



GRANDVIEW HIGH SCHOOL 2018-2019 HANDBOOK

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GRANDVIEW

**positive school
climate**

**online credit
recovery program**

**individualized
instruction**

**MPS high school
diploma program**

**school-community
agency collaboration**

**high expectations
for all students**

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Principal's Message

Dear Friends,

Since opening its doors in 1987, Grandview has continued to provide an education that offers "at risk" students opportunities as they enter the adult world. With an MPS diploma, our goal is to help our students either enter the workforce immediately or go on to pursue post-secondary education. Our students come to us behind in credits due to a variety of reasons. Because we offer a credit-recovery program by blending traditional classes with online classes, our students are able to catch up in both skills and credits. Our rigorous curriculum meets all expected MPS and state standards which is taught by highly qualified teachers who deliver student-specific instruction. In order to ensure that our students are making progress, we use WKCE and MAP tests to regularly assess their growth and design our classes to meet their specific needs. Our dedicated teachers and staff work to deliver quality instruction and serve as mentors to each student who comes into the building to assist them with academic needs, as well as their social and emotional needs.

We include our families in their student's education through emails, teacher webpages, calls, conferences and letters. We know that it takes a community to graduate a student and here at Grandview each student is offered a safe, supportive and respectful environment where learning is the focus and success is the result. Enroll in Grandview and begin your journey towards your diploma today!

Sincerely,

Debi Harry, Principal
Marcia Spector, Executive Director
Jodi Weber, Assistant Executive Director

Mission Statement

The Grandview High School mission is to help young adults become academically, emotionally and socially prepared for productive participation in the 21st century.

Student Bill of Rights

You have the right to a school that is safe, orderly, and substance free.

You have the responsibility to do your part in maintaining the safety and comfort of your school.

You have the right to be treated with respect and dignity by your fellow students, teachers, and other school employees.

You have the right, along with your parents, to participate in decisions affecting your educational program.

You and your parents have the responsibility to actively participate in conferences and meetings held on your behalf.

You have the right to a comprehensive curriculum.

You have the responsibility to take advantage of the curriculum.

You have the right to attend classes where dedicated, caring teachers are well prepared to teach.

You have the responsibility to be well prepared to learn.

You have the right to be prepared for future success.

You have the responsibility to be successful.

Non-Discrimination Policy

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including transgender status, change of sex, or gender identity), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have

speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- 2) Fax: (202) 690-7442; or
- 3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

School Staff

ADMINISTRATION

Executive Director

Marcia Spector

Assistant Executive Director

Jodi Weber

Principal

Debi Harry

Associate Principal

Jim Young

School Counselor

Alissa Schwenke

SUPPORT SERVICES

Administrative Assistant

Evelyn Delgado

Safety and Security

Justin Brogni

Josh Martinson

Building Operations

Jabez Casso

Matt Krivanek

TEACHERS

Art

Tiffany Blease

English

Arnold Birren

Jamie Wang

Online Educator

Monica Cinnamon

Social Studies

Antoinette Redlin

Laura Graves

Science

Traci Kennedy

Mathematics

Margie Patterson

Kevin Judy

Academic Resource Teachers

LeeQuanda Turner

Makisha Handley

FOOD SERVICE

Food Service Worker

Jeanette Hohnke

School Calendar 2018-2019

August

27: 1st Day of School

September

3: Labor Day - SCHOOL CLOSED

20: Open House

October

9: Blood Drive

18: Parent/Teacher Conferences
(3:30-7pm) Regular School Day

19: Parent/Teacher Conferences
(8-12noon) NO CLASSES

26: Agency PD Day - NO CLASSES

November

16: Exams

19: Exams

20: Trimester 1 Ends-Record Day NO
CLASSES

21-23: Thanksgiving Break - SCHOOL
CLOSED

26: Trimester 2 Starts

December

20: Holiday Activity

21-31: Winter Break - SCHOOL
CLOSED

January

1-2: Winter Break - SCHOOL CLOSED

21: MLK Day - SCHOOL CLOSED

February

18: Mid-Semester Break - SCHOOL
CLOSED

20: ACT TEST-11th Graders Only (NO
CLASSES - 9th, 10th, & 12th Grade)

21: ACT WORKKEYS - 11th Grade (9th,
10th, & 12th - Expected to Attend)

28: Exams - Early Dismissal

March

1: Final Exams - Early Dismissal

4: End of Trimester 2 / Staff Record Day -
NO CLASSES

5: Trimester 3 Start

18: Agency PD Day - NO CLASSES

28: Family Night

April

9: Blood Drive

15-22: Spring Break - SCHOOL CLOSED

May

2: Parent/Teacher Conferences (3:30-7pm)
Regular School Day

3: Early Dismissal-noon

6: Agency PD Day - NO CLASSES

27: Memorial Day - SCHOOL CLOSED

June

5-6: Final Exams - Early Dismissal

7: End of Trimester - Teacher Record Day

9: Graduation

10-11: Teacher Professional Development

Daily schedule

Monday - Thursday

1st Hour: 8:00- 9:11

2nd Hour: 9:15-10:25

3rd Hour: 10:29-11:39

4A: Class: 11:43-12:28 (Lunch) 12:28-12:51

4B: (Lunch) 11:39-12:02 Class: 12:06-12:51

5th Hour: 12:55-2:06

6th Hour: 2:10-3:20

Friday

1st Hour ELT: 8:00-9:37

Seminar 1: 9:41-11:12

Mentor 3A: Class: 11:15-11:54 (Lunch) 11:54-12:17

Mentor 3B: (Lunch) 11:12-11:35 Class: 11:38-12:17

Seminar 2: 12:21-1:53

School Compact

The Grandview High School mission is to help young adults become academically, emotionally and socially prepared for productive participation in the 21st century.

As a staff member, I pledge to:

1. Provide quality curriculum and instruction that is aligned to district and state standards.
2. Prepare well-planned and meaningful lessons.
3. Create a welcoming environment for all students and families.
4. Respect the cultural diversity of our students.
5. Communicate clearly and frequently with families concerning their children.
6. Send home progress reports during the mid-point of each term and report cards at the end of each term.
7. Provide parents with an opportunity to attend formal conferences two times a year.
8. Encourage parents to attend school events.
9. Allow classroom observations and visits at any time.

As a student I pledge to:

1. Follow the rules as identified in the student handbook.
2. Attend school daily and arrive on time.
3. Complete homework in a timely manner.
4. Show respect for self, other people, and property.
5. Accept responsibility for my own actions.

As a family we pledge to:

1. Ensure that our child is at school daily and arriving on time.
2. Follow school procedures as identified in the student/parent handbook.
3. Provide a quiet place to do homework.
4. Contact teachers and administrators directly regarding concerns.
5. Attend parent/teacher conferences.
6. Participate in school activities.

Academic Expectations

Graduation Requirement

22.01 units will be required for graduation: 16.5 units in required courses, 5.5 units in electives and 0.01 units in community service experience, online course, or service learning.

16.01 of the 22.01 units required will be as follows:

English	4 units
Mathematics	3 units
This includes courses at or above the level of Algebra 1.	
Science	3 units
This includes content and laboratory studies in the physical, biological and chemical sciences.	
Social Studies	3 units
1 unit of U.S. History	
1 unit of World History, World Geography or World Studies	
1 unit of Urban Citizenship (grade 9-10) or	
0.5 units of American Government and	
0.5 units of Economics (grade 11-12)	
Physical Education	1.5 units
Health	0.5 unit
Fine Arts	1.0 units
Community service experience, online course, or service learning.	0.01 unit
Civics Exam.....	Met/Not Met
All graduating seniors must meet the Civics Graduation Requirement.	

Grandview seniors must complete their Justification of Graduation (J.O.G.) as a demonstration of their ability to apply, synthesize and communicate knowledge. Students may be required to present their completed project to a panel of staff, student, family and community members. Presentations, if scheduled, are scheduled during January and March.

Units required to be promoted at the end of the school year:

9th grade student (freshman)	=	fewer than 5 units
10th grade student (sophomore)	=	5 units or more
11th grade student (junior)	=	10 units or more
12th grade (senior)	=	16 units or more

Grading Scale

A = Outstanding	credit awarded
B = Above Average	credit awarded
C = Adequate	credit awarded

D = Needs Improvement credit awarded
 U = Unsatisfactory no credit

Friday Seminars

Grandview has a Friday schedule that includes Seminars. This schedule allows for enrichment opportunities that support the weekly schedule. Fridays allow for directed study hall, career explorations, campus tours, volunteer experiences, current events and many other opportunities that cannot be done during the rest of the week. Friday classes are important to every student's success in academics and credit earning.

Procedures for a Successful School Year

The Grandview Way	Teacher Instruction	Working Independently	Small Group Work	Transitions	Passes
G ive 100% everyday	<ul style="list-style-type: none"> Be on time Bring supplies Attend daily 	<ul style="list-style-type: none"> Use time to complete work Give your best effort 	<ul style="list-style-type: none"> Do your share of the work 	<ul style="list-style-type: none"> Move safely and quietly to directed spot Help others 	<ul style="list-style-type: none"> Always leave class with pass Use pass during appropriate time
V alue Yourself & Our Community	<ul style="list-style-type: none"> Be respectful of teaching Follow directions 	<ul style="list-style-type: none"> Work quietly Share supplies with others 	<ul style="list-style-type: none"> Appreciate everyone's ideas and opinions Celebrate diversity 	<ul style="list-style-type: none"> Clean up your area Treat people and property with respect 	<ul style="list-style-type: none"> Return in a timely fashion Keep working while you wait your turn
W hat you say is a reflection of you	<ul style="list-style-type: none"> Listen quietly Ask questions as needed 	<ul style="list-style-type: none"> Do your own work Be respectful in all words and actions 	<ul style="list-style-type: none"> Stay on task Be kind and accepting towards all 	<ul style="list-style-type: none"> Keep hands to self Use appropriate language 	<ul style="list-style-type: none"> Enter and leave class quietly Make sure pass is put back in its place
A ssume responsibility for your learning and actions	<ul style="list-style-type: none"> Take notes Be aware of your progress and grades 	<ul style="list-style-type: none"> Keep your folder/work organized Ask for help-continue to work quietly if teacher is helping others 	<ul style="list-style-type: none"> Complete expected work Get needed supplies 	<ul style="list-style-type: none"> Return supplies/items to correct spots 	<ul style="list-style-type: none"> Ask teacher if pass is available
Y ou are part of your success	<ul style="list-style-type: none"> Be focused Come ready to learn 	<ul style="list-style-type: none"> Turn in completed work on time Complete missing work if extra time 	<ul style="list-style-type: none"> Everyone participates 	<ul style="list-style-type: none"> Get required materials ready Sharpen pencils 	<ul style="list-style-type: none"> One pass per class

Summer School

Summer school is provided through MPS. Contact the School Counselor for more information.

Academic Information

Academic Service Awards

Recognizing student achievement is important at Grandview High School. Awards are presented to students who have shown outstanding performance through participation in the total school program. By doing so, it is hoped that students will find areas in which they can excel and gain recognition for outstanding achievement. Awards are presented at the end of each trimester. Teachers may also present awards to students for special class work at various times throughout the school year.

Books and Materials

Students are responsible for bringing their books, notebooks, and pens/pencils to each class, each day, as required by the teacher.

Classwork and Participation

Class work and participation are factors in all classes. Class participation or the lack thereof, can and will affect a student's grade in a course. Students and parents must realize that much occurs in class that cannot be made up or duplicated; therefore, regular class attendance and positive class participation is expected and will be highly beneficial.

Final Exams/Projects

All students will be required to take final exams and/or complete final projects as scheduled at the end of each trimester. A student with an excused absence will be required to make up the exam. Students not attending final exams could fail the course for the term and, thereby, not receive credit for the course.

Exam Exemptions

Students who demonstrate excellence in academics by earning an "A" in their classes can earn a Purple Pass that exempts them from their exams. Students will receive a Purple Pass from their teacher indicating the time and date of the exam that they are exempt from to bring home to parents/guardians. It is possible for students to exempt all their exams by ending the trimester with a 4.0.

Honor Roll

Students who have a 3.0 grade point average or higher shall be considered on the Honor Roll. No student with a grade of "D" or less in any subject will be considered for the Honor Roll even though he/she may have attained the grade point necessary to be considered for Honor Roll. Any student with an Incomplete (I) will not be considered until the "I" is made up.

Online Classes

Grandview offers online credit recovery classes through our online program, Edgenuity. Edgenuity is available through the internet 24/7, allowing students to earn credits on their own timeline each trimester. Students with online classes are able to work on their classes from home at night, on the weekends, during break and when they are out sick. This opportunity increases credit earning beyond the 3 credits per trimester if the student is motivated and willing to work hard in and outside of school. Students who do not have computer or internet access at home, can stay after school to work in the online lab or go to their neighborhood library.

Additionally, our online program has a skill building component in the areas of math and reading which all of our students are expected to participate in as part of their classroom grade. Not only do our students come to us behind in credits, they also come behind in skills. Our commitment to your student is to build their skill level while also increasing their credits. Both are equally important and critical to future success.

Parent/Student Conferences

Conferences are held two (2) times per school year with written notices sent home. Not only are concerns expressed, but more importantly, the conferences are designed to be positive and encouraging. Students and parents attend with the student taking an active part in the conference. A student's success is based on support not only from the school, but also on the participation of the parents, and we encourage parents to be a very important part of their son/daughter's development and achievements. Additional conferences may be called by the teacher or other professional staff members.

Progress Reports

In addition to grades issued at conferences, parents can assess student grades daily through our Skyward Grading system. Each family will be given access codes at the beginning of each year. Parents can access the Skyward Grading system through the school website and clicking the skyward icon at the top of the page or by logging onto the following website: <https://skyward.iscorp.com/scripts/wsisa.dll/wservice=wsedugrandviewsohwi/seplog01.w>.

Reports Cards

Report Cards will be issued at the end of each trimester.

School Supply List

- 10 two-pocket folders
- 10 lined Notebooks
- 2 large packages of notebook paper
- 60 blue/black pens
- 60 pencils

- 1 correction liquid/tape

Skyward Family Access

Parents may review their student's academic progress, grades, attendance and missing assignments by accessing the school website and clicking the skyward icon at the top of the page or by logging onto the following website:

<https://skyward.iscorp.com/scripts/wsisa.dll/wservice=wsedugrandviewsohwi/seplog01.w>.

Attendance Policies

Attendance Policy

State law requires all children between the ages of six and eighteen to attend school full time. A child who has turned 18 must attend until the end of the term, quarter or semester following his/her 18th birthday. The State of Wisconsin and Grandview High School have set policies for student absences. They are summarized below.

Whenever a student is going to be absent from school, the parent/guardian must inform the school by calling prior to 9:00 a.m. each day the student is going to be absent. Call the attendance office at (414) 672-1168. This is a 24-hour phone line, therefore a message may be left at anytime, day or night. If a live attendant is not available, please leave a detailed voicemail message indicating your child's name, the date that your child will be absent, and the reason for the absence. All attendance messages are listened to promptly in the morning of each school day.

Excused Absences will Include the Following:

- Illness (mental or physical). An excuse from the physician or dentist should be brought in whenever possible. If excessive absences occur, medical verification may be required.
- Appointments with medical specialists. Such appointments should be made, whenever possible, when school is not in session. An excuse from the medical specialist should be brought in to the attendance office. It is highly recommended that students bring in a "doctor's excuse" anytime a visit with a medical professional occurs.
- Family emergency or crisis.
- Funeral leave.
- Attendance at special events of educational value as approved by the building principal.
- Required legal appearance. Student should supply verification of the court appearance.
- Designated religious holiday.
- Approved school district-sponsored activities.
- Suspension
- Pre-planned absences provided in writing by the parent/guardian before the absence will be considered excused. A child may not be excused for more than 10 days in a school year under this provision per Wis. Stat. sec. 118.15(3)(c). A student is required to complete any coursework missed during this absence.

All other absences will be regarded as unexcused.

All student absences are subject to review by the building principal, whose decision will be final.

Students who are absent from school will not be allowed to participate in practice, games, or special school events on the day of the absence.

Early Dismissal and Return to School Policy

Any student leaving school for any reason must have parent permission to leave the building. Students who require early dismissal from school for personal business, medical appointments, or other approved parent reasons must have permission in advance of the time to leave the building. Students are required to bring in a written note from a parent/guardian and present it to the School Administrative Assistant. The request should clearly state the date, time, and reason for leaving. A parent contact number should be included on the request. Grandview High School is not responsible for providing transportation for early dismissals. Students will not be dismissed early without parent permission and verification.

Makeup Policy

Students have the right and responsibility to make-up missed work for excused absences within an appropriate length of time. There are 3 ways in which a student can make up work: staying after to work with their teachers, accessing the staff webpages which provide information on what was done in class as well as links to missing work, or by using the study hall days that are built in monthly. These 3 options provide every student with the opportunity to be successful if the student is accepting responsibility for their own learning and success.

Tardy Between Classes

Students are expected to be on time for class. If a student is late for class they will be sent to the office for a tardy slip. If students continue to demonstrate inability to be to class on time, hall sweeps will be conducted. Students caught in the hall sweeps will not be able to enter class until the beginning of the next class period. If a student is going to be late to school, the parent needs to notify school regarding time of arrival. Any student entering after 9:00 a.m. needs to report to Administration.

Tardy Policy

Time of arrival determines if a student will be able to enter their class or if they need to report to the online lab to wait for the start of the next class period.

Chronic school tardiness requires administrative intervention. Parents will be contacted to set up a meeting time and develop an action plan for timely school attendance.

Truancy from School

All other absences, except those listed previously, will be regarded as unexcused, and the student shall be considered truant.

Habitual Truancy - "Habitual truant" means a student who is absent from school without an acceptable excuse for five or more days on which school is held during a semester. The parent/guardian of a student who is a habitual truant shall be notified by certified or first class mail

when the student initially becomes a habitual truant.

It is the parent/guardian's responsibility to contact the school if your child is going to be absent. If your child is not in school and you have not contacted the school, a phone call will be made to you. If the contact is unsuccessful, the school will attempt to reach you by other means before the end of the second day after receiving a report of an unexcused absence.

When a student's attendance meets the legal definition for habitual truancy, the School is required to notify you in writing (sent by certified or first class mail). The notice will ask you to meet with a school official within five days. (A five-day extension for the meeting date is allowed.) If you fail to meet with school officials within 10 days of notification, the school may take steps to impose penalties on you for failing to correct the truancy problem. These penalties include enforcement of state statutes and municipal codes. School-based student assistance and support services can help you keep your child in school. Persons who engage in or cause habitual truancy may be referred to the District Attorney's office for prosecution.

Emergency and Health Information

Accidents/Injuries

Students experiencing an accident or injury should immediately notify school staff. An accident report will be completed and the parent/guardian will be contacted. If necessary, the injured student will be transported to the nearest medical facility and the parent/guardian will be notified.

Asbestos Notice

Official Notice to Inform all Seeds of Health Parents and Employees about Asbestos Containing Materials Inside School Buildings is Hereby Given:

According to the United States E.P.A., and the A.H.E.R.A. Regulation requires notification to all employees and parents/guardians regarding asbestos containing materials inside school buildings. Management Plans specifying locations, condition, and past response actions of these materials are located in the respective school's office for each site and are available for review during normal school hours as required by the A.H.E.R.A. In the ongoing program to safely maintain asbestos-containing materials, Seeds of Health conducts surveillances, and 3-year re-inspections, and implements appropriate response actions. If interested parties have specific questions relating to the Seeds of Health policy or the scheduling of asbestos related activities planned or in progress, please contact the Director of Human Resources at (414) 385-5619.

Automated External Defibrillator (AED)

GRANDVIEW HIGH SCHOOL, IN AN EFFORT TO MAKE OUR SCHOOL SAFE FOR OUR STUDENTS, VISITORS AND EMPLOYEES, HAS PLACED AN AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN OUR FACILITY. This decision is the result of our desire to make our school safe for our students, visitors and employees. The AED is located on the upper level between rooms 209 and 210. The AED is in an alarmed cabinet. When the cabinet door is opened a loud alarm will sound. This alerts everyone that there is a potential emergency. The AED is a life-saving device and is designed to work effectively unless they are tampered with. Our school system has adopted a zero tolerance policy in regard to tampering with the AED. Any student, who opens the cabinet door, activating the alarm, will be issued a non-negotiable suspension from all school activities and a possible police ticket.

Clearing the Building

Any student remaining in the building after 4:00 p.m. must be under the direct supervision of a staff member. The building closes at 5:00 p.m. (2:00 p.m. on Fridays). Students not involved in an afterschool activity will be asked to wait outside for their ride. Please be prompt when picking up your child.

Emergencies

Emergency Contact/Medical Cards are filed in the school office. Each student is required to

return the completed form to school no later than the end of the first week of enrollment. Parents/guardians are responsible for informing the school's Administrative Assistant of any changes regarding guardianship, residency and telephone number. Parents/guardians should also inform the principal regarding custody rights of separated families. Please provide a copy of court order that supports this information. The school shall not be held responsible if the parents/guardians fail to provide updated information to the school.

Emergency Procedures and Drills

Emergency procedures and drills include fire drills, tornado drills, evacuations and lockdowns (in case of intruders, etc.). Fire safety instructions will be posted inside each classroom. In the event of any non-drill evacuation and lockdown drills, parents will be notified accordingly.

Homelessness – Student Assistance

The McKinney-Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in Grandview High School shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in Grandview High School. Please contact the School Social Worker at (414) 755-3046 for further information.

Immunizations

All students shall be required to provide records establishing that they meet the State Health Department's immunization requirements or request a waiver of those requirements not later than the 30th school day from the beginning of the school year or initial enrollment in the School. The parent of any student for which record of proper immunization is not on file, shall be given written notification of this requirement by the 15th school day and the 25th school day following enrollment. The notice shall:

- A. state the immunization requirements;
- B. state that court action and civil forfeiture penalty can result due to noncompliance;
- C. explain the reasons for the immunization program and provide information on how and where to obtain immunizations;
- D. inform the parent of the right to request a waiver of the immunization requirement based on reasons of health, religion, or personal conviction.

Waivers of the immunization requirements shall be granted only for medical, religious, or personal convictions or as otherwise provided under state law. The School may be required to report to the County School Attorney the names of any students who have not completed the immunization requirements or submitted a written waiver within sixty (60) days of admission.

Medications

In compliance with Wisconsin State Law, Grandview High School has adopted a policy for the administration of medications. For school personnel to administer medication safely and efficiently, parents/guardians and/or adult students must comply with the school's policy.

Medications at School

Medications should be administered at home whenever possible. Parents/guardians are urged to consult with the prescribing physician to determine if medications can be scheduled outside school hours. In the event that this is not possible, designated school staff will administer medication according to school policy. Medication forms may be obtained from the school office.

Prescription Medications

1. A current Prescription Medication Consent Form must be on file at the school.
2. The prescription medication must be supplied in the original pharmacy-labeled package indicating the correct dosage and frequency of administration. This information must be the same as provided on the above noted form. Only the amount of medication needed at school shall be contained in the package.
3. If changes in the dosage take place, an updated Prescription Medication Consent Form, and an updated pharmacy-labeled package will be required.

Non-Prescription Medication (over-the-counter)

1. According to the state law, the school will no longer be able to administer any medication to a student that is not supplied by the parent/guardian. If you feel your child may need any over the counter medication during the rest of school year, it must be supplied by the parent/guardian. This includes: acetaminophen (Tylenol), triple antibiotic, hydrocortisone cream, Ibuprofen, cough and cold medicine. This means we will no longer be able to contact a parent for permission to administer any over the counter medication. Permission must be given in writing and the medication must be supplied by the parent/guardian.
2. The parent/guardian must complete an Over-the-Counter Medication Consent Form.
3. Medication must be supplied in the original manufacturer's package with the student's name affixed on the package.

Helpful Hints

1. Ask your pharmacist for a second empty, labeled package/container so that you will have packages/containers for home and school. Medication will not be given if in an unmarked package (i.e., baggie, envelope).
2. When you know your child will be taking medication, discuss the hours of administration with the prescribing practitioner. It may be possible to regulate the dosage so that medication can be given at home and not at school (i.e., antibiotics given 3 times a day).
3. Parents must deliver the package of medication to the school office to prevent tampering by the child and other students.
4. Unused portions of medication after the completion of the school year or when

discontinued will be disposed of if not picked up by the parent.

Parent attention to and support of these requirements are appreciated. If you have questions, please contact the school office.

School Closings

In the event of inclement weather, Grandview High School will be closed when Milwaukee Public Schools (MPS) are closed. There may be times when Grandview High School is closed due to unforeseen circumstances and MPS is open. Please watch local news channels 4, 6, and 12 for Grandview High School or refer to the Grandview High School website for any closure announcements. No announcement means that school is open.

Security Scans

Grandview High School believes in providing a safe and secure environment for your child. Therefore, we conduct regular electronic security scans throughout the school year.

Electronic screening includes the use of walk-through and hand-held metal detectors.

Students' possessions, such as jackets, book bags, backpacks and purses, will be physically searched only to the degree necessary to affirm that no firearms or other weapons are concealed therein.

If the student or an object in the student's possession triggers the metal detector, the student shall be asked to remove the object and the scan shall be repeated. If, after conducting the search with the metal detectors, it is determined that the object that triggered the detector is not a weapon, there shall be no further search of the student or his/her possessions. If an activation reoccurs, the staff shall attempt to determine what is triggering the alarm and shall, if necessary, complete a pat-down search, or contact the police. When a pat-down search is conducted, it shall be conducted by a staff member of the same sex with a second staff person present. Designated school officials conduct all searches, unless it is necessary to involve law enforcement officers.

Any person found to be in possession of a gun or other dangerous weapon as defined by school policy shall be subject to disciplinary action and the police will be called. If, during the course of a search, contraband is observed that is a violation of school policy and/or regulations, such items will be confiscated, the students may be subject to disciplinary action, and the police may be called.

Students who refuse to submit to a walk-through metal detector or hand-held metal detector (wand) search consistent with these guidelines may be subject to disciplinary actions for defying the valid authority of school personnel. Other persons refusing a search consistent with these guidelines must be escorted off campus.

Student ID Cards

All enrolled students must have a Grandview High School I.D. card. A laminated picture I.D. card is provided for each new student at the beginning of each trimester. Students shall be responsible for his/her own I.D. card. Students are expected to carry and display their I.D. card in the ID holder provided by Grandview at all times while at school and when involved in school sponsored activities off campus. If a card is lost or stolen, a replacement will cost \$5.00.

Extra-Curricular

Extra-Curricular Activities

Student activities represent a wide variety of school-sponsored teams, clubs and organizations. These activities can help students develop leadership skills, communication skills, teamwork, and decision making skills. A student's choice to participate in any of the school-sponsored activities may depend upon grades and attendance. Grandview students are able to play for sports teams offered at South Division High School. Please see the Principal if interested for paperwork and other important information.

Extra-Curricular Code of Conduct

Attendance

If an athlete has any unexcused absences during the school week, that athlete shall not participate in any extracurricular games or special events for the following week. Athletes will be able and are expected to participate in practices. Furthermore, students who are not in attendance at school are ineligible to practice and compete on days of unexcused absence.

Scholastic Standing

In order to participate in extracurricular activities, athletes at Grandview High School must maintain a 2.0 or "C" average in their classes, and have no U's in his/her class. Records will be checked every grading period and midterm to see if an athlete's grades meet the requirement.

If an athlete does not meet the above criteria, he/she will be placed on Progress Report Probation; whereby the athlete will be responsible for a weekly progress report. This report will monitor an athlete's progress and will be filled out by the athlete's teachers every week.

In addition, a student will cease participation in any game or special event for a one week period. In lieu of practice, ineligible athletes are required to attend after school tutorial. Grades will be checked on Fridays only. When an athlete meets the criteria and raises his/her average to above a 2.0 or "C" they may again participate in games or practices.

Each participant is required to read and sign a Code of Conduct form. In addition to the minimum requirements, a coach/advisor may have additional requirements.

Suspensions

If a student is suspended from school, that student shall not participate in the next scheduled game or event. Students will not be allowed at practices for the duration of their suspension.

Physical Examinations

A physical examination is required every two years. The Physical Examination Report must be completed by the physician and submitted to the school. The examination covers all sports for two school years provided it was administered after April 1. No student will be allowed to

participate without the physical exam document of file.

Sports Injuries

If a student is injured in a school sport, the student and/or the student's parents should notify the coach. An Accident Report form must be completed and a record of the injury maintained for any injury that occurs in a school sports activity.

Transportation of Students

To and From Competition

If transportation to and from sporting events is not provided by a Seeds of Health School, it is the responsibility of athletes to arrange their own transportation to the event. If transportation is provided to and from sporting events by a Seeds of Health School, athletes are required to use that transportation to the event. Unless prior written consent from family is given to the coach of the sport, athletes are required to use the transportation from the sporting event as well.

Emergency

The coach will notify the parent and contact 911 for transportation to the hospital. If the coach is unable to reach the parent/guardian/emergency contact the coach will still call 911 and the athlete will be taken to the hospital.

Non-Emergency

The parent/guardian is responsible for transportation home or to the doctor's office. The coach will notify the parent/guardian or in the parent's absence, the emergency contact listed on the Emergency Contract Form.

Food and Drink Policies

Free and Reduced-Price Breakfast and Lunch Program

Grandview participates in the National School Lunch Program and qualifies for the Community Eligibility Program (CEP). Under CEP, all Grandview students are eligible for free breakfast and lunch meals. The application process for this program has been simplified, and families may be asked to complete a simple, alternate survey form for the school which will be used to determine eligibility for other educational benefits.

Breakfast and Lunch Prices

Meal	Student Regular Price	Student Reduced Price	Extra Milk	Adult Staff/Visitor Price
Breakfast	\$0.00	\$0.00	TBD	TBD + cost of milk
Lunch	\$0.00	\$0.00	TBD	TBD + cost of milk

Food/Drink Policy

No food or drink is allowed out of the cafeteria/multi-purpose room. CONSUMING FOOD OR DRINK IN THE HALLS OR CLASSROOMS IS NOT PERMITTED. Teacher authorized activities involving food and drink is allowed. No glass bottles will be allowed in the building.

The following procedures are to be followed in order to ensure that the cafeteria is maintained in an appropriately clean condition for all students using the cafeteria at lunchtime. Each student MUST place all food wrappers, cartons, bottles, cans, plates and utensils in the trash container when finished eating. Littering is unacceptable behavior. Students who drop debris on the floor are to immediately pick the debris up. Remember that your classmates will be using the cafeteria after you leave.

Students are not to throw anything in the cafeteria/multi-purpose room. This includes throwing debris towards a trash can. Violations of these rules may lead to referral to a school administrator.

Seeds of Health Meal Charge Policy

The goal of Seeds of Health's National School Lunch program is to provide healthy meals to students during the school day to help them stay focused on their work through the afternoon. In an effort to serve high quality meals to all students, we must make sure we are financially secure.

The purpose of this policy is to:

- Establish a consistent district policy regarding charges and collection of charges

- Treat all students with dignity in the serving line
- Encourage parent/guardian to assume the responsibility of meal payments

For the 2018-2019 school year, the cost of a reduced price lunch is \$0.40, and the cost of a full price lunch is \$2.70. One milk is included with the cost of each lunch. If a child takes an extra milk he/she is charged an additional \$0.30, regardless of free, reduced, or paid status. It is the responsibility of the Food Service Department to maintain student charge records and notify administration of outstanding balances. If a student's lunch account goes into the negative, the parent/guardian will receive an automated phone call. School administration will follow up with written documentation after the negative balance exceeds \$5.00.

Students will be allowed to charge a maximum of \$5.00 for the reimbursable meal. After the balance exceeds the threshold, the student will no longer be provided a meal. However, if a student has money to purchase a reduced price or paid meal at the time of meal service, the student must be provided a meal. Parent/Guardian is expected to take immediate steps to bring account balance into the positive. Parent/Guardian will be mailed a written request for "Payment in Full". Unpaid charges at the end of the school year will be carried forward into the next school year. This allows Seeds of Health to work with families to establish longer repayment plans and to continue pursuing collection efforts when children change schools within or outside of the district. Graduating seniors must pay all charges in full. If financial hardship is suspected, families will be encouraged to apply for free/reduced meals anytime throughout the school year.

In order for Seeds of Health to continue participation in the National School Lunch Program, it is important to stay fiscally compliant with the USDA guidelines. Seeds of Health must make reasonable efforts to collect meal charges classified as delinquent debt. The cost of these efforts is an allowable use of funds in the food service account. A delinquent debt will be considered uncollectible after two years and reclassified as bad debt. As advised by the Department of Public Instruction, uncollectible balances must be written off as operating losses and should not incur against the food service account.

Upon separation from Seeds of Health schools, paid students with remaining positive balances will be issued a refund per Parent/Guardian request. One phone call will be made to the phone number on record to inform families of their positive balance. After one month of no response, balances will be donated to the school's food service fund. At the completion of each school year, reduced students with positive balances will automatically receive a refund check to the address on file with Seeds of Health schools.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Miscellaneous

Field Trips

- Students will not be allowed to attend any field trip unless they turn in a school issued permission slip signed by their parent or guardian. If a student is 18 years of age or older they may sign their own slip.
- Phone/verbal permission and hand written notes will not be accepted.
- Teachers have the right to deny students the ability to participate in a field trip.
- Transportation provisions will be designated by staff. No students are allowed to transport themselves or others during school sanctioned activities.
- All passengers must wear a seatbelt when riding in school vehicles. A student will not be able to be transported by the school if he/she does not wear a seatbelt.
- Visitors are not permitted to attend school field trips.
- Respect is to be shown for everyone we come in contact with. Good manners are expected from everyone.
- All scheduled activities in the program are obligatory. Students must be punctual and notify staff of any problems.
- All regular school rules apply. This includes cell phones, electronic devices, etc.
- Field trip privileges may be revoked for negative student behavior.

Lost and Found

Found articles should be turned in to the School Administrative Assistant.

Lost and found items will be disposed of at the end of each trimester. Items confiscated by an administrator will be disposed of at the end of the school year if they are not picked up.

Visitors

Visitors are welcome in Grandview High School. Because the safety of all children is important to us, we require that all visitors:

- Use the designated main entrance.
- Report to the Office.
- Show a form of identification.
- Sign in on the Visitor Record Form in the Office.
- Wear/display the Visitor Pass while in the school.
- Return the Visitor Pass to the Office and sign out.

Seeds of Health Schools use a visitor management system called Raptor. This software allows the district to track visitor entry into our schools. It also screens for registered sex offenders. When a visitor checks in at a schools' front office, a visitor's badge will be produced and the visitor will be expected to wear the badge for the duration of their visit.

Visitors will not be tolerated if their presence interferes with regular school activities. A school administrator may ask a visitor to leave the school premises, restrict the visiting time or deny a visitor access if the individual's behavior disrupts the school environment or if he/she refuses to follow the reasonable visitor rules and procedures established by the school. No visitor shall enter any classroom without permission from the building administrator.

Volunteers

Volunteers are welcome at Grandview High School. In the event you are interested in volunteering, a background check needs to be completed prior to working at the school. Please contact the school office for more information. **All visitors and volunteers must sign in at the front desk prior to visiting a classroom.**

Work Permits

Students enrolled at Grandview High School who are seeking a work permit need to report to the office and receive an enrollment verification letter from the Administrative Assistant. The student should bring all of the information stated below to a participating MPS High School or Boys and Girls Club (if a member) where they will issue the student a work permit.

Students must be in good academic standing to obtain a work permit. Good academic standing means that a student is passing all of their classes and have 75% or higher attendance. Work permits can be pulled for students who do not maintain the expected academic requirements.

- Birth Certificate (original)
- Written permission of parents/guardian
- Written statement from employer indicating intent to employ
- Application fee of \$10.00 (cash)
- Social Security card

According to state law, students younger than 16 must obtain a work permit prior to beginning work.

Student Conduct and Discipline Policies

Academic Integrity Policy

Academic dishonesty in any form is not tolerated at Grandview High School. Use of cheat sheets, sharing/copying answers, improperly securing questions or materials, and unauthorized collaboration of a paper, report or project are some examples of cheating that will result in disciplinary action. In addition any form of plagiarism is a very serious matter which represents academic dishonesty and discredits the integrity of the student. To plagiarize is “to pass off the ideas or words of another as one’s own ... to present as new and original an idea or product derived from an existing source”. When students do consult outside sources and include the ideas of others in their school work they must credit their sources.

Teachers may confiscate any work in question. If it is determined that a student has been cheating and/or plagiarizing, the following actions may be taken:

- A referral will be made by the classroom teacher to an administrator. A meeting will take place with the student. The student will receive a zero as grade for the work if it is determined that dishonesty occurred.
- The student may be required to do a replacement assignment.
- The student’s parents may be informed via phone.
- A written referral will be placed in the student’s file.
- Disciplinary action will be taken by an administrator when appropriate.

Assembly Behavior

During assemblies, the highest standard of conduct is expected. Students who cannot meet these expectations will be removed from the assembly and will not be allowed to participate in future assemblies.

Bullying Policy

Grandview High School strives to provide a safe, secure, and respectful learning environment for all students in the school building, on school grounds, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. Grandview High School consistently and vigorously addresses bullying so that there is no disruption to the learning environment and the learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race, ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. Spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone, or using the internet-also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school. This includes public transportation regularly used by the students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

- All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to a building administrator. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to a building administrator.
- Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.
- The school official receiving a report of bullying shall immediately notify the school employee designated to investigate the report. The following school employees have been identified as possible investigators: Principal; Associate Principal; School Counselor; Safety Officer; Agency Human Resource Director; and Executive Director or Assistant Executive Director.
- There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedures for investigating reports of bullying

The school official shall conduct an investigation of the bullying report within one school day, interview the person(s) who are the victim(s) of the bullying, and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The school shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school administration may take disciplinary action, including: informing parents, parent conference, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. The school counselor will provide support for the identified victim(s) of the bullying.

Disclosure and Public Reporting

The policy will be distributed annually to all students, parents/guardians, and employees of Grandview High School. The school will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

Cyber-Bullying Policy

Grandview High School does not tolerate cyber-bullying on its premises, and/or any residual effects that are brought into the school of off-site cyber-bullying. Any student found to be engaging in this bullying behavior will receive administrative disciplinary action and parents will be informed. See school bullying policy for additional details.

Code of Conduct and Privileges

Grandview High School remains committed to maintaining a safe and positive learning environment. We strive to set high standards for social behavior as well as academics. Attending social events such as school dances, proms, athletic events, assemblies, field trips, and even graduation are privileges. If students choose to disregard basic social behavior standards, the administration has the right to deny students the ability to participate in special activities. We hope that no student will have to lose access to special events, but we feel it is important to make students and parents aware that such consequences can and will occur if students violate some of the following rules, policies, and regulations:

- Violation of drug/alcohol policy.
- Violation of weapons policy.
- Repeated truancy or discipline issues
- Accumulation of absences and/or tardiness.
- Bullying or harassing of other students/staff that results in suspension(s)
- Accumulation of 3 or more out of school suspensions.

Communicating False Alarms

Any person who purposely initiates or circulates a report of a present, past, or impending bombing, fire, offense, catastrophe, or other emergency knowing that the report is false or baseless and could likely result in response by emergency personnel, or cause the evacuation or partial evacuation of a school building is subject to prosecution under Wisconsin Law.

Discipline Policy and Procedures

The student should be directed to a School Administrator with a referral form. An incident report may follow.

School Administrators will select appropriate interventions. These may include:

- A Conference
- Parental Contact
- Referral to the Psychologist
- Teacher or Team Conferences
- Behavior Contracts
- A Central Services Conference Referral
- Suspension
- Referral for ATODA Assessment
- Disciplinary Hearing. If a disciplinary hearing becomes necessary, the following process will be used:
 - MPS Central Services will be contacted
 - The student and parent(s) will be informed in writing of the time and place of the hearing
 - A decision regarding the student will be made.

School Administrators will coordinate the intervention plan. Every effort will be made to help enrolled students become successful at Grandview.

Discipline Policy – School Rules

- No hats, hoods or hoodies, or any type of headgear worn in the building or on school grounds
- No cell phone use in the building during school hours
- No use of personal electronic devices during school hours; including cameras and video cameras and bluetooth headphones
- No use of inappropriate language including profanity, vulgarity, rude/lewd comments, etc.
- No outside visitors without staff prior approval
- No public display of affection (i.e. hugging, kissing)
- No food or drink in the classrooms, hallways, or stairs
- No gum chewing in the building
- No sleeping in class
- No laser pointers
- No fidget toys (rubik's cubes, fidget spinners, etc.) unless provided by teacher for instructional purposes
- *No repeated refusal to obey school rules
- *No fighting
- *No gang activity
- *No tagging or graffiti
- *No tobacco, drugs (including paraphernalia) or alcohol (use, possession, or distribution)
- *No weapons or using common objects as weapons
- *No smoking/vaping/e-cigarettes in the building or on school grounds
- *No threats or assaults on anyone
- *No unsafe behavior such as horseplay
- *No gross disrespect or insubordination

- *No sexual, racial, verbal, psychological, or physical harassment
- *No bullying

*Will result in suspension from school and any severe or chronic violation of these rules may result in an expulsion hearing.

Suspended students are not to be on or near any Seeds of Health property during the time of suspension without prior authorization of the principal/designee.

Students who have been expelled are not to be on or near any Seeds of Health property without prior authorization of the principal/designee.

Dress Code

Just as in a business, where company policies related to dress and grooming are maintained, Grandview High School has established its own policy. Grandview High School students will uphold a professional image of our school and its members to the local business community and surrounding community.

A student's dress and grooming should be clean, neat and in good taste at all times. A student's appearance shall not create a distraction from or interfere with the normal orderly process of the instructional program or the management of any school program.

The following specific guidelines must be adhered to in the manner of dress at Grandview High School.

- Students are expected to wear shirts that fully cover their bodies. Students may wear sleeveless shirts that cover their shoulders.
- No pants, skirts or shorts are to be worn below intended waistline.
- Some examples of items NOT to wear include but are not limited to: mesh tops, halter tops, see-through clothing, bicycle shorts, exposed midriffs or backs.
- Shorts may be worn but must have at least a 4" inseam or longer. Micro-shorts and micro-miniskirts are NOT allowed. All buttock area must be covered by a modest length.
- No pajamas or sleepwear, flannel pants, of any kind permitted.
- Hats or caps are for athletic purposes or safety only. Hair should be clean and appropriately groomed. Unconventional or extreme hairstyles are not permitted.
- No shaved patterns or designs into eyebrows.
- Any apparel or accessory that denotes gang-related association is prohibited (i.e. sunglasses, headbands, scarves, hats, rags, bandanas, chains, spiked or studded items; or other physical alterations as identified by local law.
- All apparel and/or accessories must be free of reference to race, alcohol products, tobacco products, drugs, sex, vulgarity, death, suicide or violence, either explicitly or by innuendo. This includes RIP clothing.
- If rosaries are worn, they must be tucked inside the clothing and not be visible.
- Clothing excessively altered, slit, worn or frayed will not be allowed.

- Shoes appropriate for school must be worn at all times. No house shoes or slippers.

Judgments as to what is neat, clean, modest, immodest, appropriate or inappropriate will be made by School Administrators and their decision is final. Students who violate this dress code will be sent home to change or asked to call home to get proper clothing dropped off. If the student does not return for the day, the absence will be marked unexcused.

Drugs and Alcohol

Grandview High School recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Federal law or Wisconsin statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substance so designated and prohibited by law.

The school prohibits the possession, possession with intent to distribute, selling, giving away, transferring, having under one's control, being under the influence of, or use of any drug or any drug-paraphernalia at any time on school property, vehicles or at any school-related event. Drugs and all drug paraphernalia will be confiscated and not returned.

Hall Lockers

Locks are not built into the hall lockers. Locks will be distributed to all students. Unauthorized school locks may not be attached to hall lockers and will be removed without warning. School locks are operated by students with a combination of numbers but may be opened by school administrators with a special key. This allows for inspection and emergency access. Students may not change lockers or have another student move into their locker without prior permission.

School Administrators have the authority to inspect student lockers and personal property at any time for reasonable cause without student permission. The locker assigned to a student is not the student's private property or under his/her exclusive possession and it may be opened and inspected by school authorities for reasonable cause at any time.

Items left in lockers will be disposed of after the last day of school or upon student withdrawal..

Students will be charged \$5.00 if they lose their locks.

Harassment Policy

Seeds of Health believes that all students should learn in an environment free from verbal or physical harassment. All employees are responsible for ensuring that this policy is enforced. Please report all violations to the School Principal immediately. Principals are required to contact the Executive Director.

Students also must feel free to report any incidents of harassment to any employee. Seeds of Health strives to keep the learning environment free of harassment because of a student's sex (including transgender status, change of sex, or gender identity), race, religion, origin, or disability.

The purpose of this policy is to assure that no harassment occurs for any reason.

Seeds of Health does not condone harassment in its schools, which is generally defined below:

Sexual Harassment

Any verbal or physical conduct of a sexual nature that is intimidating, hostile or offensive.

Racial, Religious, Ethnic, or Disability based Harassment

The use of insults, or slurs, or other verbal or physical conduct related to a person's race, religion, national origin, or disability.

Reporting

Students and all other members of the School community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or principal so that the School may address the conduct before it becomes severe, pervasive, or persistent.

Any teacher, administrator, or other school employee or official who receives such a complaint shall make a principal or other administrator aware of it immediately. The Principal or other administrator shall immediately report the incident to the Executive Director, or in her absence or unavailability, to the Assistant Executive Director. If both the Executive Director and Assistant Executive Director are unavailable, or if either is involved in the incident, the Principal or other administrator receiving the report shall report the incident to the President of the Seeds of Health Board of Directors.

Reporting procedures are as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any School employee, such as a teacher, administrator, or other employee.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, other school employee, Principal or Executive Director.

- C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Principal and/or Executive Director.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any School employee, such as a teacher, the Principal and/or Executive Director.
- E. The reporting party or complainant shall be encouraged to use a report form available from the Principal or the School office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.

Confidentiality

The School will make all reasonable efforts to protect the rights of the complainant and the respondent. The School will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

During the course of an investigation, the school official conducting an investigation will instruct all members of the School community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

Non-Discrimination of Students Who Are Transgender or Nonconforming to Gender Roles and Stereotypes

Grandview High School is committed to creating and maintaining a positive and supportive environment that appropriately provides for the education, safety, and welfare of all students. The needs and concerns of each student will be assessed on an individualized basis with consultation with parents/ guardians where appropriate. The needs and concerns of each student will be assess on an individualized basis with consultation with parents/ guardians where appropriate.

Definitions

The definitions below are not intended to label students but rather to assist in understanding these guidelines and the expectations of the school in complying with policies and legal requirements. Students might or might not use these terms to describe themselves.

1. **“Transgender”** describes people whose gender identity is different than their biological

sex assigned at birth.

2. **“Gender identity”** is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the biological sex they were assigned at birth. Everyone has a gender identity.
3. **“Gender nonconforming”** describes people whose gender expression differs from stereotypical or prevailing social expectations, such as “feminine” boys or “masculine” girls, or those who are perceived as androgynous.
4. **“Gender expression”** refers to the way a person expresses gender, such as clothing, hairstyles, activities or mannerisms.

Discrimination, Harassment and Bullying

The school prohibits all forms of discrimination against any transgender student or any student who does not conform to gender role stereotypes. Further, existing school policies that prohibit the harassment and bullying of students apply to any such actions that are based on a student’s actual or perceived transgender status or gender nonconformity. This includes ensuring that any incident or complaint of discrimination, harassment, or bullying is given prompt attention, including taking appropriate corrective and/or disciplinary action. Complaints alleging discrimination, harassment or bullying based on a person’s actual or perceived transgender status or gender nonconformity are to be handled in the same manner as other discrimination, harassment, and bullying complaints.

Positive School Climate

Our school climate is one of cooperation. We value the efforts of our students and staff to work together to create an interesting and innovative program. Students have ownership in their school through shared responsibilities in job tasks, planning and group meetings. Cooperative learning styles and project-based learning help our students work with each other in a positive and caring manner.

Concentrate on Learning Tasks

- Develop the ability to commit and focus on learning activities
- Progress toward reaching goals
- Successfully complete quality work
- Cooperate with others to get work completed

Assist with Maintaining Order in Class

- Bring only those items and supplies necessary for class.
- Do not leave class without the permission of the teacher.
- Follow the rules of respect.

Respectful and honest relationships between people at Grandview High School means:

Listening to each other

- Understand the content and intent of each other’s messages.
- Let one person have the opportunity to speak at a time.

- Eliminate distractions to communication.

Use of appropriate channels for problem solving

- Step back and think before doing anything.
- Recognize when problems exist.
- Try to resolve problems by meeting with the individual, respectfully expressing the issue and listening.
- Inform a teacher or adult if you cannot solve with the situation alone or do not know how to approach the problem.
- Use non-offensive language when confronting problems.
- Do not use physical violence to resolve conflict.

Help each other

- Get to class and complete your responsibilities on time.
- Participate appropriately in the school community.
- Assist others when they need help in class or around school.

Protect personal space and possessions

- Respect the possessions of others.
- Keep the building environment clean and well-maintained.

Protection of Personal Property

The school cannot guarantee the safety or security of personal property. Large amounts of money and valuables should be kept at home. Please use school issued locks to keep items safe. The school is not responsible for the security or loss of student possessions.

Public Displays of Affection

Students are to refrain from kissing, sitting on laps, intimate hugging or inappropriate touching at school or at school sponsored activities. Any violations will result in disciplinary action including the calling of parents. Chronic violations will result in disciplinary action.

Respect Policy

It is the policy of Grandview High School to maintain a learning and working environment in which all members of the school community are treated with mutual respect. Grandview High School values and respects the human diversity of all members of the school community. Grandview High School expects all employees, students, and visitors to show respect toward each other at all times. Public transportation used by students to and from school also falls under this policy and its expectations.

Because of the high value Grandview High School places on respect, Grandview High School will take any steps necessary to maintain and ensure a learning and working environment which is free from personal harassment or intimidation. Personal harassment is any physical, verbal, or

psychological conduct which has a purpose or effect of intimidating, degrading, embarrassing, insulting, or harming any member of the Grandview High School community. Unacceptable personal behavior can include:

- Unwanted physical contact or horseplay;
- Gestures or symbols designed to intimidate, embarrass, or degrade;
- The use of offensive or insulting slang or nicknames;
- Posting signs, notes, or messages in any media designed to degrade, embarrass, intimidate, or threaten;
- Any other verbal, physical, written, pictorial, or electronic conduct or communications which have the intent or effect of embarrassing, intimidating, degrading, humiliating, or harming any member of the school name community.

Grandview High School will respond to any complaints or reports of personal harassment or intimidation. Violation of this policy may result in any of the following disciplinary actions:

- Detention
- Removal from class
- Mandatory parent conference
- Suspension from participation in extracurricular activities
- Suspension from school
- Expulsion

Grandview High School will respond to any act of personal harassment or intimidation in the manner it deems in the best interest of the Grandview High School community. Actions will be specific to the situation. Grandview High School will consider the offending student's disciplinary record, as well as the nature and severity of any act of personal harassment or intimidation. Grandview High School makes every effort to work with parents to correct behavior in violation of this policy; however, it may not be possible to contact parents before disciplinary action must be taken.

Restrooms

Students are expected to use the restroom facilities prior to the passing bell in the morning, at lunchtime, and during breaks between classes, and should not ask to be excused from a class except for illness or emergencies.

School Property

We often have visitors from the community who come to visit our building, programs, staff, and especially our students. It is important that we demonstrate the pride we have in our school.

Students are expected to show appreciation of and respect for property, including all equipment, supplies, and furnishing in the school campus as well as that of their own and other students. General housekeeping chores are expected of all students including disposal of waste paper into proper receptacles, keeping work area free from dirt and litter and, in general, keeping

classrooms, labs, restrooms, cafeteria, halls, and grounds clean, attractive, and safe. Students who destroy property or school furnishings and equipment will be held responsible for its immediate repair and replacement.

Student Automobiles

Parking is available in the small parking lot at the back of the building and on the street. Students who drive are expected to follow all street signs and be respectful of the neighborhood we are located in. Speed, loud music and unsafe driving will not be tolerated and students can be ticketed as a result.

Loitering in cars or in the parking lot is not allowed at any time. Students who park their vehicles on school property do so at their own risk. The Seeds of Health/Grandview High School is not liable for any damages that may occur.

Vehicles on the property are subject to reasonable suspicion cause search.

All students driving vehicles to school must meet state law. This requires all students to be 16 years of age or older with a valid Wisconsin Driver's License.

Student Conduct and Responsibilities

All students will be expected to obey the verbal directions or instructions of any staff member at any time they are on school property or attending a school activity or event at any other location. The school staff includes all teachers, substitute teachers, security officers, student teachers, clerical workers, custodial workers, food personnel and administrators of Grandview High School.

Students are expected to exhibit appropriate behaviors both before and after school including use of public transportation.

Students are expected to cooperate fully with all substitute teachers. Failure to do so may result in a student being disciplined by the regular classroom teacher (upon his/her return) and/or by the administration.

Tobacco

Grandview High School is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be role models for our students. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic,

"vapor," non-prescription inhalant devices, or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, Grandview High School prohibits the use of tobacco in any form on school premises, in school vehicles, within any indoor facility owned or leased or contracted for by the school, and used to provide education or library services to students and at all school-sponsored events.

Student Records and Fees

Fines

Students are responsible for all school materials that are issued to them. This includes all textbooks and library books. At the end of a trimester or year (whichever is appropriate) students must make restitution for lost, destroyed, defaced or damaged materials that have been issued to them.

Media Release

Throughout the school year, Seeds of Health, Inc. includes photographs of individual students or student group activities in its promotional and informational publications on the Seeds of Health, Inc. web page and occasionally in video productions. A release form is signed with registration

Student Fees

An Activity Fee of \$35.00 is required of each student at the time of enrollment.

Student Records Notice

Student Records

An educational record is maintained for each student from the time he or she enters a Seeds of Health school to the time the student leaves. The record typically consists of personal information such as name, address, date of birth, names of parents or guardians, attendance records, activities and awards, testing records of all kinds, physical health records, statement of courses the student has taken and the grades received, and records of the student's school extracurricular activities.

The privacy of student records is protected by both state and federal law. State law classifies student records as "behavioral," "directory," "physical health," and "progress" Other than immunization records and lead screening records, a student's "physical health" records are considered "behavioral" records as are any other student records that are not "progress" records. The Federal Family Educational Rights and Privacy Act (FERPA) classifies student records as either "directory" or "educational".

Under state law a parent or guardian of a minor student, or an adult student, are entitled to see and be provided with copies of the student's progress records and behavioral records. The disclosure of behavioral records must take place in the presence of a person qualified to explain and interpret those records.

FERPA affords parents and guardians, and students who are 18 years of age or older ("adult" students), certain rights with respect to student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the

day the school receives a request for access. Parents, guardians or adult students should submit to the school principal a written request that identifies the records they wish to inspect. The school principal will make arrangements for access and notify the parent, guardian or adult student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent, guardian or adult student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents, guardians or adult students who wish to ask the school to amend a record should write the principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, guardian or adult student, the school will notify the parent, guardian or adult student of the decision and of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent, guardian or adult student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent. One exception which permits the disclosure without consent is disclosure to school officials with legitimate educational interests, including safety interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member. A school official also may include a volunteer or contractor outside of the school who performs a service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the personally identifiable information from education records. Such persons include an attorney, auditor, medical consultant or therapist; a parent or student volunteering to serve on an official committee such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Grandview High School will also disclose education records without the consent of a parent, guardian or adult student to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Grandview High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C., 20202

Directory Information

Grandview High School may disclose appropriately designated “directory information” without written consent, unless a parent or guardian of a minor student, or an adult student, has requested Grandview High School not to disclose such information. Otherwise, state law and FERPA require that Grandview High School, with certain exceptions, obtain the written consent of a parent, guardian or adult student prior to the disclosure of personally identifiable information from the student’s education records.

The primary purpose for designating certain information as directory information is to allow Grandview High School to include this type of information in school publications or on its website or to disclose it upon request to any person or outside organization without prior written consent unless the parent, guardian or adult student requests otherwise.

In addition, federal law requires Grandview High School to provide military recruiters upon request with the name, address and telephone listing of any student attending its schools unless a parent, guardian or adult student advises Grandview High School that they do not want their student’s information disclosed without prior written consent.

Directory information is information that is generally not considered harmful or an invasion of privacy, if released. Grandview High School has designated the following information as directory information:

- Student’s name
- Student’s address
- Student’s telephone listing
- Student’s electronic mail address
- Student’s date and place of birth
- Student’s grade level
- Student’s dates of attendance
- Student’s participation in officially recognized activities and sports weight and height of members of athletic teams
- Student’s photographs
- Degrees, honors and awards received
- Most recent school previously attended by student

If a parent, guardian or adult student **does not want** Grandview High School to disclose directory information from their student’s or their own education records without prior written consent, a parent, guardian or adult student must notify Grandview High School in writing of their preference within 14 days after the student’s first day of school year.

Support Services

Introduction

A distinctive characteristic of our school program is the system of support services available to address the specific needs of students.

Guidance Program

A variety of special services are available to students through the guidance department. Total development of each student is the primary concern of the department. Each student has the opportunity to work directly with a career counselor to help explore and make decisions regarding higher education, vocational training or employment opportunities available to him or her after graduation.

Homebound Instruction

To provide students who give birth during the school year an opportunity to adjust to parenthood. This program allows them to continue their academic work at home while earning credit.

Mentor Program

Each student is assigned a teacher/mentor who provides individual, academic and emotional support.

Response to Intervention (Rtl)

Response to Intervention is a multi-step approach that incorporates both prevention and intervention for struggling students. A three-tiered approach provides increasingly intensive should read “intensive” instruction matched to student needs. Student progress is closely and frequently monitored in order to make appropriate decisions based on data for each student.

School Psychologist

Specialist provides on-going support to students and families as identified by student service referral. Crisis intervention and grief counseling also provided.

Social Services

Student Service staff provides case management, direct counseling and assistance in coordination of day care. In addition, intervention with attendance, behavior, and assistance with community referrals to help students and their families cope with crisis situations are provided.

Special Education

Students learn in a variety of ways with most students learning effectively in a traditional school

setting. Students with disabilities may be eligible to receive special education services. These services are based on assessment and determined by an Individualized Education Program (IEP) team, which includes the student's parent(s) as equal participants. Special education services are designed to meet the unique educational needs of students with disabilities and are provided at no cost to parents.

Parents of children who suspect their child may have a disability and who may need special education services should contact the school administrator/principal for further information.

Sustained Silent Reading Program

Sustained silent reading (SSR) is a quiet reading time to improve reading comprehension, vocabulary skills, spelling and pace of student reading. Students will be incorporating reading for pleasure into their daily life. Materials deemed acceptable to read during SSR are books from home that are school appropriate, school magazines, newspapers, and English materials at the English teacher's discretion.

Women, Infants and Children (WIC) Program

This federal program provides health and nutrition education to all eligible pregnant students, teenage parents and their children up to age five. To contact WIC call 414-385-5611. Address is: 1445 S. 32nd Street, Milwaukee, WI.

Technology Policies

Cell Phone Policy

Students will be allowed to carry cell phones into school with them; however, they must be turned off and stored during school hours. If a phone is seen or heard, it will be confiscated by school staff and turned in to the office. The following policies will be followed regarding these devices during the school day:

- The first time a cell phone is heard or seen the student will be asked to relinquish it to staff immediately. Furthermore, it will result in a 5 day cell phone confiscation when the student arrives to school. All cell phones will be returned at the end of each day until the 5 days are served.
- **If a student has multiple cell phones, ALL of the cell phones will be confiscated and returned at the end of each day until 5 days are served.**
- Repeated violations will result in additional days of confiscation of student's cell phone.
- Refusal to comply will result in a suspension.
- If a student uses a communication device to endanger the physical safety or the mental well-being of others, this could lead to expulsion.

Parents should not call or text their child's phone. They should call the office who will inform the student to call their parent.

Computer Tampering

Computer tampering is a criminal act under the law. Computer tampering involves knowingly or intentionally altering or damaging a part of the computer system, network, program or data. Any violation will be considered a student discipline matter.

Electronic Device Policy

Electronic devices include but are not limited to the following: ipods, music/video players, cameras, video games, electronic entertainment devices, laptops, tablets, and wireless headphones.

All electronic devices are prohibited during the school day. Grandview High School is not responsible for the loss of theft of any electronic device brought to school. The following policies will be followed regarding these devices during the school day:

- If a student is using an electronic device without permission on school property he/she will be asked to relinquish it to staff.
- Refusal to relinquish the electronic device to staff will result in disciplinary action.
- Repeated violations and/or refusal to follow these rules will result in disciplinary actions.
- Headphones/earbuds are prohibited in hallways during passing.

Google Apps for Education User Expectations/Policy

Google Account

Google Apps for Education offers a free set of customizable tools that enable teachers and students to work together and learn more effectively. The account established is a service provided by Google that allows users to communicate and collaborate effectively in a digital educational environment. The free tools provided by Google are available to students both at school and at home and work on any device that has an internet connection.

Students will use Google Apps for educational purposes. As per school policies, activities requiring internet access are supervised at school. The school is in control of which Google services it provides for student use. As part of the Seeds of Health Acceptable Use Policy, teacher supervision and spot checking student accounts can be used to ensure students' use of digital tools follows school policy.

Student Acceptable Use Policy

In order to use Google's services, all participants must be aware of, agree to, and adhere to the following:

- When utilizing Google Apps for Education services, students must abide by the Student Acceptable Use Policy. A copy of the Student Acceptable Use Policy is available for your review on the school's website under Parent Information.
- As stated in the Student Acceptable Use Policy, each school has the ability to monitor students' data.

General Behavior Expectations

- Be polite at all times.
- Use appropriate "school" language at all times.
- Don't type abusive, harmful, or gossip-like messages.
- Notify a staff member if you are aware of any improper behavior/use and/or cyber bullying.
- Respect other students' privacy. Do not reveal name, home address, email, or phone number of yourself or other students.

Google Apps for Education Acceptable Use and Expectations

1. Students must follow all rules, regulations, and guidelines already covered by the Student Acceptable Use Policy. In addition, all local, state, and federal laws still apply to the use of Google Apps for Education. Students may not do anything illegal, immoral, or otherwise deemed inappropriate by outside laws and all other school policies including the school's respect, bullying and/or harassment policy.
2. Students must agree and adhere to the Google Terms of Service that will be presented for review when the account is created.
3. Students should only use Google Apps (including email) for use on school projects and for educational purposes. Students using Google Apps for their own purposes are cautioned that Seeds of Health offers no guarantees to the safety of ANY data in its Google Apps

system.

4. Students, when sharing a document, spreadsheet, presentation, or other file with other users, agree that:
 - a. all users are agreeable to receiving an invitation to collaborate,
 - b. all users must report any violations of any school policies or government laws immediately,
 - c. all users must be treated with respect, and
 - d. all users are expected to contribute fairly, citing sources whenever necessary, and following all rules, laws, and guidelines.
5. Students should also follow all of the above guidelines in the case of a shared space (i.e. Google Sites). In the case of Google Sites that need to be marked as “public” in order to be visible throughout our school community, users must not give out the addresses of such Sites to people outside our school community unless permission has been granted by the teacher.
6. Students may not partake in deliberate destruction or vandalism of other users’ data or shared data. Nothing may be deleted without the permission of the person who created it.
7. Students may not use Google Apps to post any information for commercial activities, product advertisement, or political advocacy, nor will it be used to post any obscene, discriminatory, or offensive material. School employees have the right to monitor all postings and activity in Google Apps.
8. Students must protect their login and password information, as well as class passwords (if any). If participants suspect that a password has been compromised, they must notify a staff member immediately.
9. Students are expected to grant their parents access to their account if requested. If a student does not comply with the request, parents can contact the school to request access.
10. Students are expected to follow all the above rules and expectations. While in the classroom, teachers will make every reasonable effort to monitor student conduct related to class content.

Access Restriction

Access to Google Apps for Education is considered a privilege given at the discretion of the school. The school maintains the right to immediately withdraw the access and use of Google Apps when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the administrative staff for further investigation and account restoration, suspension, or termination. The school also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action. When a student graduates or leaves a school, their account will be terminated.

Technology Policy – Acceptable Use Policy

Grandview High School has adopted as part of its plan for the integration of computer technology into the schools programs an acceptable use policy. A student’s parent/guardian must sign a form giving his/her child permission to access and use the Grandview High School network of

electronic information resources for educational and research purposes before the student will be given access to the network. This is done at all student interviews. Violation of this policy will result in the loss of computer privileges.

E-mail accounts and file materials are not private in nature and remain subject to monitoring by the school district. The school and district network administrators, with due regard for the right of privacy of users and the confidentiality of their data, have the right to suspend or modify Internet access privileges and examine files, passwords, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system.

Use of School Telephone

Emergency calls by students to parents or guardians will be made through the office. During school hours students are not to attempt to use a cell phone. Incoming telephone calls for students will be permitted and accepted only to the school office and only in case of an emergency, whereby the student will be notified by school staff. Students will not be called out of class to come to the phone for any reason other than an emergency.

Transportation

Students who reside two miles or more from the school are provided with a Smartcard Lite Bus Card. Cards will be distributed at the end of every school day by their 6th hour teacher or in the office for those that have work release.

Acknowledgement Form

We, the undersigned, understand that this handbook contains important information for parents, guardians and students. We acknowledge that we have received a copy of the 2018-2019 Grandview High School Student Handbook. We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook, including Harassment, Bullying policies and the specific school rules upon which consequences will be dispensed in an effort to change behavior and to help students make better decisions. We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in this handbook. We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Student Handbook, Grandview High School policies, regulations and guidelines. We are aware that Grandview High School reserves the right at any time to amend or to add to the policies, regulations and school rules contained or referred to in this handbook. We are also aware that the 2018-2019 student handbook is accessible online at <http://grandview.seedsofhealth.org/>, and that any changes or updates to this handbook will be posted on the website.

PARENT/GUARDIAN/STUDENT COPY

Directions for return of this form throughout the 2018-2019 school year:

1. Student and Parent/Guardian review the handbook.
2. Student and Parent/Guardian sign the handbook acknowledgement form (separate form will be provided).
3. Student returns this page to School Administrative Assistant by September 21, 2018. New and transfer students registering after the start of the 2018-2019 school year must return the acknowledgement page within one week after receipt.