phone numbers in our residence halls, Gordon Science Building, Computer Room and Library facilities.

Residence Hall Reminders for Day Families

Day students are often invited to spend the night in the residence hall with a friend. These overnight stays must be arranged in advance with the appropriate House Adviser. In these circumstances, visitors are expected to observe all community rules and procedures, including all sign-in obligations. There is a fee for weekend meal service.

As day families plan events with residential students, they are asked to be aware of weekend sign-in procedures and curfews. Resident students sign in at 7:00 p.m. on Friday and Saturday nights. Later at night sign-in times vary with a student's grade level: 9th and 10th grade: 11:00 p.m.; 11th grade: 11:30 p.m.; 12th grade: 12:00 midnight. On Saturday and Sunday, all students sign in at 12:00 noon, as well.

DISCIPLINE POLICIES AND PROCEDURES

The School expects parents to recognize the importance of the "Principles of Good Practice for Member Schools," from the National Association of Independent Schools (See Parent Information). It is essential that "Parents are familiar with and support the school's policies and procedures." The School urges families to review the Schools' disciplinary policies and procedures (See Conduct Rules and Regulations).

Cranbrook Schools has the discretion to choose the disciplinary procedure (e.g., meeting with the Deans of Students, Administrative Review or Conduct Review Board) it determines best meets the particular circumstances, including but not limited to, the right to suspend or adjourn any pending disciplinary procedure.

A student who violates a major school rule or has a pattern/repetition of other violations may be called before the Conduct Review Board, made up of either or both of the Deans of Students and appointed faculty members and senior students, as selected by Cranbrook Schools in its discretion. Parents are notified of the hearing beforehand, if possible, and informed of the decision after the recommendation of the Conduct Review Board has been approved.

Parents or any other parties not associated professionally with the school, including but not limited to, personal lawyers, are not permitted to attend the Conduct Review Board meeting. The student's adviser and house adviser (if appropriate) are invited to attend the meeting. The student may ask that another faculty member also attend. Conduct Review Board meetings are not open to other students, staff or faculty unless specifically invited or requested to attend the Conduct Review Board. Unless otherwise provided by the Head of the Upper School, the Deans of Students generally determine the process to be followed in any particular Conduct Review Board meeting. In private, members of the Conduct Review Board assess the incident and provide advisory recommendations to the Head of the Upper School and/or the Director of Schools, who may accept, reject or modify the recommendations as they deem appropriate. Parent appeals therefore must be directed to the Head of the Upper School and/or Director of Schools.

These policies and procedures apply to all students while on campus or attending school-sponsored activities away from school. Resident students are under the school's jurisdiction at all times during the school year, except when off campus on holiday breaks or when properly signed out to a responsible adult (e.g., guardian, parent or parents of a classmate). Cranbrook Schools reserve the right to discipline, suspend or dismiss a student (boarding or day) from school for off-campus behavior that is inconsistent with the expectations described in this Handbook and is otherwise detrimental to the reputation and best interests of Cranbrook Schools or its students.

RESIDENTIAL POLICIES

Sign-Out Procedures

As a school that includes both boarding and day students, we welcome opportunities both for day students to be involved on campus and for boarding students to visit the homes of day students whether for an evening or overnight. We have rigorous policies on campus to provide a safe social environment for students and expect that parents/guardians will provide an adult supervised and drug-and-alcohol-free environment whenever Cranbrook Kingswood students are guests in their homes. When a day or boarding parent/guardian extends an invitation to a

student as a guest, the School assumes the invitation means that a parent or guardian will be at home and will not permit student use of alcohol or drugs. **Parents/Guardians are urged to communicate with each other to insure that all student gatherings are supervised and substance free.**

When a resident student is invited to be an overnight guest in a day student's home, both the resident student's parent and the day student's parent must call (the residence hall office) 645-3451 for girls, or the appropriate residence hall for boys: Stevens 645-3681, Marquis I 645-3650, Marquis II 645-7730, Page 645-3658, or Coulter 645-3731 to give permission for the visit. If weekend plans change and a resident student returns to the dorm, she/he must notify the house adviser.

Should guests be invited for an overnight in the residence hall, permission must be obtained from the House Adviser on duty, as well as from the guest's parents. These requests must be submitted by Wednesday, 10:00 p.m., preceding the weekend of the visit. Resident students who have signed out for the evening to a day student's home are expected to call the residence hall office if they leave the home to go elsewhere. Resident faculty will make random calls to homes where resident students have indicated they have gone to verify their presence.

If resident faculty note that several students are going to a day student's home, parents will be called to verify their knowledge of the gathering. Resident students are required to give their time of departure, means of transportation, destination, companions and time of return when they sign out of the residence hall. Ninth and tenth grade students are not allowed to leave campus on weekdays without permission from dorm personnel.

Visitors

Day students are welcome to visit the resident students at appropriate times. Parents of day students are asked to contact the residence hall when their children intend to stay in the hall for several hours or more. Day students are required to check-in with dorm office staff upon arrival and departure during visits to the residence hall. Transportation for residential weekend activities is available only for resident students. Please see *Residential Life* for more information on day students staying overnight in the residence hall.

CRANBROOK SCHOOLS' ACCEPTABLE USE POLICY

This policy applies to all technology resources including but not necessarily limited to: computers, phones, video equipment, copy machines, and information storage devices. The use of these resources is a privilege, not a right, and must be treated as such by all users. The trust that defines this community requires that our technology resources be used to support the educational purposes consistent with the mission of the school and used unselfishly, with good manners, and for the good of the community as a whole.

When using the Internet or other technologies outside of school in ways that may impact the school community, students are expected to demonstrate the same courtesy and respect towards members of the community that they are expected to show at school. The school reserves the right to take disciplinary action in cases where out-of-school Internet or technology use has an impact on the school community or learning environment.

It is important to note that school network and email accounts are the property of Cranbrook and are not private. Cranbrook has the right to access network and web activity of users of the Cranbrook-owned network at any time.

GOVERNMENT LAWS: Many of the Schools policies are not only the policies of Cranbrook but also the policies of the United States and the State of Michigan. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
2. Libel Laws - Publicly defaming people through published material on the internet, email, etc...
3. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

The actions listed below comprise a non-exhaustive list of violations of the Schools' policy on acceptable use of its technological systems:

- **Unauthorized copying or theft of software or other intellectual property from any source.** Software is intellectual property. With the exception of freeware, it is illegal to load software, including shareware, on a computer unless the user has a legitimate license for the software or permission has been obtained

from the appropriate creator, owner, or licensor. All software loaded on school computers must be approved by the school and Cranbrook must own and retain the licenses for all copyrighted software loaded on school computers. Requests for new software should be directed to the Schools' Technology office. Illegal peer-to-peer file trafficking of copyrighted works is prohibited.

- **Use of any technological systems for commercial purposes.** Cranbrook's technology resources may not be used for private gain or commercial purpose. Permission must be obtained from the appropriate division head for use of Cranbrook Schools' equipment or network by other agencies or causes. Cranbrook must be reimbursed by such agencies or causes.
- **Damaging, vandalizing, hacking, or destroying technological systems or equipment, including computer hardware or software.** All users shall respect the integrity of technologically based information. Users shall not in any way damage, vandalize, hack, or destroy equipment here or at any facility to which Cranbrook Schools has access, either physically or by any other method that is intended to make the system impossible, difficult or inefficient for others to use. Printing excessive copies, attempting to crash computers or networks, creating or intentionally using programs designed to damage computers or inhibit network traffic, creating or transmitting chain letters or excessive messages, or using devices that restrict legitimate use are all examples of conduct that violate the Acceptable Use Policy.
- **Harassment or bullying through the use of any technological systems.** Use of technology resources at school to create or distribute annoying, harassing, demeaning, libelous, bullying, threatening, or obscene messages, videos, or photos anywhere or to anyone is prohibited. Masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, the use of web-based social networking spaces such as: MySpace, ASK.FM, Twitter and Facebook as well as sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
- **Invasion of School or Individual Files, including phone mail and computer files. All users shall respect the rights and property of other users.** Any attempt by users to access another user's or the school's non-public files, phone, or E-mail messages will be considered theft. Any attempts to gain access to unauthorized resources or information, either on the computer or telephone systems of this campus or any systems to which Cranbrook Schools has access, are prohibited. It is the responsibility of all users to report to the system administrators any problems, misuse or damage to the network or to individual files.

Sensitive information on the Cranbrook network is protected in a number of ways, however, network security is ultimately dependent on all users observing appropriate security precautions. Network and e-mail passwords are confidential information and may not be shared with others. Users must never leave a computer that they are logged onto unattended.

- **Accessing or publishing pornographic or demeaning materials.** Some material on the Internet may be objectionable to individual users. Cranbrook's technology may not be used to publish, retrieve or store dangerous or demeaning materials, including but not limited to, pornography, documents encouraging violence or illegal acts, and racist tracts or hate speech unless required as part of the classroom curriculum and access is supervised by an instructor.
- **Irresponsible use of websites, blogs, wikis, etc.** The user must keep in mind that the use of the schools technology to access or publish to any and all of these types of Internet tools must reflect the spirit of the principles set forth in this document. Cranbrook students are ambassadors for the school in all their online activities; therefore, all students will be held responsible for how they represent themselves and the school on the Internet. What Cranbrook students post on the Internet should not reflect negatively on fellow students, teachers, or the Schools.

Consequences

The consequences of violating the Technology Use Policy will be in keeping with the school's disciplinary system and are within the sole discretion of Cranbrook Schools. **All violations of the Technology Use Policy are violations of a major school rule.** Cranbrook Schools has the right to review any material stored on any system provided by Cranbrook and to edit or remove any material; materials will be randomly reviewed to protect Cranbrook Schools' interest in the systems and to ensure that the systems are not being misused. For any violation, a student's use of technology at school may be suspended or revoked. Other consequences as determined by Cranbrook Schools may include but are not limited to, citizenship probation, suspension, or dismissal from school, as well as full financial restitution to Cranbrook for time and money spent resolving issues resulting from misuse of the Schools' computer systems.

Interpretation, application, and modification of the Acceptable Use Policy are within the sole discretion of Cranbrook. Any questions or issues should be directed to the designated divisional administrators.

Policy Against Harassment and Discrimination

Cranbrook Schools acknowledge and celebrate the diverse personal and cultural differences within our community. It is the policy of Cranbrook Schools to provide an educational environment free from unlawful harassment, discrimination, or retaliation. This policy applies to the conduct of faculty, staff, students (or others who may be in a working relationship with the school) on school premises or during school sponsored activities off campus.

Cranbrook Schools will not deny the use or benefit of the school's services, activities, or programs based on race, sex, religion, creed, color, age (where appropriate) national or ethnic origin, sexual orientation, disability, or any other protected status as required by applicable state or federal law. Harassment includes unwelcome and inappropriate conduct or communication that denigrates or shows hostility to another student, faculty, or staff member on the basis of any legally protected status and has the purpose or effect of creating a hostile or offensive educational environment. Harassment, discrimination, and retaliation are strictly prohibited and are considered to be major school rule violations.

Depending on the circumstances, non-exclusive examples of sexual harassment may include: sexual innuendos, "jokes" of a sexual nature, unwelcome physical contact (such as patting or pinching), unwelcome sexual propositions or solicitation of sexual activity, and sexually suggestive pictures or cartoons. Depending on the circumstances, non-exclusive examples of racial or ethnic harassment may include: graffiti, epithets, racially stereotyped comments, "jokes" of a racial or ethnic nature, unwelcome physical contact or inappropriate comments about appearance. The use of digital cameras, cell phones, or video cameras to harass others is not permitted.

Any student, parent, faculty, or staff member who believes unlawful harassment, discrimination, or retaliation has occurred should immediately report the matter to the Dean of Students, the Dean of Faculty, or the Head of the Upper School. Any faculty or staff member who observes any harassment, discrimination, or retaliation against a student must report the matter to the Dean of Students, the Dean of Faculty, or the Head of the Upper School. Cranbrook Schools will promptly investigate all complaints of harassment or discrimination in as confidential manner as possible under the circumstances, and will take whatever appropriate corrective action it believes necessary to remedy the situation. Anyone who is determined to have engaged in harassment, discrimination, or retaliation in violation of this policy will be subject to appropriate disciplinary action, up to and including suspension, probation, dismissal from school or termination of employment as determined by Cranbrook Schools.

Retaliation against anyone who, in good faith, reports perceived harassment or discrimination, or participates in an investigation of a complaint, is also strictly prohibited. Anyone who believes they have been retaliated against in violation of this policy should immediately report the matter to the persons identified above.

IMPORTANT INFORMATION ABOUT CRANBROOK SCHOOLS AND CRANBROOK EDUCATIONAL COMMUNITY

CRANBROOK SCHOOLS HOLIDAY POLICY

Cranbrook Schools has established this holiday policy as a guideline for the study and recognition of holidays throughout the academic year. Schools play an important role in educating students about diversity among peoples of the world and the importance of understanding others' beliefs as a means of developing understanding and respect.

Cranbrook Schools encourage teaching about the beliefs of various religions and cultures in appropriate courses and classroom activities. Therefore holidays, both religious and secular (public holidays that reflect the common heritage of all Americans), may be introduced into the classroom for their historical, literary, artistic and cultural significance, but not for devotional purposes. The purpose of any study is to gain non-devotional awareness about a holiday through academic study that may include assemblies, performances, outings or other expressions such as displays or decorations.

In order to avoid either promoting or inhibiting any religion or culture, there should not be any *observance* of a religious or secular holiday during the classroom day. An observance would be an event that would solemnize the occasion or promote adherence to any certain beliefs.

In summary:

- Activities in conjunction with religious or secular holidays are neither to advance nor inhibit religion, and are limited to study.
- The totality of holiday-related activities is to reflect a variety of cultures and a balance among them.
- No student is compelled to study or recognize any holiday in ways contrary to his/her religious beliefs.
- When a calendar-scheduled no-school day occurs, only one night's homework will be assigned. No club or activity meetings, athletic practices or contests will be held during this scheduled time.

Specific Positions

Rosh Hashanah

1st night: practices are permitted, but students must be excused by 5:00pm. Contests may NOT be scheduled. No after-school activities after 5:00pm.

1st full day: Practices, contests, student activities or meetings are NOT permitted.

2nd full day: Practices and Contests permitted but students must be excused if requested. (Note: Scheduling of events, athletic or other, should be avoided if possible).

Yom Kippur

1st night: practices are permitted, but students who must be excused by 5:00pm. Contests may NOT be scheduled. No after-school activities after 5:00pm

1st full day: No practices permitted; No contests permitted; No student activities or meetings

The Schools invite parents and students to inform teachers of the students' religious needs that require attention during the classroom day including dietary needs and restrictions. A copy of the policy and its guidelines is available from the Office of Multicultural Programs.

SPECIAL FACILITIES

Library Facilities

There are nine libraries on the CEC campus: the five Cranbrook Schools' libraries; Cranbrook House library (the Booth family collection); Art Academy Library; Cranbrook Archives; and Christ Church.

Within the Schools' libraries, students and faculty have access to 80,000 volumes and 327 periodicals and newspapers. Additional resources include subscriptions to 31 on-line databases, a substantial video and DVD film collection, and professional and parental information collections.

Library

Collection

| | |
|---------------------------------|---|
| Brookside School | Pre-K through 5th grade and a professional collection |
| Cranbrook Kingswood | 6th through 8th grades - both Kingswood and Cranbrook Middle School campuses |
| Cranbrook Kingswood | 9th through 12th grades - both Cranbrook and Kingswood ZUpper School campuses |
| Art Academy | Graduate level art studies |
| Cranbrook House | Rare books; fine bindings; belles lettres; local history. Limited circulation |
| Archives-Cranbrook Institutions | Use of archival collection by appointment only |
| Christ Church | Religious studies |

Private Rentals on Cranbrook Grounds

1. Unless it is a school-sponsored event, there is no picnicking allowed on the Cranbrook grounds. However, the Cranbrook "Senior Cabin" is available for private rental. For more information, please contact our Community Events Office at 248-645-3164.
2. Cranbrook House, the original Booth home, designed by Albert Kahn, now houses the executive offices and the magnificent Booth Library where concerts and lectures are given. The surrounding 40 acres include formal and informal gardens, pine walks, the Greek Theater and an Oriental Garden.

Athletic Facilities

- Swimming** Please contact Timothy Skowronski at 248-645-3734 regarding information about the use of Williams Natatorium for rentals and scheduled open swim activities.
- Ice Skating** Open skating is available at the Cranbrook Ice Arena. Times will be posted at the rink. For more information, contact Kathy Gilgallon at 248-645-3187. **No skating and/or walking on any frozen ponds or lakes is permitted.**

Museums

Academy of Art

1. Exhibitions focus on contemporary trends in the visual arts as well as a permanent collection. Sculpture by Carl Milles highlights courtyards throughout the Cranbrook grounds.
2. All students are admitted to the Cranbrook Academy of Art Museum free of charge with student I.D. For information regarding hours, specific exhibits, etc., please call 645-3300.

Institute of Science

1. Exhibitions include a participation physics hall, a fine mineral collection, anthropology exhibits, a nature center and a planetarium with observatory programs and laser concerts.
2. All students are admitted with student I.D. to the Cranbrook Institute of Science, free of charge.

For information regarding hours, specific exhibits, or other information, please call 645-3200.

PARKING

CEC parking and safety regulations exist in the interest of safety and good order. The following regulations are of particular note:

1. Vehicle speed on campus roads is limited to 25 mph. The Bloomfield Hills Police Department will periodically conduct radar checks and will issue tickets on campus.
2. All vehicles driven or parked on campus by faculty, staff and students are required to display CEC parking stickers.
3. Motor vehicles are allowed only on paved campus roads.
4. Motorcycles or scooters of any variety are not permitted on campus.
5. Bicycles operated by non-residents are allowed only on paved campus roads.
6. Operators of motor vehicles are required to obey all campus parking and traffic signs.
7. Parking on campus is restricted to designated areas posted for parking. Tickets will be issued to those who violate parking regulations.*
8. Parking in Disabled Parking Spaces or Fire Lanes is **Prohibited by State Law.***
9. Cars parked where they are obstructing traffic or blocking other vehicles may be towed at the owner's expense.

** Violators can be issued tickets by the Bloomfield Hills Police.*

Parking Areas

Brookside School

1. Parking is available at Hedgegate in unreserved spaces.
2. If the lot is full, you may park at the Christ Church lot located at the corner of Lone Pine and Cranbrook Roads.

Cranbrook Campus

1. The parking lot for the Cranbrook campus is located at 550 Lone Pine Road, next to the Performing Arts Center (PAC).
2. The Auto Court at 520 Lone Pine Road is reserved (black and gold signs) for designated individuals, but does have a limited number of visitor spaces.
3. The parking area by the Dining Hall is reserved (black and gold signs) for the director of food services, service vehicle, assigned school vehicles, and resident faculty only and are not to be used by others during school hours. Cars illegally parked in these areas will be ticketed. All other unmarked spaces may be used by faculty and visitors only.
4. The Marquis dorm parking areas are reserved. The paved area behind the dormitories and the Gordon Science Center is reserved for faculty dormitory residents only.

Kingswood Campus

The main parking lot at the Kingswood campus has reserved parking spaces for Admissions and visitors and has reserved faculty parking between the hours of 7:00 a.m. and 6:00 p.m.

Performing Arts Center (Lerchen Hall)

1. The Performing Arts Center hosts the numerous concerts, plays and special assemblies that take place on campus.
2. Parking for the PAC is located on the Cranbrook campus. Enter the lot at 550 Lone Pine Road.

FREQUENTLY ASKED QUESTIONS

- **How do I access schools information online?**
Our website address is www.crannet.cranbrook.edu.
- **Who serves in parent organizations and when are the meetings?**
See *Parent Organizations* and *Directory* in this Handbook.
What is the Cranbrook Kingswood Upper School CEEB Code Number?
The Cranbrook Kingswood Upper School CEEB Code Number is 230-355
- **What is the number of the College Counseling Hotline?**
Call (645-3406) for information regarding the weekly schedule of visits by college representatives, for registration deadlines for the SAT and ACT, and for updates.
- **Whom should I contact with a question about my child's schedule?**
- **Whom do I contact if I have a question about a specific class my child is enrolled in?**
Questions and concerns about scheduling and academic matters are handled by the Academic Office (645-3605).
- **What's the difference between an adviser and a counselor?**
All full-time faculty act as advisers for students. In the first year students are assigned to advisers; subsequently, students choose their advisers. Advisers meet regularly with advisees and guide them regarding school-related matters.

There are counselors available to respond to individual situations, whether it is to work with students who are in need of more specialized support or who are seeking help with study skills. Contact the appropriate Campus Dean for information.
- **Whom should I call if I need to contact my child during the day?**
- **Which office should I notify if my child is ill or going to be absent?**
- **Whom do I call for homework assignments if my child is absent from school?**
In each case, call the respective Campus Dean's Office. Dean of Boys (645-3620), Dean of Girls (645-3400). When a child will be absent, call before 9:00 a.m. Homework assignments may be obtained by e-mailing the teacher(s) or through the teachers' website on CranNet.
- **Is tutoring available for my child?**
Department Heads keep lists of active tutors.
- **Athletic Hotline?** 645-3638

DIRECTORY

(All area codes are 248 unless otherwise noted)

SCHOOLS

| Campus Office | Information | Attendance |
|---------------------------------|-------------|-------------|
| CB Dean's Office | 645-3620 | CB 645-3620 |
| CB Faculty Workroom | 645-3629 | |
| CB Dean's Fax | 645-3682 | |
| CB Dorm Office Fax | 645-3590 | |
| KW Dean's Office | 645-3400 | KW 645-3400 |
| KW Main Level Faculty Workroom | 645-3448 | |
| KW Lower Level Faculty Workroom | 645-3467 | |
| KW Dean's Fax | 645-3053 | |
| KW Dorm Office Fax | 645-3033 | |
| Bookstore | 645-3656 | |
| Athletic Hotline | 645-3638 | |

ADMINISTRATION

| Position | Name | Office | Home |
|--|-------------------|----------|----------------|
| Director of Schools | Arlyce Seibert | 645-3602 | 433-1924 |
| Director of Administrative Services | Kurt Godfryd | 645-3625 | |
| Head of Upper School | Charles Shaw | 645-3405 | 642-5054 |
| Dean of Boys | Ara Brown | 645-3043 | 318-6372 |
| Dean of Girls | Sharon Peacock | 645-3400 | 646-7706 |
| Dean of Faculty | Claudia Schuette | 645-3609 | 682-8851 |
| Registrar | Betsy Lamb | 645-3637 | 644-0129 |
| Assistant Registrar | Renee Jenuwine | 645-3415 | 524-9344 |
| Director of Athletics | Stephen Graf | 645-3668 | 249-4382 |
| Assistant Director of Athletics | Shane Finney | 645-3672 | 628-1059 |
| Director of Admissions | Drew Miller | 645-3610 | 642-6320 |
| Dean of US Admissions | Laura Newton | 645-3611 | (810) 874-1385 |
| Assoc. Dean, US Admission | Griffin Howell | 645-3463 | |
| Assoc. Dean, US Admission | Pamela Gardner | 645-3010 | 932-0155 |
| Assoc. Dean, US Admission | Eileen Hilliard | 645-3463 | 626-1559 |
| Financial Aid | Drew Miller | 645-3610 | 642-6320 |
| Academic Dean, 9-10 | Erika Hansinger | 645-3648 | 646-1380 |
| Academic Dean, 11-12 | Jacob Hazard | 645-3633 | (626) 345-9631 |
| Acting Dean of College Counseling | William Hancock | 645-3615 | 645-3665 |
| Associate Dean of College Counseling | Sheila Bailey | 645-3771 | 641-7782 |
| Associate Dean of College Counseling | Portia Hedgespeth | 645-3614 | 540-6299 |
| Associate Dean of College Counseling | Patrick O'Connor | 645-3430 | 840-1470 |
| Counselor | Kathy Riegle | 645-3416 | 821-0746 |
| Counselor | Louis Przybylski | 645-3623 | 399-5109 |
| Counselor | Dr. Michael Young | 645-3623 | 593-9314 |
| Counselor | Dr. Larry Gusman | 645-3623 | 214-7302 |
| Chaplain | Dr. Timothy Furry | 645-3643 | (937) 361-8825 |
| Kingswood Nurse | Cindy Mecsey | 645-3431 | 408-5948 |
| Cranbrook Nurse | Linda Suvak | 645-3631 | 978-5568 |
| Director of Community and Multicultural Programs | Carla Young | 645-3683 | 593-9314 |
| Director of Communications for Schools | Clayton Matthews | 645-3409 | 346-9941 |

DEPARTMENT HEADS

| Department | Name | Office | Home |
|------------------|-------------------|----------|----------|
| Computer Science | Richard Lamb | 645-3694 | 644-0129 |
| English | Alexis Pollock | 645-3448 | 646-0267 |
| Fine Arts | Gary Kulak | 645-3449 | 203-9755 |
| Foreign Language | Suzanne Tennent | 645-3606 | 723-4480 |
| History | Deb Viles | 645-3467 | 736-6362 |
| Libraries | Linda Stone | 645-3455 | 593-9727 |
| Mathematics | Robert Fredrikson | 645-3647 | 433-3710 |
| Performing Arts | Sarkis Halajian | 645-3640 | 645-1281 |
| Religion | Eric Lorey | 645-3643 | 737-6471 |
| Science | Greg Miller | 645-3695 | 922-0782 |

RESIDENCE HALLS

House Advisers and Assistant House Advisers

Cranbrook Residence Hall

| Residence | Name | Office | Home |
|---------------------------|-----------------|----------|----------------|
| Acting Head House Adviser | Brent Heard | 645-3629 | 723-1447 |
| Coulter Hall | William Hancock | 645-3615 | 930-0776 |
| Coulter Hall | Mark Karinen | 645-3467 | (313) 657-1218 |
| Coulter Hall | David Cohen | 645-3647 | (847) 644-3415 |
| Marquis Hall | John Twedt | 645-3696 | 645-3650 |
| Marquis Hall | Judy Keck | 645-3656 | 645-7730 |
| Marquis Hall | James Gabriel | 645-3642 | 561-0091 |
| Page Hall | Raj Sood | 645-3647 | (617) 510-0883 |
| Page Hall | Hunter Dunn | 645-3448 | 756-2291 |
| Stevens Hall | Jon Tenuta | 645-3666 | 895-9695 |
| Stevens Hall | JD Reed | 645-3448 | 830-0102 |

Office and Duty Phones

| | |
|----------------------------------|----------|
| Cranbrook Residence Hall Office | |
| Coulter II Hall Duty Desk | 645-3646 |
| Marquis Hall 1st Floor Duty Desk | 645-3689 |
| Marquis Hall 3rd Floor Duty Desk | 645-3690 |
| Page Hall Duty Desk | 645-3594 |
| Stevens 1st Floor Duty Desk | 645-3688 |
| | 645-3687 |

Kingswood Residence Hall

| Residence | Name | Office | Home |
|--------------------------|------------------|----------|----------------|
| Head House Adviser | Chris Rainwater | 645-3450 | (734) 255-1845 |
| Associate House Advisor | Gail Chun | 645-3433 | 495-9288 |
| Kingswood Residence Hall | Molly Zolianbawi | 645-3434 | (517) 303-0314 |
| Kingswood Residence Hall | Rachel Applebaum | 645-3466 | 765-9737 |
| Kingswood Residence Hall | Katie Lamb | 645-3454 | 854-3891 |

Office and Duty Phones

| | |
|---------------------------------|----------|
| Kingswood Residence Hall Office | 645-3452 |
| 1 st Floor Duty Desk | 645-3481 |
| 2 nd Floor Duty Desk | 645-3482 |
| 3 rd Floor Duty Desk | 645-3483 |

CRANBROOK KINGSWOOD DADS' CLUB
2013-2014

| Office | Officer | Phone |
|-------------------------|--------------------|----------------|
| President | John Blake | 701-0097 |
| VP Upper School | Donald Glover | 645-2269 |
| VP Middle School Girls | Robert Hinnant | 761-5117 |
| VP Middle School Boys | Paul Carethers | 792-9117 |
| VP Boarders Boys | Thomas Howlett '80 | 723-4878 |
| VP Boarders Girls | Ben Dancer | (517) 881-3980 |
| VP Board of Governors | Steve Briggs | 683-3342 |
| Treasurer | Edward Hightower | 358-8701 |
| Recording Secretary | Josh Tukul | 788-5226 |
| Corresponding Secretary | Tyler Tennent | 882-8463 |
| Faculty/ Student Awards | John Blake | 701-0097 |
| | Paul Carethers | 792-9117 |
| | Steve Briggs | 683-3342 |
| | Edward Hightower | 358-8701 |
| Multicultural Diversity | Jonathan Adams | (313) 864-7821 |
| | I.D. Jegede | (313) 304-4016 |
| Special Projects | Joe Saylor | 388-0301 |
| | Avinash Rachmale | 646-2566 |
| | Ray Sleater | (231) 631-0675 |
| Ex-Officio | Nimish Desai | 788-7670 |

The Cranbrook-Kingswood Middle & Upper School Dads' Club is dedicated to supporting the current student body through a coordinated effort with the schools' administration, other parent organizations, and the Cranbrook Educational Community. By donating our time and talents we, as fathers, seek to use our leadership and other skills to enhance the educational experience of our children.

Meetings

We hold monthly meetings on the second Wednesday of each month where we meet the Heads of the Upper and Middle Schools for updates on school activities, and usually we will have a guest speaker. Evening meetings are held at various Cranbrook locations and they start with drinks, followed by dinner and a program/tour of the campus building.

The Monthly Meetings will be from 8:00 to 9:30 a.m. at Thornlea (next to Brookside) on:

| | | |
|--------------------|-------------------|----------------|
| September 11, 2013 | December 11, 2013 | March 12, 2014 |
| October 9, 2013 | January 8, 2014 | April 9, 2014 |
| November 13, 2013 | February 12, 2014 | May 14, 2014 |

For a schedule of the evening meetings, please visit CranNet.

All Dads are automatically members of the Dads' Club and are welcome to attend the meetings. There is no fee to join or attend. Please opt-in to the Dads' Club Group on CranNet and feel free to contact any one of the Officers for more information on the Club and its programs. We look forward to seeing you at the meetings!

**BRAVO FRIENDS OF CRANBROOK SCHOOLS' PERFORMING ARTS
2013-2014**

| Office | Officer | Phone |
|---------------------------|--------------------|--------------|
| President | Suzanne Lewand | 250-2854 |
| Vice-President | James Cristbrook | 417-7681 |
| Secretary | Adriana Vlasic | 515-9994 |
| Treasurer | Helen Vlasic | 310-9293 |
| CranNet Coordinator | Carolyn Stevens | 802-5873 |
| Fundraising | Johnna Feord | 761-5676 |
| Membership Chair | Ellen English | 593-1420 |
| Publicity Chair | DeAnn Forbes Ervin | 645-1335 |
| Upper School Liaison | Renee Wu | 979-7369 |
| Middle School Liaison | Jane Pan-Luo | 641-0289 |
| Brookside Liaisons | Kelli Haidle | 840-8382 |
| | Chuck Wilcox | 624-7701 |
| Director, Performing Arts | Sarkis Halajian | 645-3640 |
| Ex-Officio* | Claudia Geshchwind | 647-6672 |
| *non-voting position | | |

Monthly Board Meetings are usually held the first Wednesday of every month. Please refer to the BRAVO Page on CranNet for information about BRAVO's activities and for information about school performing arts events.

**CRANBROOK KINGSWOOD BOOSTER CLUB
2013-2014**

| Office | Officer | Phone |
|-------------------------|---------------------|--------------|
| Co-Presidents | Meegan McRoberts | 723-1237 |
| | Lee Ghesquiere | 821-9595 |
| Co-Vice Presidents | Steve Faliski | 203-1032 |
| | Dana Brophy | 723-9998 |
| Treasurer | CC Homovec | 361-7791 |
| Corresponding Secretary | Carrie Langdon | 593-7926 |
| Recording Secretary | Robb Aikens | 312-0035 |
| Membership Chairs | Kathy Ballard | 738-1262 |
| Golf Outing Chairs | Jennifer Ghesquiere | 646-4421 |
| | Kelly Shuert | 647-6645 |
| Lacrosse Jamboree | Steve Faliski | 203-1032 |
| Ex-Officios | Patsy Hartmann | 761-3406 |
| | John Giampetroni | 318-4502 |

Booster Club Golf Outing, Oakland Hills Country Club October 7, 2013
Cranbrook Warrior Lacrosse Jamboree May 30-June 1, 2014

Monthly Meetings

Executive Board meetings are normally held on the second Monday of each month at 7pm. Dates and major announcements will be posted on CranNet. All CK families are automatically included in the Booster Club Membership group. Gold Booster Membership is offered to families who wish to make an additional donation. Gold Booster registration forms are available on the Booster Club Page on CranNet. Gold Booster Membership has the benefits of participation in our annual "Tailgate Party", as well as weekly reminders of CK Athletic events.

**CRANBROOK KINGSWOOD UPPER SCHOOL MOTHERS' COUNCIL
2013-2014**

| Office | Officer | Phone |
|-------------------------|-------------------|----------------------------|
| Co-Presidents | Tonya Collier | 770-7379 or 669-8803 |
| | Chevelle Roman | (215) 514-3670 or 650-7919 |
| Co-Vice Presidents | Jeri Fishman | 356-6117 or 933-2838 |
| | Tracie Hightower | 890-5009 or 358-8701 |
| Recording Secretary | Gail Rapson | 238-1606 or 594-6086 |
| Corresponding Secretary | Anne LaBrecque | 651-0857 or 613-1280 |
| Treasurer | Karen Hagenlocker | 703-3451 or 646-1901 |
| Assistant Treasurer | Katherine Maxwell | 345-4594 or 792-6392 |
| Board of Governors V.P. | Linda Honet | 310-6451 or 646-5669 |

Mothers' Council Grade Representatives

| Cranbrook | | Kingswood | |
|------------------------------|----------------------------|------------------------------|----------------------------------|
| 12th Grade | | 12th Grade | |
| Paula Birnholtz | 330-0234 or 932-3954 | Ginny Clausen | (414) 331-2223 or 792-9295 |
| Jennifer Forbes | 258-4990 | Terri Coleman | (586) 337-0730 or 260-7519 |
| Carrie Fraser | 644-3468 or 244-2927 | Beth Morrow | (313) 342-7259 or (313) 617-0107 |
| Christine Giampetroni | 646-7784 or 318-4506 | Kelly Shuert | 647-6645 or (586) 254-4590 |
| Vicki Vlasic | 738-7096 | Jeannie Wonders | 894-5054 or 540-0032 |
| 11th Grade | | 11th Grade | |
| Linda Aikens | 360-8163 or 894-7197 | Lisa Blake | 224-9237 |
| Barbara Fridline | 659-3452 | Dawn Harimoto | 370-0029 |
| Eva Luckoff | (586) 206-8123 or 865-3386 | Stacy Klein | 514-4043 |
| Lori Thelen | (281) 381-5613 or 593-8576 | Cherie Ritter | 701-0512 |
| 10th Grade | | 10th Grade | |
| Heidi Geissbuhler | 647-8408 | Carolyn Brill | 969-6938 |
| Patsy Hartmann | 608-2686 | Jan Rosen | 563-7632 |
| 9th Grade | | 9th Grade | |
| Kim Levin | 851-2585 | Dana Brophy | 723-9998 |
| | | Kim Howlett | 723-4878 |

Mothers' Council Committees

| | | |
|--------------------------------|-----------------------|----------------------|
| Annual Fund Liaisons | Lisa Blake | 224-9237 |
| | Amy Tattrie | (313) 969-6204 |
| Book Fair Coordinators | Amy Leslie | 804-9090 |
| | Cindy Luce | 670-3768 |
| Booster Club Liaison | Dana Brophy | 723-9998 |
| Bravo Liaison | Renee Wu | 363-5698 |
| College Counseling | Tracie Hightower | 890-5009 or 358-8701 |
| In-Residence Liaison | TBD | |
| | TBD | |
| Multi-Cultural Diversity | Denise Adams | (313) 520-2050 |
| Nominating Committee Co-Chairs | Carrie Langdon | 373-1384 or 593-7926 |
| | Cherie Ritter | 701-0512 or 433-1537 |
| SCRIP Liaison | Jyotika Roychowdhury | 952-1501 |
| Volunteer Coordinator | Mary Anne Malinowski | 593-5134 |
| Welcoming Committee | Johnna Feord | 761-5676 |
| | Anne LaBrecque | 651-0857 or 613-1280 |
| | Jan Rosen | 563-7632 or 538-0616 |
| | Lisa Schwartz | 432-2602 |
| Ex-Officio | Christine Giampetroni | 318-4506 or 646-7784 |
| | Linda Honet | 310-6451 or 646-5669 |

General Assembly Meetings

TBD

Grade Coffee Dates

TBD

UPPER SCHOOL CALENDAR 2013-2014

September 2013

- 2 US Resident Students Move In
- 3 LS Classes Begin; ECC/MS/US Orientation
- 4 ECC ½ Day Classes; MS Classes Begin; US Classes Begin
- 5 Rosh Hashanah (No Classes)

October

- 7 AIMS Conference (No Classes)

November

- 22 US – *Residence Halls Close at 6:00 pm*
- 23-30 Thanksgiving Break (No Classes)

December

- 1 Thanksgiving Break (No Classes)
- 2 In-Service Day (No Classes)
- 3 Classes Resume
- 20 ECC (No Classes); LS ½ Day; MS/US Early Dismissal – *Residence Halls Close at 6:00 pm*
- 21-31 Winter Break (No Classes)

January 2014

- 1-5 Winter Break
- 6 Classes Resume
- 20 MLK Holiday (No Classes)

February

- 17 President's Day (No Classes)

March

- 14 US – *Residence Halls Close at 6:00 pm*
- 15-30 Spring Break (No Classes)
- 31 Classes Resume

April

- 18 Good Friday (No Classes)

May

- 26 Memorial Day (No Classes)

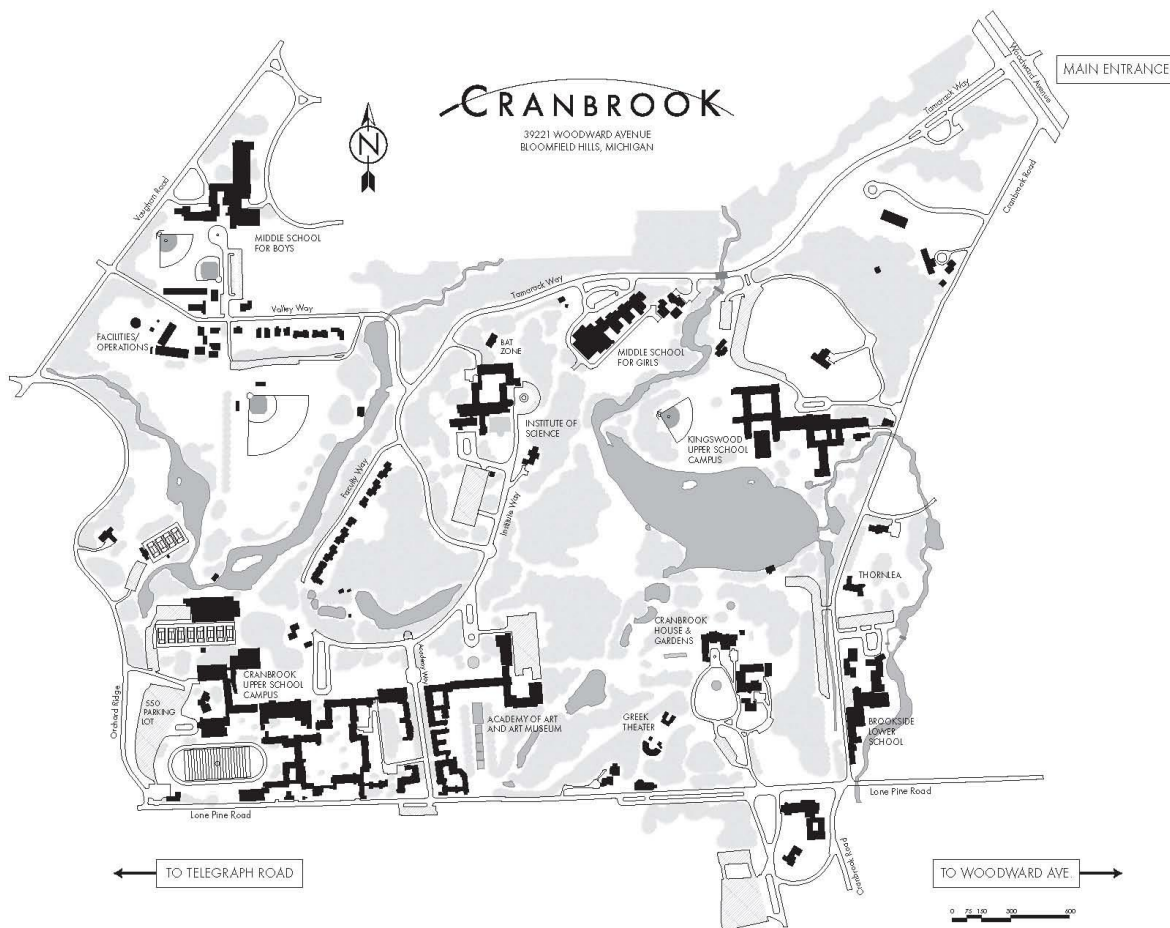
June

- 4 Last Day of 2013-14 School Year/Prom
- 6 US Graduation

CRANBROOK KINGSWOOD UPPER SCHOOL DAILY SCHEDULE

| US Div Schedule | A (Per 1-8) | B (Per 1/2/7/8) | C (Per 1-5) | D (Per 3-8) | E (Per 1-8) |
|-----------------|--------------------|-------------------|--------------------|--------------------|--------------------|
| 8:00 | 1 (8:00-8:45) 45 | 7 (8:00-8:55) 55 | 2 (8:00-8:55) 55 | 8 (8:00-9:10) 70 | 1 (8:00-8:45) 45 |
| 8:05 | | | | | |
| 8:10 | | | | | |
| 8:15 | | | | | |
| 8:20 | | | | | |
| 8:25 | | | | | |
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| 8:35 | | | | | |
| 8:40 | | | | | |
| 8:45 | | | | | |
| 8:50 | | | | | |
| 8:55 | | | | | |
| 9:00 | 2 (9:00-9:45) 45 | | | | 2 (9:00-9:45) 45 |
| 9:05 | | | | | |
| 9:10 | | 8 (9:10-10:05) 55 | 3 (9:10-10:20) 70 | | |
| 9:15 | | | | | |
| 9:20 | | | | | |
| 9:25 | | | | 3 (9:25-10:20) 55 | |
| 9:30 | | | | | |
| 9:35 | | | | | |
| 9:40 | | | | | |
| 9:45 | | | | | |
| 9:50 | | | | | |
| 9:55 | | | | | |
| 10:00 | 3 (10:00-10:45) 45 | | | | 3 (10:00-10:45) 45 |
| 10:05 | | | | | |
| 10:10 | | | | | |
| 10:15 | | | | | |
| 10:20 | | A/M (10:20-11:20) | | | |
| 10:25 | | | | | |
| 10:30 | | | | | |
| 10:35 | | | 4 (10:35-11:30) 55 | 4 (10:35-11:45) 70 | |
| 10:40 | | | | | |
| 10:45 | | | | | |
| 10:50 | | | | | |
| 10:55 | | | | | |
| 11:00 | 4 (11:00-11:45) 45 | | | | 4 (11:00-11:45) 45 |
| 11:05 | | | | | |
| 11:10 | | | | | |
| 11:15 | | | | | |
| 11:20 | | | | | |
| 11:25 | | | | | |
| 11:30 | | Lunch | | | |
| 11:35 | | | | | |
| 11:40 | | | | | |
| 11:45 | | | | | |
| 11:50 | | | | | |
| 11:55 | | | | | |
| 12:00 | 5 (12:00-12:45) 45 | | 5 (11:45-12:55) 70 | 5 (12:00-12:55) 55 | 5 (12:00-12:45) 45 |
| 12:05 | | | | | |
| 12:10 | | | | | |
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| 3:05 | | | | | |
| 3:10 | | | | | |
| 3:15 | | | | | |

MAP



From Detroit:

I-75 north to Big Beaver Road, west to Woodward Avenue, north to Lone Pine, west 550 Lone Pine Road. The Performing Arts Center is the building just north of the football field.

From Metro Airport:

I-94 west to I-275 north, to I-696 east, to Telegraph Road north, to Lone Pine Road east to 550 Lone Pine Road (between Lahser & Woodward). The Performing Arts Center is the building just north of the football field.

From the West:

I-94 east to M-14 east, to I-96/275 north, to I-696 east, to Telegraph Road north, to Lone Pine Road 550 Lone Pine Road (between Lahser & Woodward). The Performing Arts Center is the building just north of the football field.

From the South:

I-75 north to I-275 north, to I-696 east, to Telegraph Road north, to Lone Pine Road east to 550 Lone Pine Road (between Lahser & Woodward). The Performing Arts Center is the building just north of the football field.

From the North:

I-75 south to Square Lake Road west, to Woodward Avenue south, to Lone Pine west to 550 Lone Pine Road. The Performing Arts Center is the building just north of the football field.