

# **GRANT MIDDLE SCHOOL STUDENT HANDBOOK**

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**I have a choice in everything I do,  
I am responsible for the choices that I make.**

**The Principal and Assistant Principal of Grant Middle School reserve the right to amend any provision in this handbook which is deemed to be in the best interest of the educational process. Furthermore, the Principal/Assistant Principal retain the right to issue penalties for acts of discipline not specifically stated herein and/or to alter any penalties that are determined to be necessary.**

**You have rights as a student. You have the right to be treated as a responsible individual and to be treated with respect by classmates and staff.**

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## VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, **each visitor must report to the office upon entering the school to obtain a pass.** Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she should please call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. **Students may not bring visitors to school.**

## ATTENDANCE

It is our belief that your child's attendance has a direct impact on his/her success in school. Law in the State of Michigan requires regular and consistent attendance. It is the responsibility of the school officials to report students with excessive absences. If necessary, a meeting will be held and/or an individual attendance contract for your child will be established. Further non-compliance will result in a report to the proper authorities. Parents and students will be notified by letter after four (4) and eight (8) absences.

- A. A student will be considered absent from class if he/she misses thirty (30) minutes or more of class time, at the Principal's discretion.
- B. If you arrive late, or must leave early, you must:
  - 1. Bring a note, or your parent must contact the office.
  - 2. Sign in and out at the office.
- C. An excused absence (if doctor's note is provided) is primarily for absence due to illness. Also excused are absences concerning funerals 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 school office prior to the appointment.
- D. It is the student's responsibility to pick up any missing work from their teachers.

## ABSENCE

If a student is absent from school, a parent or guardian must call or e-mail the school, preferably before 10:00 a.m., reporting the absence from school for that day. If a phone call or e-mail is not possible, a written note, for informational purposes is appreciated upon return. If the office has not received a phone call, doctor's note, or proof of attendance at a funeral, within two (2) days of the absence, the student will be unexcused for the day/days absent. Excused absences will be given for: illness, death in the family, and advanced absence permits. **Students may not attend school activities on days absent from school – unless prior administrative approval is given.** Assignment requests can be made on the second consecutive day of absence. This request must be made before 9:00 a.m.

## EXTENDED ADVANCED ABSENCE PERMITS

For students that know in advance they will not be in school, advanced absence permits **MUST** be picked up in the office and approved by the student's teachers, and then given to the Attendance Secretary. This should be done at least one week prior to the absence. Students are encouraged to complete and turn in all required assignments before leaving school for an extended absence from school. If this is not possible, students should check with their teachers for any missed work upon their return.

## TARDINESS

**To school:** Students must first report to the office for an admission slip to class if they are late to school. This will count as an unexcused tardy. **\*A parent note does not excuse a tardy.**

**To class:** If a student has 2 unexcused tardies to any class in a nine (9) week period, a parent contact will be attempted by phone, and a referral will be sent home with the student. With each unexcused tardy thereafter, the student will receive a detention/suspension.

## GENERAL INFORMATION

**Honor Roll:** Each semester an honor roll is prepared and posted. There are two honor rolls:

1. Top Honors: 3.500-4.000 average on a 4-point scale.
2. Honors: 3.000-3.499 average on a 4-point scale.
3. An "I" (incomplete) at report card time will eliminate the student from the honor roll for that marking period.

**Media Center:** Our media center is important to you, your school, and your future use of media centers. Students are encouraged to use the media center and to follow the proper procedures in checking out materials. A fine and overdue list will be posted periodically. If students do not pay the fine or return the book, their media center usage will be suspended, and any awards/privileges will be withheld, until they take care of their responsibility. Fines are charged on overdue material at the rate of \$.05 each school day late. Books/magazines that are lost or damaged must be paid for at the purchase price.

**Counseling:** Counseling is a service provided for all students at the Grant Middle School. Counseling allows the student to discuss any problems which might be interfering with his/her happiness as a person. Matters discussed will be kept strictly confidential. Counseling also provides direction in career opportunities. It is the goal of the counselors to provide the students with a confidant, whose main goal is to be understanding and helpful.

**Extracurricular School Activities:** Students are encouraged to participate in any extracurricular activities they choose. **A student will not be allowed to participate that day if the student is absent for a full day or is suspended from school.** A student must have a physical on file in the office (forms are available in the office) before being allowed to participate in a sport.

**Lunch Room Conduct:** Grant Middle School operates under a closed campus. Students are expected to conduct themselves appropriately when in the lunch line and while eating their breakfast or lunch. Food and/or beverages should NOT be carried in the hallways, except when being carried to lunch. **Energy drinks** are not allowed in school at any time. Only water bottles will be permitted.

**Playground Behavior:** At the beginning of each year, students will be advised of playground boundaries. Unsafe activities, such as tackle football, throwing snowballs, etc., are not allowed. Additionally, appropriate language and behavior is expected at all times. Food and beverages are allowed on the playground, unless students abuse this by not disposing of their garbage properly. Not following guidelines will result in loss of playground privileges.

**School Property:** It is expected that proper care will be given to all school equipment issued to you. You are responsible for all lost or damaged books or equipment.

**Severe Weather:** In cases of severe weather, school may be cancelled. Cancellations will be aired on WZZM-TV. If it becomes necessary to dismiss students early, notice will be aired as quickly as possible on the same station listed above.

**Tornado/Fire/Lockdown Procedures:** If there is a tornado warning, students will be sheltered in designated areas. Throughout the year, students will participate in a series of tornado/fire/lockdown drills. The students' classroom teachers will review our policies and procedures with all students prior to any drill.

## SCHOOL HEALTH INFORMATION

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

**Medications:** Although medication(s) can be given at school by approved personnel, it is best that all medication be given at home before and/or after school. All medication must be brought to school by a parent/guardian in the original bottle and with proper labeling. A medication permission form must be signed and given to the office along with the medicine. Students are not allowed to have medication (prescription or non-prescription, which does not include cough drops) in their possession.

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

### **BACKPACKS/BAGS**

Students are NOT allowed to bring backpacks or bags into classrooms. Students are expected to store these items in their lockers. Large backpacks or backpacks with rollers that do not fit into a student locker will not be permitted. For students that repeatedly violate these policies, school discipline will be issued.

### **BICYCLES/SCOOTERS**

Bicycles should be kept in the bike rack and should be kept locked. No student will be allowed to use his or her bicycle during the school day. If a student violates this rule he/she will no longer be allowed to ride a bicycle to school. Middle School students shall not be permitted to drive motorized vehicles to school (motorized scooters, mopeds, motor vehicles, etc.)

### **ELECTRONIC DEVICES**

Students are encouraged to keep electronic (including cell phones) devices at home. Any student who possesses a cellular phone, electronic communication device (ECD) and/or electronic storage device (ESD) shall assume responsibility for its care. **At no time, shall the District be responsible for preventing theft, loss or damage to cell phones and/or ECD/ESD that are brought onto its property.** The following regulations apply:

1. **Cellular Telephones:** Cellular telephones must be turned off during the instructional day, or at any school-sponsored event where there is a reasonable expectation of quiet attentiveness or where use of the device would cause any disruption unless there is a bona fide health or safety emergency. Cellular telephones operated in violation of this rule shall be confiscated and not returned until, where appropriate, a parent/guardian conference has been held. Finally, taking unauthorized pictures at any time with camera phones is not allowed. See "Camera" for more clarification.
2. **PDA (Personal Digital Assistant)/Personal Reader/Tablet/iPad and the like:** These devices may or may not be used **during class time** at the discretion of the teacher or building administrator. Any other time, the conditions that apply to cell phones, apply to these devices as well.
3. **Camera:** Cameras and unauthorized picture taking by students with cameras or cell phones is not permitted on school property or at school sponsored events. The content on these devices may be checked for unauthorized pictures per administrative discretion.
4. **CD Player, MP3 Player, iPod, iTouch, and other Walkman-like Devices:** These shall be turned off during the instructional day unless authorized by the classroom teacher. These devices will not be used during lunch or passing time between classes. If a student is found in possession of these items during an unauthorized time, the item(s) will be taken and returned to parents upon request. Additional disciplinary action may occur.

Students found to be using any electronic communication device, in any way, to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent/guardian conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless there is a documented personal health need. Students found to be in violation of any electronic device regulation shall be subject to disciplinary action. When appropriate, police or local law enforcement authorities may be contacted. Use of the devices shall be limited to the period prior to classes beginning in the morning and the period after classes are over in the afternoon. **Such devices shall only be used during instructional time when authorized by the teacher and will not be used during lunch or passing time between classes unless there is a bona fide health or safety emergency. The use of cell phones, other electronic communication devices and electronic storage devices in locker rooms and/or restrooms is strictly prohibited.** Students violating this policy shall be subjected to disciplinary action. \*Any student with 4 or more electronics violations for the school year will be banned from bringing any electronic devices on school grounds.

## TECHNOLOGY USE

The network is provided for students to research and communicate with staff. All students are required to have an Internet Permission Form, signed by the student and a parent/guardian, to be able to access the internet. Users of the Grant Public School Network are responsible for their behavior and communication over this network. It is presumed that users will comply with district standards. Network storage areas may be treated in similar fashion to school lockers. Network administrators may review files and communications to maintain system integrity and ensure users are using the system responsibly. Users should not expect that files stored on district servers would always be private. Students found in violation of any district internet policy shall be subjected to disciplinary action.

1. Use of the network is only for the purpose of education and research.
2. The district will not be responsible for any damages the students may experience such as: delays and interruptions, non-delivery of files/documents or loss of files that is caused by the student's errors or omissions or otherwise.
3. The district has a filtering program available through the network. Though the district will make efforts to block inappropriate material, students may still be exposed to inaccurate or offensive material. The district makes continuous efforts to block student access to inappropriate material but even the best filtering software can't guarantee total blockage.
4. The student knows that the network belongs to the district and the district in accordance with its policy, may examine all information stored on the network.

## SCHOOL SPONSORED ACTIVITIES

Activities sponsored by the school are an opportunity for students to grow into courteous and well-mannered young adults. This includes after school events, or any other school sponsored event. The following regulations apply to all students that attend these activities and are designed with the safety of each student in mind.

1. All activities will be chaperoned by teachers and parents. The organization sponsoring the activity will be responsible for obtaining the necessary chaperones.
2. Students attending school-sponsored activities will be required to stay in the building and will not be allowed to leave early. Students that do not adhere to designated pick-up times can be placed on social probation. Parents are encouraged to attend as guests or to come early and observe.
3. Only Grant Middle School's students will be permitted to attend. No high school age students will be admitted.
4. Dress will be appropriate school clothing.
5. Any student who does not obey these rules will be removed from the activity, their parents will be notified, and the students will be put on social probation for an appropriate period of time. A student that is assigned social probation will not be allowed to attend any school sponsored activities
6. Students will be prohibited from attending school-sponsored activities while on suspension/expulsion and/or until they have served his/her assigned detentions. If a student has an in or out of school suspension for any part of a school day, they will not be allowed to attend any after school activities for that day to include practices and/or games/matches.

## LOCKERS

At the beginning of the school year, hall lockers will be assigned to each student, one locker per student. Lockers are not to be shared. A violation of this may result in disciplinary action. These lockers will have built-in locks. Students should be advised that the lockers are owned by the school and are assigned on a temporary basis. The building administration, therefore, reserves the right to inspect the contents of any locker at any time, when in the opinion of the school official he/she is acting to protect the health, safety, and welfare of the school community, to enforce school rules, or there is a reasonable suspicion that the search will produce evidence of a violation of school rules.

**The student is responsible for maintaining the security of the locker and its contents by locking the locker and keeping the combination confidential.** Any property lost or stolen is the sole responsibility of the student, not the district.

## ASSIGNMENT GUIDELINES

We believe that class work is an integral part of the educational process that reinforces and enhances learning. Teachers, students and parents need to cooperate to make class work a valuable experience. Assignments not completed in school will need to be completed at home.

### Purposes of Assignments

1. Extend classroom learning.
2. Provide reinforcement for in-school learning.
3. Assist students in developing study skills.
4. Encourage student self-discipline.
5. Provide a link between school and home.
6. Provide opportunity for the teacher to check student mastery of material.

**The following guidelines may help make learning more successful:**

### Teacher Responsibilities

1. Provide assignments that enhance student learning.
2. Demonstrate study skills applicable to the class.
3. Provide opportunity for students to receive feedback on class work.

### Student Responsibilities

1. Complete course requirements as assigned.
2. Complete own work using necessary resources.
3. Manage time to complete work.
4. Understand what the assignment is! (Ask questions)
5. Have necessary materials to complete assignments.

### Parent Responsibilities

1. Establish school work as a family priority.
2. Provide a quiet study place in the home.
3. Help the child schedule a regular study session.
4. Provide assistance and encouragement.
5. Monitor performance on, and completion of, daily assignments.
6. Notify the teacher if persistent problems or difficulties are noticed during study times at home.
7. Frequently view Skyward for missing assignments, grades, attendance, and discipline. Parents may sign up in the main office.

**At-Home Support may include any of the following:** completion of schoolwork that was not finished at school, special projects and/or reports which require added efforts at home, study required in preparation for tests and/or class work, as well as independent reading (Accelerated Reader).

## DIVERSITY

The Grant Public School District fosters respect and understanding among all cultures and individuals who learn and work in our school community. We are committed to a philosophy that draws strength from our differences and builds on our similarities in order to:

1. Create a positive learning environment free of bigotry and prejudice in which all students can learn free of intimidation, harassment, or prejudice directed at them or others.
2. Empower all people to reach their full potential.
3. Promote respect and dignity towards all persons.
4. Prepare students to function effectively in a multiethnic and multicultural society.
5. Everyone in Grant Public School District has a right to feel respected, safe, and valued.

## STUDENT DRESS CODE

The question of dress is NOT considered a question of morality or decency by the school administration. It is considered an issue 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. The following school dress code applies while in school **and at any school sponsored event** whether on Grant Public School property or away.

1. The school laws of the State of Michigan require a student to attend school in appropriate dress.
2. Any types of clothing 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. All pants/shorts/skirts must be worn with the waistband above the hips and must not be sagging, pulled down, or showing any undergarments. Shorts/dresses/skirts and any of the like, must extend **beyond** fingertip length front and back, when arms are fully extended, with shoulders relaxed, down by the student's side and/or have a 6" inseam, whichever is **longer**. Any clothing bottoms may not have any rips and/or tears above the limit set above for shorts/dresses/skirts and any of the like.
4. Shirts/tops with spaghetti straps, tube tops, halter tops, midriff baring, exposed back, exposed cleavage, racer-back and/or shirts/tops with large armholes that extend below the bottom of the armpit are **strictly prohibited**. Men's tank top t-shirts with large armholes are **prohibited**. Any see-through and/or mesh clothing are also **prohibited**. Tank tops may be worn but must have a strap with a minimum of 3" wide at the top of the shoulder and meet all other requirements. Any clothing worn must not expose any part of an undergarment.
5. Hats or hoods will not be worn in the school unless worn on a school approved spirit day.
6. Clothing sporting vulgar messages, alcohol, drug and /or tobacco products, and weapons are **prohibited**.
7. No pajamas or slippers are to be worn unless they are worn on a school approved spirit day.
8. No coats may be worn in, or brought into the classroom.
9. 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.
10. All Physical Education clothing must meet dress code.
11. Sport team uniforms are allowed at practices and contests.
12. Spirit wear, i.e. cheerleading uniforms, may be worn upon the approval of the principal.

## HARASSMENT POLICY

The safety and comfort of the students is a top priority in our school. If a student is the victim of any unwanted sexual actions or comments, derogatory statements, or action concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the principal.

### SEXUAL/GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT

1. Verbal: Written or verbal innuendoes, suggestive comments, jokes of a sexual nature, sexual Propositions, or threats concerning gender, national origin, religion, etc.
2. Nonverbal: Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment, leering, whistling, making suggestive, insulting or threatening gestures, sounds, intimidation/violation of personal space and the like.
3. Physical Contact: Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, pushing the body, coerced sexual intercourse, or any other intimidating or disparaging action such as hitting or spitting on a person.

### BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

(You may find the complete policy (5517.01) on our website, [www.grantps.net](http://www.grantps.net), under "Administration".)

It is the policy of the District to provide a safe and nurturing educational environment for all its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.



Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

**Procedure:** Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

**Non-Retaliation/False Reports:** Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **GANGS**

Grant Middle School has zero tolerance for gangs or gang related activities. This includes gang symbols, intimidation or retaliation, and gang clothing (handkerchiefs worn as a hat/scarf). Any misdemeanors or felonies will result in police contact.

### **CANINE SEARCHES**

The District reserves the right, at its discretion, to randomly conduct canine 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.

### **DANGEROUS WEAPONS POLICY**

Michigan state law requires school districts to expel any student who, while at school or a school sponsored event, is in possession of a weapon, commits arson, or rape. This expulsion is for a period of up to 180 days and the student will not be able to attend any publicly-funded school activities during this period. 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 may subject a student to permanent expulsion. 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 up to 180 days 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 explosives, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices 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.

**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 padlocks, pens, pencils, laser pointers, etc. Intentional injury to another can be a felony and/or cause for civil action. This action may subject the student to expulsion.

**DISCIPLINE**

The discipline of Grant Middle School is designed to motivate students to make better choices and decisions in the future. If it becomes apparent that one mode of discipline is not effective, alternative plans may be implemented. Our discipline philosophy is based on three general goals for the building. They are:

1. To provide an effective learning environment for all students at Grant Middle School.
2. To provide our students with a safe learning environment.
3. To have students show respect for school property, student property, and all people at Grant Middle School.

With changing trends in fads and items available on the market, it would be impossible for the administration of this school to list every potential problem that could surface at the school. In cases that for some reason are not listed in the discipline code, where behavior is disruptive to the normal school day or endangers the health, safety, and welfare of students, please be assured that discipline will be reasonable and just to correct the behavior.

**We will use Student Ownership (SO) for displaying the following behaviors:**

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>
Dishonesty		
Disrespectful		
Disruption of Class		
Inappropriate Comments/ Gestures (Not at harassment level)	Student Ownership Questions Asked	Student Ownership questions asked. Student goes to Student Ownership and fills out a plan to be negotiated with student and teacher.
Minor infractions (running, horseplay, PDA, hallway behavior, etc.)		
Playground misbehavior		

**If a student disrupts during the SO process, they will be sent to the In School Suspension room (ISS), a room separate from the SO room. If a student is disruptive in the ISS room, a 1-3 day suspension will be applied and a mandatory parent meeting will take place before the student may return to school.**

## STUDENT DISCIPLINE CODE OF CONDUCT

The Grant Board of Education does hereby establish the following categories of misbehavior that may result in suspension or expulsion from school of any student regardless of age, under its jurisdiction. The student may be referred to the school counseling department for referral to an appropriate support agency. This list is offered as an example of unacceptable behaviors (but is not limited to), and it is not intended to be all-inclusive. These policies are applicable to all school-related activities and apply while the student is on school property, before or after school, and/or en route to and from school on district provided transportation.

The disciplinary action identified for the various type of unacceptable behavior enumerated in the student disciplinary code of conduct, states the **minimal** disciplinary action. The school district reserves the right and discretion to impose more severe disciplinary action, up to and including expulsion for unacceptable behavior regardless of whether it is the first offense. Additionally, when appropriate, school administration reserves the right to deny any student that receives disciplinary action the privilege of attending social activities such as dances, athletic contests, etc.

### DISCIPLINE PLAN

<b>BEHAVIOR</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE +</b>
Academic Misconduct	Referral to Principal, Loss of credit for a particular assignment or test, copy of referral in file while in attendance at the M.S., parent contacted	Referral to Principal, Loss of credit for a particular assignment and/or lowering of one letter grade for the marking period and student/teacher/administration conference, parent contacted	
Assault	1-3 Day Suspension	3-5 Days Suspension	5-10 Days Suspension Possible Expulsion
Bus Safety Issue	1 Day Bus Suspension	2 Days Bus Suspension	3 Days Bus Suspension
Computer/Cell Phone Misbehaviors including Computer Piracy/Vandalism/- Inappropriate Use of Internet	Notify Parent, Loss of Computer/Cell Phone Usage, 1-5 days Suspension	Notify Parent, Loss of Computer/Cell Phone Usage, 3-10 days Suspension	Notify Parent, Loss of Computer Usage/Cell Phone, 5-10 Days Suspension
Defiance of Authority	1-3 Days Suspension	3-5 Days Suspension	5-10 Days Suspension
Dress Code Violation	Warning, opportunity to change	Possible ISS, parent notification, opportunity to change	Possible Out of School suspension, opportunity to change
Extortion	5 Days Suspension	7 Days Suspension	10 Days Suspension
Electronic Devices/Cell phones/Cameras	Device will be confiscated and returned after school	Parent/guardian contact, device returned only to parent/guardian	Parent/guardian contact, Lunch Detention and/or After School Detention, device returned to parent/guardian only
Fighting	1-5 Days Suspension	3-10 Days Suspension	5-10 Days Suspension,

			Possible expulsion
Gang/Threat Violence	5 Days Suspension	10 Days Suspension	Board Referral
Gross Defiance/Disrespect	1-3 Days Suspension	3-5 Days Suspension	5-10 Days Suspension
Harassment (includes pantsing and threats to others, teasing-sexual, racial, gender, etc.) and/or Bullying	1-3 Days Suspension, Student will meet with counselor for all harassment/bullying incidents.	3-5 Days Suspension, Student will meet with counselor for all harassment/bullying incidents.	5-10 Days Suspension, Possible expulsion Student will meet with counselor for all harassment/bullying incidents.
Destruction of School Property	1 Day Suspension, financial restitution	1-3 Days Suspension, financial restitution	5 Days Suspension, financial restitution
Sexual Acts	10 Day Suspension Possible Expulsion		Police may be contacted
Physical Contact (Not at assault level)	1 Day Suspension	2 Days Suspension	3 Days Suspension
Possession or use of Drugs/Alcohol/ Look-alike drugs	10 Days Suspension, possible expulsion, police referral, and school approved counseling		
Profanity/obscenity	Detention/ 1-3 Day Suspension	1-3 Days Suspension	1-5 Days Suspension
Reckless endangerment (includes knives under 3 inches long)	1-5 Days Suspension, Police contacted	7 Days Suspension, Police contacted	10 Days Suspension, Police contacted
Selling/Distributing Drugs/Alcohol/Look-alike drugs and/or any banned substance	10 Days Suspension, recommendation for expulsion		
Skipping School	Detention	1 Day Suspension	1-3 Days Suspension
Theft under \$100.00	1-2 Days Suspension, and/or restitution	1-3 Days Suspension, and/or restitution	3-5 Days Suspension, and/or restitution
Theft over \$100.00	1-3 Days Suspension, and/or restitution	3-5 Days Suspension, and/or restitution	5-10 Days Suspension, and/or restitution
Threats or aggression toward staff (includes profanity towards staff member)	1-5 Days Suspension	5-10 Days Suspension	Expulsion
Tobacco/Vapor producing paraphernalia possession and/or use	3 Days Suspension, police referral	5 Days Suspension, police referral	10 Days Suspension, police referral
Unbecoming Conduct	1-5 Days Suspension, police contacted	10 Days Suspension (reduced to 7 with counseling), police contacted	10 Days Suspension, Board referral
Vandalism/ Destruction of Property	Discipline and restitution for damages made		

### 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 expulsion.

**\*\*ALL DAYS OF SUSPENSION WILL BE SCHOOL DAYS\*\***

**Meaning: If a scheduled school day is cancelled for any reason, and that day was scheduled to be a day of suspension for a student, the next scheduled school day will be applied to the suspension.**

**IN-SCHOOL SUSPENSION**

In certain scenarios, ISS may be used as a form of discipline. An In-School Suspension will be used as part of the disciplinary action to help students modify unacceptable behavior(s) when it appears other measures are ineffective. Exclusion from school related activities would occur for any day that a student has served ISS in part or in full. Failure to follow the In-School Suspension rules, including unproductive behavior regarding assignments, will result in a 1-3 day Out-of-School Suspension. Parents will be notified prior to the day students are serving this suspension. During the in-school suspension, the following rules will be observed:

1. Report to the office on the assigned day, and then proceed to the In-School room.
2. Students will be allowed two restroom breaks.
3. Work assigned must be completed by the end of the day.

**BUS DISCIPLINE POLICY**

**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**

Step 1. The bus driver will talk to the student; contact parent by phone; log the call and file paper work with transportation supervisor.

Step 2. The driver will provide a written bus discipline notice to the transportation supervisor. The supervisor will contact parent; administer discipline; contact the building administrator if necessary; log discipline in student's file. In addition, students may be asked to complete a responsibility plan and negotiate with bus driver.

Step 3. The driver will provide a written bus discipline notice to the transportation supervisor. The supervisor will contact parent; administer a minimum 3-day bus suspension; the student is suspended from the bus until parent contact is made.

Step 4. The driver will provide a written discipline notice to the transportation supervisor. The supervisor will suspend the student from the bus indefinitely; the supervisor will contact the parent for a 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 the bus and in school.

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 back packs, carry on articles, coats, etc. are subject to search if there is reason to believe that a school rule, policy, or law has been broken.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

## **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 . . ."

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.

## **TITLE IX**

It is the policy of the Grant Public Schools not to discriminate on the basis of race, sex, age, color, national origin, religion or handicap in its educational programs, activities, admissions, or employment policies as required by Title IX of the 1972 Education Amendments, Executive Order 11246 as amended; sections 799A and 845 of the Public Health Act; Title VI of the Civil Rights Act of 1964; and the Equal Pay Act. If you have any questions or concerns, please contact the Superintendent at (231)834-5621.

## **FIGHT SONG**

Although the lyrics to this song state Grant High, the fight song is used in all of our school buildings. School pride is encouraged in the middle school and this is one form of showing this.

## **FOOTBALL VERSION**

Come all ye loyal, fight for Grant High  
We are with you, win, lose or tie  
We are here for victory  
So come on and win this game – Rah! Rah! Rah!  
You take that ball right down on the field  
Fight on and fight hard never to yield  
Use those passes, punts and kicks  
And win for the old Grant High - Rah! Rah! Rah!

## **BASKETBALL VERSION**

Come all ye loyal, fight for Grant High  
We are with you, win, lose or tie  
We are here for victory  
So come on and win this game – Rah! Rah! Rah!  
You take that ball right down the floor  
Fight on and fight hard forever more  
Use those passes, dribbles, shots  
And win for the old Grant High - Rah! Rah! Rah!