

GRANT HIGH SCHOOL



**STUDENT HANDBOOK
2017-18**

TABLE OF CONTENTS

PAGE 3	ELASTIC CAUSE FERPA FAPE (FREE AND APPROPRIATE PUBLIC EDUCATION)
PAGE 4	ENROLLMENT REGULATIONS STUDENT LOAD OUTSIDE CREDITS FOREIGN EXCHANGE STUDENT POLICY SCHEDULE CHANGES
PAGE 5	SCHOOL HEALTH INFORMATION HEALTHFUL SCHOOL ENVIRONMENT WHEN TO KEEP STUDENTS HOME SPECIAL MEDICAL NEEDS EMERGENCY INFORMATION MEDICATIONS NOTE
PAGE 6	IMMUNIZATIONS SPORTS PHYSICALS
PAGE 7	ACADEMICS MICHIGAN HIGH SCHOOL REQUIREMENTS
PAGE 8	DUAL ENROLLMENT/EARLY COLLEGE DUAL ENROLLMENT REGULATIONS AND GUIDELINES
PAGE 9	NEWAYGO COUNTY CAREER-TECH CENTER NEWAYGO COUNTY CAREER-TECH PROGRAMS LEARNING CENTER ACADEMIC LETTER STUDENT OF THE MONTH
PAGE 10	ALL ABOUT GRADES REPORT CARDS
PAGE 11	REQUIREMENTS FOR GRADUATION GRADUATION AWARDS CAPS AND GOWNS GRADUATION CEREMONY
PAGE 12	GRADUATION PRACTICE INSTRUCTIONS HOMEWORK POLICY INDEPENDENT STUDY
PAGE 13	ATTENDANCE POLICY ATTENDANCE UNEXCUSED TARDINESS
PAGE 14	SEMESTER EXAMS AGE OF MAJORITY
PAGE 15	STUDENT ACTIVITIES ART CLUB CENTRAL STATE ACTIVITIES ASSOCIATION DANCES FFA FOREIGN LANGUAGE CLUB GEA SCHOLARSHIP

PAGE 16	JUNIOR-SENIOR PROM NATIONAL HONOR SOCIETY QUIZ BOWL SCHOOL SPONSORED FIELD TRIPS/ACTIVITIES SKI CLUB
PAGE 17	STUDENT COUNCIL THEATRICALS
PAGE 18	ACTIVITIES ELIGIBILITY
PAGE 19-24	STUDENT RESPONSIBILITIES & DISCIPLINE PLAN
PAGE 24	DUE PROCESS RIGHTS
PAGE 25	HONOR CODE – ACADEMIC MISCONDUCT TOBACCO, DRUGS AND ALCOHOL DRUGS OR ALCOHOL
PAGE 26	SALE OF ILLEGAL SUBSTANCES OR LOOK-A-LIKES USE OF BREATH-TEST INSTRUMENTS DANGEROUS WEAPONS POSSESSION OF A WEAPON
PAGE 27	USE OF AN OBJECT AS A WEAPON OTHER EXPECTATIONS DEFINED ASSEMBLIES
PAGE 28	CAREER-TECH CENTER DRESS CODE
PAGE 29	DRILLS – FIRE/TORNADO/LOCK DOWN ELECTRONIC DEVICES GANG POLICY
PAGE 30	GROSS MISCONDUCT LOCKERS LUNCH PERIOD MEDIA CENTER
PAGE 31	PERSISTENT DISOBEDIENCE PUBLIC DISPLAY OF AFFECTION STUDENT HARASSMENT SEXUAL/GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT
PAGE 32	SEARCH STUDENTS LEAVING THE BUILDING VANDALISM TO THE SCHOOL VISITORS
PAGE 33	STUDENT DRIVING PARKING LOT
PAGE 34	TRANSPORTATION DISCIPLINARY PLAN PURPOSE DISCIPLINARY STEPS
PAGE 35-38	APPENDIX – ACCEPTABLE IPAD USE AGREEMENT
PAGE 39	APPENDIX – PBIS EXPECTATIONS MATRIX

ELASTIC CLAUSE

The administration of Grant High School reserves the right to amend any provision in this handbook which it deems to be in the best interest of the educational process. Furthermore, the principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties, as he considers necessary. You have rights as students. You have the right to be treated as a responsible adult and with respect by your classmates and your instructors.

FERPA

Federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—name, address and telephone listing— unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

FAPE (Free Appropriate Public Education)

Section 504 of the *Rehabilitation Act of 1973* protects the rights of individuals with disabilities in programs and activities that receive federal funds. Section 504 provides that: “No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . .” ¹

The U.S. Department of Education (ED) enforces Section 504 in programs and activities that receive funds from ED. Recipients of these funds include public school districts, institutions of higher education, and other state and local education agencies. ED has published a regulation implementing Section 504 (34 C.F.R. Part 104) and maintains an Office for Civil Rights (OCR), with 12 enforcement offices and a headquarters office in Washington, D.C., to enforce Section 504 and other civil rights laws that pertain to recipients of funds.

ENROLLMENT REGULATIONS

STUDENT LOAD

All students are required to have a full load of classes.

OUTSIDE CREDITS

- A. Credit will not be accepted from high school completion programs unless the following conditions are met.
 - 1. If the student is eighteen (18) and/or out of school for one full year.
 - 2. Students that want to take night school to pick up a class, for enrichment, non-credit, may do so with prior approval from the principal.

- B. Students who fall behind earning credits towards graduation will have the opportunity to enroll in a credit recovery program (APEX). Costs and time will be determined.

- C. Home School Students: Students that are home schooled must provide written proof from the accredited institution of credit in order to receive high school credit. Otherwise they must take the course final exam.

FOREIGN EXCHANGE STUDENT POLICY

Foreign exchange students are welcome to attend Grant High School with the following guidelines:

- 1. They need to have an adequate mastery of the English language.
- 2. Adequate records must be provided.
- 3. Upon completion of the year they will receive a certificate of completion.
- 4. They will not be included in the official class rankings, nor considered for Valedictorian or Salutatorian.

SCHEDULE CHANGES

Students may not drop a class or change classes without permission of their parent, principal, and counselor. Classes will not be changed after the first full week of the school year. The principal may approve unique circumstances.

SCHOOL HEALTH INFORMATION

HEALTHFUL SCHOOL ENVIRONMENT

A safe and healthy school environment influences students and staff well being. The school nurse assists administrators and teachers in designing an environment conducive to promoting a high level of physical and mental health. The school nurse's primary function is to strengthen the educational process through improvement and protection of the health status of students, thus providing an essential component to the success of Grant Public Schools.

WHEN TO KEEP STUDENTS HOME

State regulations indicate that superintendents, principals, and teachers of any school shall exclude from school any student having a communicable disease. The school's function is NOT to diagnose illness, but to exclude children purely on the basis of symptoms. Cooperate with your school and local health department. Prevent exposure that may occur in the school, on the bus or on the school grounds by keeping your child at home if he/she shows signs of illness. Check with your doctor for diagnosis, treatment, and the proper time for returning to school. Please send a note when your student returns explaining the reason for the absence.

SPECIAL MEDICAL NEEDS

The school personnel: nurse, teachers, office staff, bus drivers, and school aides that are involved with your students must be aware of any medical condition your child(ren) may have. Our goal is for students to be safe and comfortable while in school.

EMERGENCY INFORMATION

Please keep the school posted on all current phone numbers (home, cell and work). If you do not have a phone, please supply us with the phone number of someone who could reach you in case of an emergency or if your child becomes ill.

MEDICATIONS NOTE

Although approved personnel can give medication(s) at school, it is best that all medication be given at home before and/or after school. All medication must be brought to school by parent/guardian, in the original bottle, with proper labeling. A medication permission form must be signed and given to the office staff along with the medicine. Any prescription medication not registered with the office may result in a suspension.

IMMUNIZATIONS

Any student new to the school system, according to state law, must show proof of immunizations and be current with today's standards to remain in school. Records are reviewed on admission and parents are notified of updates needed. Any questions can be directed to the school nurse. You may call any building and leave a message to have the nurse contact you. Immunizations can be updated at the health department or your private physician.

SPORTS PHYSICALS

Sports physicals are offered at the end of each school year to prepare for the following year's sports calendar. They are for athletes' grades 7-12, competing in interscholastic sports. Information will be posted at school and sent home with interested students in May.

ACADEMICS

MICHIGAN HIGH SCHOOL GRADUATION REQUIREMENTS

English:	4 credits are required. These will be upper level English classes, English 9, 10, 11, and 12. (Yearbook does not meet the requirement)
Math:	4 credits are required. Algebra I, Geometry, Algebra II, plus another senior math, preferably Trigonometry or AP Statistics or Calculus.
Science:	3 credits are required. 4 credits strongly recommended. Environmental Science, Biology, Chemistry Concepts, Chemistry or Physics, plus another Science credit, such as Honors Chemistry or Anatomy.
Social Studies:	3 credits required. U. S. History; World History/Geography; Government/Economics
Foreign Language:	2 credits required in the same language or 1 credit in plus a credit of Visual Applied Arts or Career Tech Center.
Fine Arts:	1 credit required. Recommended Two (2) or more This credit can be met by taking any of the following classes: Art, Band, Choir or Performing Arts.
Health:	1/2 credit is required.
Physical Education:	1/2 credit is required.

Grant High School requires 21 credits to graduate. The remainder of the student's credits should be filled with electives and advanced courses relating to the student's IDP. It is also recommended that students check with the college/university of their choosing regarding entrance requirements. Many students will elect to take college dual enrollment classes during their junior and senior year.

DUAL ENROLLMENT/EARLY COLLEGE

Public Act 160 requires school districts to use state school aid funds to pay college tuition and fees for high school students in grades 9-12 who chose to attend a Michigan public or private degree-granting postsecondary institution, under certain conditions. SEE YOUR GUIDANCE COUNSELOR IF INTERESTED IN ENROLLING.

DUAL ENROLLMENT REGULATIONS AND GUIDELINES

1. Students must be in grades 9-12.
2. Students MUST test the spring to dual enroll in the fall, unless they have previously earned their endorsements.
3. Students must be, and stay, in line to meet all graduation requirements.
4. A student has to be enrolled in at least one class at Grant High School.
5. The total number of classes enrolled each semester must be at least five.
6. Students are expected to spend two hours of studying for each hour they are in the college class.
7. For a college class to be eligible it must not be offered at Grant High School and it cannot be one of the following types of classes: hobby craft, recreation, physical education, Theology, Divinity, or religious education.
8. Students may enroll for high school credit or college credit or both. Students may also determine what type of grade they will receive: credit/no credit or a letter grade. This decision must be made before the first class and cannot be changed.
9. If the student plans to play sports in college, dual enrollment classes should be taken for a letter grade in order to meet the National Collegiate Athletic Association Clearinghouse requirements.
10. Grant Public Schools will pay all or a percentage of tuition and required course fee based on state guidelines. If the student does not complete the class they (student and/or parent) will be expected to pay for the cost of the class.
11. Grant Public Schools will NOT pay for transportation, parking costs, and student activity fees.
12. All final grades must be submitted to Grant Public School for verification purposes.
13. The total number of dual enrollment classes that can be taken is 10.

NEWAYGO COUNTY CAREER-TECH CENTER

3 to 6 credits may be earned. These are classes taken at the Career Tech Center. The remainder of the student's schedule should be filled with required MMC classes toward graduation requirements.

NEWAYGO COUNTY CAREER TECH CENTER PROGRAMS

Graphic Communications	Culinary Arts
Business Applied Technology	CISCO Networking Academy
Agriscience	Construction Trades
Automotive Technician (Electrical/Brakes)	Welding
Heavy Equipment Technician	Mechanical Engineering
Cosmetology	Health Science
Criminal Justice	Early Childhood Education

LEARNING CENTER

Students that are deficient in credits or have discipline issues may be assigned the daytime Learning Center or Night Time Program.

ACADEMIC LETTER

Grant High School has an Academic Letter program. To attain the letter a student must carry a non-accumulative 3.0 grade average and carry 4 out of 5 academic classes or a pre-approved program (Dual Enrollment). Classes that are an extension of knowledge from our present curriculum will be considered academic. Example: calculus, research biology.

The awards ceremonies will take place in the fall and spring.

1. First Year winners will receive a Certificate
2. Second year - a Chenille Letter
3. Third Year - a Pin
4. Fourth Year - a Plaque.

STUDENT OF THE MONTH

Each month a student or students (s) will be selected as Student(s) of the Month. Our GHS staff accomplishes the selection process. The Students receiving the honor will receive:

1. Certificate of achievement
2. Lunch

ALL ABOUT GRADES

Grade point averages are determined by finding the numerical average of all grades. Courses taken for credit (CR) only are not included for GPA. If you have any questions, please see a counselor. Your final grade in any course may include a plus (+) or minus (-). EXCEPTIONS BEING THERE IS NO A +. Grade points are calculated for each letter grade in the following manner:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0
NC	0

REPORT CARDS

An attempt will be made to issue report cards the Saturday following each semester.

REQUIREMENTS FOR GRADUATION

1. All students graduating from Grant High School shall earn 21 credits. One-half credit is given for each class passed for the semester.
2. A diploma will not be issued to a student who has been in attendance at Grant High for less than one semester.
3. The last semester of attendance must be at Grant H.S.
4. Each student will be required to have a full schedule each year.
5. Each student will be in good standing (all bills paid, all materials and books accounted for, etc.) to be eligible to graduate.

GRADUATION AWARDS

In order to be considered as part of the top ten, valedictorian or salutatorian, a student must attend Grant High School a minimum of one full academic year.

CAPS AND GOWNS

Gowns will normally be ordered in October or November. Each senior must pay for his or her own cap and gown. Cap and gown money will be returned to those seniors not qualifying to participate in graduation. Caps shall not be decorated for the ceremony.

GRADUATION CEREMONY

1. Graduation ceremony is a privilege for any graduating senior who has met all academic requirements and is in good standing. Students enrolled in the nighttime program may participate in the ceremony with their cohort provided all graduation requirements are met.
2. Caps and gowns are required to take part in the graduation activities. The high school principal and the class officers will establish the program for graduation. You should check your status prior to ordering your cap and gown.
3. All students graduating from Grant High School shall have 2 semesters of attendance in high school programs. (GRADES 9-12)
4. Students will not be allowed to participate in the graduation ceremony unless all credits are completed at the time of senior exams.
5. Student that have completed 40 hours of Community Service, which can start after completing their 8th grade year, will wear a cord during the ceremony. Additionally, students completing 60 hours will receive two cords.

GRADUATION PRACTICE INSTRUCTIONS

Seniors will be expected to be present at all graduation practices. A senior student's obligation to attend school will end the day the principal says is their last day. Senior students attending the Career Tech Center must complete their obligations there as per their policy. The following guidelines apply to all graduation practices.

1. Be on time.
2. Be at all scheduled practices. In case of an emergency or illness you or your parent must call the principal.

HOMEWORK POLICY

Classroom teachers will assign homework, group and individual projects, various in-class and out-of-class assignments, each being important to student progress and understanding of academic materials. Due to individual circumstances, students may, from time to time, be unable to meet a deadline for an assignment.

Depending on individual circumstances, teachers may allow students additional time to complete late assignments.

Teachers will return evaluated assignments. Teachers may assign partial credit for late work. Teachers may assign less than 100% credit of the evaluated score for late assignments. Students will be given one day for each excused day of absence to make up missed work.

INDEPENDENT STUDY

Independent Study in any course is open to SENIORS only. Seniors who take Independent Study must have a "B" average in the subject area in which the Independent Study is taken and must have instructor and principal approval.

ATTENDANCE POLICY

An excused absence is primarily for absences due to illness. Also, excused are emergencies within the family and medical or dental appointments that cannot be scheduled at any other time. If at all possible, bring your note or appointment card to the office prior to the appointment. When a student is absent, the parent/guardian should send a note to school upon the students' return within 2 weeks. If documentation is not received with 2 weeks, the absence is unexcused unless prior arrangement has been made. A student will be marked absent if he/she enters the classroom more than ten minutes late.

ATTENDANCE

According to Section 380.1561 of the General School Laws of the State of Michigan, parents or guardians of children between the ages of six (6) and eighteen (18) years are required to see that their children are in attendance the entire school year and such attendance shall be continuous. Not only does Michigan State law require children between six (6) and eighteen (18) to attend school on a regular basis, but we also believe it is very important for you to be here every day.

- A. IN SCHOOL SUSPENSION WILL NOT BE INCLUDED TOWARD TOTAL ABSENCES. Does count as an absence for exams.
- B. If you arrive late, or must leave early, you must:
 - 1. Bring a note or your parent must call the office.
 - 2. Sign in and out at the office.

Students that are absent from school due to illness are **not allowed to attend after school functions including athletic contests (home or away)**. Pupils having contagious or infectious diseases and conditions will be excluded from school.

UNEXCUSED TARDINESS

The teacher for the first three offenses will handle tardiness. Further tardiness will result in the student being referred to the principal or assistant principal for disciplinary action. Three (3) tardies = one absence.

SEMESTER EXAMS

If a student has zero (0) absences for the semester and C+ or better grade for the class, he/she will be exempt from semester exams. Three unexcused tardies will disqualify a student for perfect attendance. Each in school suspension (ISS) counts as an absence. Students with a suspension must take the exam. One day absence will be allowed for a death in the immediate family, but further days may be requested from the administration. In addition to the above, students with a B+ grade average may have two (2) absences during the semester and still earn the right to be exempt from semester exams.

AGE OF MAJORITY

The administration of Grant is fully aware of the Age of Majority Law, which gives eighteen (18) year olds greater freedoms and responsibilities. We must, however, still be committed to the process of equal treatment and application of our rules and regulations to all students, regardless of their age.

With the following exceptions, the students' rules and regulations, as set forth in this handbook, will continue to apply to all students. **Students' eighteen years old, living alone and financially independent may:**

1. Have the same privileges as parents in relation to their own personal records.
2. Represent themselves during disciplinary conferences.
3. Be in receipt of their own report card.
4. Excuse themselves for absence from school with permission from an Administrator.

However, eighteen year old students must sign the "Legal Age Record" form in the principal's office, prior to the granting of any of the aforementioned privileges.

STUDENT ACTIVITIES

ART CLUB

Any student of Grant High who is currently taking Art or has completed one year of Art is qualified for full membership in the Art Club. One of the main purposes of the Art Club is to provide students with the opportunity to make use of the Art facilities of Grant High School above and beyond those provided by regular class instruction in order to further their Art education.

CENTRAL STATE ACTIVITIES ASSOCIATION (CSAA)

Grant High School is a member of the conference which includes: Big Rapids, Fremont, Hesperia, Holton, Howard City Tri-County, Kent City, Lakeview, Morley Stanwood, Newaygo, Reed City, Remus Chippewa Hills, Stanton Central Montcalm and White Cloud. The Grant Tigers participate in the following sports: baseball, basketball, cross country, football, softball, soccer, tennis, track, volleyball, and wrestling.

DANCES

Middle school students are NOT allowed to attend any high school dances.

FFA

Membership to the FFA is open to all students enrolled in an Agri-Science class at the Newaygo County Career-Tech Center. The primary aim of the FFA is to provide opportunities for students in leadership, citizenship, and scholarship development. Monthly meetings are held where projects and activities are discussed.

FOREIGN LANGUAGE CLUB

Members of this club shall have completed the second year of language or be currently enrolled in the second year of language. The objectives of the Foreign Language Club include: providing opportunities to use the foreign language in real situations, to promote understanding between us and our foreign speaking neighbors, and arouse interest in the foreign language and culture within Grant High School.

GEA SCHOLARSHIPS

The Grant Education Association has funds available for students to attend summer programs. Applications can be made through teachers in various subject areas or the guidance office.

JUNIOR-SENIOR PROM

Each year there will be a Junior-Senior Prom sponsored by the junior class in honor of the graduating seniors. Each junior or senior may bring only one guest and all guests must be registered and approved by the administration. The prom will normally be in spring. No guest will be admitted who turns 20 before September 1st.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization that seeks to honor outstanding students. The Grant High School Chapter strives to give a practical meaning to the Society's goals of Scholarship, Leadership, Service and Character. The faculty accords the honor of membership in the NHS. Selection is based upon the faculty's evaluation of Leadership, Service and Character as well as a minimum 3.5 cumulative grade average. Members must maintain high standards in these four areas to continue membership in the NHS. Only juniors and seniors are inducted into NHS in the fall.

QUIZ BOWL

Quiz Bowl involves answering questions from categories such as sports, computers, art, music, science, current events, presidents, novels, plays, math, history, government and much more. This club meets 2 -3 times per week on an average and practice begins in December. Competition begins in January and involves the schools in the LEAC. We engage in JV and Varsity matches.

SCHOOL SPONSORED FIELD TRIPS/ACTIVITIES

Students will only be allowed to attend a field trip and/or activity if all of their class work is turned in prior to the field trip/activity or if other arrangements with the teacher have been made.

SKI CLUB

Any Grant High School student is welcome to join Ski Club. The club takes bus trips to various ski areas. The trips may be after school or Saturday. Advantages of membership are group discounts for lift and rental, transportation, and lessons. Students must be in good academic standing to go on ski trips.

STUDENT COUNCIL

The Senior High School Student Council carries on the function of the student government at Grant High School. Each class elects representatives to the council. Officers are selected through an all-school election. The goals of the student council are:

1. To enable the student body to work as a group in promoting the interests of the school.
2. To afford opportunities for their own educational development through participation in business meetings and parliamentary procedures to develop increased responsibility through participation in these meetings and to gain experience in self-government.
3. To be a mediator between the student body and the faculty.
4. To serve the school in any way possible.

THEATRICALS

Any student with an interest in theater is welcome to join Theatricals. This is a performance-based group that produces at least two major shows each year. Opportunities are available for behind the scenes work as well as on stage experience.

ACTIVITIES ELIGIBILITY

The following extra curricular activities will be under the same academic eligibility as is currently in place for our athletes: Student Council, Art Club, FFA, Foreign Language Club, Ski Club, Theatrics, Quiz Bowl and Close Up.

To be eligible to participate in an extra curricular activity a student must be passing 4 of 6 units of credit at the time of the activity. Exceptions to these guidelines will be in effect for the following activities.

1. Close Up- Eligibility check will consist of 1st semester grades. If a student did not pass 4 of 6 classes after 1st semester they will not be allowed in Close Up for that school year.
2. Theatrics- To be eligible to audition for a play the student must have passed 4 of 6 classes the previous semester. In addition the play member must maintain the passing of 4 classes until at least four weeks prior to the play. If they fall below the passing of 4 classes they will be permanently replaced in that play.

Activities code of conduct: If a student violates our conduct code they will be subject to a meeting between a school administrator, the activities supervisor(s), the student and the student's parent/guardian. After the meeting the activity supervisor and administrator shall impose a discipline that may be up to removal from the activity.

1. **First Offense:** After verification of the violation, the student shall lose the privilege of participation for 25% of the activities scheduled dates in the current activity.
2. **Second Offense:** After verification of the violation, the student shall lose the privilege of participation for 50% of the activities scheduled dates in the current activity.
3. **Third Offense:** After verification of the violation, the student shall lose the privilege of participation for the remainder of his/her eligibility.

NOTE: If the student is not currently in an activity, the action will carry over to the next activity. If the action cannot be completed during the season as a result of available scheduled events, the suspension will be finished during the next activity.

STUDENT RESPONSIBILITIES DISCIPLINE PLAN

ELASTIC CLAUSE

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Infraction

Arson

10 day suspension and recommendation for possible expulsion

Assault

1st Offense 5-7 day suspension and police notified

2nd Offense 7-10 day suspension and police notified

3rd Offense 10 day suspension and police notified

(Possible board referral for expulsion at all levels.)

**Assault (physical) against a staff member, volunteer or contractor –
Recommendation for permanent expulsion.**

Personal Electronic Devices

1st Offense Confiscate with warning from office, parent contact, device returned at the end of the day.

2nd Offense Confiscate and to be picked up by parents from administrator.

3rd Offense Confiscate, 1-3 days ISS/Suspension, parent contact and device to be picked up by parent from administrator.

iPad/Computer Misuse – refer to User Agreement

1st Offense Warning and parent contact

2nd Offense Warning and parent conference, possible loss of privileges

3rd Offense 1-2 days suspension and loss of privileges

Cutting Instrument under 3” (Possession of)

- 1st Offense Warning and parent contact, possible suspension
- 2nd Offense 1-3 days suspension
- 3rd Offense 1-3 days suspension and recommendation for possible expulsion

* If used in a threatening manner, then it falls under Dangerous Weapons

Dangerous Weapons

10 day suspension and recommendation for possible expulsion

Disruption of Class

- 1st Offense Detention
- 2nd Offense Detention and parent conference
- 3rd Offense 3-5 days ISS and possible suspension

Dress Code

- 1st Offense Warning
- 2nd Offense Warning and parent contact
- 3rd Offense Saturday school or suspension

Drug/Alcohol/Look alike drugs

- 1st Offense 10 day suspension and recommendation for expulsion or 5 days suspension for use, with school approved counseling, police referral.
- 2nd Offense Board referral for possible expulsion

Extortion

- 1st Offense 5 day suspension
- 2nd Offense 7 day suspension
- 3rd Offense 10 day suspension

False fire alarms/Bomb Threat

1-10 day suspension and possible recommendation for expulsion, police notified.

Fighting

- 1st Offense 3-5 days suspension, police notified.
- 2nd Offense 6-10 days suspension, police notified, possible board referral for expulsion
- 3rd Offense 10 day suspension, police notified, possible board referral for expulsion

Fireworks

- 1st Offense 1-3 days ISS
- 2nd Offense 6-10 days ISS
- 3rd Offense 10 day suspension

Gang Symbols/Activity

- 1st Offense 3 day suspension, board referral for possible expulsion
- 2nd Offense 10 day suspension, board referral for possible expulsion

Gang Threat/Violence

- 1st Offense 5 day suspension, board referral for possible expulsion
- 2nd Offense 10 day suspension, board referral for possible expulsion

Harassment (includes threats to others, sexual, racial, gender, etc)

- 1st Offense 1-3 day suspension, board referral for possible expulsion
- 2nd Offense 3-5 day suspension, board referral for possible expulsion
- 3rd Offense 6-10 day suspension, board referral for possible expulsion

Indecent Behavior

- 1st Offense 1-3 days ISS
- 2nd Offense 3-5 days ISS
- 3rd Offense 6-10 days ISS

Insolence/Insubordination (displaying verbal or nonverbal disrespect)

- 1st Offense 1-3 days ISS or suspension
- 2nd Offense 3-5 day suspension
- 3rd Offense 6-10 day suspension

ISS (Violation of Rules)

- 1st Offense 1 day suspension
- 2nd Offense 2 day suspension
- 3rd Offense 3 day suspension

Minor infraction (running, horseplay, etc.)

- 1st Offense Detention
- 2nd Offense Detention with parent conference
- 3rd Offense 1 day ISS or possible suspension

Misuse of Fire Extinguisher

- 1st Offense 3-5 day suspension
- 2nd Offense 5-7 day suspension
- 3rd Offense 10 day suspension

Misuse of School Property

- 1st Offense 1 day ISS or 1-2 day suspension
- 2nd Offense 3 day suspension
- 3rd Offense 10 day suspension

In Parking Lot Without Permission

- 1st Offense Verbal Warning
- 2nd Offense Detention
- 3rd Offense Saturday School

Profanity/Obscenity

- 1st Offense 1-2 days ISS or suspension
- 2nd Offense 1-2 day suspension
- 3rd Offense 2-5 day suspension

Public Display of Affection

- 1st Offense Verbal Warning
- 2nd Offense 1-2 days ISS
- 3rd Offense 1-2 day suspension

Selling/Distributing Drugs

- 10 day suspension and recommended to board for expulsion

Sexual Acts on School Grounds

1st Offense 10 day suspension, board referral for possible expulsion

Skipping Saturday School

2 day suspension

Skipping

1st Offense 1 day ISS

2nd Offense Saturday School

3rd Offense Suspension

Tardies

4th Offense Detention with parent contact

5th Offense Saturday School

6th Offense Saturday School

Theft

1st Offense 1-3 day suspension, police notification

2nd Offense 3-5 day suspension, police notification

3rd Offense 5-10 day suspension, police notification

Threats of Aggression Toward Staff (includes profanity at staff members)

1st Offense 3-5 day suspension, possible police notification

2nd Offense 5-10 day suspension, possible police notification

3rd Offense 10 day suspension, board referral for possible expulsion

Tobacco Possession & Other Paraphernalia, including Vapor Pens/e-cigarettes/liquid

1st Offense 1-3 day suspension, police referral

2nd Offense 3-5 day suspension, police referral

3rd Offense 5-10 day suspension, police referral, possible referral to board for expulsion

Unexcused Absence from Detention

1st Offense 1 day ISS

2nd Offense Saturday School

3rd Offense 2 day suspension

Vandalism

- 1st Offense 1-3 day suspension, restitution for damages, police notification
- 2nd Offense 3-5 day suspension, with restitution, police notification
- 3rd Offense 6-10 day suspension, restitution, police notification

Career Tech Students (Bus Riding) (Disruption/Disrespect Towards Driver)

- 1st Offense Loss of riding privileges for 1 day and possible ISS
- 2nd Offense Loss of riding privileges for 2 days and possible ISS or suspension
- 3rd Offense Dropping Career Tech classes/scheduling full day classes at the high school

Career Tech Students (Driving Infractions) Driving/Riding to Career Tech without permission

- 1st Offense Loss of driving privileges for 5 school days with 1 day ISS
- 2nd Offense Loss of driving privileges for 30 days with 2 days of ISS
- 3rd Offense Dropping Career Tech classes/scheduling full day classes at the high school

If any of the above offenses are deemed serious, the administrator may move the consequences to the 3rd step.

DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To ensure appropriate due process is provided a student, the board establishes the following guidelines:

- A. Students subject to short-term suspension (10 days or less)
A student will be given both written notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension.
- B. Students subject to long-term suspension and expulsion
A student and his/her parent or guardian will be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of

the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Board must act publicly.

HONOR CODE - ACADEMIC MISCONDUCT/FORGERY

Honesty and integrity will be expected from all students. Each teacher will go over their classroom procedures in the first week of school.

1. Any time a teacher is suspicious of academic misconduct; there should be a teacher/student conference.
2. The first time caught, the student will lose all credit for the assignment or test. A parental contact will be made by the teacher.
3. The second time caught in the same class during the school year, there will be a lowering of one (1) letter grade for the marking period with a parent/student/administrator conference.
4. The third time caught in the same class the student will fail the class for the semester.

TOBACCO, DRUGS AND ALCOHOL

All Grant students, regardless of age, are prohibited from use or possession of alcohol, drugs, and/or tobacco, including vapor pens, e-cigarettes, liquid or paraphernalia in the school building, on school buses, on school property, or at school functions at home or away. All violations will be dealt with by the administration, with police and parental contact.

DRUGS OR ALCOHOL

The use, possession, distribution or being under the influence of non-prescriptive, mood modifying drugs or alcohol on school property, or any school function is prohibited, as is the possession of drug paraphernalia. The misuse of drugs and drug related paraphernalia or activity in the school environment will not be tolerated and offenders will be disciplined. Whether the situation deals with the misuse of legal drugs, or counterfeit drugs; the possession, use, sale, or purchase of these substances contribute to a drug related atmosphere that is unhealthy and unacceptable and will be dealt with by school administrators whether by suspension or expulsion.

Any student who is giving or selling drugs (or look-a-likes) to another student will be liable for possible expulsion from school and police authorities will be notified.

SALE OF ILLEGAL SUBSTANCES OR LOOK-A-LIKES

First Offense: Expulsion - the Grant Board of Education must act upon all expulsion cases.

USE OF BREATH-TEST INSTRUMENTS

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the test result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, she/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline evoked. The student will then be given a second opportunity to take the test.

DANGEROUS WEAPONS

In compliance with state law, the Grant Board of Education shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape on district property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as a “firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm including, but not limited to, air gun and explosive devices (this includes BB guns).

POSSESSION OF A WEAPON

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon will result in a suspension up to 10 days and may subject a student to permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing

evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possesses the weapon, that student shall also be subject to the same disciplinary action. State law may require that a student be expelled from school for a period of one (1) year if he/she brings onto or has in his/her possession on school property or at a school-related activity any of the following:

1. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
2. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
3. any similar object that is intended to invoke bodily harm or fear of bodily harm.

Any student who has reason to believe that a person on school property or at a school related activity possesses or will possess a weapon shall report the information to the school principal or other appropriate school personnel. Failure to report this information may result in a suspension from school for a period of time and/or expulsion.

USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to cutting instrument under 3", padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. This action may subject student to expulsion.

OTHER EXPECTATIONS DEFINED

ASSEMBLIES

From time to time the student body may be assembled in a large group for the purpose of instruction or entertainment. Administrators, selected teachers or selected students are to be in charge of assemblies. Students are to sit in the section of seats set aside for them when they attend assemblies. Give courteous attention to the speaker or performer at all times so others may enjoy the program. Students acting improperly will be removed from assemblies and programs for the entire year. Academic eligibility can factor into attendance of assemblies.

CAREER TECH CENTER

The Newaygo County Career-Tech Center is an extension of Grant High School and students who attend NCCTC are subject to the same rules and expectations as they are at this school. Students who are suspended or expelled from Grant High School will be automatically suspended or expelled from the NCCTC.

1. Students attending the Career-Tech Center will ride the school bus provided unless permission to drive is given by principal.
2. All policies of the Grant Public Schools and the Career-Tech Center are to be followed by students attending both schools.
3. Variances with the stated policy may be made only with the permission of the principal.
4. Students that are removed from a Career-Tech program will not be given classes back at the home school. They now become a part-time student for the remainder of the semester.

DRESS CODE

The question of dress is NOT considered a question of morality or decency by the school administration. It is considered a problem of inappropriate dress for the place and occupation of the students involved. Students not in compliance with the dress code must immediately correct the problem or consequences will be issued.

1. The school laws of the State of Michigan require a student to attend school in appropriate dress.
2. Any types of clothing or hairstyle that is a disruption to the class, immodest, unsanitary, or deviates from accepted standards of our school and community are prohibited. Neatness, cleanliness, and good taste should be evident at all times. Safety should also be a consideration.
3. Shorts may be worn and must be at least 6" in length. Skirts need to be comparable to shorts and must be at least mid-thigh in length. Sagging pants/shorts or pants/shorts with holes above mid-thigh are prohibited.
4. Hats are allowed before, after school, during passing time and lunch. Handkerchiefs will not be worn in the school.
5. Clothing sporting vulgar messages, alcohol, drug and /or tobacco products, and weapons are prohibited.
6. All shirts must have a minimum of a 3" wide shoulder strap, armholes that cover up to the armpit, and cover any undergarments (men's tank top t-shirts with large armholes are prohibited). Shirts may not be see through and/or show

undergarments. A shirt over a shirt is authorized as long as they fall within the above regulations.

7. No pajamas or slippers.

8. Chains worn on the body or chains hanging from clothing are not allowed. Such chains are considered possible weapons. Necklaces with spikes are not allowed. Necklaces worn must have a clasp.

DRILLS - FIRE/TORNADO/LOCK DOWN

These are required by the State Law, and will be held periodically. Posted in each classroom and library are instructions relative to that room. When the fire alarm sounds, everyone in the building will leave as rapidly as possible. Walk fast, do not run, and take your place outside the building. Wait for a signal to re-enter. For tornado drills, report to the designated areas inside the building. For lock down drills, follow the instructions given.

ELECTRONIC DEVICES

Grant High School respects the student use of cell phones and music devices during approved times of the day (before school, passing times, lunch, and after school). In return, students will use school issued electronic devices during class time. All personal devices will be turned off during class time. All devices must be out of sight and turned off during classes. An electronic device is defined as anything that can be turned on or off, or can be plugged into anything that turns on or off. GHS is not responsible for lost or stolen electronic devices. All students have access to a locker upon request to keep devices secure when not in use.

GANG POLICY

BELONGING TO A GANG OR ENGAGING IN GANG RELATED

ACTIVITIES: Grant High believes that youth gang activities pose a threat to its educational mission including the advancement of education, discipline and the orderly operation of the school. Students are not allowed to belong to gangs, participate in gang related activities, or wear gang related clothing. Such gang membership or related activities will be initially treated by an administrative/student conference or reprimand. Parental contact, as well as, other appropriate consequences are also likely. Continuing evidence of such membership or activities will result in further consequences such as suspensions and/or a recommendation for expulsion.

GROSS MISCONDUCT

The policy encompasses such actions as false fire alarms, bomb threats, intentional calls to falsely report a dangerous condition, or other misconduct detrimental to the operation of the school. Violations will result in a suspension from school and may result in expulsion. Parents will be called and the local law enforcement agency will be contacted.

LOCKERS

Upon request, each student is provided with a locker without charge. Those lockers are to be kept clean and orderly at all times. If the lockers are physically damaged, the student will be assessed a repair fee. The lockers are the property of the school district and its contents are subject to occasional inspection by the school authorities. Offensive language (beer or liquor advertising, drug advertising) will not be tolerated. Obscene pictures will also not be allowed in lockers.

LUNCH PERIOD

Hot lunch is available in the cafeteria. All student lunches are to be eaten in the cafeteria only. No food or drink is allowed in other parts of the building. Students on lunch break may not leave school property. Students will not be permitted in the hallways during lunch except for school business in the office or library unless principal or designee approve.

MEDIA CENTER

The Media Center will be open from 7:45 a.m. to 3:15 p.m. daily. Check out books at the front desk. EXTENDED HOURS WILL BE POSTED. All materials being checked out from the Media Center must be done so with the Media Center Aide.

1. Anyone willfully destroying books or magazines will be charged for replacing them.
2. If a student loses a book, he/she is expected to pay for it.
3. Anyone misusing the library privileges will be asked to stay out of the library.

PERSISTENT DISOBEDIENCE

Persistent disobedience is defined as the act of disregarding the expectations of the Student Handbook multiple times during the course of the school year, based on analysis of the offenses. Any student guilty of persistent disobedience may be suspended by the administrator up to 10 days and may be recommended for a long-term suspension and/or expulsion.

PUBLIC DISPLAY OF AFFECTION

No physical contact beyond holding hands will be allowed. Students in violation will be warned the first time only. Further problems may result in a conference with the parents and students, with suspension from school as a result of non-conformance to these standards.

STUDENT HARASSMENT

It is a violation of the law and of school rules for any student to harass or intimidate another student or staff member. If a student is a victim of any unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability the student should report such behavior to the principal. All reports shall be kept confidential and shall be investigated as soon as possible.

SEXUAL/GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT

1. Verbal: Written or oral innuendo's, suggestive comments, jokes of a sexual nature, sexual propositions, or threats concerning gender, national origin, religion, etc.
2. Nonverbal: Placing sexual suggestive objects, pictures, or graphic commentaries in the school environment or making suggestive, insulting or threatening gestures, sounds, leering whistling, and the like.
3. Physical Contact: Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, pushing the boy/girl or coerced sexual intercourse. Any other intimidating or disparaging action such as hitting or spitting on a person.
4. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the school counselor or the superintendent. The student may submit report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incidents(s).

The report shall be investigated in a timely and confidential manner. Harassment could result in suspension or expulsion from school.

SEARCH

Students need to be aware that lockers, desks, backpacks, automobiles, etc. are subject to searches if there is reason to believe that a school rule, policy or law has been broken. The District reserves the right, at its discretion, to randomly conduct canine and other searches of automobiles on District property or at school sponsored activities. The District also reserves the right to randomly conduct canine sniff searches of student desks, lockers and other student personal possessions such as backpacks or purses, with or without notice. Students need to be aware that surveillance cameras are used on school property.

STUDENTS LEAVING BUILDING – CLOSED CAMPUS

Students who need to leave the school building must sign out in the attendance office. Failure to do so will be considered skipping. Reasons for signing out include illness, family emergency, or school business. Other reasons will be judged on merit by the administration. Any student leaving the building for any reason must have prior parent permission (note or phone call).

SUSPENDED STUDENTS

Students who are suspended from school are not allowed to attend school functions, home or away. Violators will be assigned a consequence for skipping school.

VANDALISM TO THE SCHOOL

Students involved in vandalism to school property may face suspension pending restitution of damages incurred by their act.

VISITORS

Because of liability and responsibility reasons, we cannot allow student visitors to our school.

STUDENT DRIVING

The driving of motor vehicles by students to school is a privilege. Drivers must abide by all other vehicle rules and state laws. Students may not drive their vehicles at noon. We have a CLOSED CAMPUS and students may not leave the school grounds. Students may lose their driving privileges and may be suspended.

1. Students may drive to and from the Career-Tech with permission **ONLY**, provided the following are in place:
 - A. All students must abide by all vehicle rules already stated in the Handbook.
 - B. Students driving may not take riders.
 - C. Students may not ride with another student to the Career-Tech Center.
2. Students are not allowed to sit in or on the cars while in the school parking lot.
3. Because bus service is provided by the school system, anyone late resulting from student driving will either be tardy or absent.

PARKING LOT

No student driving will be permitted anywhere on school property except to enter and exit the student parking lot. Students must operate their vehicle in accordance to the State Laws of Michigan. Any violations of these regulations will result in the loss of driving privileges to school. Violators will also be subject to other discipline, or may be turned over to law enforcement officers. All students and parents driving to school and to school functions are reminded of the traffic at the high school. All vehicles are to enter in the driveway on the East Side of the high school. Vehicles to be parked should proceed to the authorized areas only (the lots in front of the school). Cars dropping students off or picking them up may proceed in front of the school, exercising caution for students and buses. All traffic is one way. The west lane is for traffic turning west (towards town) and the east lane is for eastbound traffic. Maximum speed on school property is ten (10) miles per hour. Students' use of a vehicle is based upon a consent by the owner or operator of the vehicle to inspection at reasonable times and places on the part of the school official. Grant Public Schools assumes no responsibility for damage or vandalism to cars driving or parked on school property. Those failing to follow the above expectation may lose driving privileges up to the remainder of the school year.

TRANSPORTATION DISCIPLINARY PLAN

PURPOSE:

Our goal is to provide students a safe ride to school. Sometimes disciplinary steps are needed to ensure that a safe ride occurs for all students.

DISCIPLINARY STEPS

- 1st STEP: The bus driver will talk to the student; contact parent by phone; log the call and file paper work with bus garage supervisor.
- 2nd STEP: The driver will provide a written bus discipline notice to the bus garage supervisor. The bus garage supervisor will contact parent; administer discipline; contact the building administrator if needed; logs discipline in student's file.
- 3rd STEP: The driver will provide a written bus discipline notice to the bus garage supervisor. The bus garage supervisor will contact parent; administer a minimum 3-day bus suspension; the student is suspended from the bus until parent contact is made.
- 4th STEP: The driver will provide a written bus discipline notice to the bus garage supervisor. The bus garage supervisor will suspend the student from bus indefinitely; the bus garage supervisor will contact the parent for conference.

A violation of individual driver rules such as no eating, no radios, etc. is a minor infraction. Sometimes drivers may use incentives for students. Violations that occur in the last few days of school may be brought forward to the following school year. All school rules apply both on bus and in school. These bus rules will be included in the student handbooks.

The bus driver at all times is in charge of the bus and its occupants. This includes students being transported to and from school, sports events, field trips, etc. Being transported in school vehicles is a privilege, not a right.

Students need to be aware that backpacks, carry on articles, coats, etc. are subject to searches if there is reason to believe that a school rule, policy or law has been broken.

APPENDIX

Acceptable iPad Use Agreement

School Year 2017 - 2018

Care and Maintenance of the iPad

1. Do not attempt to gain access to the internal electronics or repair your iPad. Report any problems to the media center.
2. Never leave an iPad unattended.
3. Never expose an iPad to long term extremes in temperature or direct sunlight.
4. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, dry, lint-free cloth.
5. Avoid placing weight on the iPad.
6. Never throw or slide an iPad.
7. Your iPad comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued iPad accessories are the responsibility of the student.
8. Each iPad has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the use agreement and grounds for disciplinary action.
9. Each iPad has a unique identification number. At no time should the numbers or labels be modified or removed.
10. Do not lend your iPad to another person. Responsibility rests solely with the individual the iPad is assigned to.
11. The iPad is an electronic device and care must be exercised when handling the iPad. Never throw a book bag that contains an iPad. Never place an iPad in a book bag that contains food, liquids, heavy, or sharp objects.
12. The iPad is designed for daily use; therefore, each iPad must be charged daily.
13. The iPad and case must remain free of writing, painting, or any other forms of adornment.
14. The iPad issued case **must** stay on the iPad at all times.

Student Use of the iPad

1. The iPad is the property of Grant Public Schools and may be seized and reviewed at any time.
2. The iPad comes equipped with both a front and rear-facing camera and video capacities. It is expected that students will ask permission before recording an individual or group. Please see number 4 below concerning inappropriate pictures/recordings. Students must obtain school permission to publish media of any school related activity.
3. Students are responsible for bringing their iPad to school every day fully charged. Failure to bring an iPad or any other class material(s) does not release the student from their responsibility for class work.

4. Personalized screensavers or backgrounds are permitted. Inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and such actions are subject to disciplinary action.
5. The iPad affords limited electronic storage space. It is good practice to back up, duplicate, or archive files to an independent storage space.
6. The district issued iPad is designed as a tool for learning; misuses of the iPad may result in disciplinary action.
7. All students should recognize and guard their personal and private information. Students shall not reveal personal information/personal security codes to anyone. Responsibility for the contents/actions of the iPad rests solely with that individual.

Insurance Plan

1. The replacement cost of the iPad is approximately \$425 and includes: the iPad, iPad case, iPad charger, and applications that have been purchased and loaded onto the iPad by GPS.
2. Families can purchase insurance through Grant Public Schools. The insurance premium is \$30.00 per iPad for the 2017-18 school year with deductibles to be assessed depending on the unintentional damage and needed repair. Deductibles will need to be paid in full prior to the student receiving the school issued iPad back after repair.
3. In the event that an iPad is lost, stolen, intentionally damaged, or damaged while not in the case provided by Grant Public Schools, the parent/student will be assessed a fee, to cover the repair or replacement of the iPad. The amount assessed will depend on whether or not the insurance was purchased.
4. If insurance is not purchased, the iPad will remain at school at all times. It will be checked out in the media center each morning and checked back in at the end of the school day. Any damage to the iPad during this time will result in a fee to cover the repair or replacement of the iPad. Students will not have the iPad returned until the fee of the repair or the total cost of the iPad is paid.
5. Repairs must take place through Grant Public Schools as each iPad is the property of the district. We believe you will find that the cost of the deductible combined with the insurance premium offered by the district is considerably less than the national average charge for a repair to an iPad.
6. Lost/Damaged power adapters are not covered by insurance and cost \$10.00
7. Lost/Damaged charging cords are not covered by insurance and cost \$8.00
8. Lost/Damaged case are not covered by insurance and cost \$25.00

With the purchase of the \$30.00 insurance policy the following deductibles apply

Repair	National Average Per Repair	GPS Deductible	GPS Repair Without Ins
Digitizer Repair	\$79.99	\$10.00	\$60.00
LCD Repair	\$139.99	\$20.00	\$86.00
Digitizer & LCD	\$154.99	\$27.00	109.00
Camera Replacement	\$79.95	\$10.00	59.99
Charge Port Repair	\$79.95	\$10.00	59.99
Earphone Jack	\$79.95	\$10.00	59.99
Volume Button	\$79.95	\$10.00	59.99
Speaker Repair	\$79.95	\$10.00	59.99

IPAD AGREEMENT

I have received and reviewed the Grant Public Schools Acceptable iPad Use Agreement.

Printed Student Name: _____ Current Grade: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

INSURANCE

I have purchased the iPad Insurance Plan offered by Grant Public Schools and understand that deductibles based on the repair will be my responsibility.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____


I **do not** wish to purchase the iPad Insurance Plan offered by Grant Public Schools at this time. I understand that the full cost of repair will be my responsibility. Insurance can be purchased at a later date after a full inspection of the iPad has taken place. I understand that not having insurance the iPad is to remain at school and checked in and out each day.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

APPENDIX

PBIS Expectations Matrix

	P ride	A ttitude	W ork
Cafeteria	Keep control of yourself & your belongings	Be polite Wait your turn in line	Clean up after yourself
Classroom	Do your personal best Follow Directions	Be open minded Be Respectful	Be on task Be On Time
Restroom	Pick up after yourself	Be mindful of the space and privacy of others	Use restroom during passing time Flush
School Events (Athletics, Assembly)	Be a leader & role model	Show school pride Use Positive, Supportive Language	Be engaged & participate
Hallway	Keep the halls clean Be on time to class	Positive Language Walk & Talk	Use passing time efficiently and appropriately
Bus	Be a leader to younger students	Be respectful to bus driver and other riders	Follow bus expectations
Media Center	Leave your area in a condition that is equal to or better than the condition you found it	Be polite & respectful	Be productive & mindful of others working
Gymnasium	Consume food & drink before entering	Improve, Not Prove "The Golden Rule"	Give your best. Expect the best.
Fine Arts Center	Keep your feet on the floor Leave food and drink in lobby	Be positive Be open minded	Be engaged Listening Skills Eyes on The Presenter