

## **PERSONNEL**

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## **MISSION STATEMENT**

Developing today's learners to be tomorrow's leaders!

## **VISION STATEMENT**

The Grant Primary Center and Elementary School Staff view each student as a unique individual with differing needs, abilities and aspirations. We will establish an atmosphere, which will enhance physical and emotional well-being while promoting creativity and independence.

## **BELIEF STATEMENT**

We believe all students can learn. Therefore, we will assist all students in achieving their academic and social potential.

## **TITLE VI, TITLE IX AND SECTION 504**

It is the policy of 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.

Inquiries concerning the application of, or grievances for any of these regulations, should be addressed to:

Civil Rights Coordinator  
Grant Public Schools  
148 S. Elder Ave.  
Grant, MI 49327

## **GRANT PC and ELEMENTARY SCHOOL SCHEDULE**

7:40 AM Teachers report  
7:55 AM Students enter building  
8:00 AM Classes begin  
3:05 PM Classes dismissed

**PLEASE NOTE:** Because we have no personnel assigned to ensure the safety of children before 7:45 am, we cannot welcome children into the building or on the grounds until that time. Please *do not send or drop off* your child before 7:45 a.m.

## **ENROLLMENT REQUIREMENTS OF ALL STUDENTS**

The school code requires each of the following items to be on file with our office: a state issued birth certificate, up-to-date immunization record, and proof of residency. If you do not have these documents, please come to our school office for help in obtaining the proper paperwork for enrollment.

## **CONFIDENTIALITY**

Grant Public School District has compiled records on students for use in the provision of appropriate education programs and services. Federal and state legislation provide you with certain rights regarding the confidentiality of these records. Directory information can be provided upon request to any individual, other than a for-profit organization, even without written consent of the parent. Parents may refuse to allow the Board to disclose any or all such “directory information” upon written notification to the Board. Other than directory information, access to all student records is protected by FERPA and Michigan laws. Except in limited circumstances, the school district is prohibited from releasing confidential educational records to any outside individual or organization without the prior written consent of the parents. Confidential records include test scores, psychological reports, behavioral data, discipline records and communications with family and outside service providers.

## **PRESS IMAGES**

From time-to-time, images of our students appear in the Grant Newsletter, the Grant Public School’s Website, the Times Indicator, the Muskegon Chronicle, WOOD-TV 8, WZZM TV-13, etc.

**Please let the office know if you do not want your child’s image to appear in these mediums.**

## **VISITORS**

Parents and guardians are encouraged to visit the school. Prior arrangements should be made with the classroom teacher or principal to prevent disruptions. No preschool or student visitors are permitted without prior approval of the building principal. **FOR EACH CHILD’S SAFETY, ALL PARENTS AND VISITORS MUST REPORT TO THE OFFICE UPON ARRIVAL TO SIGN IN AND OBTAIN A VISITORS PASS.**

## **VOLUNTEERS**

Grant PC and Elementary welcomes parents and community members who wish to volunteer and become involved in the life of our school. If you are interested in assisting in a classroom, attending a class party or field trip, reading to/with students, etc., please contact your child’s teacher or the office. All volunteers are required to fill out a Background Check Form prior to volunteering to maintain the safety of our school.

### VIDEO SURVEILLANCE

Grant Public Schools uses video surveillance in all public areas to ensure the safety of its students, staff and campus. Recorded images will be used in discipline matters or in the prosecution of any person who violates civil law.

### ELECTRONIC DEVICES

Due to the possible disturbance to the learning environment, all electronic items are prohibited in school. These include, but are not limited to: hand held games, MP3 Players, iPod's, cell phones, or any other similar device. Additionally, any toys or personal belongings that disrupt the learning environment are not allowed at school.

### MONTHLY NEWSLETTER

Grant PC and Elementary sends home a monthly newsletter. The newsletter contains a message from the building principal and informs parents of upcoming events. This is also posted on the school website at [www.grantps.net](http://www.grantps.net).

### BROWN BAG PARENT GROUP

Grant PC and Elementary have an active and involved Brown Bag Parent Group. All parents are encouraged to join and support the activities of the Brown Bag Parent Group. The BBPG meets monthly one Friday of each month in the PC Conference Room from 8:15 a.m. to 9:15 a.m. Please bring your breakfast and join us when you can.

### BIRTHDAY TREATS

Children who wish to bring a birthday treat should do so only after making arrangements with the teacher. **We encourage the use of fruits, natural or nutritious foods. Please do not send gum or candy. Also, food allergies and medical issues need to be considered when bringing snacks and treats to school. For the safety of all students, we ask that families send in store purchased snacks with ingredients listed on the label so staff can check for certain allergens or health related nutritional information before distributing snacks to students with food allergies or other health related issues.** If parents are delivering a birthday treat, they should plan to leave the treat in the office to be delivered to the classroom at a time that is least disruptive to the learning environment. If a parent would prefer to deliver treats to the classroom, this can be done between 2:50-3:05 p.m. (remember to make prior arrangements with the classroom teacher). Students who bring in snacks should plan to serve to students and adults only in their classroom to avoid disruptions to the learning environment in other classrooms.

***Birthday Invitations:*** If you are having a home birthday party for your child, please send invitations by mail or call each child. No party invitations will be distributed in school. The school is not permitted to give out student phone numbers or addresses.

### LOCKERS

Lockers are property of the school and may be inspected at any time. They are to be used by students to store outdoor clothing, gym shoes, and lunches until lunchtime. No food or drink should be left in any locker following lunch. Personal locks will not be permitted on any student locker.

## SCHOOL HEALTH INFORMATION

### ***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 it must exclude children purely on the basis of symptoms. Cooperate with your school and local health department. Prevent exposure that may occur in 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 (preferably a doctor's note) to school explaining the reason for the absence.

### ***Special Medical Needs:***

The school personnel (administrators, teachers, office staff, bus drivers and school aides) that are involved with your child 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 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 medication(s) can be given at school by approved personnel, it is best that all medications be given at home before and/or after school. **All medications must be brought to school by the 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.

### ***Fever Free Guidelines:***

If your child has a fever, they are required to be "fever free" for 24 hours without the aid of medication prior to returning to school. If they are sent home from school with a fever, they should remain home the next day to observe the 24-hour "fever free" threshold.

### ***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 office staff. Immunizations can be updated at the Health Department or your private physician.

**\*\*Students who do not meet the immunization requirements on the opening day of school may be excluded (not allowed to attend) by the building principal.**

### ***Head Lice:***

Schools in Newaygo County have a policy requiring students to be **nit-free** to be allowed to attend school.

### ***Restrictions for Physical Education and Recess:***

If your child has a medical condition that should exempt him/her from part or all of a physical activity, a note from your physician will be required explaining any/all limitations.

### **FOOD SERVICE PROGRAM**

Grant Public Schools operates a breakfast and lunch program for all students. Household survey forms are sent home with all students in the school newsletter and are also available from the office or the food service supervisor. Because funding for some of our breakfast and lunch programs is based on information on these surveys, we need all parents to fill out and return the forms to the school even if they do not plan on taking advantage of the program.

Breakfast and Lunch are free for **ALL** students. If you have questions about meal service, please call the Food Service Supervisor at 834-5888.

Due to student food allergies, students are not allowed to share/swap food with other students. Each child should eat only what has been sent to school with them or given to them by food service personnel.

### **ATTENDANCE POLICY**

Regular attendance is crucial to success in school. Therefore, Grant PC and Elementary Schools will adhere to the following attendance policy: All students should attend school daily unless an illness or emergency prohibits this. Parents must call or send a written note explaining all absences. A doctor note is required for an excused absence. The classroom teacher is expected to contact parents after two unexplained absences.

The Skyward attendance software will generate a letter to be sent home from the main office once a student has missed 4 days of school. If a child misses 8 days of school, the School Social Worker will contact the child's parents to make a plan for improved attendance. If attendance does not improve, there may be graduated consequences, up to and including referral to the county prosecutor for truancy proceedings.

**Under Section 380.1561 of the Michigan Compulsory School Attendance Code, children between the ages of 6 and 16 must be in attendance at school. Parents are responsible for complying with the law. Under Section 380.1599, "A parent or other person in parental relation who fails to comply with this part is guilty of a misdemeanor, punishable by a fine of not less than \$5.00, nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days or both.**

### **DISCIPLINE POLICY**

#### **PHILOSOPHY**

The staff of Grant PC and Elementary believes safety and order are necessary for a positive learning environment and the development of positive social relationships. Students must learn to accept responsibility and the consequences of their actions. The following conduct guidelines and disciplinary code apply to the school setting and all school-sponsored events.

#### **SCHOOL EXPECTATIONS:**

As part of our PBIS (Positive Behavior Intervention Support) system, we use an acronym of P.A.W.S. for school expectations in all areas of the building. P.A.W.S. stands for: Personal Best, Act Responsibly, Work and Play Safely and Show Respect. Below are the student expectations in each area

of the school. Teachers will be working with their students at the beginning of the year to teach and discuss these expectations and set our students up for successful behavior at school.

**ARRIVAL AND DEPARTURE EXPECTATIONS:**

Personal Best:

- Be nice
- Greet others

Act Responsibly:

- Be on time

Work and Play Safely:

- Be patient
- Use walking feet

Show Respect:

- Be quiet

**RECESS AND PLAYGROUND EXPECTATIONS:**

Personal Best:

- Be nice
- Include others

Act Responsibly:

- Be prepared
- Be a problem solver
- Use an adult when needed

Work and Play Safely:

- Be safe
- Respect property

Show Respect:

- Be a friend

**ASSEMBLY AND SCHOOL EVENT EXPECTATIONS:**

Personal Best:

- Be a good listener

Act Responsibly:

- Stay in your spot
- Sit on your pockets

Work and Play Safely:

- Be calm and in control

Show Respect:

- Be quiet
- Use a whisper voice

**BUS EXPECTATIONS:**

Personal Best:

- Be on target

Act Responsibly:

- Stay in your spot
- Sit on your pockets

Work and Play Safely:

- Be calm and in control

Show Respect:

- Use a quiet voice
- Be neat and check your seat

### **CAFETERIA EXPECTATIONS:**

Personal Best:

- Be helpful
- Use your manners

Act Responsibly:

- Be prepared
- Clean up

Work and Play Safely:

- Stay in your spot
- Be calm and in control

Show Respect:

- Use a quiet voice
- Listen to adults

### **CLASSROOM EXPECTATIONS:**

Personal Best:

- Be on target

Act Responsibly:

- Do your job
- Be prepared

Work and Play Safely:

- Be neat
- Be calm and in control

Show Respect:

- Be nice

### **HALLWAY AND COATROOM EXPECTATIONS:**

Personal Best:

- Be neat

Act Responsibly:

- Respect property

Work and Play Safely:

- Be calm and in control

Show Respect:

- Use a whisper voice

### **MEDIA CENTER AND COMPUTER LAB EXPECTATIONS:**

Personal Best:

- Be on target

Act Responsibly:

- Respect property

Work and Play Safely:

- Be calm and in control

Show Respect:

- Use a whisper voice

### **OFFICE EXPECTATIONS:**

Personal Best:

- Wait your turn
- Be on target

Act Responsibly:

- Do your job
- Go back to class

Work and Play Safely:

- Be calm and in control

Show Respect:

- Say please
- Say thank you

### **RESTROOM EXPECTATIONS:**

Personal Best:

- Go

Act Responsibly:

- Flush

Work and Play Safely:

- Wash

Show Respect:

- Leave

### **DISCIPLINARY CODE**

The staff of Grant PC and Elementary believes in individual student rights but when a student's actions begin to infringe upon the rights of others, the inappropriate behavior must be stopped.

Inappropriate behaviors include but are not limited to:

Failure to follow student conduct expectations (above).

Failing to use time productively.

Disrupting the learning environment.

Being physically or verbally aggressive

Using inappropriate language, gestures, or materials.

Being dishonest, cheating, or stealing.

Refusing to follow adult directives.

Damaging school property or the property of another student.



If violations do occur, attempts will be made to resolve the problem with the teacher and student. If the child continues to disrupt or commits a major offense, their teacher will notify the building principal/assistant principal or social worker. The parent/guardian will be contacted by the building principal/asst. principal or school social worker to discuss the behavior and applicable consequences.

### **ADMINISTRATIVE SUMMARY**

Only the school administration and Board of Education can grant exceptions to the rules, regulations and consequences contained in this handbook. The school administration reserves the right to establish fair and reasonable rules for things requiring actions that are not covered in this handbook. In all cases, the rules and consequences shall be consistent with previously established rules and consequences for similar incidents, with state and federal laws, and district, state and federal guidelines. The school administration or Board of Education, may take action up to and including expulsion for first offenses. **However, the action taken may be adjusted based upon the specific circumstances of a situation.**

### **WEAPON-FREE SCHOOL ZONE**

NO toy or real weapons of any kind (including, but not limited to, guns, knives, clubs and/or explosives) are to be brought to school. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. (See Board of Education policy #5610.01 and #5772)

### **PUBLIC ACTS/STATE LAWS**

**Public Act 104, Physical and Verbal Assault of Staff:** In accordance with this state law, students in grades K-12 who physically assault school personnel shall be expelled permanently; or who verbally assault school personnel shall be subject to expulsion for up to one-hundred-and-eighty (180) school days.

**Public Act 250, Weapons, Arson or Criminal Sexual Conduct:** In accordance with this state law, students who violate PA 250, in the form of possession of a dangerous weapon, committing arson, or criminal sexual conduct, shall be expelled permanently. Students in grades K-5 who possess a firearm, or threaten another person with a dangerous weapon, shall be expelled for at least 90 school days.

### **ANTI-HARASSMENT POLICIES**

It is a violation of law and of school rules for any student or staff member to harass or intimidate another student or staff member whether through verbal, nonverbal or physical contact. If a student is the 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 teacher, school social worker or building principal. All reports shall be kept confidential and shall be investigated as soon as possible. (See Board of Education policy #5517)

### **DRUG-FREE AND TOBACCO-FREE SCHOOL ZONE**

Grant Public Schools are drug-free and tobacco-free. No drugs or tobacco products are allowed on any school property. (See Board of Education Policy #5530)

### **DRESS CODE**

A student's dress and grooming must be in the best interest of the school with respect to the health, welfare, and safety of the individual and the student body, and must not interrupt the orderly process of education in the school at any time. (See Board of Education policy #5511). Clothing with questionable

language (offensive language, liquor or beer advertising, cigarette or other drug advertising) is not considered appropriate for school or school activities and will not be allowed. Students are not allowed to wear hats/hoods in the learning setting unless a special plan is made with the principal or teacher. Students may not wear hats/hoods in common areas other than outside during recreation time.

Please ensure your child is dressed appropriately for the weather. Except in cases of rain or extreme cold, recesses will be held outside. The use of snowsuits/snow pants, hat, boots and mittens/gloves are especially encouraged. Students should dress in layers so clothing may be removed or added as the weather dictates. Please be sure to label all outdoor student clothing before sending to school to avoid lost items.

### **CARE OF SCHOOL PROPERTY**

In accordance with law, students who cause damage to district property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law. (See Board of Education policy #5513)

### **REQUESTS FOR HOMEWORK**

Requests for homework should be made as far in advance as possible. Please make arrangements with your child's classroom teacher for any homework requests.

### **ANIMALS**

Animals may not be brought to school without the prior approval of the classroom teacher or building principal. Under no circumstances will animals be transported on the bus. Wild animals and turtles will not be allowed in school. Cats and dogs must not have a previous history of biting and must be restrained and inoculated against rabies. Handling of animals will be on a voluntary basis. Please alert the school if your child has any pet allergies and should not be exposed to visiting animals.

### **LIBRARY**

Grant PC and Elementary students have access to our school library and may check out books for enjoyment in the classroom or at home. Parents are encouraged to make sure library books are properly cared for while at home. If a book is lost or damaged, parents will be responsible for either repairing or replacing the book.

### **CONFERENCES**

The staff of Grant PC and Elementary welcomes the opportunity to meet with you so we may better understand your child and assist you in meeting his/her needs. Conferences are held in the fall and spring but other times can be arranged by calling the school for an appointment.

### **TAKING STUDENTS OFF SCHOOL GROUNDS**

During the school day, all parents must report to the school office upon entering the building. Students must be checked out from the office before they are taken off school grounds. This is for the safety of all children. Children will not be released to anyone other than a parent or guardian without permission of the parent/guardian. (See Board of Education policy #5230)

### **RETURNING HOME FROM SCHOOL**

Please send a note to your child's teacher anytime he/she is not to go home in the normal way. If you do not send a note with your signature, we **will** send your child home in the normal way. Also, please be sure to send a note or call the office **BEFORE 2:00 p.m.** if you will be picking up your child. We strongly discourage you from picking up your child before the end of the school day so that they do not lose instructional time. However, if this is necessary (such as for a doctor's appointment) parents must sign students out at the office.

### **RELEASE FOR RELIGIOUS INSTRUCTION**

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for their children. Upon the signed request of a student's parent, the board will allow exceptions to the student's continuous attendance at school for religious instruction outside the building for no more than two class hours per week. No member of the staff shall either encourage or discourage participation in any religious instruction. (See Board of Education policy #5223)

### **LOST AND FOUND**

A lost and found will be maintained in the building. Please help us teach your child to respect the property of others and do not allow them to keep articles of clothing that do not belong to him/her. Urge your child to check the lost and found when an item is missing and have him/her report missing items immediately to the office. Throughout the school year, items in the lost and found will be cleaned out and donated to charity.

### **EMERGENCY PROCEDURES**

#### **Severe Weather Conditions**

School will close, when necessary, due to severe weather snow, ice, or fog conditions. In the event of a school closing, parents will be notified by Grand Rapids radio and TV stations.

#### **Tornado Procedures**

***Tornado Watch***-conditions such that a tornado might occur.

When a tornado watch has been issued for our area, the following procedures will be taken:

- The superintendent or his designee will monitor current weather conditions and contact building principals regarding conditions that could cause possible tornadoes in the immediate and surrounding areas.
- Parents may pick up their own children at school in the event of a watch. Parents may not pick up children other than their own unless previous arrangements have been made with the school.
- In the event of a watch, please do not call the school as lines may be needed. Students will be transported home at the regular time of dismissal.

***Tornado Warning***-a tornado has been sighted close by or in our area.

Should an actual warning be sounded for this area before school is dismissed, the following steps will be taken:

- Students will be moved to an inside hallway, away from windows and entrances.
- Students will especially be kept away from the gym or other large roofed areas.
- Parents may pick up their children as noted above.

- Teachers will stay with children in their charge.
- Buses will not run during a tornado warning. Students will be kept in the school building until the tornado warning has ended.

### **FIELD TRIPS**

Field trips are an educational enrichment experience. Behavior on the trips reflects back on the school and community. Therefore, attendance on trips will be dependent on prior individual and/or group behavior. Permission slips will be sent home at the beginning of the year. Information as to the date, time and destination will be sent home prior to each trip.

### **TITLE ONE PROGRAM AND PARENT COMPACT**

Grant PC and Elementary Schools have a strong Title One Program that helps students in the academic areas of reading, writing, and math. Your child may receive Title One services this year from a teaching assistant or a certified teacher. The Title One goal is to help each child reach his/her highest potential. All students are eligible to receive Title One services. By law, we must inform you of our Title One school-parent compact that explains how parents, the entire school staff, and students will share the responsibility for improved student achievement. Our Title One school-parent compact policy reads, "All parents of children being served by Title One shall be encouraged by all of our teachers to become actively involved with their child's education. We encourage and expect the parents to either read with their child or make sure the child reads on their own. We expect the parents to either help the child with his homework or to monitor that the child does the necessary homework at home. We expect and encourage the parents to respond to school in a positive way."

The final page of this handbook is a copy of our Parent-Teacher-Student Compact for your reference during the year. This compact will be discussed at the fall Parent/Teacher Conferences. We hope you will join us in honoring this compact as we work as a team to help your child be the best student they can be! 😊

### **QUESTIONS**

If you have any questions about the contents of this handbook, please feel free to call the school office for clarification.



**#Go Tigers!**

# Parent-Student-Teacher Compact

## A Promise of Commitment

We, the Grant Public School staff, parents and community, guide each child in achieving his or her greatest potential by providing a diversity of experiences. We share this responsibility in a safe and secure environment. We work together to develop the academic, creative, emotional, physical and social skills necessary for entering society as contributing members. We strive to enhance each child's experience at GPS by continually assessing and evaluating progress towards success with these goals.

### Parent/Guardian Agreement

It is important to have my child reach his/her full academic potential. Therefore, I will encourage him/her by doing the following:

- See that my child attends school regularly and is punctual.
- Establish a time and place for homework and encourage daily reading at home.
- Support the school staff and seek ways to participate in the school community.
- Have ongoing communication with my child's school and teacher.
- Check my child's backpack daily.
- Support the P.A.W.S. Positive Behavior Support system.

• \_\_\_\_\_  
Parent Signature: \_\_\_\_\_

### Student Agreement

It is important that I do the best I can. Therefore, I will do the following:

- Come to school each day and be in class on time.
- Have my homework completed and turned in on time.
- Always try to work to the best of my ability.
- Show respect for myself, my school and other students.
- Follow the P.A.W.S. rules at my school and rules at home.
- Believe that I can and will learn.

• \_\_\_\_\_  
Student Signature: \_\_\_\_\_

### Teacher Agreement

Students must be given the opportunity to succeed. Therefore, I will do the following:

- Provide an environment conducive to learning.
- Have high expectations for myself and for my students by using methods and techniques that work for my classroom.
- Maintain open and effective communication with my students, their parents and the school community to support student learning.
- Seek ways to involve parents in classroom activities.
- Respect students, parents and the diverse culture of the school.
- Have consistent behavior expectations using the P.A.W.S. school-wide program.

• \_\_\_\_\_  
Teacher Signature: \_\_\_\_\_