Cranbrook is committed to Equal Employment Opportunity (EEO) and nondiscrimination in all aspects of employment. As an EEO employer, Cranbrook’s policy is that employment related decisions shall be made without regard to an applicant’s or employee’s race, color, national origin, religion, creed, sex, height, weight, marital status, disability, veteran status, age, sexual orientation or any other basis prohibited by local, state or federal law. Any inquiries concerning this policy should be directed to the above address.

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.

Cranbrook Educational Community, including all of its divisions and other affiliated educational and cultural programs, subscribes to a policy of equal opportunity with respect to employment, participation in available programs and access. Any inquiries concerning this policy should be directed to: Cranbrook Educational Community, Director of Human Resources, PO Box 801, Bloomfield Hills, MI 48330-0801.
WELCOME

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

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 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 maintaining an 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 that follows. The information contained within applies to us all as a community of interconnectedness.

As an educational community, 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 community.

To achieve and maintain a balanced community, we need a stated set of policies and procedures that articulate our rights and our responsibilities. These statements assist us in both our individual and collective pursuits. Hence, this Handbook serves a critical need. I do expect that each of us will commit ourselves, not only to the prescribed expectations and standards contained herein, but also to the spirit of our school community.

If you ever have a question, concern or idea, please share it so that we can discuss it together. By working collaboratively we will continue to improve and strengthen our community.

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

Charles T. Shaw
Head of Upper School
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.
# TABLE OF CONTENTS

WELCOME..................................................................................................................................................... i  
TABLE OF CONTENTS .............................................................................................................................. iii  
INDEX ....................................................................................................................................................... iv-v  
DIRECTORS MESSAGE .............................................................................................................................. 1  
GUIDING PRINCIPLES ................................................................................................................................ 3  
UPPER SCHOOL GOALS .................................................................................................................................. 3  
TRADITIONS AND SPECIAL EVENTS ............................................................................................................ 5  
SCHOOL SONGS ........................................................................................................................................... 6  
RECOGNITIONS AND AWARDS .................................................................................................................. 7  
UPPER SCHOOL AWARDS .......................................................................................................................... 8  
ACADEMIC LIFE .......................................................................................................................................... 9  
STUDENT LIFE .......................................................................................................................................... 21  
RESIDENTIAL LIFE ................................................................................................................................... 35  
CONDUCT RULES AND EXPECTATIONS .................................................................................................... 48  
PARENT INFORMATION .............................................................................................................................. 61  
DIRECTORY ................................................................................................................................................... 71  
ORGANIZATIONAL CHART .......................................................................................................................... 78  
UPPER SCHOOL CALENDAR AND DAILY SCHEDULE .................................................................................. 79  
MAP ............................................................................................................................................................ Inside Back Cover
Parents Visiting Days, 64
Parking, 69-70
Permissions (Res. Hall), 42-44
Personal Finance (Res. Hall), 38
Pets (Res. Hall), 42
Phone numbers (See Directory)
Places of Worship, 47
Plagiarism, 51
Principles of Good Practice, 62
Public Safety, 26, 46, 59
Questions, frequently asked, 70
Quiet Hours (Res. Hall), 37
Recognitions and Awards, 7-8
Registration, 11
Rentals, 69
Resident Advisers, 32
Residential Life, 35
Residence Hall Councils, 32
Resident Faculty, 73
Resources, 26, 64
Room Inspections, 45
Rules (Res. Hall), 42-46
Safety of Appliances, 38
School Songs, 6
School Store, 26
Senior Lunch Privilege, 60
Senior May Project, 19
Severe weather, 57
Sign-ins/outs (Res. Hall), 42-44
Special Facilities, 68-69
Student Activities, 26-31
Student Common Room, 26
Student Life, 21
Student Support, 22-23
Study Hours (Res. Hall), 37
Summer Programs, 20
Suspension, 52
Tardiness, 56
Technology Use Policy, 66-67
Testing, 12-14
Telephones (Res. Hall), 40
Television (Res. Hall), 38
Tobacco use, 25
Traditions, 5
Transportation (Res. Hall), 42
Travel-Related Absences, 57
Tutoring, 14, 70
Extended Testing Policy, 14
Withdrawals, 12

Valuables (Res. Hall), 38
Visitor's hours (Res. Hall), 44
Volunteering (parents), 1-2
Weekends (Res. Hall, 44
Welcome, 1
Wilderness Expedition, 19
Valuables (Res. Hall), 38
Visitor's hours (Res. Hall), 44
Volunteering (parents), 1-2
Weekends (Res. Hall, 44
Welcome, 1
Wilderness Expedition, 19
Withdrawals, 12
DIRECTOR’S MESSAGE

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. 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. 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 White Gifts Assembly. As students and staff 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, 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, Giftorama, 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, and making and receiving phone calls for the Admission Office, working in the library, working the concession stand at athletic events and accompanying the team, arranging car pools, planting flowers 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 six consecutive years there has been 100% faculty participation in the Annual Fund.

**Fund Raising Events**
In addition to our annual fund effort’s; 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, Giftorama 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:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booster Club Golf Outing</td>
<td>October 5, 2009</td>
</tr>
<tr>
<td>Giftorama</td>
<td>November 6-8, 2009</td>
</tr>
<tr>
<td>Kaleidoscope</td>
<td>March 13, 2010</td>
</tr>
<tr>
<td>Warrior Lacrosse Jamboree</td>
<td>May 28-30, 2010</td>
</tr>
</tbody>
</table>

**Conclusion**
The tradition of independent education is a very rich 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 background 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 School 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, grandparents reception and parent seminar programs.
- White Gifts Assembly at Thanksgiving, at which Cabinet prepares and presents the White Gifts Assembly 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.
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
- Athlete of the Year Sportsmanship Award
- Bausch & Lomb Science Award
- Birmingham Tennis Club
- Bobby Tremain Award
- Brookwinds Yearbook Award
- Brown University Book Award
- Caltech Signature Award
- Colgate Book Award
- Computer Prize Programs
- Cornell Book Prize
- Cum Laude Society
- Curtis Seichter History Book Award
- Dad's Club Recognition Award
- Dartmouth College Book
- David F. Mullin Latin Award
- David Knight Award (Math)
- Detroit Free Press Michigan Scholar Athlete
- 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
- 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
- Scholarship Excellence
- School Scholarship Medal a Margret Avery Auger Cup
- Senior Tribute Award
- Shin/Welch Award
- Stephen Rosenquist Latin Award
- Strickland Dance Award
- Strickland Writing Awards
- Studio Art Awards
- Thistle Award for Art
- Walter A. Bagdade Scholar in Physics
- Wellesley College Book Award
- World Language Award
- Yale Book 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 School asks students to be scholars, artists, and athletes—that is, knowers of truth, makers of culture, and seekers of competition.

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. Erika Hansinger works with students entering grade 9, seeing them through the transition to the Upper School and on through the expanding horizons of their grade 9 and grade 10 experiences. Students entering grade 11 come under the aegis of Laurie Pullen, who 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

In order to be responsive to the interests and goals of each student, the curriculum of Cranbrook Kingswood 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 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 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 foreign language, three years of laboratory science (one year should be biology) 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 below:

1. Students are expected to 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. A student must take and pass a minimum of four full-credit classes each year to move on to the next grade.

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

<table>
<thead>
<tr>
<th>Departments</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>2 credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2 credits</td>
</tr>
<tr>
<td>Foreign Language*</td>
<td>2 credits</td>
</tr>
<tr>
<td>Science - must be Conceptual Physics</td>
<td>2 credit</td>
</tr>
<tr>
<td>History/Social Science</td>
<td>1.5 credits</td>
</tr>
<tr>
<td>Religion and Humanities</td>
<td>.5 credit</td>
</tr>
<tr>
<td>Arts (Fine or Performing)</td>
<td>.5 credit</td>
</tr>
<tr>
<td>Health</td>
<td>pass/fail</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Departments</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English **</td>
<td>2 credits</td>
</tr>
<tr>
<td>Mathematics***</td>
<td>2 credit</td>
</tr>
<tr>
<td>Science</td>
<td>1 credit</td>
</tr>
<tr>
<td>History/Social Science****</td>
<td>1 credit</td>
</tr>
<tr>
<td>Religion and Humanities</td>
<td>.5 credit</td>
</tr>
<tr>
<td>Arts (Fine or Performing)</td>
<td>.5 credit</td>
</tr>
</tbody>
</table>

* 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.

**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**

**Registration**

Returning students register in the spring for courses for the next academic year. Current teachers recommend placement in sequential courses. Returning students who wish to question their course placement must do so prior to the end of the school year. 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, which are evaluated by Department Heads.

**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.
**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.
   b) Obtain a parent's signature.
   c) Obtain The Academic Dean’s signature (if required).
   d) Submit to Registrar.

2. **To drop any course:**
   a) Fill out a Drop form.
   b) Obtain a parent’s and adviser’s signatures.
   c) Obtain the College Counselor’s signature (seniors).
   d) Obtain the Academic Dean’s signature (if required).
   e) Submit to Registrar.

The Registrar will 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.

**Homework and Testing**

In every full-credit course, students should generally expect a maximum of 45 minutes of preparation for each class meeting. Quarter-credit courses require an average of 20 minutes of preparation per class meeting. An AP or H Level (Honors Level) course may require more than 45 minutes. 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; furthermore, students must indicate their situation by notifying the teacher of the third major assignment or test at least 24 hours in advance. During Thanksgiving, winter, and spring vacation breaks, a teacher may assign no more than one day’s homework. Testing dates or paper deadlines may not be set for two school days following the Thanksgiving, winter and spring breaks or on the day following a religious or other major holiday.

**Best Practices for Tutoring**

Cranbrook Kingswood 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—Premises:**
- 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, Good Souls, 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.

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 foreign 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 vacations will be set aside for testing on an odd/even
rotation among departments. Odd number days will be for Math, Foreign Language, History, and
Computer departments. Even number days will be for English, Science, and Religion.

Semester and final examinations are weighted according to departmental policy, but the examination
grade may not count for more than 25% of the semester or final grade.
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 2008-2009 test results, 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 sixteen 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. **NB: 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 II, 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 sixteen 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 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 students.

**Freshmen (9):** Secondary Scholastic Aptitude Test (SSAT). 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](http://www.collegeboard.com) and [www.act.org](http://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 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.

**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 complete all work at the time of return.

**College Visits**
Seniors and second semester juniors may attend college information sessions hosted on campus by the College Counseling Office. We expect students to do so during their free periods. If it is necessary for a student to miss a class to attend an information session the student (senior or second semester junior) must notify the classroom teacher at least two days in advance.

Senior students planning college campus visits are encouraged to use weekends and school holidays for this purpose. If it is essential that classes must 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 units required by the departments. (See Upper School Distributional Requirements in this section or the 2009-2010 Curriculum Guide.) A failure in a course generally means retaking the same or a similar course.

**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 has been placed 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

<table>
<thead>
<tr>
<th>Grade Assigned</th>
<th>Point Equivalent (for GPA)</th>
<th>Credit Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
<td>Full credit</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>Full credit</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>Full credit</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>Full credit</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Full credit</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td>Full credit</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>Full credit</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Full credit</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
<td>Full credit</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
<td>Full credit</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Full credit</td>
</tr>
<tr>
<td>D-</td>
<td>.70</td>
<td>Full credit</td>
</tr>
<tr>
<td>E</td>
<td>.00</td>
<td>No credit</td>
</tr>
<tr>
<td>P</td>
<td>Passing in non-graded course.</td>
<td>Not averaged</td>
</tr>
<tr>
<td>F</td>
<td>Fail in non-graded course.</td>
<td>.00</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawn Passing</td>
<td>Not averaged</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn Failing</td>
<td>.00</td>
</tr>
<tr>
<td>W*</td>
<td>Withdrawn/No Penalty</td>
<td>Not averaged</td>
</tr>
<tr>
<td>AB**</td>
<td>Absent</td>
<td>Not averaged</td>
</tr>
</tbody>
</table>

No grade assigned temporarily. AB should be made up before the end of the next quarter except in extenuating circumstances.

I** Incomplete .00 No credit
(Grade not assigned at the end of any quarter changes automatically to an E two weeks after the end of the quarter.)

*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 grade below a C-, 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, 2009.
- 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 12, 2009.
- 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 4, 2009.
- **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, the College Counseling bulletin boards on each campus (as well as each dormitory), and the College Counseling Hotline (248-645-3630).

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 library facilities on the Cranbrook and Kingswood campuses provide a quiet environment for serious study and research, and also for encouraging an interest in the continued gathering of information in various mediums. 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.

<table>
<thead>
<tr>
<th>Library Hours</th>
<th>Cranbrook Campus</th>
<th>Kingswood Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:30 a.m.-4:30 p.m.</td>
<td>7:30 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m.-4:00 p.m.</td>
<td>7:30 a.m.-4:00 p.m.</td>
</tr>
<tr>
<td>Evenings: Sunday-Thursday</td>
<td>7:00 p.m.-10:00 p.m.</td>
<td>7:15 p.m.-10:00 p.m.</td>
</tr>
</tbody>
</table>

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

Within the Schools' libraries, students and faculty have access to over 80,000 volumes and 225 periodicals and newspapers. Additional resources include 19 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 are:

**General collection** – 21 days (three weeks)
**Intercampus loan, CEC libraries** – 21 days (three weeks)
**Video/DVD collection** – seven days (one week)
**Reference** – overnight or the weekend. 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** – A courtesy reminder letter is 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, Reference, Reserve: $1.00 per day

**Billings** – Materials not returned in four weeks are considered lost and the student’s account is billed for fines, replacement and handling charges. If the lost materials are returned, the student’s account is credited for the cost of 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. Should a student be on Conduct Probation or be placed on Conduct Probation during the project, the student may be asked to submit a petition to the SMP committee seeking permission to pursue the project.

A vote of the SMP committee, in conjunction with the campus deans, determines if the student is allowed to do the project. All guidelines and forms are available in the Cranbrook Campus Library Office.

**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 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 students may participate in a variety of programs including St. Dunstan’s Theatre School, Cranbrook Summer Music Academy and the Cranbrook Retreat for Writers. 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 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 rink, 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, 2009**, 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 students 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.

**Upper School Health Committee**

This committee is made up of representatives of nurses, counselors, faculty, health teacher, and administrators. Its purpose is to support the health education of upper school students. The committee collaborates with others to encourage health education programs—for example, smoking prevention, drug and alcohol prevention, cancer awareness, nutrition and as a resource to parents.

**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**

Participation in the School’s athletic program is an integral part of each student’s day at Cranbrook Kingswood. Student growth and development are enhanced through involvement in activities that promote teamwork, self-discipline, commitment, and physical fitness. The program is designed to accommodate a wide range of student interests and abilities. Cranbrook Kingswood Upper School offers opportunities to participate in interscholastic sports, after-school activities and recreational sports. The after-school activities and recreational programs allow students to develop skills and learn to play in a less competitive recreational atmosphere without the time commitment of an interscholastic sport. The interscholastic program encourages student athletes to develop their skills to enable them to participate at a higher level of competition. In addition, interscholastic athletes learn the importance of and commitment to teamwork and team play.

**ATHLETIC REQUIREMENT**

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 participate in Cranbrook Kingswood’s after-school athletic programs. The program, with the exception of the interscholastic teams, meets four hours per week on at least three days per week.

Each student must complete eight seasons of after-school athletic credit. The requirement must be completed by the end of the junior year.

**Grades 9-10**

During each of the 9th and 10th grade years, students are required to participate in a total of three seasons of after-school athletic activities, which include: interscholastic teams, after-school activities, approved co-curricular activity (one per year), or waiver activities. A student must participate as a member of an interscholastic sport team for at least one season during either grade 9 or grade 10. The student may petition for relief from the team requirement through the athletic office.

**Grade 11**

Each student is required to participate in a total of two seasons of after-school athletic activities.

**Grade 12**

Students who have completed their requirement of at least eight (8) after-school activities do not have to participate during their senior year.

Students may only earn up to three seasons per year unless they are behind in meeting their requirement. Credit is based on attendance. A student will not earn credit if more than 20% of the classes are missed.

**Athletic Waiver Request**

A student may apply for a waiver for an off-campus, after-school physical activities. Waivers are limited to sport activities not available at the Upper School (e.g. ice dancing, martial arts). Out of season athletic activities may be used for waiver credit. Waivers for off-campus sports will not be granted for in-season athletic sports offered at Cranbrook Kingswood.

The following sports and activities are options that are frequently offered:
After-School Activities
This list is not all-inclusive

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Crew</td>
<td>Strength &amp; Fitness</td>
</tr>
<tr>
<td>Rock Climbing (fee required)</td>
<td>Running for Fitness</td>
</tr>
<tr>
<td>Strength and Fitness</td>
<td></td>
</tr>
<tr>
<td>Tai Chi</td>
<td></td>
</tr>
<tr>
<td>Ultimate Frisbee</td>
<td></td>
</tr>
<tr>
<td>Walking for Fitness</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Season III – Jan.-Mar.</th>
<th>Season IV – Mar.-May</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowling</td>
<td>Scuba (fee required)</td>
</tr>
<tr>
<td>Fencing</td>
<td>Strength and Fitness</td>
</tr>
<tr>
<td>Rowing Ergometers</td>
<td>Swimming</td>
</tr>
<tr>
<td>Running for Fitness</td>
<td>Tai Chi</td>
</tr>
<tr>
<td>Snowboarding</td>
<td>Ultimate Frisbee</td>
</tr>
<tr>
<td>Strength and Fitness</td>
<td></td>
</tr>
<tr>
<td>Wilderness Prep.</td>
<td></td>
</tr>
</tbody>
</table>

Courses Earning After-School Athletic Credit
Dance is a year-long Performing Arts course, which students may take either for art or athletic credit but not both. If taken for athletic credit, Movement and Conditioning and Dance and Conditioning will count as two after-school credits per semester. Two consecutive semester courses will earn three after-school credits. Intermediate and Advanced Dance will each count as one interscholastic or as two after-school activities per year.

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
- Drama (students may petition to earn more than one credit per year)
- Forensics
- Michigan Youth in Government
- Model UN
- Science Internships
- Newspaper Associate Editors and Editors-in-Chief
- Robotics
- Wilderness Prep co-Leaders
- Yearbook/Section Editors

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 & Metro Conference
Fan’s Code of Conduct

Cranbrook Kingswood and the Metro Conference 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 and the Metro Conference 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.
- 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 and the Metro Conference.
RESOURCES

Lockers
Day students are assigned lockers, as long as the supply lasts, to provide space for books and personal items. Gym lockers are available for students. 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.

Student Common/Lounge Areas
The student 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.

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 clubs 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 2008-09 school year: Namtenga, Math Club, Michigan Youth in Government, Chess Club, TARS, JSA, Ergasterian.
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: Ozi Uduma  Vice-Presidents: Tre’ Dez Colbert, Julian Roberson
Parliamentarian: Cherry Tolbert  Adviser: Carla Young

Armenian Club
The Club’s mission is to teach the Cranbrook community about Armenian culture and history and examines 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: Angela Anusbigian, Lauren Dolik, Adam Gumushian  Adviser: Audrey Armoudlian

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: Zachary Frankel, Hae Yun Park, Jillian Williams
Advisers: Debra Viles, Joe Smith, Linda Stone

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: Cassandra Gu, Shaina Shetty  Advisers: James Ladd, Eric Linder

Club for Liberals and Democrats
CLAD’s mission is to have a forum for young democrats to share their views. We also wish to open an inter-political dialogue and share news/issues about the democratic party. Our largest goal is to make students more aware of the world around them.
Co-Presidents: Naina Desai, Ellen Ziebarth  Secretary/Treasurer: Tamar Adler
Adviser: William Briggeman

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

Computer Team
Members compete in contests with other schools both on local and national/international level, and work on complex programming challenges. Members can earn one interscholastic credit per year.
Adviser: Rich Lamb

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. The 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.
Managing Editor: Amanda Mitchell  Editors-in-Chief: Sara Krauss, Amanda Mitchell  Cranbrook
Condensed: Amanda Mitchell
Editors-in-Chief for News: Hillary Hafke, John Lee
Editors-in-Chief for Arts & Features: Sara Krauss, Caroline Shinkle
Editor-in-Chief for Sports: Gaurav Ahuja
Editor-in-Chief for The Wider World: Christina Wong
Editors-in-Chief for Editorial & Opinion Pages: Matthew Ackerman, Michael St. Germain  Editor-in-Chief for ISL: Jinseon Kim
Director of Technology: Tom Lemberg  Advisers: David Watson, Bill Briggeman
**Cranes Illustrated**
A weekly sports publication generated by student authors, photographers, and editors. The publication features up to the minute results from all athletic events.

**Editors:** Ryan Safian, William Stacy  **Adviser:** John Twedt

**Dance Club**
The purpose of the Dance Club is to further the interest of students in all aspects of dance. The club will provide a friendly environment where students of all skill levels can meet. Classes in various dance styles such as modern, ballet, jazz, hip hop, and folk/world, will be taught by students and guest teachers. Members will have opportunities to attend dance concerts performed by professional companies and participate in outside master classes and workshops.

**Officers:** Margaret Plecha, Adam Vincent  **Adviser:** Kay Rediers

**Dining Hall Committee**
This group works closely with the manager of the food service to review menus and dining hall service.

**Members:** Residence Hall Councils and Advisers

**Advisers:** Catherine Beaubien, Pamela Heintz, Bill Hancock, Miranda Crowl

**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:** Mary Baron, Hannah Montgomery

**Adviser:** Robert K. Murphy

**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.

**Advisers:** Laura Bonem, 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:** Kyeongmin Lee, Emily Williams

**Secretary:** Adam Vincent  **Adviser:** Beatrix Fuzet-Przekop

**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 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.  **Editors:** Hannah Montgomery, Michael Luciani, Tessa Huttenlocher

**Advisers:** Rick Bowdy (writing) and Christine Goodale (art)

**German Club**
As an extension of foreign language studies, students and faculty plan after-school programs that focus on the cultural life and use of German.  **Adviser:** Anne Wolschendorf

**Girls Mentoring Program**
The girl’s 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:** Katherine Kovan, Madissoon Sanders  **Vice-President:** (Communication) Elizabeth Lafontaine

**Vice-President:** (Curriculum) Katie Vlasic  **Advisers:** Kathy Riegle and Joanne Parker
**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** – Mark Barnett, Maurice Hill, Carlyn Osborn, Mei Li, Julia Tsinberg, Ozi Uduma, George Tepe, Adam Vincent  
**Junior Presidents** - Gabe Lupu, Won Young Na, Kristi Schmidt, Allsion Kim  
**Adviser:** Eileen Hilliard

**India Club**
Through special programs, including field trips and presentations, this group pursues an interest in education about the diverse cultures and traditions of India.  
**President:** Gaurav Ahuja  
**Co-Vice Presidents:** Shriya Kannan, Nikhil Shah  
**Adviser:** TBA

**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

**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.  
**Adviser:** Bruce Kohl

**Korean Club**
This group introduces cultural elements to others by promoting national traditions & food through the Chusok Festival. The club, through it’s fundraising, supports White Gifts and World Night.  
**Co-Presidents:** Doo Young Na, Hae Yoon Park  
**Co-Vice Presidents:** Soo Young Kim, Kyung Je Lee  
**Secretaries:** Ji Yoon Hong, Dong Hwan Yoon  
**Advisers:** Ben Ludwig

**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 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:** Kyung Je Lee, Kevin Wu  
**Secretary:** Eddy Lee  
**Treasurer:** Yiyang Luo  
**Adviser:** Karl Mathieu

**CK 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 of the club’s activities are focused on an annual trip to Lansing, to participate in a statewide Youth in Government conference.  
**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.  
**Adviser:** Joanne Parker

**Mu Alpha Theta**
Mu Alpha is a national mathematics honor society whose members include select students from the Math Club.  
**Adviser:** TBA

**Muslim Awareness**
Students for Muslim Awareness Club was established for the 2003-004 school year at the request of students, who in the post 9/11 environment felt the need to raise awareness about Islam, make connections within the Cranbrook Community as well as the surrounding community, and participate in Community Service. SMAC organizes the annual Ramadan dinner for all school divisions and has sponsored a multi-year collaboration with the Kingswood Weaving Studio to create a Muslim Prayer Rug woven by students.  
**Adviser:** Holly Arida
**Presidents Council**
The Presidents 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, John Winter

**CK Radio:**
CK Radio is devoted to creating student-generated podcasts involving music, politics, and other current events topics in an effort to promote discussion within and beyond the Cranbrook community. The club runs a website, [http://www.ckradio.org/](http://www.ckradio.org/), which contains links to club podcasts and other relevant information concerning the club’s activities. **Advisor:** Troy Dostert

**Residence Hall Councils**
Elected by resident students on each campus, the Councils address residential life issues, provide leadership in the residential community, and sponsor social events and fund-raisers. (See *Residential Life*)

**Advisers:** CB: Brent Heard, Allwyn Cole  KW: Caitlin Rogers

**CK Robotics Team**
Students participate in the making of two robots, one for a local fall competition, the other through US FIRST ROBOTICS beginning in December. Engineers from our sponsor, GM, work with students building, designing and problem solving. Students participate in computer animation, programming, design, building and assembly, as well as public relations and photography. Attending three days a week is required. Members can earn 1 interscholastic credit per year.

**Advisers:** Allwyn Cole, Fred Higgins, Betsy Lamb

**Rock Climbing Club**
This club meets every Tuesday and Thursday from 4:00 – 5:30 P.M. at Planet Rock of Pontiac. It is offered for athletic credit and transportation is provided by senior members of the club.

**Advisor:** Robert Fredrikson

**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:** Xixi Dong, Christina Wong, Sen Yuan Zhong  **Members:** Connie An, Tai-kuei Huang, Mei Li, Katelyn Smith  **Advisor:** 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. **Advisor:** 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.

**Co-Presidents:** Ashley Brandt, Jamie Parke  **Advisor:** Eric Linder

**String Quartets**
String Quartets are co-curricular ensembles composed of students at the top of their respective sections in Orchestra class. The Cranbrook String Quartet, Glassenburg String Quartet and Thistle String Quartet perform concerts, and play for special events on and off campus throughout the year. **Advisor:** Katie Lorts

**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:** Ian Greenspan, Suzanne Tennent
**Student Diversity Club**
The Student Diversity Club, composed of students from diverse backgrounds, meets once a week to discuss diversity issues and situations that affect our school and our nation. Its goals are to increase awareness of prejudice and to foster understanding and tolerance. **Co-Presidents:** Michael Pogoda, Sara Saeed  
**Adviser:** Amanda Moore

**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

**Top Spin Club**
The Top Spin encourages every member in the club to challenge themselves in competition. The club teaches sportsmanship and importance of team work in order to achieve victory. Top Spin welcomes diversity and invites all members of the Cranbrook community. **President:** Kyu Jin Jung  
**Co-Vice Presidents:** Alex Hwang, Hee Dong Yoon  
**Treasurer:** Sen Yuan Zhong  
**Adviser:** Charles Shaw

**Video Yearbook**
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. **Adviser:** Fred Higgins

**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

---

**2009-2010 CLASS OFFICERS**

**Senior Class**

**Girls**
- President: Nana Kikuchi
- Vice President: Devon Edgerton
- Vice President: Kyeongmin Lee
- Secretary/Treasurer: Emily Williams
- Advisers: Deborah Rutzen, Claudia Schuette

**Boys**
- President: Michael St. Germain
- Vice President: Doo Young Na
- Vice President: George Tepe
- Secretary/Treasurer: Christopher Robinson
- Adviser: Robert Greene

**Junior Class**

**Girls**
- President: Allison (Hee Jeong) Kim
- Vice President: Lauren Dolik
- Vice President: Alexandra Roman
- Secretary/Treasurer: Sharon (Ying) Chen
- Advisers: Deborah Rutzen, Lynn Bennett-Carpenter

**Boys**
- President: Nick Honet
- Vice President: Josh Trosch
- Vice President: Anthony Harris
- Secretary/Treasurer: Jae Keaun Kim
- Advisers: Gail Chun, Eric Lorey
**Sophomore Class**

**Girls**
- President: Megan Simmons
- Vice President: Milon Crawford
- Vice President: Molly Laubernds
- Secretary/Treasurer: Serene He
- Advisers: Jo Jo Macey, Alexis Pollock

**Boys**
- President: Max Himelhoch
- Vice President: Michael Ray
- Vice President: Gary Short
- Secretary/Treasurer: Aaran Varatharajan
- Advisers: Gary Kulak, Frank Wiswall

**Freshman Class**
- Girls Adviser: Cindy Lisuk
- Boys Advisers: Prospero Dagbovie, Troy Dostert

---

**Student Council**

**Officers:** Sterling Keiser, Michael Luciani, Madison Sanders, Katie Vlasic
**Members:** Seniors: Jourdan Gariepy, Kyle Lynch, Benjamin Turman
**Juniors:** Rebecca Shapiro, Jeannie Sui Wonders, Henry Lent, Andy Modell
**Sophomores:** Joy Chang, Sydney Sanders, Chul Woo Kim, Anthony Will

---

**RESIDENT ADVISERS**

**Cranbrook Campus**

- Coulter: Mark Barnett
- Page: Jahyun Bae*
- Stevens: Shoudong Dang
- Marquis: Michael Corey

- Ethan Chiampas: Andrew Hanna
  - Stevens: Chris Genco
  - Marquis: Maurice Hill

- Yiyang Luo*: Hunnain Kaleem*
  - Stevens: David Lehe
  - Marquis: Seung Hoon Lee*

- James Parke: Anthony Liveris
  - Stevens: N. Ruengsakulrach*
  - Marquis: Mike Pawelkowski*

- Qichao Shao: Chris Tahyar
  - Stevens: John Stockman
  - Marquis: Evan Spaller

- Michael St. Germain: Kevin Zhang
  - Stevens: Arthur Waytes
  - Marquis: Zander Tallman
  - Marquis: Won Seok Yoo*
  - Marquis: Sen Yuan Zhong

---

**RESIDENT ADVISERS**

**Kingswood Campus**

- Ryan Plecha (Head RA), Mary Baron, Kathleen Grace, Kyeongmin Lee, Mei Li, Carly Osborn, Julia Park, Kirsten Tanifum, Cherry Tolbert, Briana Turner

---

**CRANBROOK RESIDENCE HALL COUNCIL**

**Senior Representatives:** Ethan Chiampas, Michael Corey, Ross Finnie, Anthony Liveris, Adam Merhab
**Junior Representatives:** Hunnain Kaleem, Likas WinklerPrins
**Sophomore Representatives:** Joonjae Bang, William Barnett, Riku Kiyokawa

---

**KINGSWOOD RESIDENCE HALL COUNCIL**

Sterling Keiser (President), Kaitlyn Fries (Vice President), Connie An, Ashley Brandt, Joy Chang, Katrina Duclos, Lily Harper, Tiara Jones, Soo Young Kim, Adri Valtierra, Jinghui Wang

**International Mentors**

**Girls:** Xixi Dong, Mariam Khodair, Soo Young Kim, Julia Park, Kathy Xie

**Boys:** Allen Huang, Mohammad Khan, Seung Hoon Lee, Daniel Lin, Jason Yoon, Sen Yuan Zhong
Conduct Review Board
2009-2010

Kingswood Girls
Chava Appiah
Elizabeth Aviv
Naina Desai
Jourdan Gariepy
Hillary Hafke
Hannah Hudson
Soo Young Kim*
Katie Kovan*
Elizabeth
LaFontaine
Anna Marbeck
Leila Pastore
Madison Sanders
Stacey Szczepaniak
Alyssa Trudeau
Emily Williams
Jillian Williams*
Rachel Wittkopp
Ellen Ziebarth

Cranbrook Boys
Matthew Ackerman*
Michael Corey
Chris Genco
Andrew Hanna
Maurice Hill
Rohan Kedar
Anthony Liveris
Michael Luciani
Kyle Lynch
William Miller*
Doo Young Na
James Parke
Ryan Safian
Win Sheffield
William Stacy*
Michael St. Germain*
Zanader Tallman
George Tepe
John Twedt
Adam Vincent

*Alternates
RESIDENTIAL LIFE
RESIDENTIAL LIFE

Approximately 260 students, 100 girls at Kingswood and 160 boys at Cranbrook, live and learn together at Cranbrook Kingswood 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 assistant administrator 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 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. At Kingswood, they also serve as assistants to the House Advisers on specified duty nights. The Cranbrook Residence Hall Council plans calendar events and participates in discussions regarding changes in community policies.

Members are elected 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 Sat. and Sun. 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 9th and 10th graders
11:30 p.m. Lights out for 11th and 12th 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
- check cashing
- 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 may deposit cash into the student’s account from which she/he may withdraw allowances with parental permission. The dorm office will cash personal checks up to $50 for our students. Amounts greater than that will require both parent and dorm office approval. 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 $75 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 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 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.

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.

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 nighttime.

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 should provide a touch-tone phone and/or computer if their student(s) plan to have access to these devices 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 7:00-10:00 in the evening, Monday through Friday.

Residence Hall Phone Numbers - Please 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:

- ABC Transportation .............................................................. 248-678-2621
- Metro Airport Taxi ............................................................... 800-745-5191
- Checker Sedan ..................................................................... 877-553-6761
- Citizen Service .................................................................. 800-TRUSTUS
- Dynasty Executive Services ................................................. 800-445-5418
- Royal Oak Taxi: ................................................................. 248-884-2838

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. Some activities require sign-up in the residence hall office. Most on-campus activities are free; off-campus activities usually involve admission and transportation costs. Facilities such as Keppel Gym, the weight room, the bowling alley 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 occur 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 obtain a faculty member’s initial and initial their own card to indicate their return.
• 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 preceding 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’clock 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.

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**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>3:30 p.m.-5:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>3:30 p.m.-11:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>Noon-11:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Noon-5:00 p.m.</td>
</tr>
</tbody>
</table>

**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 is always at least one mid-week and 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.

**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 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 religious services on weekends. Any student wishing more information about places of worship not listed here is asked to call Mr. David Tidwell, 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 Road, B. Hills

Baptist (248) 646-2000  
Grace Baptist Church  
280 E. Lincoln, Birmingham

Buddhist (248) 544-2147  
Buddhist Association of Metro Detroit  
1848 Robina, Berkley

Christian Science (248) 644-1020  
First Church of Christ Science  
191 N. Chester, Birmingham

Congregational (248) 646-4511  
United Church of Christ  
1000 Cranbrook Rd., B. Hills

Episcopal (248) 644-5210  
Christ Church Cranbrook  
Lone Pine at Cranbrook Rd., B. Hills

Genesis the Church (248) 542-2266  
301 W. 4th St.  
Royal Oak

Hindu (248) 879-2552  
Bharatiya Temple  
6850 N. Adams, Troy

Islamic (248) 852-5657  
Islamic Assoc. of Greater Detroit  
879 W. Aubun Rd. Rochester Hills

Jewish (Conservative) (248) 357-5544  
Congregational Shaarey Zedek  
27375 Bell Rd., Southfield

Jewish (248) 851-1100  
Temple Beth El  
7400 Telegraph Road, B. Hills

Jewish (248) 477-1410  
Birmingham Temple  
28611 W.12 Mile, Farm., 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 Christ  
Latter Day Saints  
37425 N. Woodward, B. Hills

Presbyterian (248) 626-2515  
Kirk –in-the-Hills  
1340 W. Long Lake Rd., B. Hills

Quaker Religious Society of Friends  
(248) 647-5713  
Brookside School

Roman Catholic (248) 644-5460  
St Hugo of the Hill  
2215 Opdyke, B. Hills

Roman Catholic (248) 646-2244  
Holy Name  
630 Harmon, Birmingham

Unitarian (248) 547-2380  
of Birmingham  
38651 N. Woodward, B. 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) 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. (See Academic Integrity)
  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. or computer accounts.
  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 or harassment, (as defined under Cranbrook School’s policy against harassment) and including but not limited to, misuse of computers, 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. Tampering with fire extinguishers, smoke alarms or emergency light equipment.
  5. Driving recklessly on campus.
6. Not complying with procedures required during evacuation drills or other safety related measures.

7. Accessing construction sites closed to the public.

8. 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.

9. 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:

10. 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.

11. Being in the residence hall room of a student of the opposite sex.

12. 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, any narcotic drug or hallucinogen, 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) or during a quiz, test, exam, or other assessment exercise or intent to give or receive aid during a quiz, test, exam or other assessment exercise.

- 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 or cheat sheet.
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.

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, websites, etc.

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 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 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 also 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, Team Captains, 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 or 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 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 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, 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, computers, 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 below.

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. please). 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.)

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, house adviser) 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, TheWorld 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 by the appropriate Academic Dean, Department Head, and Dean of Students, with the input of the appropriate teacher and the adviser. 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 Students 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 (4th through 6th) 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.) Faculty will report accumulations of tardies to the Deans of Students. 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 vacation/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 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, she/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 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, skirts, jackets). Students may wear denim on designated Jeans Days with a top that meets dress code standards.
- No undershirts. (T-shirts and sweatshirts are permitted with Cranbrook Kingswood or college names only).
- No sweat pants, warm-up pants, velour, spandex/lycra, pajama bottoms, sleepwear or athletic shorts, boxer shorts.
- No camouflage.
- No revealing or tight clothing; no bare midriffs.
- No shorts unless they are Bermuda length or skirts above mid-thigh; undergarments should not be visible.
- No tops with spaghetti straps, 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 a dress, skirt, slacks or appropriate length shorts.
- No HardTails or HardTail-like stretch pants.

Formal Dress Days (Monday 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.

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, 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, no tube tops, no cleavage or bellies and no 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 (three or more per semester) 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 drive. 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.

Parking

During the academic day, junior and senior students must park in either of two parking lots: the Performing Arts Center parking lot (550 Lone Pine) or the Kingswood lot. Sophomores are required to park in the Wallace Ice Arena lot. When applying for a parking permit, each junior or senior student selects the one parking lot in which she/he will park for the school year. (There is no driving between campuses 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 11:00 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 before 8th period; (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

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.

Juniors in good standing may be granted permission for restricted use if they have special needs (e.g., traveling home at designated times). The Campus Deans may revoke the driving privilege if driving or parking violations take place. Cars must be parked in designated areas. 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 (11:00 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 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.

Students who fail to register their vehicles or fail to display their parking permit will be issued violation notices. If the student fails to register the vehicle by the third offense, Public Safety will obtain the vehicle registration from the Michigan Secretary of State’s Office. The cost of obtaining such information as well as the $35.00 per violation will be assessed to the student’s account. The information will also be forwarded to the Dean’s Office for appropriate follow up.

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 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, walkmans, iPods, or electronic games or other devices in the classrooms, the academic building or in the dining halls. 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 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 Maria Anusbigian (248) 305-8777 or Sandy Greenspan (248) 737-4549, if you have any questions.

Dads Club
The Cranbrook Kingswood Dads’ Club is dedicated to supporting the student body through a coordinated effort with the School administration and related parental organizations. The fathers enhance the educational experience of students by donating their time, talents and money (dues are $25. Patron level dues are an additional $25).

Five general meetings are scheduled for the school year. These informational meetings keep the dads apprised of such issues as admissions, curriculum, college counseling, athletics, fund-raising and public relations. There are also smaller monthly meetings, open to all dads that allow the committees to update each other as to their current status. These monthly meetings are very informative and provide dads with a more detailed look into the school and how it relates to Dads’ Club.
By being better informed, the dads serve as ambassadors and marketers for the school and discover new ways to contribute to the stability of this community. For more information please contact the president, Kenneth Bassey (248) 246-5768.

**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 Amy Murphy (248) 539-3886 or Paul Reasoner (248) 645-2141.

**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 Alice Brody at bravopresident@yahoo.com or Sue Levytsky-Shwayder at bravovicepresident@yahoo.com

**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.**

Grandparents are invited to attend a special reception held on the Upper School Parents Visiting Day in the fall.

**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 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 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
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 without permission of a House Adviser on weekdays.

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. Resident faculty do not supervise the arrival and departure of day student visitors 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’ TECHNOLOGY 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 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 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, cyberbullying, 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 through the use of any technological systems.** Use of technology resources at school to create or distribute annoying, harassing, demeaning, libelous, 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 it not limited to, the use of web-based social networking spaces such as: MySpace, Xanga, 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 school 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. 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 user’s access to technology may be suspended. Other consequences can include conduct 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 Technology 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 a 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.
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); the two professional libraries at the Art Academy; Cranbrook Archives; and Christ Church.

Within the Schools’ libraries, students and faculty have access to 80,000 volumes and 225 periodicals and newspapers. Additional resources include subscriptions to 19 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 Upper School and Kingswood campuses
Art Academy Graduate level art studies
Cranbrook House  Rare books; fine bindings; belles letters; 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 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
Jogging
Jogging is allowed on all dirt and gravel roads and trails of Cranbrook and the outdoor athletic areas of Cranbrook and Kingswood campuses. For more information, please contact campus facilities at 645-3293.

Ice Skating
Open skating is available at the Cranbrook Ice Arena. Times will be posted at the rink. For more information, contact Angel Maroley at 645-3187. **No skating and/or walking on any frozen ponds or lakes is permitted.**

Tennis
For information about membership, please call these numbers: Birmingham Tennis Club (Kingswood campus) at 644-9889; Cranbrook Outdoor Tennis Club (Cranbrook campus) at 645-3169.

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.
3. A nominal fee is charged for student performances.

FREQUENTLY ASKED QUESTIONS

• How do I access schools information online?
  Our website address is www.cran.net.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 CEEB Code Number?
  The Cranbrook Kingswood 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). Mrs. Erika Hansinger is Academic Dean for grades 9 & 10. Ms. Laurie Pullen is Academic Dean for grades 11 & 12.

• 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. Mr. John Winter is Dean of Boys (645-3620), Ms. Sharon Peacock is Dean of Girls (645-3400). When a child will be absent, please try to 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.

• Upper School Hotline?
  645-3608

• Athletic Hotline
  645-3638

Please note: All telephone and fax numbers in this booklet are in area code 248 unless otherwise indicated.
### SCHOOLS

<table>
<thead>
<tr>
<th>Campus Office</th>
<th>Information</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB Dean’s Office</td>
<td>645-3620</td>
<td>645-3682</td>
</tr>
<tr>
<td>CB Faculty Workroom</td>
<td>645-3629</td>
<td></td>
</tr>
<tr>
<td>CB Dean’s Fax</td>
<td>645-3682</td>
<td></td>
</tr>
<tr>
<td>CB Dorm Office Fax</td>
<td>645-3590</td>
<td></td>
</tr>
<tr>
<td>KW Dean’s Office</td>
<td>645-3400</td>
<td>645-3400</td>
</tr>
<tr>
<td>KW Faculty Workroom</td>
<td>645-3448</td>
<td></td>
</tr>
<tr>
<td>KW Dean’s Fax</td>
<td>645-3053</td>
<td></td>
</tr>
<tr>
<td>KW Dorm Office Fax</td>
<td>645-3033</td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>645-3656</td>
<td></td>
</tr>
<tr>
<td>Athletic Hotline</td>
<td>645-3638</td>
<td></td>
</tr>
</tbody>
</table>

### ADMINISTRATION

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Schools</td>
<td>Arlyce Seibert</td>
<td>645-3602</td>
<td>433-1924</td>
</tr>
<tr>
<td>Dir. of Administrative Services</td>
<td>Kurt Godfreyd</td>
<td>645-3625</td>
<td>236-9104</td>
</tr>
<tr>
<td>Head of Upper School</td>
<td>Charles Shaw</td>
<td>645-3405</td>
<td>642-5054</td>
</tr>
<tr>
<td>Dean of Boys</td>
<td>John Winter</td>
<td>645-3620</td>
<td>645-3621</td>
</tr>
<tr>
<td>Dean of Girls</td>
<td>Sharon Peacock</td>
<td>645-3400</td>
<td>646-7706</td>
</tr>
<tr>
<td>Dean of Faculty</td>
<td>James Pickett</td>
<td>645-3609</td>
<td>593-8479</td>
</tr>
<tr>
<td>Registrar</td>
<td>Betsy Lamb</td>
<td>645-3637</td>
<td>644-0129</td>
</tr>
<tr>
<td>Assistant Registrar</td>
<td>Jason Vertin</td>
<td>645-3415</td>
<td>*318-4766</td>
</tr>
<tr>
<td>Director of Athletics</td>
<td>Stephen Graf</td>
<td>645-3668</td>
<td></td>
</tr>
<tr>
<td>Assistant Director of Athletics</td>
<td>Shane Finney</td>
<td>645-3672</td>
<td>628-1059</td>
</tr>
<tr>
<td>Director of Admissions</td>
<td>Drew Miller</td>
<td>645-3610</td>
<td>642-6320</td>
</tr>
<tr>
<td>Dean of US Admissions</td>
<td>Laura Newton</td>
<td>645-3611</td>
<td>**874-1385</td>
</tr>
<tr>
<td>Assoc. Dean, US Admission</td>
<td>Jennifer Heath</td>
<td>645-3463</td>
<td>646-6912</td>
</tr>
<tr>
<td>Assoc. Dean, US Admission</td>
<td>Pamela Gardner</td>
<td>645-3010</td>
<td>932-0155</td>
</tr>
<tr>
<td>Assoc. Dean, US Admission</td>
<td>Eileen Hilliard</td>
<td>645-3463</td>
<td>626-1559</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Drew Miller</td>
<td>645-3610</td>
<td>642-6320</td>
</tr>
<tr>
<td>Academic Dean, 9-10</td>
<td>Erika Hansinger</td>
<td>645-3648</td>
<td>646-1380</td>
</tr>
<tr>
<td>Academic Dean, 11-12</td>
<td>Laurie Pullen</td>
<td>645-3633</td>
<td>433-1025</td>
</tr>
<tr>
<td>Dean of College Counseling</td>
<td>Charlene Rencher</td>
<td>645-3624</td>
<td>593-8735</td>
</tr>
<tr>
<td>Assistant Dean of College Counseling</td>
<td>Caitlin Rogers</td>
<td>645-3771</td>
<td>203-2116</td>
</tr>
<tr>
<td>Associate Dean of College Counseling</td>
<td>Portia Hedgespeth</td>
<td>645-3614</td>
<td>540-6299</td>
</tr>
<tr>
<td>Associate Dean of College Counseling</td>
<td>Bill Hancock</td>
<td>645-3615</td>
<td>645-3665</td>
</tr>
<tr>
<td>Counselor</td>
<td>Kathy Riegle</td>
<td>645-3416</td>
<td>821-0746</td>
</tr>
<tr>
<td>Counselor</td>
<td>Louis Przybylski</td>
<td>645-3623</td>
<td>399-5109</td>
</tr>
<tr>
<td>Counselor</td>
<td>Dr. Michael Young</td>
<td>645-3623</td>
<td>593-9314</td>
</tr>
<tr>
<td>Counselor</td>
<td>Dr. Larry Gusman</td>
<td>645-3623</td>
<td>214-7302</td>
</tr>
<tr>
<td>Chaplain</td>
<td>David Tidwell</td>
<td>645-3643</td>
<td>****773-8313</td>
</tr>
<tr>
<td>Kingswood Nurse</td>
<td>Cindy Mecsey</td>
<td>645-3431</td>
<td>642-3967</td>
</tr>
<tr>
<td>Cranbrook Nurse</td>
<td>Lisa Paulun</td>
<td>645-3631</td>
<td>593-2555</td>
</tr>
<tr>
<td>Director of Community and Multicultural Programs</td>
<td>Carla Young</td>
<td>645-3683</td>
<td>593-9314</td>
</tr>
<tr>
<td>Chief Advancement Officer and Director of Communication for CEC</td>
<td>TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Communications for Schools</td>
<td>Clayton Matthews</td>
<td>645-3409</td>
<td>346-9941</td>
</tr>
</tbody>
</table>
## DEPARTMENT HEADS

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Offices</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>Richard Lamb</td>
<td>645-3694</td>
<td>644-0129</td>
</tr>
<tr>
<td>English</td>
<td>David Slater</td>
<td>645-3448</td>
<td>835-3310</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Gary Kulak</td>
<td>645-3449</td>
<td>203-9755</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Richard Bowdy</td>
<td>645-3606</td>
<td>646-1332</td>
</tr>
<tr>
<td>History</td>
<td>Deb Viles</td>
<td>645-3448</td>
<td>736-6362</td>
</tr>
<tr>
<td>Libraries</td>
<td>Linda Stone</td>
<td>645-3655</td>
<td>593-9727</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Robert Fredrikson</td>
<td>645-3647</td>
<td>433-3710</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>Sarkis Halajian</td>
<td>645-3640</td>
<td>645-1281</td>
</tr>
<tr>
<td>Religion</td>
<td>David Tidwell</td>
<td>645-3643</td>
<td>*561-1037</td>
</tr>
<tr>
<td>Science</td>
<td>Greg Miller</td>
<td>645-3695</td>
<td>922-0782</td>
</tr>
</tbody>
</table>

## RESIDENCE HALLS

### House Advisers and Assistant House Advisers

<table>
<thead>
<tr>
<th>Residence</th>
<th>Name</th>
<th>Office</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coulter Hall</td>
<td>Mike German</td>
<td>645-3731</td>
<td></td>
</tr>
<tr>
<td>Coulter Hall</td>
<td>David Cohen</td>
<td>645-3448</td>
<td></td>
</tr>
<tr>
<td>Marquis Hall</td>
<td>John Twedt</td>
<td>645-3650</td>
<td></td>
</tr>
<tr>
<td>Marquis Hall</td>
<td>Judy Keck</td>
<td>645-7730</td>
<td>645-7730</td>
</tr>
<tr>
<td>Marquis Hall</td>
<td>Ben Ludwig</td>
<td>645-3448</td>
<td></td>
</tr>
<tr>
<td>Page Hall</td>
<td>Allwyn Cole</td>
<td>645-3696</td>
<td>341-2763</td>
</tr>
<tr>
<td>Page Hall</td>
<td>Shelly Chinn</td>
<td>645-3458</td>
<td>645-3647</td>
</tr>
<tr>
<td>Stevens Hall</td>
<td>Brent Heard</td>
<td>645-3681</td>
<td></td>
</tr>
<tr>
<td>Stevens Hall</td>
<td>Jon Tenuta</td>
<td>645-3666</td>
<td></td>
</tr>
<tr>
<td>Stevens Hall</td>
<td>Tony Kurth</td>
<td>943-1758</td>
<td>645-3724</td>
</tr>
</tbody>
</table>

### Cranbrook Residence Hall

<table>
<thead>
<tr>
<th>Residence</th>
<th>Name</th>
<th>Office</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head House Adviser</td>
<td>Bill Hancock</td>
<td>645-3615</td>
<td>645-3665</td>
</tr>
<tr>
<td>Head House Adviser</td>
<td>Miranda Crowl</td>
<td>444-9163</td>
<td>645-3450</td>
</tr>
<tr>
<td>Assistant House Advisor</td>
<td>Phyllis Kendrick-Wright</td>
<td>645-7747</td>
<td>645-3433</td>
</tr>
<tr>
<td>Kingswood Residence Hall</td>
<td>Laura Bonem</td>
<td>645-3634</td>
<td></td>
</tr>
<tr>
<td>Kingswood Residence Hall</td>
<td>Stephanie Coleman</td>
<td>645-3452</td>
<td>645-3454</td>
</tr>
<tr>
<td>Kingswood Residence Hall</td>
<td>Caitlin Rogers</td>
<td>645-3452</td>
<td></td>
</tr>
</tbody>
</table>

## Office and Duty Phones

<table>
<thead>
<tr>
<th>Office and Duty Phones</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kingswood Residence Hall Office</td>
<td>645-3451</td>
</tr>
<tr>
<td>1st Floor Duty Desk</td>
<td>645-3481</td>
</tr>
<tr>
<td>2nd Floor Duty Desk</td>
<td>645-3482</td>
</tr>
<tr>
<td>3rd Floor Duty Desk</td>
<td>645-3483</td>
</tr>
<tr>
<td>Cranbrook Residence Hall Office</td>
<td>645-3546</td>
</tr>
<tr>
<td>Coulter II Hall Duty Desk</td>
<td>645-3689</td>
</tr>
<tr>
<td>Marquis Hall 1st Floor Duty Desk</td>
<td>645-3690</td>
</tr>
<tr>
<td>Marquis Hall 3rd Floor Duty Desk</td>
<td>645-3594</td>
</tr>
<tr>
<td>Page Hall Duty Desk</td>
<td>645-3688</td>
</tr>
<tr>
<td>Stevens 1st Floor Duty Desk</td>
<td>645-3687</td>
</tr>
</tbody>
</table>
### CRANBROOK KINGSWOOD DADS CLUB 2009-1010

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>OFFICER</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Kenneth Q. Bassey</td>
<td>246-5768</td>
</tr>
<tr>
<td>VP, Upper School</td>
<td>Bruce Burton</td>
<td>*980-0800</td>
</tr>
<tr>
<td>VP, Middle School Girls</td>
<td>Chris de Movellan</td>
<td>594-5294</td>
</tr>
<tr>
<td>VP, Middle School Boys</td>
<td>Mike Montgomery</td>
<td>547-3348</td>
</tr>
<tr>
<td>VP, Boarders</td>
<td>Jim Osborn</td>
<td>***994-9081</td>
</tr>
<tr>
<td>VP, Communications</td>
<td>Todd Wagenberg</td>
<td>738-7211</td>
</tr>
<tr>
<td>VP, Board of Governors</td>
<td>Ron Ross</td>
<td>320-0771</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Myron Sherer</td>
<td>*885-5561</td>
</tr>
<tr>
<td>Secretary</td>
<td>Steve Park</td>
<td>723-4577</td>
</tr>
<tr>
<td>River Clean Up</td>
<td>David Elkus</td>
<td>255-5128</td>
</tr>
<tr>
<td>Giftorama</td>
<td>Gerry Brody</td>
<td>645-6543</td>
</tr>
<tr>
<td>PAEC</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Multicultural Diversity</td>
<td>Andy Mann</td>
<td>644-2868</td>
</tr>
<tr>
<td>Faculty/Student Awards</td>
<td>Ron Ross</td>
<td>320-0771</td>
</tr>
<tr>
<td></td>
<td>Bruce Burton</td>
<td>*980-0800</td>
</tr>
<tr>
<td></td>
<td>Andy Mann</td>
<td>644-2868</td>
</tr>
<tr>
<td>Special Events</td>
<td>Todd Wagenberg</td>
<td>738-7211</td>
</tr>
<tr>
<td>Booster Club Liaison</td>
<td>Steve Briggs</td>
<td>645-7182</td>
</tr>
<tr>
<td>Ex-Officio</td>
<td>Ron Ross</td>
<td>320-0771</td>
</tr>
</tbody>
</table>

All Area Codes are 248 unless noted: *313 / **810 / ***734 / 586

The first General Meeting will tentatively be held on Wednesday, September 9, 2009 at the boys Middle School Gym. To confirm meeting dates and times please check our website at www.cranbrookparents.org.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 14, 2009</td>
<td>January 13, 2010</td>
</tr>
<tr>
<td>November 11, 2009</td>
<td>February 10, 2010</td>
</tr>
<tr>
<td>December 9, 2009</td>
<td>March 10, 2010</td>
</tr>
<tr>
<td>May 20, 2010</td>
<td>Closing Meeting Cranbrook House-STC</td>
</tr>
</tbody>
</table>

### BRAVO FRIENDS OF CRANBROOK SCHOOLS’ PERFORMING ARTS 2009-2010

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>OFFICER</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Alice Brody</td>
<td>645-9321</td>
</tr>
<tr>
<td>Vice President</td>
<td>Susan Levitsky-Shwayder</td>
<td>626-6115</td>
</tr>
<tr>
<td>Secretary</td>
<td>Judy Elder</td>
<td>454-1494</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Kim Howlett</td>
<td>723-4878</td>
</tr>
<tr>
<td>Public Relations</td>
<td>DeAnn Ervin</td>
<td>645-1335</td>
</tr>
<tr>
<td>Ex-Officio</td>
<td>Dawn DuComb</td>
<td>642-6492</td>
</tr>
<tr>
<td>CranNet Coordinator</td>
<td>Jeff Toenniges</td>
<td>932-2649</td>
</tr>
<tr>
<td>Box Tops Coordinator</td>
<td>Chris Brunner</td>
<td>623-2476</td>
</tr>
<tr>
<td>Membership</td>
<td>Carol Ann Rose</td>
<td>258-3459</td>
</tr>
<tr>
<td>Upper School Liaison</td>
<td>Karen Davidson</td>
<td>334-0340</td>
</tr>
<tr>
<td>Brookside Liaison</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Middle School Liaison</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Director, Performing Arts</td>
<td>Sarkis Halajian</td>
<td>645-3540</td>
</tr>
</tbody>
</table>
CRANBROOK KINGSWOOD BOOSTER CLUB 2009-2010

Co-President: Amy Murphy 539-3886  
Co-President: Paul Reasoner 645-2141  
Co-Vice President: Kathy Schimpke 338-7657  
Co-Vice President: Bob Kirk 6**0-3528  
Treasurer: Melissa Gembis 645-6227  
Corresponding Secretary: Carolyn Rogers 594-4308  
Recording Secretary: Maureen Safian 683-1424  
Membership Chair: Sue Stanton 935-1534  
Alumni Parent Liaison: Mark Frankel 644-1744  
Internet/CranNet: Amy Murphy 539-3886  
Concessions: TBD  
Golf Outing Chair: Patsy Hartman 540-6876  
Lacrosse Jamboree: Maureen Brown 723-8848  
Steve Faliski 203-1032  

Athletic Directors  
Upper School: Stephen Graf 645-3668  
Upper School Asst.: Shane Finney 645-3672  
Middle School: Mike Reynolds 645-3072  
Ann Mell 645-3437  
Ex-Officio: Sue Stanton 935-1534  
Mark Frankel 644-1744  

Cranbrook Warrior Middle School Lacrosse Jamboree: June 4 – 6, 2010  
Booster Club Golf Outing Franklin Hills Country Club October 5, 2009

CRANBROOK KINGSWOOD ATHLETICS BOOSTER CLUB  
PROPOSED CALENDAR OF EVENTS 2009-2010

Welcome Back Picnic: Kingswood Fields September 8, 2009  
Homecoming: Cranbrook Oval October 3, 2009  

Monthly Meetings - Executive Board meetings are normally held on the second Monday of each month 7:00 pm. CB Library, with dates, minutes, and major announcements posted on CranNet. Scheduling updates are also posted on CranNet.

Executive Board Meetings  
September 14, 2009 7:00 pm.  
October 12, 2009  
November 9, 2009  
December 14, 2009  
January 11, 2010  
February 8, 2010  
March 8, 2010  
April 12, 2010  
May 10, 2010  
June 7, 2010 6:00 pm.
CRANBROOK KINGSWOOD UPPER SCHOOL MOTHERS COUNCIL
2009-2010

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Presidents</td>
<td>Maria Anusbigian</td>
<td>305-8777</td>
</tr>
<tr>
<td></td>
<td>Sandy Greenspan</td>
<td>737-4549</td>
</tr>
<tr>
<td>Co-Vice Presidents</td>
<td>Kim Emanuel</td>
<td>593-9155</td>
</tr>
<tr>
<td></td>
<td>Jeannie Sui Wonders</td>
<td>540-0032</td>
</tr>
<tr>
<td>Recording Secretary</td>
<td>Beth Morrow</td>
<td>**342-7259</td>
</tr>
<tr>
<td>Corresponding Secretary</td>
<td>Sherry Krauss</td>
<td>***630-0694</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Chevelle Roman</td>
<td>650-7919</td>
</tr>
<tr>
<td>Assistant Treasurer</td>
<td>Karen Hagenlocker</td>
<td>646-1901</td>
</tr>
<tr>
<td>Board of Governors V.P.</td>
<td>Julie Montgomery</td>
<td>547-3348</td>
</tr>
</tbody>
</table>

MOTHERS' COUNCIL GRADE REPRESENTATIVES

<table>
<thead>
<tr>
<th></th>
<th>CRANBROOK</th>
<th>KINGSWOOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>12TH GRADE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lori Drzyzga</td>
<td>****786-6288</td>
<td>Marybeth Collon</td>
</tr>
<tr>
<td>Nancy Mann</td>
<td>644-2868</td>
<td>Joy Gariepy</td>
</tr>
<tr>
<td>Dottie Holmes</td>
<td>647-7125</td>
<td>**Wendy Freeman</td>
</tr>
<tr>
<td>Jodi Berger</td>
<td>646-4666</td>
<td>Emily Tobias</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>CRANBROOK</th>
<th>KINGSWOOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>11TH GRADE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carolyn Brill-Lead</td>
<td>969-6938</td>
<td>Michele Bleznak</td>
</tr>
<tr>
<td>Sharon Field-Hoffman</td>
<td>647-1759</td>
<td>Marilee Broder</td>
</tr>
<tr>
<td>Linda Aikens</td>
<td>360-8163</td>
<td>Lauren Balames</td>
</tr>
<tr>
<td>Nancy Smith</td>
<td>258-9636</td>
<td>Mimi George-Lead</td>
</tr>
<tr>
<td>Meryl Sakwa</td>
<td>593-6626</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>CRANBROOK</th>
<th>KINGSWOOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>10TH GRADE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wendy Talifer</td>
<td>651-2767</td>
<td>Ellen Rogers-Lead</td>
</tr>
<tr>
<td>Diane Goldstein</td>
<td>855-4825</td>
<td>Kathy Hadesman</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>CRANBROOK</th>
<th>KINGSWOOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>9TH GRADE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan Rosen</td>
<td>538-0616</td>
<td>Ilene Kovan</td>
</tr>
<tr>
<td>Kim Howlett</td>
<td>723-4878</td>
<td>Leslie Li (Ahlborn)</td>
</tr>
<tr>
<td>CC Homovec-Lead</td>
<td>366-9266</td>
<td></td>
</tr>
</tbody>
</table>

All Area Codes are 248 unless noted:*313 / **810 / ***734 / ****586
MOTHERS COUNCIL COMMITTEES

Annual Fund Liaison          Joan Allesee   593-8117  
Book Fair                   Patty Ghesquire 646-2525  
                          Bobbi Polk      646-3879  
College Counseling         Amy Stevenson   647-6513  
Ex-Officio                 Sonia Choksi    952-5017  
                          Carmen Santourian 737-4549  
In-Residence Liaison       Sabrina Clay   *270-3613  
                          Mary Harper    269-349-1413  
                          Maureen Pawelkowski 989-839-2407  
SCRIP Liaison               Carolyn Rogers  594-4308  
Booster Club Liaison        Bobbi Polk      646-3879  
Volunteer Coordinator      Chris Dabrowski 737-2535  
Welcoming                   Wendy Talifer   651-2767  
                          Jan Rosen      538-0616  
                          Cathy Kirk     ****263-3528  
                          Mary Pat Rosen  647-5636  
Nominating                  Merrilee Broder 646-6246  
                          Jacqueline Appiah 661-8069  
Multi-Cultural Diversity   Lisa Blake       788-5662  

MOTHERS COUNCIL 2009-2010
GENERAL MEMBERSHIP MEETINGS

Meeting Schedule: All meetings will be held on Tuesdays in Page Hall @ 8:15 am. except for the March 9th meeting @ 7:00 pm.

Tuesday, September 15, 2009    Tuesday, February 9, 2010  
Tuesday, October 13, 2009     *Tuesday, March 9, 2010  
Tuesday, January 12, 2010     Tuesday, May 11, 2010  

GRADE COFFEE DATES

The grade coffees are usually held at 8:15 am. at the Cranbrook Institute of Science Café'. Any changes will be posted on the USMC CranNet page.

Fall Coffee Dates:
9th Grade Coffee: Monday, September 21, 2009  
10th Grade Coffee: Tuesday, September 22, 2009  
11th Grade Coffee: Wednesday, September 23, 2009  
12th Grade Coffee: Thursday, September 24, 2009  

Spring Coffee Dates: TBA

EXECUTIVE BOARD MEETINGS

Executive Board Meetings will be held at Cranbrook Institute of Science Café at 8:15 a.m. on the Thursday morning prior to the General Membership Meetings.

All Area Codes are 248 unless noted: *313 / **810 / ***734 / ****586
2009 - 2010 UPPER SCHOOL
CALENDAR AND DAILY SCHEDULE
# CRANBROOK SCHOOLS
## 2009 - 2010 SCHOOL YEAR CALENDAR

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Upper School Fall Sports Pre-Season Begins</td>
</tr>
<tr>
<td><strong>September</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>New International Students Arrival and Orientation</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Labor Day (No Classes)</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Resident Students Move In</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td><strong>Upper School Registration</strong></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td><strong>Upper School Classes Begin</strong></td>
</tr>
<tr>
<td></td>
<td>14</td>
<td><strong>Upper School Convocation</strong></td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Yom Kippur (No Classes)</td>
</tr>
<tr>
<td><strong>October</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Upper School Parent Visiting Day &amp; Grandparents Reception</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Homecoming</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>All Schools Admission Open House</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>AIMS Conference (No Classes)</td>
</tr>
<tr>
<td><strong>November</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Upper School Records Day (No Classes)</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Upper School Community ½ Day</td>
</tr>
<tr>
<td></td>
<td>6-8</td>
<td>Giftorama</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Upper School Early Dismissal (Residence Halls Close at 6:00 pm)</td>
</tr>
<tr>
<td></td>
<td>21-29</td>
<td>Thanksgiving Break (No Classes)</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Faculty In-Service (No Classes) Resident Students Return by 9:00pm</td>
</tr>
<tr>
<td><strong>December</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Classes Resume</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>US Early Dismissal, (Residence Halls Close at 6:00 pm)</td>
</tr>
<tr>
<td></td>
<td>19-31</td>
<td>Winter Break (No Classes)</td>
</tr>
<tr>
<td><strong>January</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-3</td>
<td>Winter Break (No Classes)</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Resident Students Return by 9:00 pm</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Classes Resume</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>All Schools Admission Open House</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Martin Luther King J.r. Holiday (No Classes)</td>
</tr>
<tr>
<td></td>
<td>19-22</td>
<td>Upper School Exams</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Upper School Records Day (No Classes)</td>
</tr>
<tr>
<td><strong>February</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Kaleidoscope Patron Party</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Upper School Parent Visiting Day</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>President's Day (No Classes)</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Upper School 8th Grade Parents Night</td>
</tr>
<tr>
<td><strong>March</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Kaleidoscope</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Upper School Wilderness Trip</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Upper School Early Dismissal (Residence Halls Close at 6:00 pm)</td>
</tr>
<tr>
<td></td>
<td>20-31</td>
<td>Spring Break (No Classes)</td>
</tr>
<tr>
<td><strong>April</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-4</td>
<td>Spring Break (No Classes)</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Faculty In-Service (No Classes) Resident Students Return by 9:00 pm</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Classes Resume</td>
</tr>
</tbody>
</table>
May
16 Upper School Baccalaureate
31 Memorial Day (No Classes)

June
4, 7-9 Upper School Exams
9 Last Day of School/Upper School Prom
10 Upper School Awards Night
11 Commencement

CRANBROOK KINGSWOOD UPPER SCHOOL
DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>REG A</th>
<th>A</th>
<th>B</th>
<th>Home Campus</th>
<th>Late Start</th>
<th>Early Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00 – 8:45</td>
<td>10:00 – 10:30</td>
<td>8:00 – 8:40</td>
</tr>
<tr>
<td>2</td>
<td>9:00</td>
<td>8:50</td>
<td>8:55</td>
<td>9:00 – 9:45</td>
<td>10:45 – 11:15</td>
<td>8:55 – 9:35</td>
</tr>
<tr>
<td></td>
<td>Assembly</td>
<td>9:40 – 10:45</td>
<td>9:50 – 10:25</td>
<td>10:00 – 10:15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>10:00</td>
<td>11:00</td>
<td>10:40</td>
<td>11:00 – 11:35</td>
<td>11:30 – 12:00</td>
<td>9:50 – 10:30</td>
</tr>
<tr>
<td>5</td>
<td>12:00</td>
<td>12:30</td>
<td>12:20</td>
<td>12:30 – 1:15</td>
<td>1:00 – 1:30</td>
<td>11:40 – 12:20</td>
</tr>
<tr>
<td>6</td>
<td>12:35</td>
<td>1:00</td>
<td>12:50</td>
<td>1:00 – 1:35</td>
<td>1:20 – 1:50</td>
<td>12:00 – 12:40</td>
</tr>
</tbody>
</table>
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 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 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 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.